

How to complete LFE Report

SECTION 1

Please complete this section with information for the church.

Input the name and address of your church.

Add your church EIN#. Your churches EIN # **cannot** be the number for AEC, Columbia Union, NAD nor GC.

If your church does not have an EIN# please navigate to the blue tab below and follow the instructions outlined

Add the current pastor or pastor's name, the name of your current treasurer and head elder.

SECTION 2

Please complete this section with information for the employee.

Field	Required information
Last Name	Input legal last name.
First Name	Input legal first name
Job Title	The job the employee is currently performing eg. Custodian, administrative assistant, musician, etc.
Pay Rate	The rate the employee is being paid per hour.
Work Days	State all the days the employee performs his/her duties eg. Mon - Thurs
Hours Per Week	State the total number of work hours per week the employee will be actively performing his duties eg. 20hrs per week
Supervisor Name/Title	State the name of the person who will provide direct supervision to the employee and the office they hold in the church, eg. (John Doe/Head Deacon)
Date began working	State the first day the employee commenced this assignment with the church, eg. January 1, 2010
On AEC Payroll	Input Y if the employee is paid on the conference payroll. Input N if the employee is paid directly from the church.