

Diocese of New Westminster
Anglican Church of Canada

PAYROLL AUTHORIZATION FOR LAY EMPLOYEES ONLY

Year 2020

Please submit this to the Diocesan Office, Attn: Payroll Administrator, via email at payroll@vancouver.anglican.ca or by mail by December 6th, 2019. If you submit via email, please know that original signed copy is still needed for our records.

PARISH: _____

NAME: _____

EFFECTIVE DATE: _____

OCCUPATION: _____ MONTHLY HRS WORKED: _____

HOURLY RATE: _____

DAYS WORKED: S M T W TH F S

HRS WORKED PER DAY

SUN _____ MON _____ TUES _____ WED _____ THURS _____ FRI _____ SAT _____

Amounts to be paid on Diocesan Payroll

2020 Annual Rate

TOTAL	\$
--------------	-----------

Date: _____

Employee Signature

Warden's Signature

Treasurer's Signature

Please note: The above totals do not include benefit costs. The Diocesan Payroll Administrator will, on receipt of these forms, forward to the parish treasurer a sheet breaking out total costs, including benefits, for each payroll authorization form received.

PLEASE MAKE SURE YOU COMPLETE THE FORM - ALL INFORMATION IS REQUIRED

PLEASE MAKE SURE ALL LAY STAFF KEEP TIME SHEETS WHICH BOTH EMPLOYER AND EMPLOYEE SHOULD SIGN- THE TIME SHEETS NEED TO BE KEPT IN AN EMPLOYEE FILE AT THE PARISH