

Top Things for Missionaries to Know

May 21, 2013

1. **Payroll**: Human Resources must be notified of any changes to payroll (i.e. tax withholding, GSD, housing, insurance participant changes, etc.) by the 15th of the month; otherwise it cannot be processed until the next month's payroll. Payroll changes should be e-mailed to both Sheryl Roberts (sheryl.roberts@fmcusa.org) and Human Resources (hrdept@fmcusa.org). It is very important to check your pay stub each month for accuracy. Do this using the online Paychex information you were given by HR. If Paychex doesn't work for you, contact Debbie Jenkins (debbie.jenkins@fmcusa.org) to be put on the list to have your pay stub e-mailed to you each month.
2. **GSD**: All missionary GSD allowances are re-evaluated quarterly, based on U.S. government rates. Missionaries will receive a notice of any change from the finance office. Changes WILL affect the amount of your take-home pay. Contact Sheryl Roberts (sheryl.roberts@fmcusa.org) if you have questions about GSD.
3. **Partnership Building Housing and GSD**: If you are in the U.S. for two months or longer, your payroll will change in that GSD will stop and partnership building housing will begin. Note that the standard partnership building housing allowance is intended to include both rent and utilities. Brenda Sigler (brenda.sigler@fmcusa.org) in the finance office will contact you prior to the partnership building with information and to find out the particulars of your situation. Respond to her promptly so we can make sure all of your funds will be in order and there when you need them.
4. **International Travel**: If you plan to leave your assigned country of ministry, it is important that your AD approve trip, and that you let the home office know for contact and emergency purposes. Notify Kathi Walker (kathi.walker@fmcusa.org) of your dates of travel, destination, and a way you can be contacted (or how to contact the person who is covering for you and is able to contact you in case of emergency). *Note: if you have already submitted the home assignment form, there is no need to also contact Kathi, unless you have not already specified your dates of travel.*
5. **Guests**: If anyone is coming to visit you from the U.S. who is affiliated with the Free Methodist Church, they must be registered and be insured through VISA Ministries at least a month before their departure date. This is a denominational requirement, and an important liability protection measure. For questions and registrations, contact VISA Ministries (visa@fmcusa.org).
6. **Reply to All**: If you receive an e-mail from the home office that has other people copied, use the e-mail feature that allows you to reply to everyone copied. We appreciate your help in keeping everyone in the communication loop fully up-to-date.