



Memo

Date: August 25, 2025

To: Parish and school business managers

From: Shannon Wiggins, HR systems manager, Office of Human resources

Re: Paylocity Fee—External HR Integration

A charge for “External HR Integration” will appear on the Paylocity Payroll Invoices effective today’s check, August 22. This charge is due to the integration between Paylocity and Empower for the 403(b)-file transmission.

It is a monthly charge that will appear on the last scheduled payroll file and is calculated at a rate of \$0.80 for employees who had an active status on any day that month. A sample invoice is shown below for your reference.

Current Charges				
QTY	Product	Base Fee	Unit Price	Total
32	Payroll Processing		1.32	42.24
39	External HR Integration		0.80	31.20
39	Human Resources Management		7.73	301.47
Your account will be debited on Aug 22, 2025 for the Total Amount			Total Amount Due	374.91

If you have any questions, please email swiggins@archatl.com.