

2019 PAYROLL AUTHORIZATION for Diocesan Payroll Service
 NEW HIRE or CHANGE

Employee Name: _____ **DOB:** _____ **PR Eff Date**:** _____

Paychecks issue on 15th & last date of each month. Payroll figures are entered into the system when received. If you intend the change to be for a date that has passed or is mid-pay period you must calculate the adjustment and send instruction for pay adjustment via the Timesheet for Diocesan Payroll. **Payroll adjustments are not calculated by the payroll office.

Employer / City: _____ **Parish Code:** _____

Estimated hours per pay period: _____

(To calculate hours per pay period multiply weekly hours by 52 weeks then divide by 24 pay periods. For example the hours per pay period for a part-time employee working 25 hrs/week = 54.16hrs per pay period. [25x52/24=54.16] This unique data is required for all hourly or salaried employees in order to comply with Affordable Care Act reporting.)

Check One **Exempt** (not entitled to overtime pay) **OR** **Non-Exempt** (entitled to overtime pay per FLSA)
 (refer to <https://www.calchamber.com/california-employment-law/pages/exempt-nonexempt-employees.aspx> for guidance on exempt or non-exempt status)

*California law states that an employer **cannot** pay someone on salary, even if they are otherwise eligible to be treated as "exempt from overtime," unless their total compensation is at least **double** the equivalent of **full-time** compensation at minimum wage. For 2019: \$49,920 (\$12/hr x 2080 x2)*

For clergy or lay employees paid an annualized amount of less than \$49,920 it is best practice to set up payroll with an hourly rate, maintain timecards and report hours for pay on the semi-monthly Timesheet for Diocesan Payroll. Paychecks will be issued when hours are reported by employer to the Diocesan Payroll Service. If you establish payroll as an amount per pay period for an employee whose annual compensation is less than \$49,920 it is understood that you are maintaining timecards locally and reporting wage adjustments as needed.

Lay Payroll:	
EITHER: Hourly Rate: \$ _____ & provide an estimate of employee's total annual pay: \$ _____	
OR:	
Compensation Per Paycheck: \$ _____ * (Annual ÷ 24)	& Annual Compensation: \$ _____ * (per pay period x 24)

Clergy Payroll:		
EITHER: Hourly Rate: \$ _____ & provide an estimate of employee's total annual pay: \$ _____		
OR:		
Compensation Category ↓	Annualized (Per Paycheck x 24) Figures ↓	Per Paycheck ↓ (annual ÷ 24) These are the figures keyed into the payroll system
A. Salary or Stipend (taxable income) ~ A minimum of \$1.00 must be paid for a check to be issued ~ Stipend amount must meet or exceed employee's pre-tax payroll deductions. If amount listed does not cover employee's requested deductions the payroll office will reallocate as needed.	\$ _____	\$ _____
B. Housing Allowance (requires vestry / board resolution prior to first payment)	\$ _____	\$ _____
A+B = C: TOTAL COMPENSATION (annual total must meet or exceed clergy compensation minimums for 2018)	\$ _____	\$ _____

Payroll Data Authorized by: _____ **Date:** _____

Phone or Email: _____

KEEP ORIGINALS FOR EMPLOYEE PERSONNEL FILE ON SITE Return completed form by fax: 415-673-4863 or email: sarahc@diocal.org