

GCO authorized contact for Payroll Services

Second Opportunity: May 15, 2020

May 11, 2020

Dear Treasurers:

We are pleased to inform you that two-thirds of pastoral charges have signed up for General Council Office (GCO) authorized support on your ADP account! The first batch for the 10% wage subsidy has been processed by ADP. In this regard, for many of you, no action is required with this communication because you have already submitted your request and it has been processed. If you want to check whether you are included, a list ("Report: Change of Contact") can be found on the [Pastoral Charge Payroll Service webpage](#) (scroll down to Downloads).

We are sending this e-mail offering the service to the rest who were unable to meet the April 20 deadline. This is your opportunity to add a representative of the GCO payroll office to your list of authorized contacts **by May 15, 2020**.

Again, this will permit ADP to process the necessary changes in a batch at one time. 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 in the future that arises when your single or alternate contact is unavailable and an error needs to be resolved to allow a payroll to run.

To add a General Council Office payroll representative to your authorized contacts, e-mail CanadaSBS@adp.com. The e-mail must have the following three fundamental components:

1. Subject line of your e-mail must include
 - a. your company (payroll code)
 - b. your pastoral charge legal name
 - c. that this is a contact change request

Example: **AB12 "Trinity United Church" "UCC Contact Change Request"**

2. Current Authorized Treasurer statement:

I, (*your name*) as the Treasurer of the Pastoral Charge located at *PC (address)* identified above as the Client, make the following representations, which ADP can rely upon in the performance of its service for the Client.

3. Authorization:

I Instruct ADP to add the following individual, as authorized designated contact for the above reference company code.

- a. **General Council Office 1UCC**

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

I understand and acknowledge that this designated contract authorization will permit the individual(s) identified herein to instruct ADP on all payroll, human resources, group benefits and related matters with respect to the above-noted company codes. I understand and consent to ADP verifying my identity, as represented above, and authority to give these instructions.

I understand that it is designated contacts responsibility to advise ADP Canada immediately of any changes to the individual's authorized access.

4. Please include your e-mail signature with phone number where you can be reached.