**Lay Employee – Change to Appointment Details**

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

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| **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
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| **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: |