

## Quick Guide to Sharing Employees Between Institutions

When institutions share employees, certain employment and benefits decisions must be made and they must be reflected in My Admin Portal (MAP) in particular ways.

A common scenario is two or more institutions each in need of a part-time employee (such as a parish administrator or priest) working together to create one full-time position. The specifics of the agreement between the institutions will affect how the new employee should be set up in MAP.

**We highly recommend that the employers contact their diocesan administrators to help coordinate the agreements between the institutions and for enrolling the new employee in benefits.**

### Key Decisions

- The number of scheduled hours the employee will work at each institution
- The compensation the employee will receive at each institution
- The institution that will enroll the employee in employer-paid group life benefits
- The institution that will enroll the employee in employer-paid group disability benefits
- The institution that will serve as the healthcare benefits employer of record and how the cost will be shared
- The institution that will serve as the pension and retirement benefits employer of record and how the assessments will be shared

**Note:** An employee has only one account for pension and retirement benefits but may have multiple accounts for life and disability benefits. Split billing is not allowed for healthcare benefits. The tax implications of payroll and retirement accounts should be discussed with a tax specialist.

### Example

Bill is an experienced parish administrator. Two parishes, St. James and All Saints, have agreed to work together to create one full-time position for Bill. Working with the diocesan administrator, the parish wardens craft an agreement that addresses each of the above decisions as follows:

- St. James and All Saints will each schedule Bill to work 1,040 hours annually (2,080 is approximately 40 hours per week) and each will compensate him \$20,000 per year. The parishes will share benefit expenses equally.
- Both St. James and All Saints will enroll Bill in group life and group disability benefits, as he exceeds the required 1,000 hours per year to qualify for benefits at each institution.
- St. James will pay healthcare premiums and will bill All Saints for their share.
- All Saints will make retirement benefit contributions and will bill St. James for their share.

Given the above agreement, the diocesan administrator will complete the following in MAP:

- Create a position at each parish with 1,040 scheduled hours and \$20,000 in annual compensation.
- Enroll Bill in group life and group disability benefits in each parish.
- Enroll Bill in healthcare benefits and select St. James for the billing account.
- Bill in retirement benefits and select All Saints for the billing account.
- Assign Bill as an institution administrator for both St. James and All Saints.

**Note:** The setup process and benefit enrollments must span two days. On day one, establish the position for the first employer and enroll the employee in the corresponding benefits. Enrollment in the second employer's benefits must occur on day two, although the position for this employer can be set up on either day.

For more information on the steps above, see the [New Hire Process](#) and [Managing Institution Information](#) interactive guides.