



Seventh-day Adventist Church (British Columbia Conference)
Box 1000, Abbotsford, BC V2S 4P5
Phone: (604) 853-5451 Fax: (604) 853-8681

Treasury

COURTESY – SUPPORT STAFF WELCOME LETTER **(including CHECKLIST and VACATION PAY AGREEMENT FORM)**

Welcome to the Seventh-day Adventist Church (British Columbia Conference).

Please take a moment to examine this information. A little effort at this time will ensure correct processing of your payroll information and will minimize future problems on personnel matters.

All forms should be completed and returned immediately to Payroll, to ensure activation of your payroll. Please give attention to the following:

- Your School Board Chairman or Church Board Chairman needs to fill out your COURTESY PAYROLL form. This form must be completed and returned to this office *before any payroll will be processed*.
- Hourly Support Staff – Vacation pay is calculated and paid out as it is earned.

HOURLY EMPLOYEES ONLY - VACATION PAY AGREEMENT FORM

Due to the large number of hourly employees, we calculate vacation pay with each pay.

Bill 48 of the Employment Standards Amendments Act requires that we obtain your signature agreeing to this arrangement.

(Signature)

(Print Name)

- Disbursement Dates – The BC Conference disburses payroll on a semi-monthly basis. This means you will receive payment on the 15th or previous business day and the last business day of the month.
- Please complete the two TD1 forms (TD1 – Federal and the TD1BC – Provincial) which determine the amount of tax withholding. These forms must be completed and returned to this office *before any payroll will be processed*.
- Please submit a voided cheque or deposit slip showing your bank account information. At the end of each month, notifications of both deposits showing the breakdown of salary will be mailed to you. All full-time employees of the BC Conference receive their salary by direct deposit to their bank account twice a month (the 15th and 30/31st).
- Please submit 1 photocopy of your Social Insurance Number Card.
- Please submit 1 photocopy of proof of citizenship (Birth Certificate, Citizenship Card, or Passport).

NEW EMPLOYEE CHECKLIST

Please complete the following form(s) in their entirety and return to Payroll Department:

- _____ Courtesy – Support Staff Welcome Letter,
including Checklist, and Hourly Vacation Pay Agreement Form
- _____ Courtesy – Support Staff Payroll Information Form
- _____ Service Record
- _____ TD1 and TD1BC (Federal and Provincial Personal Tax Credit Return)
- _____ Voided cheque or deposit slip, showing banking information for direct payroll deposit.
- _____ 1 Photocopy of your Social Insurance Number Card
- _____ 1 photocopy of proof of citizenship/landed immigrant or work visa
- _____ All employees working in our Educational System need to be cleared by our Education Dept.

All New Residents of British Columbia:

- _____ If your vehicle is to be used on Conference business, minimum insurance coverage must be carried as stipulated in the Policy Manual.

All New or Returning Residents of Canada:

- _____ To obtain a Social Insurance Number (SIN) card, if you do not have one, go to the Nearest Service Canada Office. Consult your phone directory under the blue section

It is imperative that any changes regarding tax information, banking, address changes, etc., be made known immediately to the payroll department. You must notify the payroll department before you close your bank account.

If you have any further questions or need additional information on any of the above, please contact the Payroll/Treasury Department. Phone number 604-853-5451 Ext 404.

Sergio Alejandro
Payroll Department

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