



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

LAY PERSONNEL

June 12, 2017

To: Pastors, Office Managers, Managerial Staff and School Principals

FR: Julianna Aguilera

RE: Benefits Orientation for Bookkeepers

To ensure that all eligible employees have a full understanding of the benefits package available to them, the Lay Personnel Department- Benefits is offering over-the-phone benefits orientation to new and current Bookkeepers.

Orientation Content

- ✓ Eligibility
- ✓ Medical/Dental/Vision
- ✓ Basic Term Life/AD&D/LTD
- ✓ Voluntary Life Insurance
- ✓ Lay Employees Pension Plan
- ✓ 403(b) Plan- The Standard
- ✓ BenXcel Database Overview
- ✓ Required Benefits Forms

To schedule a Benefits Orientation, please contact me by phone at 916-733-0282 or by email at jaguilera@scd.org.