

Payroll personal details



Payroll details

Title	Surname	Payroll No
First name	Middle name	

Date of birth (dd/mm/yy)		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male

Contact details

Clergy and Parish Staff must indicate which information they wish to make available in the Diocesan Directory and Diocesan web page.

				Diocesan Directory/Web page use (Please tick)
Email				<input type="checkbox"/>
Phone	Work			<input type="checkbox"/>
	Mobile			<input type="checkbox"/>
	Home			<input type="checkbox"/>
Postal - Address	Street			<input type="checkbox"/>
	Town			<input type="checkbox"/>
	State		Postcode	
Residential Address	Street			<input type="checkbox"/>
	Town			<input type="checkbox"/>
	State		Postcode	

Clergy/Parish Staff to complete

I authorise the details I have indicated to be used in the Diocesan Directory, the Diocesan web page and other incidental documents as required by the Diocese.

Signature _____ Date _____

Payroll details

Payroll No

Emergency contact details

Surname	
First name	

Relationship	
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Contact phone number(s)	Home	
	Mobile	
	Work	

Clergy only - ordination details

Deacon	Date (dd/mm/yyyy)	Diocese
Priest	Date (dd/mm/yyyy)	Diocese
Bishop	Date (dd/mm/yyyy)	Diocese

Signature

Signature _____ Date _____

Please keep a copy of this form for your records. Please submit marked 'Attention: Payroll'. Email – payroll@bendigoanglican.org.au, Fax – 5441 2173, Mail – Registry, PO Box 2, BENDIGO VIC 3552

Registry use only

Action	Responsibility of	Completed by	Date
Received and reviewed	Finance and Administration Manager		
Processed in payroll	Finance Officer		
Forward to reception	Finance Officer		
Outlook updated	Reception		
Forward to Executive Assistant	Reception		
Diocesan Directory updated	Executive Assistant		
Copy placed in HR file	Executive Assistant		
Forward to payroll	Executive Assistant		
Filed in individual payroll file	Finance Officer		