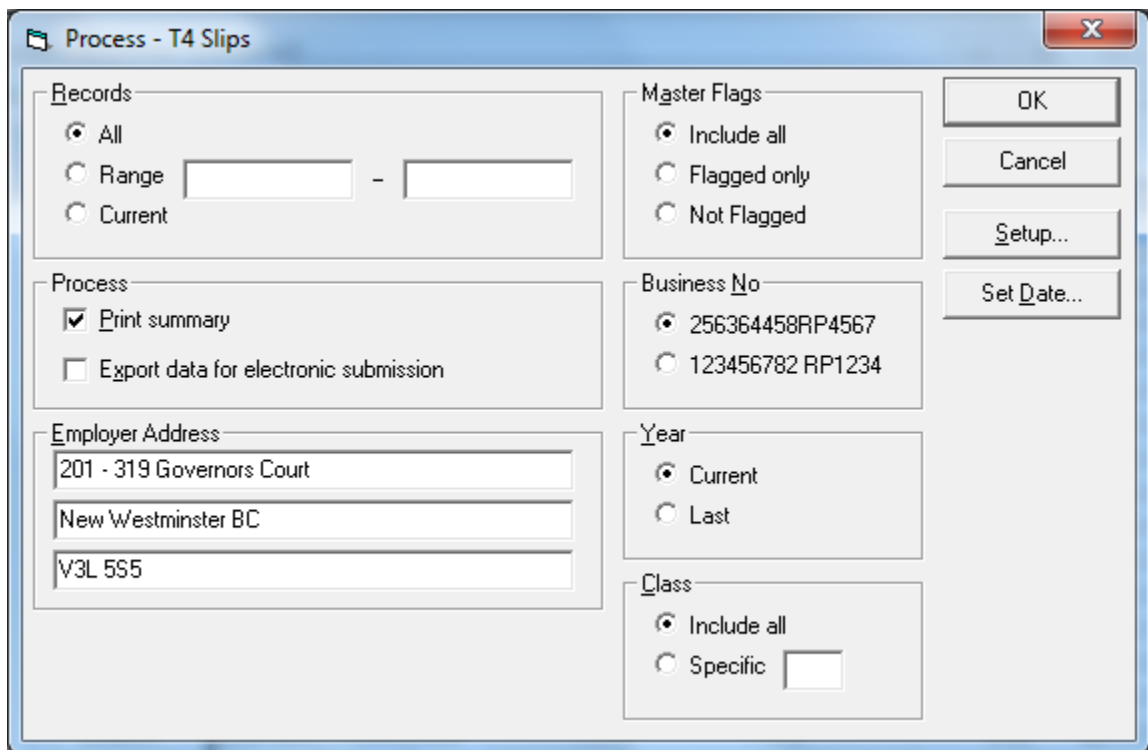


Year-end Procedure for 2012

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.

From the Process menu, choose T4 Slips...



- In Process, click **Print summary** to print T4s in a summarized format
 - In Year, click **Current** to print the current year's T4s
 - Click the check boxes and command buttons as required
2. From the Process menu, choose T4A Slips... to print the T4A data for the current year on plain paper. Follow the instructions as in step 1. This is an optional step and is for checking purposes only.

Review the T4s and T4As and make any adjustments. It is easier to fix them in the current year than when the deadline comes.

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

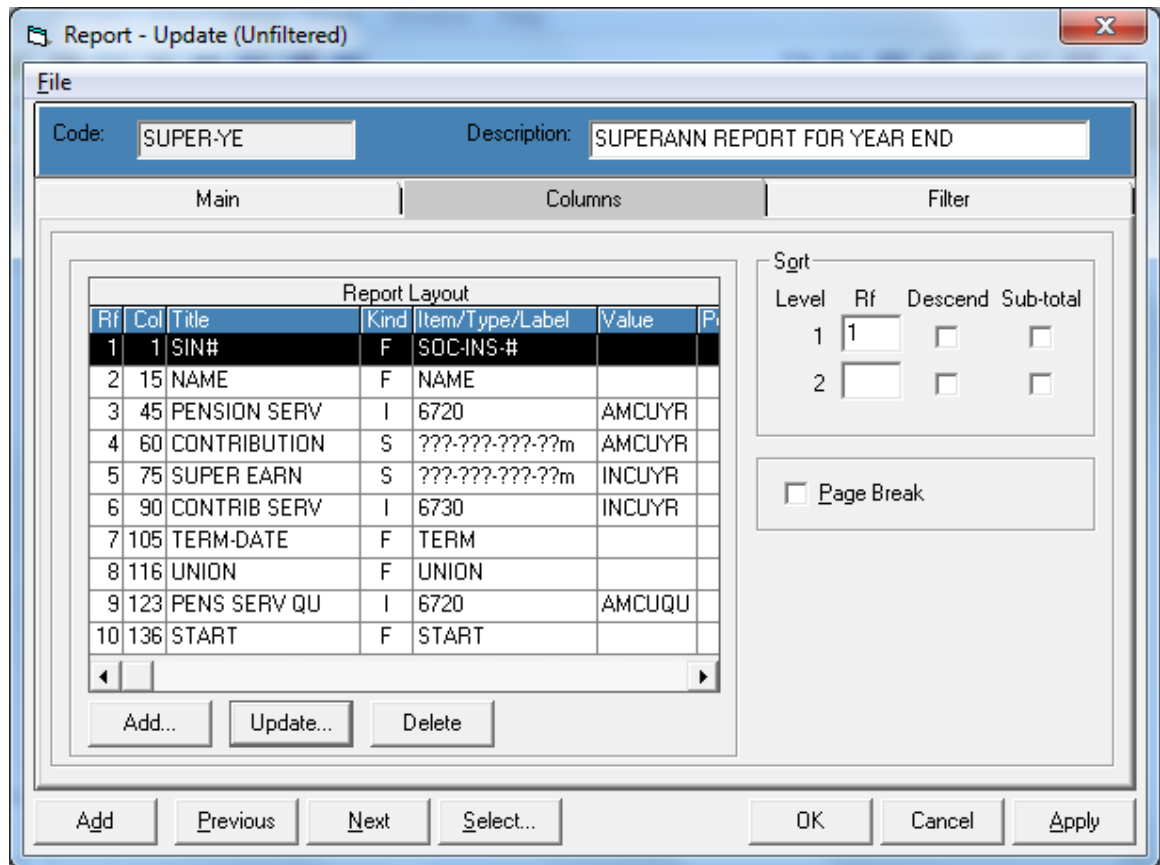
3. Update and print the MPP (Superannuation) Year-end report (SUPER-YE)

a) In the Reports module, Select... the SUPER-YE report and click OK

b) Check the report's Column settings

Click the **Columns** tab to make it the active window.

- If your Payroll is still in 2012 and you are checking the 2012 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).



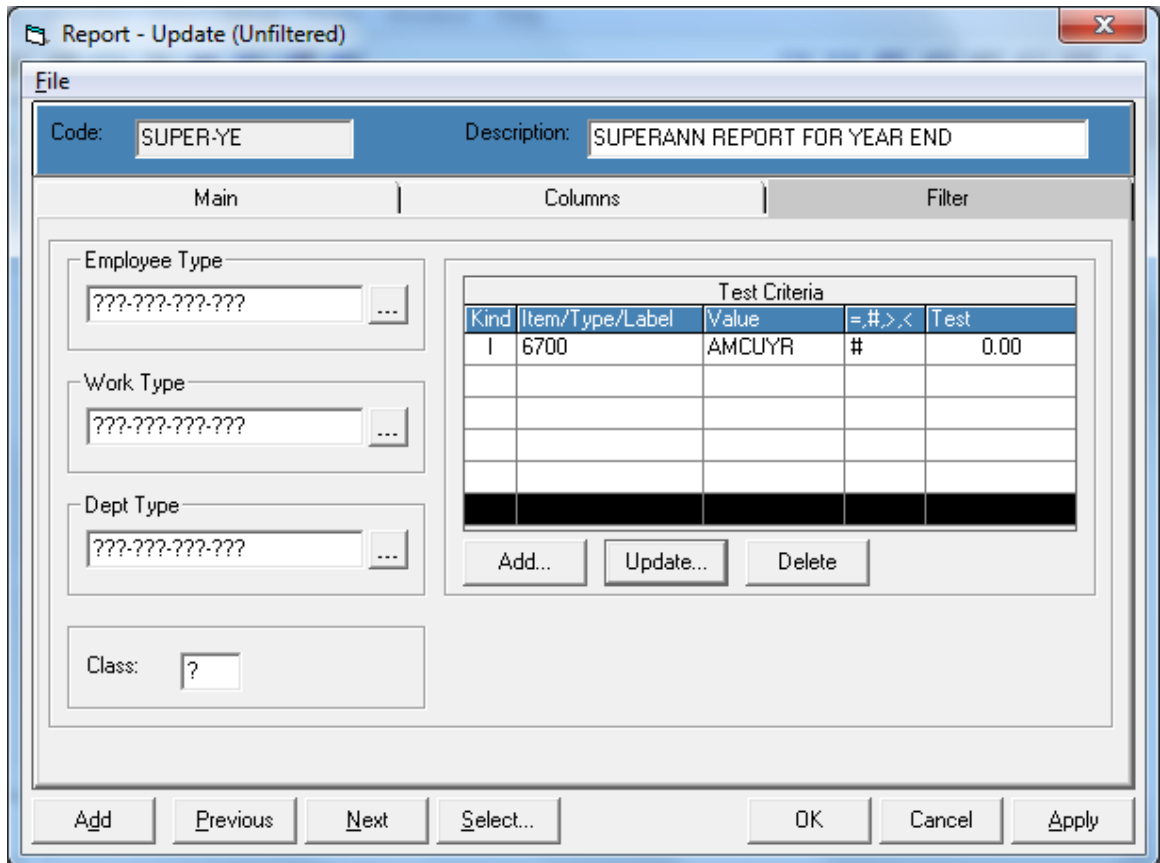
- If your Payroll is in 2013 and you're checking the 2012 MPP then the **Value** has to show AMLAYR or INLAYR (LAYR indicates last year). You will need to change all lines to say either AMLAYR or INLAYR.

Hint: To change the **Value** column, click the Update... button, or double-click on the line to be changed. Click the drop-down list box in Item Value: to select AMCUYR (or AMLAYR) and click OK.

c) Check the report's Filter settings

Click the **Filter** tab to make it the active window.

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. Click the Update... button in Test Criteria to update the **Value** if necessary.



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

From the **Process** menu, click **Print Reports...** and select **Current** in **Records** to print the current SUPER-YE report. You can also select **Preview Report** from the **Process** menu to view it on screen before printing a hard copy. Review the report carefully, and make any necessary adjustments in Payroll.

Note: This is an optional step, but it is strongly recommended.

4. Set Company Information

Sign on to Payroll with Exclusive Access. If you are already in Payroll or Reports, you have to exit both Payroll and Reports then re-open Payroll and click Exclusive Access. From the Setup menu, select Company Info... and click on the **Periods** tab. Make sure the last pay period has a “**Y**” in the column titled **End**.

5. Backup your data

After the last payroll of the year is finished (including the printing of reports), exit payroll and make an additional permanent backup by following your normal backup procedures. Label this backup “2012 Payroll Year-end Backup” and also include the Payroll version number on the label. You can find the payroll version from the Help menu, by selecting About Payroll... The backup data are to be retained permanently and should be stored in a safe place.

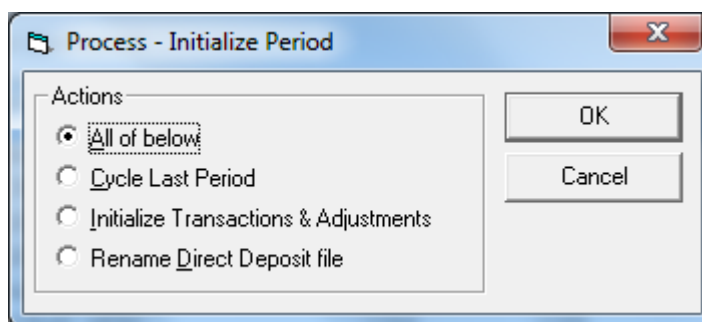
Hint: For those sites who have not run the HSCIS reports for the last quarter of the year, it’s highly recommended to make a copy of the current data folder, and name it “HSCIS26” or “2012-26”, etc. This will save you the time to change the value of the 10 reports from “CUYR” to “LAYR”.

1.2 **At year-end**

1. Initialize Period

Initialize Period will cycle the cumulative figures for 2012 from the "current year" fields (CuYr) to the "last year" fields (LaYr) in the Employee Details **Amounts** tab.

Sign on to Payroll with Exclusive Access only. From the Process menu, click Initialize Period... to open that dialog box. Ensure that **All of below** is selected, and click OK.



2. Set Company Information

From the **Setup** menu, select **Company Info...** and click on the **Periods** tab.

| PD End | Date | PD End | Date | PD End | Date | PD End | Date |
|--------|------------|--------|------------|--------|------------|--------|------------|
| 1 P | 06/01/2013 | 8 P | 14/04/2013 | 15 M | 21/07/2013 | 22 M | 27/10/2013 |
| 2 M | 20/01/2013 | 9 M | 28/04/2013 | 16 P | 04/08/2013 | 23 P | 10/11/2013 |
| 3 P | 03/02/2013 | 10 P | 12/05/2013 | 17 M | 18/08/2013 | 24 M | 24/11/2013 |
| 4 M | 17/02/2013 | 11 M | 26/05/2013 | 18 P | 01/09/2013 | 25 P | 08/12/2013 |
| 5 P | 03/03/2013 | 12 P | 09/06/2013 | 19 P | 15/09/2013 | 26 Y | 22/12/2013 |
| 6 P | 17/03/2013 | 13 Q | 23/06/2013 | 20 Q | 29/09/2013 | 27 | / / |
| 7 Q | 31/03/2013 | 14 P | 07/07/2013 | 21 P | 13/10/2013 | 28 | / / |

- Check that the field **Current year:** is 2013
- Update the field **Periods per year:** only if the number of pay periods for 2013 differs from 2012 (e.g. 27 instead of 26 pay periods or vice versa)
- Check that the field **Last year-end:** is the ending date of the last pay period in 2012
- You do not have to update the fields **Current period:**, **Fiscal period:**, **Fiscal year-end month:**, and **Adjust fiscal begin:**
- Update all the pay period end dates for 2013 in the Date fields. Enter the appropriate character for report accumulators of a period (**P**), monthly (**M**), quarterly (**Q**) and year (**Y**) in the End field. Check that there is a Y in the End field on the last pay period date. Click OK when all fields are completed.

Hint: Remember to use Shift-End to highlight the existing text in each field, then you can just start entering the new information, and tab to the next field (or double-click on each field to highlight existing data).

Note: All payments with a pay date in 2013 are to be reported on T4 slips for 2013 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2012 with a pay date in January 2013 must be set up as pay period 1 of 2013. The last pay period of 2012 must be paid in 2012 in order to correctly report on the T4 slips.

3. Update the Cycle master for the monthly cycles

From the Setup menu, select Codes | Cycle (or Ctrl+Y) to open the Cycle List. Double click on (or highlight and click Uppdate... for) the cycle(s) that require modifying.

If there are any monthly cycles (e.g. codes = MONTH, MONTHS, MONTHB, EMONTH, etc.) which are defined as all pay periods which occur at the beginning of the month, or perhaps at the end of the month, update those codes and enter a “1” next to the correct pay Period in the Occur field.

| Pd | Occur | Pd | Occur | Pd | Occur | Pd | Occur | Pd | Occur | Pd | Occur | Pd | Occur | Pd | Occur |
|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
| 1 | | 8 | | 15 | 1 | 22 | 1 | 29 | | 36 | | 43 | | 50 | |
| 2 | 1 | 9 | 1 | 16 | | 23 | | 30 | | 37 | | 44 | | 51 | |
| 3 | | 10 | | 17 | 1 | 24 | 1 | 31 | | 38 | | 45 | | 52 | |
| 4 | 1 | 11 | 1 | 18 | | 25 | | 32 | | 39 | | 46 | | 53 | |
| 5 | | 12 | | 19 | | 26 | 1 | 33 | | 40 | | 47 | | | |
| 6 | | 13 | 1 | 20 | 1 | 27 | | 34 | | 41 | | 48 | | | |
| 7 | 1 | 14 | | 21 | | 28 | | 35 | | 42 | | 49 | | | |

*Note: If you made a change to the **Periods per year** field in the Company Information (e.g. from 26 to 27 pay periods or vice versa), then you may need to update the **# per Year:** field in each code in the Cycle List. Also the “PERIOD” cycle itself must be changed appropriately, i.e. insert or delete the “1” in the **Occur** box for Period 27.*

4. Update Employee Master with personal tax exemptions

- a) You may have to update the employees' personal exemption amount. In the Employee Master, click the **Numbers** tab and update the **CLAIM** field if the employee has changed his/her federal claim amount for the year 2013.
- If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$11,038 for 2013), leave the **CLAIM** field as **0.00000** (or **0**).
 - If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2013 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2013 Personal Tax Credits Return).
- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2013 British Columbia Personal Tax Credits Return), then you will have to update the **PRVCLAIM** field. In Employee Master, click the **Numbers** tab and update the **PRVCLAIM** field if the total claim amount for year 2013 has been changed.
- If the employee is claiming the basic personal amount (i.e. code 1 for year 2013 in BC is \$10,276, ON is \$9,574, AB is \$17,593, and NS is \$8,481), leave the **PRVCLAIM** field as **0.00000** (or **0**).
 - If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2013 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2013 British Columbia Personal Tax Credits Return, TD1ON 2013 Ontario Personal Tax Credits Return, TD1AB 2013 Alberta Personal Tax Credits Return, or TD1NS 2013 Nova Scotia Personal Tax Credits Return).

Note: If you have not received your 2013 personal exemption figures from your employees, the **CLAIM** and **PRVCLAIM** fields can be updated when the figures are received. The 2013 figures should be entered as soon as possible; otherwise the system will calculate employee Tax deductions based on the personal exemption figures entered in the Employee Master.

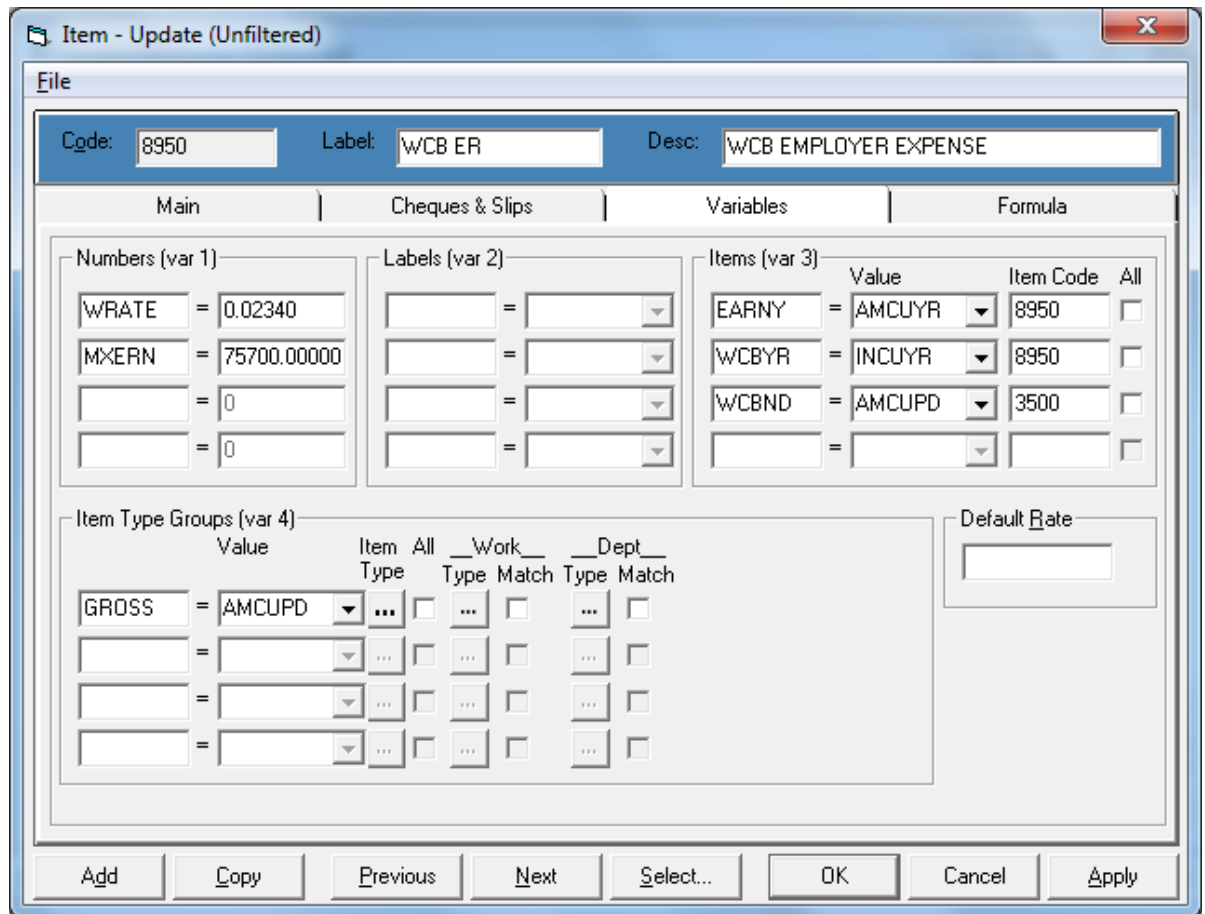
5. Update Item Masters for any values that may have changed

From the Setup menu, select Codes | Item (or Ctrl+I) to open the Item List. Double click on (or highlight and click Uppdate...) the item(s) that require modifying. This would include WCB Employer Contribution, MPP (superannuation), EI (Q & U), and Vacation Accrual Prior and Current items.

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

i) In the Item List, Select... the WCB (WSIB) Employer item.

ii) Click the Variables tab and update in Numbers (var 1) the maximum assessable earnings in **MXERN**, and the rate in **WRATE**.



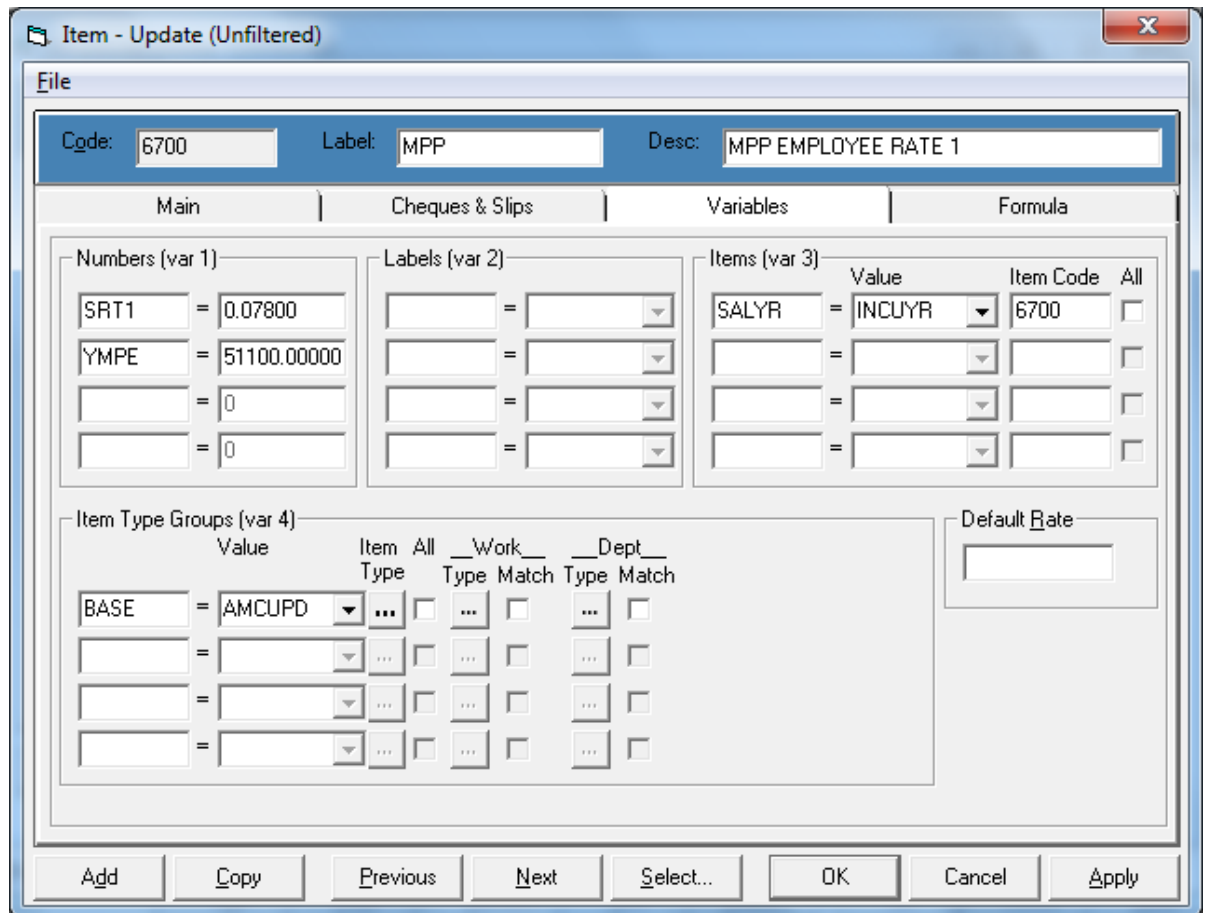
Note: The maximum assessable earnings (**MXERN**) for 2013 in BC is \$75,700, ON is \$83,200, AB is \$90,200, and NS is \$54,400.

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

b) MPP (superannuation) items (usually items #6700 & 6701)

- i) In the Item List, Select... the first MPP item (e.g. 6700).
- ii) Click the Variables tab and update in Numbers (var 1) the yearly maximum pensionable earnings in **YMPE** to \$51,100 for the year 2013.

Note: The following screen print is for sample purposes. Since the Variables for Items (var3) or Item Type Groups (var4) for each site are based on that site's item list, don't change yours to match this example. Only make the change to the YMPE.



- iii) In the Item List, Select... the second MPP item (e.g. 6701).
- iv) Click the Variables tab and update in Numbers (var 1) the yearly maximum pensionable earnings in **YMPE** to \$51,100 for the year 2013.

- c) Update the Vacation Accrual Prior and Vacation Accrual Current Items (usually items # 8550 & 8560). Click on the Variables tab. The number assigned to **BREAK** in Numbers (var 1) on this screen 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, 2012 through June 30, 2013 cycle and July 1, 2013 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 2013 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 EI rates, you must update your EI qualified item (usually item #7050) and put in the **new qualified rate** in Numbers (var 1). You must also update your EI DIFF item (usually item #7090) in Numbers (var 1).

*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) Effective January 2013, Accidental Death & Dismemberment (AD&D) and Critical Illness (CI) premiums paid by the employer are to be treated as taxable benefits. Update the Item Type Block on the Main tab, and ensure that the Box # for AM amount and the Note # for AM amount are correctly set up on the Cheques & Slips tab.

| | | | | | |
|----------|-------------------------------------|-----|-------------------------------------|-----------|--------------------------|
| GROUP | <input checked="" type="checkbox"/> | EI | <input type="checkbox"/> | SENIORITY | <input type="checkbox"/> |
| BENEFITS | <input checked="" type="checkbox"/> | CPP | <input checked="" type="checkbox"/> | MPP | <input type="checkbox"/> |
| UNION | <input checked="" type="checkbox"/> | TAX | <input checked="" type="checkbox"/> | FTE | <input type="checkbox"/> |

Note: Taxable benefits such as Medical insurance, Group Life and AD&D are to be included in Box 40, Box 14, and Box 26 even if the employee was on unpaid leave and no taxes or CPP were calculated. Ensure that these items have an amount in AmPd that will be reported on the T4 slips.

- f) Update any other items that require changes. For example, BC Medical Services Plan premiums are increasing effective January 1, 2013.

6. Backup your payroll data and install the payroll tax update

Perform a backup before installing the tax update according to instructions received from ComVida.

7. Clear prior year Cheques & Pay Slips Registers (optional)

The files containing Cheques and/or Pay Slips Register data get larger every pay period. They are not automatically deleted at Year-end. It is recommended that these files be deleted so the new Cheque and/or Slip Register History will start at pay period 01/2013.

a) Print the contents of the existing Cheque Register History file.

- i) From the Process menu, select Cheques | Register to open the Cheque Register screen.
- ii) From the File menu, click Print... to open the Cheque Register - Print screen.
- iii) Enter the appropriate range in the Period/Year: fields, and set other check boxes and command buttons as required.

Note: If Direct Deposit is used, print the contents of the existing Pay-Slips Register History file too. From the Process menu, select Pay Slips | Register to open the list box of Pay Slip Registers. Then from the File menu, click Print... to open the Pay Slip Register - Print dialogue box. Enter the appropriate range in the Period/Year: fields, and set other check boxes and command buttons as required.

If you have saved the Cheque and/or Slip Registers printed every pay period, step 6 a) can be skipped.

- b) Using Windows Explorer, navigate to the drive and folder (directory) where your payroll data is currently stored and display the files in the right pane of the Explorer window. Locate the files **PRCHQ.DAT**, **PRCHQ.IDX**, **PRSLP.DAT**, **PRSLP.IDX**, and delete them.

You can delete the files from the DOS prompt as well. From the DOS prompt, type

| | |
|--------------|---------------------------------------|
| F : | (if your Payroll is F: drive) |
| CD \HR \DATA | (if your Payroll is in \HR\DATA) |
| DEL PRCHQ.* | (delete both PRCHQ.DAT and PRCHQ.IDX) |
| DEL PRSLP.* | (delete both PRSLP.DAT and PRSLP.IDX) |

8. Clear prior year audit files (optional)

If you have been using the Audit files in Payroll, you may find that the files are getting quite large. Because data is written to the Audit files throughout the year, the files can grow significantly if you have the full auditing turned on. If you wish to start the year off with new Audit files, you may delete the existing audit files and they will be recreated when you go into Payroll.

Using Windows Explorer, navigate to the drive and folder (directory) where your payroll system is currently stored and display the files in the right pane of the Explorer window. Locate the files listed below and delete them.

You can delete the files from the DOS prompt as well. From the DOS prompt, type

| | |
|--------------|-----------------------------------|
| F : | (if your Payroll is F: drive) |
| CD\HR\DATA | (if your Payroll is in \HR\DATA) |
| DEL PRAADJ.* | (delete both .DAT and .IDX files) |
| DEL PRAARC.* | |
| DEL PRACOM.* | |
| DEL PRACYM.* | |
| DEL PRADPM.* | |
| DEL PRADTL.* | |
| DEL PRAEMM.* | |
| DEL PRAHST.* | |
| DEL PRAITM.* | |
| DEL PRATRN.* | |
| DEL PRAWRM.* | |

9. Clear prior year HTML folder (optional)

If you have been emailing pay slips to the employees, you may find the HTML folder gets quite large. You may want to rename the HTML folder that contains the 2012 pay slips to HTML2012, and start 2013 with a new HTML folder. The HTML folder will be created when you run the next email pay slips.

Using Windows Explorer, navigate to the drive and folder (directory) where your payroll program folder is currently stored. Locate the HTML , right click on it and rename to HTML2012 .

10. Backup

Perform a final permanent full backup before starting data entry for Pay Period #1 of 2013. Label this backup “2013 Payroll Start of New Year Backup” and also include the Payroll version number on the label. You can find the payroll version from the Help menu, by selecting About Payroll...

1.3 After year-end is completed, but before T4s

1. Employee's information
 - a) Make sure the employees in Employee Master are entered with the last name, followed by first name and initials, e.g. DOE, John H
 - b) Make sure you have a SIN entered for every employee.
 - c) If you are filing T4s by paper submission, then the employee's postal code can be entered on the 2nd or 3rd line of the Address. If you are filing T4s and T4As by electronic submission, or you have to report the employee addresses to BC Pension Corp, then the employee's postal code must be entered on the 3rd line.

For T4 and T4A electronic submission, the correct format for the 2nd address line is City, PR (city comma space province – using the 2 character province code with no periods). The 3rd line must contain the postal code.

The screenshot shows the 'Employee - Update (Unfiltered)' window. The 'Code' field contains 'BLUE,C' and the 'Name' field contains 'BLUE, CONNIE'. The 'Address' tab is active, displaying three address lines: '258 E. Broadway', 'Vancouver, BC', and 'V5M 2G1'. An arrow points from the text above to the 'V5M 2G1' field. Other fields include 'Phone #', 'Email Addr' (cblue@telus.net), and a 'Miscellaneous' section with fields for 'EMP NUM', 'DESIGGRP', 'UNIONCDE', 'INCREMNT', 'CLASSCDE', 'TERMCODE', and 'CELL PH#'. At the bottom are buttons for 'Add', 'Previous', 'Next', 'Select...', 'OK', 'Cancel', and 'Apply'.

1.4 Flag Details and Remove Flagged Records (optional)

If you have been using *ComVida*[®] Payroll for more than two years, you may find that the Employee Details tab contains a lot of Amount records that are no longer used. If these Amounts records are all zero, you can use the Flag Details process (Process | Flag Details...) to flag them. Once flagged, you can remove them by selecting Remove Flagged Records... from the Process menu.

Please be aware that this process will remove **all** zero details, including details that may be added to the employee for future calculations, but have not yet been used. Therefore, we recommend that you remove those flags before running Remove Flagged Records.

1. Back up the Payroll data.
2. Select Process | Flag Details...
3. If templates are set-up for creating new employees, after running the Flag Details process you will need to remove the flags in the templates. Also remove the flags on details that should not be removed from the employees' amounts (e.g. 6701).
4. Select Process | Remove Flagged Records. Also check Remove expired History and Archive records.

This process will remove flagged records from all data files, with the exception of employees who still have amounts, history, cheques or pay slips, and amounts that have nonzero values.

Note: this process may take several hours.