

# LFE RECAP Sheet

PT = Part-time; FT = Full-time (38+ hours/week)

Church/School Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Month of Payment: \_\_\_\_\_

**Salaried employees:** Salary \$ \_\_\_\_\_ (A)

## Hourly employees:

Regular hours \_\_\_\_\_ hours x \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_ (B)

Overtime \_\_\_\_\_ hours x \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_ (C)

Vacation \_\_\_\_\_ hours x \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_ (D)

Short-term Sick \_\_\_\_\_ hours x \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_ (E)

Extended Sick \_\_\_\_\_ hours x \_\_\_\_\_ hourly rate = \$ \_\_\_\_\_ (F)

**Total Salary (add Lines A through F)** \$ \_\_\_\_\_ (G)

## **Section 1. Complete this section for ALL employees.**

FICA: 7.65% of total salary (do not calculate for a pastor) \$ \_\_\_\_\_ (H)

Worker's Comp: PT = \$21; FT = \$42 \$ \_\_\_\_\_ (I)

Retirement-Match: Up to 3% of total salary (3.26% if FT 10-mo. teacher) \$ \_\_\_\_\_ (J)

## **Section 2. PT, Healthcare Eligible = 30 or more hours/week. Complete sections 1 & 2.**

Employer's base rate \$ \_\_\_\_\_ (K)

Employee's premium \$ \_\_\_\_\_ (L)

Healthcare-Employer Portion: (Line K – Line L) \$ \_\_\_\_\_ (M)

Less 7.65% of employee healthcare premium (do not calculate for a pastor)

(Multiply Line L x 0.0765 and enter as negative number) \$ \_\_\_\_\_ (N)

## **Section 3. FT = 38 or more hours/week. Complete sections 1, 2, & 3.**

Retirement-Basic: 5% of total salary (5.43% if 10-mo. teacher) \$ \_\_\_\_\_ (O)

Basic Life = \$14.15 \$ \_\_\_\_\_ (P)

Long-term Disability: Rate is specific to employee \$ \_\_\_\_\_ (Q)

**Total Due (add Lines G through J & M through Q)** \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_