

IMPORTANT!!!

To set up Pension and Benefits in TeamPay, please contact the United Church Pastoral Charge Payroll Service:

1-800-268-3781 ext. 2029

OR

pastoralchargepayroll@united-church.ca

To access Pastoral Charge New Hire Form, go to TeamPay > The Bridge > UCC (members only) > New Hire Form

FM values are mandatory fields that need to be set up for proper reporting of pension and benefits.

To key the FM value fields, go to: Employees Tab > Employee Directory > Select the name of the employee > Additional Employee Data Tab.

Pastoral Charge Payroll Form

Reason: **Change** (complete **ONLY** information to be changed) **Return to work**

ACCOUNT REFERENCE

Employer Name: _____ ADP Company Code: _____
Branch: _____ Dept: _____ (If applicable)
Employee Name: _____ UC Employee #: _____
(If no number, leave blank and use the number assigned by TeamPay)

EFFECTIVE DATE (MM-DD-YYYY)-FM04

Authorized Payroll Contact Signature: _____

SECTION 1 - EMPLOYEE GENERAL INFORMATION

Last Name: _____ Social Insurance Number: _____
Legal First Name & Middle Initial: _____ Date of Birth (MM-DD-YYYY): _____
Address (No., Street, Apt.): _____ Province of Residence: _____
City/Town: _____ Province of Employment: _____
Postal Code: _____ Pay Statement Language: English French
Hire Date (MM-DD-YYYY)-**FM05**

SECTION 2 - HOURS AND SALARY

Average Hours **Per Pay**: _____ (average hours per week X 52 ÷ number of pay periods: 12, 24 or 26)

Increment Category: Ordered/Recognized A B C D E F Candidate: Step 1 Step 2
(ministry personnel only) *If unsure of the increment category or step, contact ministry@united-church.ca*

Salaried Employees: *For Ministry Personnel complete all sections: A, B or C, and D Enter 0.00 when B or C are not applicable*

A. \$ _____ total salary **per pay** (does not include any allowances)
B. \$ _____ amount per pay with CRA letter of authority to reduce taxes at source for CRD (CRDAPP P) (no tax and CPP deducted at source)
or
C. \$ _____ amount per pay CPP adjustment for CRD (CPPADJ P) No CRA letter of authority, but Minister will be claiming CRD when filing taxes. (taxable, no CPP)
D. \$ _____ salary per pay after deducting CRDAPP P or CRDADJ P: "A" minus "B"; or "A" minus "C"

Hourly Employees \$ _____ hourly rate **Check box if hourly employee is to be paid each pay period automatically**

SECTION 3 - PARTIAL PAYMENT

Prorate the salary if a salaried employee won't be paid for a full pay period

Pay Period: _____
Hours Worked: _____ Amount to be Paid: \$ _____

SECTION 4 - MINISTER LIVING IN MANSE

per pay amount
Clergy Residence Deduction (CRD) will be claimed by minister: fair rental value of the manse - **MANSECRD** \$ _____
utilities paid by church (approx) - **UTILNOTAX** \$ _____
Clergy Residence Deduction (CRD) will **not** be claimed by minister: fair rental value of the manse - **MANSETAX** \$ _____
utilities paid by church (approx) - **UTILTAX** \$ _____

SECTION 5 - EMPLOYER TYPE- **FM00**

- (B1) Pastoral Charge no manse OR lay employee (PE=100%)
 (A1) Ministry Personnel is provided with Manse (PE=140%)
 (R1) United Church RETIRED Employee, receiving UCC pension (no PE)
 (A2) Organizational (PE=100%)
 (A5) Conditional (PE=100%)

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Employee Name: _____

ADP Company Code: _____

SECTION 6 - EMPLOYEE TYPE- FM01

Ministry Personnel:

- (OM) Ordained Minister and Diaconal Minister (LMR) Recognized Designated Lay Minister (SS) Candidate

Non-Ministry Personnel:

- (LA) eligible for immediate UC pension & benefits
- (LE) 3 month waiting period for UC pension & benefits - **After 3 months, the treasure is to set up pension and benefits in TeamPay**
- (LE) not eligible for UC pension & benefits (less than 14 hours per week)

SECTION 7 - UNITED CHURCH PENSION AND BENEFITS

Mandatory for employees paid an average of 14 hours or more per week

FM02

Gender-FM03

- (FT1) Full-time hours eligible for pension and benefits Male Female Non-Binary (only required if eligible for pension & benefits)
- (PT1) Part-time hours (14+/week) eligible for pension and benefits
- (PE1) Pension Only, employee was eligible for pension & benefits, now works less than 14 hrs/wk - remains in the pension plan only
- STOP deductions for Long Term Disability (LTD), member is age 64 and 7 months
- (RT2) Retired UC Employee in receipt of UC retiree pension, no UC pension & benefit remittances are deducted
- (NELG) Not eligible, paid under 14 hrs per week

SECTION 8 - TAXABLE BENEFITS - PLAN MEMBERS WITH BENEFITS

Federal Taxable Benefit (TB LIF F) \$ _____ **per pay** amount

Quebec only - Provincial Taxable Benefit (TB LI) \$ _____ **per pay** amount

Quebec only - Provincial Medical Plan (TB MED P)* \$ _____ **per pay** amount

* not required if a non-Quebec resident works at a church in Quebec.

SECTION 9 - OPTIONAL BENEFITS COVERAGE - EXISTING PLAN MEMBERS ONLY

For existing members with new optional coverage or members moving from another pastoral charge. Members should provide the Treasurer with type of coverage and premium amounts (if applicable) for any optional coverage.

Optional Life Member (LIFE MEM) \$ _____ **per pay** amount

Optional Life Spouse (LIFE SPO) \$ _____ **per pay** amount

Optional Accidental Death & Dismemberment (AD&D) \$ _____ **per pay** amount

SECTION 10 - PAYMENT & TAX INFORMATION

Direct Deposit **Attach VOIDED CHEQUE / DEPOSIT FORM from employee's bank**

	Annual Tax Exemptions (from TD1 Forms)	Additional Tax -Per Pay amount
Federal (default = basic)	\$ _____	\$ _____
Provincial (default=basic)	\$ _____	\$ _____

Canada Pension Plan (CPP) for employees age 65 under 70 If CPP is **NOT** to be deducted Complete and file CPT 30 form to CRA

Automatic vacation (optional) applicable only for Casual/Hourly Employees, as all other employees receive paid time off for vacation.

- 4% 6% 8% 10% Other % _____

Employer Employment Insurance Rate:

- Regular Reduced - provide ADP with a copy of CRA confirmation letter annually, prior to the first pay in January

SECTION 11 - MINISTRY PERSONNEL, EXPENSES & TAXABLE ALLOWANCES

EXPENSES: payable, non-taxable, non-reportable

TAXABLE ALLOWANCES: payable, (subject to CPP, EI, and tax),

	per pay amount		per pay amount
Mileage/Travel (MILEAGE)	\$ _____	Mileage/Travel (MILE TAX)	\$ _____
Telephone (TELEPHONE)	\$ _____	Telephone (TELE TAX)	\$ _____
Continuing Education (EDUC EXP)	\$ _____	Continuing Education (EDUC TAX)	\$ _____
Other (EXPENSE)	\$ _____	Other (TXB ALLW)	\$ _____

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Employee Name: _____

ADP Company Code: _____

SECTION 12 - STATUS CHANGE

If employee shouldn't receive full salary complete Section 3 - PARTIAL PAYMENT

STOP PAY TEMPORARILY: (LWOP) leave without pay - temporary layoff due to shortage of work

Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)

Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)

STOP PAY TEMPORARILY: (SC) summer closure (ML) Maternity (PL) Paternity (LWOP) leave without pay

Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)

Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)

STOP PAY PERMANENTLY: (RET) retired (TERM) leaving pastoral charge (DEC) deceased

Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)

Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)

SECTION 13 - MATERNITY/PARENTAL LEAVE TOP-UP

The top-up is not subject to EI premiums. Within 2 months of the first top-up payroll processed, the United Church (UC) Benefits Centre will send a letter to the member to confirm if they wish pension and benefits coverage to continue over the leave period. If so, the UC Benefits Centre will send monthly invoices for payment (the remittances will not be deducted through the ADP payroll). For questions regarding invoicing of remittances during the leave period, call the UC Benefits Centre at 1-855-647-8222.

Effective/Start date of the top-up period (MM-DD-YYYY): _____

Top-up amount (MLTU) includes income continuation for qualifying period if applicable: \$ _____

The top-up amount should include salary, cash housing allowance and an income supplement for automobile. Provide ADP with direction (below) to stop the regular earnings for housing, and if applicable, mileage payments if they have been set-up as regular earnings.

stop regular earnings for housing, if applicable

stop regular earnings for mileage, if applicable

stop other earnings, please specify: _____