

Salary Sheet User Guide for the “Questions & Answers” Interview Screens

No Salary Sheet is complete until you have gone through the Questions & Answers screens just before you certify and submit your Salary Sheet. It is important to note that you only need to do the Questions & Answers process one time even if you serve a multipoint charge and have more than one Salary Sheet. That final pass through the Questions & Answers screens will apply those answers to ALL Salary Sheets that apply to you so it should be the last step you accomplish as you complete your Salary Sheet entry process just before you certify and submit the information to your District Office.

It is also important to note that the Q & A screens depend on you having already entered ALL of the money items ON ALL SALARY SHEETS FOR YOUR ENTIRE APPOINTMENT before you do the Questions & Answers. For example, if you are appointed to a 3 point charge, you will have 3 salary sheets to fill out. The best way to accomplish that is to do the following:

1. Fill in the 8 money items on the "Cash/Housing" screen of the Salary Sheet for Church # 1
2. Fill in the 8 money items on the second "AR/Cash Allow" screen of the Salary Sheet for Church # 1
3. Fill in the 2 money items and Commuter miles (if any of them apply to you) on the third "Other Items" screen of the Salary Sheet for Church # 1
4. **DO NOT answer the “Questions & Answers” yet.** Go back and repeat steps 1 thru 3 for Church # 2 and then again for Church # 3
5. When all money entries are complete for ALL salary sheets, THEN do the “Questions & Answers” screens by clicking on the “Questions & Answers” button found on the "Other Items" screen underneath the entry box where you would have entered your Commuter Miles (if applicable)

If you have not filled in ALL money entries on ALL salary sheets, then during the Q & A Interview process, any salary totals calculated will not be correct and you will then have to go back and do those money entries anyway. It is always better to have that done first.

Again, you will only need to answer the questions one time, NOT on every salary sheet. So please only do it on your last Salary Sheet AFTER all entries have been made for ALL money amounts.

The Interview process currently has 7 screens and you can navigate through them either forward or backward. By using the "Next >>" or "<< Back" buttons. As you leave a screen using either of these navigation buttons, any data you entered will automatically be saved. Because saving is done automatically, there is no separate “Save” button on any of the “Questions & Answers” screens.

Once you have completed the “Questions & Answers” screens, you are then ready to do your local “church level” certification of your Salary Sheet(s) which will submit the information to your district office and “Lock” the Salary Sheet so no further changes can be made.

If you have to alter a “Locked” Salary Sheet, please contact your District Office DAA who can then “Unlock” your Salary Sheet to allow you to make any needed corrections and then you can “Re-Certify” to complete your corrected re-submission.