



The Episcopal Diocese of Texas

July 29, 2016

Colton Grainger
1734 W Sugarcrest St
Eagle, ID 83616

Dear Colton:

Welcome to the Diocese of Texas. This will confirm that effective August 15, 2016 that you will be paid on the Episcopal Diocese of Texas payroll from our Diocesan office in Houston. Your monthly salary will be \$500.00.

An **I-9** Employment Eligibility Verification and **W-4 form** is included for you to complete. In regards to the I-9 Employment Eligibility Verification form, please review the List of Acceptable Documents located on the back of the form; please bring your original documents on the date of the Orientation at Camp Allen on Monday, August 15, 2016.

Payroll is processed semi-monthly, the 15th and the last day of each month using the paycom payroll system. Direct deposit is mandatory and a voided check will be required to establish your direct deposit along with the enclosed Payroll Change Form.

Please do not hesitate to contact me if you should have any questions or concerns.

Sincerely,

Debra M. Klinger, PHR
Human Resources Administrator
Episcopal Diocese of Texas
713-353-2120 direct
713-521-2218 fax