

Further Updates for Authorized ADP Contacts re: Payroll Services during COVID-19

April 15, 2020

Dear Treasurer,

If you are not the ADP authorized contact for your congregation, please forward this email to that person.

ADP is able to process the 10% wage subsidy because it is available to all congregations. It will be a simple TWO-STEP reduction: 1) you submit regular payroll with adjustment request and 2) get rebate deposited to your account two days later.

The 75% less the 10% wage subsidy is different. It appears from what has been announced so far that each employer will have to apply for the subsidy monthly and have the subsidy e-deposited to their account. Stay tuned for further instruction as it is available.

To assist you in calculating and requesting the 10% wage subsidy, you are asked to add a payroll representative at the General Council Office to your list of authorized contacts. This will authorize the General Council to do the calculation for you and submit “batches” of requests at one time for processing. This will significantly speed up things on ADP’s end and get the subsidy in your account faster. It will also mean that we will be able to assist you in the future more readily with other payroll-related issues or if your authorized contact is not available.

To add a General Council payroll representative to your authorized contacts, email CanadaSBS@adp.com. Only contact changes will be processed at this special address. No other information contained in the email will be read or acted upon.

In order for ADP to quickly triage the information, the email subject line MUST only include:

- a) Company code (e.g. AB12)
- b) Legal name (e.g. St. ADP United Church) and
- c) UCC contact change request

Your subject line must read: “AB12 St. ADP United Church “UCC Contact Change Request”

In the body of the email clearly indicate **Adding New Contact** or **Remove Contact**, and then your company code and the new contact name and contacts.

For example:

Please add and/or remove contact:

- a) Company code
- b) Contact’s full name

- c) E-mail address
- d) Phone number
- e) Fax number

If you want to add General Council payroll office as your contact for the purpose of processing the 10% wage subsidy, type the following:

I give authorization to GCO to calculate and process the 10% wage subsidy.

- a) Company code – 1UCC
- b) Eileen Dai, CPM–Payroll Service Team
- c) payroll@united-church.ca
- d) 1-800–268 3781 ext. 2029

You may add another local contact as well if you are the only one. Or remove an existing contact under the title “Remove Existing Contact” and the same information as above.

Then paste this statement into the end of your email:

“I understand that by adding new contact(s) in this email will permit individual(s) to instruct ADP on all payroll and related matters associated with above company code(s), as applicable to request.”

“I understand that it is designated contacts responsibility to advise ADP Canada immediately of any changes to the individual’s authorized access.”

We wish you good health and safety during these times of change and uncertainty.