

**ComVida Corporation**

# **Filing T4 / T4A Slips and Year End Procedures for 2023**

Class document  
Software Version: CVC51

December 2023

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## Filing T4 and T4A Slips for 2023

**ComVida® CVC51** provides two main filing methods – paper or electronic submission. The electronic method will create an XML file which can be sent to the CRA through the internet. The CRA requires mandatory electronic filing in XML format when employers file more than 5 (per slip type) T4, T4A, etc.

The employee always receives two copies of his/her T4/T4A regardless of how the employee files tax slips with the CRA. One copy is retained by the employer for a minimum of six completed years.

If you are submitting T4s and/or T4As for more than one Employer's Account Number (Business Number), then you must repeat steps 1.1 to 1.2 for each Employer's Account Number.

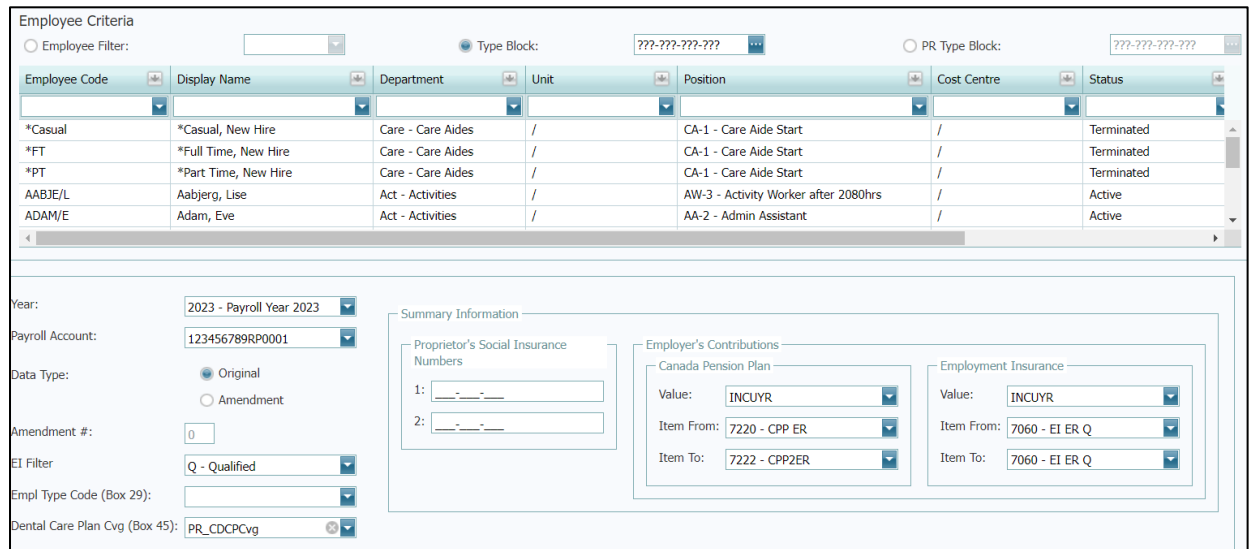
**Note:** All payments with a pay date in 2023 are to be reported on T4 slips for 2023 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2023 with a pay date in January 2024 must be set up as pay period 1 of 2024. The last pay period of 2023 must be paid in 2023 in order to correctly report on the T4 slips.

In the example below, the pay period covers the range of December 17<sup>th</sup>, 2023 through December 30<sup>th</sup>, 2023. Because the payment will occur on January 5<sup>th</sup>, 2024, this should be set up as pay period 1 of 2024:

DEC 2023		DEC 17-30 2023 is really PP1 2024!!!				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	JAN 1	JAN 2	JAN 3	JAN 4	*PAY DAY* JAN 5	JAN 6

## 1.1 Generating T4 and T4A data

### 1. Click Tools | T4/T4A | Generate T4



Employee Criteria

☐ Employee Filter:  ☒ Type Block: ???-???-???-??? ☐ PR Type Block: ???-???-???-???

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
*Casual	*Casual, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*FT	*Full Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*PT	*Part Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
AABJE/L	Aabjerg, Lise	Act - Activities	/	AW-3 - Activity Worker after 2080hrs	/	Active
ADAM/E	Adam, Eve	Act - Activities	/	AA-2 - Admin Assistant	/	Active

Year: 2023 - Payroll Year 2023

Payroll Account: 123456789RP0001

Data Type: ☒ Original ☐ Amendment

Amendment #: 0

EI Filter: Q - Qualified

Empl Type Code (Box 29):

Dental Care Plan Cvg (Box 45): PR\_CDCPCvg

Summary Information

Proprietor's Social Insurance Numbers

1:

2:

Employer's Contributions

Canada Pension Plan

Value: INCUYR

Item From: 7220 - CPP ER

Item To: 7222 - CPP2ER

Employment Insurance

Value: INCUYR

Item From: 7060 - EI ER Q

Item To: 7060 - EI ER Q

- In the Employee Criteria section, select the employees for whom slips are to be generated. This can be a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.

**IMPORTANT:** To generate T4 slips for ALL EMPLOYEES, click on the **Type Block** field and make sure the values are ???-???-???-???



Type Block: ???-???-???-???

- Select the Year (2023), the Payroll Account #, the Data Type (Original), the EI Class (Q or U, if applicable) and the Employment Code for Box 29 (if applicable).
- **\*NEW for 2023\*** Dental Care Plan Coverage (Box 45) – ensure that the HR field which tracks the Dental Care Coverage code is selected. By default, it is “PR\_CDCPCvg” and employee values can be updated on the Payroll Numbers page within Human Resources. See the 2023 Payroll Year-End Addendum for additional information on this new requirement.
- In Summary Information, enter the Proprietor SINs (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 EI ER item corresponding to EI Class. The Total Employer CPP and Total Employer EI values can still be edited in the T4 Summary page.

- Click **Load Slips**.
- The T4 Results will be displayed, which you can print for review. T4 information can also be reviewed on the T4 Slips page.
- Repeat Step 1 for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items.

## 2. Click **Tools | T4/T4A | Generate T4A Slips**

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
*Casual	*Casual, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*FT	*Full Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*PT	*Part Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
AABJE/L	Aabjerg, Lise	Act - Activities	/	AW-3 - Activity Worker after 2080hrs	/	Active
ADAM/E	Adam, Eve	Act - Activities	/	AA-2 - Admin Assistant	/	Active











Below the table, the 'Year' is set to '2023 - Payroll Year 2023'. The 'Payroll Account' is empty. The 'Data Type' is set to 'Original'. The 'Amendment #' is '0'. The 'EI Filter' is empty. The 'Recipient Business Number (Box 013)' is empty. The 'Dental Care Plan Cvg (Box 015)' is set to 'PR\_CDCPCvg'. The 'Summary Information' section contains fields for 'Proprietor's Social Insurance Numbers' (1 and 2) and 'Employer Registered Pension Plan Numbers' (1, 2, and 3).



- In the Employee Criteria section, select the employees for whom slips are to be generated. This can be a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.

**IMPORTANT:** To generate T4 slips for ALL EMPLOYEES, click on the **Type Block** field and make sure the values are **???-???-???-???**

- Select the Year (2023), the Payroll Account #, the Data Type (Original) and the EI Class (Q or U, if applicable).
- **\*NEW for 2023\*** Dental Care Plan Coverage (Box 015) – ensure that the HR field which tracks the Dental Care Coverage code is selected. By default, it is “PR\_CDCPCvg” and employee values can be updated on the Payroll Numbers page within Human Resources. See the 2023 Payroll Year-End Addendum for additional information on this new requirement.
- In Summary Information, enter the Proprietor SINs (if applicable) and the Employer RPP Numbers (if applicable).
- Click **Load Slips**.
- The T4A Results will be displayed, which you can print for review. T4A information can also be reviewed on the T4A Slips page.
- Repeat step 2 for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items


### 3. Review T4 / T4A data on the **Payroll|T4 Slips** page and/or the **Payroll|T4A Slips** page

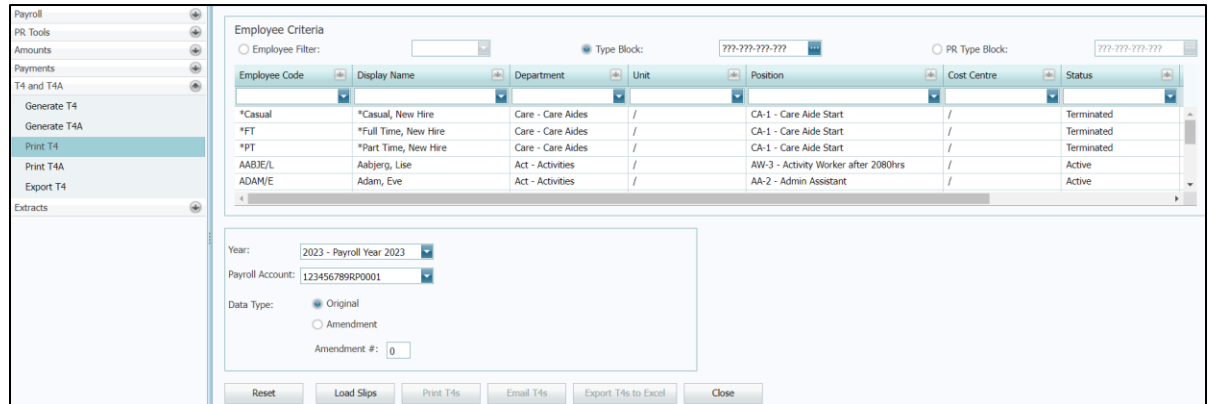
T4 Slips														Pages	Tools
Year: 2023															
	Business Num	Employee Code	Amended	Submitted	Employee Type Code	Box14	Box16	Box17	Box18	Box20	Box22	Box24			
Year: 2023															
	123456789RP0001	ALAJ/S		<input type="checkbox"/>		39,204.04	2,140.39		637.61			4,349.58	39,114.04		
	123456789RP0001	ANDER/S		<input type="checkbox"/>		35,429.04	1,916.14		576.09			4,540.42	35,339.04		
	123456789RP0001	ARAG/C		<input type="checkbox"/>		34,222.50	1,844.09		556.47			3,868.91	34,132.50		
	123456789RP0001	ARBU/W		<input type="checkbox"/>		55,344.42			900.59			9,129.68	55,254.42		
	123456789RP0001	ATEL/L		<input type="checkbox"/>		33,425.48	1,796.50		543.30			3,934.14	33,335.48		
	123456789RP0001	BAILE/W		<input type="checkbox"/>		41,042.62	2,249.73		667.50			4,692.70	40,952.62		
	123456789RP0001	BAKS/A		<input type="checkbox"/>		38,669.72	2,108.64		628.74			4,256.80	38,579.72		
	123456789RP0001	BALI/B		<input type="checkbox"/>		34,452.00	464.40		560.16			3,730.86	34,362.00		
	123456789RP0001	BLAN/N		<input type="checkbox"/>		28,894.40			469.52			2,553.23	28,804.40		
	123456789RP0001	CALD/W		<input type="checkbox"/>		36,037.08	1,951.96		585.92			3,778.69	35,947.08		

- Every T4 / T4A slip generated can be viewed on these pages.
  - Click the **Print Report** icon in the upper-left  to open the **Print T4 Tool**, which will allow you to print a summary of all slips.
- Should you wish to review an individual slip, clicking the  icon on the row of the employee will load the T4 slip for that individual employee.

Section 1.2 will explain how to print or e-mail the T4 and T4A Slips for the whole organization.

## 1.2 Printing and Emailing T4 and T4A Slips

T4 and T4A slips can be printed and emailed as many times as necessary. To print and/or email the T4 slips (or T4A slips), click **Print Report**  on the **T4 Slip** page (or T4A Slip page), or click **Tools | T4/T4A | Print T4** (or Print T4A).



Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
*Casual	*Casual, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*FT	*Full Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*PT	*Part Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
AABJE/L	Aabjerg, Lise	Act - Activities	/	AW-3 - Activity Worker after 2080hrs	/	Active
ADAM/E	Adam, Eve	Act - Activities	/	AA-2 - Admin Assistant	/	Active

- In the Employee section, select the employees for whom slips are to be printed or emailed.

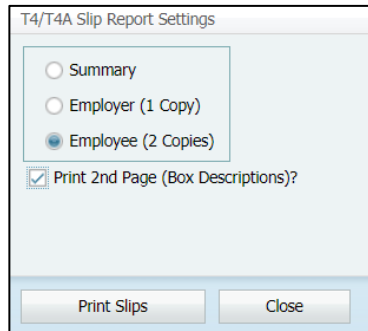
**IMPORTANT:** To ensure you will select ALL EMPLOYEES, click on the Type Block field and make sure the values are ???-???-???-???



- Select the Year (2023), the Payroll Account #, and the Data Type (Original), and click on **Load Slips**
- The results will appear and you may select **Print T4s** or **Email T4s**



- Select **Print T4s**, and the **T4/T4A Slip Report Settings** box will appear:



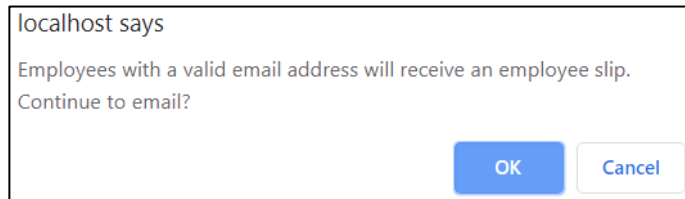
The screenshot shows a dialog box titled "T4/T4A Slip Report Settings". It contains three radio button options: "Summary", "Employer (1 Copy)", and "Employee (2 Copies)". The "Employee (2 Copies)" option is selected. Below these options is a checked checkbox labeled "Print 2nd Page (Box Descriptions)?". At the bottom of the dialog are two buttons: "Print Slips" and "Close".

Select **Summary** to print a summary of the slips for verification purposes.

Select **Employer (1 Copy)** to print the employer's copy (1 slip per employee, 2 slips per page).

Select **Employee (2 Copies)** to print the employee copy (2 slips per employee per page). Put a check mark next to **Print 2<sup>nd</sup> Page (Box Descriptions)** if you wish to print the second page for each employee.

- Select **Email T4s**, and you will be asked to confirm whether you wish to e-mail the T4s slips at this time:



The screenshot shows a confirmation dialog box. At the top, it says "localhost says". Below that, it reads "Employees with a valid email address will receive an employee slip. Continue to email?". At the bottom right are two buttons: "OK" and "Cancel".

Selecting OK will e-mail the slips to the **Pay Slip Email Address** on the HR Bank Accounts page.

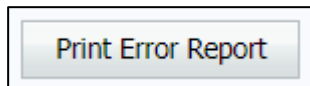
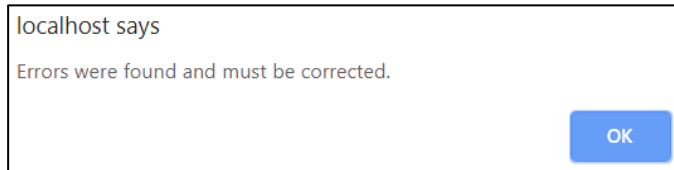
### 1.3 Exporting T4 and T4A slips

1. On the **Payroll | T4 Summary** page, edit each 2023 entry to ensure that all the required information has been entered.
  - Some information, such as Employer and Transmitter names and addresses, is already entered for you. The Employer's Contributions for CPP and EI will appear as entered in the Generate T4 Slips dialog (see step 1 in section 1.1).
  - The Transmitter Num is the transmitter number assigned by CRA. If left blank, it will default in the XML file to the generic transmitter number MM555555.
  - Enter the contact information for the Technical Contact (Tech Name, Tech Area Code, Tech Phone, Tech Email) and Accounting Contact (Acct Name, Acct Area Code, Acct Phone). You must provide both a Technical contact and an Accounting contact. Normally they will be the same person, e.g. the person who prepared the T4s is the technical contact, and the person who normally does Payroll is the accounting contact.  
*Note that the Tech Phone and Acct Phone must be entered in the format of 3 numeric, followed by (-) and 4 numeric, e.g. 333-4444.*
2. When you are ready to export the T4 Submission File, Select **Tools | T4/T4A | Export T4:**

The screenshot shows the 'Export T4/T4A Slips' window. On the left is a navigation pane with options: Payroll, PR Tools, Amounts, Payments, T4 and T4A, Generate T4, Generate T4A, Print T4, Print T4A, Export T4 (highlighted), and Extracts. The main content area has the following fields:  
- Year: 2023 - Payroll Year 2023  
- Payroll Account: 123456789RP0001  
- Data Type: Original (selected), Amendment (unselected)  
- Amendment #: 0  
- Cancel Slips: [unchecked]  
- Validate Export File: [checked]  
Below these fields is a message: 'Please review the Transmitter and Employer addresses in the T4 Summary page before exporting.' At the bottom are four buttons: Reset, Load, Export, and Download Export File.

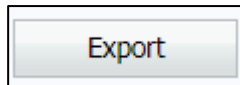
- Note the message reminding you “Please review the Transmitter and Employer addresses in the T4 Summary page before exporting”.
- In the Options section, select the Year (2023), the Payroll Account or All, and the Data Type (Original).

- Click **Load**.
- If any errors are detected, an error report will be generated. You will have to fix the errors before continuing. You will find it useful to print the Error Report:

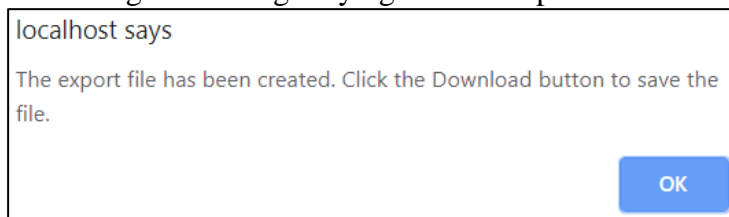


Payroll T4 Export Errors		
Original Payroll Account#: 123456789 RP0001 T4/T4A Year: 2019		
Type	Code	Message
		Transmitter City cannot be blank
		Technical Contact's Name cannot be blank
		Technical Contact's Area Code cannot be blank
		Technical Contact's Phone Number cannot be blank
		Technical Contact's Email cannot be blank
		Accounting Contact's Name cannot be blank
		Accounting Contact's Area Code cannot be blank
		Accounting Contact's Phone Number cannot be blank
		Payroll Account is invalid, it must be in the form '123456789RP0000'
Number of Errors:		9

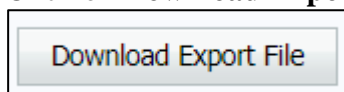
- If there are no errors, click on **Export**.



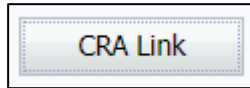
- You will get a message saying that the export file has been created:



- Click on **Download Export File**:



- You will now be prompted to save the XML file by your browser, or the file will be downloaded to the downloads folder specified by your browser. This file may be uploaded to CRA at your convenience.
- Click on **CRA Link** if you have your CRA login information and are ready to upload the file immediately. This link takes you to the CRA Internet file transfer website.



## **1.4 Publishing T4 Slips to Self-Serve**

Note that ComVida will **automatically** publish the T4 Slips to the Self-Serve section, however this will only occur **after** the XML file has been exported from ComVida by performing the steps outlined in Section 1.3 above.

This allows you to Generate the T4s as many times as necessary to make year-end adjustments, without the risk of your employees accidentally downloading a T4 from a draft run.

No modifications to any security settings are necessary.

## **1.5 Other filing methods**

### **1.5.1 Year-end Online Forms**

CRA has a number of forms that can be filled out online and then printed for submission of the paper copy. These forms include T4, T4 Summary, T4A, and T4A Summary. The paper method of filing can be used when there are not more than 5 slips.

### **1.5.2 T4 Web forms**

This filing option can be used to file 1 to 100 original or amended T4 slips. You will need a compatible browser to complete, print, and submit a T4 information return. Detailed instructions are provided on the web page, and computer requirements are detailed on the CRA web site.

## **1.6 *Filing deadline and penalties***

The deadline for filing the CRA T4 and T4A returns is by the last day of February following the taxation year being filed. If you fail to meet the above deadlines, your employer will be liable for a penalty (a minimum penalty of \$100 and a maximum penalty of \$7,500, based on number of slips). You can avoid these penalties by filing by the last day of February, even though you may have to send amendments or corrections at a later date. Note that if the last day of February is a Saturday or Sunday, then the slips are due the next business day.

The deadline for filing 2023 T4's will be Thursday, February 29<sup>th</sup>, 2024.

## Year-end Procedures for 2023

### 1.7 Prior to Year End

1. Generate T4 Summary data. *This is an optional step and is for checking purposes only.*

Click Tools | T4 and T4A | Generate T4

**Employee Criteria**

Employee Filter:  Type Block:  PR Type Block:

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
*Casual	*Casual, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*FT	*Full Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*PT	*Part Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
AABJE/L	Aabjerg, Lise	Act - Activities	/	AW-3 - Activity Worker after 2080hrs	/	Active
ADAM/E	Adam, Eve	Act - Activities	/	AA-2 - Admin Assistant	/	Active

**Summary Information**

Year:  Payroll Account:  Data Type: ☐ Original ☐ Amendment Amendment #:  EI Filter:  Empl Type Code (Box 29):  Dental Care Plan Cvg (Box 45):

**Proprietor's Social Insurance Numbers**

1:  2:

**Employer's Contributions - Canada Pension Plan**

Value:  Item From:  Item To:

**Employment Insurance**

Value:  Item From:  Item To:

- In the Employee Criteria section, select the employees for whom slips are to be generated. This can be a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.

**IMPORTANT:** To generate T4 slips for ALL EMPLOYEES, click on the **Type Block** field and make sure the values are **???-???-???-???**

Type Block:

- 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 Summary page.
- **\*NEW for 2023\*** Dental Care Plan Coverage (Box 45) – ensure that the HR field which tracks the Dental Care Coverage code is selected. By default, it is “PR\_CDCPCvg” and employee values can be updated on the Payroll Numbers page within Human Resources. See the 2023 Payroll Year-End Addendum for additional information on this new requirement.
- Click **Load Slips**

- The T4 Results 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 additional Payroll Account #, and making the appropriate selections in Payroll Account, EI Class and EI ER items
- If payroll adjustments are made after T4 generation has occurred, T4 slips must be re-generated for the slips to reflect the adjustments entered into the system.

2. Generate the T4A Summary. *This is an optional step and is for checking purposes only.*

### Click Tools | T4/T4A | Generate T4A Slips

The screenshot shows the 'Employee Criteria' section with a table of employee data and a 'Summary Information' section below it.

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
*Casual	*Casual, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*FT	*Full Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
*PT	*Part Time, New Hire	Care - Care Aides	/	CA-1 - Care Aide Start	/	Terminated
AABJE/L	Aabjerg, Lise	Act - Activities	/	AW-3 - Activity Worker after 2080hrs	/	Active
ADAM/E	Adam, Eve	Act - Activities	/	AA-2 - Admin Assistant	/	Active

Below the table, the 'Summary Information' section includes fields for:

- Year: 2023 - Payroll Year 2023
- Payroll Account: [Dropdown]
- Data Type: ☒ Original, ☐ Amendment
- Amendment #: 0
- EI Filter: [Dropdown]
- Recipient Business Number (Box 013): [Dropdown]
- Dental Care Plan Cvg (Box 015): PR\_CDCPCvg
- Proprietor's Social Insurance Numbers (1: [Field], 2: [Field])
- Employer Registered Pension Plan Numbers (1: [Field], 2: [Field], 3: [Field])

- In the Employee Criteria section, select the employees for whom slips are to be generated. This can be a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.

**IMPORTANT:** To generate T4 slips for ALL EMPLOYEES, click on the **Type Block** field and make sure the values are **???-???-???-???**

The image shows a close-up of the 'Type Block' field, which contains the value '???-???-???-???' and a dropdown arrow.

- **\*NEW for 2023\*** Dental Care Plan Coverage (Box 015) – ensure that the HR field which tracks the Dental Care Coverage code is selected. By default, it is “PR\_CDCPCvg” and employee values can be updated on the Payroll Numbers page within Human Resources. See the 2023 Payroll Year-End Addendum for additional information on this new requirement.
- Click **Load Slips**
- The T4A Results will be displayed, which you can print for review. T4A information can also be reviewed on the T4A Slips page.
- Repeat step 1 for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items. If payroll adjustments are made after generating T4As, they must be generated again.



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

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

Tip: Data Templates can be used to export required fields such as tax province, address fields and S.I.N. for verification and update.

### 3. Setup the Pay Period Schedules

In the **Setup | Periods** section, select the 2023 Payroll Year, click to go to the last entry, and verify that the final pay period of 2023 has **Year** as the **End Type**.

26	202326	14	Year	10/Dec/2023	23/Dec/2023	28/Dec/2023
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








Add the pay period schedule for 2024. 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** (24, 26 or 27), the **Fiscal End Month** (March) and put a check mark in **Adjust Fiscal Begin**.

- Click on 

The system will automatically determine the Start and End Dates of all pay periods.

**IMPORTANT:** Edit each period to indicate the **End Type** (Period, Month, Quarter or Year). These settings affect the monthly and quarterly amounts.

Periods							
		Year 	Description 	# of Periods	Start Date 	End Date 	Fiscal End Month 
		2024	Payroll Year 2024	26	24/Dec/2023	21/Dec/2024	March
		2023	Payroll Year 2023	26	25/Dec/2022	23/Dec/2023	March
		2022	Payroll Year 2022	26	26/Dec/2021	24/Dec/2022	March
		2021	Payroll Year 2021	26	27/Dec/2020	25/Dec/2021	March
		2020	Payroll Year 2020	27	15/Dec/2019	26/Dec/2020	March
2024 Periods							
#	Period 	Alias 	# of days 	End Type 	Start Date 	End Date 	Pay Date 
	1	202401	14	Period	24/Dec/2023	06/Jan/2024	11/Jan/2024
	2	202402	14	Month	07/Jan/2024	20/Jan/2024	25/Jan/2024
	3	202403	14	Period	21/Jan/2024	03/Feb/2024	08/Feb/2024
	4	202404	14	Month	04/Feb/2024	17/Feb/2024	22/Feb/2024
	5	202405	14	Period	18/Feb/2024	02/Mar/2024	07/Mar/2024
	6	202406	14	Quarter	03/Mar/2024	16/Mar/2024	21/Mar/2024
	7	202407	14	Period	17/Mar/2024	30/Mar/2024	04/Apr/2024
	8	202408	14	Month	31/Mar/2024	13/Apr/2024	18/Apr/2024
	9	202409	14	Period	14/Apr/2024	27/Apr/2024	02/May/2024
	10	202410	14	Period	28/Apr/2024	11/May/2024	16/May/2024
	11	202411	14	Month	12/May/2024	25/May/2024	30/May/2024
	12	202412	14	Period	26/May/2024	08/Jun/2024	13/Jun/2024

**Note:** All payments with a pay date in 2023 are to be reported on T4 slips for 2023 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2023 with a pay date in January 2024 must be set up as pay period 1 of 2024. The last pay period of 2023 must be paid in 2023 in order to correctly report on the T4 slips.

It is **STRONGLY** recommended that you ensure that your pay period calendar is set correctly **BEFORE** you process any pay periods for the next year. Failure to do so will result in the CPP exemption being applied incorrectly. This is especially important for anyone with a bi-weekly payroll frequency.

In the example below, the pay period covers the range of December 15<sup>th</sup>, 2024 through December 28<sup>th</sup>, 2024. Because the payment will occur on January 6<sup>th</sup>, 2025, this should be set up as pay period 1 of 2025:

DEC 2024						
DEC 15-28 2024 is really PP1 2025!!!						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	*PAY DAY* 20	21
22	23	24	25	26	27	28
29	30	31	JAN 1	JAN 2	*PAY DAY* JAN 3	JAN 4

4. If your organization uses the HSCIS or CSSEA extracts, make sure to run these reports for the final 2023 figures and save the report as well as the submission file.




ComVida has found that HSCIS and CSSEA will often ask for last years' data at a future time, and running this will allow you to submit the correct data to the reporting agency without having to modify records which may have changed between year-end and when the data is requested.

## 1.8 At Year End

1. Change the **TaxYear** in the Setup | Settings page.

The **TaxYearAvailable** indicates the latest tax tables that have been loaded into the system. You will not be able to adjust this value.

The **TaxYear** represents the tax tables currently being used by your system. Update 2023A to **2024A** in **TaxYear** **only when you are ready to move to Pay Period 1 in 2024 and will not make any further changes in 2023.**

Settings				
	Group		Setting	Value
		5	TaxYear	2024A
		5	TaxYearAvailable	2024A

***Note:** This step must be performed before the Calculate Period is done prior to Pay Period 1 of 2024*

Updating the TaxYear will update the tax tables for the CPP, EI and TAX items, and all information such as Exemption Amounts are included in the tax release for these 3 calculations.

2. Click **Tools | Initialize Period**

Initialize Period will cycle the cumulative figures for 2023 from the "current year" fields (CuYr) to the "last year" fields (LaYr) in the Employee **Amounts** page.

### 3. Update the **Cycles**

In the **Setup | 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. The Cycle code is used in item configuration to identify which pay periods items will calculate.

*For semi-monthly pay frequencies, cycles tied to the time of the month (such as “Beginning of the Month” & “End of the Month”) will not change.*

*For bi-weekly pay frequencies, these frequencies can change yearly & depend on when your 3-period months occur. Ensure that these Cycles match your payroll calendar as these typically effect items such as benefit expenditures.*

Cycles							
	Code	Description	# of Occurrences	Active	Created By	Created When	Modified By
	BMONTH	BEGINNING OF THE MONTH	12	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Smith, Mary
	EMONTH	END OF THE MONTH	12	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Smith, Mary
	PERIOD	EVERY PAYPERIOD	26	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Administrator, ComVida
	YEAR	YEARLY CYCLE	1	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion
BMONTH Occurrences							
#	Period	Occurs	Active	Created By	Created When	Modified By	Modified When
	1	1	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	2	0	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	3	1	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	4	0	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	5	1	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	6	0	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	CVCPRConversion	09/Nov/2016 14:20
	7	0	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Smith, Mary	21/Mar/2019 11:02
	8	1	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Smith, Mary	21/Mar/2019 11:02
	9	0	<input checked="" type="checkbox"/>	CVCPRConversion	09/Nov/2016 14:20	Smith, Mary	21/Mar/2019 11:02

4. Update TD1 personal tax exemptions in the **Payroll Numbers** page in HR
- a) Update the **CLAIM** field if the employee has changed their federal claim amount for the year 2024.
- If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = **\$15,705** for 2024), 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 2024 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2024 Personal Tax Credits Return).
- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2024 British Columbia Personal Tax Credits Return), update the **PRVCLAIM** field if the total claim amount for year 2024 has 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	\$12,580
ON	\$12,399
AB	\$21,885
SK	\$18,491
MB	\$15,780
NS	\$11,481

- If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2024 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2024 British Columbia Personal Tax Credits Return, TD1ON 2024 Ontario Personal Tax Credits Return, TD1AB 2024 Alberta Personal Tax Credits Return, TD1SK 2024 Saskatchewan Personal Tax Credits Return, TD1MB 2024 Manitoba Personal Tax Credits Return, or TD1NS 2024 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 2024.

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

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

i) In the **Setup | Items** page, select the WCB (WSIB) Employer item and



click the following symbol to modify the item.

ii) Edit the maximum assessable earnings in the MXERN, and the rate in WRATE.

8950 - WCB - ER EXPENSE Settings				
Variables				
	Type	Variable	Number Value	Value
	Item	EARNY		AMCUYR
	Item Group	EXPEN		AMCUPD
	Item Group	GROSS		AMCUPD
	Number	MXERN	116700	
	Item	WCBYR		INCUIYR
	Number	WRATE	.0237	

iii) Click on Save changes to save the changes.

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 2024:

Province	Max Assessable
BC	\$116,700
ON	\$112,500
AB	Not Published
SK	Not Published
MB	\$160,510
NS	\$72,500



- b) If required, update the Vacation Accrual Prior and Vacation Accrual Current Items (usually items # 8550 & 8560). Update 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, 2023 through June 30, 2024 cycle and July 1, 2024 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 2024 payroll, update the pay period number assigned to BREAK in both vacation accrual items (i.e. both prior and current accrual items).

- c) 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**:

7060 - EI EMPLOYER QUALIFIED 1.263 Settings				
Variables				
+	Type	Variable	Number Value	Value
✗	Item	UICEE		AMCUPD
✗	Number	URATE	1.263	

- d) You must also update your EI DIFF item (usually item #7090):

*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.*

7090 - EI DIFF (1.4 - 1.263) PAYABLE Settings				
Variables				
+	Type	Variable	Number Value	Value
✗	Number	5/12	.41667-	
✗	Number	DIFF	.137	
✗	Item	UICEE		AMCUPD

- e) Update any other items that require changes effective January 1, 2024.

## **1.9 *Municipal Pension Plan (Applicable to BC Employers licensed for the MPP Extract)***
















### **1. Reporting of MPP Retroactive Payments:**

Retroactive payments of 2022 MPP are required to be reported separately as per the communication sent out earlier in the year. ComVida has adjusted the MPP Extract to account for this scenario, however you will need to tell the system which item code you used for **2022 Retro MPP**. Retro payments for 2023 MPP are considered as part of the 2023 submission and do not need this separate reporting.

Please see the **2023 Payroll Year-End Addendum for details on this requirement.**

## 2. Update and print the MPP (Superannuation) Year-end report (SUPER-YE) (Applicable to B.C. only)

- a) In the **Setup | Reports**, select the **SUPER-YE** report and click  icon to open the report settings.

Columns							
	Number	Position	Title	Column Type	Item/Field	Item Filter	Column Value
 	1	1	SIN	Master Field	SIN		
 	2	15	NAME	Master Field	LastName		
 	3	45	PENSION SERV	Item	6720		AMLAYR
 	4	60	CONTRIBUTION	Item Summary		???-???-???-??m	AMLAYR
 	5	75	PENSION EARN	Item Summary		???-???-???-??m	INLAYR
 	6	90	CONTRB SERVC	Item	6730		INLAYR
 	7	105	TERM-DATE	Master Field	TermDate		

- b) Check the report's Column settings
- If your Payroll is still in 2023 and you are checking the 2023 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).
  - If your Payroll is in 2024 and you're checking the 2023 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 (the  icon)

- If the Column Values have AMCUYR and INCUYR, then the Filter Value in the Test Criteria section 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 col. umn and Filter settings respectively to save the trouble of changing CU to LA or vice versa.

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

*Note: Running the report at year-end is optional, but it is strongly recommended.*

### 3. Method 3 Calculations

If your organization has been told it needs to be using Method 3 for MPP Pensionable Service calculations for some or all of your plan members, a separate communication from HelpDesk will be forthcoming with instructions on how to complete this task.

If payroll adjustments need to be performed in order to properly calculate the Pensionable Service amount, you are **not required** to complete these adjustments prior to advancing to Pay Period 1. Any adjustments required can be made in the 2024 payroll year & will not affect employee payments in any way.

## Year-End/New Year Checklist

START-UP	ACTION TO BE TAKEN	DONE
	Create year-end reference file	<input type="checkbox"/>
	Determine which forms will be required (T4, T4A, RL-1, NR4)	<input type="checkbox"/>
	Download guides and forms from CRA	<input type="checkbox"/>
	Download guides and forms from RQ	<input type="checkbox"/>
	Hold year-end meeting with stakeholders (IT, HR, Finance)	<input type="checkbox"/>

BALANCE & RECONCILE	ACTION TO BE TAKEN	DONE
	Balance payroll tax account remittances to payroll register	<input type="checkbox"/>
	Reconcile payroll bank account for outstanding entries to payroll	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Manual cheques</li> <li>Void/cancelled cheques</li> </ul>	<input type="checkbox"/>
	Update any manual or cancelled cheques to payroll	<input type="checkbox"/>
	Conduct self-PIER audit of CPP/QPP, EI and QPIP deductions	<input type="checkbox"/>
	Remit outstanding CPP/QPP, EI and QPIP with or before final remittance for tax year	<input type="checkbox"/>
	Run test T4/RL-1 slip and summary report	<input type="checkbox"/>
	Balance T4/RL-1 report to payroll register – validate earnings and deductions are report in correct boxes	<input type="checkbox"/>
	Ensure accurate social insurance numbers are reported	<input type="checkbox"/>
	Update WCB/CSST awards reimbursed to employer	<input type="checkbox"/>

PENSION ADJUSTMENT	ACTION TO BE TAKEN	DONE
	Validate pensionable earnings per company plan document	<input type="checkbox"/>
	Calculate pension adjustment	<input type="checkbox"/>
	RPP registration number reporting in Box 50 for all plan members	<input type="checkbox"/>
	Reporting of taxable refunds if necessary	<input type="checkbox"/>

TAXABLE BENEFITS	ACTION TO BE TAKEN	DONE
	Taxable benefits reported each pay when received or as enjoyed	<input type="checkbox"/>
	Process taxable benefit adjustments eg. Company car benefits	<input type="checkbox"/>
	Validate benefits are reported in all required boxes on tax slips	<input type="checkbox"/>

FILING PROCEDURES	ACTION TO BE TAKEN	DONE
	Choose filing method (paper, on-line, XML)	<input type="checkbox"/>
	Make note of filing deadlines and penalties for non-compliance	<input type="checkbox"/>
	Establish policies & procedures for amending or cancelling slips	<input type="checkbox"/>
	File slips and summaries with CRA	<input type="checkbox"/>
	File slips and summaries with RQ	<input type="checkbox"/>

JURISDICTIONAL REPORTING	ACTION TO BE TAKEN	DONE
	Employer health tax returns	<input type="checkbox"/>
	Workers compensation annual reconciliation/return	<input type="checkbox"/>
	Northwest Territories / Nunavut Payroll Tax return	<input type="checkbox"/>
	RQ annual summary <ul style="list-style-type: none"> <li>Commission des normes du travail (CNT)</li> <li>Workforce Skills Development and Recognition Fund (WSDRF)</li> <li>Complete Formulaire Declaration des activités de formation (Quebec employers who pay WSDRF are required to complete)</li> </ul>	<input type="checkbox"/>

YEAR-END ACCOUNTING	ACTION TO BE TAKEN	DONE
	Year-end accruals	<input type="checkbox"/>
	Reconcile all payroll related GL accounts	<input type="checkbox"/>
	Validate earnings and deductions are charged to correct GL cost center account	<input type="checkbox"/>

TAXABLE BENEFITS	ACTION TO BE TAKEN	DONE
	Taxable benefits reported each pay when received or as enjoyed	<input type="checkbox"/>
	Process taxable benefit adjustments eg. Company car benefits	<input type="checkbox"/>
	Validate benefits are reported in all required boxes on tax slips	<input type="checkbox"/>

SET-UP FOR NEW PAYROLL YEAR	ACTION TO BE TAKEN	DONE
	Review payroll calendar for payroll processing/pay day conflicts (Statutory holidays etc.)	<input type="checkbox"/>
	Weekly or bi-weekly pay frequency watch for 53/27 pay year <ul style="list-style-type: none"> <li>• how will CPP/QPP exemption be handled</li> <li>• are any taxable benefits or deductions affected</li> </ul>	<input type="checkbox"/>
	Distribute new payroll cut-off schedule to HR, timekeepers, managers & Supervisors and union if necessary	<input type="checkbox"/>
	Carry forward balances <ul style="list-style-type: none"> <li>• vacation accruals</li> <li>• banked overtime</li> <li>• unused sick days ( if carry forward allowed)</li> <li>• outstanding loans payable</li> <li>• garnishment balances</li> </ul>	<input type="checkbox"/>
	Update TD1 basic annual exemption	<input type="checkbox"/>
	Remind employees to file new TD1 for additional tax credits	<input type="checkbox"/>
	Remind commission employees to file new TD1X / TP1015.R.13.1-V	<input type="checkbox"/>
	Communicate new year CPP/QPP, EI and QPIP statutory deductions rates and maximums	<input type="checkbox"/>

[illegible]