



## Treasurers and Payroll Administrators: Year-End Information

### ADP Payroll—Preparing for Year-End/2013 Checklist

By now, all pastoral charges should have received a year-end package from ADP that includes a United Church insert detailing important information to help ensure success with year-end and New Year payroll

processing. There are deadlines which, if not met, could result in additional ADP service fees. If you have not received your package, please contact Ministry and Employment immediately.

### Confirm Optional Benefits Premiums

It is important to verify and confirm ADP is deducting correct amounts for benefits premiums. Contact the Benefit Centre (1-866-859-5025; <http://ybrcanada.hewitt.com/uccadmin>) to confirm whether your members have any optional coverage (optional health and dental, optional life insurance, etc.). If these amounts require correction, use the ADP “New/Change Employee” sheet to correct deduction amounts. This sheet is in the year-end package from ADP (see pages 2–3) and on the Church Leadership Network at <http://churchleadership.united-church.ca> (look in “Conversations” for Church Finances, or search for “New/Change Employee” in the search function).

Another helpful resource is the Tools for Treasurers, a spreadsheet with embedded calculations for calculating benefit amounts. Go to the United Church homepage at [www.united-church.ca](http://www.united-church.ca), and use the search box at the top right to find “Tools for Treasurers.”



### Minimum Salary and Allowances for Ministry Personnel (2013)

The Minimum Salary and Allowances for Ministry Personnel (2013) document is posted on the United Church website at [www.united-church.ca/minstaff/pastoral/salary/schedule](http://www.united-church.ca/minstaff/pastoral/salary/schedule).



To receive **print**  
or **electronic** copies  
of the resources discussed above, or other  
information to assist with payroll, please  
contact Ministry and Employment:  
[MinistryandEmployment@united-church.ca](mailto:MinistryandEmployment@united-church.ca)  
1-800-268-3781, ext. 3161

# Keep in Touch Reference Sheet

**Church Leadership Network** is a moderated website for all leaders in the United Church: ministry, lay, or volunteer. Join the almost 2,000 members (membership is required, but not hard to get!) by going to <http://churchleadership.united-church.ca>.



## Address Updates: Benefits Plans

*(Note: The process to update your address information may be different from that for your e-mail information. See the instructions in E-mail Notification below.)*

**Active Members:** Contact your treasurer or payroll administrator, who will do one of the following:

- Complete the New/Change Employee sheet and fax it the payroll service provider (ADP).
- Contact the Benefits Centre directly to update the address (if not using the payroll service).

**Pensioner Members:** Contact the Benefits Centre directly at 1-866-859-5025

**“In Search of a Call”?** Contact the Benefits Centre by phone or through YBR at <http://ybrcanada.hewitt.com/ucc>. Ministry personnel in search of a call must work with the Benefit Centre directly to update addresses, or maintain benefits during a leave period.

**Other Address Lists to Update (for Treasurers or Members)**

- **Philanthropy** (United Church Foundation; Planned Giving): 1-800-268-3781, ext 3410
- **Church Records** (Ministry and Personnel): 1-800-268-3781, ext 3026

## E-mail Notification

*(Note: The process to update your e-mail information may be different from that for the rest of your address information. See the options in Address Updates: Benefits Plans above.)*

**Active Members or Pensioners with Benefits:** Go online at <http://ybrcanada.hewitt.com/ucc> and update the field directly, or call the Benefits Centre at 1-866-859-5025.

**Active Members or Pensioners without Benefits:** Call the Benefits Centre at 1-866-859-5025.

## On Twitter: Ministry and Employment and the United Church

Twitter ([www.twitter.com](http://www.twitter.com)) is a social networking site that features 140 character posts or “tweets,” generally a short comment along with a link, or photo (like a news ticker). The Ministry and Employment unit tweets under the ID @UCCan\_MandE about the following:

- Sharing website links to new information posted on the United Church’s website and the Church Leadership Network
- Re-tweeting information from thought leaders and respected sources on topics related to compensation, benefits, retirement, pensions, and pastoral relations
- Highlighting benefits that members may not be aware of, such as smoking cessation aids, nutrition counselling, stress management

You may also follow General Council Office under the ID @UnitedChurchCda.

Search for or associate United Church of Canada–related items on Twitter by using the hashtag #UCCan.