

**GROUP MEDICAL INSURANCE TRUST**  
DIOCESE OF BROOKLYN  
310 Prospect Park West, Brooklyn, New York 11215

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To: Pastors, Administrators, Principals, and Directors of Participating Organizations  
From: Deacon Edward S. Gaine, Plan Administrator  
Subject: Mandated Reporting Requirements for Employers  
Date: November 24, 2014

All employers, including parishes, schools, academies and affiliated organizations, are affected by the new and significant compliance demands arising from the Affordable Care Act (ACA), NYS Minimum Wage Requirement, and New York City Sick Time Act (ESTA) **which require every employer to provide payroll information and significant testing and verification of compliance.**

However, because you are a participating employer in the Group Medical Insurance Trust (GMIT), your required information for ACA and ESTA is combined with all other organizations in the GMIT and **sending these reports is the responsibility of the Trust.**

The logistical difficulty is that since the GMIT is comprised of over 300 separate corporations, each processing their own payroll, a system is needed where current, accurate payroll information is provided to the Trust with little or no intrusion into the records of the organization.

The solution is a process known as PUPS (Payroll Upload Processing System) which, when installed at the “Who’s Where” payroll site, sends the completed payroll information of that location to the GMIT. The Trust has no ability to enter or change the payroll information of the organization; it merely gets a report of the payroll as entered for that pay period.

**Later this week, you will receive two email messages from Rose Mitchell. One email will include your “Who’s Where” User ID and Password. The second will include information instructing you on how to proceed with the next steps for this project. You may share this information with your payroll person. If you have any questions or comments regarding this process, please contact Rose Mitchell at 718-965-7300 x1306, or email her at [rmitchell@diobrook.org](mailto:rmitchell@diobrook.org).**

As plan administrator for the Group Medical Insurance Trust, I extend my appreciation for your expected cooperation with this initiative as we comply with the regulatory demands and keep that burden from being on you and your organization.