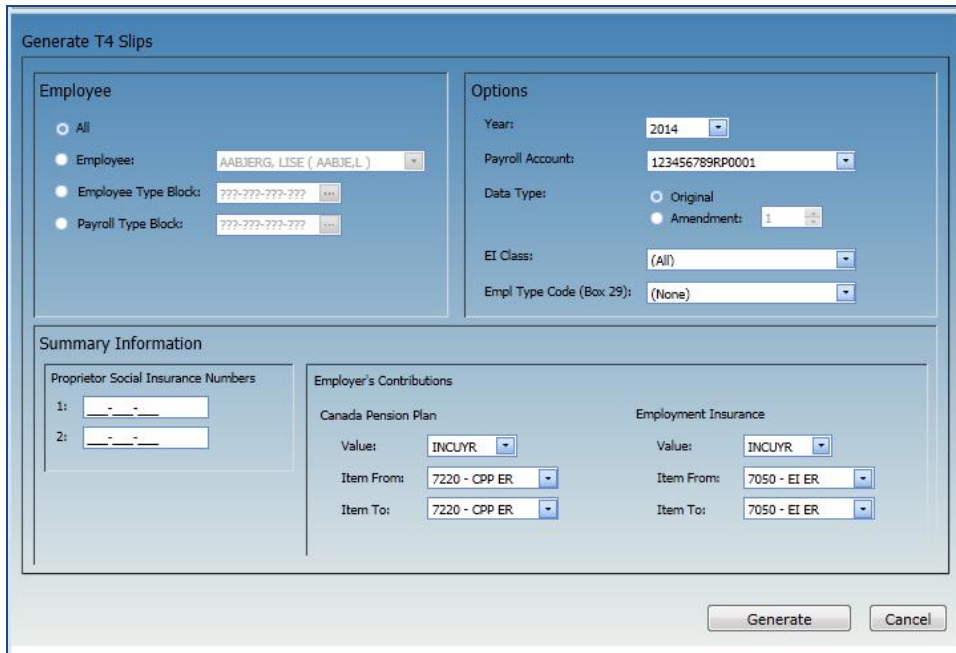


## Year-end Procedures for 2014

### 1.1 Prior to year-end

1. Print the T4 data for the current year on plain paper. *This is an optional step and is for checking purposes only.*

Click Tools | T4/T4A | Generate T4 Slips



- Select the employees for whom you want to generate T4 slips, the Year (2014), the Payroll Account (Business Number), the Data Type (Original), the EI Class, if applicable, and the Employment Code for Box 29, if applicable.
- Employer's Contributions has two item ranges for the employer CPP and EI which automatically calculate during the generate T4 Slips process. Select ER EI item corresponding to EI Class. The Total Employer CPP and Total Employer EI values can still be edited in the T4/T4A Company Info page
- Click Generate
- The T4 Summary Report will be displayed, which you can print for review. T4 information can also be reviewed on the T4 Slips page.
- Repeat this step for each Payroll Account #, and if adjustments are required.

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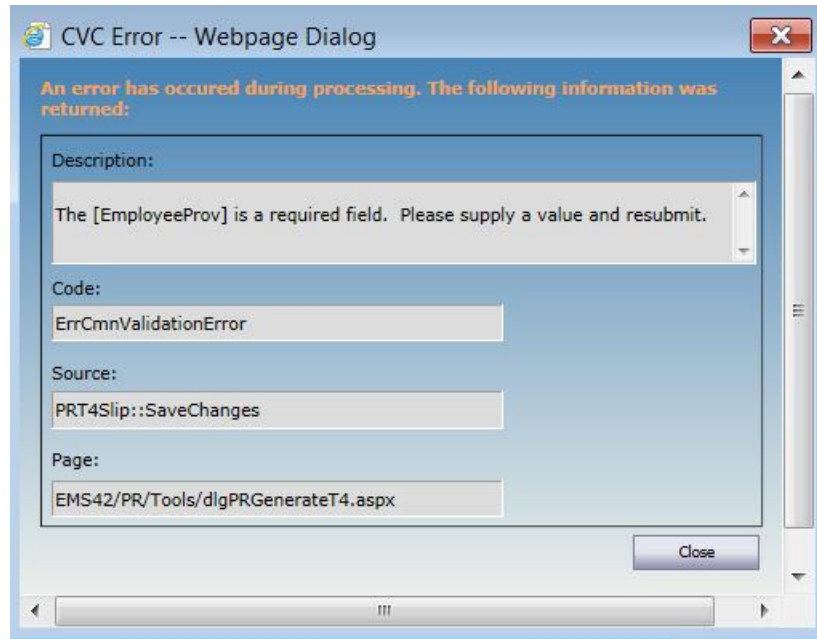
2. Print the T4A data for the current year on plain paper. *This is an optional step and is for checking purposes only.*

Click Tools | T4/T4A | Generate T4A Slips

The screenshot shows a web-based dialog box for generating T4A slips. The 'Employee' section has 'Employee' selected. The 'Options' section has 'Year' set to 2014, 'Payroll Account' set to 123456789RP0001, 'Data Type' set to Original, and 'EI Class' set to (All). The 'Summary Information' section has empty fields for Proprietor Social Insurance Numbers and Employer Registered Pension Plan Numbers. The 'Generate' and 'Cancel' buttons are visible at the bottom right.

- Select the employees for whom you want to generate T4A slips, the Year (2014), the Payroll Account (Business Number), the Data Type (Original), and the EI Class, if applicable.
- Click Generate
- The T4A Summary Report will be displayed, which you can print for review. T4A information can also be reviewed on the T4A Slips page.
- Repeat this step for each Payroll Account #, and if adjustments are required.

- Tax Province is a required field to Generate T4s/T4As. If the following error message is returned check the Work Profile II page in HR. Ensure that Tax Province is correct and update as required.
- Also check that employee address is completed correctly.



- Repeat steps 1 and 2 to generate T4's and T4A's

*Review the T4s and T4As and make any adjustments. It is easier to fix them in the current year than after you've initialized into the New Year.*

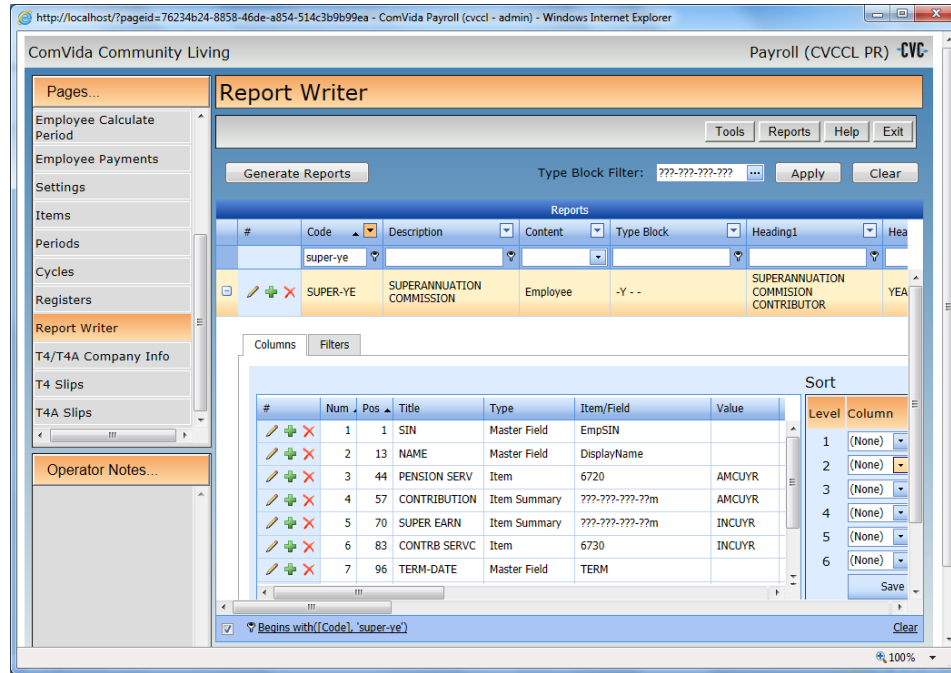
**Reminder:** *Steps 1 and 2 are optional, but they are **strongly** recommended.*

3. Update and print the MPP (Superannuation) Year-end report (SUPER-YE)

a) In the Report Writer, select the **SUPER-YE** report and click the small plus



symbol to expand the report.



b) Check the report's Column settings

- If your Payroll is still in 2014 and you are checking the 2014 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).
- If your Payroll is in 2015 and you're checking the 2014 MPP then the **Value** has to show AMLAYR or INLAYR (LAYR indicates last year). You will need to change all lines to either AMLAYR or INLAYR.

c) Check the report's Filter settings (click the Filter tab)

- If the Columns tab has AMCUYR and INCUYR, then the Test Criteria in the Filter tab has to have AMCUYR (not AMLAYR) in Value as well.

*Hint:* You may want to have two SUPER-YE reports: Current and Last with the correct Value column and Filter settings respectively to save the trouble of changing CU to LA or vice versa.

d) Print and review the report. Make any necessary adjustments in Payroll.

*Note:* This step is for employers who contribute to the **BC Pension Plan**. It is optional, but it is strongly recommended.

4. Setup the Pay Period Schedules

In the **Periods** page, expand the 2014 Payroll Year, click to go to the last page, and verify that the final pay period of 2014 has **Year** as the **End Type**.

Periods								
#	Year	Period	Alias	Start Date	End Date	Length	End Type	Created By
	2014	26	201426	13/Dec/2014	26/Dec/2014	14	Year	Anders, Sonia

Add the pay period schedule for 2015. Click the green plus symbol () to add.

- Enter the **Start Date** of the first pay period of the year and the **End Date** of the last pay period of the year.
- Enter the number of **Periods** (26 or 27), the **Fiscal End Month** (3) and put a check mark in **Adjust Fiscal Begin**.
- Click the green checkmark to OK the adjustment

The screenshot shows the 'Periods' page in the ComVida Community Living Payroll (CVCL PR) system. The main table displays the following data:

#	Year	Description	Start Date	End Date	Periods	Fiscal End	Adjust Fiscal
	2015	2015 Payroll Year	27/Dec/2014	26/Dec/2015	26	3	<input checked="" type="checkbox"/>

Below this, a detailed 'Periods' table is shown with columns: #, Year, Period, Alias, Start Date, End Date, Length, End Type, Created By. The table lists 12 periods for 2015, all with an 'End Type' of 'X'.

- The system will automatically determine the Start and End Dates of all pay periods. All rows will be red, with an **End Type X**. Edit each period to indicate the **End Type** (Period, Month, Quarter or Year).

*Note: All payments with a pay date in 2015 are to be reported on T4 slips for 2015 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2014 with a pay date in January 2015 must be set up as pay period 1 of 2015. The last pay period of 2014 must be paid in 2014 in order to correctly report on the T4 slips.*

## 1.2 At Year-End

1. Change the **TaxYear** in the Settings page. **TaxYearAvailable** indicates the latest tax tables that have been loaded and **TaxYear** is the one currently being used by your system. Update 2014A to **2015A** in **TaxYear**.

*Note: This step must be performed before the Initial Period Pay Period 1 2015*

2. Click **Tools | Initialize Period**

Initialize Period will cycle the cumulative figures for 2014 from the "current year" fields (CuYr) to the "last year" fields (LaYr) in the Employee **Amounts** page.

	Before	After
Period Alias:	201426	201501
Year:	2014	2015
Period Number:	26	1
Start Date:	13/Dec/2014	27/Dec/2014
End Date:	27/Nov/2014	08/Jan/2015
Payment Date:	31/Dec/2014	15/Jan/2015
Fiscal Period:	11	12

3. Update the Cycles

In the **Cycles** page, any cycles which occur monthly or less frequently than every pay period (e.g. MONTH, BMONTH, EMONTH) must be verified to ensure that there is a "1" under **Occurs** for each applicable pay period.

#	Cycle	Description	Num Occurs	Created By	Created When	Mo
1	MONTH	BEGINNING OF THE MONTH	13	CVCPConversion	30/Sep/2011 09:08	...

#	Cycle Code	Period	Occurs	Created By	Created When	Modified By	Modified When
1	MONTH	1	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
2	MONTH	2	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
3	MONTH	3	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
4	MONTH	4	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
5	MONTH	5	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
6	MONTH	6	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
7	MONTH	7	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
8	MONTH	8	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
9	MONTH	9	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
10	MONTH	10	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
11	MONTH	11	1	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10
12	MONTH	12	0	CVCPConversion	30/Sep/2011 09:08	CVCPConversion	30/Sep/2011 10

4. Update TD1 personal tax exemptions in the **Payroll Numbers** page in HR
- a) Update the **CLAIM** field if the employee has changed his/her federal claim amount for the year 2015.
- If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$11,327 for 2015), leave the **CLAIM** field as **0**.
  - If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2015 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2015 Personal Tax Credits Return).
- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2015 British Columbia Personal Tax Credits Return), update the **PRVCLAIM** field if the total claim amount for year 2015 has been changed.
- If the employee is claiming the following basic personal amount (i.e. code 1) leave the **PRVCLAIM** field as **0**.


Province	Basic Exemption
BC	9,938
ON	9,863
AB	18,214
SK	15,639
MB	9,134
NS	8,481


- If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2015 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2015 British Columbia Personal Tax Credits Return, TD1ON 2015 Ontario Personal Tax Credits Return, TD1AB 2015 Alberta Personal Tax Credits Return, TD1SK 2015 Saskatchewan Personal Tax Credits Return, TD1MB 2015 Manitoba Personal Tax Credits Return, or TD1NS 2015 Nova Scotia Personal Tax Credits Return).

**Tip:** Updates to personal Tax exemptions, **CLAIM** and **PRVCLAIM** fields, can be made prior to the first payroll of 2015. Future dated changes must be processed via **Tools/Process HR data**.

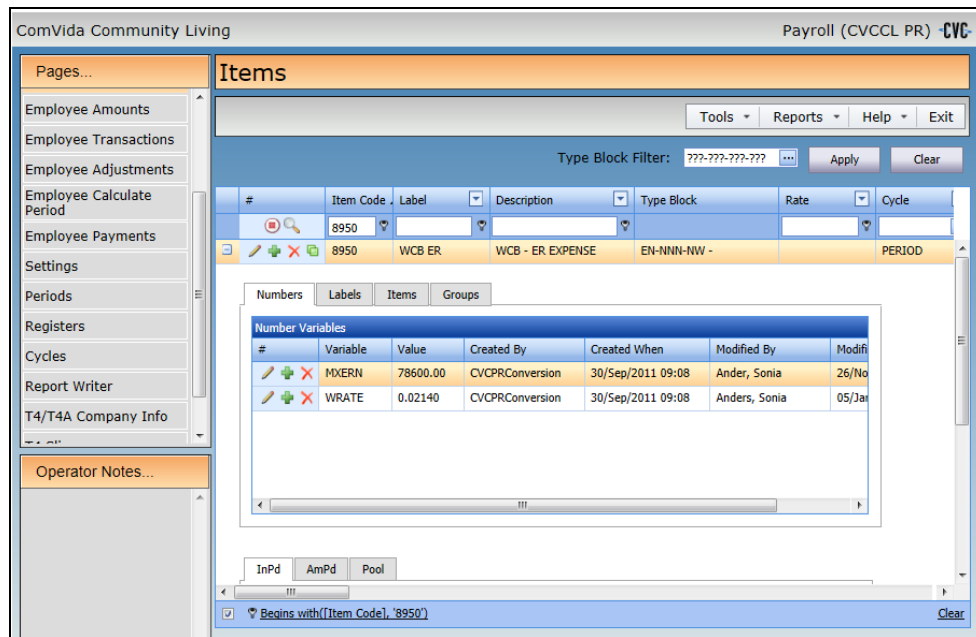
5. Update **Items** for any values that may have changed

a) WCB (WSIB) Employer Contribution item (usually item #8950)

i) In the Items page, select the WCB (WSIB) Employer item and click the small plus symbol  to expand the item.

ii) Select the Numbers tab and click the pencil  to edit the maximum assessable earnings in MXERN, and the rate in WRATE.

iii) Click the green checkmark  to save the change






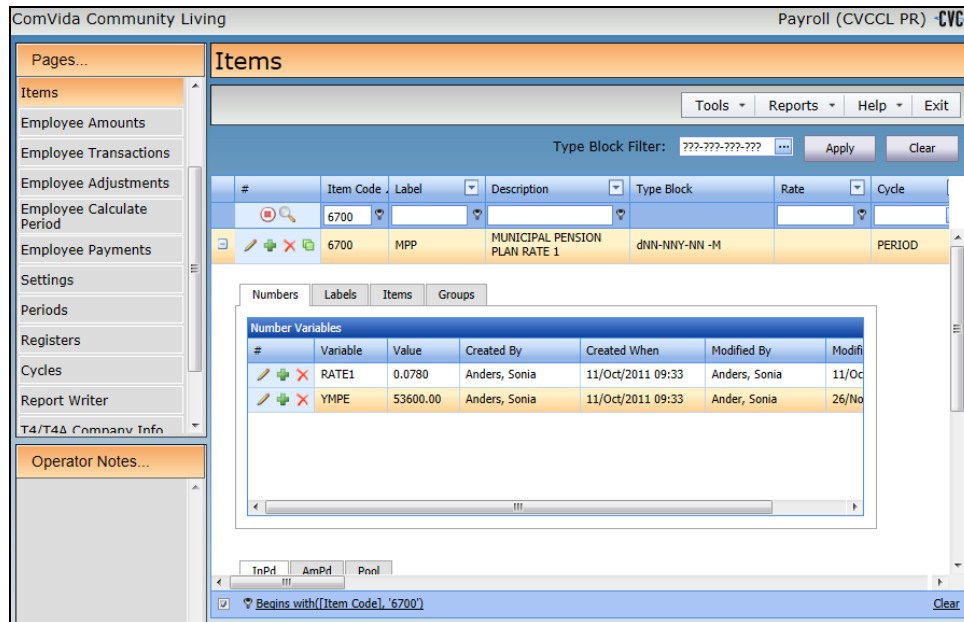
iv) If you have more than one WCB (WSIB) employer item, you will need to update each of them to reflect the changes



*Note:* The maximum assessable earnings (MXERN) for 2015:

Province	Basic Exemption
BC	78,600
ON	85,200
AB	unavailable
SK	unavailable
MB	121,000
NS	56,800



- b) MPP (superannuation) items (usually items #6700 & 6701)
  - i) In the Items page, select the first MPP item (e.g. 6700) and click the small plus symbol  to expand the item.
  - ii) Select the Numbers tab and click the pencil  to edit the yearly maximum pensionable earnings in **YMPE** to \$53,600 for the year 2015.
  - iii) Click the green checkmark  to save the change



- iv) In the Items page, select the second MPP item (e.g. 6701) and Select the Numbers tab and click the pencil  to edit the yearly maximum pensionable earnings in **YMPE** to \$53,600 for the year 2015.
- v) Click the green checkmark  to save the change

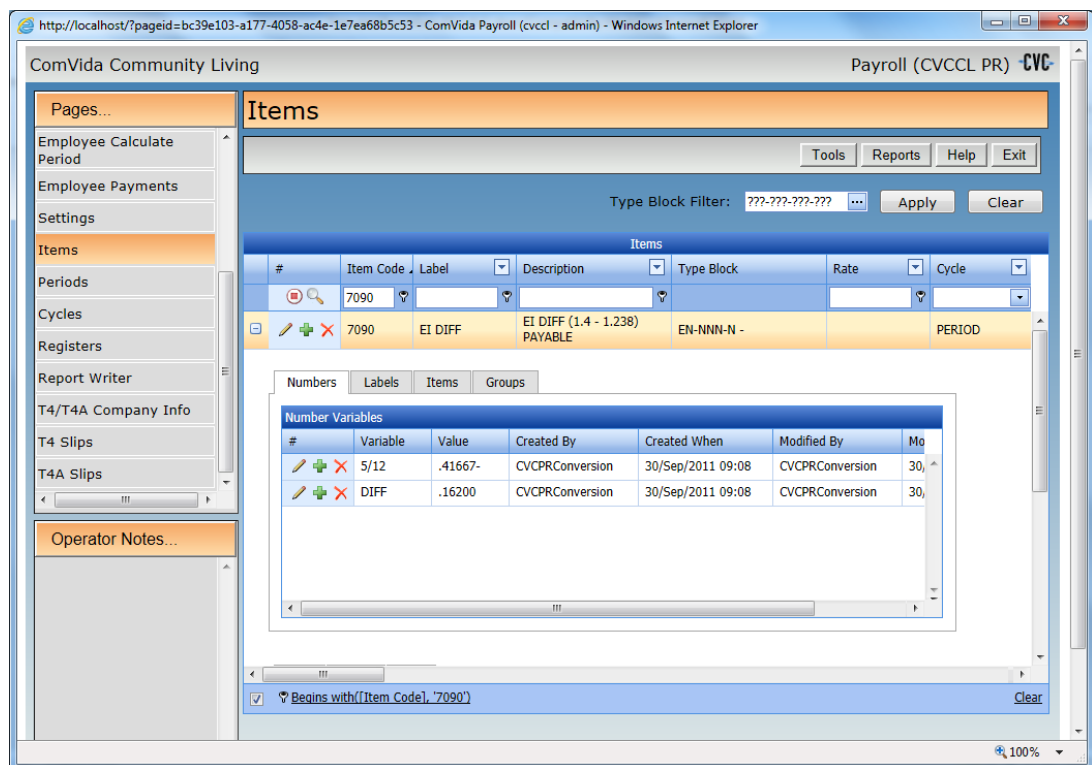
- c) Update the Vacation Accrual Prior and Vacation Accrual Current Items (usually items # 8550 & 8560). On the Numbers tab, the number assigned to **BREAK** must be the pay period number at which the Vacation Accrual Current will roll over into the Vacation Accrual Prior to start accumulating for the new vacation year.

E.g. If vacation accrues on a July 1, 2014 through June 30, 2015 cycle and July 1, 2015 falls in pay period 14, then BREAK must be defined as BREAK = 14.00000. This way all vacation hours accrued up to period 13 will roll over into the Vacation Accrual Prior item and the Vacation Accrual Current item will start accruing from period 14.

If the value currently assigned to the variable BREAK is incorrect for the 2015 payroll, update the pay period number assigned to BREAK in both vacation accrual items (i.e. both prior and current accrual items).

- d) If you have two Employer EI rates, you must update your EI qualified item (usually item #7050 or 7060) and put in the **new qualified rate** in the Numbers tab. You must also update your EI DIFF item (usually item #7090) in the Numbers tab.

*Note: DIFF = the difference between the new reduced rate and 1.4  
Either DIFF or 5/12 has to be entered as a negative number.*



e) Update the items for BC Medical Services Plan:

The Monthly premiums effective January 1, 2015 are as follows:

Single	\$72.00
Family of Two	\$130.50
Family of Three or More	\$144.00.

f) Update any other items that require changes effective January 1, 2015.

