



Dear Administrator:

Taking care of these benefits tasks—before December 31—can save you time and effort in the long run.

Imputed Income

Employees with group life coverage through their Episcopal Church employer may have to disclose imputed income to the IRS. We've done the calculations by employee, in most cases, for you. Watch [the recording](#) of our November 17 webinar to learn more about accessing your file (if available for your institution) in [My Admin Portal \(MAP\)](#) and how to report this income.

The fair market value of health coverage provided for an employee's child aged 27 or older, or individuals who do not qualify as the employee's tax dependents, is a taxable benefit. This taxable benefit may be imputed income that has to be disclosed to the IRS. For more information, please see Federal Reporting Requirements on [cpg.org](#).

2023 Compensation

Pension and benefits calculations rely on accurate employee compensation reporting in MAP. Our eLearning module on [Compensation Changes](#) shows you how to make a change now and specify a future effective date.

New Savings Limits

In 2023 the ceiling for employee contributions to defined contribution savings plans will rise to \$22,500, and the catch-up limit for plan participants aged 50 or older next year will increase to \$7,500. [Review further details](#).

Updating Institutional Information

Refreshing your institution's profile in MAP assists clergy and lay employees in key ways:

- Keeping the details current contributes to the accuracy of the next edition of *The Episcopal Church Annual* (the Red Book).
- Updated contact information helps us reach the right person for benefits-related news.
- Verifying administrator assignments can ensure that those who hold administrative roles have the necessary privileges for performing their tasks.

Find out more with our [Managing Institution Information](#) eLearning course.

Administrator and Member Resources

For Administrators: New Guides for Managing Employment and Benefits

We created a series of step-by-step instructions with plenty of visual cues for completing employment and benefits management tasks in MAP. They can help you work efficiently and minimize errors:

- [New Hire Process](#)
- [Mid-Year Enrollment Process](#)
- [Compensation Changes](#)
- [Termination of Employment and Benefits](#)
- [Annual Enrollment](#)
- [Managing Institution Information](#)

For Member Education: New Resources for Learning About Benefits

You can help your employees get up to speed about their benefits and other popular topics by reminding them to search CPG's [eLearning Library](#). Our self-paced courses are designed to quickly deliver important information in an entertaining format, while our [Choose Well](#) podcast provides members with wellness resources accessible anywhere, any time. We've just added two more member learning opportunities:

- [Understanding the Clergy Housing Allowance](#) eLearning course Make sure you understand how the housing allowance number is calculated and its impact on clergy taxes. Take this short and informative course and learn more about the clergy housing allowance.
- [Managing Burnout](#) podcast
Both clergy and lay employees have deep experience in caring for others and may feel significant stress as they navigate the challenges of work in the face of unabating responsibilities. Listen to this new CPG podcast when you're feeling overwhelmed.

[MyCPG Accounts](#)

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