



# Table of Contents

Regu	jular vs. Run-As-Is (RAI) Payrolls	
	egular Process:	
Ru	Run-As-Is Process:	
Proc	cessing Regular Payrolls	
1.		
2.		
3.		
Proc	8. Calculate and Approve Payroll cessing Run-as-is Payrolls	9
1.	Confirm the Pavroll Processed	
2.	2. Confirm Next Payroll Schedule king Changes	
Maki	king Changes	
Sa	alary Changes	
Tei	alary Changes erminations/Placing an Employee on Leave	
S+/	tonning the Pension and Renefits	17
Hir	liring a New Employee	
Acce	essing Your Reports	
Pa	Payroll Reports	
Pa	liring a New Employee essing Your Reports Payroll Reports Pay Statements	
20	2020 Trial Run (Test) and Final Tax Form Reports and Individual Tax Forms	
	·	

## Welcome to TeamPay by ADP™!

TeamPay by ADP uses the same User ID and Password that you are currently using to access your payroll reports on TeamPay Live. The steps below will guide you on how to process your payroll on TeamPay by ADP.

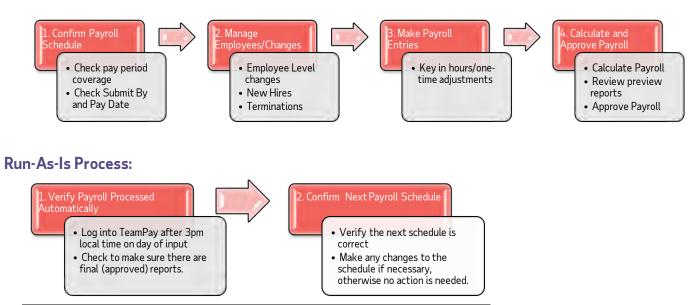
## Regular vs. Run-As-Is (RAI) Payrolls

Payrolls can be categorized into two types:

- 1. **Regular** payrolls. These are payrolls that include hourly employees who have varying hours every pay. They could also include a mix of salaried and hourly employees. These payrolls could require the following changes which you are responsible for keying directly into TeamPay:
  - New hires
  - Terminations
  - Update to existing employee's profile
  - Payroll changes (salaries, rates, additional earnings and deductions
- 2. Run-As-Is (RAI) payrolls. These are payrolls that include only salaried employees and are processed automatically by ADP's automated system. Most of the time, RAI payrolls will not have any changes and will run automatically each pay period. However when changes are required (like those listed above), they must be keyed in before noon on the day of your input. Changes are not to be sent to ADP. You are responsible for keying in the changes and then processing the payroll for that pay.

The following diagrams illustrate the differences between these types of payrolls.

#### **Regular Process:**

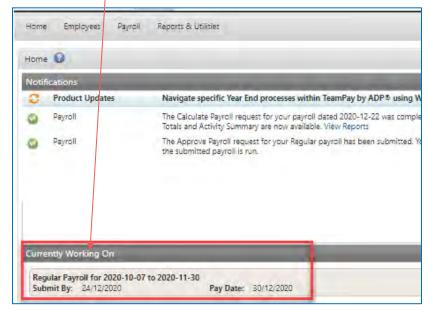


## **Processing Regular Payrolls**

The following steps outline the process to submit a **Regular** payroll on TeamPay.

### 1. Confirm Payroll Schedule

In the **Currently Working On** panel, you will need to visually confirm that the **Regular Payroll** dates, **Submit By** date and **Pay Date** are all correct.



If corrections are required, click on the Payroll menu, then Payroll Schedule.

Home Employees	Payroll Reports & Utilities	
lome 🕜	Payroll Schedule	View the payroll scheduling information for your current payroll, future payroll, or any previous
Notifications Payroll	<ul> <li>Payroll Checklist</li> <li>Make Payroll Entries</li> <li>Calculate &amp; Approve Payroll</li> </ul>	payrolls.
<ul> <li>Product Update.</li> <li>Payroll</li> </ul>	Special ROE Payroll Manager     Year End Support Centre	

Click on the **Pay Period Coverage** date range that you would like to correct.

Summary	Calendar	
View upcoming Pay Period Cov	payroll schedules verage	Туре
01/02/2021 to	28/02/2021	Regular
06/10/2020 to	06/10/202	Regular

## 

Change the **Period Start, Period End** or **Pay Date** as required then click **Done**.

The pay periods end on the 31	
The pay dates occur on the 31 o	
Period Start:	01/02/2021
Period End: *	28/02/2021
Submit By: *	23/02/2021
Pay Date: *	26/02/2021
Type:	Regular
	O Special
Earnings Schedule: *	First Pay of the Month
Deductions Schedule: *	First Pay of the Month

## 2. Make Payroll Entries

Under the Payroll dropdown, you will see Make Payroll Entries, select it.

Home Emplo	oyees Payroll Reports & Utilities
Home 🕜	Payroll Schedule
Notifications	Payroll Checklist
Complia	Make Payroll Entries
	Calculate & Approve Payroll
Payroll	Special ROE Payroll Manager
Payroll	Year End Support Centre

You will see the screen below. Key in hours worked for the hourly employees under the **Hours column**. If any salaried employee needs to adjust the amount to be paid, type over the amount to be paid under the **Amount column**.

Regular Pay	Other Pay Stat Holiday	Payments 🕒			/		
		nent(s) to Regular Pay for Salary, Salary + automatically calculated and applied.	Commission, a	nd Exception Hourly employee	es must be submitted to acco	unt for statutory holiday payr	nents.
L Save Res	et   💽 Add Columns			/	/	List By: Employee N	lumber 🔻
Employee Number 🔺	Employee	Compensation Type		Hours	REGULAR Rate	Amount	Tax Frequen
0001	EMPLOYEE TELPAY	Exception Hourly	٥	50	\$37.5	\$1,875	12 - Monthly
001	SANDEEP MALCHELME	Hourly	٥		\$20		12 - Monthly
0006	OM SMITH	Salaried	0	100		\$2,011	12 - Monthly
0007	NATHAN TREE	Salaried	٥	173.33		\$2,000	12 - Monthly
8	adp adp	Salaried	٥	125		\$1,000	12 - Monthly
9	John Smith	Salaried	٥	160		\$2,500	12 - Monthly
10	Jack Smith	Salaried	0	86.67		<b>61</b> 500	12 - Monthly

To find different hours categories, select the Add Columns button. Select the earning you need by clicking the check



mark beside it and the click on **Done**.

	Earnings – Hours/Units	
	OVERTIME	
	RATE 2	
4	REGULAR	
	SICK HRS	
	STAT HOL	
	STATWORK	
	STR TIME	
	VAC HRS	

He Save Rese						List	By: Employee Nun	
Employee Number 🔺	Employee	Companyation Type	Compensation Type		REGULAR			
Employee Number -	Employee	compensation type			Rate Amount		Hours	
0001	EMPLOYEE TELPAY	Exception Hourly	0	50	\$37.5	\$1,875		12 -
001	SANDEEP MALCHELME	Hourly	0		\$20			12
0006	OM SMITH	Salaried	0	100		\$2,011		12
0007	NATHAN TREE	Salaried	٥	173.33		\$2,000		12 -
8	adp adp	Salaried	0	125		\$1,000		12
9	John Smith	Salaried	0	160		\$2,500		12
10	Jack Smith	Salaried	0	86.67		\$1,500		12

We now have the **overtime** column. Key in the number of hours worked and press **Save**.

To add/adjust dollar amounts for earnings/deductions, select the **Other Pay tab**. Amounts already listed are what have been permanently setup for the employee. If we need to adjust those amounts, simply key over the amount there. If you need to add a onetime earning or deduction code to use, click on the Add Column button. Select the name of the earning or deduction code you need, and press done. Key in the \$ amount and press **Save**.

	tions are not applied to transaction	s) to Regular Pay for Salary, Salary + s that are updated.		si, and Enception roomy				
Save Rese	et   🔂 Add Columns					List B	y: Employee Number	▼   Export
				CRDAPP P	TXB ALLW	TB LIF F	TB LIF P	TB MED P
Employee Number 🔺	Employee Co	Compensation Type	compensation type	Earnings - Amounts	Earnings - Amounts	Earnings - Amounts	Earnings - Amounts	Earnings - Amounts
001	SANDEEP MALCHELME	Hourly	0					
0001	EMPLOYEE TELPAY	Exception Hourly	٥			\$0	\$0	\$0
0006	OM SMITH	Salaried	0	\$989	\$25	\$13.69		
0007	NATHAN TREE	Salaried	٥	\$575	\$20	\$13.52		
8	adp adp	Salaried	٥			\$5	\$5	\$1
9	John Smith	Salaried	٥		\$200			
10	Jack Smith	Salaried	Ø	\$1,050				

To do one-time catch-up amounts for pension and benefits, select the earning or deduction name from the 'Add Columns'. If there is an amount already showing in the box, key the <u>total</u> amount to go through for this pay. If the box is blank, key in the adjustment to be <u>added</u> for the catch-up amount. Once you have keyed in the adjustment, click on 'Save'.

IMPORTANT: Make sure you verify on the calculate register that the amounts are going through as the correct amount. If you have any issues, please contact our client service department at 1-877-377-4784.

## 3. Calculate and Approve Payroll

In the Payroll menu, click on the Calculate & Approve Payroll button.



The system will then take you to a different page, click on the **Calculate** button. It will show that the payroll is being calculated.

Regular Payroll for 2021-02-16 to 2021-03-01 Submit By: 17/02/2021	Pay Date: 04/03/2021	
Payroli Checklist 1 Make Payroli Entries 2 Casculate & Approve Payro	50.	
Summary Preview flotals		
Estimated Payroll 1 Estimates are being calculated Time Elapsed: 00:02	Estimated Total Breakdown: 📦 Net Pay: Employee Taxes: Employer Taxes:	
Calculate Payrol a Sporove Payrol a		

Once it is finished calculating, the estimated payroll amount will show in the blue box.

Also, preview reports will be available at this time. Review the **preview reports** on the right-hand side of the screen to make sure all employees are being paid as expected and that there are no error messages.

If everything looks good on the preview reports, then click on the **Approve Payroll** button. If there are further adjustments are needed, go back to Payroll -> Make Payroll Entries.

0			
Regular Payroll for 2021-02-16 to 2021-03-01 Submit By: 17/02/2021		Pay Date: 04/03/2021	
Payroll Checklist 1 Make Payroll Entries 2 Calculate & Approve Reyroll			
Summary Preview Totals	Estimated Total Breakdown: Net Pay: Employee Taxes: Employer Taxes: Warnings & Errors:	\$10.357.13 \$3.221.99 \$937.86 15 Warnings. 0 Errors	View Payroll Entries Report View Payroll Register Report View Totals Recap Report View All Preview Reports View All Preview Reports View Employee Changes

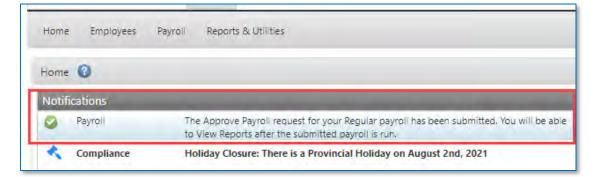
## Processing Run-as-is Payrolls

If you have changes: Any changes must be keyed in before noon on the day of your input. Changes are <u>not</u> to be sent to ADP. You are responsible for keying in the changes and then processing the payroll (See Step 3 under "Regular Payrolls" above for how to process the payroll). For assistance on how to key changes, please watch the 'How to Make Changes" video on the Bridge : <u>https://thebridge.adp.ca/the-united-church-of-canada/m/media/969</u> or review the next section in this guide "Making Changes".

If there are no changes: Follow the steps below:

#### 1. Confirm the Payroll Processed

Log into TeamPay after 3pm local time on your day of input. You need to verify that the payroll has processed. You can do this first by checking on the notification section of the home screen as shown below.



Then go to "Reports & Utilities' section, select 'Payroll Reports' and verify that you see final 'Approved' reports for the payroll there.



Report Type	Report Sub-type / Payee	Pay Date	Period End Date	Pay Period	Function	Pr
Daily Update					Approve	25
Journal Entry Report		30/06/2021	30/06/2021	6	Approve	25
Payroll Entries		30/06/2021	30/06/2021	6	Approve	25
Payroll Register		30/06/2021	30/06/2021	6	Approve	25
Register		30/06/2021	30/06/2021	6	Approve	25
Totals Recap			30/06/2021	6	Approve	25
Totals Report			30/06/2021	6	Approve	25
Transaction Proof			30/06/2021	6	Approve	25

If you do not see approved reports, please call our client service department at 1-877-377-4784. They will be able to review any error messages and ensure that your payroll will process on time.

## 2. Confirm Next Payroll Schedule

Click on the Home button. In the **Currently Working On** panel, you will need to visually confirm that the **Regular Payroll** dates, **Submit By** date and **Pay Date** for the following pay are all correct. If so, no further action is required from you.

Notif	ications					
0	Product Updates	Navigate specific Year End processes within TeamPay by ADP® using				
0	Payroll	The Calculate Payroll request for your payroll dated 2020-12-22 was comple Totals and Activity Summary are now available. View Reports				
9	Payroll	The Approve Payroll request for your Regular payroll has been submitted. the submitted payroll is run.				

If corrections are required, click on the Payroll menu, then Payroll Schedule.

ome 🕜	Payroll Schedule	View the payroll scheduling information for your current payroll, future payroll, or any previous
lotifications	Payroll Checklist	payrolls.
Payroll	Make Payroll Entries     Calculate & Approve Payroll	
C Product Update	Special ROE Payroll Manager	
Payroll	• Year End Support Centre	

Click on the **Pay Period Coverage** date range that you would like to correct.

Summary	Calendar	
/lew upcoming p	ayrall schedules	
Pay Period Cove	erage	Туре
01/02/2021 to	28/02/2021	Regular
06/10/2020 to 0	06/10/202	Regular

/

1

Change the **Period Start, Period End** or **Pay Date** as required then click **Done**.

Payroll Cycle Monthly (12 tin	nes)	
The pay periods end on the 31 of The pay dates occur on the 31 of		
Period Start:	01/02/2021	
Period End: *	28/02/2021	
Submit By: *	23/02/2021	
Pay Date: "	26/02/2021	
Туре:	<ul> <li>Regular</li> </ul>	
	O Special	
Earnings Schedule: "	First Pay of the Month	w.
Deductions Schedule: *	First Pay of the Month	*

## **Making Changes**

On the Bridge, there is a video which covers making changes. Please follow these steps to navigate to the video:

- Login to TeamPay
- Click on The Bridge
- Click on **TeamPay by ADP**
- Click on UCC (Members Only)
- Click on Training Videos
- Click on Making Changes in TeamPay

Below are the most common types of changes you may need to make to your payroll.

#### Salary Changes

First, you need to access the employee's profile. You do this by clicking on the 'Employees' menu, and then by selecting 'Employee Directory'. Once the page refreshes, click on the name of the employee whose salary you need to update.

Home	Employees Payrol Reports & Utilities
Home	Employee Directory
Notifica	Hire a New Employee     Rehire a Former Employee

arch: All	Employee Name or Ju	ob Title	Q Search
adp adp		Fred Anderson	
EMPLOYEE TELPAY	Ê	GEORGE SMITH	
EMPLOYEE TEST	Ê	GIRL SUPER	
EMPLOYEE I TEST	Termi	Jane Doe	

Once the employee's profile opens, click on the 'Employment' tab.

0	GEORGE S						Work Phone: Mobile Phone
A.c.	-						
Personal	Employment	Direct Deposit	Taxes	Earnings & Deductions	Pay Statements	Tax Forms	Additional Employee Data

Scroll down until you see the 'Salary & Wages' section. Type in the new salary per pay amount and click on 'Save' in the bottom left-hand corner.

Personal Employment	Direct Deposit Taxes	Earnings & Deductions	Pay Statements	Tax Forms	Additional Employee Data
Employment Status					
Original Hire Date: *	01/05/2020 📋 🚱				Place an Employee on
line hi hat					Prace an employee on     Tomin the art mployee on
~~~~~	~~~~~	~~~~	~~~~	$\sim \sim \sim$	~~~~~
Calany & Wagaa					
Salary & Wages					
Pay Frequency : Monthly (12)					
Compensation Type: *	Salaried 💌				
Salary per Pay:	\$2,011.00 Monthly				
Standard Hours per Pay: *	100.00	1			
Maximum Gross Per Pay :	8				
WorkPlace Safety					
Exemption Status:	Not Exempt	◯ Exempt	0		
Province of Coverage: *	Ontario	<b>v</b> 8			
Industry Override Code:	0				
Save Reset					

Verify that you see the green check mark, indicating that the change you made has successfully saved. Next, we need to update the effective date of the salary change. Click on the 'Additional Employee Data' tab.

0	GEORGE S						Work Phone: Mobile Phone:
Personal	Employment	Direct Deposit	Taxes	Earnings & Deductions	Pay Statements	Tax Forms	Additional Employee Data

Locate the Code 'FM04' and in the 'Value' column, put in the effective date of the salary change. Once you have selected the date, click on the 'Save' button in the bottom left-hand corner.

2	GEORGE :	SMITH 9.*									Work Phone Mobile Phor	
Personal	Employment	Direct Deposit	Taxes	Earnings &	Deductio	ons	Pay	Stateme	ents	Tax Forms	Additional Employee Data	
Y Show Assig	gned Codes		Rows Per Pag	je 10 🔻			1 - 10	of 11		Search	Q	
Name				Value (	enter the	desired v	alue)			Code		
00 Benefit Group					B1					FM00		
01 Employee Basis					OM				FM02			
02 Employme	ent Group			FT1	FT1					FM01		
03 Gender				м	м					FM03		
04 HIRE/SALY	Change Date			01/01	01/01/2021				FM04			
05 PC HIRE D	ATE			•		Se	otemb	er		► 5		
06 Active,Inac	c, or Term			2020			2021-	-		2022 6		
07 SALY Incre	ement Code			Sun	Mon	Tue	Wed	Thu	Fri	Sat 7		
08 Last Day V	Vorked			29	30	31	1	2	3	4 8		
09 Last Day P	Paid			5	6	7	8	9	10	11 9		
H Save	Reset			12	13	14	15	16	17	18		
				19	20	21	22	23	24	25		
				26	27	28	29	30	1	2		
vacy Lega	al										Co	

If the employee is a minister and also has CRD, this amount usually changes every year. Select the 'Earnings & Deductions' tab. Locate the code 'CRDAPP P' or 'CPPADJ P' and in the 'Amount' column, update the new amount. Click on the 'Save' button in the bottom left-hand corner.

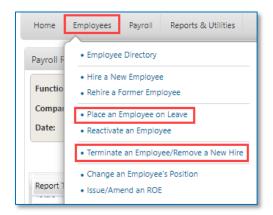
Employee Profi	le 🕜								
0	John SMITH						Work Phon Mobile Pho		Export
Personal Regular E		Deposit Taxes	Earnings 8	Deductions	Pay Statements	Tax Forms	Additional Employee Data		
Regular E	arrings								Display Schedule Info
Name		Amou	int (\$)	Rate (%)	Lo	okup		Additional Deta	ils
COR ON %						*80	Amount = *81		
CORE BEN						*27	Code List - EA = *11, Code List	- EB = Not Set	
CRDAPP P			1000	*					
EMP INDM		Amount		4		*23	Code List - EA = *11, Code List	- EB = Not Set	
EMPR PEN						*26	Code List - EA = *11, Code List	- EB = Not Set	

#### Terminations/Placing an Employee on Leave

😸 Save 🤄 Reset Choose Earnings & Deductions

Under the 'Employees' menu, select either 'Place an Employee on Leave' or 'Terminate an Employee' depending on whether you wish to put the employee to inactive or terminated status.

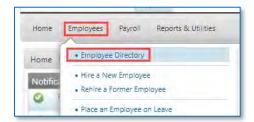
Co VIE SA



Complete the steps that next appear on the screen. This will include confirming the employee's change of status, if you need to issue a final pay to them, the last day of work, if a record of employment (ROE) is required, the reason for the ROE, any extra monies being paid to the employee etc. After you finish on a page, click 'Next' near the bottom right-hand corner. Once you complete Step 6 and confirm that everything is correct, click on 'Done" in the bottom right-hand corner.

Terminate an Employee/Remove	a New Hire 🕜				
Step 1 Employee Status Deta		Step 4 Insurable Hours & Earnings	Step 5 Other Payments	Step 6 Review & Confirm	
Step 2 of 6: Status Detail	s				
	g client, ADP submits ROE requests to ubmitted electronically. Contact ADP C			are submitted electronically must also be an rect Filing,	nended online. You cannot submit manual
Employee Name: EMPLOYEE TEST	r	Current Status	: Active		
Change Employee Status To: * Last Day Worked: * Issue Final Pay for This Period:	Terminated				
Issue/Amend an ROE:	⊙ No ● Yes				
	⊖ No				
8 Cancel					Previous Next

Next, we need to update the last day worked and paid and the status change on our employee profile. Go to the 'Employee' menu and click on 'Employee Directory'. Click on the employee's name, then select the 'Additional Employee Data' tab.



mployee Profi	lė 🕜						
O Terminated	NATHAN Employee ID:						Work Phone: Mobile Phone:
Personal	Employment	Direct Deposit	Taxes	Earnings & Deductions	Pay Statements	Tax Forms	Additional Employee Data

Locate the Code 'FM06' and in the 'Value' column, put in the reason of the status change. (See the chart entitled "Status Change Codes" below if you are not sure) Next, locate the Code 'FM08' and 'FM09' and select the dates for the last day worked and last day paid. Once you have filled in those 3 codes, click on the 'Save' button in the bottom left-hand corner.

Terminated	NATHAN Employee ID	<b>TREE</b>						Work Phone Mobile Phor
Personal	Employment	Direct Deposit	Taxes	Earnings & Deducti	ons Pay State	ements Tax	Forms Ad	ditional Employee Data
▼ Show Assig	ned Codes		Rows Per Page	10 🔻 🕅	<ul> <li></li> <li></li> <li>1 - 10 of</li> </ul>	11 🕨 🕅 🛛 Sea	rch	Q
Name				Value (enter the	desired value)	Cod	le	
00 Benefit Gro	pup					FM	00	
01 Employee	Basis					FM	02	
02 Employme	nt Group					FM	01	
03 Gender						FM	33	
04 HIRE/SALY	Change Date					FM	04	
05 PC HIRE D	ATE					FM	05	
06 Active,Inac	, or Term			TERM		FM	06	
07 SALY Incre	ment Code					FM	70	
08 Last Day V	/orked			31/08/2021		FM	08	
09 Last Day P	aid			31/08/2021		FM	9	

	Status Change Codes								
<b>Active Codes</b>		<b>Inactive Codes</b>		<b>Termination Codes</b>					
REG	Regular	LWOP	Leave Without Pay	RET	Retired				
LTDR	Gradual return from LTD	SC	Summer Closure	TERM	Leaving Pastoral Charge				
SALC**	Salary Continuance	ML	Maternity Leave	DEC	Deceased				
		PL	Paternity Leave						
		LTD	Long Term Disability						

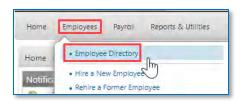
\*\* During Salary continuance, the employee won't be eligible for RCP and LTD. Please be sure that both have been turned off.

You have now successfully completed the employee status change.

### **Stopping the Pension and Benefits**

You may have situations when you need to remove the pension and benefits from an employee. Most commonly, you may have to remove the LTD deduction once the employee reaches 64.5 years of age. First, you need to access the employee's

profile. You do this by clicking on the 'Employees' menu, and then by selecting 'Employee Directory'. Once the page refreshes, click on the name of the employee who you need to update.





Click on the 'Earnings & Deductions' tab. Once that page opens, locate the LTD deduction. Under the 'Lookup' column, select the 'Stop' option. Then press 'Save' in the bottom left-hand corner. On the calculate reports, verify that LTD is no longer being deducted.

GEORG	E SMITH					Work Phone:	ext:
Employee	e ID: 0006					Mobile Phone:	Export
Personal Employment	Direct Deposit	Taxes E	arnings & Deductions	Pay Statements	Tax Forms	Additional Employee Data	
egular Earnings							
							Display Schedule Information
Name		Amount (\$)	i) Rate (%)	Ŀ	ookup	A	dditional Details
AUTO VAC						Code List - EA = *96, Code List - EB	= *97
COR ON %			~~~ <u>`</u>		*80	Amount = *81	*****
					*80	Amount = "81	Display Schedule Information
egular Deductions		Amount (5)	i) Rate (%)	L	*80 .006kup		Display Schedule Information dditional Details
egular Deductions		Amount (\$)	) Rate (%)				dditional Details
egular Deductions Name EE BENS				L	ookup	A Code List - D8 = *54, Code List - D0	dditional Details
egular Deductions Name EE BENS ER BENS		•	•		ookup *53	A Code List - DB = *54, Code List - DC Additional Amount = *98, Code List	dditional Details 5 = *55, Code List - DD = *56
egular Deductions Name ER BENS ER BENS TD		•	•		ookup *53 *50	A Code List - DB = *54, Code List - DC Additional Amount = *98, Code List Code List - DB = *11, Code List - DC	dditional Details 2 = *55, Code List - DD = *56 1 - DB = *51, Code List - DC = *52, Code List - D
egular Deductions Name ER BENS ER BENS TD DNSTBXB5		•	· ·	*40	ookup *53 *50	A Code List - DB = *54, Code List - DC Additional Amount = *98, Code List Code List - DB = *11, Code List - DC Code List - DB = *33, Code List - DC	dditional Details = *55, Code List - DD = *56 - DB = *51, Code List - DC = *52, Code List - D = Not Set, Code List - DD = Not Set
egular Deductions		· · · · · · · · · · · · · · · · · · ·	: : :	<b>*40</b> *40	cokup *53 *50	A Code List - DB = *54, Code List - DC Additional Amount = *98, Code List Code List - DB = *11, Code List - DC Code List - DB = *33, Code List - DC	dditional Details = *55, Code List - DD = *56 - DB = *51, Code List - DC = *52, Code List - D = Not Set, Code List - DD = Nat Set = Not Set, Code List - DD = Nat Set = Not Set, Code List - DD = Not Set

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If you need to stop all the pension and benefits for an employee that is retiring, follow the same process. Beside each earning and deduction, under the 'Lookup' column, select the 'Stop' option. Beside the earning code 'PEN EARN' key a '0' under the 'Rate (%)' column. Then press 'Save' in the bottom left-hand corner. On the calculate reports, verify that all pension and benefits are no longer being calculated.

Regular Earni	ngs							
Name		Amour	nt (\$)	Rate (%)	Le	ookup		Additional Detail
CORE BEN						Stop	Code List - EA = *11, Code List	- EB = Not Set
EMP INDM						Stop	Code List - EA = *11, Code List	- EB = Not Set
EMPR PEN				•		Stop	Code List - EA = *11, Code List	- EB = Not Set
PEN EARN		•		0		•	Code List - EA = *09, Code List	- EB = *10
RCP						Stop	Code List - EA = *11, Code List	- EB = Not Set
Regular Dedu	ctions	Amour	nt (\$)	Rate (%)	L	ookup		Additional Deta
-	ctions	Amour		Rate (%)		ookup Stop	Code List - DB = *11, Code List	Additional Detai

#### Hiring a New Employee

Under the 'Employees' menu, select "Hire a New Employee".



Complete the steps that next appear on the screen. This will include typing in the employee's personal information, their rate of pay, direct deposit, etc. Once you finish entering the information on one step, click 'Next' to go the next step. The final step in the hiring process is to review and confirm that all information entered on the previous screens is correct. If you need to correct anything, simply click along the bar where you see the 'Steps' listed. If everything is correct, select 'Done' in the bottom right-hand corner.

Hire a New Employee 👔 🤇	WALK ME THROUGH	)	_	_	_	_	_	_	_	
Step 1 Step 2 Personal Employment	Step 3 Direct Deposit	Step 4 Tax Details	Step 5 Earnings & Ded		Step 6 Review & Confirm					_
Step 1 of 6: Personal										
Name: *	First	MI La	25ž	0						
Social Insurance Number: *		0								
Birth Date: *	dd/mmi/yyyy	[Age : ]								
Correspondence Language: *	English	7 0								
Home Address 🚱	Canada	¥								
Country: *	Canada First Line	*								
Country: * Street Address: *		*								
Country: * Street Address: * City: *	First Line	•								
Country: * Street Address: * City: * Province: *	First Line	•	•							
	First Line	¥	T							
Country: * Street Address: * City: * Province: *	First Line Second Line		T							
Country: * Street Address: * City: * Province: * Postal Code: *	First Line Second Line		•							

With every new hire, we need to also add what is referred to as FM fields. These fields hold extra pieces of information that confirm what type of employee was added. These fields are held under the 'Additional Employee Data' tab on the employee directory. FM00 – FM06 are mandatory for each and every new hire.

Personal	Employment	Direct Deposit	Taxes	Earr	nings & Deductions	Pay Statements	Tax Forms	Additional Employee Data
▼ Show Assig	gned Codes		Rows Per Page	10	<b>• • •</b>	1 - 10 of 11	Search	Q
Name					Value (enter the desired	value)	Code	
00 Benefit Gr	oup				B1		FM00	
01 Employee	Basis				FT1		FM02	
02 Employme	ent Group				LA		FM01	
03 Gender					F		FM03	
04 HIRE/SALY	Change Date				01/01/2021		FM04	
05 PC HIRE D	ATE				01/01/2021		FM05	
06 Active,Inac	, or Term				REG		FM06	
07 SALY Incre	ment Code						FM07	
08 Last Day V	Vorked						FM08	
09 Last Day P	aid						FM09	
📙 Save	Reset							

For help on what codes to enter for each of the FM fields, refer to the New Hire form on The Bridge or see the chart below. If your new hire requires the addition of pension and benefits, please use the new hire form on the Bridge to determine which earnings and deductions to add to their profile to start. Additionally, you may find it helpful to view one of the 'Hiring' videos on The Bridge, under the 'New Hire Form' section.

#### United Church of Canada User Guide for Phase 2 - TeamPay by ADP™

Benefit Group	Employment Group	Employee Basis
B1 - Ministry personnel no manse or lay employee	Ministry Personnel	FT1 (Full time hours)
A1 - Ministry personnel with manse	OM - Ordained Minister and Diaconal Minister	PT1 (Part time 14+/week)
R1 - UC retired employee receiving UCC pension	LMR - Recognized Designated Lay Minister	NELG (Not eligible for pension and benefits)
A2 - Organizational	SS -Candidate	
A5 - Conditional	Non Ministry Personnel	
	LA - eligible for immediate UC pension & benefits	
	LE - 3 month waiting period for UC pension &	
	benefits OR not eligible	
	CT - contract employee, no UC pension & benefits	
Enter the appropriate values in red only		

If you need to adjust your new hire's pay or catch-up pension amounts, please see page 5 – 'Make Payroll Entries.'

## **Accessing Your Reports**

The reports available to you in TeamPay by ADP<sup>™</sup> are the same reports currently available to you on TeamPay Live.

For older reports, relating to payrolls processed prior to your Phase 1 migration to TeamPay Live, you can still access Reports on Internet and view the reports.

Gender	Hire/Salary Change Date	Pastoral Charge Hire Date	Active/Inac/Term Status	Salary Increment Code
М	First day worked	First day worked	REG	Α
F				В
U (Non-Binary)			Other Active Statuses	С
			LTDR - Gradual return from LTD	D
			SALC - Salary Continuance **	E
				F
			For inactive and term status	Step 1
			see termination section below.	Step 2
			** Not eligible for RCP and and I	TD. They must be
			turned off.	

In the Payroll Reports Screen, you can view all the reports relating to your regular payroll processing. This screen offers you the ability to select the Report Type, by clicking on the **Change Selection** button and the date range. Always remember to click the **Filter** button after you have made your choices.

Your computer must have Adobe Acrobat Reader to view the reports. The reports are in .PDF format.

æ?					Welcon
1UCC - UCC	Na 🕸				
Reports & Utilities					
ayroll Reports 🔞			X		
Function:	All Functions >	Report Type:	< All Reports > Chi	inge Selection	
Company:	1UCC - 1UCC	Report Sub-type:			Payee:
Date:	Produced On	 Between: *	03/09/2020		And *
Report Type Daily Update		Report Sub-type / Payee	Pay Date	Period End Date	Ray Period
Journal Entry Report			09/10/2020	06/10/2020	2
Paynol/ Entries			09/10/2020	06/10/2020	2
Payroli Register			05/10/2020	06/10/2020	2
Register			02/10/2020	06/10/2020	2
Totals Recep				06/10/2020	2
Totals Report				06/10/2020	2
Transaction Proof				06/10/2020	2
Company Status			09/10/2020	06/10/2020	2
Employee Status					
Emiployee Status					

#### **Pay Statements**

You can view and print Pay Statements from **Reports & Utilities > Manage Pay Statements**. Click on the Pay Date for the Pay Statement you want to view/print. You can also hide pay statements from the Manage Pay Statements tab.

22			
JCC - UCC Na			
eports & Utilities  Payroll Reports  Year End Reports	View employees' pay statements and show/hide the Employee Pay Statements for your company.		
Manage Pay Statements     Manage Tax Forms		pe:	< All Reports > Change Selection
Export data			02/09/2020

#### 2020 Trial Run (Test) and Final Tax Form Reports and Individual Tax Forms

To view your 2020 Year End reports including adjustment runs, please click on **Year End Reports**.

DP			
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Reports & Utilities			
Payroll Reports	View employees' pay statements and show/hide the Employee Pay Statements for your company.		
Year End Reports     Manage Pay Statements	the employee ray automotion for your company.	-	< All Reports > Change Selection
Manage Tax Forms		pe:	
<ul> <li>Export data</li> </ul>			02/09/2020

To view your 2020 Test and Final T4's, please click on Manage Tax Forms.

UCC - UCC Na 🗢			
Reports & Utilities			
Payroll Reports     Year End Reports	View employees' pay statements and show/hide the Employee Pay Statements for your company.		
Manage Pay Statements			< All Reports > Change Selection
Manage Tax Forms     Export data		pet	02/09/2020

Fill out the search criteria circled below and perform your search:

Type: * Tax Form	Tax Form: * Produced On:	+ 01/01/2021 and * 26/02/2021
Tax Form	Taxation Year	Produced On
Tax Form Relevé 1 Click on Tax form	Taxation Year 2020	Produced On 2021-01-21 7:51:07 PM

If you have reviewed this document and still require assistance, please contact ADP support at **1-877-377-4784**.

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