



PAYROLL UPLOAD PROCESSING SYSTEM (PUPS)

DIOCESE OF BROOKLYN

310 Prospect Park West, Brooklyn, New York 11215

Required Employee Information in QuickBooks

Please make sure that each Employee in QuickBooks has the below Employee Details:

1	Social Security Number
2	Last Name
3	First Name
4	Middle Initial
5	Suffix (Jr., Sr. etc.)
6	Date of Birth
7	Sex
8	Marital Status
9	Address
10	Address line 2
11	City
12	State
13	Zip
14	Date of Hire
15	Dental Pre-Tax
16	Dental Post-Tax
17	Medical Pre-Tax
18	Medical Post-Tax
19	Clergy Pre-Tax
20	Clergy Post – Tax
21	403(b) Loan
22	403(b) Pre-Tax
23	403(b) Post – Tax
24	403(b) Catch Up