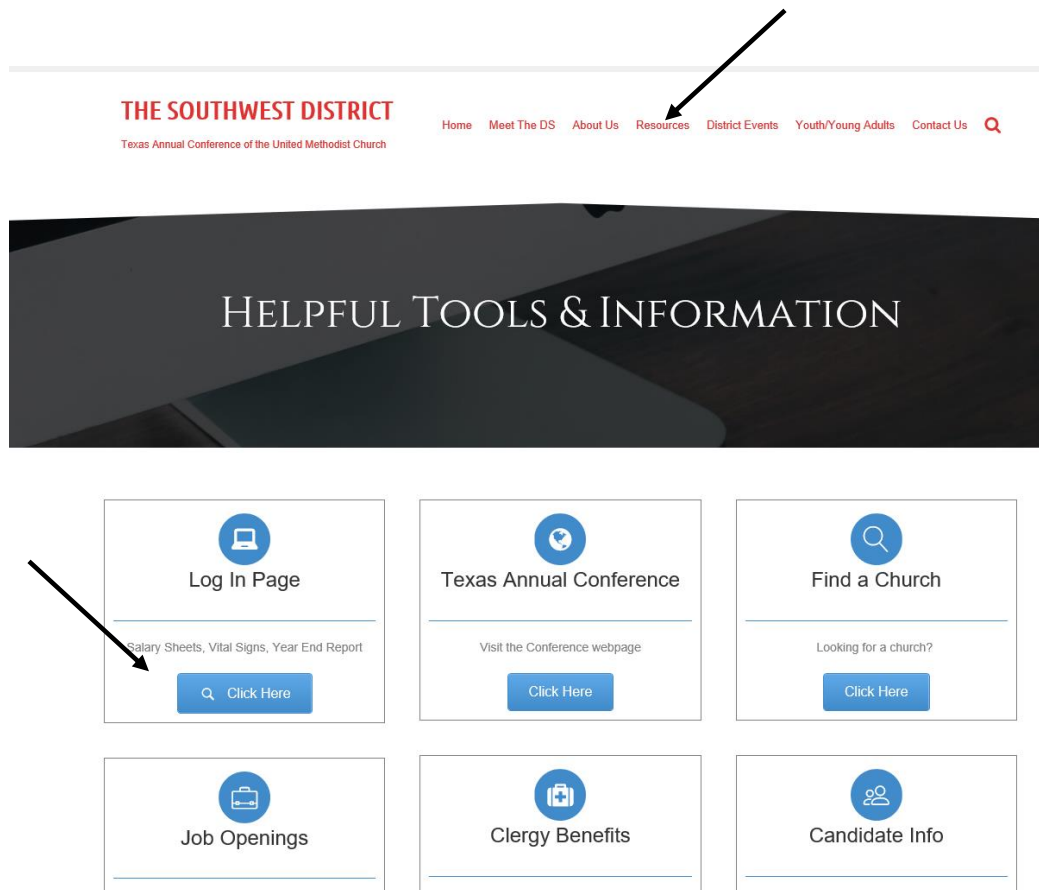
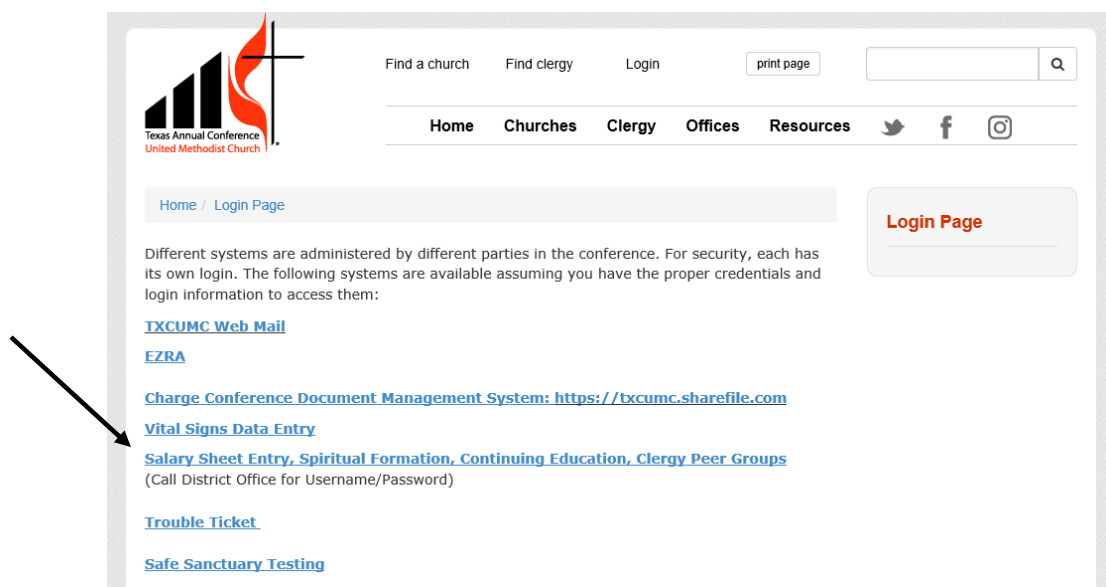


## Salary Sheet Instructions

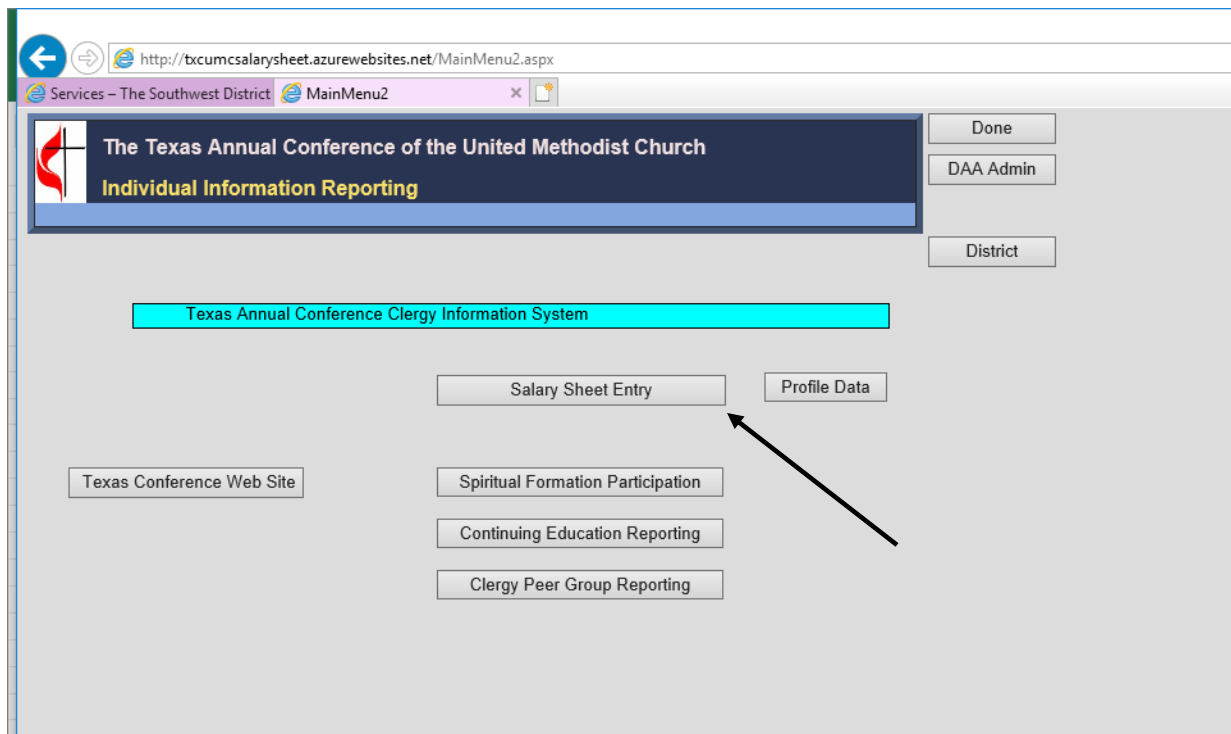
The salary sheet program, along with other information, can be found via the Southwest District webpage, [www.southwestdistrict.org](http://www.southwestdistrict.org). Click on the Resources tab, then click the button under the Log In Page.



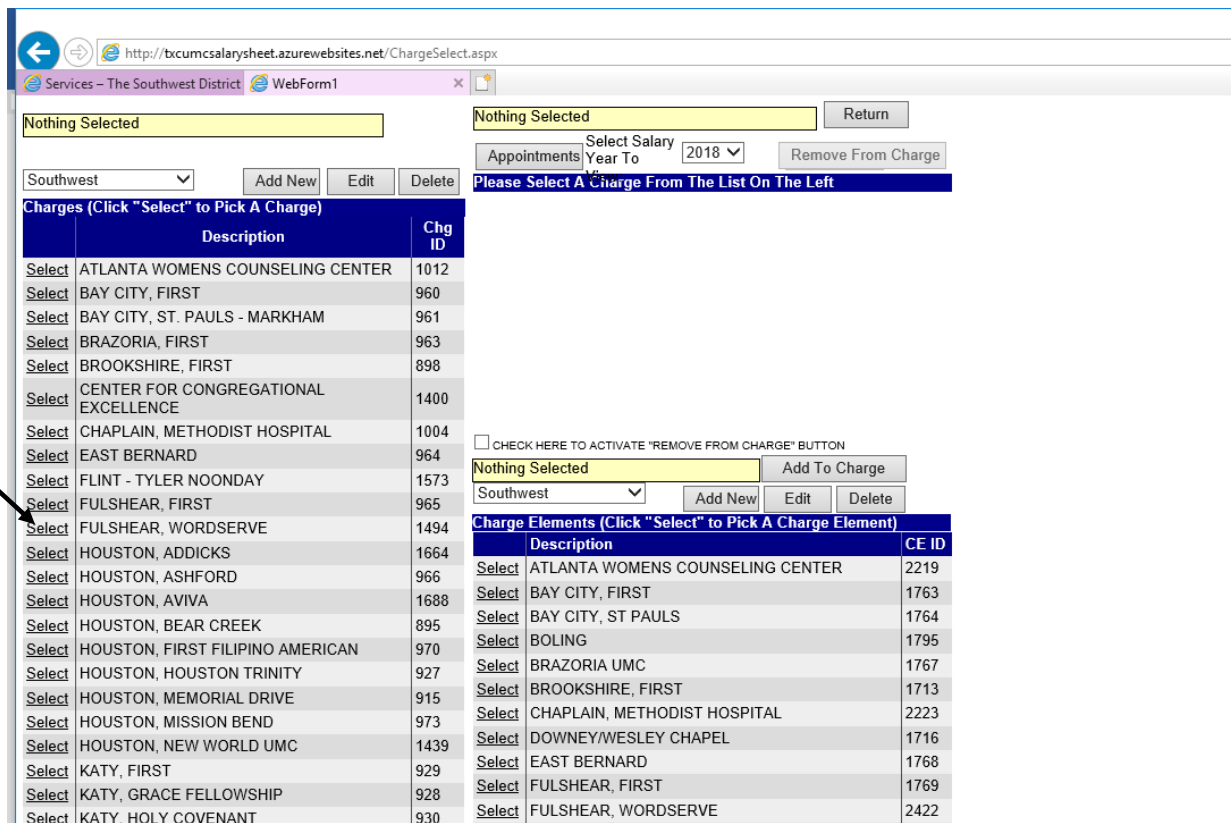
You will be directed to the TAC Log In Page. Click on Salary Sheet Entry.



If you are unsure of your user name/password, please contact the District Office at 281-499-3700. Once logged in, click Salary Sheet Entry.



Find your church, and click Select (churches are alphabetized by city). Our example is Fulshear, Wordserve.



The screenshot displays the ChargeSelect.aspx application interface. At the top, there's a navigation bar with a back button, a home icon, and the URL http://txcumsalarysheet.azurewebsites.net/ChargeSelect.aspx. Below this is a header area with "Services - The Southwest District" and "WebForm1".

The main content area is divided into two sections. On the left, under the heading "(SW) FULSHEAR, WORDSERVE Charge", there's a search box containing "Southwest" and three buttons: "Add New", "Edit", and "Delete". Below this is a table titled "Charges (Click 'Select' to Pick A Charge)".

	Description	Chg ID
Select	ATLANTA WOMENS COUNSELING CENTER	1012
Select	BAY CITY, FIRST	960
Select	BAY CITY, ST. PAULS - MARKHAM	961
Select	BRAZORIA, FIRST	963
Select	BROOKSHIRE, FIRST	898
Select	CENTER FOR CONGREGATIONAL EXCELLENCE	1400
Select	CHAPLAIN, METHODIST HOSPITAL	1004
Select	EAST BERNARD	964
Select	FLINT - TYLER NOONDAY	1573
Select	FULSHEAR, FIRST	965
Select	FULSHEAR, WORDSERVE	1494
Select	HOUSTON, ADDICKS	1664
Select	HOUSTON, ASHFORD	966
Select	HOUSTON, AVIVA	1688
Select	HOUSTON, BEAR CREEK	895
Select	HOUSTON, FIRST FILIPINO AMERICAN	970
Select	HOUSTON, HOUSTON TRINITY	927
Select	HOUSTON, MEMORIAL DRIVE	915
Select	HOUSTON, MISSION BEND	973
Select	HOUSTON, NORTHERN DOWNEY CHAPEL	1716

On the right side, under the heading "(SW) FULSHEAR, WORDSERVE Charge", there's a form with a "Nothing Selected" dropdown menu, a "Return" button, and a "Select Salary Year To" dropdown set to "2018". Below these are "Appointments" and "Remove From Charge" buttons. A red circle highlights the "Nothing Selected" dropdown menu.

Below the form is another table titled "Charges (Click 'Select' to Pick A Charge Element)".

	Description	CE ID
Select	ATLANTA WOMENS COUNSELING CENTER	2219
Select	BAY CITY, FIRST	1763
Select	BAY CITY, ST PAULS	1764
Select	BOLING	1795
Select	BRAZORIA UMC	1767
Select	BROOKSHIRE, FIRST	1713
Select	CHAPLAIN, METHODIST HOSPITAL	2223
Select	DOWNEY/WESLEY CHAPEL	1716

At the bottom right, there's a checkbox labeled "CHECK HERE TO ACTIVATE 'REMOVE FROM CHARGE' BUTTON". Below it is another "Nothing Selected" dropdown menu, an "Add To Charge" button, and a search box containing "Southwest" with "Add New", "Edit", and "Delete" buttons.

Nothing Selected

Nothing Selected

UnAssign

Add New

Edit

Delete

(SW) FULSHEAR, WORDSERVE Charge

Select	Appt ID	Pos	Assigned	Description
Select	4069	AP	Bill Hogan	Associate Pastor
Select	3918	SP	Jonathan Sims	Senior Pastor

Nothing Selected

Return

Charges

Select Salary Year To 2018

Salary Sheet

(SW) FULSHEAR, WORDSERVE Charge

Description	CE ID
Select FULSHEAR, WORDSERVE	2422

You must select both the person whose Salary Sheet you want to view and also select the entity that pays the Salary Sheet before the Salary Sheet button will be enabled. Thanks!

Then click Salary Sheet. This will get you into the program where you can start entering your data.

Jonathan Sims UnAssign FULSHEAR, WORDSERVE Return

Senior Pastor - 3918

Charges Select Salary Year To 2018 Salary Sheet

(SW) FULSHEAR, WORDSERVE Charge

Select	Appt ID	Pos	Assigned	Description	CE ID
Select	4069	AP	Bill Hogan	Associate Pastor	
Select	3918	SP	Jonathan Sims	Senior Pastor	2422

The three buttons that you will use to fill out your salary sheet are:

Cash/Housing (default screen when opening program)

AR/Cash Allow

Other Items

Compensation Data ID = 59570 Last Update: By: AddNew Return

District: Southwest PSN: 919447

Charge: FULSHEAR, WORDSERVE

Church: FULSHEAR, WORDSERVE 767112

Appointment: Senior Pastor - 3918

Certified by: Pastor: No SPPR Ch: No Finance Ch: No Dist Sup: No Conf Office: No

**Base Cash Compensation**

Base Cash Salary (See Note Below): 0 ?

Cash paid to pastor for social security taxes: 0 ?

Other cash compensation: 0 ?

AFTER tax personal contributions to PIP: 0 ?

**Housing Related Compensation**

Utilities allowance paid TO the pastor: 0 ?

Furnishings allowance: 0 ?

Garage rental: 0 ?

Service costs allowance: 0 ?

NOTE: Base Cash Salary, Tax Deferred Contributions, & Payments into a Section 125 Plan (See Other Items Screen), are allocated by you. Any cash moved into Tax Deferred Contributions or a Section 125 Plan MUST be subtracted from Base Cash Salary.

Utilities paid FOR the pastor by the Church are entered as an Accountable Reimbursement

Cash/Housing AR/Cash Allow Other Items Certification Save Cancel

Salary Worksheet Church Summary Appointment Summary Compensation Report Equitable Form

Print for each Church Print for each Church Print Only Once/Appointment Print Only Once/Appointment NO EQ REQUESTED

Individual Summary

The most frequently used lines on this page are: Base Cash Salary, After Tax Personal Contributions to PIP, and/or Utilities Allowance paid TO the Pastor. It would be best to have your numbers available (i.e. base cash, amount going into PIP, Accountable Reimbursements, Utilities Allowance, etc.) written down before starting entry. Base Cash Salary includes Tax Deferred Contributions to both PIP and Section 125 Plans, both of which will be addressed during the Answer Questions portion of the Salary Sheet. It does

**NOT** include, Accountable Reimbursements, Utility Allowances, Other Cash Allowances, or AFTER Tax PIP Contributions. Complete the lines on this page as appropriate. Click Save. Click on the “AR/Cash Allow” button.

Compensation Data ID = 59570 Last Update: By: AddNew Return

District: Southwest PSN: 919447 Jonathan Sims YEAR 2019

Charge: FULSHEAR, WORDSERVE

Church: FULSHEAR, WORDSERVE 767112

Appointment: Senior Pastor - 3918

Certified by: Pastor: No  
SPPR Ch: No  
Finance Ch: No  
Dist Sup: No  
Conf Office: No

**Accountable Reimbursements**

Utilities amount paid FOR pastor by Church: 0 ?

Substantiated travel expenses paid by Church: 0 ?

Substantiated expenses paid for auto provided by Church, including insurance & maint: 0 ?

Substantiated continuing education, books, pubs, & other valid reimbursable expenses: 0 ?

**Cash Allowances**

Health/Other insurance premiums not billed or apportioned by the Conference: 0 ?

Travel allowance: 0 ?

Continuing education, books, and pubs: 0 ?

Other allowances paid to the Pastor: 0 ?

If the utilities allowance is paid TO the pastor (Pastor pays the bills) then enter zero here and go to the "Cash/Housing" screen to enter the amount.

Cash/Housing AR/Cash Allow Other Items Certification Save Cancel

Salary Worksheet Church Summary Appointment Summary Compensation Report Equitable Form

Print for each Church Print for each Church Print Once for the Appointment Print Once for the Appointment NO EQ REQUESTED

Individual Summary

Again, complete lines as necessary. As a reminder, the area on the left side of the screen is for Accountable Reimbursements (turn in receipts to get reimbursed) and on the right are for Cash Allowance (cash paid directly to the pastor). Click Save. Then click on the “Other Items” button.

Compensation Data ID = 59570 Last Update: By: AddNew Return

District: Southwest PSN: 919447 Jonathan Sims YEAR 2019

Charge: FULSHEAR, WORDSERVE

Church: FULSHEAR, WORDSERVE 767112

Appointment: Senior Pastor - 3918

Certified by: Pastor: No  
SPPR Ch: No  
Finance Ch: No  
Dist Sup: No  
Conf Office: No

**Special Compensation Items**

Tax deferred contributions: 0 ?

Contributions to IRS Code Sec 125 Plan: 0 ?

Housing allowance paid in lieu of Parsonage: 0 ?

Commuter Miles (Rd Trip Home to Charge & Back) 0 ?

**Equitable & Other Supplemental Salary Support**

Are all salary sheets that affect your income at this charge filled in completely and accurately so that equitable and commuter allowance can be correctly calculated ? Your charge consists of 1 church. No

**Final Interview Questions**

When you click "Answer Questions" it will take you through a few additional items that MUST be answered to process your Salary Sheet(s) correctly. The answers cover all salary sheets, so you only need to do this once. When you click "Next >>" on the final question, the system will return you to this screen to continue.

Answer Questions

NO EQ REQUESTED Equitable Form

Cash/Housing AR/Cash Allow Other Items Certification Save Cancel

Salary Worksheet Church Summary Appointment Summary Compensation Report

Print for each Church Print for each Church Print Once for the Appointment Print Once for the Appointment

Individual Summary

Only enter Housing Allowance on this screen (the Tax Deferred contributions and Section 125 Plan amounts will be added automatically during the “Answer Questions” portion). Click Save.

Click on “Salary Worksheet” button to confirm your total Salary Package number. The Grand Total, at the bottom of the page, should match the number that your SPRC has given you for salary and housing.

If the Grand Total from the Salary Worksheet is correct, click “Return” and then the “Individual Summary” button.

The Individual Summary will give you a listing of the health insurance premiums which are based on the numbers you have entered into the salary sheet system. You will need to find the plan, including dental/vision, in which you are enrolled and use the annual numbers to calculate your Section 125 amount. Once you have the total annual amount of your health premiums, click “Return” to go back to the “Other Items” page.

Click “Answer Questions”. If you have completed a salary sheet in the past, most information will be filled in for you but you will need to verify if answers are still correct.

1. Conference Relationship – check your current relationship, click Next.
2. Appointment Percentage – check the percentage you are at your current appointment, click Next.
3. Parsonage vs. Housing Allowance – check appropriate box, click Next.
4. Optional Cash Salary Distribution – this is the screen where you will enter your Tax Deferred PIP contributions and Section 125 Plan amount. At the bottom of the screen, Actual Cash Salary and Base Cash Salary should be filled in with the amount you entered on the Cash/Housing screen. (Our example is from a blank salary sheet so no amounts appear). Enter your annual Tax Deferred PIP amount and the annual Section 125 Plan (in most cases, health insurance premiums) in the appropriate boxes. Click “Recalculate My Changes”. The Base Cash is

automatically adjusted for the amounts you entered in the Tax Deferred and Sect 125 boxes.  
Click Next.

Please remember that these are "salary reduction" plans and are elective. Any amount you elect to move into one of the plans will reduce your "take home pay" (Base Cash Salary) by that same amount.

The amounts shown below are from your salary sheet entries and can be adjusted and changed here as desired.

Church	FULSHEAR WORDSERVE
Actual Cash Salary	0
Base Cash Salary	0
Tax Deferred Plans	0
Sect 125 Plans	0

Recalculate My Changes

<< Back   Next >

5. Pension Opt Out – for information only. Click Next.
6. CPP Eligibility – for information only. Click Next.
7. Key Dates – enter appropriate dates. Click Next

This will take you back to the Other Items screen. Notice, Tax Deferred contributions and Section 125 Plan have completed according to the amounts you entered above. The Base Cash Salary (on the Cash/Housing screen) has also been adjusted to reflect these contributions. Click "Salary Worksheet" once again to make certain that the Grand Total is still the same as before. Click Save.

Click the "Church Summary" button. Print this page and get the appropriate signatures prior to your Charge Conference. The District Superintendent will sign at your Charge Conference.

Click the "Compensation Report" button. Print this page and give to your payroll administrator. At the very bottom of this page, you will see the monthly draft amounts for the church portion of Health Benefits and Pension.

GCFA #	767112
HB Monthly	\$579.25
CRSP Monthly	\$1,024.84

Click the "Certification" button. Click the "Certify by Pastor" button. This will allow the District Office to certify your salary sheet and send to the conference office for completion of benefits. *Note: the Certify by SPRC Chair and Finance Chair buttons will not be used.*