

Priest Compensation Review

- Check History Reports can be run for up to a 2-year time period. See separate instructions on how to run a Check History if needed. See sample priest Check History below.
- Earnings should be coded as **Priest Stipend**, not as Regular earnings. **Mass Stipend** earnings code should be used for intention Mass payments.
- Hours and earnings can be set up using recurring earnings in PrimePay, if not already set. Hours should be entered for each pay period. Instructions on how to set these up as recurring are on the catholicbenefits.org website.
- The per pay amount should match the **FY2022 Clergy Remuneration Policy** for the Priest's year of ordination. Be sure to update each Priest Stipend with the FY2023 amounts.
- Confirm that no payments were skipped or made in duplicate.
- **Clergy Room & Board** can be allocated to each pay period but should total \$600.00 per month. This amount is not taxed as wages for federal income tax purposes but is taxable for Social Security purposes.
- **MHI/EESOCSEC** - Social Security and Medicare withholding should be blank/show zero.
- There are multiple ways to reimburse a priest for **automobile insurance** as taxable as well as various amounts (see sample check history below). Please refer to the **Clergy Remuneration Policy** and the document titled Instructions on **Recording Priest Auto Insurance Reimbursement / Setting up Priest Auto Insurance Deductions** for additional information. Go back 12 months to confirm (running the check history back to the prior calendar year).
- **Medicare Part B** (see sample check history below), confirm that these amounts are correct. These amounts may vary.
- Ensure that all deductions/reimbursements have been entered with amounts that correspond to the frequency (i.e., \$78.51/bi-weekly pay vs. \$170.10/first pay of the month).

- Ensure 401(k) deductions match the Salary Deferral Form provided to you by the Priest (unless auto enrolled) - review pre-tax/Roth and %/\$.

Please refer to the most recent Clergy Remuneration Policy for additional information.

Sample Priest Check History

EMPLOYEE CHECK HISTORY															
EMPLOYEE INFORMATION		* EARNINGS THIS PAY *						* DEDUCTIONS/ACH *		* TAXES WITHHELD *					
		DESC	RATE	HOURS	AMOUNT	DESC	HOURS	AMOUNT	DESC	AMOUNT	DESC	GROSS	TAXABLE	AMOUNT	
R-001		PRIEST S	80.000		1475.39				ACH-CHRG	1126.93	F. I. T.	1555.39	1555.39	369.23	CHECK DT 09/23/21
LOCN		CLERGY R			276.92						MHI	1555.39			CHECK NO DEPOS
DEPT	01	MASS STI			80.00						EESOCSEC	1555.39			GROSS 1555
EMPL#	000460001										MA STATE	1555.39	1555.39	59.23	NET TOT 1126
SSNO	--														DIR DEP 1126
															CHK TOT 0
		PRIEST S	80.000		1475.39				ACH-CHRG	1086.93	F. I. T.	1515.39	1515.39	369.23	CHECK DT 10/07/21
		CLERGY R			276.92						MHI	1515.39			CHECK NO DEPOS
		MASS STI			40.00						EESOCSEC	1515.39			GROSS 1515
											MA STATE	1515.39	1515.39	59.23	NET TOT 1086
															DIR DEP 1086
															CHK TOT 0
						YTD EARN		31685.40							
		PRIEST S	80.000		1475.39				ACH-CHRG	1166.93	F. I. T.	1595.39	1595.39	369.23	CHECK DT 10/21/21
		CLERGY R			276.92						MHI	1595.39			CHECK NO DEPOS
		MASS STI			120.00						EESOCSEC	1595.39			GROSS 1595
											MA STATE	1595.39	1595.39	59.23	NET TOT 1166
															DIR DEP 1166
															CHK TOT 0
						YTD EARN		33280.79							
		PRIEST S	80.000		1475.39				ACH-CHRG	1156.93	F. I. T.	1585.39	1585.39	369.23	CHECK DT 11/04/21
		CLERGY R			276.92						MHI	1585.39			CHECK NO DEPOS
		MASS STI			110.00						EESOCSEC	1585.39			GROSS 1585

															CHK TOT 0.1
		PRIEST S	80.000		1486.92				401KPT	207.69	F. I. T.	1486.92	1279.23	126.92	CHECK DT 09/23/20
		MEDICARE			48.42				CLRG401M	59.48	MHI	1486.92			CHECK NO DEPOS
		CLERGY R			276.92				ACH-SVNG	1143.03	EESOCSEC	1486.92			GROSS 1535.1
											MA STATE	1486.92	1279.23	57.70	NET TOT 1143.1
															DIR DEP 1143.1
															CHK TOT 0.1
						YTD EARN		29756.38							
		REGULAR	80.000		1362.70				401KPT	84.14	F. I. T.	2382.70	2298.56	390.36	CHECK DT 04/08/21
		CLERGY A			700.00				CLRG401M	67.31	MHI	2382.70			CHECK NO DEPOS
		CLERGY R			276.92				ACH-CHRG	1790.97	EESOCSEC	2382.70			GROSS 2382
		MASS STI			320.00						MA STATE	2382.70	2298.56	117.23	NET TOT 1790
															DIR DEP 1790
															CHK TOT 0
						YTD EARN		11168.90							