



Treasurers: Integrated Salary Information

Transitioning Your Minister to the New Compensation Model

Pastoral charges have until July 1, 2018, to transition their minister's pay to the new compensation model (for existing calls and appointment renewals). Once the charge decides when this is to happen, ensure the following steps are taken for a successful transition:

1. Carefully review the March 2015 communication sent to pastoral charges and presbyteries, "Transitioning to the new compensation model for ministry personnel." This is also available on www.united-church.ca:
 - Search New Compensation Model.
 - Select Compensation Model | The United Church of Canada. Oct 2, 2013.
 - Select March 2015 | Letter to Pastoral Charges and Presbyteries
2. Make sure you use the ADP Payroll Update Form
 - Additional copies are available. E-mail MinistryandEmployment@united-church.ca or call 1-800-268-3781 ext. 3161
3. When completing the Payroll Update Form, make sure you remember to complete Section 8 – Employer Type (very important).
4. Call or e-mail the Ministry and Employment unit, 1-800-268-3781, to confirm that you have completed the Payroll Update Form correctly:
 - Stefanie Uyesugi, ext. 3038, suyesugi@united-church.ca
 - Lee Corlett, ext. 3118, lcorlett@united-church.ca

Annual ADP Year-End Payroll Communication

Watch for the annual year-end communication that will be sent to ADP payroll administrators around the end of October. This important communication will provide

- notable changes and reminders for 2015/2016
- a summary of important dates for year-end processing
- a 2016 to-do checklist: required ADP updates for the new year
- the most current version of the New/Change Employee Sheet and Payroll Update Form

Ministers, are you intending to claim the clergy residence deduction at source in 2016?

If you have not already done so, now is the time to apply to Canada Revenue Agency for authorization to have your taxable income reduced by the clergy residence deduction amount. If approved, the amount of income tax deducted at source (pay by pay) for 2016 will be reduced.

For direction on completing the necessary forms and to improve the probability of getting a positive response, go to www.united-church.ca and search and select

- Instructions for Completing Form T1213 / TP-1016-V

Stopped Using Your ADP Account?

Due to costs associated with monitoring inactive accounts, ADP automatically closes ADP accounts for all non-United Church clients if a payroll has not been processed for three months. For the United Church, they have agreed to keep ADP accounts on “temporary inactive” for up to one year.

If you do not plan to process a payroll through ADP for a period greater than six months, it’s a good idea to call ADP Client Services (1-877-377-4784) every three months or so to confirm that your account should not be closed and provide an update as to the approximate date you plan to process a payroll. By contacting ADP, it will allow you to keep your account on “temporary inactive” for a period greater than one year and will save you the time and effort of opening a new account.

If you find that your account has been closed, to open a new account, contact the ADP Implementation Team (e-mail randee.armstrong@adp.com) to obtain an enrolment package. Please note that opening a new account can take six to eight weeks.

Changing a Pastoral Relationship?

Here are some things to keep in mind:

1. Ministry personnel who end a pastoral relationship but do not start another one immediately are moved to the status “in search of a call.” A minister can opt to continue to contribute to the pension and/or pay for group benefits coverage while “in search” by contacting the Benefits Centre directly: 1-866-859-5025. The minister must make this arrangement themselves.
2. Benefits are maintained when a minister changes pastoral relationships without an “in search” period, but because the member is “terminated” from one workplace and “added” to another, the paperwork can take four to 10 weeks to catch up with this change. Medical services are covered, so receipts must be retained and submitted to Green Shield once coverage is confirmed. If you aren’t sure what’s going on, please contact Ministry and Employment; we can find out for you.
3. Address information is updated by the treasurer at your new workplace, pastoral charge, or ministry site through the appropriate ADP form. Check your pay stub (you must receive it every pay period) to ensure it is correct, or you could be missing important information that is sent to your home, such as your updated Green Shield card.
4. Adding your e-mail address to our contact list keeps you updated on all resources produced by the Ministry and Employment unit. Contact us to add it to your Benefits Profile and our Unit Resources database. We don’t share e-mail addresses with anyone.

Contact Us: ADP Call Centre for United Church treasurers: 1-877-377-4784

Ministry and Employment unit at General Council Office: 1-800-268-3781

General information, compensation: ext. 3161

Online Information: www.united-church.ca; search: “Compensation” or go to www.united-church.ca/minstaff/compensation