

**ComVida Corporation**

# **Payroll Year End Procedures for 2025**

Class document  
Software Version: CVC51

December 2025

## Contents

---

ComVida Corporation.....	1
<b>Contents</b> .....	2
Payroll Year-End Procedures for 2025 .....	3
1.1 Verify Your 2025 Year-End Pay Period Dates.....	3
1.2 Generate T4 & T4A Slips for Review .....	4
1.3 Printing and Emailing T4 and T4A Slips.....	8
1.4 Exporting T4 and T4A slips.....	10
1.5 Publishing T4 Slips to Self-Serve.....	13
1.6 Other filing methods .....	13
1.6.1 Year-end Online Forms.....	13
1.6.2 T4 Web forms .....	13
1.7 Filing deadline and penalties .....	13
1.8 Tasks Required Between the Final Year-End Pay Period and Initializing into Pay Period 1 of 2026.....	14
1.9 Moving into Pay Period 1, 2026 .....	25
1.10 Municipal Pension Plan (Applicable to BC Employers licensed for the MPP Extract).....	30
Year-End/New Year Checklist.....	32

## Payroll Year-End Procedures for 2025

### 1.1 Verify Your 2025 Year-End Pay Period Dates

All payments with a pay date in 2025 are to be reported on T4 slips for 2025 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2025 with a pay date in January 2026 **must be set up as Pay Period 1** of 2026. The last pay period of 2025 must be paid in 2025 in order to correctly report on the T4 slips.

In the example below, the pay period covers the range of December 14<sup>th</sup>, 2025 through December 27<sup>th</sup>, 2025. Because the payment will occur on January 2<sup>nd</sup>, 2026, this should be set up as pay period 1 of 2026:

DEC 2025		DEC 14-27 2025 is really PP1 2026!!!				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	*PAY DAY* 19	20
21	22	23	24	25	26	27
28	29	30	31	JAN 1	*PAY DAY* JAN 2	JAN 3

## 1.2 Generate T4 & T4A Slips for Review

ComVida recommends generating your T4 and T4A Slips ahead of time so that you can review them & make payroll adjustments where necessary. You can run them whenever you like, but be sure to re-generate the slips before submitting them to ensure any changes since the last time they are generated are captured.

The steps for generating T4 & T4As are as-follows:

### Generating T4s:

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

The screenshot shows the 'Employee Criteria' section of the software. At the top, there are two radio buttons: 'Employee Filter:' (unselected) and 'Type Block:' (selected). The 'Type Block' field contains the value '???-???-???-???' and has a dropdown arrow. Below this is a table with columns: Employee Code, Display Name, Department, Unit, Position, Cost Centre, and Status. The table lists several employees, including AABJE/L (Aabjerg, Lise), ADAM/E (Adam, Eve), ALAJ/S (Alajane, Sylvie), ANDER/S (Anders, Sonia), and ANDER/D (Anderson, Darlene). Below the table, there are several input fields: 'Year:' (2025 - 2025 Payroll Year), 'Payroll Account:' (123456789RP0001), 'Data Type:' (Original selected), 'Amendment #:' (0), 'EI Filter:', 'Empl Type Code (Box 29):', and 'Dental Care Plan Cvg (Box 45):' (PR\_CDCPCvg). To the right, there is a 'Summary Information' section with 'Proprietor's Social Insurance Numbers' (1: and 2: fields), 'Employer's Contributions' (Canada Pension Plan, Value: INCUYR, Item From: 7220 - CPP ER, Item To: 7220 - CPP ER), and '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 **???-???-???-???**



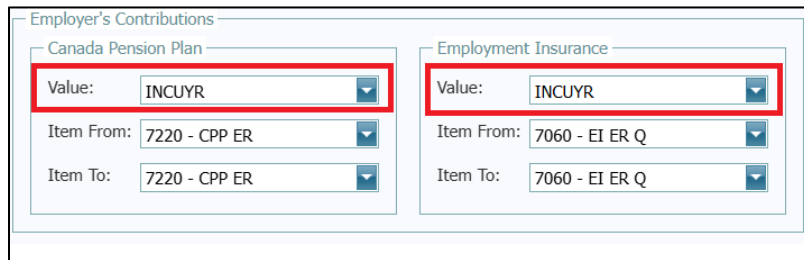
- Select the Year (2025), the Payroll Account #, the Data Type (Original), the EI Class (Q or U, if applicable) and the Employment Code for Box 29 (if applicable).
- Dental Care Plan Coverage (Box 45) – ensure that the HR field which tracks the Dental Care Coverage code is selected. By default, it is “PR\_CDCPCvg” and employee values can be updated on the Payroll Numbers page within Human Resources.

- In Summary Information, enter the Proprietor SINs (if applicable), and ensure the correct CPP and EI items are selected based on your payroll database's settings.

**IMPORTANT:** Under the Employer's Contributions section, ensure that the Value selected aligns the desired year for the T4s you are wishing to generate based on the pay period you are currently in.

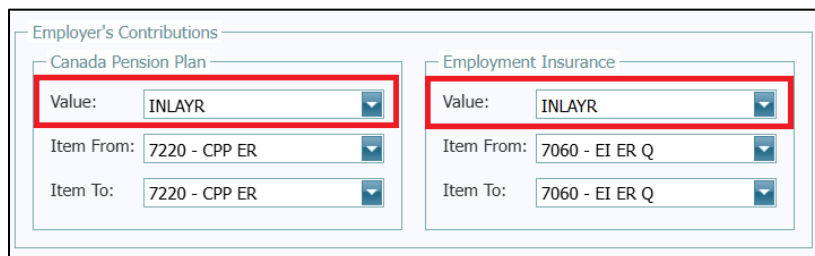
If you are wanting to generate 2025 T4s:

- a) If ComVida is still in a **2025** pay period, select the **INCUYR** (current year) values:



The screenshot shows the 'Employer's Contributions' section with two columns: 'Canada Pension Plan' and 'Employment Insurance'. In the 'Canada Pension Plan' column, the 'Value' dropdown is set to 'INCUYR', 'Item From' is '7220 - CPP ER', and 'Item To' is '7220 - CPP ER'. In the 'Employment Insurance' column, the 'Value' dropdown is set to 'INCUYR', 'Item From' is '7060 - EI ER Q', and 'Item To' is '7060 - EI ER Q'. Red boxes highlight the 'Value' dropdowns in both columns.

- b) If ComVida has been initialized to a **2026** pay period, select the **INLAYR** (last year) values:



The screenshot shows the 'Employer's Contributions' section with two columns: 'Canada Pension Plan' and 'Employment Insurance'. In the 'Canada Pension Plan' column, the 'Value' dropdown is set to 'INLAYR', 'Item From' is '7220 - CPP ER', and 'Item To' is '7220 - CPP ER'. In the 'Employment Insurance' column, the 'Value' dropdown is set to 'INLAYR', 'Item From' is '7060 - EI ER Q', and 'Item To' is '7060 - EI ER Q'. Red boxes highlight the 'Value' dropdowns in both columns.

- 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.
- **IF YOU HAVE MULTIPLE CRA BUSINESS NUMBERS:**

**Repeat steps for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items.**

## Generating T4As:

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

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
AABJE/L	Aabjerg, Lise	CI - Community Inclusion	/	CRMgr - Community Resources Mgr	Youville	Active
ADAM/E	Adam, Eve	CI - Community Inclusion	/	ExDir - Executive Director	/	Active
ALAJ/S	Alajane, Sylvie	CI - Community Inclusion	/	RW104 - Residence Worker Grid 10 Step 4	/	Active
ANDER/S	Anders, Sonia	CI-LS - Community Inclusion	/	CRMgr - Community Resources Mgr	/	Active
ANDER/D	Anderson, Darlene	CI-IL - Community Inclusion	/	CSW104 - Community Support Worker Grid 10	/	Active

- 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 (2025), the Payroll Account #, the Data Type (Original) and the EI Class (Q or U, if applicable).
- 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.
- 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.

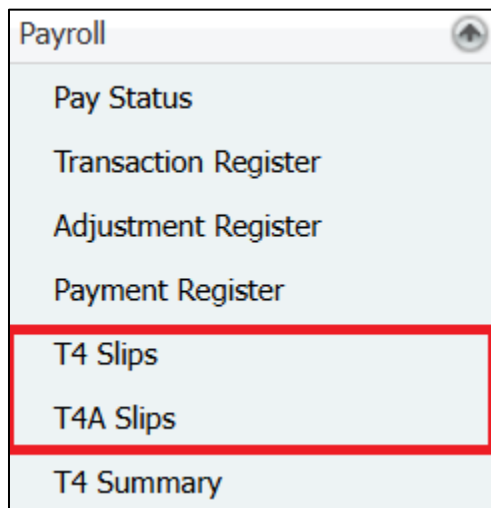
- Repeat steps for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items

### **Reviewing T4 & T4A Slips after generation**

Once you have generated T4 & T4A Slips, you can review them any time by visiting the appropriate pages.

T4 Slips can be reviewed within the **T4 Slips** page located in the **Payroll** menu

T4A Slips can be reviewed within the **T4A Slips** page located in the **Payroll** menu.





An example of what you will see on the T4 Slips page is below:

The image shows a screenshot of the "T4 Slips" page. It features a table with the following columns: Business Num, Employee Code, Amended, Submitted, Employee Type Code, Box14, Box16, Box17, Box18, Box20, Box22, and Box24. The data is for the year 2023. Each row includes a status icon (red X or blue checkmark) and a small document icon.

Business Num	Employee Code	Amended	Submitted	Employee Type Code	Box14	Box16	Box17	Box18	Box20	Box22	Box24
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	BAIL/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.

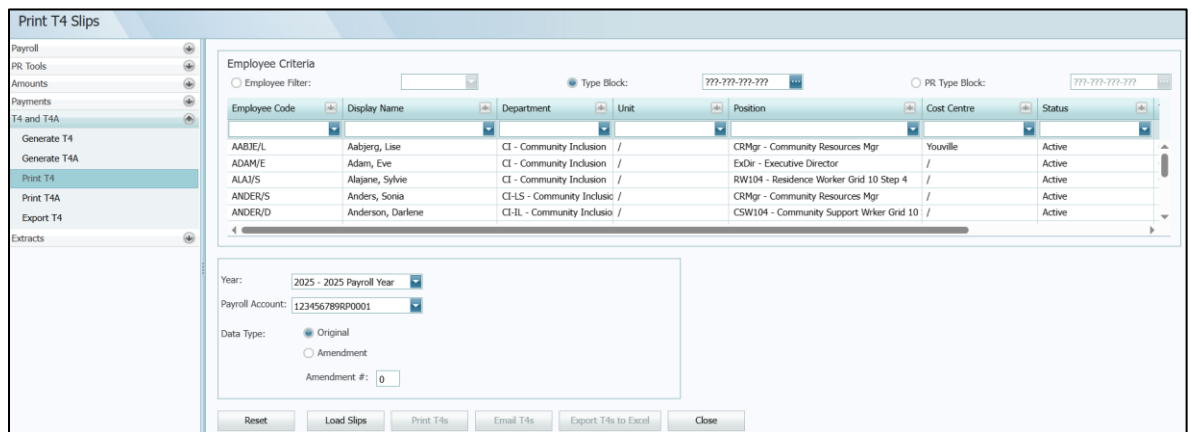
- Click the **Print Report** icon in the upper-left  to open the **Print T4 Tool**, which will allow you to print a summary of all slips.

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

### 1.3 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
AABJE/L	Aabjerg, Lise	CI - Community Inclusion	/	CRMgr - Community Resources Mgr	Youville	Active
ADAM/E	Adam, Eve	CI - Community Inclusion	/	ExDir - Executive Director	/	Active
ALAJ/S	Alajane, Sylvie	CI - Community Inclusion	/	RW104 - Residence Worker Grid 10 Step 4	/	Active
ANDER/S	Anders, Sonia	CI-LS - Community Inclusio	/	CRMgr - Community Resources Mgr	/	Active
ANDER/D	Anderson, Darlene	CI-IL - Community Inclusio	/	CSW104 - Community Support Wrker Grid 10	/	Active

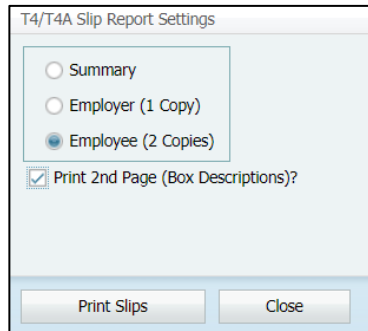
- In the Employee section, select the employees for whom slips are to be printed or emailed.

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



- Select the Year (2025), 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:



T4/T4A Slip Report Settings

Summary

Employer (1 Copy)

Employee (2 Copies)

Print 2nd Page (Box Descriptions)?

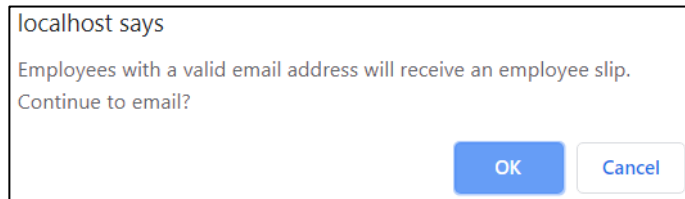
Print Slips Close

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:



localhost says

Employees with a valid email address will receive an employee slip.  
Continue to email?

OK Cancel

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

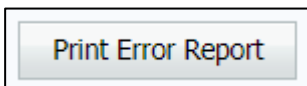
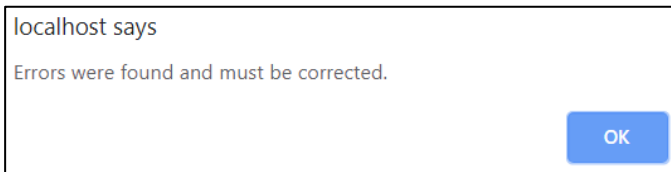
## 1.4 Exporting T4 and T4A slips

**IMPORTANT: Once you have Exported T4 or T4As in the system, this action CANNOT be undone in order to maintain proper audit controls.**

**Only Export the T4s or T4As once are you sure that you will not have any additional payroll adjustments to enter into the system for the applicable tax year.**

1. On the **Payroll | T4 Summary** page, edit each 2025 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 section 1.2).
  - 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:**

- 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 (2025), 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		
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

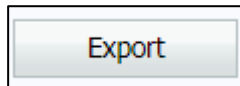
- The following is a list of common errors related to a specific employee. Correcting each of these errors, with the exception of the negative amount error, will occur under the employee's profile within **Human Resources**:

"Last name cannot be blank"  
"Address city cannot be blank"  
"Address province cannot be blank"  
"Address postal cannot be blank"  
"Address country cannot be blank"  
"Tax province cannot be blank"  
"A negative amount was found in Box #.." (Payroll Error)

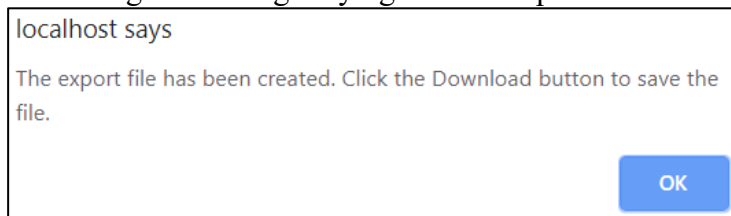
- The following is a list of common errors related to the company profile. Correcting these errors will occur within the **T4 Summary** page in **Payroll**:

"Transmitter Country cannot be blank"  
"Employer Name (1st line) cannot be blank"  
"Employer City cannot be blank"  
"Employer Province cannot be blank"  
"Employer Country cannot be blank"  
"Employer Postal Code cannot be blank"  
"Language of Communication cannot be blank"  
"Transmitter Contact Name cannot be blank"  
"Transmitter Contact Area Code cannot be blank"  
"Transmitter Contact Phone Number cannot be blank"  
"Transmitter Contact Email cannot be blank"

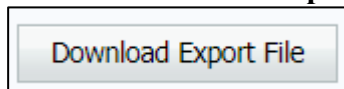
- When there are no errors, you will be able to click on **Export**.



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

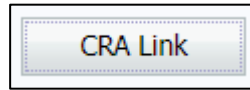


- Click on **Download Export File**:



- 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.



## **1.5 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 1.4 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.

## **1.6 Other filing methods**

### **1.6.1 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.

### **1.6.2 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.

## **1.7 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 to pay a penalty for late filing. 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 2025 T4's will be Monday, March 2<sup>nd</sup>, 2026.

## Year-end Procedures for 2025

### 1.8 Tasks Required Between the Final Year-End Pay Period and Initializing into Pay Period 1 of 2026

The following tasks should be performed while the system is still within the final pay period of 2025, before initializing into Pay Period 1 of 2026:

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

Click Tools | T4 and T4A | Generate T4

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
AABJE/L	Aabjerg, Lise	CI - Community Inclusion	/	CRMgr - Community Resources Mgr	Youville	Active
ADAM/E	Adam, Eve	CI - Community Inclusion	/	ExDir - Executive Director	/	Active
ALA/J/S	Alajane, Sylvie	CI - Community Inclusion	/	RW104 - Residence Worker Grid 10 Step 4	/	Active
ANDER/S	Anders, Sonia	CI-LS - Community Inclusio	/	CRMgr - Community Resources Mgr	/	Active
ANDER/D	Anderson, Darlene	CI-IL - Community Inclusio	/	CSW104 - Community Support Wkrer Grid 10	/	Active

Year: 2025 - 2025 Payroll Year  
 Payroll Account: 123456789RP0001  
 Data Type: Original  
 Amendment #: 0  
 EI Filter: [Dropdown]  
 Empl Type Code (Box 29): [Dropdown]  
 Dental Care Plan Cvg (Box 45): PR\_CDPCVg

Summary Information

Proprietor's Social Insurance Numbers  
 1: [Field]  
 2: [Field]

Employer's Contributions  
 Canada Pension Plan  
 Value: INCUYR  
 Item From: 7220 - CPP ER  
 Item To: 7220 - CPP ER

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: [Dropdown menu showing '???-???-???-???']

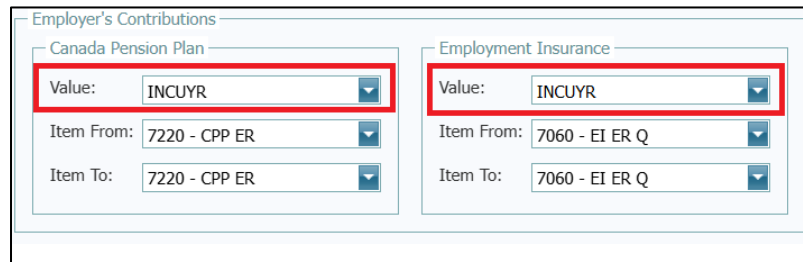
- Employer's Contributions has two item ranges for the employer CPP and EI which automatically calculate during the generate T4 Slips process. Select ER EI item corresponding to EI Class. The Total Employer CPP and Total Employer EI values can still be edited in the T4 Summary page.

- In Summary Information, enter the Proprietor SINs (if applicable), and ensure the correct CPP and EI items are selected based on your payroll database's settings.

**IMPORTANT:** Under the Employer's Contributions section, ensure that the Value selected aligns the desired year for the T4s you are wishing to generate based on the pay period you are currently in.

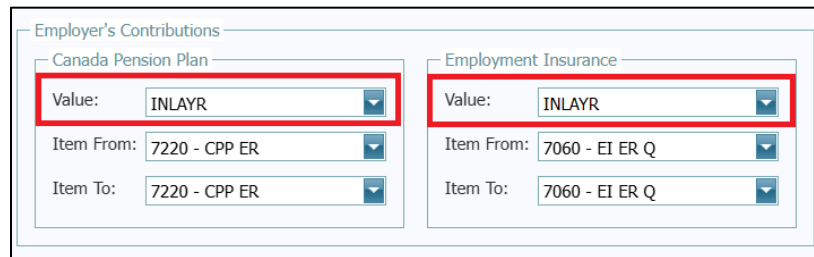
If you are wanting to generate 2025 T4s:

- a) If ComVida is still in a **2025** pay period, select the **INCUYR** (current year) values:



The screenshot shows the 'Employer's Contributions' section with two columns: 'Canada Pension Plan' and 'Employment Insurance'. In the 'Canada Pension Plan' column, the 'Value' dropdown is set to 'INCUYR', 'Item From' is '7220 - CPP ER', and 'Item To' is '7220 - CPP ER'. In the 'Employment Insurance' column, the 'Value' dropdown is set to 'INCUYR', 'Item From' is '7060 - EI ER Q', and 'Item To' is '7060 - EI ER Q'. Red boxes highlight the 'Value' dropdowns in both columns.

- b) If ComVida has been initialized to a **2026** pay period, select the **INLAYR** (last year) values:



The screenshot shows the 'Employer's Contributions' section with two columns: 'Canada Pension Plan' and 'Employment Insurance'. In the 'Canada Pension Plan' column, the 'Value' dropdown is set to 'INLAYR', 'Item From' is '7220 - CPP ER', and 'Item To' is '7220 - CPP ER'. In the 'Employment Insurance' column, the 'Value' dropdown is set to 'INLAYR', 'Item From' is '7060 - EI ER Q', and 'Item To' is '7060 - EI ER Q'. Red boxes highlight the 'Value' dropdowns in both columns.

- 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.
- 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.

**IF YOU HAVE MULTIPLE BUSINESS NUMBERS:**

Repeat steps above for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items.

**Payroll Adjustment Warning**



**WARNING**

If payroll adjustments to employee profiles 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

Employee Code	Display Name	Department	Unit	Position	Cost Centre	Status
AABJE/L	Aabjerg, Lise	CI - Community Inclusion	/	CRMgr - Community Resources Mgr	Youville	Active
ADAM/E	Adam, Eve	CI - Community Inclusion	/	ExDir - Executive Director	/	Active
ALAJ/S	Alajane, Sylvie	CI - Community Inclusion	/	RW104 - Residence Worker Grid 10 Step 4	/	Active
ANDER/S	Anders, Sonia	CI-LS - Community Inclusion	/	CRMgr - Community Resources Mgr	/	Active
ANDER/D	Anderson, Darlene	CI-IL - Community Inclusion	/	CSW104 - Community Support Worker Grid 10	/	Active

- 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 **???-???-???-???**



- 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.
- 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. Confirm the 2025 Year-End Pay Period & Create the 2026 Pay Period Schedules.**

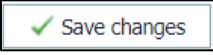
Confirm that the final 2025 Pay Period has “Year” for the End Type:

In the **Setup | Periods** section, select the 2025 Payroll Year, click to go to the last entry, and verify that the final pay period of 2025 has **Year** as the **End Type**.

Periods							
Years							
		Year	Description	# of Periods	Start Date	End Date	Fiscal End Month
		2025	2025 Payroll Year	26	15/Dec/2024	13/Dec/2025	March
		2024	2024 Payroll Year	26	17/Dec/2023	14/Dec/2024	March
		2023	2023 Payroll Year	26	18/Dec/2022	16/Dec/2023	March
2025 Periods							
#	Period	Alias	# of days	End Type	Start Date	End Date	Pay Date
	19	202519	14	Period	24/Aug/2025	06/Sep/2025	12/Sep/2025
	20	202520	14	Quarter	07/Sep/2025	20/Sep/2025	26/Sep/2025
	21	202521	14	Period	21/Sep/2025	04/Oct/2025	10/Oct/2025
	22	202522	14	Month	05/Oct/2025	18/Oct/2025	24/Oct/2025
	23	202523	14	Period	19/Oct/2025	01/Nov/2025	07/Nov/2025
	24	202524	14	Month	02/Nov/2025	15/Nov/2025	21/Nov/2025
	25	202525	14	Period	16/Nov/2025	29/Nov/2025	05/Dec/2025
	26	202526	14	Year	30/Nov/2025	13/Dec/2025	19/Dec/2025









Create the 2026 Pay Period Schedule

Add the pay period schedule for 2026. 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							
Years							
 	Year	Description	# of Periods	Start Date	End Date	Fiscal End Month	
 	2026	2026 Payroll Year	27	14/Dec/2025	26/Dec/2026	March	
 	2025	2025 Payroll Year	26	15/Dec/2024	13/Dec/2025	March	
 	2024	2024 Payroll Year	26	17/Dec/2023	14/Dec/2024	March	
2026 Periods							
#	Period	Alias	# of days	End Type	Start Date	End Date	Pay Date
	1	202601	14	Period	14/Dec/2025	27/Dec/2025	02/Jan/2026
	2	202602	14	Period	28/Dec/2025	10/Jan/2026	16/Jan/2026
	3	202603	14	Month	11/Jan/2026	24/Jan/2026	30/Jan/2026
	4	202604	14	Period	25/Jan/2026	07/Feb/2026	13/Feb/2026
	5	202605	14	Month	08/Feb/2026	21/Feb/2026	27/Feb/2026
	6	202606	14	Period	22/Feb/2026	07/Mar/2026	13/Mar/2026
	7	202607	14	Quarter	08/Mar/2026	21/Mar/2026	27/Mar/2026
	8	202608	14	Period	22/Mar/2026	04/Apr/2026	10/Apr/2026

**Note on Pay Periods:** All payments with a pay date within 2026 are to be reported on T4 slips for 2026 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2026 with a pay date in January 2027 must be set up as pay period 1 of 2027. The last pay period of 2026 must be paid in 2026 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.**

**Example:** In the example below, the pay period covers the range of December 13<sup>th</sup>, 2026 through December 26<sup>th</sup>, 2026. The pay date is usually the Friday following the pay period dates.

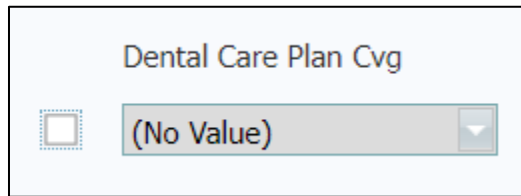
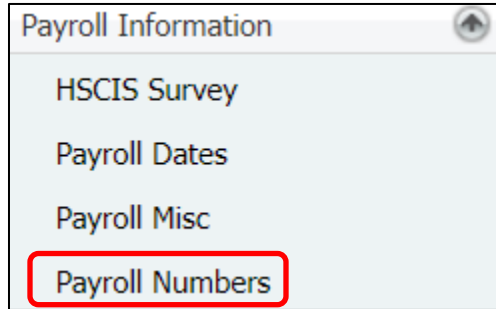
However, because January 1<sup>st</sup>, 2027 is a Stat Holiday, payment must occur on the day prior. This will force 2026 to be a **27 pay-period year due to the payment occurring on December 31<sup>st</sup>, 2026.**

DEC 2026		DEC 13-26 IS 27TH PP DUE TO STAT				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 29	Nov 30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	*PAY DAY* 18	19
20	21	22	23	24	25	26
27	28	29	30	*PAY DAY* 31	JAN 1	JAN 2

#### 4. Review your Dental Care Measures Act codes

It is required for employers to report whether dental care for an employee (or their spouse and/or dependents) is being offered based on their employment status as of December 31<sup>st</sup> of the current year. This status needs to be completed in T4 Box (Box 45) and is maintained within ComVida.

The field which determines the associated claim codes resides within **Human Resources**, on the **Payroll Numbers** page. It is called “Dental Care Plan Cvg”:



*Note that the field can be re-located to a different HR Page should you wish for it to reside somewhere else.*

The claim code options you can select from are:

Code	Description
1	No dental insurance or coverage of any kind
2	Payee
3	Payee, spouse and dependent children
4	Payee and their spouse
5	Payee and their dependent children

For the 2025 tax year, completion of this field is mandatory.

The code you select needs to reflect the coverage that the employee COULD be entitled to **as of December 31<sup>st</sup>, 2025.**

This does **not** mean what benefit level that the employee is currently enrolled in (if any), but what coverage is available to them as per their position within the organization, and the benefits group plan (or health benefit spending account) they have access to.

This box is required to be completed for every employee, including terminated staff. **This means that when an employee leaves the organization, their claim code needs to be set to “1” unless they were provided coverage as of December 31<sup>st</sup>, 2025.** This needs to be maintained for future hires and terminations.

Example 1: An employee is currently enrolled in a dental coverage plan for only themselves, but has chosen not to enroll in the group coverage because they are already adequately covered on their spouse’s benefit plan. The organization offers spousal, but not family benefits.

Claim code 2 should be chosen for this employee; the plan offers them coverage as an individual and they have elected not to pursue it.

Example 2: An employee leaves the organization on December 19<sup>th</sup>, 2025. While they were part of the organization, they were fully covered for themselves, their spouse, and their dependents on the dental group plan:

- a) If the employee maintains coverage for the duration of the month through December 31<sup>st</sup>, 2025, then claim code 3 should be chosen.
- b) If the employee’s coverage ended the same day of their employment termination (December 19<sup>th</sup>, 2025), then claim code 1 should be chosen.

Example 3: An employee is single without any dependents. This employee is enrolled in the “Single” dental coverage provided by the employer, but if they had a spouse or dependents, those individuals would qualify for coverage based on the group plan available to the employee.

Claim code 3 should be chosen for this employee; the fact that they are single and that the employer pays a single rate for them means the coverage is still accessible to the employee should their familial situation change.

**Updating the system values for multiple employee records can be done via Excel, using the Data Templates function within ComVida.**

5. If your organization uses the HSCIS or CSSEA extracts, make sure to run these reports for the final 2025 figures and save the report as well as the submission file.

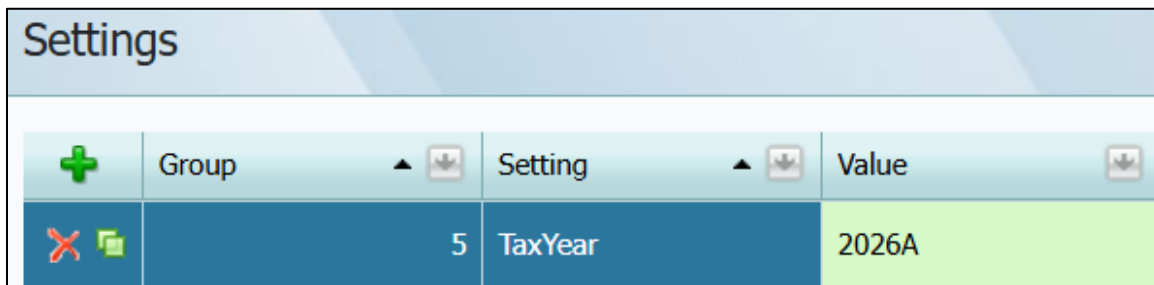
ComVida has found that HSCIS and CSSEA will often ask for last years' data at a future time, and running this will allow you to submit the correct data to the reporting agency without having to modify records which may have changed between year-end and when the data is requested.

## 1.9 Moving into Pay Period 1, 2026



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 2025A to **2026A** in **TaxYear** only when you are ready to move to Pay Period 1 in 2026 and will not make any further changes in 2025.



The screenshot shows a table with the following structure:

Settings			
	Group	Setting	Value
			
	5	TaxYear	2026A

*Note: This step must be performed before the Calculate Period is done prior to Pay Period 1 of 2026*

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 2025 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 2026.
    - If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = **\$16,452** for 2026), 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 2026 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2026 Personal Tax Credits Return).
  - b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2026 British Columbia Personal Tax Credits Return), update the **PRVCLAIM** field if the total claim amount for year 2026 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	\$13,216
ON	\$12,989
AB	\$22,769
SK	\$20,381
MB	\$15,780
NS	\$11,932

- If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2026 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2026 British Columbia Personal Tax Credits Return, TD1ON 2026 Ontario Personal Tax Credits Return, TD1AB 2026 Alberta Personal Tax Credits Return, TD1SK 2026 Saskatchewan Personal Tax Credits Return, TD1MB 2026 Manitoba Personal Tax Credits Return, or TD1NS 2026 Nova Scotia Personal Tax Credits Return).

**Tip:** Updates to personal Tax exemptions, **CLAIM** and **PRVCLAIM** fields, can be made prior to the 1<sup>st</sup> payroll of 2026.

**Tip 2:** You can update all employees from an Excel file by using the **Data Templates** function to upload a spreadsheet of changes.

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

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

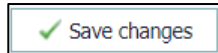
i) In the **Setup | Items** page, select the WCB (WSIB) Employer item and

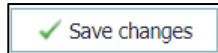


click the following symbol to modify the item.

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	127500		
	Item	WCBYR		INCUYR	
	Number	WRATE	.02578		



iii) Click on  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 2026:

Province	Max Assessable
BC	\$127,500
ON	\$121,700
AB	\$110,900
SK	\$107,599
MB	\$171,500
NS	\$79,900

- 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, 2025 through June 30, 2026 cycle and July 1, 2026 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 2026 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 1.272 Settings				
Variables				
+	Type	Variable	Number Value	Value
X	Item	UICEE		AMCUPD
X	Number	URATE	1.272	

- 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 - 1.272) PAYABLE Settings				
Variables				
+	Type	Variable	Number Value	Value
X	Number	5/12	.41667-	
X	Number	DIFF	.128	
X	Item	UICEE		AMCUPD

- e) Update any other items that require changes effective January 1, 2026.

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

### 1. 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 2025 and you are checking the 2025 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).
- If your Payroll is in 2026 and you're checking the 2025 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.

## 2. 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 2026 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"/>

<b>FILING PROCEDURES</b>	<b>ACTION TO BE TAKEN</b>	<b>DONE</b>
	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"/>

<b>JURISDICTIONAL REPORTING</b>	<b>ACTION TO BE TAKEN</b>	<b>DONE</b>
	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"/>

<b>YEAR-END ACCOUNTING</b>	<b>ACTION TO BE TAKEN</b>	<b>DONE</b>
	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"/>

<b>TAXABLE BENEFITS</b>	<b>ACTION TO BE TAKEN</b>	<b>DONE</b>
	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"/>

