

Priest-In-Charge (PIC) Payroll Advice Form

Time Period: 16th of _____ to 15th of _____ 20____

Clergy Name _____ Employee # _____

Parish _____ Parish # _____

- ☐ We authorize Central Payroll to pay \$125.00 as PIC remuneration for the time period of _____ to _____ (Policy 2.1.4) \$ _____
- ☐ We authorize Central Payroll to pay _____ Days (up to and including the 15th of the Month) at \$125.00 per day as Temporary Part-time remuneration. (Policy 2.1.18) \$ _____
- ☐ We authorize Central Payroll to pay as remuneration for Fees for Occasional Services (Policy 2.1.9):

Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____

Total of Fees for Occasional Services (Policy 2.1.9): \$ _____

Total of all Remuneration to be Paid: \$ _____

- ☐ We authorize Central Payroll to pay travel to and from the Parish borders as a taxable benefit of _____ Km at \$.55/Km = \$ _____ (Policy 2.1.2) \$ _____

Total of Remuneration and Taxable Travel to be Paid: \$ _____

Authorization (required):

Clergy _____

Treasurer _____

OR

Warden _____

Please fax, mail or scan a copy of this authorization to Central Payroll so that it arrives by the 20th of the month.
PIC Payroll will be deposited on the 30th of each month.

The Diocesan Synod Office
1340 Cathedral Lane,
Halifax, NS
B3H 2Z1

Tele: 1-902-420-0717
Fax 1-902-425-0717
Email: tcummins@nspeidiocese.ca

Revised Jan 1, 2023