



Employer Participation Agreement Process

Purpose

To outline the process for onboarding Organizational and Conditional Employers into The United Church of Canada Pension and Benefits Plans.

Step 1: Employer Expression of Interest

The employer requests participation as an Organizational Employer or Conditional Employer by emailing PensionBoard@united-church.ca.

Step 2: Participation Agreement Package

The **Pension and Benefits Member Engagement Coordinator** sends the Participation Agreement package to the employer and copies the **Pastoral Charge Payroll Team** (PastoralChargePayroll@united-church.ca).

The communication must:

- Provide the Participation Agreement for completion and signature.
- Advise the employer that enrolment with **ADP payroll services is mandatory** for Organizational Employers (Note: Conditional Employers can be invoiced as they will have their own payroll for their workforce).
- Request the required supporting documentation based on the employer type:

Organizational Employer	Conditional Employer
• General information about the organization. • Most recent financial statement and current operating budget. • Name, address, telephone number, and email address of the Treasurer or Financial Representative. • Anticipated participation effective date. • Number of employees to be enrolled.	• General information about the organization. • Written confirmation from the applicable Regional Council that the employee's ministry at the organization is recognized by the Regional Council. • Name, address, telephone number, and email address of the Treasurer or Financial Representative. • Anticipated participation effective date. • Number of employees to be enrolled.



Step 3: Submission of Application

The employer submits the following to the **Pension and Benefits Member Engagement Coordinator**:

- Signed Participation Agreement.
- All required supporting documentation.

Step 4: Application Review

The **Pension and Benefits Member Engagement Coordinator** reviews the application to ensure all required documents and information have been received and are complete.

Step 5: Approval Process

Once the application is complete, the **Pension and Benefits Member Engagement Coordinator** forwards it to **Pension & Finance Management** for review and approval*.

Where required, the application may be referred to the **Pension Plan Advisory Committee (PPAC) for review and approval.*

Step 6: Employer Setup Initiation

Upon approval, the **Pension and Benefits Member Engagement Coordinator**:

1. Requests a new employer number from the **Lead, Business Systems (PABAS)**.
2. Confirms and provides the **Payroll and Client Services Team Lead** with the:
 - Participation effective date
 - Employer number

Step 7: ADP Payroll Setup

Once the employer number has been assigned, the **Payroll and Client Services Team Lead** connects the employer with the **ADP Sales Manager** to coordinate the employer's first payroll.

The ADP onboarding process includes:

1. ADP providing the required payroll service and onboarding documentation to the employer.
2. The employer completing and returning the required documentation to get ADP approval.



3. The ADP Implementation Team contacting the employer to initiate payroll setup once the payroll account has been approved.

Processing Timeline

Implementation generally takes 10 to 15 business days once the payroll account is approved by ADP.

Step 8: TELUS Health Employer Setup

Once ADP onboarding has been initiated, the **Lead, Business Systems (PABAS)** submits a request to TELUS Health to create the new employer record in the **Pension and Benefits Administration System (PABAS)**.

The request must include:

- ADP Code
- Employer Number
- Employer Name
- Full Employer Address
- Contact Person Name
- Contact Telephone Number
- Contact Email Address
- Effective Date
- Employer Type (Organizational or Conditional Employer)

Processing Timeline

- Organizational Employer setups typically require approximately two (2) to four (4) weeks.
- Conditional Employer setups may require additional review and therefore may take longer than two (2) to four (4) weeks.

Upon completion, TELUS Health confirms that the employer has been successfully established in PABAS.

Step 9: PPAC Reporting

The completed and approved application is submitted to the **Director, Pension Governance and Member Services** for reporting to **PPAC**.



Roles and Responsibilities

Role	Responsibility
Employer	Completes and submits Participation Agreement and supporting documentation.
Pension and Benefits Member Engagement Coordinator	Coordinates the application process, reviews submissions, obtains approvals, and initiates employer setup.
Pension & Finance Management	Reviews and approves employer participation applications.
Lead, Business Systems (PABAS)	Assigns employer numbers and coordinates TELUS Health system setup.
Payroll and Client Services Team Lead	Coordinates ADP payroll setup.
Director, Pension Governance and Member Services	Receives approved applications for PPAC reporting.
ADP	Payroll service provider responsible for setting up payroll and deductions.
TELUS Health	Establishes employer records in the administration system.
Pension Plan Advisory Committee (PPAC)	Reviews and approves applications when required.