Training Materials on TeamPay

If you are new to TeamPay and require training, please check the User Guide and training videos listed below in The Bridge. The United Church Pastoral Charge Payroll Team is able to support you. Please contact us at 1-800-268-3781 ext. 2029 or pastoralchargepayroll@united-church.ca.

TeamPay > The Bridge > UCC members only > Training presentation folder

"Teampay Deck for UCC," which includes the following concepts:

1. TeamPay by ADP Help Features
2. Schedule Updates
3. Hiring a New Employee
4. Make Changes to Employee Profile
5. Making Payroll Entries
6. Change Employee Status/Request ROE
7. Accessing Reports
8. Year End in TeamPay
9. "Run-As-Is"-Automatic Payrolls

TeamPay > The Bridge > UCC members only > Training Videos folder

"Making Changes in TeamPay," which includes the following concepts:

1. Salary Change
2. Address Change
3. Termination and Issue ROE
4. How to stop the benefits

- "T4A How-to"
- "RAI Roles and Responsibility"
- "TeamPay Product Training" Recording (All Group Training sessions posted by the dates)

TeamPay > The Bridge > UCC members only > New Hire Forms folder

- "Enhanced New Hire Form Overview"
- "Hiring a Minister," which includes:
  o Set up pension and benefits for the minister
- "Hiring a Lay Employee," which includes:
  o How to add Pension and benefit for Lay employee after 3 month waiting period
- "Hiring Non-Eligible Employee"

TeamPay > The Bridge > UCC members only > User Guides

- UCC User Guide for TeamPay (Payroll changes, Year end, T4A and Reports)
- User Guide-Registering for Employee Self Service on TeamPay