## 2014 PAYROLL AUTHORIZATION for Diocese of California ☐ NEW HIRE or ☐ CHANGE

nployee Name:	DOB:	PR Eff Date:	**
**Please note that pay periods run from 1st-15th &		ate has already passed or is mid-pa nd post retroactive adjustment on t	
ıployer:		Parish Code:	
werage Weekly Hours: (circle one) his change is to # of hrs / week in addition to pay rate ase also complete Personnel Data form)  Less than 20 (Eligible for lay pension with employee contributions only)		ability, Salary (Eligible for all 20	-29 benefits &
Clerc	y Payroll:		
Allocate earnings to each category of compensation <b>Please circle:</b>	to be paid. Calculate Per Pay Pe		
Congregation's Classification (refer to clergy minim Cleric's Years of Credited Service (verify YCS w/ 0		B C D E , 5-9, 10+	
	Sharen ension rana).	,	
Compensation Category	Annual Figures <b>√</b>	Per Pay Period ↓ (annual / 24) These are the figures used	by
A. Salary / Stipend (all taxable income)	\$	payroll office	
B. Housing Allowance (submit housing allowance resolution)	\$	\$	
A+B = C: TOTAL COMPENSATION (Verify annual figure meets or exceeds clergy compensation minimums for 2014)	\$	\$	
Any ordained person (deacon or priest working in any capacity assessed 18% p	/) is eligible for a housing allowar ension per national canons.	nce and their total compensation is	to be
EITHER: Hourly Rate: \$* report hours  OR:  Compensation Per Pay Period \$	vard as is until a revised pa	(per pay period x 24)	
form is received from the employee/er authorizing a			
*verify that pay rate meets sta	te & local minimum wage re	equirements	
Retroactive adjustments (+ or -) should be a lift the effective date is retroactive please calculate the one time. If the start date is mid-pay-period please calculate the one time. Refer to payro	addition to the first check.		<mark>ck.</mark>
Authorized By:	Data		
	Date	•	