

Clergy Payroll Timeline

DATE

MILESTONE

Sept. 1 *Early onboarding window opens (for churches who desire early access)*

Sept. 14, 6:30 PM *Intro webinar [REGISTER](#)*

Sept. 1 – Oct 1 *Early adopters should complete onboarding*

Oct. 1 *Early paycheck processing begins for those onboarded early*

Fall Charge Conference Season Clergy Compensation Agreement completed at Charge Conference; DSs & Treasurer's Office receive Clergy Compensation Agreement via Unity

Nov. 30 **All Churches must have completed the Clergy Compensation Agreement in Unity.**

Dec. 1-15 Verification and Account creation in ADP

Dec. 15 All data must be entered and steps completed for January payroll.

Jan 1, 2027 Virginia Conference Clergy Payroll Begins

Jan 5, 2027 **First paycheck for those using Virginia Conference Clergy Payroll**

