



Understanding your total rewards statements

Current Year

There are some important differences between your past annual salary letters and the Total Rewards statements that the Seminary sees as improvements to ensure you receive more accurate information. Please note the following:

You can access your Total Rewards Statement at any time to see the latest information, so your projected statement will change with each semi-monthly and monthly payroll (depending on which payroll you are on). The specifics of where you will see changes in the statement are noted below.

The purpose of the Total Reward Statement is to highlight what the Seminary pays in salary and benefits for each employee. **So, when you look at each section of the statement, the total cost you see will only reflect the Seminary's total even though you will see the employee's cost this cost is not totaled in the statement.**

Base Earnings Section

The Base Earnings section of the Total Reward Statement will include your annual salary, any retroactive pay (if applicable), and your annual housing allowance (if applicable). The retroactive pay will only show year-to-date. The annual salary and annual housing allowance show one total for each line item that includes your year-to-date actual pay and then the projection for the remainder of the calendar year based on your current rate of pay or housing allowance. **CORRECTION: The housing allowance only shows year-to-date actual pay and NOT a projection for the remainder of the calendar year.** If you were to receive a salary increase, then the statement updates the annual totals. So, the annual salary total would reflect the amount of salary paid to you at your old rate of pay, the amount of salary paid at your new rate of pay, and the projection of future pay based on your new rate as one annual salary total.

Additional Earnings Section (not everyone will see this section) – Only shows Year-to-Date

If you receive a stipend or are paid for adjunct or overload teaching, then your statement will show each of these forms of payment and the year-to-date amount for them. This is because these types of additional earnings can change throughout the year. Your statement will automatically update after each payroll period so you can see the latest statement at any time with updated year-to-date totals.

Employer Provided Benefits Section

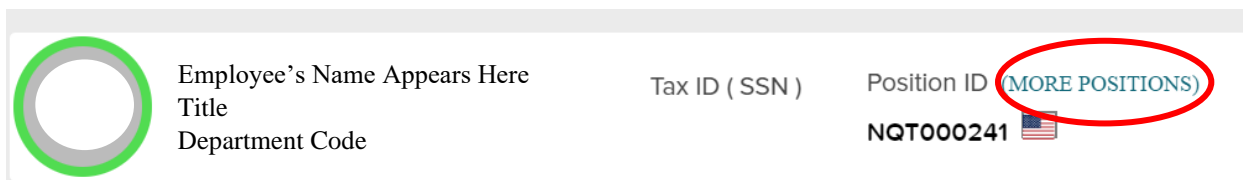
In past years, when creating the annual salary statements for employees, we have had to make projections about how we believed employee benefits costs would change/increase without having the actual numbers. For example, in June of each calendar year we often projected a medical insurance cost increase of 25% when we do not receive the actual medical cost increase until later in September. This meant your annual salary statements in terms of medical and potentially other benefits increase projections were often incorrect. These new statements have a projection for the calendar year 2020 based on today's cost of all benefits. Once we receive the new costs and go through open enrollment scheduled for November 1, 2020, you can access your Total Rewards statement again and now it will show the total cost of that benefit from January – October 31 at the prior year's rates and project the cost for November and

December at the new cost of benefits as one total. **If you have a “miscellaneous deduction” on your statement it is for MetLaw.**

Retirement Benefits Section (only if enrolled in the Seminary’s 403b Plan)

In past years, we projected your 403b contributions and the Seminary’s match based on your current level of contribution; however, employees can change their 403b contributions and/or cancel their enrollment at any time. These new statements will only provide your year-to-date actual contributions made by you and the seminary’s year-to-date match. As indicated above, you can check your Total Rewards statement after each payroll period to see the latest 403b contribution information.

Please also note that if you switched from the semi-monthly to monthly payroll, then you may have to click on “More Positions” circled in red in the screenshot below to and select your former position to see the total rewards statement for that position. In this case, you will have two statements.



Important information for viewing 2019 and 2018 Total Reward statements in ADP – They will not be correct

If you look at your 2019 and 2018 Total Rewards statements, there will be aspects of them that are not correct. This is because since August 2019 through today, we have made significant changes to the benefits portion of ADP. The changes were geared toward setting up our benefits properly and supporting the 2020 and future Total Rewards statements and we do not have a way of correcting the information on your 2019 and 2018 statements.

Here are some potential issues with 2018 and 2019 statements:

- **Medical Insurance:** As of November 1, 2019, we added employer cost for medical in ADP. This means that when you look at medical insurance in your 2018 statement, you will not see employer cost even though the Seminary contributed three times the amount of an employee’s contribution, since during 2018, the employee contributed at 25% of the cost and the Seminary contributed 75%. In 2019, you will only see the Seminary’s cost for November and December 2019 since the employer cost was added effective November 1, 2019.
- **Vision Insurance:** The Seminary cost was included in vision insurance in 2018 and 2019, so this is correct.
- **Dental Insurance:** The cost of dental is 100% employee paid, so there is no Seminary cost reflected.
- **The following benefits do not appear in your 2018 statement even if you had these benefits because at that time they were not set up in the benefits feature of ADP. They were added to ADP effective July 1, 2019, so in 2019 you are only seeing the employee and employer cost from July 1, 2019 to December 31, 2020.** You would also only see the benefits that you are enrolled in so you may not see all the benefits listed here.
 - Employee Basic Life Insurance & Voluntary Life Insurance (if you are enrolled in voluntary) are combined as one total on your statement. The Seminary pays 50% of the premium for Basic Life Insurance and the employee pays 100% of Voluntary Life Insurance.
 - Voluntary Spouse Life Insurance, if you are enrolled (100% employee paid)
 - Voluntary Child Life Insurance, if you are enrolled (100% employee paid)

- Long-Term Disability, all employees are automatically enrolled because this benefit is 100% paid for by the Seminary (most employees will see an amount reflected for July 1-December 31, 2019 but employees who receive a housing allowance, you will not see LTD reflected until your 2020 statement even though the Seminary did pay for your coverage in 2019.)
 - Short-Term Disability (100% employee paid)
 - Miscellaneous is MetLaw (100% employee paid)
- **Statutory Tax** that the Seminary has paid on your behalf (FICA, FUTA, Medicare, and SUI) appears in your 2019 and 2018 statements. It may take some time for the Statutory Tax section to load. This information would be correct because it would be based on payroll.
- **Retirement Benefits calculation may be missing the employer match.** Prior to January of this year, not all employees were set up with the memo code that would calculate the 403b employer match. When I saw it was missing, I added it to be effective the month that I saw it was missing. I believe I caught everyone to set this up effective January 1, 2020; however, this is a manual process. This means even though the Seminary contributed matches in 2018 and 2019, they may not appear on the statement. You can verify matches were made by checking your TIAA, Vanguard, or Wespath retirement account.