

Priest-In-Charge (PIC) Payroll Advice Form

Month of _____ 20_____

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

Clergy Name _____ Employee # _____

Parish _____ Parish # _____

- We authorize Central Payroll to pay _____ Days (up to and including the 15th of the Month) at \$ 100.00 per day, to the Clergy named above, as Temporary Part-time remuneration. (Policy 2.1.18)
- We authorize Central Payroll to pay an additional \$ 100.00 to the Clergy named above, as PIC remuneration for the month of _____ (Policy 2.1.4)
- We authorize Central Payroll to pay to the Clergy named above the following, 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 Occasional Services : \$ _____

Total to be Paid : \$ _____

PIC Payroll will be deposited on the 30th of each month.

Authorization:

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:

**The Diocesan Synod Office
6017 Quinpool Road,
Halifax, NS
B3k 5J6**

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