



# Diocese of Altoona-Johnstown

## *Temporalities Secretariat Office of Finance*

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**Date: September 12, 2018**

**To: Pastors and Parish Administrators  
Elementary School Principals and staff**

**From: Diocese Finance Office**

**Re: Paycor -Payroll Procedures**

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To ensure more efficiency with the process of filing taxes through the Paycor System it is necessary to complete the following:

When inputting address information into Paycor, please ensure that a street address is listed in address line 1. If an employee uses a PO Box, this should be listed in address line 2, along with their street address in line 1.

This is a requirement of Act 32 where each employee must complete a Certificate of Residency Form. This form provides information to help identify the political subdivisions where the employee lives and works. It should include the complete resident address of the employee-street and Post office box. A post office box is not acceptable and will create tax filing errors.

Should there be any questions, please contact Mary, Finance Department at 814-695-5579, ext. 2606.