

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)

Basic Life = \$14.15 \$ _____ (O)

Long-term Disability: Rate is specific to employee \$ _____ (P)

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) \$ _____ (Q)

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

Employee Signature: _____ Date: _____

Print Name: _____

Supervisor Signature: _____ Date: _____

Print Name: _____