

Diocese of New Westminster

**PAYROLL AUTHORIZATION FOR LAY EMPLOYEES**

*Year 2023*

Please fill out the indicated fields and email the completed forms to the Payroll and Benefits Administrator [at](mailto:payroll@vancouver.anglican.ca) [payroll@vancouver.anglican.ca](mailto:payroll@vancouver.anglican.ca) by **December 2nd, 202*2***. Please retain a copy for your records.

# Name of Parish: Name of Employee: Occupation: Effective Date:

( )

( )

( )

( )

# Hourly Rate: $ / hr Hours per Month:

( )

( )

( )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEKLY SCHEDULE** | | | | | | | |
| **DAY** | **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** |
| EMPLOYEE’S WORKDAYS |  |  |  |  |  |  |  |
| HOURS WORKED PER DAY |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **AMOUNTS TO BE PAID ON DIOCESAN PAYROLL TOTAL ANNUAL RATE** | |
| TOTAL | $ |

We, the undersigned, have reviewed this data and submit it as being agreed to by all parties:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Date:** |  |
| **Church Warden or Trustee:** |  | **Date:** |  |
| **Treasurer:** |  | **Date:** |  |
| **PLEASE NOTE:** |  |  |  |

1. The above total annual rate does not include benefits costs. On receipt of these forms, the Payroll and Benefits Administrator will email the parish treasurer a cost calculation sheet showing the breakdown of the total compensation costs, including benefits.
2. Please ensure all lay staff keep time sheets, which both employer and employee must sign. The time sheets must be kept in an employee file at the parish.