**Lay Employee – Change to Appointment Details**

[Parish /Registry Representative to complete section requiring change (s) to be made.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| **Parish** | | | | | | |
| **Title: (circle)** | Mr | Mrs | Ms | | Miss | Other |
| **Given Name/s:** | | | | **Family Name:** | | |

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| --- | --- | --- | --- | --- | --- |
| **Employment Details** | | | | | |
| **New Position Title** |  | | | | |
| **Date of Change** |  | | | | |
| **New Status**  **(please tick)** | **Full Time 🞏** | | **Part Time 🞏** | **Casual 🞏** | |
| **New Part Time and Casual Details**  **Indicated which days of the week are required to work** | **Mon 🞏 Tues 🞏 Wed 🞏 Thurs 🞏**  **Fri 🞏 Sat 🞏 Sun 🞏** | | | **New Hours per day** |  |
| **Start Date** |  | | | | |
| **End Date**  **(if fixed term)** |  | | | | |
| **New Applicable Award** |  | | | | |
| **New Hourly Rate** | $ |  | | | |
| **New Gross Annual Salary** | $  **p.a.** | * (pay rate x Hrs per week x 52) | | | |
| **Annual Leave Loading** | **17.5%** | * If applicable | | | |
| **Superannuation** | **9.5%** | * As per SGC legislative requirement | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Superannuation** | | | |
| Additional Super deductions | After Tax contribution (per pay) | $ | % |
| Before Tax contribution (per pay) | $ | % |

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| **Authorisation – Two Church Wardens to authorise** | | | | |
| **Name:** |  | | | |
| **Contact Phone:** |  | **Email:** | | |
| **Signature:** |  | | **Date:** |  |
| **Name:** |  | | | |
| **Contact Phone:** |  | **Email:** | | |
| **Signature:** |  | | **Date:** |  |

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| **OFFICE USE ONLY** | | | |
| Entered into MYOB | 🞏 | Date: | By: |