

Electronic Certification Process

Effective June 1, 2019, the fully electronic certification process will be as follows (this process is already being used for most salary sheets):

1. ***The pastor or other church official*** (treasurer, finance secretary, senior pastor, business or HR manager, SPRC or Finance Chair) ***will certify the salary sheet electronically in the online salary sheet system for the pastor.***

This means that the DAA/District Office will no longer be able to certify the salary sheet electronically for the pastor/church as the salary sheet system will not allow this starting June 1, 2019.

2. ***The DAA or DS will certify electronically online for the district only.***

This process will eliminate the need for the DAAs to send any of the paper salary sheet signature page forms to the Benefits Office, which is what currently must be done when the District Office certifies the salary sheet electronically for the pastor. This will reduce paper and save time for everyone concerned. In addition, this will expedite updating clergy compensation for the Group Health and Pension benefits drafts and eliminate the billing adjustments caused by the delay in receiving the paper signature page forms.