

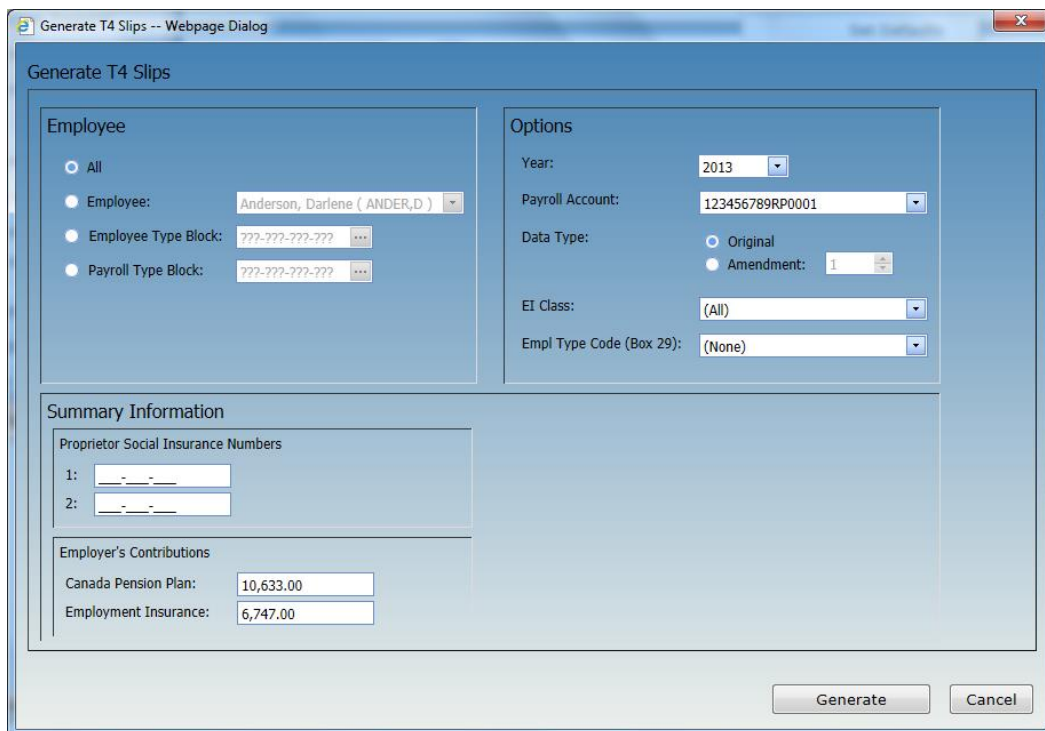
## Year-end Procedure for 2013

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### 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 (2013), the Payroll Account (Business Number), the Data Type (Original), the EI Class, if applicable, and the Employment Code for Box 29, if applicable.
- Enter the total Employer's Contributions for CPP and IE.
- 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.

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

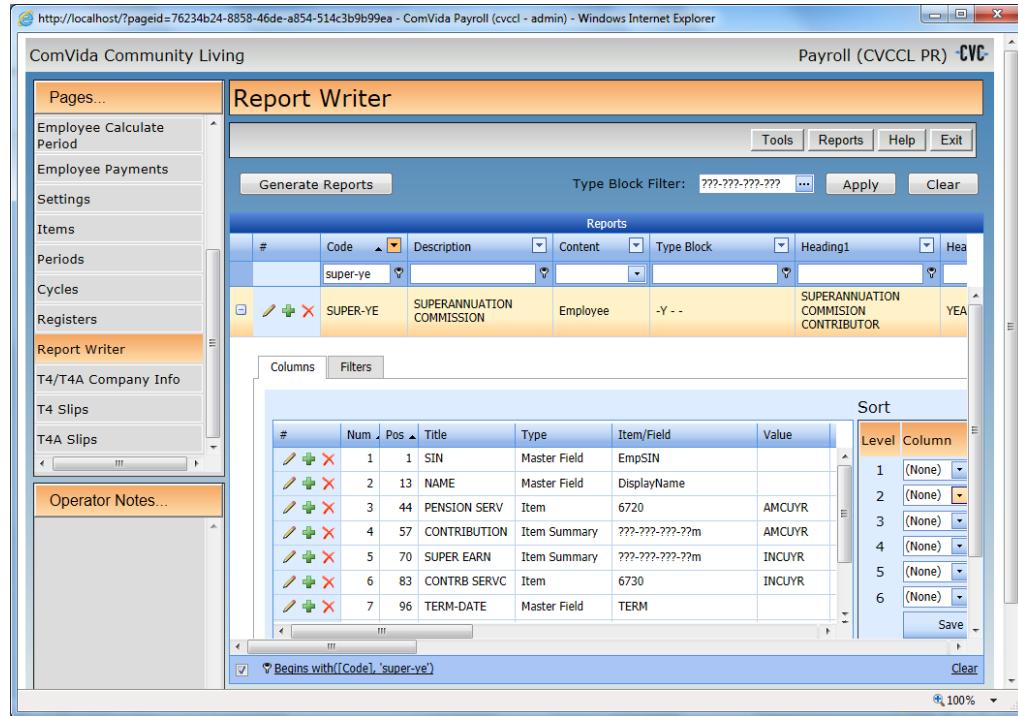
- Select the employees for whom you want to generate T4A slips, the Year (2013), the Payroll Account (Business Number), the Data Type (Original), and the EI Class, if applicable.
- Click Generate
- The T4A Summary Report will be displayed, which you can print for review. T4A information can also be reviewed on the T4A Slips page.
- Repeat this step for each Payroll Account #, and if adjustments are required.

*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 box on the left to expand the report.



- b) Check the report's Column settings

- If your Payroll is still in 2013 and you are checking the 2013 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).
- If your Payroll is in 2014 and you're checking the 2013 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.

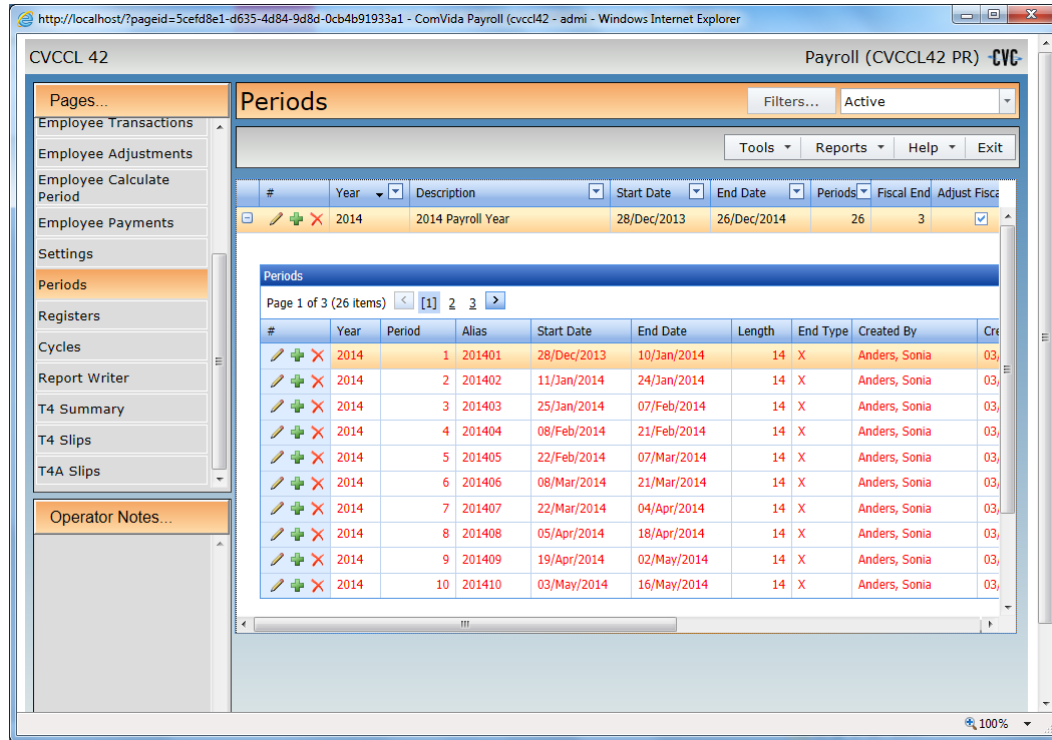
- d) Print and review the report. Make any necessary adjustments in Payroll.

*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 2013 Payroll Year, click to go to the last page, and verify that the final pay period of 2013 has **Year** as the **End Type**.

Add the pay period schedule for 2014.



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

*Note: All payments with a pay date in 2014 are to be reported on T4 slips for 2014 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2013 with a pay date in January 2014 must be set up as pay period 1 of 2014. The last pay period of 2013 must be paid in 2013 in order to correctly report on the T4 slips.*

## 1.2 At year-end

### 1. Click **Tools | Initialize Period**

Initialize Period will cycle the cumulative figures for 2013 from the "current year" fields (CuYr) to the "last year" fields (LaYr) in the Employee **Amounts** page.

	Before	After
Period Alias:	201326	201401
Year:	2013	2014
Period Number:	26	1
Start Date:	14/Dec/2013	28/Dec/2013
End Date:	27/Dec/2013	10/Jan/2014
Payment Date:	31/Dec/2013	17/Jan/2014
Fiscal Period:	20	21

### 2. Update the Cycles

In the **Cycles** page, any cycles that occur monthly, or less frequently than every pay period (e.g. BMONTH, EMONTH) must be checked to ensure that there's a check mark under Occurs for each applicable pay period.

#	Cycle	Description	Num Occurs	Created By	Created When	Modified
1	MONTH	BEGINNING OF THE MONTH	12	CVCPRConversion	30/Sep/2011 09:08	Anders

#	Cycle Code	Period	Occurs	Created By	Created When	Modified By	Modified When
1	MONTH	1	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
2	MONTH	2	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
3	MONTH	3	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
4	MONTH	4	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
5	MONTH	5	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
6	MONTH	6	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
7	MONTH	7	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
8	MONTH	8	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
9	MONTH	9	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
10	MONTH	10	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	CVCPRConversion	30/Sep/2011 10:5
11	MONTH	11	<input type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	Anders, Sonia	31/Dec/2013 23:0
12	MONTH	12	<input checked="" type="checkbox"/>	CVCPRConversion	30/Sep/2011 09:08	Anders, Sonia	31/Dec/2013 23:0

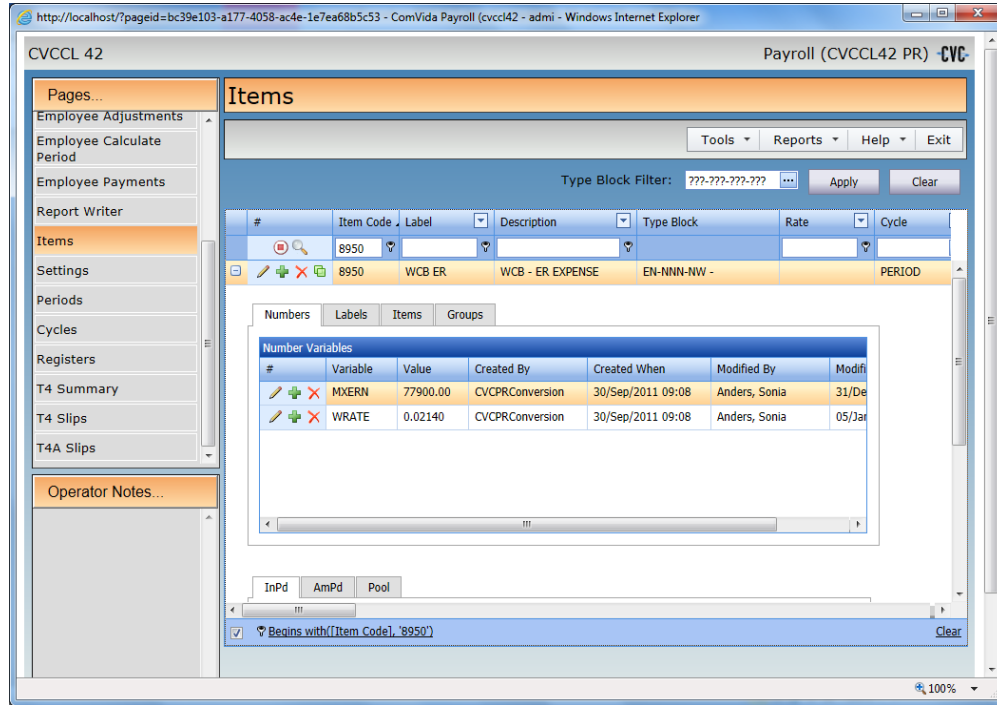
3. Change the **TaxYear** in the Settings page. TaxYearAvailable indicates the latest tax tables that have been loaded and TaxYear is the one currently being used by your system. Update 2013A to **2014A** in TaxYear.
  
4. Update TD1 personal tax exemptions in the **Payroll Numbers** page in HR
  - a) Update the **CLAIM** field if the employee has changed his/her federal claim amount for the year 2014.
    - If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$11,138 for 2014), 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 2014 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2014 Personal Tax Credits Return).
  
  - b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2014 British Columbia Personal Tax Credits Return), update the **PRVCLAIM** field if the total claim amount for year 2014 has been changed.
    - If the employee is claiming the basic personal amount (i.e. code 1 for year 2014 in BC is \$9,869, ON is \$9,670, AB is \$17,787, and NS is \$8,481), leave the **PRVCLAIM** field as **0**.
    - If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2014 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2014 British Columbia Personal Tax Credits Return, TD1ON 2014 Ontario Personal Tax Credits Return, TD1AB 2014 Alberta Personal Tax Credits Return, or TD1NS 2014 Nova Scotia Personal Tax Credits Return).

*Hint:* To prevent tax being calculated with incorrect exemptions and to encourage employees to submit their 2014 TD1 forms as soon as possible, change the **CLAIM** and **PRVCLAIM** fields to zero for any employees who are not already zero (i.e. those employees who are claiming more than the basic personal amount) and let them know you're waiting for their updated forms.

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

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

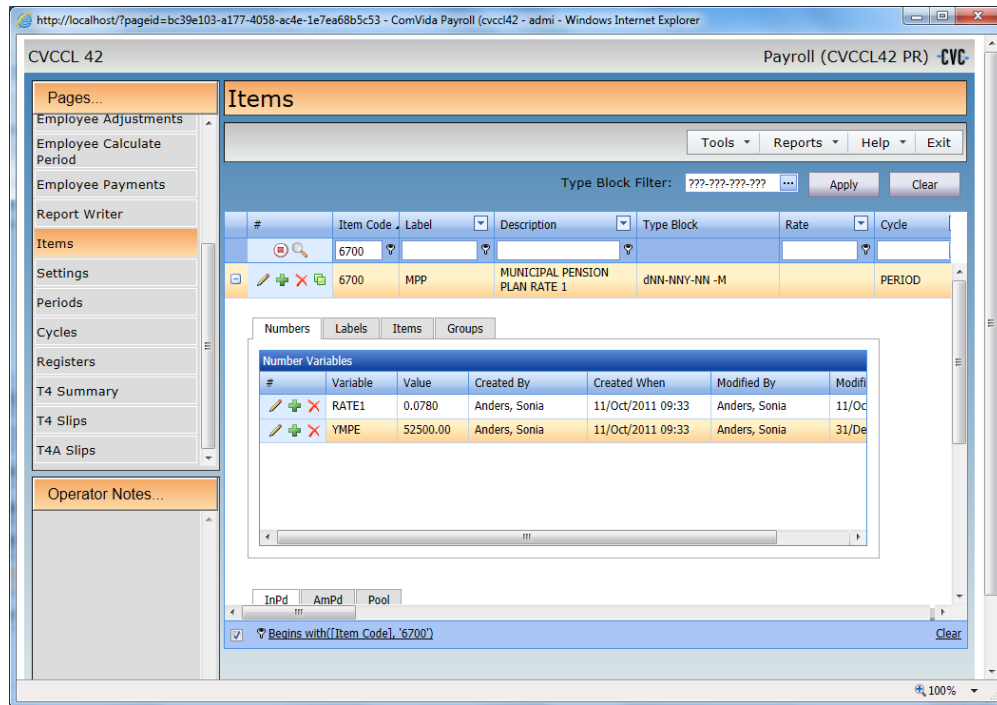
- i) In the Items page, select the WCB (WSIB) Employer item and click the box on the left to expand it.
- ii) Click the Numbers tab and update the maximum assessable earnings in **MXERN**, and the rate in **WRATE**.



*Note:* The maximum assessable earnings (**MXERN**) for 2014 in BC is \$77,900, ON is \$84,100, NS is \$56,000 and AB has not been set at time of printing.

- 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 Items page, select the first MPP item (e.g. 6700) and click the box on the left to expand it.
  - ii) Click the Numbers tab and update the yearly maximum pensionable earnings in **YMPE** to \$52,500 for the year 2014.



- iii) In the Items page, select the second MPP item (e.g. 6701) and click the box on the left to expand it.
- iv) Click the Numbers tab and update the yearly maximum pensionable earnings in **YMPE** to \$52,500 for the year 2014.

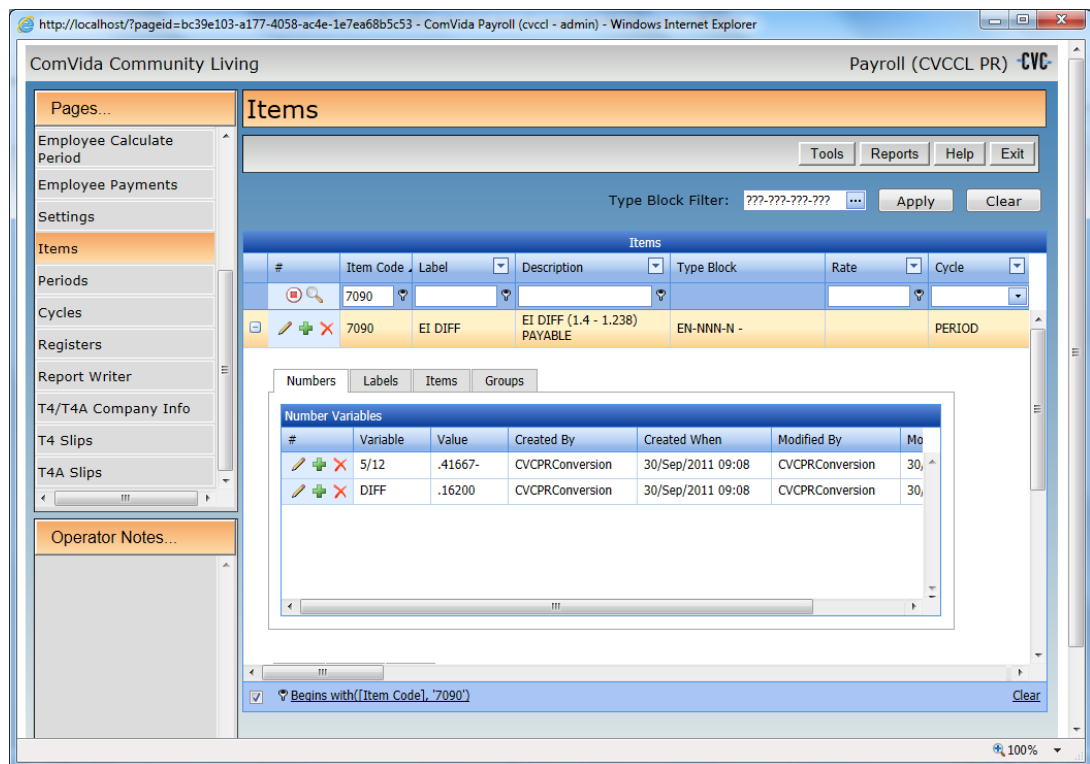
- c) Update the Vacation Accrual Prior and Vacation Accrual Current Items (usually items # 8550 & 8560). On the Numbers tab, the number assigned to **BREAK** must be the pay period number at which the Vacation Accrual Current will roll over into the Vacation Accrual Prior to start accumulating for the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

E.g. If vacation accrues on a July 1, 2013 through June 30, 2014 cycle and July 1, 2014 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.

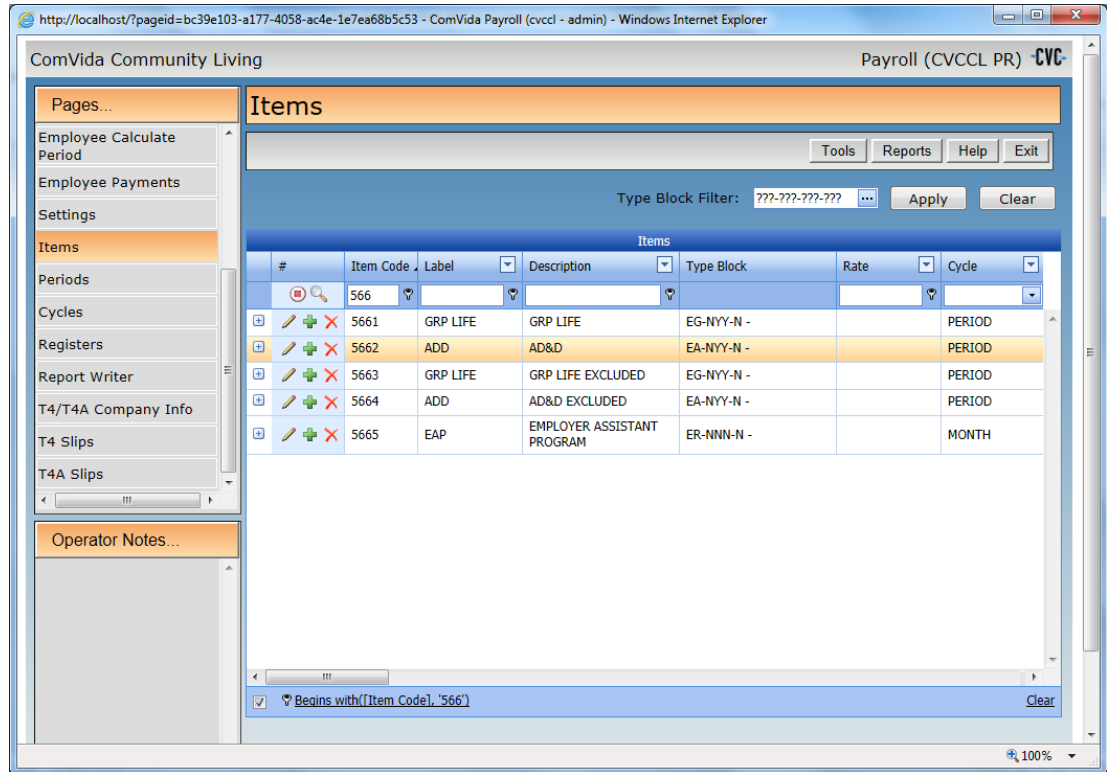
If the value currently assigned to the variable **BREAK** is incorrect for the 2014 payroll, update the pay period number assigned to **BREAK** in both vacation accrual items (i.e. both prior and current accrual items).

- d) If you have two EI rates, you must update your EI qualified item (usually item #7050 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) 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 to set CPP and TAX to “Y”, and ensure that the Box # for AM amount and the Note # for AM amount are correctly set.



*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, 2014.