

ComVida Corporation

Filing T4 / T4A Slips and Year End Procedures for 2021

Class document
Software Version: CVC51

December 2021

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Filing T4 and T4A Slips for 2021

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. *Note the lowered threshold for 2021, the previous minimum was 50 slips.*

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 2021 are to be reported on T4 slips for 2021 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2021 with a pay date in January 2022 must be set up as pay period 1 of 2022. The last pay period of 2021 must be paid in 2021 in order to correctly report on the T4 slips.

In the example below, the pay period covers the range of December 26th, 2021 through January 8th, 2022. Because the payment will occur on January 14th, 2022, this should be set up as pay period 1 of 2022:

January 2022							December '21	February '22
							S M T W T F S	S M T W T F S
							1 2 3 4	1 2 3 4 5
							5 6 7 8 9 10 11	6 7 8 9 10 11 12
							12 13 14 15 16 17 18	13 14 15 16 17 18 19
							19 20 21 22 23 24 25	20 21 22 23 24 25 26
							26 27 28 29 30 31	27 28
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
26 December	27 December	28 December	29 December	30 December	31 December PayDay PP 26	1 January	Pay Period 1	
2 January	3 January	4 January	5 January	6 January	7 January	8 January	Pay Period 1	
9 January	10 January	11 January	12 January	13 January	14 January PayDay PP 1	15 January	Pay Period 2	
16 January	17 January	18 January	19 January	20 January	21 January	22 January	Pay Period 2	

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

Summary Information

Year:
 Payroll Account:
 Data Type: ☒ Original ☐ Amendment
 Amendment #:
 EI Filter:
 Empl Type Code (Box 29):

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:

- Select the Year (2021), the Payroll Account #, the Data Type (Original), the EI Class (Q or U, if applicable) and the Employment Code for Box 29 (if applicable).
- 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**

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: 2021 - Payroll Year 2021
- Payroll Account: 123456789RP0001
- Data Type: Original (selected), Amendment
- Amendment #: 0
- EI Filter: [dropdown]
- Recipient Business Number (Box 013): [dropdown]
- Proprietor's Social Insurance Numbers (1: [text], 2: [text])
- Employer Registered Pension Plan Numbers (1: [text], 2: [text], 3: [text])

Buttons at the bottom: Reset, Load Slips, Print, Close.

- 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.

- Select the Year (2021), the Payroll Account #, the Data Type (Original) and the EI Class (Q or U, if applicable).
- 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									
Year									
		Business Num	Employee Code	Amended	Submitted	Employee Type Code	Box14	Box16	Box17
Year: 2021									
		123456789RP0001	ALAJ/S		<input checked="" type="checkbox"/>		34,995.62	1,738.54	551.51
		123456789RP0001	ANDER/S		<input type="checkbox"/>		34,236.30	1,697.13	539.50
		123456789RP0001	ARAG/C		<input type="checkbox"/>		31,912.50	1,570.44	502.78
		123456789RP0001	ARBU/W		<input type="checkbox"/>		53,032.25		836.51
		123456789RP0001	ATEL/L		<input type="checkbox"/>		32,041.25	1,577.52	504.93
		123456789RP0001	BAILE/W		<input type="checkbox"/>		39,110.51	1,962.75	616.55
		123456789RP0001	BAKS/A		<input type="checkbox"/>		36,782.85	1,836.01	579.81
		123456789RP0001	BALI/B		<input type="checkbox"/>		33,016.50	1,630.70	520.26
		123456789RP0001	BLAN/N		<input type="checkbox"/>		27,700.05		436.31

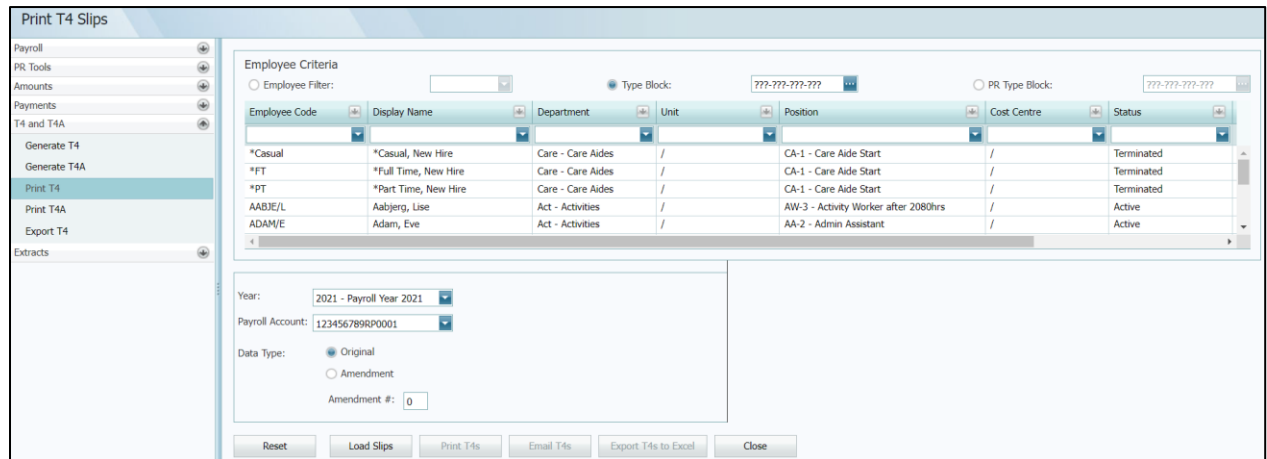
- Every T4 / T4A slip generated can be viewed on these pages.
- Click the **Print Report** icon in the upper-left open the **Print T4 Tool**, which will allow you to print a summary of all slips.

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).



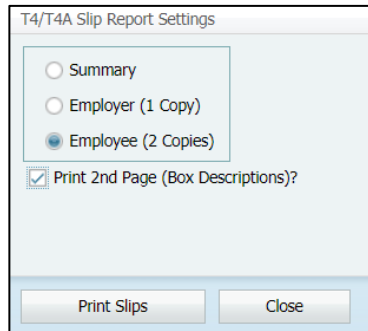
- In the Employee section, select the employees for whom slips are to be printed or emailed.

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



- Select the Year (2021), 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:



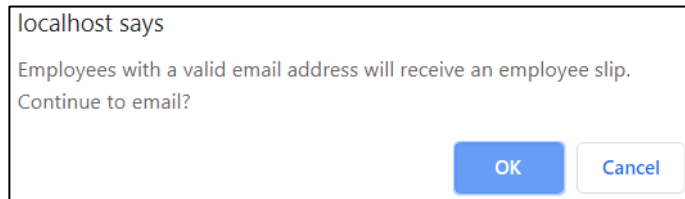
The screenshot shows a dialog box titled "T4/T4A Slip Report Settings". It contains three radio button options: "Summary", "Employer (1 Copy)", and "Employee (2 Copies)". The "Employee (2 Copies)" option is selected. Below these options is a checked checkbox labeled "Print 2nd Page (Box Descriptions)?". 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 2nd 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. The text inside reads: "localhost says", "Employees with a valid email address will receive an employee slip.", and "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.

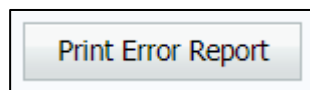
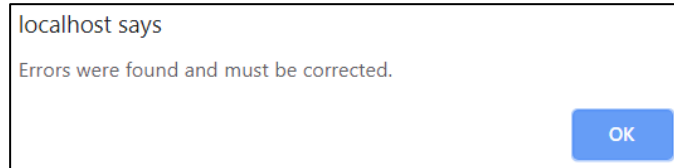
1.3 Exporting T4 and T4A slips

1. On the **Payroll | T4 Summary** page, edit each 2021 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 a software interface titled "DemoLTC51 - Payroll" with a sub-header "Export T4/T4A Slips". On the left is a sidebar menu with options: Payroll, PR Tools, Amounts, Payments, T4 and T4A (expanded), Generate T4, Generate T4A, Print T4, Print T4A, Export T4 (highlighted), and Extracts. The main area contains a form with the following fields: "Year:" with a dropdown set to "2021 - Payroll Year 2021"; "Payroll Account:" with a dropdown set to "123456789RP0001"; "Data Type:" with radio buttons for "Original" (selected) and "Amendment"; "Amendment #:" with a text box containing "0"; "Cancel Slips:" with an unchecked checkbox; and "Validate Export File:" with a checked checkbox. Below the form, a message reads: "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".

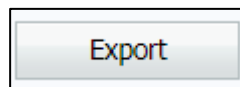
- Note the message reminding you “Please review the Transmitter and Employer addresses in the T4 Summary page before exporting”.
- In the Options section, select the Year (2021), the Payroll Account or All, and the Data Type (Original).

- 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:

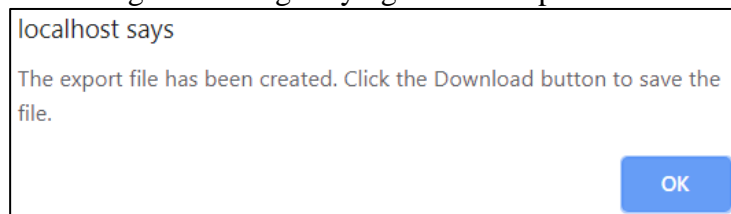


Payroll T4 Export Errors		
Original Payroll Account#: 123456789 RP0001 T4/T4A Year: 2019		
Type	Code	Message
		Transmitter City cannot be blank
		Technical Contact's Name cannot be blank
		Technical Contact's Area Code cannot be blank
		Technical Contact's Phone Number cannot be blank
		Technical Contact's 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

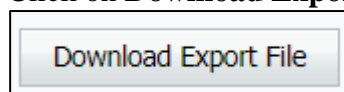
- If there are no errors, click on **Export**.



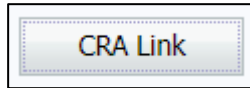
- You will get a message saying that the export file has been created:



- 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. *Note that the threshold for electronic filing of T4s has been lowered to 5 slips as of 2021.*

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 2021 T4's will be Monday, February 28th, 2022.

Year-end Procedures for 2021

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

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
*PT	*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: 2021 - Payroll Year 2021
- Payroll Account: 123456789RP0001
- Data Type: Original (selected), Amendment
- Amendment #: 0
- EI Filter: Q - Qualified
- Empl Type Code (Box 29):

Employer's Contributions section includes:

- 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

Buttons at the bottom: Reset, Load Slips, Print, Close.

- 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. It contains a dropdown menu with the value '???-???-???-???' selected, and a blue button with three dots to its right.

- 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.
- 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

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: 2021 - Payroll Year 2021
- Payroll Account: 123456789RP0001
- Data Type: Original (selected), Amendment
- Amendment #: 0
- EI Filter: [dropdown]
- Recipient Business Number (Box 013): [dropdown]
- Proprietor's Social Insurance Numbers (1: [field], 2: [field])
- Employer Registered Pension Plan Numbers (1: [field], 2: [field], 3: [field])

Buttons at the bottom: Reset, Load Slips, Print, Close.

- 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.

- 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 this step for each Payroll Account #, and if adjustments are required.
 - Repeat step 1 for each additional Payroll Account #, making the appropriate selections in Payroll Account, EI Class and EI ER items

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 2021 Payroll Year, click to go to the last entry, and verify that the final pay period of 2021 has **Year** as the **End Type**.

26	202126	14	Year	12/Dec/2021	25/Dec/2021	30/Dec/2021
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

Add the pay period schedule for 2022. 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	
 	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	
 	2019	Payroll Year 2019	26	16/Dec/2018	14/Dec/2019	March	
 	2018	Payroll Year 2018	26	24/Dec/2017	15/Dec/2018	March	
2022 Periods							
#	Period	Alias	# of days	End Type	Start Date	End Date	Pay Date
	1	202201	14	Period	26/Dec/2021	08/Jan/2022	13/Jan/2022
	2	202202	14	Month	09/Jan/2022	22/Jan/2022	27/Jan/2022
	3	202203	14	Period	23/Jan/2022	05/Feb/2022	10/Feb/2022
	4	202204	14	Month	06/Feb/2022	19/Feb/2022	24/Feb/2022
	5	202205	14	Period	20/Feb/2022	05/Mar/2022	10/Mar/2022
	6	202206	14	Quarter	06/Mar/2022	19/Mar/2022	24/Mar/2022
	7	202207	14	Period	20/Mar/2022	02/Apr/2022	07/Apr/2022
	8	202208	14	Month	03/Apr/2022	16/Apr/2022	21/Apr/2022
	9	202209	14	Period	17/Apr/2022	30/Apr/2022	05/May/2022
	10	202210	14	Month	01/May/2022	14/May/2022	19/May/2022
	11	202211	14	Period	15/May/2022	28/May/2022	02/Jun/2022
	12	202212	14	Period	29/May/2022	11/Jun/2022	16/Jun/2022

Note: All payments with a pay date in 2022 are to be reported on T4 slips for 2021 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2021 with a pay date in January 2022 must be set up as pay period 1 of 2022. The last pay period of 2021 must be paid in 2021 in order to correctly report on the T4 slips.

In the example below, the pay period covers the range of December 26th, 2021 through January 8th, 2022. Because the payment will occur on January 14th, 2022, this should be set up as pay period 1 of 2022:

January 2022							December '21	February '22
							S M T W T F S	S M T W T F S
							1 2 3 4	1 2 3 4 5
							5 6 7 8 9 10 11	6 7 8 9 10 11 12
							12 13 14 15 16 17 18	13 14 15 16 17 18 19
							19 20 21 22 23 24 25	20 21 22 23 24 25 26
							26 27 28 29 30 31	27 28
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
26 December	27 December	28 December	29 December	30 December	31 December PayDay PP 26	1 January	Pay Period 1	
2 January	3 January	4 January	5 January	6 January	7 January	8 January	Pay Period 1	
9 January	10 January	11 January	12 January	13 January	14 January PayDay PP 1	15 January	Pay Period 2	
16 January	17 January	18 January	19 January	20 January	21 January	22 January	Pay Period 2	

- If your organization uses the HSCIS or CSSEA extracts, make sure to run these reports for the final 2021 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. **TaxYearAvailable** indicates the latest tax tables that have been loaded and **TaxYear** is the one currently being used by your system. Update 2021A to **2022A** in **TaxYear**.

Settings			
	Group	Setting	Value
	5	TaxYear	2022A

***Note:** This step must be performed before the Calculate Period is done prior to Pay Period 1 of 2022*

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 2021 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 2022.
- If the employee is claiming the basic personal amount (i.e. Federal Claim code 1 = \$14,398 for 2022), 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 2022 personal exemptions (as shown in Total Claim Amount in line 13 of TD1 - 2022 Personal Tax Credits Return).
- b) For those employees who have completed a provincial TD1 form (e.g. TD1BC 2022 British Columbia Personal Tax Credits Return), update the **PRVCLAIM** field if the total claim amount for year 2022 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	\$11,302
ON	\$11,141
AB	\$19,369
SK	\$16,614
MB	\$10,145
NS	See form

- If the employee is not claiming the basic personal amount, then enter the actual dollar amount of the employee's 2022 personal exemptions (as shown in Total Claim Amount in line 12 of TD1BC 2022 British Columbia Personal Tax Credits Return, TD1ON 2022 Ontario Personal Tax Credits Return, TD1AB 2022 Alberta Personal Tax Credits Return, TD1SK 2022 Saskatchewan Personal Tax Credits Return, TD1MB 2022 Manitoba Personal Tax Credits Return, or TD1NS 2022 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 2022.

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

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

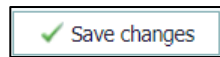
i) In the **Setup | Items** page, select the WCB (WSIB) Employer item and



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
	Item	EARNY	
	Item Group	EXPEN	
	Item Group	GROSS	
	Number	MXERN	108400
	Item	WCBYR	
	Number	WRATE	.0235



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 2022:

Province	Max Assessable
BC	108,400
ON	100,422
AB	<i>Not Published Yet</i>
SK	94,440
MB	150,000
NS	69,000



*Note for **ONTARIO** clients: Ontario amended the WSIB Maximum Assessable earnings for 2021 from 102,800 to 97,308 retroactive to January 1st, 2021. Ensure that any employees earning over \$97,308 in assessable earnings generated the correct WSIB expense for your organization if you did not update the maximum assessable earnings before these employees reached the earning threshold to trigger the additional expense.*

- 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, 2021 through June 30, 2022 cycle and July 1, 2022 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 2022 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 1.257 Settings				
Variables				
	Type	Variable	Number Value	Value
	Item	UICEE		AMCUPD
	Number	URATE	1.257	

- 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 - 1.257) PAYABLE Settings				
Variables				
	Type	Variable	Number Value	Value
	Number	5/12	.41667-	
	Number	DIFF	.143	
	Item	UICEE		AMCUPD

- e) Update any other items that require changes effective January 1, 2022.













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

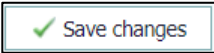
1. **Prior to running the 1st Calculate Period of 2022**, Update the MPP (superannuation) items (usually items #6700 & 6701) with the YMPE value for 2022:

- i) In the **Setup | Items** page, select the first MPP item (e.g. 6700) and click


the following symbol  to expand the item.















- ii) Edit the yearly maximum pensionable earnings in **YMPE** to \$64,900 for the year 2022.

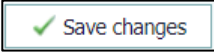
6700 - MPP - EE - 8.5% Settings			
Variables			
	Type 	Variable 	Number Value 
 	Item Group	BASE	
 	Item	SALYR	
 	Number	SRT1	.08500
 	Number	YMPE	64900

- iii) Click on  to save the changes.

- iv) In the **Setup | Items** page, select the second MPP item (e.g. 6701) and









click the  to edit the yearly maximum pensionable earnings in **YMPE** to \$64,900 for the year 2022.

6701 - MPP - EE - 10% Settings			
Variables			
	Type 	Variable 	Number Value 
 	Item Group	BASE	
 	Item	SALPD	
 	Item	SALYR	
 	Number	SRT2	.10000
 	Number	YMPE	64900

- v) Click on  to save the changes.

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 2021 and you are checking the 2021 MPP then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).
- If your Payroll is in 2022 and you're checking the 2021 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 2022 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"> Manual cheques Void/cancelled cheques 	<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"> Commission des normes du travail (CNT) Workforce Skills Development and Recognition Fund (WSDRF) Complete Formulaire Declaration des activités de formation (Quebec employers who pay WSDRF are required to complete) 	<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"> • how will CPP/QPP exemption be handled • are any taxable benefits or deductions affected 	<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"> • vacation accruals • banked overtime • unused sick days (if carry forward allowed) • outstanding loans payable • garnishment balances 	<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]