



New Guidelines to Monthly Diocesan Deadlines on PAD, Remittances & Payroll

Effective July 2020

Day of the Month	Description
12	Last Day for PAD Adjustments & Payroll Changes
15	PAD Processing Date
19	PAD Reports Emailed to Parishes
20	PAD Deposit to Parish Bank Account
22	Remittance Form Due Date. Please email the remittance form to Michele at payroll@vancouver.anglican.ca & Prashanthi at pyadavalli@vancouver.anglican.ca by this date
25	Remittance Amount Deducted from Parish Bank Account
Last Day	Payroll Deposit to Employees' Bank Account

Notes:

- If the processing day falls on a weekend or holiday, it will be processed on the preceding working day.
- If the remittance form is not received by the 22nd, the same amount deducted from the prior month will be deducted from parish bank account on the 25th. Any discrepancies will be paid/deducted on the next remittance.