

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

April 7, 2020

These are very challenging times, especially for your communities of faith in continuing to be a vital presence with your members and in your communities. And these are challenging times for you as treasurers as you ensure that payroll can be met.

There have been several initiatives announced by the church and by the government that will help local congregations. A key initiative that we want you to be able to take advantage of right away is the 10% federal wage subsidy. We do not yet have details from the government on how the 75% subsidy will be handled. Stay tuned for that.

We have worked with ADP on how they can effectively and efficiently automatically process the 10% subsidy against your account. In an attempt to make this and future processes easier and more streamlined, **you are asked to add a representative of the General Council payroll office to your list of authorized contacts.** This will permit ADP to process the necessary changes in a “batch” at one time rather than the more time-consuming process of doing so one employer at a time, which will significantly delay the application of the subsidy to your payroll. It will also facilitate any future changes that may be to your advantage as these programs change or are enhanced. Furthermore, it will alleviate a problem that arises when your single or alternate contact is unavailable and an error needs to be resolved to allow a payroll to run.

ADP will permit PC Treasurers to add and delete contacts by sending an email to 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:

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

So your subject line will read: **AB12 St. ADP United Church “UCC Contact Change Request”**

In the **body of the email** clearly indicate **Adding New Contact** and then your company code and their name and contacts.

For example:

Please add new contact;

- a. Company code
- b. Contact’s full name
- c. E-mail address
- d. Phone number
- e. Fax number

To add a General Council payroll office contact type:

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

Note: The 1UCC code identifies The United Church of Canada as an ADP national account.

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.

Erik Mathiesen, CFO

Alan Hall, Ministry and Employment Executive Minister