



CENTRAL PAYROLL SERVICE

Be in Christ provides payroll service through the ADP platform.

The service provided consists of a semi-monthly pay cycle. Pays are directly deposited to the employee's bank account on pay-day. Pay days are on the 15th and last day of the month. If the pay date falls on a weekend or a holiday the pay date moves to the previous business day. Deductions will be taken as indicated on the Employee Information sheet and TD1 federal and provincial forms. Statutory deductions along with employer's share will be remitted to Canada Revenue Agency under (CRA) in trust on behalf of an individual church who is the employer.

Group Benefits, Pension, EI and CPP will be properly accounted for in the pay cycle. At the end of the year, T4s and T4As will be issued. The cost of the pay - gross plus employer contributions - will be communicated to the church treasurer at month-end by a detailed payroll report.

The full payroll expense amount will be automatically debited to the church bank account on the day after the payroll debit date. Insufficient funds will cause a debit to reject. Therefore, it is imperative to take steps to ensure that funds will be available in case of a shortage in the account (overdraft protection, transfer from another account). Each church will be in control of the pay for their personnel and must take responsibility for communicating changes to be made at the time the change is effective (in the current cycle). Retroactive changes should be avoided if possible. Changes must be sent to the BIC office at least a week ahead of pay date and should be written on an Employee Information Form.

Documents required for Payroll setup for each Employee are as follows:

- Employee Information Form
- TD1 federal and TD1 provincial
- Void Cheque for employee's bank account auto deposit
- Compensation Agreement (final signed)
- Letter of Offer (final signed)

In order to process the payroll, there are a few requirements.

1. Date of hire should be the first day worked. If your employee does not start on the first day of a pay period, please state how much is to be paid for that period.
2. Employees will be paid twice a month (semi-monthly) equalling twenty-four times a year. Therefore, confusion will be eliminated if we state all amounts relating to salary as a per pay amount.

3. "Housing allowance paid" is an allowance paid to pastors (clergy) who supply their own housing. Since this amount will be claimed on the income tax return as a deduction it should be the fair rental value of the home they live in. Each Pastor must apply to CRA for approval each calendar year. If they would like to claim it at source, please send the completed pre-approved T1213 form.
4. The Pension lines need no explanation. If the employee is already on group insurance, we will make the appropriate deductions.
5. Bank for payroll deposit. Attach a void cheque from the bank account to which the employee wishes to have net pay deposited.
6. A void cheque is also required from the Church bank account from which the total cost of the payroll is to be deducted. By signing this form, you are authorizing us to deduct gross pay plus employer contributions from this bank account. You must be sure there are sufficient funds in the account to cover each pay, deducted on payroll debit date. The approximate amount can be estimated from previous pays and the monthly statement.
7. For information purposes, please note that the Canada Revenue Agency has suggested that Employers ask to see the SIN card of all new employees within 3 days of starting employment. If your Employee has a SIN number starting with "9" then we will need a copy for our files as well as a copy of the work permit issued. For details, you may refer to: <http://www.servicecanada.gc.ca/en/home.shtml>