

CHURCH HOURLY STAFF PAYROLL REPORT

Church _____ Month _____

Reporting Period From _____ Through _____

DATE HIRED OR TERMINATED	NAME (Alphabetically)	WORK CODE	HOURLY RATE	REGULAR HOURS	OVERTIME HOURS	WAGES

Work Code:

- S - Secretary
- C - Custodian
- G - Grounds
- M - Maintenance
- O - _____

Regular Time = 8 hours or less per day, maximum of 40 hours per week.
Overtime between 8 to 12 hours per day and over 40 hours per week.

Total Wages	
Social Security/Medicare 7.65%	+
*Retirement (Basic 5%)	+
Balance from Last Month	+/-
TOTAL PAYROLL EXPENSES (ENCLOSE CHECK FOR THIS AMOUNT)	

Workers Compensation will be billed on a quarterly basis according to work code.

I hereby authorize Central California Conference of SDA to pay the above person(s), and agree to reimburse the Conference for all amounts billed.

* For all employees who work at least 20 hours a week on a permanent basis.

Authorized _____
Treasurer or Pastor

Please return the WHITE original to the Conference Accounting Department early enough so that it can be processed in time for payroll. NO PAYROLL CHECKS WILL BE PROCESSED WITHOUT A REPORT A CHECK MUST BE ATTACHED TO THE REPORT TO COVER THE PAYROLL EXPENSES. Before an individual can be paid there must be on file in the Conference Office a completed W-4 form and a completed 1-9 form.

Keep the YELLOW copy for your files along with any time sheets or time cards. Payroll records are required to be on file for at least FIVE years.