



Date _____

(For use to calculate employee contributions)

Member Name _____

Employer _____
(church, district, camp, etc.)

Church Code _____

This worksheet will help your organization calculate employee's retirement contributions. You must enter those contributions into the [retirement portal](#). Reach out to erpemployerteam@nwpretirement.com for assistance or portal training.

Electronic transfers are posted on the first business day of each month or quarter. Refer to your Adoption Agreement for your organization's contracted contribution period (ie annually, payroll period, monthly, quarterly, other). Update your contributions annually or if salary and/or housing allowance changes.

Please use this worksheet to make employee salary updates in the retirement portal.

Total Compensation*

- A. Cash Salary _____ (A)
See the Pastoral Compensation and Benefits Advisory Committee Cash Salary Guidelines
- B. Parsonage Adjusted Amount OR Parsonage Fair Rental Value** _____ (B)
Update the housing exclusion section if you are adding information for a clergy member.
- C. Total Compensation (A) +(B) _____ (C)

This total compensation amount should be updated whenever this amount changes for the employee. Update it on the employee demographic tab in the portal. It includes (A) and (B). (B) is also entered in the housing exclusion section for clergy.

Payment Contribution Calculation

On lines (D), (E), and (F) multiply the Total Annual Pension Base (C) by the percentage elected in your adoption agreement to determine the annual employer and member contribution figures.

As a guideline, Annual Conference recommends 11% employer contribution, 4% member contribution, and 1% for Church Workers Assistance Plan (abbreviated as CWAP in the portal).

Recommended Contribution

	Annual Contribution	Per Elected Contribution Period***
D. Member – <input type="checkbox"/> Pre-Tax _____% Employee Pre-tax (recommended minimum 4%) AND/OR	\$ _____	\$ _____ (D)
<input type="checkbox"/> Roth _____%	\$ _____	\$ _____ (E)
E. Match _____% Employer Contribution (recommended 11%)	\$ _____	\$ _____ (F)
F. Church Workers Assistance Plan – 1%	\$ _____	\$ _____ (G)
G. Housing Equity Fund	\$ _____	\$ _____ (G)
Multiply the Parsonage Fair Market Value by 1% (recommended amount by annual conference)		

Update this section in the portal under the employees section. You will select the "create payment" button on the right of the screen.

*Please only update the Board Designated Housing Exclusion section of the portal if you are adding information for a clergy.

** If there is NO parsonage, enter the parsonage adjusted amount (this amount equals the average cost of renting a three-bedroom home in congregation's zip code) OR if a parsonage IS available enter the fair rental value (the estimated value of renting the parsonage). This section is for clergy.

*** Refer to your adoption agreement to determine your organizations contracted contribution period. You will then need to divide the annual amount by that cadence of payments. This amount will be entered in the create payment section for each employee.