

ADP Payroll Service Is Upgrading!

Dear Treasurers:

ADP and The United Church of Canada are pleased to announce that the long-awaited upgrade to **TeamPay by ADP®** is coming in 2021!

TeamPay by ADP offers several enhancements to simplify payroll processing for United Church pastoral charges:

- **Eliminate faxing and waiting for telephone input:** You can input and submit payroll conveniently through an online portal on your own schedule.
- **Access your payroll anywhere, anytime:** TeamPay by ADP is cloud-based, so it's ready when you are, at any time.
- **Get statements and reports on your mobile device:** With our mobile app you can access pay statements and tax forms information on the go, 24/7.
- **Simplify payroll entry:** Enter employee hours and adjustments on one screen. Quickly validate current payroll totals against past payrolls. Embedded online chat lets you quickly connect with an ADP payroll or banking specialist.
- **Complete payroll in minutes:** TeamPay by ADP is designed for ease of use, with simple screens, wizards, and online tips to help you get your payroll done quickly and accurately.
- **Get fast, self-serve reports:** Treasurers will have access to payroll output reports within two hours of processing, and access to the pastoral charge's payroll debit amount without having to make a phone call to ADP.
- **Create ROEs automatically:** Fulfill on-demand requests and electronic filing.
- **Access the same dedicated ADP Service Team for support!**

The United Church of Canada and ADP will be working diligently over the next few months providing you with key milestones, information, and timing as we embark on this fabulous opportunity. In this regard, please note the following high-level elements of this project.

There will be a two-phase approach to ensure an easy transition for all pastoral charges.

Phase 1: **TeamPay Live** has already begun and will continue until late February 2021.

Phase 2: **TeamPay by ADP** rollout for pastoral charges will begin late March 2021 and continue until the end of year.

The following are some of the key elements of Phase 1 and Phase 2.

Phase 1: TeamPay Live: November 2020 to February 2021

- ADP upgrades the back-end of the current "Small Business" platform to prepare for spring of 2021.

- No impact on the day-to-day payroll processing for any pastoral charges.
 - Pastoral charges continue to call or fax ADP with payroll changes.
 - ADP customer service team continues to provide support.
 - United Church Payroll Client Service Team continues to provide support.
- Minor change in access to payroll reports: job aid/training/video will be provided.
- No cost added or changes to the account at this time.

Phase 2: TeamPay by ADP Rollout: March 2021 to end of 2021

- Acknowledgement of upgrade to TeamPay by ADP and new applicable fees.
- ADP activates TeamPay by ADP in batches over the course of the year.
- ADP upgrade specialist contacts pastoral charges regarding scheduling activation of TeamPay by ADP.
- One-on-one transition support and training provided for treasures throughout the process of activation.
- Same ADP customer service team to provide support.
- United Church Payroll Client Service Team to provide support.

At this time, we are conducting a pilot project with 10 pastoral charges to ensure a smooth and seamless transition when Phase 2: TeamPay by ADP Rollout begins in March 2021.

Ongoing communications will be sent out via e-mail by ADP; please check your junk/spam mail at all times.

Information and announcements will be posted on the United Church [Pastoral Charge Payroll Service page](#).

If you have questions, please contact [Angelica Benalcazar](#), Manager of Human Resources and Payroll.

Thank you,

Alan Hall
Executive Officer, Ministry and Employment