

2023 Lay Staff Compensation Sheet for Payroll

Churches are encouraged to increase lay staff salaries by at least 4.1% for cost of living in 2023.

Employee Name _____ Effective Date of 2023 Increase: _____

Address _____ **✓ if new address** _____

Social Insurance Number _____ **Date of Birth** _____

Parish Name _____ City/Town _____

Annual Salary \$ _____ /year **Monthly Salary** \$ _____ /year

Minimum wage in Ontario is \$16.55/hour effective October 1. The Diocese encourages paying a living wage. <https://www.ontariolivingwage.ca/rates>

Start Date _____ Number of hours worked per month _____

VACATION PAY

Add to each pay _____ (minimum 4% for employees under 5 years; 6% if over 5 years)

Or

Paid vacation days included in salary. **Indicate # of paid vacation days per year** _____

AUTHORIZATION

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Parish Treasurer or Paymaster (Payroll Contact) Name: _____

Email: _____ Daytime phone number: _____

Please mail, email or fax completed copies to:

Payroll Clerk Diocese of Huron, 190 Queens Ave. London, Ontario N6A 6H7

Phone: 519 434 6893 x 234

Fax #: (519) 673-4151

Email: payroll@huron.anglican.ca

For Office Use

Parish _____ Div/Dept _____

Location _____ Employee No _____

Lay Benefits _____ Lay Pension _____