

The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

Administration Division



DATE: 3 December 2015
SUBJECT: Fortnightly Payroll Processing

Christmas is fast approaching us again, which means that we need to begin the planning of our Payroll processing over this time. The dates on this e-mail only affect those on the fortnightly payroll.

The Connexional Office will be closed from midday on Thursday 24th December 2015 and will reopen on Tuesday 5th January 2016. Any payroll changes need to be received by the following dates for the advised pay period:

Pay period ending:	Timesheets need to be received by:	Direct Debited
25 th December 2015	10am on Friday 18 th December 2015	22 nd December 2015
8 th January 2016	10am on Friday 18 th December 2015	5 th January 2016

The employees will be credited as follows:

Pay period ending: 25th December, direct credited 24th December
Pay period ending: 8th January, direct credited 7th January

Any amendments received for the above two pay periods will be processed with the pay period ending 22nd January. I will however need all timesheets in again on time as I am then on leave from 18th January 2016

In order to prevent any overpayments, it is important that we know which Employees/Presbyters are on paid or unpaid leave over the holiday break, therefore, please return a completed leave form when leave is to be taken for each individual.

Please fax the information and changes to 03 3587146 or e-mail staceyc@methodist.org.nz.

Should you have any questions, please don't hesitate to contact me on 03 366 6049.

Regards

Stacey Cochrane