



PASTORAL CHARGE PAYROLL SERVICE UPDATE

The payroll service implementation has crossed the halfway mark—over 55% of all pastoral charges are processing, or are close to processing, their payroll through ADP. Thanks to all the treasurers who have been working on this: we appreciate your time and effort! There have been lots of challenges, and the Ministry and Employment Policies and Services (MEPS) Unit staff is working hard to meet them. Contact MEPS with questions or comments anytime.

The United Church Pension and Benefits Centre Invoice

Once your payroll is processed through ADP, the United Church Pension and Benefits Centre will no longer send you an invoice. United Church pension and benefits remittances and Canada Revenue Agency remittances are automatically deducted and forwarded to the appropriate parties. Your ADP Payroll Reports, generated after each payroll is processed, detail all remittances that have been paid and processed through ADP. These reports serve as your record for auditing purposes.

If you continue to receive an invoice once your payroll is processed through ADP, in most circumstances you can disregard it. Eventually, you will no longer receive your monthly invoice. However, if you are being invoiced because there was an outstanding balance when you switched to the payroll service, please forward the amount owing to the United Church Pension and Benefits Centre. If you have been invoiced incorrectly, notify pension and benefits staff at the General Council Office of the error (see MEPS Contacts on p. 2). Keep these invoices, but do not pay them. Eventually, a reconciliation will be completed of the status of your account at the time of the payroll service implementation and a detailed report will be provided for any outstanding amount.

Invoicing: Non-Ministry Personnel Not Enrolled with ADP

If you have decided to continue running payroll for non-ministry staff locally, you are still required to pay all necessary remittances, including those due to the United Church. The General Council Office staff was asked to provide support for this process. It has been a challenging task to develop an invoicing procedure for non-ministry personnel paying United Church pension and benefit remittances, whose salaries are not processed through ADP.

This spring, you will start receiving an invoice from the General Council Office for United Church pension and benefit remittances. If your pastoral charge has been processing its payroll through ADP prior to this date, but has not enrolled non-ministry personnel, a reconciliation will take place to determine if any United Church pension and benefit remittances are owing.

Please note that extra resources are required to administer this new process. Consequently, it is likely that monthly administrative costs will be charged to the pastoral charge.

If you are not yet processing your payroll through ADP, and are planning to run the payroll for non-ministry personnel who are eligible for pension and benefits locally, please contact Henry Smal at 1-800-268-3781 ext. 1120 to ensure that invoicing is activated in a timely manner.

Ongoing Support

The first online seminar related to enrolment with the Pastoral Charge Payroll Service was presented on January 17, 2009. It lasted about an hour and a half, and participants provided positive feedback (see page 3 of this issue of *Connex*). This presentation will be offered again, and new presentations, including one on understanding your payroll reports, are being developed. Online seminars will be scheduled during the evening or on weekends. Interested in participating? Contact: PC-MEPS@united-church.ca.

Pastoral Charge Payroll Service information is available online at www.united-church.ca/minstaff/pastoral/payroll (or search the keyword "payroll").

ADP Input Call— Process Clarified

ADP has been encountering situations where treasurers are not available for their scheduled input calls. The consequence is that ADP does not have the required authorization from the pastoral charge to process their payroll. In order to ensure that at least all salaried staff are paid in such situations, the following process has been developed:

If ADP is not able to make contact with the treasurer by the end of the scheduled input day, ADP will run the payroll “as is” for all salaried staff (ministry and lay); ADP will not process the payroll for casual/hourly employees, since their hours may change from pay period to pay period. ADP will then leave a message with the pastoral charge treasurer indicating that they were unable to make the necessary contact, and confirm the number of salaried employees that were paid and the number of casual/hourly employees that were not paid. For full details of how the payroll was processed, the treasurer should refer to the ADP Payroll Reports.

Did you know? If you have a payroll that remains relatively constant from pay period to pay period, you can arrange to have ADP process your payroll “as is” on a regular basis. For an “as is” payroll, ADP does not need to call you prior to processing a regular payroll. To take advantage of this option, during your next input call, ask ADP about the automatic payroll processing option and how to get it started for your pastoral charge.

New/Change Employee Sheet: Update

To ensure that ADP accurately processes your payroll, we have been improving administrative procedures. One area that has presented many challenges involves processing taxable benefits, taxable allowances, and expenses. So that ADP fully understands how treasurers wish these items to be processed, we are making significant changes to the New/Change Employee Sheet. The new form will be distributed to you and available by request to the MEPS Unit. Whenever you make a payroll change, please use the New/Change Employee Sheet, or have it with you when instructing ADP to make changes during your input call.

Year-End Processes

All treasurers were sent a “2009 ADP To-Do Checklist,” which details information to provide to ADP. By now, you should have notified ADP of the following:

1. New salary (if approved)
2. New housing allowance (if applicable)
3. Taxable benefit for group insurance
4. Changes to Optional health and dental premiums (if applicable): single \$45.03, family \$128.24

Group insurance premium changes took effect on January 1, 2009 (see *Connex* 17, December 2008). ADP has globally updated their system to reflect these new rates, so you do not need to notify ADP of the rate changes, with one exception: you do need to notify ADP of the change to Optional health and dental premiums (if applicable).

There are no increases to the premiums for Optional member life, Optional spousal life, and Optional accidental death and dismemberment. However, because of other factors, *the premiums an individual owes may change during the course of the year*. For details, please see “When Premiums May Change” on page 2 of this issue of *Connex*.

MEPS Contacts

For more information, please contact the MEPS Unit:

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