

Diocese of Covington

Payroll Office

Delete / Transfer notice

Parish/School/Institution

Employee Name

Employee File Number

Last Day Worked
month day year

For non-returning teacher's who completed their contract,
the last day worked will be the last day of their contract.

Final Pay 15th 30th
month month

If you are unsure of either of the above dates, please contact
the Payroll Office at 859-392-1558.

Reason the employee is being removed from the payroll at this location (check one):

☐ Terminating employment

Status Change to (must check one):

- ☐ Deceased
- ☐ Laid Off
- ☐ Resigned
- ☐ Retired
- ☐ Terminated

☐ Transferring to another location within the Diocese

Transferring to
Parish / School / Institution

Comment
(Optional)

Signature _____
Pastor or Principal

Date _____

Mail: Diocese of Covington
Attn: Payroll Office
1125 Madison Avenue
Covington, KY 41011

Email: Payroll@CovDio.org
Phone: (859) 392-1558
Fax: (859) 392-1589