INSTRUCTIONS FOR ONLINE REPORTS
Compensation Report, UMPIP Worksheet
Leadership Roster

- To get to the instructions and access links for the Compensation Report, UMPIP Worksheet and the Leaderships Roster, click here: https://ntcumc.org/connectional-resources/charge-conference
- On this page, find the "Online Forms" section and click on "Ministerial Compensation Forms and Leadership Roster". This link will take you to the login page for the new online forms portal, Connections. (https://ntcumc.my.site.com/).
- **On June 1, 2023 umconline will be replaced by NTC Connections**. Your login information for Connections was emailed to you from email address ntcconnections@ntcumc.org. Use the link in the NTC Connections Welcome Email to login and create your password. After you create your password, you will be taken to the Connections Home screen.

MINISTERIAL COMPENSATION REPORT
(The Compensation Report and Integrated UMPIP Worksheet.)

Logging in as church admin

- Your Connections Username is in the form of an email address but is ***not*** an active email account.
- Your Username begins with the church's GCFA number and ends with @ntcconnections.org. The GCFA is a 6-digit number that starts with a 1, 6, 7 or 9 and is the same number you use to obtain your monthly apportionment report. For example, 123456@ntcconnections.org.
- If you do not know your GCFA number, contact your district office or Shirley Miller at the conference office.
- *New Feature*: You will be able to see Active and District Approved Compensation Reports, and Historical Compensation reports (in most cases beginning in 2021) without needing to log out and back in using a different year.

Logging in as clergy

- Your Connections Username is in the form of an email address but is ***not*** an active email account.
- Your Username begins with your preferred first name (spaces removed), last name (spaces removed), and year of birth, and ends with @ntcconnections.org For example, marymargaretjones1974@ntcconnections.org.
- *New Feature*: You will be able to see Active and District Approved Compensation Reports, and Historical Compensation reports (in most cases beginning in 2021) without needing to log out and back in using a different year.

Forgot your Connections password?

- If you have forgotten your password, click the "Forgot your password?" link on the Connections login page and follow the instructions. The link to reset your password will be emailed to the email address linked to your Username.

COMPENSATION REPORT

New Feature: The UMPIP Worksheet is part of the Compensation Report and the values you enter there will be annualized and automatically entered in the corresponding lines of the Compensation Report. If you are not participating in the UMPIP, simply leave the UMPIP contribution choices (Lines 7, 7a, 7b, and 7c of the UMPIP Worksheet) blank.

Totals are calculated automatically.

- Manually enter all the appropriate figures. **See "Clergy Compensation Package Instructions" for detailed instructions on each line item.**
- Use the "tab" button to move through the page.
- Select the appropriate box for Parsonage or Housing. This automatically calculates your housing portion of the CRSP Defined Contribution.
- In Part 3, the appointment percentage and pension waiver fields are filled in based on the appointment percentage and pension waiver options you chose when creating the Compensation Report. If the percentage or waiver options are incorrect, please contact your District Office so that they can make the necessary changes to the Compensation Report.
- Part 4 is a single amount. See instructions.
- Part 5 is optional.
- When you sign the Compensation Report and click "Save", the District Office is notified of the submission. If you are not yet ready to submit the report, leave the Signature field blank and click "Save".
- *New feature:* Only your signature is required to submit the Compensation Report. The Acknowledgement wording has been changed to show that your signature acknowledges that the Clergyperson, SPRC chair, and the Church Treasurer have approved the report. **Please ensure that you get the proper approvals prior to submitting the Compensation Report.**

Line "X" Total Pastoral Cost to Church is the total of all compensation plus benefits the church will pay on behalf of their clergy.

Use the browser back arrow or click an option on the Connections menu bar to move between screens. Please remember to click “Save” before moving away from the screen.

Multi-Point Charges and Concurrent Appointments: For those churches that are part of a multi-point charge or Concurrent Appointment, the District Office will compile the individual church reports to create a combined report.

Be sure your data is correct. Once the District Office has signed the report, you must notify the District Office to reopen the report for changes.

UMPIP WORKSHEET

The UMPIP Worksheet automatically calculates the values in lines 1-6 for all clergy. If you are less than full time and waiving pension benefits or are not eligible for pension benefits, leave UMPIP Worksheet lines 7 – 7c blank.

New feature: **Values in Lines 7a, 7b, and 7c of the UMPIP Worksheet are annualized and automatically entered on line 10 for before-tax, line 17 for after-tax Roth, and/or line 18 for after-tax.**

- Check the box next to Lines 7a, 7b, and/or 7c to display the fields where you enter your contribution. When the box is checked, you will be able to specify either a dollar amount or a percentage. You will not see these options until you check the box.
- The UMPIP worksheet must be completed for the conference office to accurately report to Wespath whether you are making a before-tax, after-tax, or Roth contribution.

LEADERSHIP ROSTER

NOTE: PLEASE USE ACTUAL NAMES, not generic titles like "Office Manager" or "Treasurer." *New this year:* If you do not have someone in a position, please leave all the fields blank, i.e. do not enter "None" or "N/A".

CRITICAL POSITIONS TO NTCUMC – NTC Connections Church Admin and Billing/Audit Contacts
The Conference Office communicates regularly with the people in these positions. Please be sure you enter and update this information throughout the year so critical Conference information can be delivered to the correct people.

> ***New this year*: NTC Connections Church Admin**. Please enter the name and contact information for the person at your church who is responsible for entering Compensation Reports and the additions/changes to the Leadership Roster. *New feature*: Clergy can enter/access their own Compensation Reports with their Connections login, so only add Clergy as an "NTC Connections Church Admin" if they are responsible for entering or changing the Leadership Roster.
>
> **BILLING/AUDIT CONTACTS**
> - Apportionments Billing
> - Health/Pension Insurance Billing
> - Workers' Compensation Billing
> - Workers' Compensation Audit

GENERAL INSTRUCTIONS
The roster can only be accessed by the NTC Connections Church Admin login. The roster should be updated not only for charge conference, but throughout the year when position information changes. *New feature*: For informational purposes, the roster positions are listed in alphabetical order by section.

In the roster table, the positions are listed in strict alphabetical order. To work with a position, click the radio button to the left of the position, scroll to the bottom of the table, and click "View/Update Selected Position".

There are five options available: View, Update, Replace, Remove, and Add.
- **View** – I need to view the contact information for the person who is currently in this position
- **Update** – I need to update the contact information for the person who is currently in this position
- **Replace** – I need to replace the current person in this position with someone else.
- **Remove** – I need to remove this person from this position and there isn't anyone replacing them
- **Add** – I have more than one person in this position now, so I need to add someone

Click the radio button to the left of your choice and click "Next". If you are changing information, make the necessary changes and click "Submit".

The table column “Added by Request” indicates that the person in that position was added by a request from the local church and did not come from an update to the roster. If that person is no longer serving in that position, please contact the Conference office or send an email to update@ntcumc.org.