



























TeamPay vs. COS SBS Client Task Comparison




























Task	TeamPay	COS SBS
Garnishments & Remittances	4/5 Tasks	0/5 Tasks
Read and interpret information contained in documents received (eg. Family Support criteria)		
Apply information received to payroll and/or appropriate employees within payroll		
For Tier 2 remittances, remit/mail cheque		
Balance and reconcile all Third Party payments		
Make payments for non-Tier 1/Tier 2 remittances (eg. WCB/WSIB, Benefits or RRSP carriers)		
Year End	6/7 Tasks	1/7 Tasks
Communicate adjustments (eg. Year End bonus)		
Balance and validate T4s		
Submit any required balancing adjustments and schedule T4 run		
Generate, Submit and Distribute T4s and Reports		
Validate annual Payroll Register for accuracy of T4 data eg. name, address, SIN, YTD earnings etc.		
Responsible for filing all year end information to government on time		
Submit Employment Health Tax (EHT) and MRQ summary and remittance to government (where required)		
Workers Comp YE summary		



= Client Responsibility



= ADP Responsibility


















Task	TeamPay	COS SBS
Payroll Knowledge & Other Tasks	5/5 Tasks	0/5 Tasks
Where majority of Canadian payroll knowledge resides		
Interprets payroll related legislation and applicability to organization		
Interacts with Service Canada and other Government authorities		
Where majority of risk (due to non-compliance) resides		
Responsible for employee inquiries on payroll related items		
New Hire	3/3 Tasks	1/3 Tasks
Communicate New Hire information to ADP		
Calculate partial payroll for new employee that doesn't start on the first day of a pay period		
Validate information		
Terminations	4/6 Tasks	1/6 Tasks
Communicate Termination Information to ADP		
Calculate partial payroll for new employee that doesn't terminate on the last day of a pay period		
Calculate vacation pay remaining		
Validate ROE information		
Send copy of ROE to Service Canada		
Provide employee copy of ROE	Not Required	Not Required



= Client Responsibility



= ADP Responsibility

Task	TeamPay	COS SBS
Generating the Payroll	9/9 Tasks	1/9 Tasks
Communicate hours		
Calculate employee Totals		
Calculate total payroll dollars		
Calculate retroactive payment amounts eg. Salary increase		
Balance payroll		
Apply appropriate legislative practices and business policies		
Verify ADP data entry, post production and reconcile		
Request Stop-Payment if error(s) exist		
Be available at a set date and time		Not Required



= Client Responsibility



= ADP Responsibility