The salary sheet program, along with other information, can be found via the Southwest District webpage, <u>www.southwestdistrict.org</u>. Click on the Resources tab, then click the button under the Log In Page.

THE SOUTHWEST DISTRICT	Home Meet The DS About Us Resources Dist	rict Events Youth/Young Adults Contact Us Q
Helpful	. Tools & Infor	MATION
Log In Page	Ciick Here	Find a Church
Job Openings	Clergy Benefits	Candidate Info

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

	Find a church	Find clergy	Login		print page				-
Texas Annual Conference United Methodist Church	Home	Churches	Clergy	Offices	Resources	۶	f	O)	
Home / Login Page						Log	in Pag	e	
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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.

 Image: http://txcumcsalarysheet.azurewebsites.nd Services - The Southwest District Image: MainMenu2 	et/MainMenu2.aspx		
The Texas Annual Conference of Individual Information Reporting	the United Methodist Church	Done DAA Admin	
Texas Annual Conference Cler	gy Information System	District	
Texas Conference Web Site	Spiritual Formation Participation Continuing Education Reporting		
	Clergy Peer Group Reporting		

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

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遵 Services –	- The Southwest District	<i>e</i> WebForm1	×	: 📑 👘						
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Select HO	USTON, HOUSTON	TRINITY	927	Select	BRAZORIA U	MC	-			1/6/
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Select HO	USTON, NEW WORI	LD UMC	1439	Select	DOWNEY/WE	SLEY C	HAPEL			1716
Select KA	TY, FIRST		929	Select	EAST BERNA	RD				1/68
Select KA	TY, GRACE FELLOW	/SHIP	928	Select	FULSHEAR, I	-IRST				1/69
Select KA	TY, HOLY COVENAN	IT	930	Select	FULSHEAR, V	WORDSI	ERVE			2422

Then click Appointments at the very top of the screen. Be sure the dropdown box at the top is showing the correct year.

F (http://txcumcsalary	sheet.azureweb	sites.net/Ch	argeSelect	t.aspx					
🎒 Servi	ces – The Southwest District	<i> Web</i> Form	1	×						
		Channa -			Nothing	Selected			Peturn	
5W) F	ULSHEAR, WORDSERVI	E Charge				Select Salar	rv			
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elect	ATLANTA WOMENS CO	DUNSELING	CENTER	1012						
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Select	HOUSTON, MISSION B	END		973	Select	CHAPLAIN, METHO	DIST HOSPIT	AL		2223
	LIQUETON NEWLWORK	ID UNC		4420	Select	DOWNEY/WESLEY	CHAPEL			1/16

Select your name and your church on the top right.

🨂 Servi	ces – T	he Sou	thwest District <i> (</i> Web	Form1 ×		
Nothing	Selec	ted		UnAssign	Nothing Selected	Return
Nothing	Selec	ted			Select Salary Charges Year To 2018 V Sala	ary Sheet
			Add N	ew Edit Delete	(SW) FULSHEAR, WORDSERVE Charge	
(SW) FU	ULSHE	EAR, V	NORDSERVE Charg	e	Description	CE ID
	Appt ID	Pos	Assigned	Description	Select FULSHEAR, WORDSERVE	2422
<u>Select</u>	4069	AP	Bill Hogan	Associate Pastor		
Select	3918	SP	Jonathan Sims	Senior Pastor		
					You must select both the person whose Salary Shee want to view and also select the entity that pays the S	t you Salary

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

(,	96	http:/	//txcumcsalarysheet.azur	ewebsites.net/ChargeSelect	t.aspx	
🥖 Ser	vices – T	he Sou	thwest District <i>i</i> WebF	Form1 ×		
Jonat	nan Sim	s	-	UnAssign	FULSHEAR, WORDSERVE	Return
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	Appt ID	Pos	Assigned	Description	Select FULSHEAR, WORDSERVE	2422
<u>Selec</u>	<u>t</u> 4069	AP	Bill Hogan	Associate Pastor		
Selec	<u>t</u> 3918	SP	Jonathan Sims	Senior Pastor		

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

- 1. Cash/Housing (default screen when opening program)
- 2. AR/Cash Allow
- 3. Other Items
- 4. Answer Questions

	odate: 5/24/2021	By: ckincannon@txcumc.org	Return
trict Southwest PSN: 91	9447	lonathan Sims	YEAR 2021
arge: FULSHEAR, WORDSERVE		Certified by: Pastor: No	
hurch: FULSHEAR, WORDSERVE	767112	SPPR Ch: NO Finance Ch: NO	
ppointment: Senior Pastor - 3918		Dist Sup: No	
		Conf Office: No	
ase Cash Compensation		Housing Related Compensation	
Base Cash Salary (See Note Below):	0 ?	Utilities allowance paid TO the pastor:	0 ?
ash paid to pastor for social security taxes:	0 ?	Furnishings allowance:	0 ?
Other cash compensation	: 0 ?	Garage rental:	0 ?
AFTER tax personal contributions to PIP	: 0 ?	Service costs allowance:	0 ?
DTE: Base Cash Salary, Tax Deferred Contr	ibutions, & Payments een), are allocated by	Utilities paid FOR the pastor b entered as an Accountable Re	y the Church are imbursement
o a Section 125 Plan (See Other Items Scre u. Any cash moved into Tex Deferred Contr 5 Plan MUST be subtracted from Base Cas	butions or a Section h Salary		

The most frequently used lines on the Cash/Housing 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. <u>Base Cash Salary includes Tax Deferred</u> <u>Contributions to both PIP and Section 125 Plans, both of which will be addressed during the Answer</u> <u>Questions portion of the Salary Sheet. It does **NOT** include, Accountable Reimbursements, Utility <u>Allowances, Other Cash Allowances, or AFTER Tax PIP Contributions.</u> Complete the lines on this page as appropriate. Click Save. Click on the "AR/Cash Allow" button.</u> 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.

🖉 The Southwest District – Texas 🧐 Invitations, Free eCard	ds and Pa 🥭 New tab 😸 SalarySheetDE2	
Compensation Data ID = 59570 Last Update:	By: AddNew	Return
District Southwest PSN: 919447	Jonathan Sims	<mark>(EAR 2</mark> 0
Charge: FULSHEAR, WORDSERVE Church: FULSHEAR, WORDSERVE [767 Appointment: Senior Pastor - 3918	Certified by: Pastor: No SPPR Ch: No Finance Ch: No Dist Sup: No Conf Office: No	
Accountable Reimbursements	Cash Allowances	
Utilities amount paid FOR pastor by Church:	 Health/Other insurance premiums not billed or apportioned by the Conference: 	?
Substantiated expenses paid for auto provided 0	Continuing education, books, and pubs: 0	?
Substantiated continuing education, books, pubs, & other valid reimbursable expenses:	? Other allowances paid to the Pastor: 0	?
If the utilities allowance is paid TO the pastor (Pastor pa bills) then enter zero here and go to the "Cash/Housing" screen to enter the amount.	ivs the	
Cash/Housing AR/Cash A	Allow Other Items Certification Save Cance	3I
Salary Worksheet Church Summary Appointment S	ummary Compensation Report Equitable Form	

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.

🥃 The Southwest District – Texas 🤜 Invitations, Free ecarus and Fa		
Compensation Data ID = 59570 Last Update:	By: AddNew	Return
District Southwest PSN: 919447	Jonathan Sims	YEAR 2019
Charge: FULSHEAR, WORDSERVE	Certified by: Pastor: No	
Church: FULSHEAR, WORDSERVE 767112	SPPR Ch: NO	
Appointment: Senior Pastor - 3918	Dist Sup: No	
	Conf Office: No	
Special Compensation Items	Equitable & Other Supplemental Salary Supp	bort
Tax deferred contributions: 0	? Are all salary sheets that affect your income at this	
Contributions to IRS Code Sec 125 Plan: 0	2 charge filled in completely and accurately so that equitable and commuter allowance can be correctly	,
Housing allowance paid in lieu of Parsonage: 0	? caculated ? Your charge consists of 1 church.	No 🗸
Commuter Miles (Rnd Trip Home to Charge & Back) 0 1 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 Answer Questions Question, the system will return you to this screen to continue. Answer Question Cash/Housing AR/Cash Allow O Salary Worksheet Church Summary Appointment Summary Print for each Church Print Once for the Appointment	? NO EQ REQUESTED Equitable Form The second secon	n :el

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" then click "Answer Questions".

SalarySheetDE3	× \Lambda Arena - Home	× +	
\leftarrow \rightarrow C A Not s	ecure txcumcsalarysheet.azurev	vebsites.net/SalarySheetDE3.aspx	
Compensation Data ID = 6	1765 Last Update: 5/24/2021	By: ckincannon@txcumc.org	Return
District Southwest	PSN: 919447	Jonathan Sims	YEAR 2021
Charge: FULSHEAR, WORI	DSERVE	Certified by: Pastor: No	
Church: FULSHEAR, WORL	DSERVE 767112	SPPR Ch: No	
Appointment: Conjor Doctor	2019	Diet Sup: NO	
Appointment. Senior Fasto	- 3918	Conf Office: No	
Special Compensation Iter	ms	Equitable & Other Supplemental Salary Sup	port
Tax deferr	ed contributions: 0	? Are all salary sheets that affect your income at this	
Contributions to IRS Coc	le Sec 125 Plan: 0	charge filled in completely and accurately so that	
		equitable and commuter allowance can be correctly	y No. x
Housing allowance paid in li	eu of Parsonage: 0	? calculated ? Your charge consists of 1 church.	
Commuter Miles (Rnd Trip H	lome to Charge & Back) 0	?	
Final Interview Question When you click "Answer Qu additional items that MUST Sheet(s) correctly. The answ only need to do this once. W question, the system will ret	s estions" it will take you through a few be answered to process your Salary vers cover all salary sheets, so you /hen you click "Next >>" on the final urn you to this screen to continue.	NO EQ REQUESTED	rm
Cash/Housing AR/Cas	h Allow Other Items Answe	er Questions Certification Save Ca	ncel
Print for each Church Drint for a	ash Church _ Rrint Once for the Associations	Print Once for the Appeintment	
Print for each Church Print for e	ach Church Print Once for the Appointment	Print Once for the Appointment	
		Individual Summary	

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.
- 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.



- 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.*