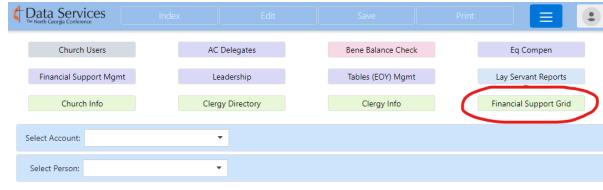


New Paperless Clergy Financial Support Process District

<p>Clergy Financial Support Worksheets are to be approved online through Data Services https://data.ngumc.org.</p> <p>Moving clergy may enter reports up to 60 days before the new appointment begins.</p>	<p>Button for Financial Support Worksheets</p> 
	<p>Once both people (clergy and lay) approve the report the District Office is sent an automated notification email.</p>
<p>The District Office (DS or AA) approves the report, or indicates the report needs review. If review is needed the clergy and lay person are both sent a notification email.</p>	 or 
	<p>If review is needed, the clergy person must edit/correct the report and both parties must re-approve the report. The District Office is then notified via email.</p>
<p>The District Office approves the report.</p>	
	<p>When the report is approved by the District Office a notification email is sent to the Conference Benefits Office.</p>
<p>The Conference Benefits Office (CBO or Assistant CBO) logs in and approves the report, or indicates the report needs review. If review is needed the District Office is sent a notification email.</p>	 or 
	<p>Once the report is revised the District Office approves it, and the Conference Benefits Office is notified via email.</p>
<p>The Conference Benefits Office approves the report.</p>	

New Paperless Clergy Financial Support Process

District (submitting paper)

<p>Clergy Financial Support Worksheets are to be submitted online through Data Services https://data.ngumc.org.</p> <p>Reports for moving clergy may be entered up to 60 days before the new appointment begins.</p>	<p>Button for Financial Support Worksheets</p> 
<p>District Office receives a paper report signed by the clergy person, and an authorized lay person.</p>	
<p>The District Office (DS or AA) logs in, looks up the clergy person, and reviews previously submitted reports to ensure that the paper report was not also submitted online. If necessary the paper report is entered online, and approved.</p> <p>This process varies slightly from the process for approving reports submitted online, in that it includes typing in the name of the clergy and lay person who signed the paper report.</p>	 
	<p>When the report is approved by the District Office the Conference Benefits Office is sent a notification email.</p>
<p>The Benefits Office (CBO or Assistant CBO) logs in and approves the report, or indicates the report needs review. If review is needed the District Office is sent a notification email.</p>	 <i>or</i> 
	<p>Once the report is revised the District Office approves it, and the Conference Benefits Office is notified via email.</p>
<p>The Conference Benefits Office approves the report.</p>	