Dear church leaders,

The Episcopal Diocese of Kentucky’s Church Pension Fund Committee seeks your assistance. Each congregation is asked to designate a Senior or Administrative Officer to The ER (Employee Roster). As leaders to your parish you are asked to provide authorization to the Diocese to add him/her to the web-based application. Please speak with these individuals and make it clear how delicate this work is. After they accept the responsibilities of such duties, please write and sign this request:

Congregation: _____________________________________________________________ (Name)

Leader(s) Names and Title: _____________________________________________________ (Print)  

______________________________________________________(Sign)  

______________________________________________________(Date)  

Email: __________________________________________ Phone #: _________________________  

Leader(s) Names and Title: _____________________________________________________ (Print)  

______________________________________________________(Sign)  

______________________________________________________(Date)  

Email: __________________________________________ Phone #: _________________________

As leader(s) of this parish, I (We) authorize the following individual to oversee The Employee Roster web-based system.

Senior or Administrative Officer: ________________________________ (Full name)  

Email: ________________________________ Phone #: ________________________________
What is the Employee Roster? The CPG Employee Roster is a web-based application designed to help you manage the employee enrollment and benefit activities for your organization. After employees are entered into the ER, you can enroll them into Pension or Group Health, Life and Disability benefits.

Senior Officers are staff or volunteers at an institution who are responsible for administering the Employee Roster. They can also assign Administrative Officers to perform these duties, allowing them to view confidential employee information, add new employees and update existing records. Administrative Officers can perform the same tasks as Senior Officers except they cannot add other Officers.

The Employee Roster contains confidential employee information that the Senior Officer can access and change. Therefore, before designating Senior or Administrative Officers, you must confirm with this institution that he or she has been granted the authority to access and make changes to the Employee Roster.

Please note that if you have been granted this authority by this institution, you may designate yourself as the Senior Officer for this institution, and will be responsible for completing the list of employees at that institution or designating the person who performs this task.

NOTE-- information required to set up individuals is as follows:

1. Salutation
2. First Name
3. Middle Name
4. Last Name
5. Business Email Address
6. Primary Phone Number, with Extension Number
7. Social Security Number
8. Date of Birth