

| OTHER | SALARY | | HOURLY RATE | | FIXED HOURS/MTH | | VARIABLE HOURS/MTH | |
|---------------------------|--------|------|-------------|------|-----------------|------|--------------------|------|
| | 2022 | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 | 2023 |
| NAME\TITLE – Please Print | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

Authorized by:

Warden (please print)

Signature

Date

Warden (please print)

Signature

Date

NOTES:

Stipend = monthly compensation. **DO NOT** include housing, benefits, vacation, etc.

Housing: Only those whose government approved forms have been received by the Payroll Office by January 4, 2023 will ensure that their housing allowance is coded to a non-taxed account. All those without a form approving the deductions at source will, as of January 13, 2023 payroll, have their housing allowance as a taxed item.

**** NOTE:** Fixed hours/month are paid during the month of service: flexible hours/month are paid in the month following service.

******* Please indicate which employees have a “summer stop”.

Those employees with “Variable Hours”: the hours must be reported by the 3rd day of **EVERY** month.

ALL FORMS MUST BE RETURNED. If there are no changes please indicate using **N/A**.

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Please return this form no later than **January 4, 2023** to ensure that changes are input for January 2023.

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