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Welcome to TeamPay by ADPSM!

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.

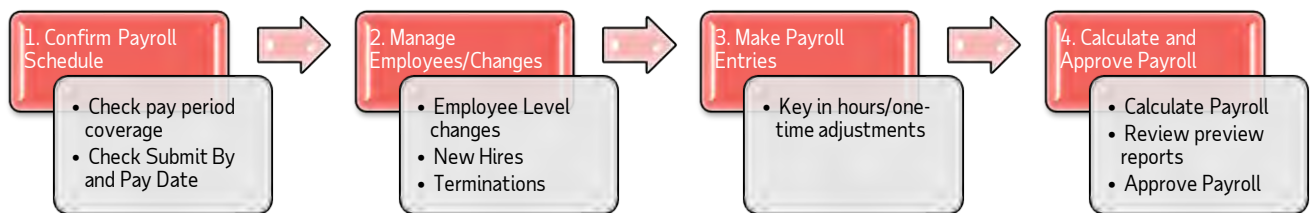
Regular vs. Run-As-Is (RAI) Payrolls

Payrolls can be categorized into two types:

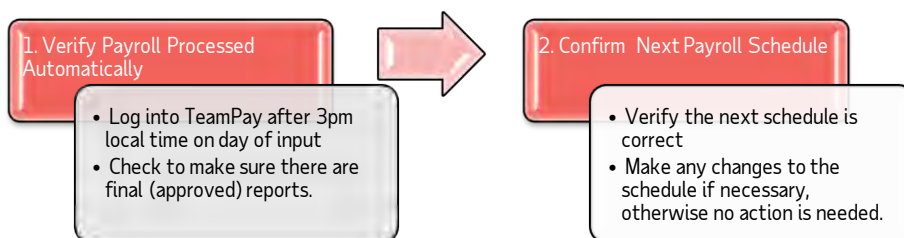
1. **Regular** payrolls. These are payrolls that include hourly employees who have varying hours every pay. They could also include a mix of salaried and hourly employees. These payrolls could require the following changes which you are responsible for keying directly into TeamPay:
 - New hires
 - Terminations
 - 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:



Run-As-Is Process:

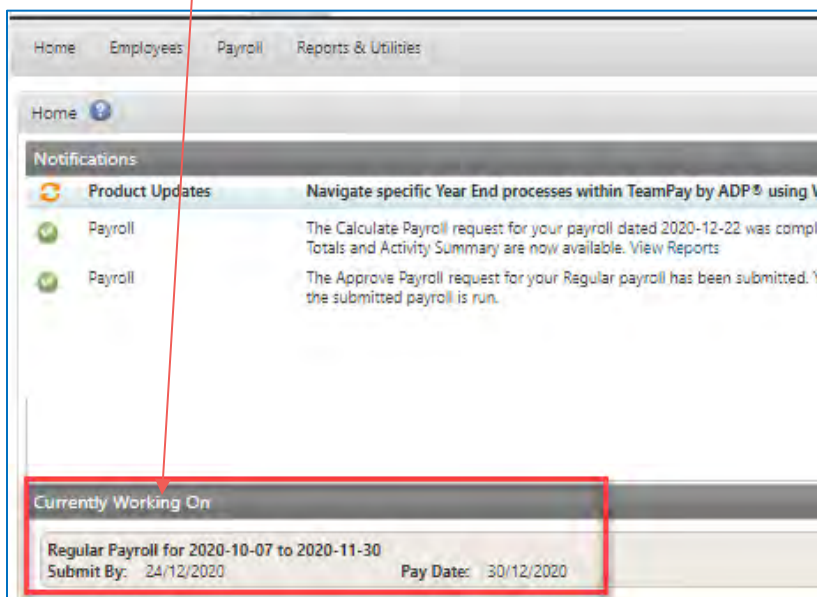


Processing Regular Payrolls

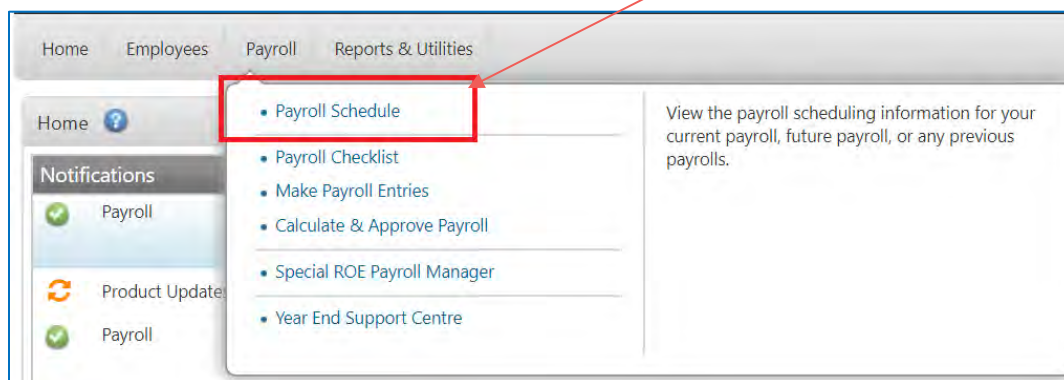
The following steps outline the process to submit a **Regular** payroll on TeamPay.

1. Confirm Payroll Schedule

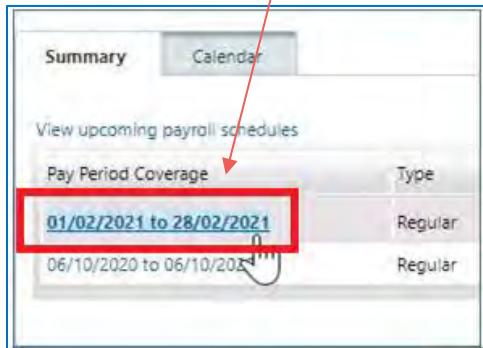
In the **Currently Working On** panel, you will need to visually confirm that the **Regular Payroll** dates, **Submit By** date and **Pay Date** are all correct.



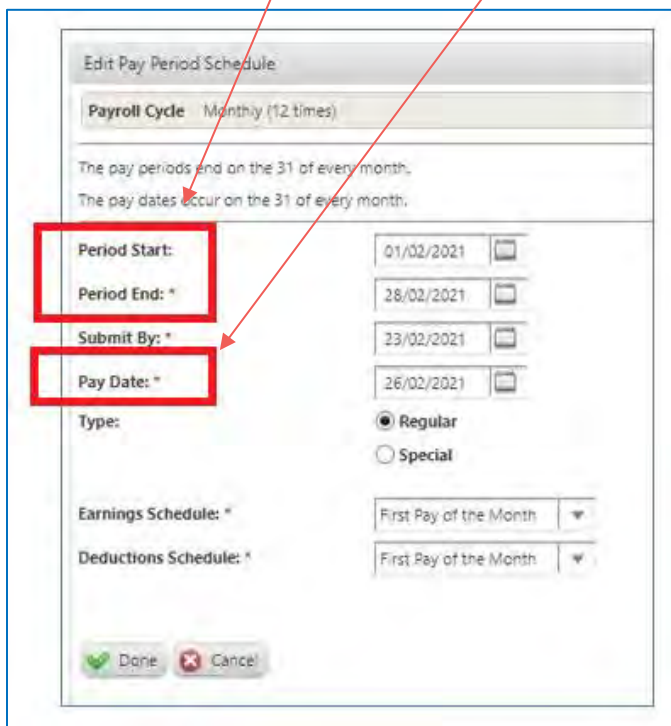
If corrections are required, click on the **Payroll** menu, then **Payroll Schedule**.



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



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



2. Make Payroll Entries

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



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.

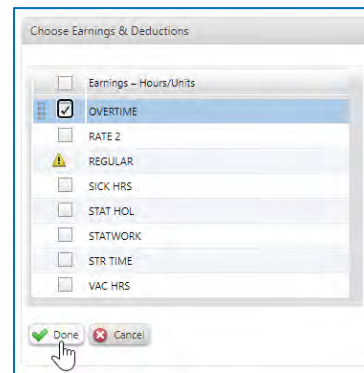
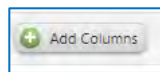
Regular Pay | Other Pay | Stat Holiday Payments | +

Important Reminder: Manual payment adjustment(s) to Regular Pay for Salary, Salary + Commission, and Exception Hourly employees must be submitted to account for statutory holiday payments.
All Federal/Provincial taxes and deductions are automatically calculated and applied.

Save | Reset | Add Columns | List By: Employee Number

Employee Number	Employee	Compensation Type	REGULAR			Tax Frequency
			Hours	Rate	Amount	
0001	EMPLOYEE TELPAY	Exception Hourly	50	\$37.5	\$1,875	12 - Monthly
001	SANDEEP MALCHELME	Hourly		\$20		12 - Monthly
0006	OM SMITH	Salaried	100		\$2,011	12 - Monthly
0007	NATHAN TREE	Salaried	173.33		\$2,000	12 - Monthly
8	adp adp	Salaried	125		\$1,000	12 - Monthly
9	John Smith	Salaried	160		\$2,500	12 - Monthly
10	Jack Smith	Salaried	86.67		\$1,500	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**.



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

Employee Number	Employee	Compensation Type	REGULAR			OVERTIME
			Hours	Rate	Amount	Hours
0001	EMPLOYEE TELPAY	Exception Hourly	50	\$37.5	\$1,875	
001	SANDEEP MALCHELME	Hourly		\$20		
0006	OM SMITH	Salaried	100		\$2,011	
0007	NATHAN TREE	Salaried	173.33		\$2,000	
8	adp adp	Salaried	125		\$1,000	
9	John Smith	Salaried	160		\$2,500	
10	Jack Smith	Salaried	86.67		\$1,500	

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**.

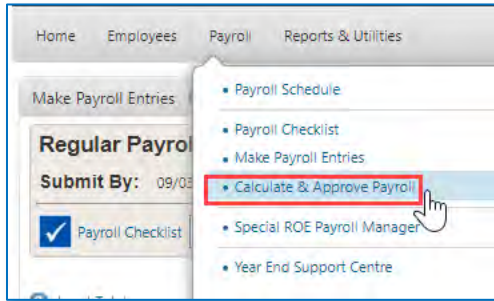
Employee Number	Employee	Compensation Type	CRDAPP P	TXB ALLW	TB LIF F	TB LIF P	TB MED P
			Earnings - Amounts	Earnings - Amounts	Earnings - Amounts	Earnings - Amounts	Earnings - Amounts
001	SANDEEP MALCHELME	Hourly					
0001	EMPLOYEE TELPAY	Exception Hourly			\$0	\$0	\$0
0006	OM SMITH	Salaried	\$989	\$25	\$13.69		
0007	NATHAN TREE	Salaried	\$575	\$20	\$13.52		
8	adp adp	Salaried			\$5	\$5	\$5
9	John Smith	Salaried		\$200			
10	Jack Smith	Salaried	\$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 total amount to go through for this pay. If the box is blank, key in the adjustment to be added for the catch-up amount. Once you have keyed in the adjustment, click on 'Save'.

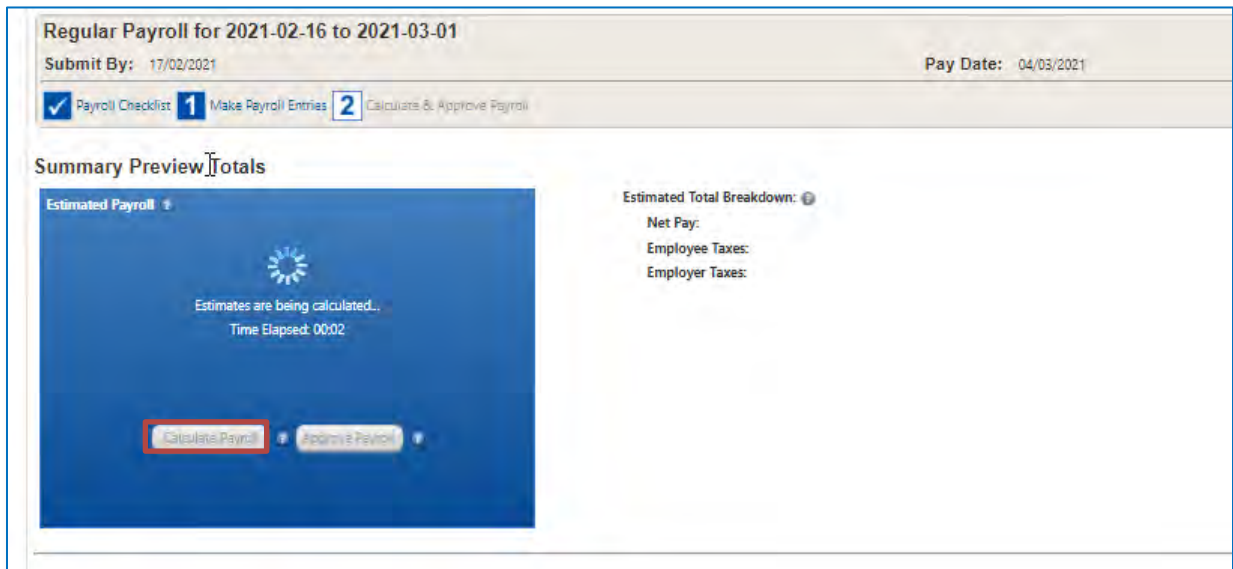
IMPORTANT: Make sure you verify on the calculate register that the amounts are going through as the correct amount. If you have any issues, please contact our client service department at 1-877-377-4784.

3. Calculate and Approve Payroll

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



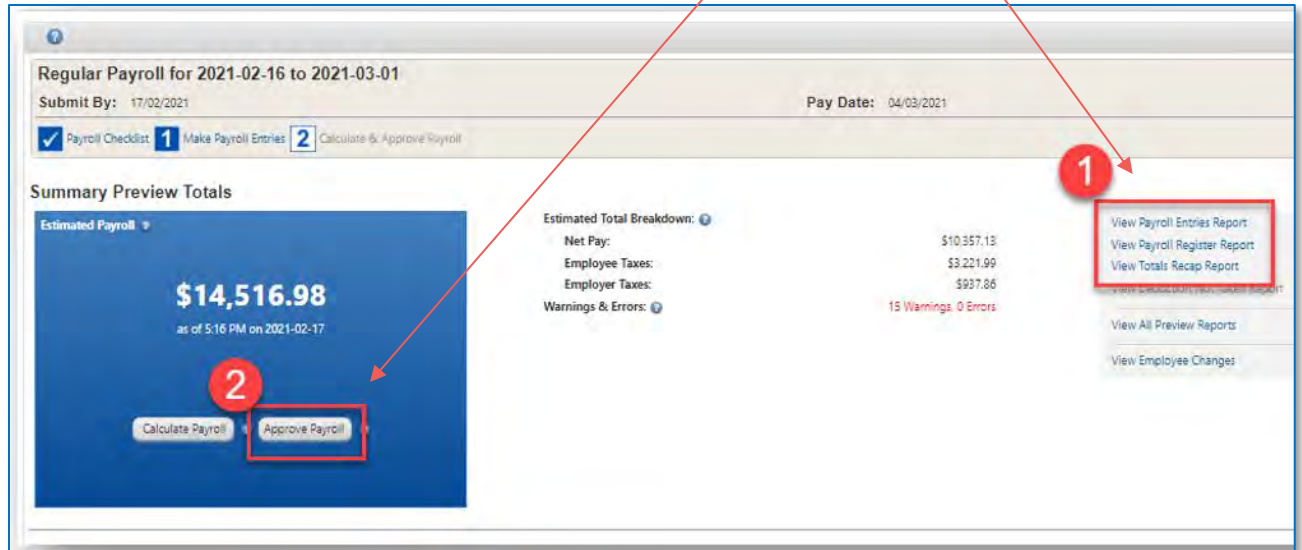
The system will then take you to a different page, click on the **Calculate** button. It will show that the payroll is being calculated.



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.



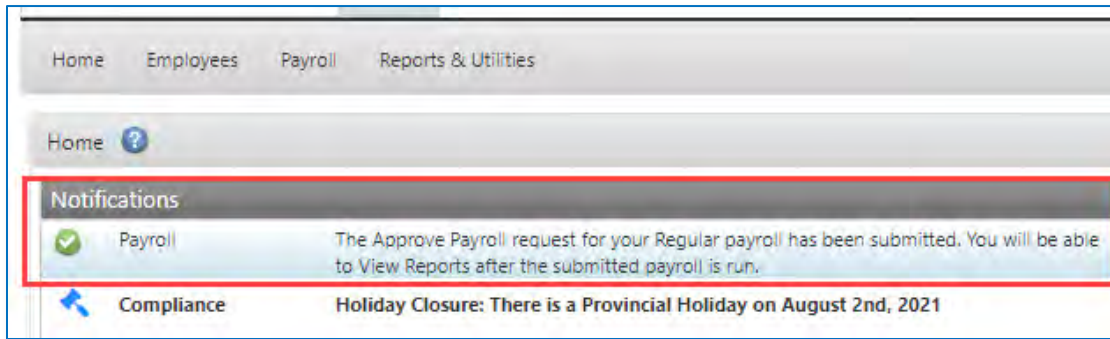
Processing Run-as-is Payrolls

If you have changes: Any changes must be keyed in before noon on the day of your input. Changes are not 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 : <https://thebridge.adp.ca/the-united-church-of-canada/m/media/969> or review the next section in this guide “Making Changes”.

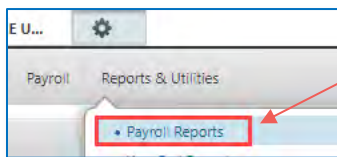
If there are no changes: Follow the steps below:

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.

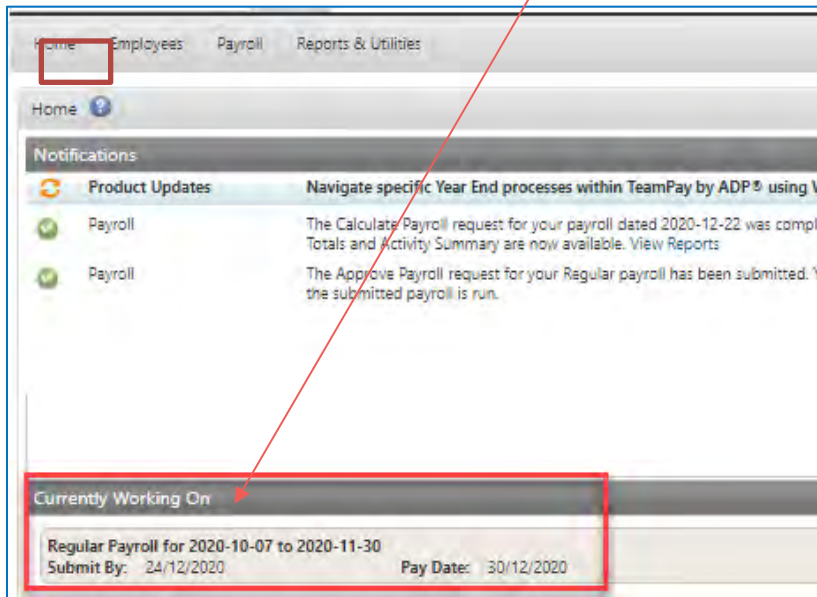


Report Type	Report Sub-type / Payee	Pay Date	Period End Date	Pay Period	Function	Pr
Daily Update					Approve	25
Journal Entry Report		30/06/2021	30/06/2021	6	Approve	25
Payroll Entries		30/06/2021	30/06/2021	6	Approve	25
Payroll Register		30/06/2021	30/06/2021	6	Approve	25
Register		30/06/2021	30/06/2021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

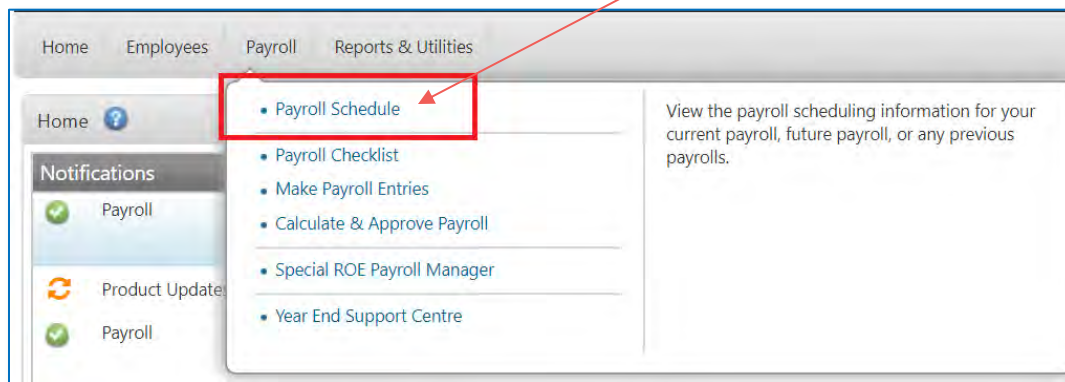
If you do not see approved reports, please call our client service department at 1-877-377-4784. They will be able to review any error messages and ensure that your payroll will process on time.

2. Confirm Next Payroll Schedule

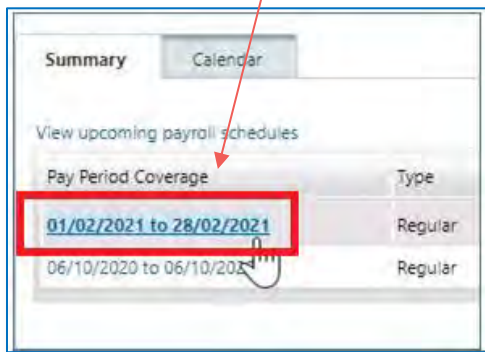
Click on the Home button. In the **Currently Working On** panel, you will need to visually confirm that the **Regular Payroll** dates, **Submit By** date and **Pay Date** for the following pay are all correct. If so, no further action is required from you.



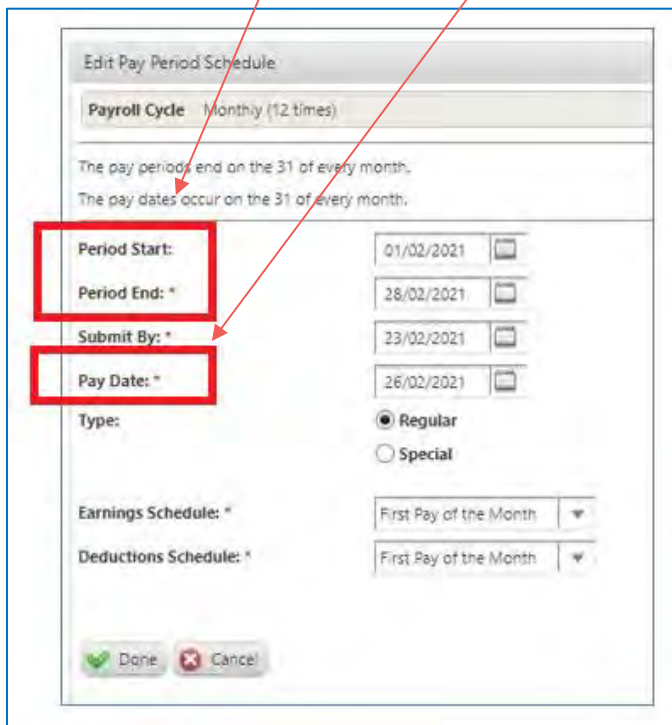
If corrections are required, click on the **Payroll** menu, then **Payroll Schedule**.



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



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



Making Changes

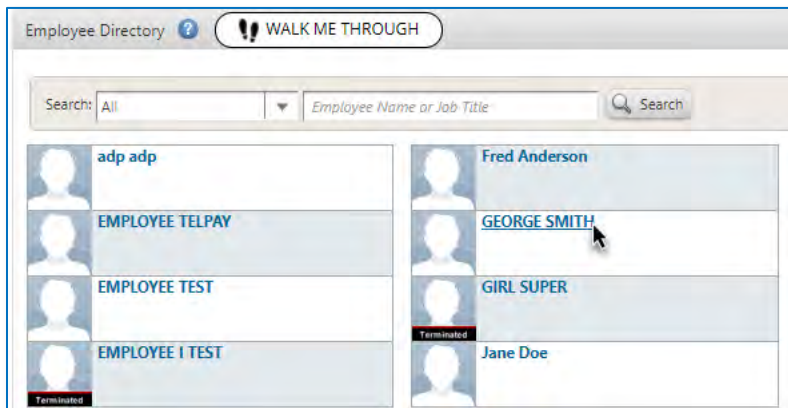
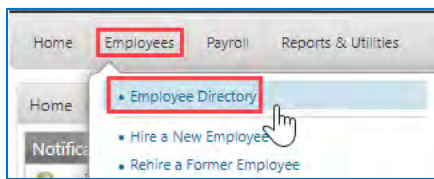
On the Bridge, there is a video which covers making changes. Please follow these steps to navigate to the video:

- 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**

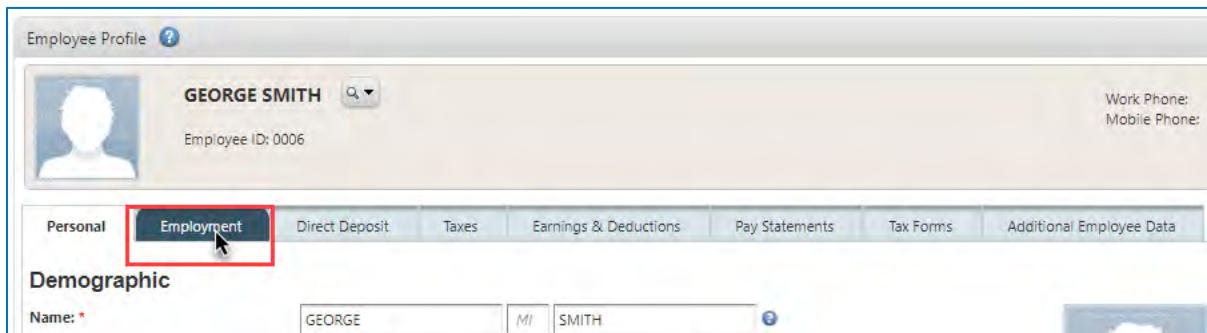
Below are the most common types of changes you may need to make to your payroll.

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.



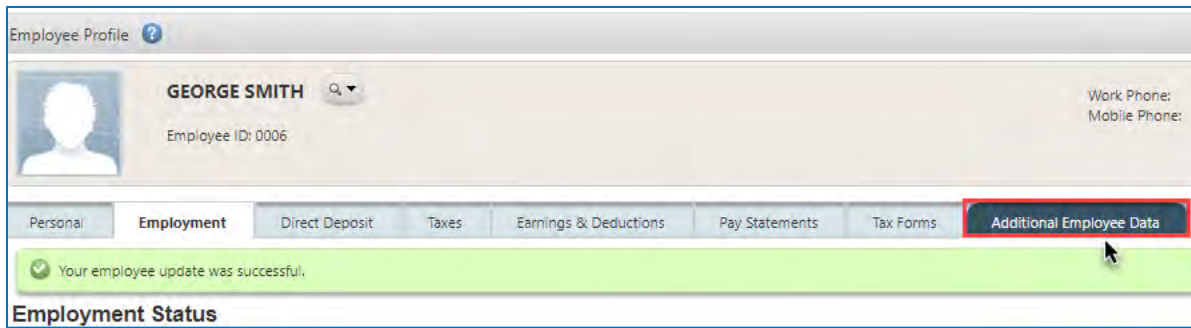
Once the employee's profile opens, click on the 'Employment' tab.



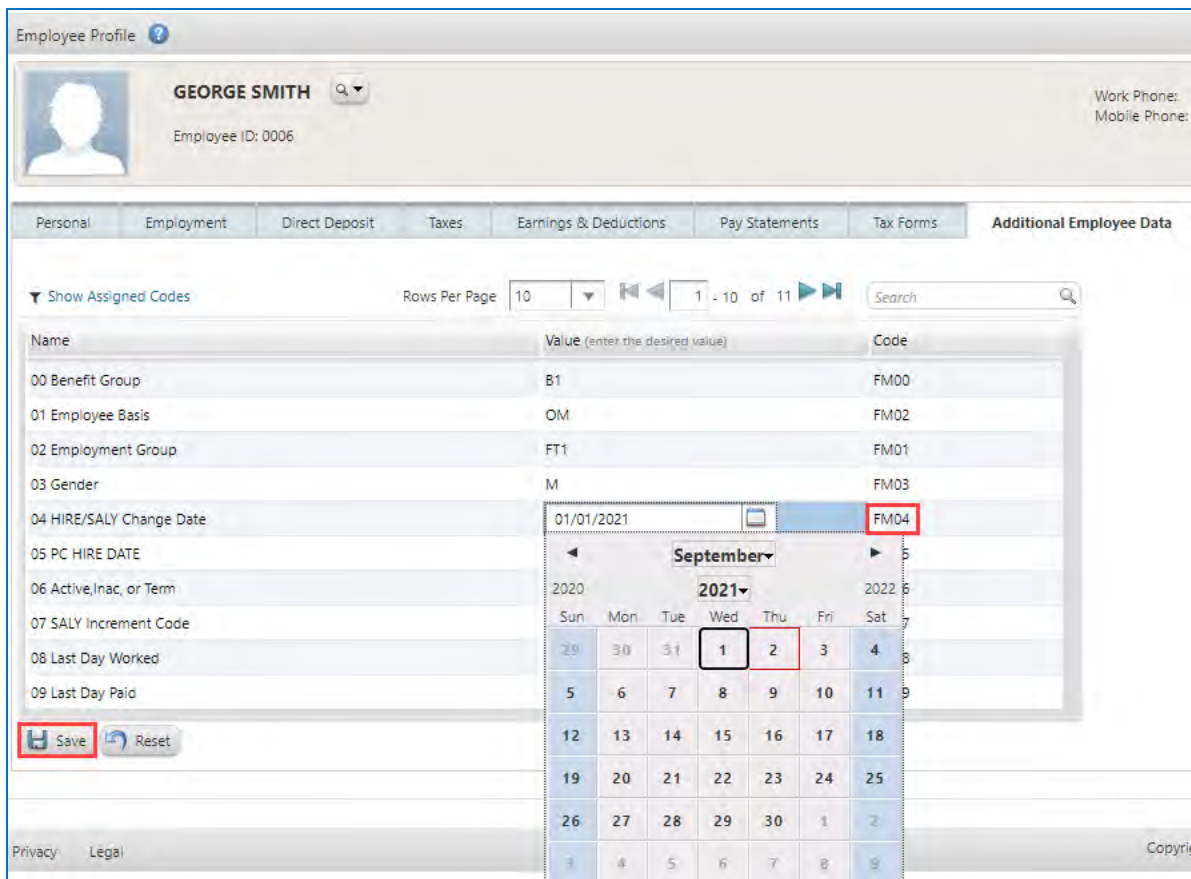
Scroll down until you see the 'Salary & Wages' section. Type in the new salary per pay amount and click on 'Save' in the bottom left-hand corner.

The screenshot displays the ADP TeamPay interface for an employee's profile. The 'Employment Status' section is active, showing the 'Original Hire Date' as 01/05/2020. Below this, the 'Salary & Wages' section is visible, with 'Pay Frequency' set to 'Monthly (12)'. The 'Compensation Type' is 'Salaried'. The 'Salary per Pay' field is highlighted with a red box and contains the value '\$2,011.00' with a 'Monthly' frequency selector. Other fields include 'Standard Hours per Pay' (100.00) and 'Maximum Gross Per Pay'. The 'WorkPlace Safety' section shows 'Exemption Status' as 'Not Exempt', 'Province of Coverage' as 'Ontario', and an empty 'Industry Override Code' field. At the bottom left, the 'Save' button is highlighted with a red box, and a 'Reset' button is also visible.

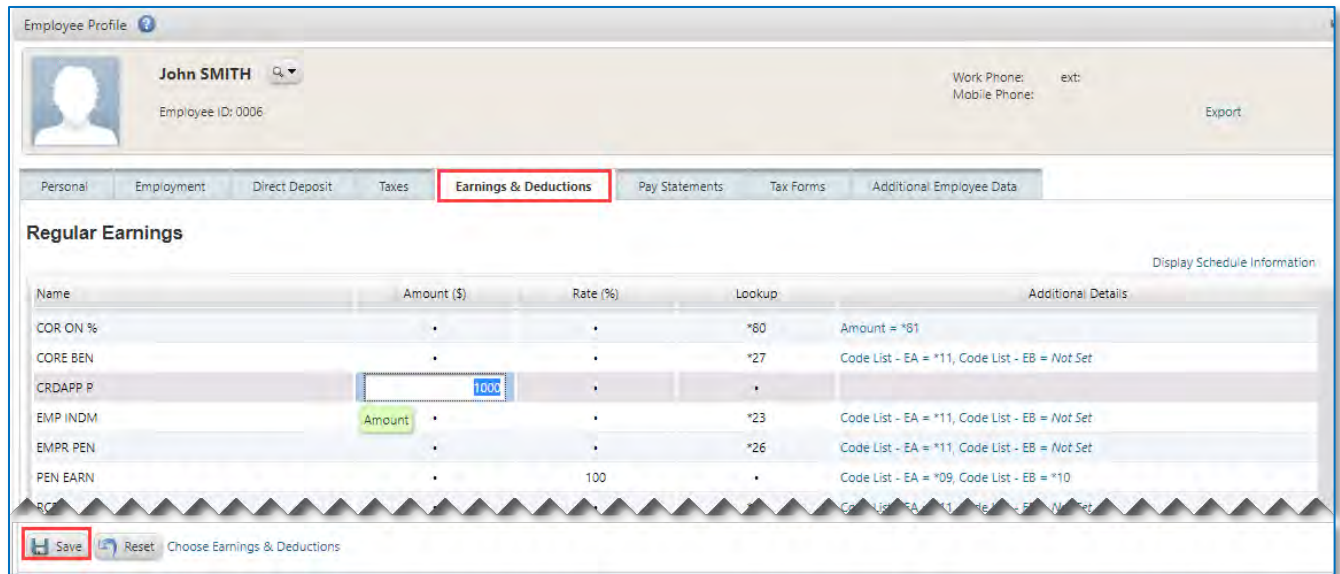
Verify that you see the green check mark, indicating that the change you made has successfully saved. Next, we need to update the effective date of the salary change. Click on the 'Additional Employee Data' tab.



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.

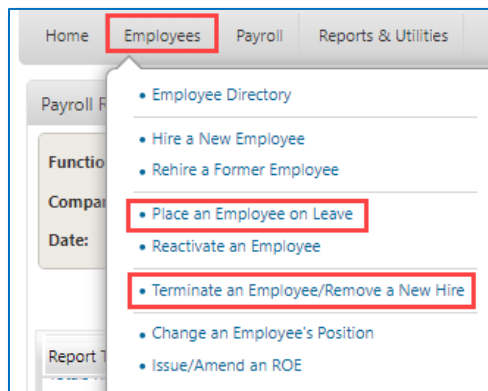


If the employee is a minister and also has CRD, this amount usually changes every year. Select the 'Earnings & Deductions' tab. Locate the code 'CRDAPP P' or 'CPPADJ P' and in the 'Amount' column, update the new amount. Click on the 'Save' button in the bottom left-hand corner.



Terminations/Placing an Employee on Leave

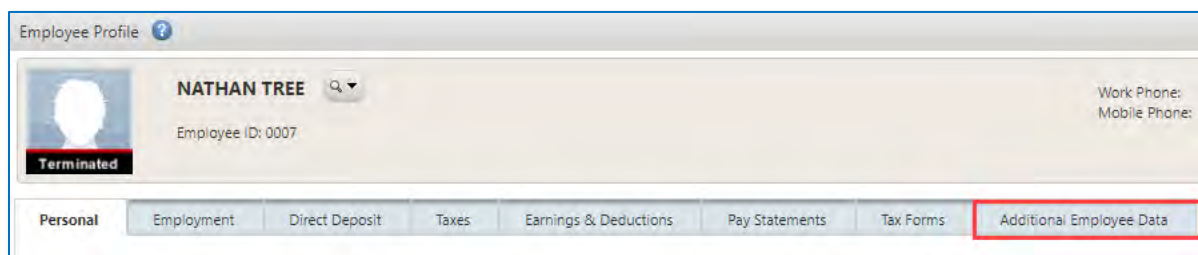
Under the 'Employees' menu, select either 'Place an Employee on Leave' or 'Terminate an Employee' depending on whether you wish to put the employee to inactive or terminated status.



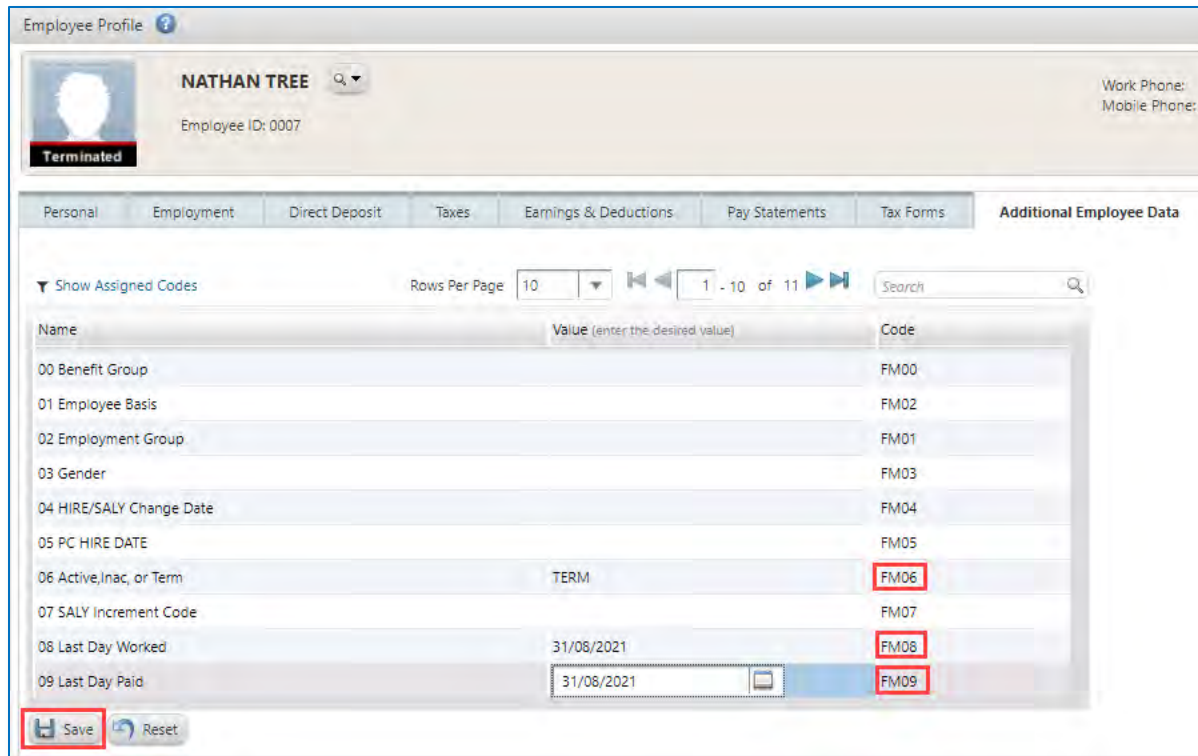
Complete the steps that next appear on the screen. This will include confirming the employee's change of status, if you need to issue a final pay to them, the last day of work, if a record of employment (ROE) is required, the reason for the ROE, any extra monies being paid to the employee etc. After 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.

The screenshot shows a multi-step process for terminating an employee. The current step is 'Step 2 of 6: Status Details'. The process includes steps: Step 1 Employee, Step 2 Status Details, Step 3 Record of Employment, Step 4 Insurable Hours & Earnings, Step 5 Other Payments, and Step 6 Review & Confirm. A blue information box states: 'If you are an ROE Direct Filing client, ADP submits ROE requests to Service Canada electronically on your behalf. ROE requests that are submitted electronically must also be amended online. You cannot submit manual revisions if the original was submitted electronically. Contact ADP Client Services for more information about signing up for ROE Direct Filing.' The employee name is 'EMPLOYEE TEST' and the current status is 'Active'. The 'Change Employee Status To:' dropdown is set to 'Terminated'. The 'Last Day Worked:' field is empty with a date picker icon. The 'Issue Final Pay for This Period:' and 'Issue/Amend an ROE:' options are both set to 'Yes'. At the bottom, there are 'Cancel', 'Previous', 'Next', and 'Done' buttons.

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.



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.



Status Change Codes					
Active Codes		Inactive Codes		Termination Codes	
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		

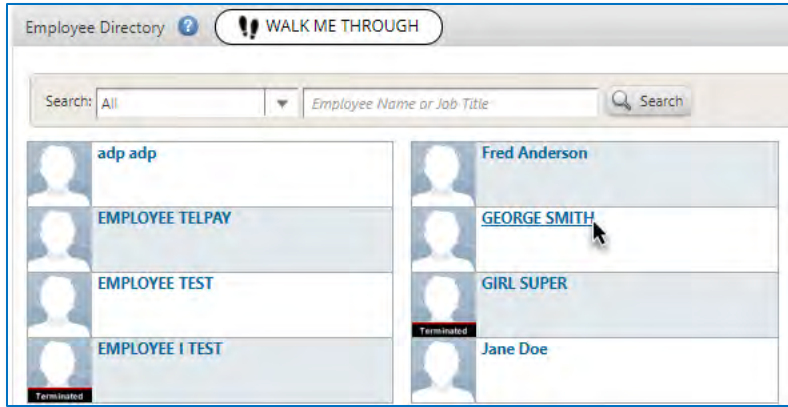
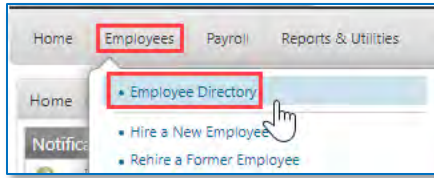
** During Salary continuance, the employee won't be eligible for RCP and LTD. Please be sure that both have been turned off.

You have now successfully completed the employee status change.

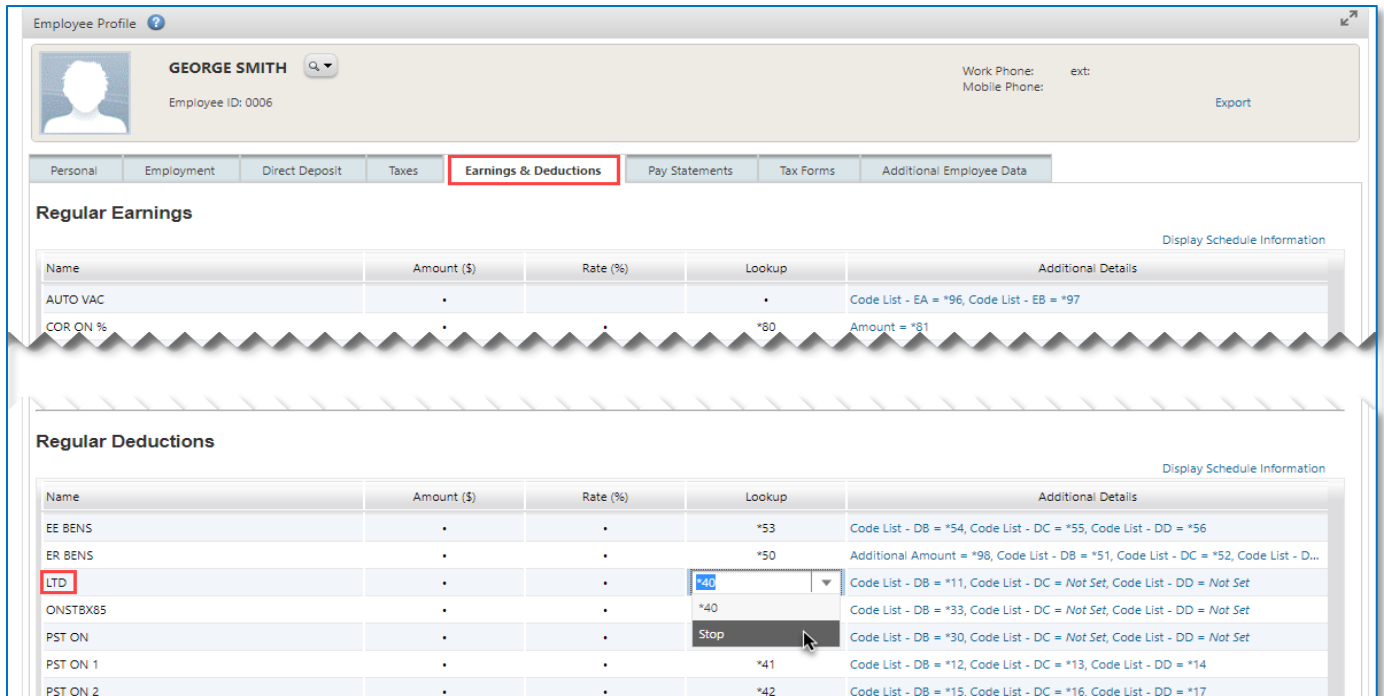
Stopping the Pension and Benefits

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.



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.

The screenshot shows the 'Earnings & Deductions' section of a software interface. It contains two tables: 'Regular Earnings' and 'Regular Deductions'. At the bottom, there are 'Save' and 'Reset' buttons, and a link to 'Choose Earnings & Deductions'.

Name	Amount (\$)	Rate (%)	Lookup	Additional Details
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

Name	Amount (\$)	Rate (%)	Lookup	Additional Details
LTD	•	•	Stop	Code List - DB = *11, Code List - DC = Not Set, Code
R CO PEN	•	•	Stop	Amount = *03, Plan Type = Money Purchase/Defined

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 Personal Step 2 Employment Step 3 Direct Deposit Step 4 Tax Details Step 5 Earnings & Deductions Step 6 Review & Confirm

Step 1 of 6: Personal

Name: * First MI Last

Social Insurance Number: *

Birth Date: * dd/mm/yyyy [Age:]

Correspondence Language: * English

Home Address

Country: * Canada

Street Address: * First Line Second Line

City: *

Province: *

Postal Code: *

Employee Self Service (ESS) Contact Information

Email Address: *

Send ESS Registration Emails Yes No

Cancel Previous Next Done

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 Earnings & Deductions Pay Statements Tax Forms **Additional Employee Data**

Show Assigned Codes Rows Per Page 10 1 - 10 of 11 Search

Name	Value (enter the desired value)	Code
00 Benefit Group	B1	FM00
01 Employee Basis	FT1	FM02
02 Employment Group	LA	FM01
03 Gender	F	FM03
04 HIRE/SALY Change Date	01/01/2021	FM04
05 PC HIRE DATE	01/01/2021	FM05
06 Active, Inac, or Term	REG	FM06
07 SALY Increment Code		FM07
08 Last Day Worked		FM08
09 Last Day Paid		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.

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 ADPSM are the same reports currently available to you on TeamPay Live.

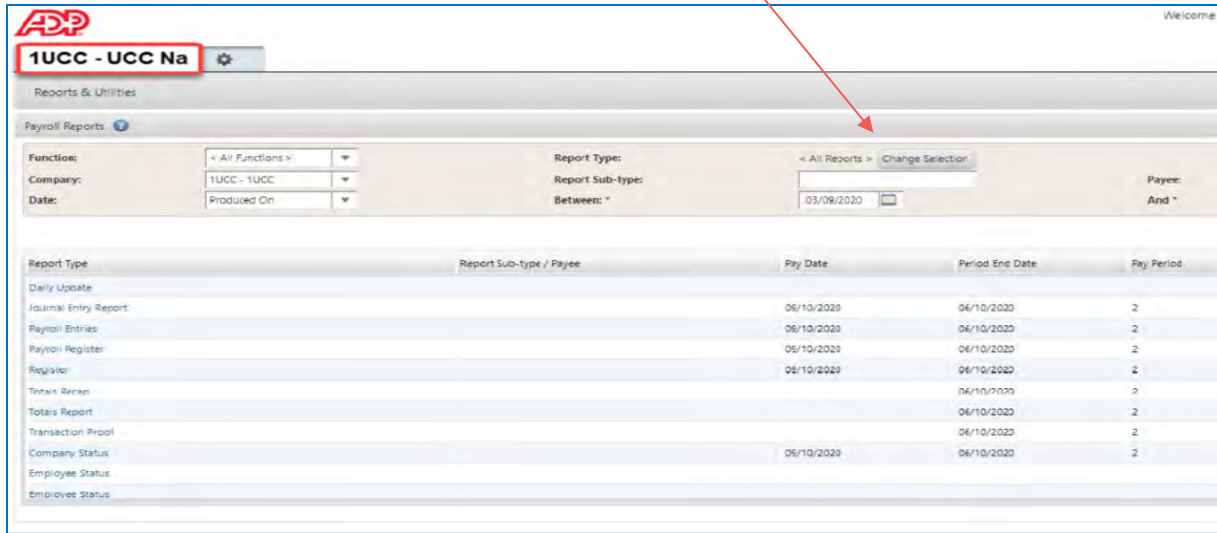
For older reports, relating to payrolls processed prior to your Phase 1 migration to TeamPay Live, you can still access Reports on Internet and view the reports.

Payroll Reports

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

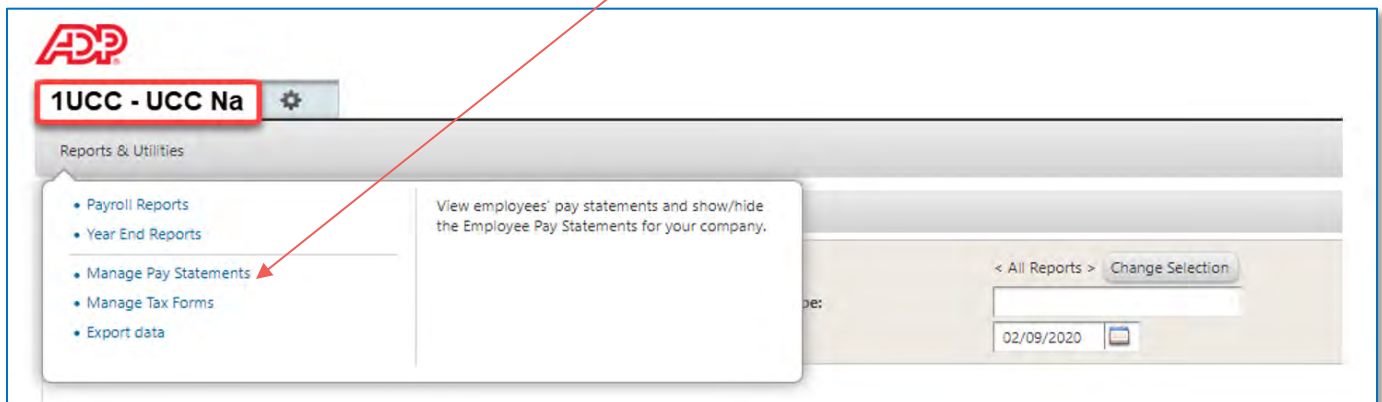
In the Payroll Reports Screen, you can view all the reports relating to your regular payroll processing. This screen offers you the ability to select the Report Type, by clicking on the **Change Selection** button and the date range. Always remember to click the **Filter** button after you have made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

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



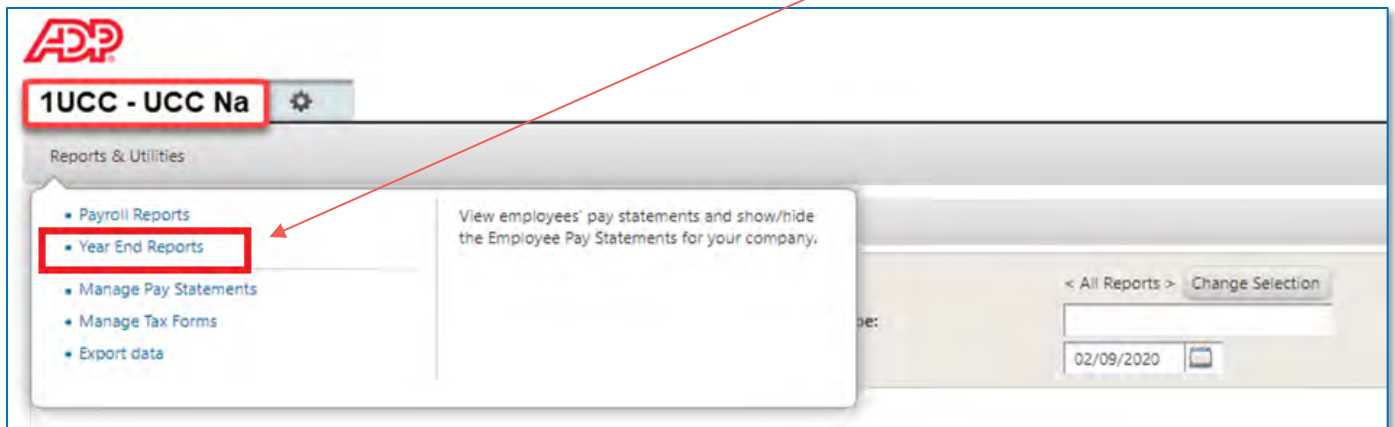
Pay Statements

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.

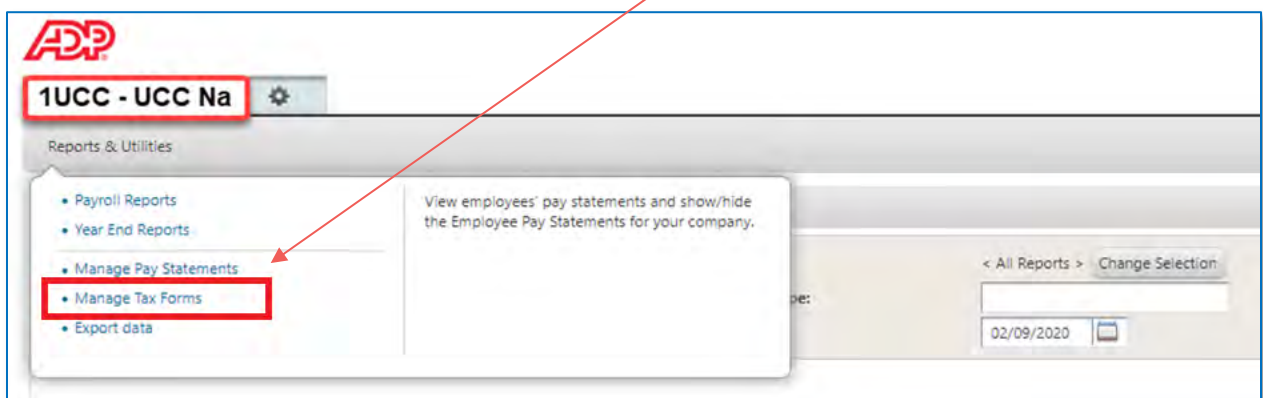


2020 Trial Run (Test) and Final Tax Form Reports and Individual Tax Forms

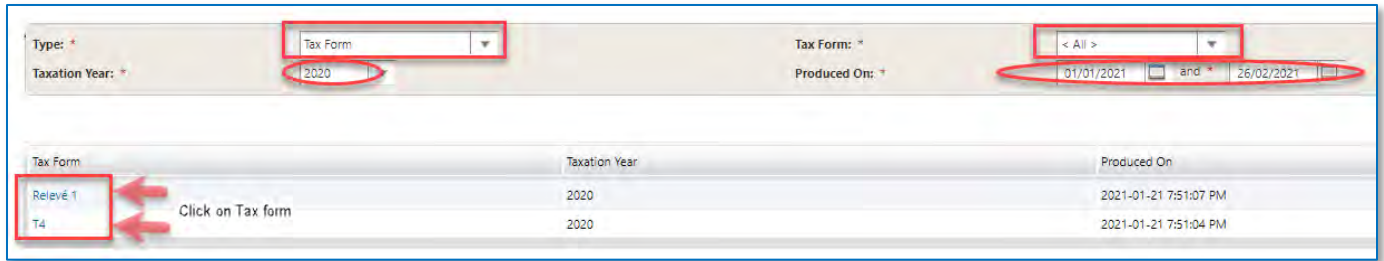
To view your 2020 Year End reports including adjustment runs, please click on **Year End Reports**.



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



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



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

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