



900 Vancouver Street
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LAY EMPLOYEE INFORMATION FORM

Type: New hire Change to information - effective date:

Employee Full Legal Name:

First: Middle: Last:

Address: City: Postal Code:

Phone Number: Home: Cell:

Email Address:

Birthdate: SIN:

Status: Single Couple Family

Gender: Male Female Other

Emergency Contact:

Name: Relationship: Phone:

Parish, Location:

Position Title:

Start Date:

End Date (if applicable):

Hours: Hours per week: Hours per day:

Weekly schedule:

Pay: Annual salary: Hourly rate:

Vacation: % Rate: Accrued Paid out

Additional Info or Compensation:

Signature of Incumbent or Warden Name of Incumbent or Warden, Position Title

OFFICE USE ONLY:
Employee Number: Cost Central #:

INSTRUCTIONS FOR COMPLETING THIS FORM

This form must be completed for all new hires, and when there are employment or information changes to current employees. If there is a change, only the information that is changing needs to be added to the form.

All changes that affect Payroll must be received by payroll@bc.anglican.ca before the beginning of the month in which they are to take effect.

Effective Date:

This is the date that the information takes effect.

Parish, Location:

The diocese has multiple churches with the same or similar names, so please indicate the location:
Example: St. John the Divine, Courtenay or St. John the Divine, Victoria

Position Title:

The employee's position title (example: parish administrator, etc).

Start Date:

This is the first day the employee has paid hours.

End Date (if applicable):

Only complete this field if the position has a fixed term or end date.

Hours:

- If the employee is working 20 hours or more per week, they will receive Manulife Benefits.
- If the employee is less than 65 years old and working more than 13.5 hours per week, they will receive Anglican Pension.

Weekly Schedule:

Indicate days of week, and daily start time and end time.

Pay:

Indicate the salary or hourly rate. If this is a change, just include the new pay rate.

Vacation:

Earned annual vacation time will be a percentage of eligible earnings:

4% (two weeks) 6% (three weeks) 8% (four weeks) 10% (five weeks)

Additional Compensation or Information:

Indicate other amounts included in the compensation (example: travel, etc.)

For new hires - submit this form to epartridge@bc.anglican.ca
For changes to current employees – submit this form to payroll@bc.anglican.ca
email either if you have questions about completing this form.