Parish LAY New Hire Information:

Please review the Parish Lay New Hire Check List for all required information

- Full Name: _____
- S.I.N. #: _____ _____ _____ Date of Birth:(mm/dd/yy) _____
- Full Address: _____
- Parish: _____
- Telephone: Hm _____ cell _____
- Position: _____
- Start Date: (mm/dd/yy) _____ End Date_____

  Federal and Provincial TD1 forms completed - see link below:

  https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later.html

- Copy of valid Driver's License, Birth Certificate or Provincial Identification Card
- Copy of Job Offer Letter
- Void cheque (for direct deposit information)
- Salary: Rate per month: _____
  - Or - Rate of pay per hour: _____
- Vacation pay details: 4 % per pay Yes ☐

  OR Time off in Lieu of 4% Yes ☐
- Hours worked per day: _____
  - Days Worked per week (Mon – Fri): _____

Authorized by Warden: _____ Date_____

Please fax, mail or scan a copy of this information to Central Payroll so that it arrives by the Payroll Cutoff date:

The Diocesan Synod Office,
1340 Cathedral Lane
Halifax, NS, B3H 2Z1

Tele: 1-902-420-0717
Fax: 1-902-425-0717
payrollandbenefits@nspeidiocese.ca

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