

2020 Year-End Payroll Information

- **On or before the last payroll of 2020**

Treasurers can make adjustments at no cost prior to year-end. You can also request T4As. (Fees may apply—please contact ADP Client Service for details.)

- **Following the last payroll in December 2020**

ADP will produce and post the T4/Relevé 1 Trial Run (includes payroll data for entire year) on ROI.

If you do not have access to ROI, contact ADP Client Services to have your T4/Relevé 1 Trial Run mailed (subject to applicable delivery charges).

- **January 2021**

For year-end adjustments, you need to remit any owing monies resulting from these adjustments to the appropriate government agencies per your remitting deadline and Pension and Benefits Centre.

- **February 2021**

T4 run date is scheduled on January 27. If further adjustments are required, contact ADP Client Services directly by January 22. (Adjustments are subject to ADP fees.)

ADP will apply tax form production fees to your account on your first payroll run of February 2021.

SPECIAL NOTE FOR QUEBEC: ADP will produce your tax forms. By mid-February, you should receive a hardcopy of the T4/Relevé 1 and the summary report; please review for accuracy. ADP will submit on your behalf to CRA/Revenu Québec (end of February via electronic file transfer).

It is a mandatory requirement of Revenu Québec that pastoral charges (not ADP) file the “Summary of Source Deductions and Employer Contributions (RLZ-1.S).” Please note that Revenu Québec will impose a penalty if this is not done by February 28, 2021. Please keep yourself updated by visiting the [Revenu Québec website](#).

Quick Reminders

- **Authorized contact:** Only the “authorized contact” can speak with ADP about payroll or have access to payroll reports online. It is very important to keep the authorized contact information up to date. To become an authorized contact, a current authorized contact should call ADP Client Services to obtain forms to complete, sign, and return to ADP or e-mail the request to canadasbs@adp.com. If no current authorized contact is available to sign these forms, please contact the [Payroll Client Services Team](#) at the General Council Office for assistance.
- **Retroactive payments:** When there is an increase to pay and the effective date is prior to the current date, the authorized contact must calculate and instruct ADP to pay the retroactive amount.
- **Partial payments:** When reporting a new hire/return to work/termination/status change and the pay is different from the regular pay, the authorized contact needs to calculate and instruct ADP to pay the partial pay amount. (Please review [2020 Pastoral Charge Payroll Form](#), Section 3 - Partial Payment for a pay period—i.e., new hire/return to work/status change.)
- **Changes:** If you do not have fax, you can e-mail your forms to the Payroll Client Services Team at pastoralchargepayroll@united-church.ca and they will forward to ADP on your behalf. In order to prioritize the urgency of your change-request, we ask that the following information be placed in the subject line of your e-mail:

Subject: Company Code / Employee Name / Input Date

Changes must be received two business days prior to your Input Date. For example, if your Input Date is February 26 we must receive your e-mail and attached paperwork by February 24. We are unable to process information received on the actual Input Date.