

Effective Salary Worksheet

This worksheet is a guide to determining effective salary for Benefits Plan purposes. It may be helpful in submitting salary changes through Benefits Connect. The worksheet is for effective salary only and is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax adviser.

Compensation included in effective salary

(See Specific Types of Payments, in the Understanding Effective Salary booklet, for details.)

1.	\$	Annual gross cash salary, not excluding employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, and salary reduction contributions to FSAs, HRAs, and cafeteria plans.
2.	\$	Housing, utility, and furnishings allowances
3.	\$	Employer contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances.
4.	\$	Bonuses, overtime pay, unvouchered professional expense allowances, gifts from employer, and manse equity allowances (unless contributed to a qualified deferred compensation program). Include year-end or other bonuses, unvouchered allowances (e.g., expenses that are not paid through an accountable reimbursement plan), down payment grants for purchase of a home, savings from interest-free or interest-reduced loans (not loan principal), and gifts paid by the employer. (Gifts received directly from private donors or honoraria are not included.)
5.	\$	Any allowance provided to reimburse Self-Employment Contributions Act (SECA) tax obligations in excess of 50 percent of the minister's SECA tax obligation.
6.	\$	Other allowances, including all forms of compensation not otherwise covered on Lines 1-5, such as medical deductible and medical expense reimbursement allowances not paid through a group benefit plan, and insurance premiums for additional insurance coverage provided for individual employees (not premiums for group plan coverage).
7.	\$	Manse amount (must be at least 30 percent of lines 1-6 for members residing in employer-provided housing).
8.	\$	Total effective salary (sum of lines 1-7). Dues are computed and benefits are determined based on this amount.

