

Reference Guide

This reference guide has been created to assist your when completing the Pastoral Charge Payroll Form.

Situation	ACCOUNT REFERENCE complete and authorize	ONLY information that is to be changed/updated by ADP is to be completed in the appropriate section(s) on the Pastoral Charge Payroll Form												
		SECTION 1 Employee General Information	SECTION 2 Hours and Salary	SECTION 3 Partial Payment for a pay period (i.e. new hire/return to work/status change)	SECTION 4 Minister Living In Manse (if applicable)	SECTION 5 Employer Type	SECTION 6 Employee Type	SECTION 7 Pension & Benefits	SECTION 8 Taxable Benefit	SECTION 9 Optional Benefits	SECTION 10 Payment & Tax Info	SECTION 11 Expenses & Taxable Allowances	SECTION 12 Status Change	SECTION 13 Maternity / Parental Leave Top-Up
New Hire (includes re-hires)	•	•	•	• <i>if applicable</i>	•	•	•	•	•	•	•	•		
Start pension and benefit remittances (i.e. after 3 month waiting period for employees coded)	•							•	•					
Change in Hours and/or Salary	•		•						•					
Address Change	•	•												
Banking Information Change	•										•			
Optional Benefits new or change	•									•				
Stop LTD deductions - member is age 64 and 7 months	•							•						
Retirement/ Leaving - stop pay permanently	•			• <i>if applicable</i>									•	
Leave without pay - stop pay temporarily	•			• <i>if applicable</i>									•	
Maternity / Parental Leave - stop pay temporarily	•			• <i>if applicable</i>									•	•
Return to work	•		•	• <i>if applicable</i>	•			•	•			•		
Going on Disability/Returning to work from disability	call the Disability Co-ordinator 1-800-268-3781 ext. 2772													
Death	call the Disability Co-ordinator 1-800-268-3781 ext. 2772													
Summer Closure (please see a and b below)	•													
a - to stop payroll	1 week prior to payroll date,immediately before summer closure complete section 11 and advise ADP if Record of Employment (ROE) is provided.													
b - to restart payroll	1 week prior to payroll date employee is to receive their pay, telephone ADP and advise to reactivate member's status.													

The Pastoral Charge Payroll Service webpage has many resources, links and downloads to assist you. It contains the payroll form, minimum salaries and allowances, budgeting tools, pension and benefits information. The following is the link to the webpage: <https://www.united-church.ca/leadership/church-administration/pastoral-charge-payroll-service>

Questions or need assistance? Please contact:

ADP Client Services 1-877-377-4784 or The Payroll Client Services Team: 416-231-7680 | 1-800-268-3781 ext. 2029 payroll@united-church.ca

2020 Pastoral Charge Payroll Form

Reason: **New Employee** **Change** (complete **ONLY** information to be changed) **Return to work**

ACCOUNT REFERENCE

Employer Name: _____ ADP Company Code: _____
Branch: _____ Dept: _____ (If applicable)
Employee Name: _____ UC Employee #: _____
(If no number, leave blank and a number will be assigned)

EFFECTIVE DATE (MM-DD-YYYY): _____

Authorized Payroll Contact Signature: _____

SECTION 1 - EMPLOYEE GENERAL INFORMATION

Last Name: _____ Social Insurance Number: _____
Legal First Name & Middle Initial: _____ Date of Birth (MM-DD-YYYY): _____
Address (No., Street, Apt.): _____ Province of Residence: _____
City/Town: _____ Province of Employment: _____
Postal Code: _____ Pay Statement Language: English French
Hire Date (MM-DD-YYYY): _____

SECTION 2 - HOURS AND SALARY

Average Hours Per Pay: _____ (average hours per week X 52 ÷ number of pay periods: 12, 24 or 26)

Increment Category: Ordered/Recognized A B C D E F Candidate: Step 1 Step 2
(ministry personnel only) If unsure of the increment category or step, contact ministry@united-church.ca

Salaried Employees: For Ministry Personnel complete all sections: A, B or C, and D Enter 0.00 when B or C are not applicable

- A. \$ _____ total salary **per pay** (does not include any allowances)
- B. \$ _____ amount per pay with CRA letter of authority to reduce taxes at source for CRD (CRDAPP P) (no tax and CPP deducted at source)
- or**
- C. \$ _____ amount per pay CPP adjustment for CRD (CPPADJ P) No CRA letter of authority, but Minister will be claiming CRD when filing taxes. (taxable but no CPP deducted)
- D. \$ _____ salary per pay after deducting CRDAPP P or CRDADJ P: "A" minus "B"; or "A" minus "C"

Hourly Employees \$ _____ hourly rate **Check box if hourly employee is to be paid each pay period automatically**

SECTION 3 - PARTIAL PAYMENT

I authorize ADP to process a partial payment as follows:

Pay Period: _____
Hours Worked: _____ Amount to be Paid: \$ _____

SECTION 4 - MINISTER LIVING IN MANSE

	<u>per pay</u> amount	
Clergy Residence Deduction (CRD) will be claimed by minister:	fair rental value of the manse - MANSECRD	\$ _____
	utilities paid by church (approx) - UTILNOTAX	\$ _____
Clergy Residence Deduction (CRD) will not be claimed by minister:	fair rental value of the manse - MANSETAX	\$ _____
	utilities paid by church (approx) - UTILTAX	\$ _____

SECTION 5 - EMPLOYER TYPE

- (B1) Pastoral Charge no manse (PE=100%)
 (A1) Pastoral Charge with manse Ministry (PE=140%) All others, not receiving a UCC pension (PE=100%)
 (R1) United Church RETIRED Employee, receiving UCC pension (no PE)
 (A2) Organizational Ministry receiving separate housing allowance (PE=140%) All others, not receiving UCC pension (PE=100%)
 (B2) Organizational (PE=100%)
 (A5) Conditional Ministry receiving separate housing allowance (PE=140%) All others, not receiving UCC pension (PE=100%)
 (B5) Conditional (PE=100%)

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Employee Name: _____ ADP Company Code: _____

SECTION 6 - EMPLOYEE TYPE

Ministry Personnel:

(OM) Ordained Minister and Diaconal Minister (LMR) Recognized Designated Lay Minister (SS) Candidate

Non-Ministry Personnel:

- (LA) eligible for immediate UC pension & benefits
- (LE) 3 month waiting period for UC pension & benefits - **After 3 months Treasurer to start pension and benefits remittances. Complete sections 7 and 8 of the Pastoral Charge Payroll Form and submit to ADP for processing.**
- (LE) not eligible for UC pension & benefits
- (CT) contract employee, no UC pension & benefits

SECTION 7 - UNITED CHURCH PENSION AND BENEFITS

Mandatory for employees paid an average of 14 hours or more per week.

Start pension and benefit remittances

- (FT1) Full-time hours eligible for pension and benefits Gender: Male Female (only required if eligible for pension & benefits)
- (PT1) Part-time hours (14+/week) eligible for pension and benefits
- (PE1) Pension Only, employee was eligible for pension & benefits, now works less than 14 hrs/wk - remains in the pension plan only
- STOP deductions for Long Term Disability (LTD), member is age 64 and 7 months
- (RT2) Retired UC Employee in receipt of UC retiree pension, no UC pension & benefit remittances are deducted
- (NELG) Not eligible, paid under 14 hrs per week or non-ministry personnel on contract less than 1 year.

SECTION 8 - TAXABLE BENEFITS - PLAN MEMBERS WITH BENEFITS

Federal Taxable Benefit (TB LIF F)	\$ _____	per pay amount
Quebec only - Provincial Taxable Benefit (TB LIF P)*	\$ _____	per pay amount
Quebec only - Provincial Medical Plan (TB MED P)*	\$ _____	per pay amount

* not required if a non-Quebec resident works at a church in Quebec.

SECTION 9 - OPTIONAL BENEFITS COVERAGE - EXISTING PLAN MEMBERS ONLY

For existing members with new optional coverage or members moving from another pastoral charge. Members should provide Treasurer with type of coverage and premium amounts (if applicable) for any optional coverage.

Optional Health & Dental (OPT H/D)	<input type="checkbox"/> single coverage or <input type="checkbox"/> family coverage
Optional Life Member (LIFE MEM)	\$ _____ per pay amount
Optional Life Spouse (LIFE SPO)	\$ _____ per pay amount
Optional Accidental Death & Dismemberment (AD&D)	\$ _____ per pay amount

SECTION 10 - PAYMENT & TAX INFORMATION

Direct Deposit **Attach VOIDED CHEQUE / DEPOSIT FORM from employee's bank**

	Annual Tax Exemptions (from TD1 Forms)	Additional Tax - Multiple of \$5.00 per pay period
Federal (default = basic)	\$ _____	\$ _____
Provincial (default=basic)	\$ _____	\$ _____

Canada Pension Plan (CPP) for employees age 65 under 70 check if CPP is **NOT** to be deducted (attach CRA, CPT 30 form)

Automatic vacation (optional) applicable only for Casual/Hourly Employees, as all other employees receive paid time off for vacation.

4% 6% 8% 10% Other % _____

Employer Employment Insurance Rate:

Regular Reduced - provide ADP with a copy of CRA confirmation letter annually, prior to the first pay in January

SECTION 11 - MINISTRY PERSONNEL, EXPENSES & TAXABLE ALLOWANCES

EXPENSES: payable, non-taxable, non-reportable

	per pay amount
Mileage/Travel (MILEAGE)	\$ _____
Telephone (TELEPHONE)	\$ _____
Continuing Education (EDUC EXP)	\$ _____
Other (EXPENSE)	\$ _____

TAXABLE ALLOWANCES: payable, taxable (subject to CPP, EI, and

	per pay amount
Mileage/Travel (MILE TAX)	\$ _____
Telephone (TELE TAX)	\$ _____
Continuing Education (EDUC TA)	\$ _____
Other (TXB ALLW)	\$ _____

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Employee Name: _____ ADP Company Code: _____

SECTION 12 - STATUS CHANGE

If employee shouldn't receive full salary complete Section 3 - PARTIAL PAYMENT

- STOP PAY TEMPORARILY: (LWOP) leave without pay - temporary layoff due to shortage of work
Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)
Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)
- STOP PAY TEMPORARILY: (SC) summer closure (ML) Maternity (PL) Paternity (LWOP) leave without pay
Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)
Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)
- STOP PAY PERMANENTLY: (RET) retired (TERM) leaving pastoral charge (DEC) deceased
Last Day Worked (MM-DD-YYYY): _____ (not including vacation and/or salary continuance days)
Last Day Paid (MM-DD-YYYY): _____ (includes vacation and/or salary continuance days)

SECTION 13 - MATERNITY/PARENTAL LEAVE TOP-UP

During the top-up leave period, ADP will not deduct Service Canada, Employment Insurance. Within 2 months of the first top-up payroll processed, the United Church (UC) Benefits Centre will send a letter to the member to confirm if they wish pension and benefits coverage to continue over the leave period. If so, the UC Benefits Centre will send monthly invoices for payment (the remittances will not be deducted through the ADP payroll). For questions regarding invoicing of remittances during the leave period, call the UC Benefits Centre at 1-855-647-8222.

Effective/Start date of the top-up period (MM-DD-YYYY): _____
Top-up amount (MLTU) includes income continuation for qualifying period if applicable: \$ _____

The top-up amount should include salary, cash housing allowance and an income supplement for automobile. Provide ADP with direction (below) to stop the regular earnings for housing, and if applicable, mileage payments if they have been set-up as regular earnings.

- stop regular earnings for housing, if applicable
 stop regular earnings for mileage, if applicable
 stop other earnings, please specify: _____

ADP COVER PAGE



Mail: ADP Payroll Input Department
ADP Canada - Input, 3250 Bloor St. W., 17th Floor,
Etobicoke, ON M8X 2X9

Phone: 1-877-377-4784

Fax: 1-877-701-7329

From: _____
(Name of Payroll Contact)

Re: Company Code: _____

Phone #: _____ Fax #: _____

As an authorized payroll contact for:

I authorize ADP to process the payroll as detailed on the attached _____ pages.
(Number of pages)

Signature _____ Date _____

To retrieve the pre-populated ADP Cover Sheet & Telephone Input Sheets on Reports on Internet (ROI), login at <https://reports.adp.ca>:

- 1 Select Folder: "Payroll Reports"
- 2 Payroll Reports page: Enter Company # and search
- 3 Select "Telephone Payroll Input Sheet", where you will also find the "ADP Cover Sheet"

If you require assistance with the above, or do not have ROI access, call ADP Client Services (1-877-377-4784)

NOTE: ADP must receive all changes by 12:00 noon on the day of your scheduled input.