



Church/School Monthly Payroll Report

Church/School: _____

Reporting Period From: _____ To: _____

All Payroll Reports, Worker Reports and Timesheets are due by the 19th of each month. Please e-mail, fax, or mail report so they will **arrive by the 19th**.
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For Hourly Personnel

Employee Name (Alphabetical)	Job Code	Job Title	Regular Hours	Overtime Hours	Holiday Hours	Vacation Hours	ST* Sick Leave Hours	LT** Sick Leave Hours	Total Hours

*Short Term **Long Term

We hereby authorize the Upper Columbia Conference of Seventh-day Adventists to pay the above person(s), and we agree to reimburse the Conference for the above earnings and applicable payroll taxes, retirement allowance and insurances **within ten (10) days of receipt of billing.**

Authorized signature: _____

Please send this completed form along with a copy of each signed employee time sheet to the Conference Treasury Department by the 19th of each month via one (1) of the following ways:

Scan and E-mail: payroll@uccsda.org

Fax: 509-242-1317

Mail: UCC Treasury, 3715 S. Grove Rd., Spokane WA 99224

NEW EMPLOYEES: Upper Columbia Conference Human Resources Department must have a **Personnel Action Request and completed employment forms** turned in to the Upper Columbia Conference Human Resources Department before the new employee can be paid. For more information, please contact UCC Human Resources at (509) 242-0431 or visit www.uccsda.org/hr.

*"Employment of locally funded individuals could, if qualified, make your local entity responsible for a retirement allowance payout and, in the state of Oregon only, unemployment benefits for employees who are listed on this form. **We strongly recommend that you accrue funds on a regular basis to help you prepare for these employment-related potentially large expenses.**"*