

2022 Year-End Payroll Reminders

November 2022	<p>Review your Trial Tax Forms Run Reports, which includes the CPP/QPP/EI/QPIP Deficiency Report.</p> <p>To view Trial Tax Forms (T4/T4A/RL1) in TeamPay:</p> <ul style="list-style-type: none"> · Go to Reports & Utilities Tab > Manage Tax Forms. <p>Please see <i>UCC TeamPay User Guide</i> for more details.</p>
2022 Adjustments on or before last payroll of the year	No additional cost will be incurred if you submit your 2022 adjustments on or before your final payroll run for the year.
Pension Adjustment (PA)	The General Council Office will calculate and provide ADP with the Pension Adjustment (required for Box 52 on the T4). No action is required from the pastoral charge's end.
Following last payroll in December 2022	<p>Review your Trial Tax forms, which include 2022 payroll data on TeamPay:</p> <ul style="list-style-type: none"> · Go to Reports & Utilities Tab > Manage Tax Forms <p>For pastoral charges with bi-weekly payroll frequency, verify the number of pays for 2023 and advise ADP accordingly if there is any change in the number of pays (i.e., from 26 to 27 or vice-versa).</p>
January 2023	<p>All adjustments related to 2022 payroll that are submitted after the last pay of 2022 are subject to ADP fees.</p> <p>You will also be responsible for remitting statutory deductions for the adjustments to the appropriate government agencies and the United Church Pension and Benefits Centre.</p> <p>The production of 2022 tax forms happens January 25, 2023.</p> <p>Any year-end adjustments related to 2022 must be done by January 19, 2023.</p>
February 2023	If you need to make corrections after the final tax forms have been produced, please contact ADP Client Services.
Special note to Quebec	Employers in Quebec need to complete and submit the RL1 Summary to Revenu Québec before the last business day in February 2023.

Important Tips for Treasurers: TeamPay, COLA

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