

Paperless Clergy Financial Support Process

Clergy Financial Support Worksheets
are to be submitted online through
Data Services
<https://data.ngumc.org>.

Forms are to be submitted by the clergy person.
The clergy's ngumc.net email address is their
username.

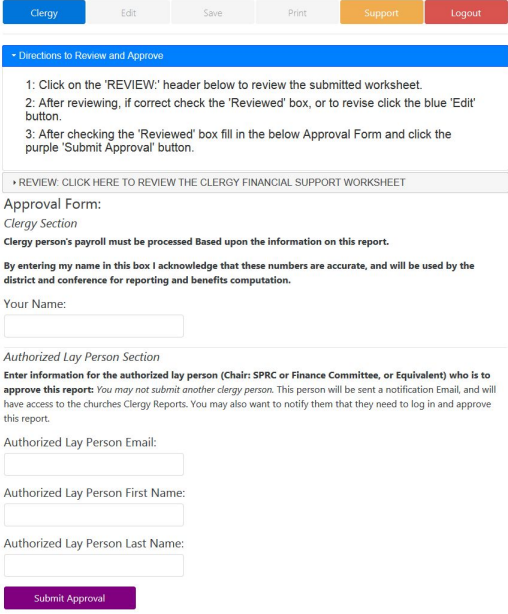
**On the Main Index, click the blue
Financial Support Worksheets button.**
The worksheets are entered, edited, and
approved on the **Clergy Financial Support**
page.

*Moving clergy may enter
reports up to 60 days
before the new
appointment begins.*

[New](#)

**Submitting a new Clergy Financial Support
Worksheet is the first step.**

**Completing a UMPIP form is the next
step for most clergy persons.** This should
be completed before proceeding with the
approval process.

<p>Completing the Approval form is required by both the clergy person, and an authorized lay person (Chair: SPRC or Finance Committee, or Equivalent).</p> <p>1: Click on the 'REVIEW:' header below to review the submitted worksheet.</p> <p>2: After reviewing, if correct check the 'Reviewed' box, or to revise click the blue 'Edit' button.</p> <p>3: After checking the 'Reviewed' box fill in the below Approval Form and click the purple 'Submit Approval' button.</p> <p>When the clergy person approves the report they will also submit the name and email of the designated authorized lay person.</p>	
	<p>The designated authorized lay person will then be sent an email indicating they need to log in, review, and approve the report. It is recommended that the clergy person also notify the authorized lay person to look for the email.</p>
<p>The authorized lay person logs in and approves the report. Their username is the authorized email address that was submitted.</p>	
	<p>Once both people approve the report the District Office is sent an automated notification email.</p>
<p>The District Office (DS or AA) approves the reports or indicates the report needs review. If a review is needed the clergy and lay person are both sent a notification email.</p>	
	<p>If a 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 reports.</p>	