

The Pension Boards
United Church of Christ, Inc.
WHERE FAITH AND FINANCE INTERSECT

Compensation Report/Update User Guide

Welcome to the Pension Boards' **Compensation Report/Update User Guide**. This Guide provides step-by-step instructions on how to manage, update, and report your employees' compensation.

When participating in the Pension Boards programs it is extremely important that employers keep compensation information current. Failure to do so may adversely affect an employee's retirement and or insurance coverage. Compensation accuracy and reporting of updates is the sole responsibility of the employer.

To help keep compensation current and accurate, the Pension Boards is providing employers with an easy online method to report compensation changes when they occur. Through the web "portal," employers may check and update their employee's salary, housing allowance, if applicable, and employer annuity contribution rate. This replaces the need for mailing a Salary Report form during the fall of each year. Employers have the ability at any time to make changes on behalf of their employees, so you will no longer have to complete a salary report form to notify us of any changes!

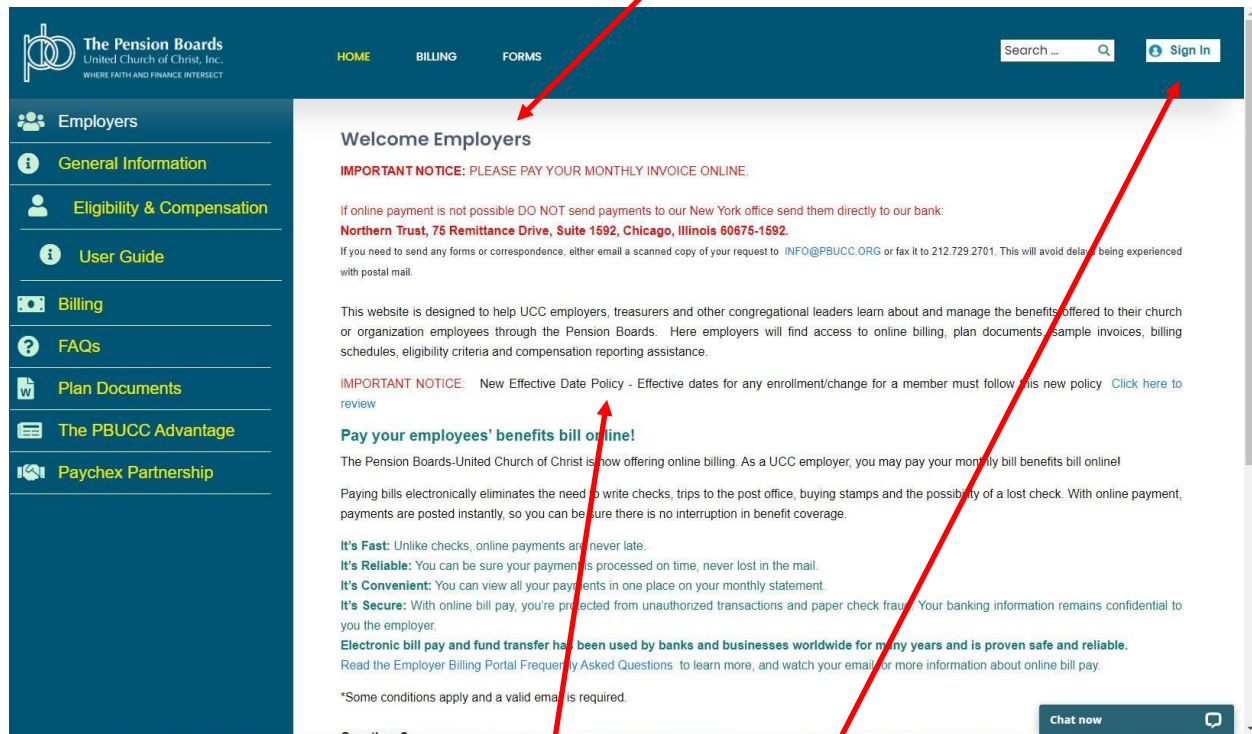
Please note that compensation changes will be effective according to the [PBUCC Effective Date Policy](#), which may also be found here: <https://employers.pbucc.org/>. Employers will need to contact our Member Services team for assistance, if there are retroactive compensation adjustments required.

The following pages demonstrate how simple, fast, and easy it is to use the **CompensationReport/Update** functions.

Please review this Guide before using the Compensation feature of the Employer Portal.

As always, if there are any questions, please contact **Member Services** at **1.800-642-6543**.

Step 1: When logging into the Employer portal the “**Welcome Employers**” page will be displayed.



Any important announcements or information intended for employers will be shown on this page.

After checking the announcements area, click the “**Sign In**” button and enter your Employer ID number and password.

Step 2: Once you are logged in, please select “**Compensation Report/Update**” to check or update the employee’s compensation.

When the Report page opens the Employer ID and Employer Name will be displayed here.

The screenshot shows the 'Compensation Update' page. The left sidebar contains a menu with items: Employers, General Information, Eligibility & Compensation, User Guide, Compensation (highlighted), Report/Update, Billing, FAQs, Plan Documents, The PBUCC Advantage, and Paychex Partnership. The main content area displays the following information:

Employer ID: 99912
Employer Name: Test Church
Email: testpensionboard@gmail.com

Below this is a pink notice box with the following text:

- * To change the effective date of a members compensation to a date prior to today, please contact Member Services at 800-642-6543.
- * Any new updates will be reflected on this page within 7 business days. Should you have any questions, please contact our Member Services team at 800-642-6543.
- * Updates/changes may be made by selecting "Edit" on the right side.
- * Amounts will show as zero for records not on file with us.
- * NOTE: Total Compensation = Salary + Housing Allowance.
- * When in edit mode enter changes only! If you don't enter a value in any one of the Edit fields the current displayed effective value will be used. Once done entering any New values click "Submit".
- * To terminate an employee please contact Member Services at 800-642-6543.

Below the notice is a table titled 'Compensation Report':

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	<input type="checkbox"/> Edit All
1234-568	Anne Davis	\$33,000.00	\$10,000.00	10.78%	-	-	<input type="checkbox"/> Edit
1234-567	David Jones	\$30,000.00	\$0.00	10.78%	-	-	<input type="checkbox"/> Edit

At the bottom right of the table is a 'Check now' button.

Employees will be shown here.

The number of employees displayed may vary depending on your computer monitor and display resolution settings. If all employees are not listed, simply use the scroll bar to move down the list as with any other Windows application.

Important Note: It is the employer’s responsibility to ensure compensation rates are current. Failure to keep compensation current could negatively impact your employee(s).

Step 3: To enter/edit compensation changes for any one employee click the **"Edit"** box.

To enter/edit all employees compensation click the **"Edit All"** box

The screenshot shows the 'Compensation Report' page for The Pension Boards. The left sidebar contains navigation links: Employers, General Information, Eligibility & Compensation, User Guide, Compensation Report/Update, Billing, FAQs, Plan Documents, The PBUCC Advantage, and Paychex Partnership. The main content area displays a table of employee compensation data with columns for Member ID, Name, Salary, Housing Allowance, Employer Contribution, Effective Date, and Request Date. Each row has an 'Edit' button. A 'Chat now' button is at the bottom right. Red arrows indicate the workflow: one arrow points from the 'Edit' button for Anne Davis to the input fields for Salary, Housing Allowance, and Employer Contribution; another arrow points from the 'Edit All' button to the top right of the table; a third arrow points from the 'Edit' button for David Jones to the input fields for Salary, Housing Allowance, and Employer Contribution.

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	Action
1234-568	Anne Davis	\$33,000.00 \$ <input type="text"/> (Please enter numbers)	\$10,000.00 \$ <input type="text"/> (Please enter numbers)	10.78% <input type="text"/> % (Please enter % only)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Edit
1234-567	David Jones	\$30,000.00 \$ <input type="text"/> (Please enter numbers)	\$0.00 \$ <input type="text"/> (Please enter numbers)	10.78% <input type="text"/> % (Please enter % only)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Edit
1234-569	Joe Smith	\$35,000.00 \$ <input type="text"/> (Please enter numbers)	\$12,000.00 \$ <input type="text"/> (Please enter numbers)	10.78% <input type="text"/> % (Please enter % only)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Edit

Current compensation values are shown above the edit boxes

Step 4: Enter the new values for Salary, Housing Allowance, and Employer Contribution Percentage (annuity plan). Be sure to enter currency with a decimal point between the dollars and cents, no other characters are required.

The screenshot shows the 'Salary Report/Update' page for Employer ID 99912, 'Newtest UCC Emp'. The page includes a sidebar with navigation links and a main table of employee compensation data. Red arrows point to the input fields for the following row:

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	Action
1234-996	Anne Davis	\$35000.00	\$35000.00	5%	-	-	Edit
1234-995	David Jones	\$15000.00	\$15000.00	8%	02-04-2020	02-04-2020 10:28:38 am	Edit
1234-994	Eric Arthur	\$40000.00 \$ 41000.00 (Please enter numbers)	\$40000.00 \$ 4000.00 (Please enter numbers)	21% 22 (Please enter numbers) %	02/24/2020	-	Edit
1234-997	Fred Richard	\$30000.00	\$25000.00	10%	-	-	Edit
1234-999	Joe Smith	\$20000.00	\$20000.00	14%	-	-	Edit
1234-993	Mary Elizabeth	\$45000.00	\$42000.00	25%	-	-	Edit

NOTE: If the value edit box is left empty, the current compensation value shown above the edit box will be used resulting in NO change to that compensation category.

When entering a compensation change, a warning message will pop up if the change suggests a possible data entry error. For example: If a salary value is entered in excess of a 20% increase, an error is assumed, and a warning issued. The warning can be ignored. The system issues similar warnings if values below the current compensation are entered. Remember, these are warnings only, they do not prevent unusual amounts from being entered.

The screenshot shows the 'The Pension Boards' website interface. The left sidebar contains navigation links: Employers, General Information, Eligibility & Compensation, User Guide, Compensation, Billing, FAQs, Plan Documents, The PBUCC Advantage, and Paychex Partnership. The main content area displays a 'Compensation Report' table with columns: Member ID, Name, Salary, Housing Allowance, Employer Contribution, Effective Date, Request Date, and an Edit button. Three rows are visible, each with a warning message pop-up. The first row (Member ID 1234-568, Anne Davis) has a warning for the salary change and the employer contribution. The second row (Member ID 1234-567, David Jones) has a warning for the employer contribution. The third row (Member ID 1234-569, Joe Smith) has a warning for the employer contribution. A red arrow points from the top of the page to the warning messages.

* Updates/changes may be made by selecting "Edit" on the right side.
* Amounts will show as zero for records not on file with us.
* NOTE: Total Compensation = Salary + Housing Allowance
* When in edit mode enter changes only!. If you don't enter a value in any one of the Edit fields the current displayed effective value will be used. Once done entering any New values click "Submit".
* To terminate an employee please contact Member Services at 800-642-6543.

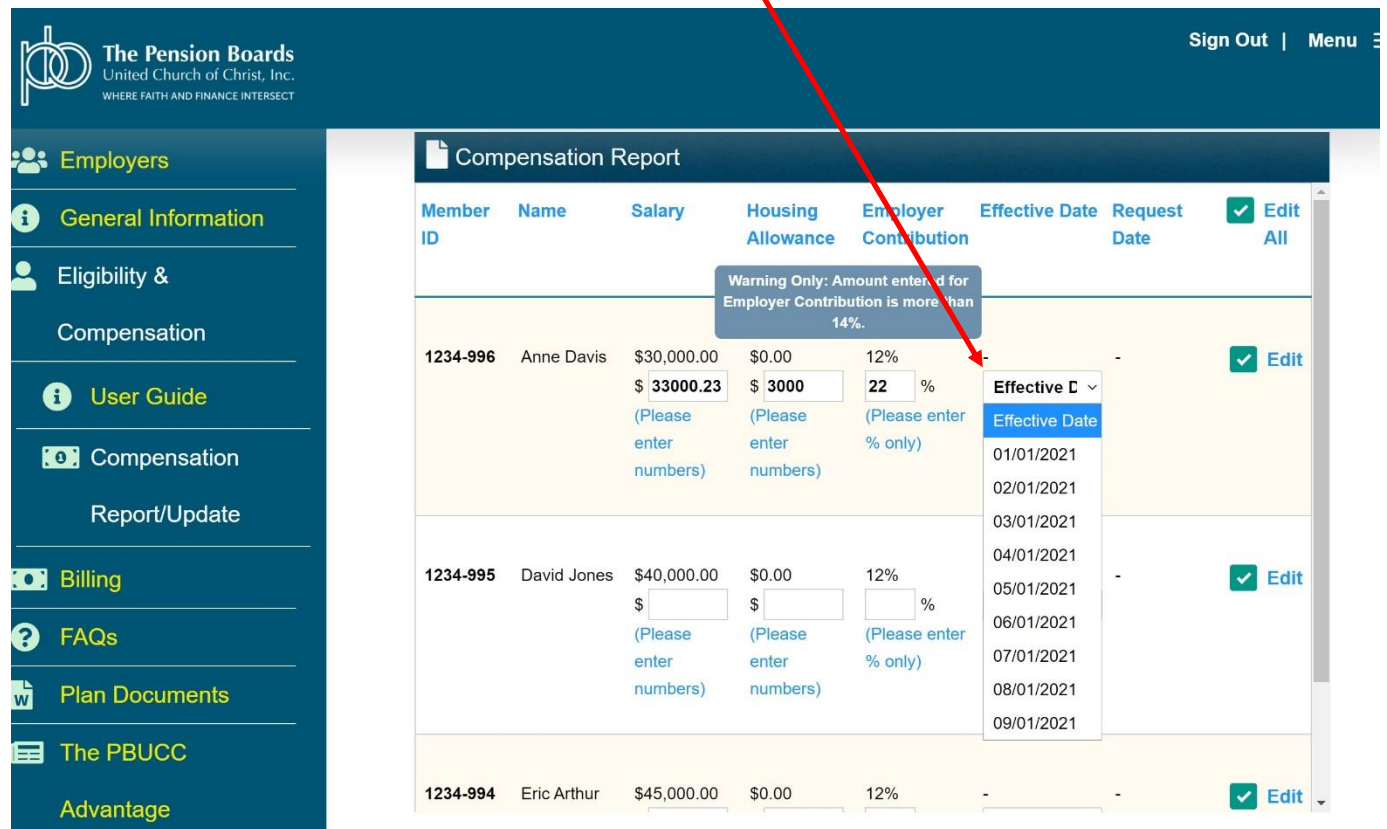
Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	Edit
1234-568	Anne Davis	\$33,000.00 \$ 46000 (Please enter numbers)	\$10,000.00 \$ (Please enter numbers)	10.78% 15 % (Please enter % only)	- Effective Date	-	<input checked="" type="checkbox"/> Edit
1234-567	David Jones	\$30,000.00 \$ (Please enter numbers)	\$0.00 \$ (Please enter numbers)	10.78% % (Please enter % only)	- Effective Date	-	<input checked="" type="checkbox"/> Edit
1234-569	Joe Smith	\$35,000.00 \$ (Please enter numbers)	\$12,000.00 \$ (Please enter numbers)	10.78% % (Please enter % only)	- Effective Date	-	<input checked="" type="checkbox"/> Edit

Warning Only: The Amount entered for Salary is changing by more than 20%.

Warning Only: Amount entered for Employer Contribution is more than 14%.

Chat now

Step 5: After the compensation changes are completed for an employee, select the desired date when the changes should take effect. Please note: Compensation changes are subject to the [PBUCC Effective Date Policy](https://employers.pbucc.org/), which may also be found here: <https://employers.pbucc.org/>. When entering the effective date of change, a drop down selection list will be displayed to select the desired month when the change should be made effective.



The screenshot shows the 'Compensation Report' interface for The Pension Boards of the United Church of Christ, Inc. The interface includes a sidebar with navigation links and a main table for editing member compensation data.

Navigation Links:

- Employers
- General Information
- Eligibility & Compensation
- User Guide
- Compensation Report/Update
- Billing
- FAQs
- Plan Documents
- The PBUCC Advantage

Compensation Report Table:

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	Edit
1234-996	Anne Davis	\$30,000.00 \$ 33000.23 (Please enter numbers)	\$0.00 \$ 3000 (Please enter numbers)	12% 22 % (Please enter % only)	Effective Date 01/01/2021 02/01/2021 03/01/2021 04/01/2021 05/01/2021 06/01/2021 07/01/2021 08/01/2021 09/01/2021	-	Edit
1234-995	David Jones	\$40,000.00 \$ (Please enter numbers)	\$0.00 \$ (Please enter numbers)	12% % (Please enter % only)		-	Edit
1234-994	Eric Arthur	\$45,000.00	\$0.00	12%		-	Edit

Warning: Warning Only: Amount entered for Employer Contribution is more than 14%.

Step 6: To receive a copy of the changes, click **"Print."**

The screenshot shows the 'Compensation Report' page of The Pension Boards. The left sidebar contains navigation links: Employers, General Information, Eligibility & Compensation, User Guide, Compensation Report/Update, Billing, FAQs, Plan Documents, The PBUCC Advantage, and Paychex Partnership. The main content area displays a table with three employee records. A red arrow points from the top of the page down to the 'Print' button at the bottom left. Another red arrow points from the 'Submit' button at the bottom right towards the bottom of the page.

Employee ID	Name	Current Salary	Proposed Salary	Rate of Increase	Effective Date	Action
1234-568	Anne Davis	\$33,000.00 \$ 35000.00 (Please enter numbers)	\$10,000.00 \$ 10000.00 (Please enter numbers)	10.78% 12.00 % (Please enter % only)	03/01/2021	<input checked="" type="checkbox"/> Edit
1234-567	David Jones	\$30,000.00 \$ 20000.00 (Please enter numbers)	\$0.00 \$ 0.00 (Please enter numbers)	10.78% 8.00 % (Please enter % only)	03/01/2021	<input checked="" type="checkbox"/> Edit
1234-569	Joe smith	\$35,000.00 \$ 35600.00 (Please enter numbers)	\$12,000.00 \$ 12000.00 (Please enter numbers)	10.78% 11.00 % (Please enter % only)	04/01/2021	<input checked="" type="checkbox"/> Edit

Buttons at the bottom: Print, Submit, Chat now

When finished entering and verifying all the changes, scroll to the bottom and click **"Submit."**

A pop-up box will be displayed to confirm the changes.

The screenshot shows the 'The Pension Boards' website interface. A red arrow points from the text above to a 'Confirmation Required' pop-up box. The pop-up box contains the text: 'Confirmation Required' and 'Please click on confirm button for preview of your compensation changes.' Below this text are two buttons: 'Confirm' and 'Cancel'.

The background shows a 'Compensation Report' table with the following data:

ID	Name	Current Salary	Proposed Salary	Rate of Increase	Effective Date	Action
1234-568	Anne Davis	\$33,000.00	\$10,000.00	10.78%	03/01/2021	Edit
		\$ 35000.00	\$ 10000.00	12.00 %		
1234-56					03/01/2021	Edit
1234-569	Joe Smith	\$35,000.00	\$12,000.00	10.78%	04/01/2021	Edit
		\$ 35600.00	\$ 12000.00	11.00 %		
		(Please enter numbers)	(Please enter numbers)	(Please enter % only)		

At the bottom of the page, there are 'Print' and 'Submit' buttons, and a 'Chat now' button in the bottom right corner.

Step 7: Once the changes are confirmed, a “**Preview Compensation Changes**” page is presented where you can compare the “Current Compensation” to the proposed “New Compensation” values.

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HOME BILLING FORMS Search ... Welcome Employer-99912, Sign Out

Preview Compensation Changes

The proposed compensation changes are shown below:

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date
Current Compensation					
1234-568	Anne Davis	\$33,000.00	\$10,000.00	10.78%	
New Compensation					
1234-568	Anne Davis	\$35,000.00	\$10,000.00	12.00%	03/01/2021
Current Compensation					
1234-567	David Jones	\$30,000.00	\$0.00	10.78%	
New Compensation					
1234-567	David Jones	\$20,000.00	\$0.00	8.00%	03/01/2021
Current Compensation					

If any new data needs additional edits, please click "Cancel" and then select "Edit All" on the compensation report page. Chat now

Current Compensation values

New Compensation values

Scroll through the entire list of employees using the scroll bar to review all changes.

Step 8: After reviewing the changes click **“Submit”** to complete the process.

The screenshot shows the 'Employers' section of The Pension Boards website. A table displays compensation data for several members. A red arrow points from the 'Submit' button at the bottom right to the 'Submit' text in the instruction box above it.

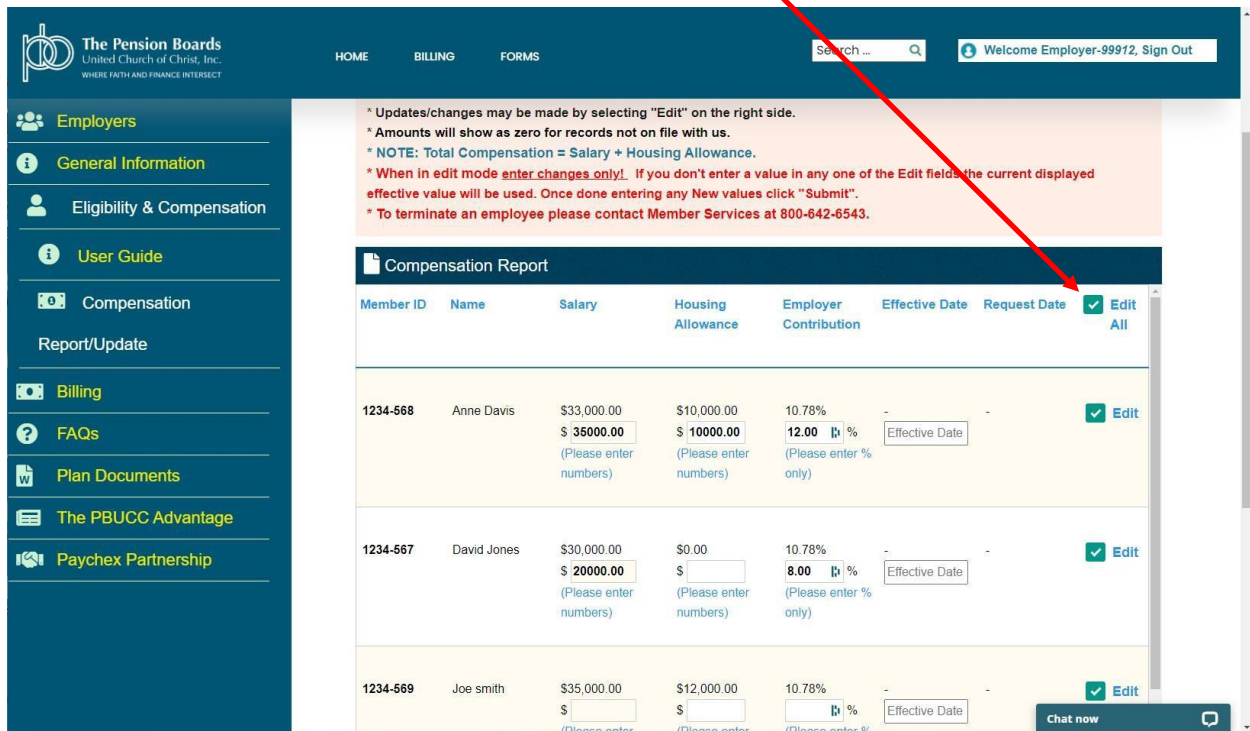
Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date
1234-568	Anne Davis	\$35,000.00	\$10,000.00	12.00%	03/01/2021
Current Compensation					
1234-567	David Jones	\$30,000.00	\$0.00	10.78%	
New Compensation					
1234-567	David Jones	\$20,000.00	\$0.00	8.00%	03/01/2021
Current Compensation					
1234-569	Joe smith	\$35,000.00	\$12,000.00	10.78%	
New Compensation					
1234-569	Joe smith	\$35,600.00	\$12,000.00	11.00%	04/01/2021

If any new data needs additional edits, please click "Cancel" and then select "Edit All" on the compensation report page.

[Cancel](#) [Submit](#)

Or click **“Cancel”** to return to the edit compensation page.

If “**Cancel**” was selected because additional edits are required, the “edit” screen will once again be displayed. Simply click “**Edit All**” and the previous entries will be reloaded.



The screenshot shows the 'Compensation Report' page on The Pension Boards website. The page has a dark blue header with the logo and navigation links (HOME, BILLING, FORMS). A search bar and a welcome message for 'Employer-99912' are also present. A left sidebar contains various menu items like 'Employers', 'General Information', 'Eligibility & Compensation', 'User Guide', 'Compensation', 'Billing', 'FAQs', 'Plan Documents', 'The PBUCC Advantage', and 'Paychex Partnership'. The main content area displays a table of compensation data for three employees: Anne Davis, David Jones, and Joe Smith. Each row includes fields for Member ID, Name, Salary, Housing Allowance, Employer Contribution, Effective Date, and Request Date. There are 'Edit' buttons for each row and an 'Edit All' button at the top right of the table. A red arrow points to the 'Edit All' button. Below the table, there is a 'Chat now' button.

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date	Request Date	Edit
1234-568	Anne Davis	\$33,000.00 \$ 35000.00 (Please enter numbers)	\$10,000.00 \$ 10000.00 (Please enter numbers)	10.78% 12.00 % (Please enter % only)	-	-	<input checked="" type="checkbox"/> Edit
1234-567	David Jones	\$30,000.00 \$ 20000.00 (Please enter numbers)	\$0.00 \$ (Please enter numbers)	10.78% 8.00 % (Please enter % only)	-	-	<input checked="" type="checkbox"/> Edit
1234-569	Joe Smith	\$35,000.00 \$ (Please enter numbers)	\$12,000.00 \$ (Please enter numbers)	10.78% % (Please enter % only)	-	-	<input checked="" type="checkbox"/> Edit

Any corrections or adjustments can now be made.

Repeat the process until all edits are complete.

Click “**Submit**” on the “**Preview Compensation Changes**” page to submit the changes.

Step 9: When “**Submit**” is selected, a “**Confirmation Required**” prompt is displayed to complete the changes. Click on the “I acknowledge” check box then click “**Confirm**” to acknowledge and confirm the entries are correct and complete the submission.

The screenshot shows the 'The Pension Boards' website interface. A modal dialog box titled 'Confirmation Required' is centered on the screen, overlaying a table of employee compensation data. The dialog contains the following text: 'You are about to make changes to your employee(s) compensation. Any new updates will be reflected on this page within 7 business days. Should you have any questions, please contact our Member Services team at 800-642-6549. Are you **Sure** you want to submit these Changes.' Below the text is a checkbox labeled 'I acknowledge the data shown is correct.' and two buttons: 'Confirm' and 'Cancel'. A red arrow points from the 'Submit' button at the bottom right of the page to the 'Confirm' button in the dialog box.

Member ID	Name	Salary	Housing Allowance	Employer Contribution	Effective Date
1234-568	Anne Davis	\$35,000.00	\$10,000.00	12.00%	03/01/2021
Current Compensation					
1234-567				10.78%	
New Compensation					
1234-567				8.00%	03/01/2021
Current Compensation					
1234-569				10.78%	
New Compensation					
1234-569	Joe Smith	\$35,600.00	\$12,000.00	11.00%	04/01/2021

If any new data needs additional edits, please click "Cancel" and then select "Edit All" on the compensation report page.

Cancel Submit

Chat now

Once the entries are confirmed and submitted, a confirmation email will be sent summarizing the completed changes.

Selecting “**Submit**” also generates a request in the Pension Boards’ recordkeeping system to update the employee information.

IMPORTANT NOTE: Please allow five to six (5-6) business days for compensation changes to be updated on this web site.