

# The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa

Administration Division



**DATE:** 3 December 2015  
**SUBJECT:** Christmas Monthly 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 Connexional Office will be closed from midday on Thursday 24<sup>th</sup> December 2015 and will reopen on Tuesday 5<sup>th</sup> January 2016.

In order to correctly process the Connexional Payroll for **January 2016** any changes to the pay will need to be received in the Connexional Office no later than **10am on Tuesday 15<sup>th</sup> December 2015**.

Any amendments received after this date will be processed either via a one off payment in late January if urgent, or will be left to action along with the February Monthly Stipend / Salary pay run.

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. Should you need a copy of this form, please email me and I will forward one to you.

The parish bank account will be debited on **Wednesday 6<sup>th</sup> January 2016** for the January Stipend / Salary pay run.

Presbyters are reminded that Annual Leave is to be taken in the year that it is accrued. Leave can be carried over with the Consent of the Parish Council or Board.

Please fax the information and changes to 03 3587146 or e-mail [gaylet@methodist.org.nz](mailto:gaylet@methodist.org.nz).

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

I wish you a Merry Christmas and safe and happy holidays.

Regards



**Gayle**