



CAD type

Please complete a separate form for each placement or supply position

Title Appointing body
 First name Placement title
 Surname Congregation/placement
 Cost centre Presbytery/agency
 Date effective from to

If supply Reason for supply
 If not vacant, supply for (name)

Travel allowance Please confirm travel allowance payment arrangements for this agent

House allowance Please confirm house allowance payment arrangements for this agent

Stipend and allowance rates

	Item	Standard amounts per month for agent at 100%	Your cost for agent at
1	Rate for stipend		\$
2	Margin on top of stipend (set amount or %)		\$
3	Zone allowance		\$
4	Travel allowance (only if paid with stipend)		\$
5	House allowance (only if paid with stipend)		\$
6	Supply Minister agreed rate		\$
7	Superannuation (Placement only—ordained ministry agents)		\$
8	Superannuation guarantee (10.5%) (Supply only—ordained ministry agents) (Supply only—placement lay person)		\$
9	Sickness and accident assistance plan		\$
10	Continuing education for ministries		\$
11	CEM-Travel fund		\$
12	WorkCover		\$
13	Long service leave contribution (1.92%)		\$
Authorised signature			

Name Date Phone
 Signature Once signed and dated, please scan and email, fax or post to the Payroll Office at: **Payroll Office**
 The Uniting Church in Australia,
 Queensland Synod Reply paid 674
 Brisbane, QLD 4001
 Position **F: 07 3377 9723**
E: payroll@ucaqld.com.au

Office use only	Meridian	Fringe	ESP User	Super	Sig. date	Entered	Supply register
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