



Microsoft Dynamics® GP
Canadian Payroll

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Publication date

May 2010

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Introduction

You can use Canadian Payroll to set up, enter, and maintain employee payroll records and transactions. Employee cards are used to keep your Canadian Payroll information up to date, so you can view current and historical payroll information and pay activity for one employee or a group of employees.

You also can use Canadian Payroll to complete the following tasks:

- Set up employee classes to create default entries that can make data entry quicker for new employee records because the payroll information is grouped according to common factors, such as paycodes and positions
- Create batches that you use just one time, or create recurring batches for transactions that you enter on a regular basis, such as weekly payroll
- Use the reconciling process to check for discrepancies in employee financial information and for differences between detail records and summary records
- Prepare Canadian Payroll reports to analyze payroll activity and identify errors in transaction entry
- Use routines to create customized checklists for processing month-end, quarter-end, or year-end tasks, such as preparing government-required ROE statements and T4 slips

If you are using Human Resources, you can enter and maintain your employee information in Human Resources and those transactions will automatically update your Canadian Payroll records.

If you are using Direct Deposit, you can transfer funds directly to employee bank accounts when processing payroll transactions.

If you are using Bank Reconciliation, your checkbook is automatically updated when you post Payroll transactions.

This introduction is divided into the following sections:

- [*What's in this manual*](#)
- [*Symbols and conventions*](#)
- [*Resources available from the Help menu*](#)
- [*Send us your documentation comments*](#)

What's in this manual

This manual is designed to give you an understanding of how to use the features of Canadian Payroll, and how it integrates with the Microsoft Dynamics® GP system.

To make best use of Canadian Payroll, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.



To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- [Part 1, Canadian Payroll Setup](#), describes how to set up Canadian Payroll, including department and position codes, paycodes, workers' compensation codes and taxes. It also explains how to set up employee classes.
- [Part 2, Cards](#), describes how to create employee-specific records for taxes, leaves, paycodes, direct deposit, and account distribution.
- [Part 3, Transactions](#), explains how to create payroll batches and process payroll transactions, including posting, adjustments, and voiding cheques.
- [Part 4, Inquiries and Reports](#), describes how to view employee and pay activity information and how to print payroll reports.
- [Part 5, Utilities](#), describes how you can maintain and update Canadian Payroll tables.
- [Part 6, Routines](#), describes how to use Payroll checklists and routines to complete tasks. It also describes tasks that relate to government regulations.
- [Part 7, Integration](#), describes the procedures for installing files that will activate the integration between Canadian Payroll, Human Resources, and Microsoft Dynamics GP.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What’s New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Canadian Payroll Setup

Refer to the following information to set up Canadian Payroll:

- [Chapter 1, “Payroll setup,”](#) helps you create payroll default entries, posting accounts, and other settings.
- [Chapter 2, “Microsoft Dynamics SL integration setup,”](#) helps you set up your account structure for Microsoft Dynamics SL integrations.
- [Chapter 3, “Department and position setup,”](#) helps you set up the codes that you’ll use to identify departments and positions.
- [Chapter 4, “CSB and company tax setup,”](#) helps you set up tax calculation and reporting, CSB payments, and Employment Insurance.
- [Chapter 5, “WCB code and province setup,”](#) helps you set up workers’ compensation tax codes and modify or view province codes.
- [Chapter 6, “Jobs and reporting codes setup,”](#) helps you in set up tasks and codes for generating reports.
- [Chapter 7, “Income codes setup,”](#) helps you set up income codes that you’ll use to identify income earned by an employee.
- [Chapter 8, “Benefit codes setup,”](#) helps you set up codes that you’ll use to identify benefits received by an employee.
- [Chapter 9, “Deduction codes setup,”](#) helps you set up codes that you’ll use to identify deductions assigned to an employee.
- [Chapter 10, “Banked codes setup,”](#) helps you set up codes to identify accumulated banked pay, hours, or leave for employees.
- [Chapter 11, “Payment and shift setup,”](#) helps you set up user-defined names for method of payment, responsibility, and shift.
- [Chapter 12, “Union setup,”](#) helps you set up union codes.
- [Chapter 13, “Employee class setup,”](#) helps you set up classes.

Chapter 1: Payroll setup

You must complete setup procedures before you enter payroll records and transactions. Setup includes assigning payroll defaults, posting accounts, and other settings, such as classes and taxes.

The information is divided into the following sections:

- [Setting up Canadian Payroll](#)
- [Setting up payroll controls](#)
- [Posting to and through General Ledger](#)
- [Entering the employer's direct deposit account](#)
- [Assigning default paycodes](#)
- [Entering batch frequency descriptions](#)
- [Setting up tax credits](#)
- [Setting up banked time credits](#)
- [Assigning default payroll posting accounts](#)
- [Entering user-defined field labels](#)

Setting up Canadian Payroll

You must set up default entries for payroll records and transactions, such as bank accounts, payroll processing frequency, tax credits, and posting accounts.

You can modify default entries when you create payroll records and transactions.

To set up Canadian Payroll:

1. Open the Payroll Control Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control)

Version 9.00.0061	Fabrikam, Inc.	<input type="checkbox"/> Update
Canadian Payroll Registration Key	DEMO	
Employee Master User Defined Prompts	Last Rev. Date Spouse	
Standard Vacation Pay Percentage	4.0000%	
Next TRX Number	8	
Next Cash Number	CSH00001	
Next Cheque Number	CHQ00001	
Cheque Format	Stub on Bottom	
Checkbook ID		
Default Last Year	2000	
Direct Deposit Bank Name	Royal Bank STD152/80x2	
Next Direct Deposit Number	DEP000001	
Last Tax Update		
Control Direct Deposit Paycodes Frequency		
Tax Credits Banked Accounts Miscellaneous		
Save Cancel		

2. Enter the registration key that was provided with your copy of Canadian Payroll.

3. Enter labels for the two user-defined fields. These fields appear in the Payroll Employee Setup - Canada window and can be used to track information of your choice. For example, you can label one of the fields Offsite and use it when entering new employee records to indicate that an employee works at home.

If you're using Human Resources, the user-defined fields will be displayed in the Employee Additional Information window in Human Resources.

4. Enter the default percentage to be used when calculating vacation pay.
5. Enter the number for the next transaction you will enter. The number will increase by one each time that you enter a transaction.
6. To modify previously defined transaction numbers, mark the Update option. The following fields become available.

Next TRX Number Enter the number for the next payroll transaction. To determine if existing transactions will be affected by the change, choose the Next TRX Number expansion button. Use the suggested number - or higher number - in the Highest Transactions window as your next transaction number for batch entry, batch master, and batch work.

Next Cash Number Enter the next record number used for generating cash payments for a payroll batch.

Next Cheque Number Enter the number for the next computer cheque printed for a payroll batch.

7. Select a cheque format.
8. Enter a year to be used as the default year when viewing information about an employee in the Payroll Employee Setup LY - Canada window. The year that you enter in this field also will affect the next closing year when you close and reset the year.
9. If you use Direct Deposit, select the employer's bank that funds will be transferred from directly into employee-designated bank accounts. Then enter the next direct deposit number and choose the Direct Deposit button to open a bank setup window, where you can specify the employer's account information for the bank that you selected. For more information, see [Entering the employer's direct deposit account](#) on page 14.
10. Enter additional information for your payroll transactions.

Use the following table for more information.

Choose this button...	To open this window:	For procedures, see:
Control	Payroll Control Variables - Canada	Setting up payroll controls on page 11
Paycodes	Payroll Paycode Control - Canada	Assigning default paycodes on page 15
Frequency	Payroll Control Frequency - Canada	Entering batch frequency descriptions on page 15
Tax Credits	Tax Credits	Setting up tax credits on page 16

Choose this button...	To open this window:	For procedures, see:
Banked	Payroll Control Banked - Canada	Setting up banked time credits on page 17
Accounts	Payroll Control Accounts - Canada	Assigning default payroll posting accounts on page 18
Miscellaneous	Payroll Miscellaneous User Prompts - Canada	Entering user-defined field labels on page 19

- Choose Save.

Setting up payroll controls

Payroll controls are the settings for calculating information, such as vacation entitlements, taxes, and deductions. Use the Payroll Control Variables - Canada window to set up payroll controls and to integrate with Human Resources, U.S. Payroll, and other software.



If you inactivate a setting in this window, the setting won't be available when you create employee records.

To set up payroll controls:

- Open the Payroll Control Variables - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Control)

- Enter an account mask for distribution purposes. This mask is a group of characters that represent a segment of the account number. The segment is replaced by the mask when you copy or move posting accounts.

For example, if you have a range of accounts set up for an existing department and the first segment identifies departments, you can use the mask to create a similar set of accounts for a new department. Enter AAA for the first segment and leave the rest of the field blank. When you create the poster file, the mask will be replaced by the department number.

If the first segment is used to identify departments, and the existing department is identified by 100, you can mask the first segment this way: ???- - . When you create the poster file, ??? will be replaced by 100. For more information, see [Creating a poster file](#) on page 183 and [Setting up a department code](#) on page 23.

3. Select Yes to allow posting to General Ledger, and then select a posting method. For more information, see [Posting to and through General Ledger](#) on page 13.
4. Select to display posting information on reports in detail or summary.
5. To calculate tax rebates based on the employer’s Employment Insurance (EI) factor, select Yes in the Allow EI Rebate field.
6. To accrue EI tax rebates in the appropriate posting accounts, select Yes in the Allow EI Rebate Accrual to G/L field. For more information, see [Setting up company tax information](#) on page 28.
7. If employees work in more than one department and the employer’s Workers’ Compensation Board (WCB) contributions should be distributed among the department accounts, select Yes in the Distribute WCB Expense field. Selecting No keeps all contributions in a control account.
8. To specify vacation settings, select Yes for each option that you will use

Use the following table for more information.

Option	Result
Allow Vacation Pay	Calculation of an employee’s vacation pay. Other vacation options can’t be set if you don’t allow calculation of vacation pay.
Allow Vacation Pay Accrual to G/L	Accrual of vacation pay to a posting account in General Ledger. Select Yes to accrue vacation units.
Allow Accrue Vacation Units	Accrual of vacation entitlements in units of time. Select Yes to allow vacation pooling.
Accrue Vacation Units In	Accrual of vacation entitlements in hours or days. This setting can’t be changed in employee maintenance records and transactions.
Allow Vacation Pooling	Calculation of unused vacation entitlements that can be either used by the employee or converted to cash.
Default Available After Date	Setting a default date when an employee can use pooled vacation entitlements.
Default Pays Out After Date	Setting a default date when an employee can be paid for pooled vacation entitlements.

9. Specify whether to retain or to change the life-to-date (LTD) values in an inactive employee record to zero when it’s reactivated. If a message should be displayed when you reactivate an employee record, select Ask in the LTD Action Employee Re-activation field.



We recommend that employee data be kept on file in accordance with CRA regulations, typically seven years.

10. Select Yes in the Allow Payment by Cash field to pay employees in cash.
11. If you’re using Direct Deposit, select Yes in the Allow Payment by Direct Deposit field to deposit employee pay into designated bank accounts.

12. To allow employees to have more deductions from their pay than they've earned, select Yes in the Allow Employee Arrears field. Otherwise select No.
13. To allow employees to postpone having deductions taken from their pay until a later date, select Yes in the Allow Delayed Deductions field.
14. Specify whether to use job codes. A job codes identifies a specific task that a company can track.
15. Select Yes in the Allow Master Numeric Updates field to choose to modify field information in other Canadian Payroll windows. Selecting The Update option will be available in other windows.
16. Select Yes to allow void cheques and to use payment markoff in the Payroll Payment Markoff - Canada window, where you can mark payments that have cleared the bank and, if you're using Bank Reconciliation, can proceed with their completion.
17. If the following additional products are installed, specify whether Canadian Payroll will integrate with them.

Wenn/Soft Is used to track labor hours.

Human Resources Is used to manage employee and applicant information. An additional export code and an additional export text file will be created for year-to-date paycode information.

U.S. Payroll Is used to process payroll following U.S. standards and practices.

18. Select Yes to set employee level security. Access will be restricted to employee records of selected user groups.
19. If the company requires employees to move from one WCB jurisdiction to another, select Yes in the Advanced WCB field to assign multiple WCB codes to an employee.
20. In the ROE Data Path field, specify the location to save the ROE file.
21. Choose OK to save the settings. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Posting to and through General Ledger

When you post "to," you can verify transactions before they are posted to General Ledger and become part of your permanent records. When you post "through," you cannot.

Post to General Ledger If you post to General Ledger, batches posted in all other modules will update the module where the transaction originated, then create a batch of General Ledger transactions. You must post those batches within General Ledger, to update the posting accounts for the transactions.

If you don't select this option, batches will be posted within the selected series only and won't be posted to General Ledger. You might want to clear this option while entering beginning balances or while making adjustments within the series.

Before you post routine transactions, return to this window and select the option if transactions should be available for posting to General Ledger.

Post through General Ledger files If you select Post Through General Ledger Files, batches posted in other modules will update the module where the transactions originated and the appropriate posting accounts in General Ledger.

If you don't select the option, you can modify the transactions in the General Ledger Transaction Entry window before posting them to your permanent General Ledger records. However, if you modify amounts at this point, you must reconcile General Ledger's year-to-date tables to ensure that posted amounts are identical. For more information about reconciling financial information, refer to the General Ledger documentation.

Entering the employer's direct deposit account

Use the Bank Setup window to specify the employer's bank account information. From this bank account, pay will be transferred to employee-designated bank accounts.

The setup window that opens will vary with the bank that you specified in the Payroll Control Setup - Canada window. For example, if you selected Toronto Dominion Bank as your direct deposit bank, the Toronto Dominion Bank setup window will open.

To enter the employer's direct deposit account:

1. Open the Bank Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Direct Deposit)

Royal Bank	
Client Bank Customer Number	1234567891
Client Name	Fabrikam, Inc.
Client Short Name	FABRIKAM
Next Direct Deposit File Number	0001
OK	

Depending on the direct deposit bank you selected in the Payroll Control Setup - Canada window, one of the following Bank Setup windows will open:

- Bank of Montreal
- CIBC
- Hongkong Bank Direct Deposit
- National Bank of Canada
- Royal Bank STD152/152 or STD152/80x2
- Scotia Bank
- Toronto Dominion Bank
- CPA Format (available for Alberta Treasury Branches, Caisse Populaire Desjardins, CIBC, National Bank of Canada, and Royal Bank)

2. Enter the required bank account information.
3. Choose OK. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

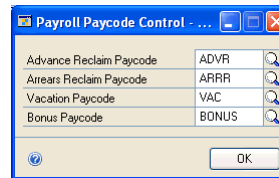
Assigning default paycodes

You must specify the default paycodes to be used when users enter records and transactions. Paycodes are used for income, deductions, benefits, and banked credits.

If you haven't set up paycodes, you can enter paycode names in the Payroll Paycode Control - Canada window and complete the records later.

To assign default paycodes:

1. Open the Payroll Paycode Control - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Paycodes)



2. Select the default paycodes.

Advance Reclaim Paycode Use this code to deduct money from employee pay to cover employee advances.

Arrears Reclaim Paycode Use this code to deduct money from employee pay to cover unpaid accountabilities.

Vacation Paycode Use this code for vacation entitlements.

Bonus Paycode Use this code for bonus entitlements.

3. Choose OK. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Entering batch frequency descriptions

Use the Payroll Control Frequency - Canada window to enter labels that describe the frequency of processing a payroll batch. These labels appear in the Batch Frequency scrolling window of the Payroll Batch Setup - Canada window, as well as the Benefit and Deduction Activation Amounts window.

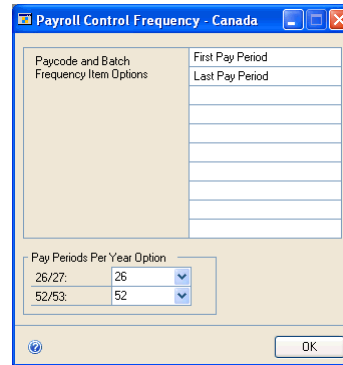
A year can contain 52 or 53 weekly pay periods or 26 or 27 biweekly pay periods. The number of times that the Cheque Date for batches occurs within the year is calculated, and determines the number of periods needed. Select the appropriate pay period options for your company.



The batch frequency descriptions are labels only. They have no effect on the actual frequency of processing a payroll batch.

To enter batch frequency descriptions:

1. Open the Payroll Control Frequency - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Frequency)



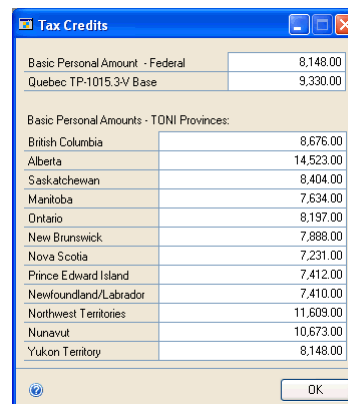
2. Enter up to 10 descriptions for pay periods.
3. Choose OK to save the descriptions. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Setting up tax credits

Use the Tax Credits window to enter the values used in calculating taxes based on a system called tax on income (TONI). TONI specifies a personal income amount that's not subject to taxes.

To set up tax credits:

1. Open the Tax Credits window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Tax Credits)



2. Enter the personal income amount that is not subject to federal taxes.
3. Enter the personal income amount that is not subject to Quebec taxes.
4. Enter the personal exemption amount in each of the TONI provinces and territories.

- Choose OK. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.



The TONI amounts will be automatically populated after the most recent Year End or Tax Update has been installed.

Setting up banked time credits

You can set up your system to bank extra hours worked as leave credits, overtime credits, statutory holiday pay credits, or sick leave credits. For example, if an employee works 10 hours but only eight hours are required in a work day, the extra two hours can be added to the employee’s leave credits.



If you haven’t set up banked paycodes yet, you can enter the code names in this window and enter their settings later.

You also assign posting accounts to the banked time credits.

To set up banked time credits:

- Open the Payroll Control Banked - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Banked)

Allow Banked Stat Pay	Yes	Allow Banked Overtime	Yes
Allow Banked Stat Pay Accrual to G/L	Yes	Allow Banked Overtime Accrual to G/L	Yes
Allow Banked Sick Pay	Yes	Allow Banked Leave	Yes
Allow Banked Sick Pay Accrual to G/L	Yes	Allow Banked Leave Accrual to G/L	Yes
Banked Stat Paycode	BSTAT	Banked Overtime Paycode	BOT
Banked Sick Paycode	BSICK	Banked OT Relief Paycode	BOTR
		Banked Leave Paycode	BLEAV
Banked Stat Credit Account	000 -2250 -00		
Banked Stat Gain/Loss Acct.	000 -5100 -00		
Banked Sick Credit Account	000 -2250 -00		
Banked Sick Gain/Loss Acct.	000 -5100 -00		
Banked Overtime Credit Account	000 -2250 -00		
Banked Overtime Gain/Loss Acct.	000 -5100 -00		
Banked Leave Credit Account	000 -2250 -00		
Banked Leave Gain/Loss Acct.	000 -5100 -00		

- To allow banking time credits, select Yes in the following fields for those that apply to your company.
 - Allow Banked Stat Pay (This is statutory holiday pay.)
 - Allow Banked Sick Pay
 - Allow Banked Overtime
 - Allow Banked Leave (This is any leave other than sick leave.)

3. To allow accruing banked time credits in the General Ledger, select Yes in the following fields for those that apply to your company.
 - Allow Banked Stat Pay Accrual to G/L
 - Allow Banked Sick Pay Accrual to G/L
 - Allow Banked Overtime Accrual to G/L
 - Allow Banked Leave Accrual to G/L



If you select No to the banking time credits and accruing in General Ledger options, you can't modify these settings for an employee record in the Payroll Employee Setup - Canada window.

4. Select a code to be used when banking statutory holiday pay, sick leave pay, overtime pay, and leave pay.
5. Assign a posting account to each item. Use the Payroll Account lookup to select from the available posting accounts.
6. Close the window. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Assigning default payroll posting accounts

Use the Payroll Control Accounts - Canada window to specify the posting accounts for direct deposit, cheques, cash, vacation pay, arrears, and other payroll accounts.

To assign default payroll posting accounts:

1. Open the Payroll Control Accounts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Accounts)

Account Name	Account Code
Direct Deposit Account	000-1100-00
Chequeing Account	000-1110-00
Cash Account	000-1120-00
Vacation Pay Payable Account	000-5100-00
Arrears Debit Account	000-2700-00
Due From Employee Account	- -
Due To Third Party Account	- -
Vacation Adj. Gain/Loss Account	000-6780-00

2. Enter or select the following posting accounts.

Direct Deposit Account Use this for transferring money to employee-designated bank accounts.

Chequeing Account Use this for the computer cheques generated for a payroll batch.

Cash Account Use this for the cash payments of a payroll batch.

Vacation Pay Payable Account Use this if you're accruing vacation amounts in General Ledger. This accrual setting is specified in the Payroll Control Variables - Canada window. The following account numbers are used when creating General Ledger entries.

Accrual settings	Debit	Credit
With accrual in General Ledger	Vacation income debit account in the Payroll Income Paycode Setup - Canada window	Vacation pay payable account in the Payroll Control Accounts - Canada window
No accrual in General Ledger	Vacation income debit account in the Payroll Income Paycode Setup - Canada window	Cash account from the Payroll Employee Setup - Canada window
Pay out accrued amount to employees	Vacation pay payable account in the Payroll Control Accounts - Canada window	Cash account from the Payroll Employee Setup - Canada window

Arrears Debit Account Use this for the employee arrears amount, which is created when you process a payroll batch in the Payroll Calculate Batch - Canada window. This is an employer receivable type of account.

Due From Employee Account Use this when the posting method set for a delayed deduction code is To Receivable or To Payable. This account number is used if the employee account number has not been entered in the Payroll Employee Control - Canada window.

Due To Third Party Account Use this when the posting method set for a delayed deduction code is To Receivable or To Payable. This account number is used if the Due To Third Party Account number has not been entered in the window.

Vacation Adj. Gain/Loss Amount This is available if you chose to post to General Ledger and accrue vacation units in the Payroll Control Variables - Canada window. In transactions that use a standard paycode, the selected account number will be used whenever the employee's vacation paid amount exceeds the entitlement.

- Choose OK. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Entering user-defined field labels

Use the Payroll Miscellaneous User Prompts - Canada window to enter user-defined field names used in employee records, advice and summary advice slips, cheque stubs, and rate tables.

User-defined fields can be used to track additional information in employee records. For example, you can label a field Offsite. Then, when you create a record in the Payroll Miscellaneous User Data - Canada window, you can enter Yes in the Offsite field to specify that an employee does not work at the office, but works from home.

To enter user-defined field labels:

1. Open the Payroll Miscellaneous User Prompts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Miscellaneous)

2. In the first 10 fields, enter labels for the information to track. These fields will appear in the Payroll Miscellaneous User Data - Canada window. The last five fields also will appear as user-defined fields for paycodes in the Payroll User Field Index Lookup - Canada window.

If you're using Human Resources, these labels will appear in the alphanumeric and currency fields of the Extra Fields Setup window in Human Resources.

3. In the Cheque Reports Form Button Reports fields, select a normal or modified report format for each report type. These selections will override the Cheque Format selected in the Payroll Control Setup - Canada window and will be used on reports.
4. In Rate Table Code Prompts, enter three field labels that will appear as options in the Code Type list of the Payroll Rate Table Codes - Canada window. Field labels entered here will override the system default code types: Position, Sub Code, and Level.
5. Choose OK. To continue setting up Canadian Payroll, see [Setting up Canadian Payroll](#) on page 9.

Chapter 2: Microsoft Dynamics SL integration setup

This information is required for Microsoft Dynamics SL users only. To use Canadian Payroll with Microsoft Dynamics SL, you'll need to complete these tasks before you can begin entering payroll records and transactions. The Microsoft Dynamics SL setup includes setting up GL account structures and adding windows data export.

Also, if you're using Project Controller in Microsoft Dynamics SL, be sure to enter values in the Project and Task fields.

The information is divided into the following sections:

- [Setting up account structures](#)
- [Data export feature](#)

Setting up account structures

Before you can start working with payroll transactions, you must set up your Microsoft Dynamics SL account structure in Microsoft Dynamics GP.

Your Microsoft Dynamics SL account should be similar in number and length of segments to your Canadian Payroll account structure. However, Canadian Payroll account numbers can have longer segments without damaging the Microsoft Dynamics SL transactions.

To set up account structures:

1. Open the Account Format Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Account Format)
2. Review the information. Adjust the segment lengths, as needed, for your accounts and responsibility codes.
3. Choose OK.

Data export feature

An export feature is available to help you create data files that can be imported into the Microsoft Dynamics SL general ledger. For more information about this feature and instructions on exporting data, refer to [Exporting data to Microsoft Dynamics SL](#) on page 185.

Chapter 3: Department and position setup

Classifying records according to the department where employees work or their positions is one way of tracking employee movement and departmental costs. It's also a way of organizing reports and accounting records.

The information is divided into the following sections:

- [Setting up a department code](#)
- [Allocating costs](#)
- [Setting up a position code](#)
- [Setting up supervisor codes](#)

Setting up a department code

Create department codes and assign them to employees to help you track employee information. Following are examples of department codes:

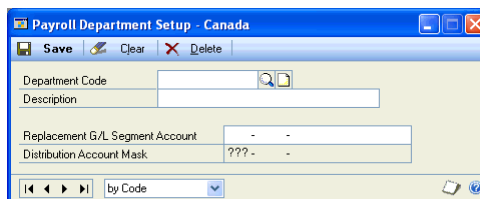
- ACTG - Accounting
- SALS - Sales
- PROG - Programming
- MKTG - Marketing
- COMM - Communications
- RSDV - Research/ Development
- SSUP - Sales/Support
- DPT1 - Department 1
- CONT - Contract Work
- SRVC - Service Work
- FDWK - Field Work

Be sure that you've already completed the procedures described in [Setting up Canadian Payroll](#) on page 9 before you create department codes.

Department codes created or modified in the Payroll Department Setup - Canada window also will appear in the Department Setup window in Human Resources, and vice-versa. Department codes only can be deleted from Human Resources, and only if the code is not being used by either Canadian Payroll or Human Resources.

To set up a department code:

1. Open the Payroll Department Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Department)



2. Enter a code and description for a department.

3. Enter an account segment that specifies the department in a posting account. This segment replaces the corresponding segment when you copy or move posting accounts.

If you activated the distribution of cost to various departments in the Payroll Income Paycode Setup - Canada window, the number in this field replaces the selected segment in the payroll account distribution. For an example of how to use account segments, see [Allocating costs](#) on page 24.

4. Choose Save.

Allocating costs

Suppose you have the account number 100-20-300, where the first segment (100) identifies the Administration department. An employee works in this department and also in the Accounting department, which is identified by account segment 400. You decide to split the cost of the employee's salaries between the two departments.

The following table shows the settings you should enter to replace the first segment.

In this window:	Do this:
Payroll Control Variables - Canada	Enter ??? in the first segment of the Account Distribution Replacement Mask field, where ? represents any alphabetic character.
Payroll Income Paycode Setup - Canada	Enter the account number 000-20-300 for a salary income code.
Payroll Department Setup - Canada	Create a department code for ADMIN and enter 100 in the first segment of the Replacement G/L Segment Account field. Create another department code for ACCT with the replacement segment 400.
Payroll Income Paycode Setup - Canada	Choose Yes in the Distribute field.
Payroll Employee Distribution - Canada	Enter 50 percent for ADMIN and 50 percent for ACCT.



The length of each segment depends on your posting account settings.

When you post the transaction, the department code assigned to the employee in the Payroll Employee Setup - Canada window retrieves the new value for the account number. In our example, the cost of salary pay will be split between the Administration and Accounting departments. In the account distribution, 000 will be replaced twice: one entry for Administration, 100-20-300 and another entry for Accounting, 400-20-300.

Setting up a position code

Use the Payroll Position Setup - Canada window to create job title or position codes, which can be used to track employee records. The following are examples of position codes:

- ACT - Accounting
- CEO - Chief Executive Officer
- BUY - Buyer
- MFG - Machinist First Grade
- GMR - Group Manager
- LBR - Laborer

- CPR - Computer Programmer
- JB1 - Job 1
- PLM - Plumber
- ELE - Electrician

A position code created or modified in the Payroll Position Setup - Canada window also will appear in the Position Setup window in Human Resources, and vice-versa. A position code only can be deleted from Human Resources. You can't delete a code if it's used in an employee record in Canadian Payroll or in Human Resources.

To set up a position code:

1. Open the Payroll Position Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Position)



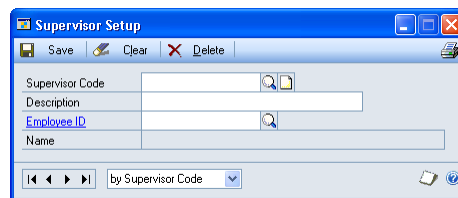
2. Enter a code and description for a position.
3. Choose Save.

Setting up supervisor codes

Use the Supervisor Setup window to enter and maintain supervisor codes and descriptions. You can set up a supervisor record and assign the record of an individual to the position.

To set up supervisor codes:

1. Open the Supervisor Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Supervisor)



2. Enter the code and description of the supervisor.
3. Enter or select the employee ID of the employee that holds this supervisor position.
4. Choose Save to store the code. Continue entering codes for all supervisors.
5. Choose File >> Print to print a Supervisor Codes List to verify your information.

Chapter 4: CSB and company tax setup

You can set up the calculation and reporting of taxes, Canada Savings Bonds (CSB) payments, and Employment Insurance (EI). These calculations can be assigned to employee records and will be used for payroll batch processing.

The information is divided into the following sections:

- [Setting up CSB deduction and filing](#)
- [Setting up company tax information](#)
- [Setting up provincial health taxes](#)

Setting up CSB deduction and filing

To identify Canada Savings Bonds (CSB) deductions from employee paychecks, set up deduction codes and assign them to employee records. These codes are processed as regular deductions in payroll batch processing.

While setting up deduction codes, you also will create the document for Finance Canada with information about employee payments for CSB. An employer sends this document as a text file to Finance Canada. If you've assigned deduction codes for CSBs, and then generate cheques for a payroll batch, a transfer file called CSBXFER.TXT is created and is saved in the Canadian Payroll root directory.



New transfer files always overwrite old files, so be sure to save old files to a different location.

To set up CSB deduction and filing:

1. Open the Payroll CSB Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> CSB Setup)

Code	Type	Description

2. Enter the company's organization ID and site. If your organization maintains multiple, assign a unique ID to each site.
3. Enter the next transfer file number. This is used to track the files that you send to Finance Canada. The number increases each time a transfer file is generated.

4. Select the payment type. This is the basis of the debit transaction date.

Transmission Select per transmission to use the current user date as the debit transaction date.

Batch Select per batch to use the cheque date.

5. Enter a transmission reference. This is a field within the document that you can use to track the transfer file.
6. Enter an e-mail address or fax number, with area code, for the company. If your office is in Ottawa, enter the code 000 for a local call to Finance Canada.
7. Select a deduction code to be used for CSB contributions. Don't use a code that's already assigned to a government deduction, garnishee, or alimony/maintenance deduction.
8. Select the CSB type.

Regular Select this type when the payroll deduction goes to the employees' regular CSB accounts.

RRSP Select this type when the payroll deduction goes to the employees' Registered Retirement Savings Plan.

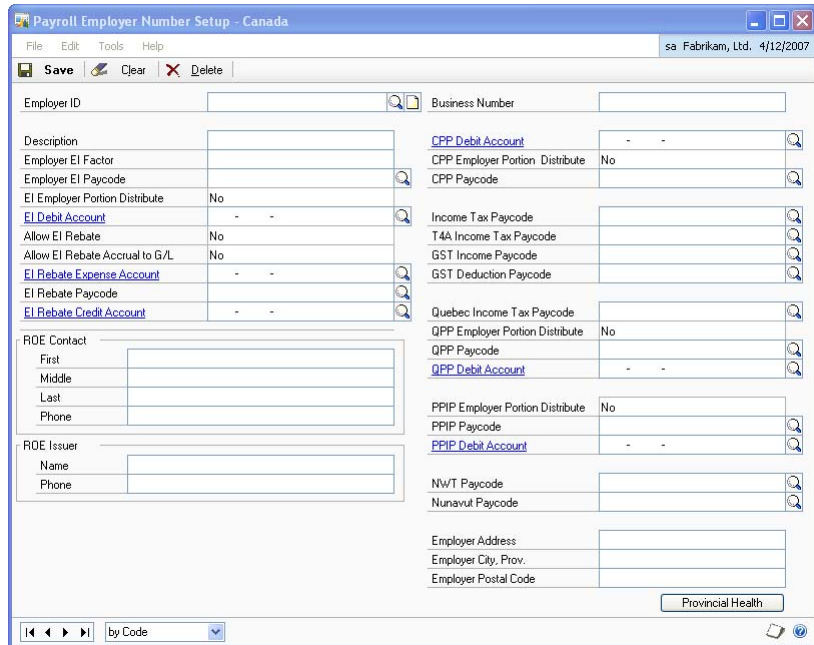
9. Choose Save.

Setting up company tax information

Use the Payroll Employer Number Setup - Canada window to enter the company's tax information. This includes the Employment Information (EI) factor, income tax paycode, Canada Pension Plan (CPP) account, and provincial tax. Most of the information you'll enter here is issued by Canadian Revenue Agency (CRA).

To set up company tax information:

1. Open the Payroll Employer Number Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Employer)



2. Enter the employer ID, description or company name, and business number. The business number is used when completing the ROE, T4, and T4A routines.



If you have more than one EI factor, create one employer ID for each factor.

3. Enter the employer EI factor provided by CRA. The EI factor determines the rate of employer contributions. If you have a reduced employer EI factor from CRA, use the reduced factor as the basis for calculating an EI rebate.
4. Enter the paycode to be used when computing EI payments.
5. Select Yes to distribute the cost of employer EI contributions among the departments where an employee works. Select No to maintain all contributions in a control account.
6. Enter the number for the EI Debit Account. The employer’s contribution to the EI is posted to this account.



The account number assigned to the EI deduction code should be the employer’s EI payable account.

7. Select Yes to activate EI rebate calculations. The EI rebate will be calculated when the EI factor is less than 1.4. If you select No, you can’t modify the EI rebate setting when you create employee records.

8. Select Yes to allow accrual EI rebates in General Ledger. Before activating this setting, be sure you've allowed EI rebates accrual in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.
9. Enter the debit and credit accounts to use when posting EI rebates.

The following table shows the posting accounts used:

Accrual settings	Debit	Credit
With accrual in General Ledger	EI rebate expense account from the Payroll Employer Number Setup - Canada window	EI rebate payable account from the Payroll Control Accounts - Canada window
No accrual in General Ledger	EI rebate income code account from the Payroll Income Paycode Setup - Canada window	Cash account from the Payroll Employee Setup - Canada window
Pay out accrued rebates to employees	EI rebate payable account from the Payroll Control Accounts - Canada window	Cash account from the Payroll Employee Setup - Canada window

10. Enter a paycode to use for adding EI rebates to employee pay.
11. Enter the name and phone number of the contact person for Record of Employment (ROE) matters.
12. Enter the name and phone number of the employee who issues ROEs.
13. Enter the company's address.
14. Enter the Canada Pension Plan expense account. The employer's contribution to the CPP will be posted to this debit account.
15. Select Yes to distribute the cost of employer contribution to the CPP among the departments where an employee works. Select No to maintain all contributions in a control account.
16. Enter the code used for calculating CPP contributions. The paycode, CPP or QPP code vary, depending on the province where employees work.
17. Enter the codes used for deducting the following from employee pay: income tax, T4A income tax, goods and services tax or GST. For GST, enter an income code and a deduction code. The income code will be used for GST that has been calculated on a benefit. The deduction code will be used to offset the GST calculated from the GST income code. Using the GST income and deduction codes has a net effect of zero in the employee record.
18. Enter the codes used for calculating Quebec income tax and contributions to the Quebec Pension Plan (QPP).
19. Select Yes to distribute the cost of employer contribution to the QPP among the departments where an employee works. Select No to maintain all contributions in a control account.
20. Enter the Quebec Pension Plan debit account. The employer's contribution to the CPP will be posted to this debit account.

21. Select Yes to distribute the cost of employer contributions to the Provincial Parental Insurance Plan (PIIP) among the departments where an employee works. Select No to maintain all contributions in a control account.
22. Enter the code used for calculating PIIP contributions.
23. Enter the PIIP debit account. The employer's contribution to the PIIP will be posted to this debit account.
24. Enter the paycodes used for deducting Northwest Territories income tax and Nunavut income tax for T4.
25. Choose Provincial Health to open the Payroll Provincial Health Tax - Canada window, where you can set up the provincial health tax percentages for Newfoundland and Labrador, Ontario, Quebec and Manitoba. For more information, see [Setting up provincial health taxes](#) on page 31.
26. Choose Save.

Setting up provincial health taxes

Use the Payroll Provincial Health Tax - Canada window to enter the provincial health tax percentages for Newfoundland and Labrador, Ontario, Quebec and Manitoba. Specify these tax percentages if your employees work in any of the four provinces.

To set up provincial health taxes:

1. Open the Payroll Provincial Health Tax - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Employer >> Provincial Health)

Ontario EHT Percentage	0.0000%
Ontario EHT Debit Account	- -
Ontario EHT Credit Account	- -
Quebec QHIP Percentage	
Quebec QHIP Debit Account	- -
Quebec QHIP Credit Account	- -
Manitoba HET Percentage	
Manitoba HET Debit Account	- -
Manitoba HET Credit Account	- -
Newfoundland HAPSET Percentage	
Newfoundland HAPSET Debit Account	- -
Newfoundland HAPSET Credit Account	- -
Distribute Health Tax Expense	No

2. Enter the health tax percentages, health tax expense accounts and health tax payable accounts for the provincial taxes in Newfoundland and Labrador, Ontario, Quebec and Manitoba.
3. Select Yes to distribute the health tax expense among the departments where an employee works. Select No to maintain all contributions in a control account.
4. Choose OK.

Chapter 5: WCB code and province setup

You can set up standard and advanced workers' compensation tax codes, and modify and view province codes. Workers' compensation taxes are paid by employers for insurance covering injuries incurred on the job. Province codes indicate the provincial tax that employees should pay.

The information is divided into the following sections:

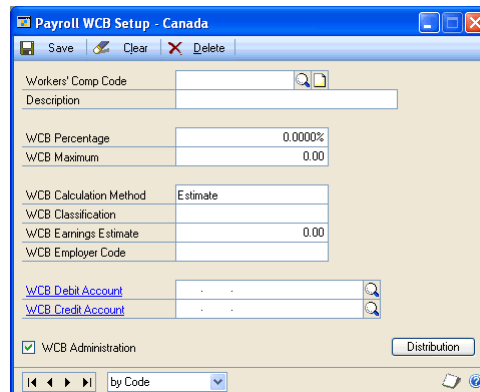
- [Setting up a workers' compensation code](#)
- [Using multiple WCB codes](#)
- [Default province codes](#)

Setting up a workers' compensation code

Use the Payroll WCB Setup - Canada window to create workers' compensation codes with their corresponding contribution rate, calculation method, and posting accounts. Employer contributions to the Workers' Compensation Board (WCB) are calculated as a percentage of employee pay.

To set up a workers' compensation code:

1. Open the Payroll WCB Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Workers' Comp)



2. Enter the code and description for a workers' compensation tax.
3. Enter a percentage of employee pay that the employer pays as its contribution to the WCB.
4. Enter the maximum amount of employee pay used for determining WCB contributions. Workers' compensation taxes for individual employees will not be calculated when their pay exceeds this limit.
5. Enter the calculation method, classification, earnings estimate, and employer code.
6. Enter the debit and credit accounts where the employer's share of WCB contributions will be posted.

7. Choose WCB Administration if the code is used for employees whose work is classified as administrative in nature and would be subject to WCB. The Distribution button will be activated.

If your company requires employees to move from one location to another and the move crosses different WCB classifications and WCB jurisdictions, you must use the Advance WCB function to assign multiple WCB codes to these employees.



The WCB Administration option is available only if you activated Advanced WCB in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.

8. Choose Distribution to open the Payroll WCB Attached Codes - Canada window, where you can select the WCB codes for employees who move from one WCB jurisdiction to another.
9. Choose Save.

Using multiple WCB codes

You can use two types of WCB processing. The Standard WCB helps to determine WCB contributions per payroll batch, and the Advanced WCB lets you assign multiple WCB codes to employees and combines the posted batch contributions to determine the employer's required contributions.

An employer can assign multiple WCB codes to employees whose WCB classification changes within a pay period. Examples of such employees are workers in construction companies who move from one job to another, within and outside their usual WCB agency jurisdiction, and employees in trucking companies who travel across more than one agency jurisdiction.

If you have employees who use multiple WCBs, your company needs to remit premiums to each agency jurisdiction. There are also areas where WCB agencies have an agreement that allows you to remit premiums only to the worker's province of employment or residence.

The provincial Workers' Compensation board assesses WCB contributions annually. The assessment is based on the following factors:

- Industry premium rate
- Employer's experience rating based on its claims history
- Estimate of the employer's payroll the following year

The contributions are paid in full or in installments during a calendar year. If the employer fails to meet the assessed contributions by a certain percentage at the end of the year, it may be charged a penalty and interest.

Default province codes

Canadian Payroll has default codes for each Canadian province; you don't need to set them up. Province codes are used in employee records to indicate the provincial tax that applies to an employee.

You can view the default province codes and modify their description in the Payroll Province Setup - Canada window (Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Province).

Chapter 6: Jobs and reporting codes setup

Use this information to set up specific tasks that you want to track, and to set up codes for creating reports.

The information is divided into the following sections:

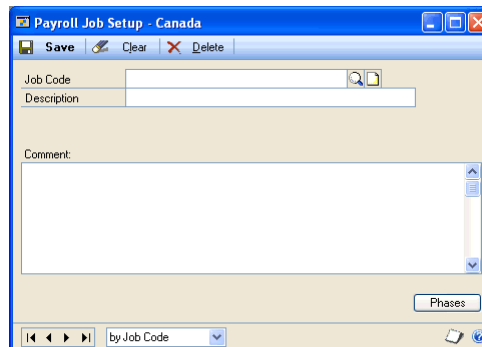
- [Setting up a job code](#)
- [Setting up a job phase](#)
- [Setting up a reporting code](#)

Setting up a job code

Use the Payroll Job Setup - Canada window to create a job or specific task. You also can include additional information regarding each job.

To set up a job code:

1. Open the Payroll Job Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Jobs)



If you didn't allow job entry when you set up payroll controls, you can't open the Payroll Job Setup - Canada window.

2. Enter a code for the job.
3. Enter a description for the job.
4. Enter a comment or a short note about the job.
5. Choose Phases to specify the phases that comprise the job. For more information, see [Setting up a job phase](#) on page 37.
6. Choose Save.

Setting up a job phase

You can divide a job into individual phases, or steps necessary to complete a job and enter information about each phase.

To set up a job phase:

1. Open the Payroll Job Phase - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Jobs >> Phases)



You also can open this window by choosing Phases in the Payroll Job Setup - Canada window.

If you open this window from the Payroll Job Setup - Canada window, the job name appears at the top of the window. Otherwise, the first job in the database is displayed.

2. Enter a name to identify the job phase, and enter a brief description for it. For example, you could name a phase in a manufacturing job “Packaging”, and the description could include wrap item, add catalog, and seal box for shipping.
3. Enter a comment or a note about the job phase.
4. Choose Save.

Setting up a reporting code

You can create reporting codes and use them to assign a description to individual payroll transactions.

To use reporting codes on reports, you need Report Writer to modify current reports, or create new ones. The files that contain fields for reporting codes include batch entry file, batch work file, batch master file, and batch master file LY.

To set up a reporting code:

1. Open the Payroll Reporting Codes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Reporting Codes)

2. Enter a code and a description for the report.
3. Choose Save.

Chapter 7: Income codes setup

Use this information to set up income codes. For every source of employee income, you need to create an income code. You can create income codes during initial setup or add them later, as required.

The information is divided into the following sections:

- [Creating an income code](#)
- [Pay Type and Reference combinations](#)
- [Tax slips](#)
- [Assigning a shift premium code](#)
- [Modifying or deleting a shift premium code](#)
- [Creating additional paycode amounts](#)
- [Employee user field index](#)
- [Setting up a delayed deduction](#)
- [Creating a rate table code](#)
- [Modifying or deleting a rate table code](#)
- [Importing or exporting a rate table code](#)
- [Copying a rate table code](#)
- [Creating a rate table](#)
- [Deleting a rate table](#)
- [Completing a rate table mass update](#)

Creating an income code

Use the Payroll Income Paycode Setup - Canada window to create and maintain company income codes. These codes can be used as default entries for setting up employee income codes. They also can be used to apply changes to existing income codes and can be included in employee classes. You can modify default income settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create an income code:

1. Open the Payroll Income Paycode Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes)

The screenshot shows the 'Payroll Income Paycode Setup - Canada' window. The 'Paycode' field contains '1'. The 'Description' field contains 'Debit Account'. The 'Pay Type' is set to 'Regular Pay'. The 'Paid By' is set to 'Pay Period'. The 'Reference' is 'N/A'. The 'Income Tax Applicable' checkbox is checked. The 'CPP/QPP Applicable' checkbox is checked. The 'EI Applicable' checkbox is checked. The 'PPIP Applicable' checkbox is unchecked. The 'NWT Tax Applicable' checkbox is checked. The 'Nunavut Tax Applicable' checkbox is checked. The 'Quebec Tax Applicable' checkbox is checked. The 'Prov Health Tax Applicable' checkbox is unchecked. The 'Vacation Pay Applicable' checkbox is unchecked. The 'Protected Income' checkbox is unchecked. The 'WCB Applicable' checkbox is checked. The 'Allow Transaction Entry' checkbox is checked. The 'Auto Select' checkbox is unchecked. The 'Distribute' checkbox is unchecked. The 'Linked Overtime Paycode' field is empty. The 'Slip Type' is 'T4'. The 'T4 Primary Box Number' is '14'. The 'T4 Extra Box Number' is '0'. The 'T4A Primary Box Number' is '0'. The 'Releve 1 Primary Box #' is 'A'. The 'Releve 1 Extra Box #' is empty. The 'Responsibility' is 'N/A'. The 'Shift' is 'N/A'. The 'Shifted Paycodes' and 'Amounts' buttons are visible at the bottom right. The navigation bar at the bottom shows 'by Code' selected.

2. Enter an income code and a description.
3. Define the General Ledger account number to be updated with transactions for this income code. The account number is the master account number for this income code and must be a payroll account. Transaction values will be posted to General Ledger when the income code is used in transactions. The account number represents an expense entry in General Ledger.

You can set up payroll accounts in the Account Maintenance window.

4. Select a pay type that specifies the type of income for this code. The pay type affects the income tax calculation. It is one of the criteria that determine which types of pay can be entered in a payroll batch.

N/A Not functional, included in the options list but is not applicable for this field.

Regular Pay Salary or wages paid for standard work hours.

Overtime Payment for hours worked in addition to standard hours.

Bonus Amount paid as a reward for performance.

Commission Payment based on sales volume.

Advance A fixed amount payment for which no payroll calculations will be made.



All income pay types except Advance are recorded in box 14 of an employee's T4 slip. Advance pay type values are not recorded on the T4.

5. Select a method of payment from the list. The Paid By field defines the method of payment the paycode is based on.

N/A Not functional, included in the options list but is not applicable for this field.

Pay Period Payments based on an entire pay period.

Day Payments based on each day worked.

Hour Payments based on each hour worked.

Regular Hours Not applicable to income codes.

Overtime Hours Not applicable to income codes.

Paycode Not applicable to income codes.

User Paid By Payments based on a unit defined by the user.

This list also might include user-defined payment methods. For more information, see [Entering a user paid by frequency description](#) on page 89.

6. Select a pay type.

N/A Not functional, included in the options list but is not applicable for this field.

Vacation Payment for vacation time.

Banked Sick Pay Payment for banked sick time.

Banked Stat Pay Payment for banked statutory holiday time.

Banked Overtime Pay Payment for banked overtime.

Banked Leave Pay Payment for banked leaves.

Advance Reclaim Not applicable to income codes.

Arrears Reclaim Not applicable to income codes.

GST Payment for GST or goods and services tax for a benefit. This setting usually requires a matching deduction to offset the income.

Retroactive Pay Payment for work covered by previous pay periods.

Lump Sum Payment A single payment not necessarily related to pay periods.



Don't enter a reference that does not pertain to the income code's pay type. For example, don't use the reference Vacation for the pay type of Bonus. Refer to the list of [Pay Type and Reference combinations](#) on page 46.

7. Select whether to activate the following tax calculations.

Income Tax Applicable This setting defines whether the income is subject to income tax. The associated percentage field defines the portion of the income to be used in tax calculation.

CPP/QPP Applicable This setting defines whether to include income in the calculation of contributions to the Canada Pension Plan or Quebec Pension Plan. This amount is based on the percentage that you enter in the Income Tax Applicable field.

EI Applicable This setting defines whether to include income in Employment Insurance calculation. This amount is based on the percentage that you enter in the Income Tax Applicable field.

PPIP Applicable This setting defines whether to include income in the calculation of contributions to the Provincial Parental Insurance Plan. This amount is based on the percentage that you enter in the Income Tax Applicable field.

8. Select whether to activate the following tax settings. The settings determine whether dollars generated by this income code are subject to specific taxes when batches are calculated.

NWT Tax Applicable To use Northwest Territories tax, the employee's Taxable Province in the Payroll Employee Setup - Canada window must be NWT and the setting Employee Pays NWT Tax in the Payroll Employee TD1 - Canada window must be activated.

Nunavut Tax Applicable To use Nunavut tax, the employee's Taxable Province in the Payroll Employee Setup - Canada window must be NU and the setting Employee Pays Nunavut Tax in the Payroll Employee TD1 - Canada window must be activated.

Quebec Tax Applicable To use Quebec tax, the employee's Taxable Province in the Payroll Employee Setup - Canada window must be QC and the setting Employee Pays Quebec Tax in the Payroll Employee TD1 - Canada window must be activated.

9. Specify whether to include the dollars generated by this income code in the provincial health tax assessed amount. To use this tax setting, the employee's Taxable province in the Payroll Employee Setup - Canada window should be NL, ON, MB, or QC and the Accrue Provincial Health Tax option in the Payroll Employee Control - Canada window must be activated.
10. Select whether to activate the following additional income code settings:

Vacation Pay Applicable This field specifies whether to include the dollars generated by this income code in vacation pay calculation. This is used only when the Accrue Vacation by Paycode field is activated. For more information, see [Setting up vacation and sick leave pay](#) on page 117.

Protected Income This setting indicates whether to recover the delayed deduction from the dollars generated by this income code. If an income code is protected, delayed deductions will not be recovered from the dollars it generates.

WCB Applicable This setting is used in payroll batch calculation to determine whether to use the income generated by this paycode when calculating for the WCB Calculation Base value. The amount of income that will be included in the summation of the WCB Calculation Base value will be equal to the percentage that has been entered in the Income Tax Applicable Percentage field. For example, if the Income Tax Applicable Percentage field is 50 percent, and the income generated is C\$1200, then C\$600 will be included in the WCB Calculation Base value.



The WCB Applicable setting is set automatically to the same setting as the Income Tax Applicable option. If the income is subject to income tax but not to WCB tax, you should select the corresponding paycodes and inactivate the WCB contribution.

11. Select Allow Transaction Entry to use the income code in payroll transactions.

12. Select Auto Select to use the assigned income code when you generate a payroll batch.

If an employee has a T4 or T4A taxable income, T4 nonperiodic taxable income, or nontaxable income, the income codes assigned to the employee will be included in batches.



Auto-selected income codes will not be included in batch generation if Advance is the only pay type used in the batch.

Distribute This setting specifies whether to distribute the amount generated by this income code across the departments where an employee works. If you don't enter a fixed or variable distribution, the amount generated by this income code will be distributed to the department defined in the Payroll Employee Setup - Canada window.

13. Select an overtime code to link to the base paycode. Suppose the base paycode has the pay type Regular Pay, a payment method Regular Hours and a pay rate of C\$10.00. An overtime code was created with the pay type Overtime, paid by Hours, and a rate of C\$15.00. Select the overtime code to define the linked paycode.

For double overtime, assign a second overtime code to the first overtime code. The Allow OT Generation field for both the regular paycode and the overtime paycode should be activated.

14. Select a slip type and the appropriate box numbers. These settings indicate which Canadian Revenue Agency (CRA) or Revenue Quebec tax forms the income will be reported on. For more information, see [Tax slips](#) on page 46.
15. Select a responsibility for shift premiums and a shift associated with this income code. To activate the Shifted Paycode button, select a responsibility or shift value. Use the list to select a system or a user-defined option. If user-defined options have been created, they will be displayed along with the system option N/A. For more information, see [Entering responsibility and shift descriptions](#) on page 89.



The Shifted Paycodes button of the Payroll Income Paycode Setup window is activated when a shift or responsibility other than N/A has been selected. Income paycodes that have a shift or responsibility defined are then used to pay shift premiums.

16. Choose Shifted Paycodes to assign paycodes to the base paycode. For more information, see [Assigning a shift premium code](#) on page 46.
17. Choose Amounts to enter additional information for the paycode. For more information, see [Creating additional paycode amounts](#) on page 49.
18. Choose Save. Choose Yes to update all employee income code records with the numeric values for the current income code.

If you choose No, the income code will be saved and you can use it when you assign income codes to employees.

Pay Type and Reference combinations

The following table lists the Pay Type and Reference combinations that you can use in the Payroll Income Paycode Setup - Canada window and Payroll Deduction Paycode Setup - Canada window. For more information, see [Creating an income code](#) on page 41.

Reference Options	Pay Type						
	N/A	Regular Pay	Overtime	Bonus	Commission	Advance	EI Rebate
N/A	No	Yes	Yes	Yes	Yes	Yes	Yes
Vacation	No	Yes	No	No	No	No	No
Banked Sick Pay	No	Yes	No	No	No	No	No
Banked Stat Pay	No	Yes	No	No	No	No	No
Banked Overtime Pay	No	Yes	Yes	No	No	No	No
Banked Leave Pay	No	Yes	No	No	No	No	No
Advance Reclaim	No	No	No	No	No	No	No
Arrears Reclaim	No	No	No	No	No	No	No
GST	No	No	No	No	No	No	No
Retroactive Pay	No	Yes	Yes	No	No	No	No
Lump Sum Pay	No	Yes	Yes	No	No	No	No

Tax slips

Tax forms or slips record tax information about income, deductions, benefits, and other similar details. The Canadian Revenue Agency (CRA) uses T4 and T4A slip types for this purpose. Releve 1 is a slip type used for Quebec only.

T4 Primary Box Number The default primary box number is 14 when the income pay type is Regular Pay, Overtime, Bonus, Commission and EI Rebate. A pay type of Advance is not recorded on the T4 slip and the default value in the T4 Primary Box Number will be 0. When reporting benefits, this field displays the T4 box number used to print benefit amounts generated by a paycode.

T4 Extra Box Number The information that will appear in this box depends on the paycode. For example, Commission Income is reported in box 42 on the T4 slip.

T4A Primary Box Number The default value in the T4A Primary Box Number is 0.

Releve 1 Primary Box # Used for Quebec only.

Releve 1 Extra Box # Used for Quebec only. The box number varies, depending on the pay type used. For example, Commission Income is reported in Releve 1 box M.

Assigning a shift premium code

You can use the Payroll Income Attached Paycodes - Canada window to group paycodes that are similar in pay type, but with different settings for shifts or responsibilities. For example, you could group overtime codes for day and evening shifts, or group salary codes for managers and supervisors.

For shift premium codes, enter a single paycode and select the appropriate shift or responsibility in the Payroll Complete Entry - Canada window. Based on these two settings, the premium pay will be determined. For more information, see [Entering a shift premium transaction](#) on page 170.

Refer to these rules when using shift premium codes:

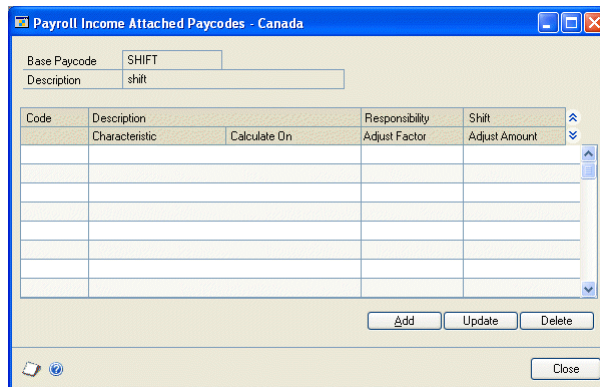
- Shift premiums only work with base paycodes that have the pay type Regular Pay, Overtime or Commission.
- The Reference field should be N/A.
- You should select a Responsibility or a Shift, not N/A.
- The base paycode should reflect the most common paycode used.

Use the Payroll Income Attached Paycodes - Canada window to set up shift premium codes for the standard paycodes defined in the following windows:

- Payroll Paycode Control - Canada
- Payroll Control Banked - Canada
- Payroll Employer Number Setup - Canada

To assign a shift premium code:

1. Open the Payroll Income Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Shifted Paycodes)



2. Choose Add to open the Payroll Income Attached Paycode Add - Canada window, where you can set up the assigned paycode.
3. Select a paycode to attach to the base paycode. The attached paycode can be used to create a separate transaction or to replace the base paycode.
4. Select a responsibility for the attached paycode.
5. Select a shift for the attached paycode.



The responsibility or shift defined on the shift premium code should not be the same value as the responsibility or shift on the base paycode.

6. Select a method of attaching the paycode when processing payroll.

Replace (Not Rate) The rate will be replaced.

Separate/Match Units The base paycode rate plus an extra amount is paid for each hour or day worked. The extra amount will be listed separately on the advice slip.

For example, the base paycode might be set to the normal hourly rate of C\$10.00. If an employee works 8 hours on this shift, he will receive C\$80.00 for the 8 hours at 10.00/hour. If the Separate/Match Units shift premium amount has been set to C\$1.00, he will receive an additional C\$1.00 for each hour worked.

Separate/ Single Unit The base paycode rate is paid for the number of hours worked and an additional flat amount is added to the pay.

For example, an employee receives an additional C\$100.00 for working the evening shift regardless of the number of hours actually worked. There will be a transaction using the base paycode with a rate of C\$10.00/hr. for 8 hours worked and a transaction for the shift premium with a rate of C\$100.00 for 1 unit.



The N/A option list is not used for this field.

7. Select a paycode to calculate against the rate. The base paycode is the paycode that you are attaching to. The attached paycode is the assigned paycode.



The N/A option list is not used for this field.

8. Enter an adjustment factor and amount. The factor defines the amount used as a multiplication factor in calculating the paycode rate. The amount defines the dollar amount used in calculating the paycode rate.
9. Choose Save.

Modifying or deleting a shift premium code

Use the Payroll Income Attached Paycodes - Canada window to modify or delete a paycode assigned to a base paycode.

To modify or delete a shift premium code:

1. Open the Payroll Income Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Shifted Paycodes)
2. Select the paycode to modify or delete.
3. Choose Update to open the Payroll Income Attached Paycode Update - Canada window, where you can modify the entries for the shift premium code.
4. Choose Delete to delete the shift premium code.
5. Choose Save. Continue modifying the assigned paycodes.

Creating additional paycode amounts

Use the Payroll Income Other Amounts - Canada window to enter additional information about a paycode, such as delayed deductions, rate tables, and table codes.

Vacation Units Accrued In displays the unit that vacation units are accrued by — days or hours. The default values come from the control setting for the accrual of vacation units in the Payroll Control Variables - Canada window.

You can modify the paycode settings in employee records. For more information, see [Entering income code amounts](#) on page 123.

To create additional paycode amounts:

1. Open the Payroll Income Other Amounts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts)

2. Enter the pay rate. You can modify this rate in the employee record.
3. Enter information for the following fields:

EI Insurable Hours Per Unit Enter the number of insurable hours per unit of this paycode. For example, if this paycode is paid by the hour, the insurable hours per unit worked will be 1. If the paycode is paid semimonthly, the insurable hours per unit worked could be 84 (10.5 days per pay period x 8 hours per day).

Seniority Units Per Unit Enter the number of seniority units per unit of this paycode. This amount will be added to the Life-to-Date (LTD) and the Year-to-Date (YTD) seniority units of the Payroll Employee Calculated Service - Canada window.

Vacation Accrual Units Enter the number of vacation units to accrue for each 100 units of the income code. For example, if vacation is accrued in hours with a vacation pay of 4 percent, an employee will accrue 4 vacation units (hours) per 100 units (hours) worked. If vacation is accrued in days and an employee receives 1.25 days vacation credit for every month worked, the vacation accrual units per 100 units (1 month = 100 units) will be 1.25 units (days).

Unpaid Vacation Accrual Units Enter the number of units of vacation time to be accrued, for which, when taken, the employee will not be paid. The accrual is per 100 units of this income code.

Service Days Per Unit Enter the number of service days per one unit of this paycode. For example, if the Paid By value is Hour and the employee works 8 hours a day, the service days per unit value will be 0.125.

Service Hours per Unit Enter the number of service hours per one unit of this paycode. For example, if the Paid By value is Hour and the employee works 8 hours a day, the service hours per unit value will be 1.0.

Service Units per Year Enter the number of service units an employee will earn with this paycode in one year. For example, if the paid by value is Hour and the employee works 8 hours a day, the service units per year value will be 2080.0 (assuming 260 work days/year or 5 work days/week).

Employee User Field Index Specify which user-defined field to use for the paycode. The field also is used for reporting and tracking employee information. For more information, see [Employee user field index](#) on page 50.

4. Choose Delayed Setup to set up delayed deductions for a paycode. For more information, see [Setting up a delayed deduction](#) on page 52.
5. Choose Table Codes to set up rate table codes for a paycode. For more information, see [Setting up a delayed deduction](#) on page 52.
6. Choose Rate Table to set up rate table information for table codes. For more information, see [Creating a rate table](#) on page 55.
7. Close the window.

Employee user field index

Use the Employee User Field Index to specify which user-defined field is used for a paycode. This field also is used in reporting and tracking employee information.

Suppose you have a user-defined field for employee loans. The current paycode might be an employee loan paycode. You'll then assign the index field for employee loans, and the field will appear in the Payroll Miscellaneous User Data - Canada window. For more information, see [Entering an employee's review](#) on page 102.

In the Payroll Miscellaneous User Prompts - Canada window there are five fields under Employee Master Miscellaneous User Defined Numeric Prompts. These fields correspond to the fields displayed in the Payroll Miscellaneous User Data - Canada window.

The five fields for Employee Master Miscellaneous User Defined Numeric Prompts appear in the Payroll User Field Index Lookup - Canada window. If an employee user field index has been defined for the paycode and the paycode is assigned to an employee, all dollars calculated for the paycode are accumulated in the Employee User Field Index field of the employee record.

This field updates the value in the Payroll Miscellaneous User Data - Canada window using the amount calculated for this paycode. When you enter a negative value, the value in the Payroll Miscellaneous User Data - Canada window decreases

by the paycode amount. When you enter a positive value, the value in the window increases by the paycode amount.

Suppose you're using the Payroll Miscellaneous User Data - Canada window to track an employee loan. When a repayment is made, a negative value (-1) will decrease the principal loan amount.

Setting up a delayed deduction

Use the Payroll Delayed Deduction Setup window to set up a delayed deduction for a paycode. When the paycode is set up with a delayed deduction and is used to pay an employee, a matching delayed deduction will be created automatically.

You can modify delayed deduction settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To set up a delayed deduction:

1. Open the Payroll Delayed Deduction Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Delayed Setup)

2. Enable automatic delayed deduction when income for this paycode is generated. The deduction will not be taken from employee pay in the current batch calculation.



If you inactivate delayed deductions in payroll setup or in employee records, the income will be posted without the matching delayed deduction.

3. Select a value for the automatic delayed deduction code. This field specifies the paycode of the matching automatic delayed deduction.



Be sure to enable delayed deduction in the Payroll Deduction Delayed Setup - Canada window.

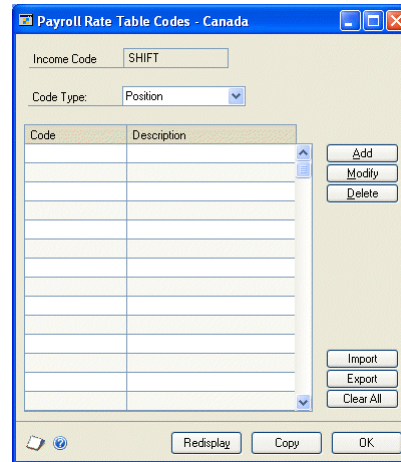
4. Enter an amount in the Recover % of Original Amount field. This is used to recover only a portion of the automatic delayed deduction per pay period. This value will replace the percentage value on the assigned deduction code.
5. Close the window.

Creating a rate table code

Use the Payroll Rate Table Codes - Canada window to set up paycodes for position, sub code, and level types. The Income Code field displays the selected paycode. You can create unlimited codes for position and sub code types and up to 24 level type codes. First, you must define the income code, then the rate table codes, and finally the rate table matrix. If you are using rate tables in your payroll calculations, define at least one position code and one level code. The codes that are defined in this window are available when you are creating the rate table matrix. You also can import the table codes. You must define the table codes before you can open the rate table.

To create a rate table code:

1. Open the Payroll Rate Table Codes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Table Codes)



2. Select Position from the code type list. The default options are Position, Sub Code, and Level. These names can be revised in the Payroll Miscellaneous User Prompts - Canada window. For more information, see [Entering user-defined field labels](#) on page 19.
3. Choose Add to open the Add/Edit Item window. When adding a record, the default code type comes from the value of the code type that is currently active.
4. Enter a code and a description. The code is a set of alphanumeric characters with a maximum of 10.
5. Choose Save. Continue adding all the position codes that you require.
6. Select Sub Code from the code type list. Follow the same steps that you completed to create the position codes.
7. Select Level from the code type list. Follow the same steps that you completed to create the position codes. Level codes that you create are applicable to all the position codes. All these codes can be accessed from the rate table.
8. Close the window.

Modifying or deleting a rate table code

Use the Payroll Rate Table Codes - Canada window to delete or modify a rate table code. The scrolling window displays the codes that you have added or imported. For more information, see [Setting up a delayed deduction](#) on page 52 and [Importing or exporting a rate table code](#) on page 54.

You can't delete a code that is already part of a rate table.

The codes displayed in this window vary with the code type. For example, if you selected the code type Position, only position codes will appear in the scrolling window.

To modify or delete a rate table code:

1. Open the Payroll Rate Table Codes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Table Codes)
2. Select a code type.
3. Modify or delete a rate table code.
4. Choose Save.
5. To delete all the codes, choose Clear All.

Importing or exporting a rate table code

Use the Payroll Rate Table Codes - Canada window to import a code from a file, or to export a code to a file.

To import or export a rate table code:

1. Open the Payroll Rate Table Codes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Table Codes)
2. Choose Import to copy table codes and rate table records from a text file. The Select An Import File window opens.
3. Enter the file name of the import file and choose Open.



If table codes or rate table records already exist for the income code, a message will be displayed. Choose Continue to continue importing data and overwrite all existing table codes and rate table records.

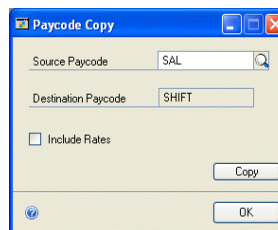
4. Choose Export to copy all table codes and rate table records to a comma-delimited text file. The Select an Export File window opens. Rate table records should exist for the export function to operate.
5. Enter a file name for the export file and choose Save.

Copying a rate table code

Use the Paycode Copy window to copy rates from one income code (source paycode) to another income code (destination paycode). You must display the destination paycode in the Paycode Copy window.

To copy a rate table code:

1. Open the Paycode Copy window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Table Codes >> Copy)



2. Select a source paycode.
3. Mark the Include Rates option to include paycode rates when copying records.
4. Choose Copy. If the destination paycode has existing table codes and rate table information, a message will be displayed. Choose Continue to verify that you want to continue copying codes from the source file. If you're copying paycode rates as well, the existing rates will be overwritten.
5. Close the window.

Creating a rate table

Use the Payroll Rate Tables - Canada window to define rates for the code types you have entered. A rate table is similar to a 3D-matrix spreadsheet. Rate tables are used to define a two or three-dimensional matrix of pay rates. Two dimensions are required. The third dimension is optional.

The levels are defined in the columns, the positions and sub codes are defined in the rows. Where the column (level) and the row (position/sub code) intersect, the rates are defined. You can create as many position and sub code entries as needed, but you can create up to 24 level entries only.

When an income code with a defined rate table is assigned to an employee, and a valid combination of level and position/sub code has been selected, the corresponding rate becomes the default value in the Payroll Rate Table Entry - Canada window.

To create a rate table:

1. Open the Payroll Rate Tables - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Rate Table)

2. Select a position code.
3. Select a sub code.
4. Enter the rate in the matrix at the intersection point of the position/sub code and the level. For example, assign a rate of C\$20.00 to the MGR position, DIVMGR sub code and FIRST level code.
5. Close the window.

Deleting a rate table

Use the Payroll Rate Tables - Canada window to delete the paycode rates in a rate table.

To delete a rate table:

1. Open the Payroll Rate Tables - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Rate Table)
2. Select a record and choose Delete.
3. Choose Clear All to delete all records in the rate table. A message states that this will erase all the rate table records associated with the income code. Choose Continue to delete all records.

Completing a rate table mass update

Use the Payroll Rate Table Mass Update - Canada window to increase or decrease multiple rates at one time. For example, you might want to give a 10 percent raise to all employees in the first level branch managerial position.



You can modify the Position, Sub Code, and Level field labels in the Payroll Miscellaneous User Prompts - Canada window. For more information, see [Entering user-defined field labels](#) on page 19.

To complete a rate table mass update:

1. Open the Payroll Rate Tables - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Income Paycodes >> Amounts >> Rate Table)
2. Choose Mass Update to open the Payroll Rate Table Mass Update - Canada window.
3. Select a range of records, Low being the first record and High being the last.



If you don't enter a range of records, all records will be updated when you choose Apply.

4. Enter a percentage or amount for increasing or decreasing the rates of the selected records.
5. Mark the Affect Zero Rates option to update records with zero rates. If not selected, only those position/level combinations in the selected range that have a rate greater than 0 will be updated.
6. Select a decimal setting.
7. Choose Apply to begin the update process and a message will be displayed. Choose OK to complete the mass update. After the update is completed, a window will display the number of rate records modified.

Chapter 8: Benefit codes setup

Use this information to set up benefit codes. You must create benefit codes for all benefits received by employees. You can create benefit codes during initial setup or add them when you create employee records.

The information is divided into the following sections:

- [Creating a benefit code](#)
- [Assigning a paycode to a base paycode](#)
- [Modifying or deleting an assigned paycode](#)
- [Creating additional benefit code amounts](#)
- [Setting up a delayed benefit deduction](#)
- [Creating benefit activation amounts](#)

Creating a benefit code

Use the Payroll Benefit Paycode Setup - Canada window to create and maintain company benefit codes that will be used as default entries for setting up employee benefit paycodes. They also can be used to apply changes to employee codes and can be included in employee classes.

You can modify default benefit settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create a benefit code:

1. Open the Payroll Benefit Paycode Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes)

	Percentage:
Income Tax Applicable	Yes
CPP/QPP Applicable	Yes
EI Applicable	Yes
PPIP Applicable	No
NWT Tax Applicable	Yes
Nunavut Tax Applicable	Yes
Quebec Tax Applicable	Yes
Prov. Health Tax Applicable	No
WCB Applicable	Yes

2. Enter a benefit code and a description.

3. If you're using Human Resources, a message and you'll have the option to set up the same code in Human Resources. If you choose No, the benefit code will be marked Incomplete in Canadian Payroll. If you choose Yes, the Payroll Select HR Benefit/Deduction Type window opens, where you can choose the Human Resources benefit that corresponds to the Canadian Payroll benefit code you're setting up.

Your options are miscellaneous benefits, health insurance, life insurance, and retirement plans. Depending on the option you select, the benefit code you create will appear in one of the following Human Resources windows:

- Miscellaneous Benefits Setup
- Health Insurance Setup
- Life Insurance Setup
- Retirement Plans Setup

For a list of the settings in Canadian Payroll and the corresponding settings in Human Resources, see [Integration of benefits](#) on page 289.

4. Define the General Ledger account number to update when this benefit code is used in payroll transactions. The account number is the master account number for this benefit code and must be a payroll account. This account number represents an expense entry in General Ledger.
5. Select an option for the Calculation Based On field.

Dollars The benefit is calculated based on the amount paid to the employee.

Units The benefit is calculated based on the number of units an employee has worked, for example, hours or days.

6. Select where the unit value will come from when the benefit is calculated based on units.

This list also will include the options that you define when you complete the procedure described in [Entering a user paid by frequency description](#) on page 89.

If you select Paycode, you can assign an income code to this benefit code, and activate the Attached Paycodes button. When you assign an income code to a benefit code, the benefit will be paid whenever the income code is used.

7. Select where the dollar value will come from.

If you select the Paycode Dollars option, you can assign an income code to this benefit code, and activate the Attached Paycodes button. When you assign an income code to a benefit code, the benefit will be paid whenever the income code is used.

8. Select additional information for the benefit code in the Further Identification field.
9. Select a special pension type used when calculating pension.



Special Pension Type is used only when the benefit code has a Further Identification of Pension.

10. Activate applicable tax calculations.

Income Tax Applicable Select Yes to indicate that the benefit is subject to income tax. The associated percentage field defines the portion of the benefit to be used in tax calculation.

CPP/QPP Applicable Select Yes to indicate that the benefit is to be included in the calculation of contributions to the Canada Pension Plan (CPP) or Quebec Pension Plan (QPP).

EI Applicable Select Yes to indicate that the benefit is to be included in Employment Insurance calculation.

PPIP Applicable Select Yes to indicate that the benefit is to be included in the calculation of contributions to the Provincial Parental Insurance Plan (PPIP).

11. Activate applicable tax settings to specify whether dollars generated by this benefit code are subject to specific taxes during payroll batch calculation.

NWT Tax Applicable Select Yes to apply Northwest Territories tax. The employee's Taxable Province in the Payroll Employee Setup - Canada window must be NWT and the setting Employee Pays NWT Tax in the Payroll Employee TD1 - Canada window must be activated.

Nunavut Tax Applicable Select Yes to apply Nunavut tax. The employee's Taxable Province in the Payroll Employee Setup - Canada window must be NU and the setting Employee Pays Nunavut Tax in the Payroll Employee TD1 - Canada window must be activated.

Quebec Tax Applicable Select Yes to apply Quebec tax. The employee's Taxable Province in the Payroll Employee Setup - Canada window must be QC and the setting Employee Pays QuebecTax in the Payroll Employee TD1 - Canada window must be activated.

12. Select Yes to include the dollars generated by this benefit code in the provincial health tax assessed amount. The employee's Taxable province in the Payroll Employee Setup - Canada window must be NL, ON, MB, or QC and the Accrue Provincial Health Tax option in the Payroll Employee Control - Canada window must be activated.

13. Select Yes to activate WCB calculation. This setting determines whether the income generated by this paycode should be used in computing the WCB Calculation Base value. The amount of income that will be included in the summation of the WCB Calculation Base value will be equal to the percentage that has been entered in the Income Tax Applicable Percentage field. For example, if the Income Tax Applicable Percentage field is 50 percent, and the amount generated is C\$100, then C\$50 will be included in the WCB Calculation Base value.



The WCB Applicable setting is set to the same setting as the Income Tax Applicable option. If the benefit is subject to income tax but not to WCB tax, you must select the corresponding paycodes and inactivate the WCB contribution.

14. Select Allow Transaction Entry to use the benefit code in payroll transactions.

15. Select Auto Select to use the assigned benefit code when you generate a payroll batch.

If an employee has a T4 or T4A taxable income, T4 nonperiodic taxable income, or non-taxable income, the benefit codes assigned to the employee will be included in batches.



Auto-selected benefit codes will not be included in batch generation if Advance is the only pay type used in the batch.

Distribute Select Yes to indicate that the amount generated by this benefit code will be distributed across the departments where an employee works. If you don't enter a fixed or variable distribution, the amount will be distributed to the department defined in the Payroll Employee Setup - Canada window.

16. Select an offsetting deduction. An offsetting deduction transaction is generated that is equal to the benefit calculated. An offsetting deduction gives the employee a benefit without changing the employee's net income amount.
17. Select a slip type and the appropriate box numbers. These settings indicate which Canadian Revenue Agency (CRA) or Revenue Quebec tax forms the benefit will be reported on. For more information, see [Tax slips](#) on page 46.
18. Select whether to add the benefit code to the report fields. You need Report Writer to customize your reports. For more information, see your Report Writer report documentation.
19. Choose Attached Paycodes to assign paycodes to the base paycode. For more information, see [Assigning a paycode to a base paycode](#) on page 62.



The Attached Paycodes button is available when you select Paycode in the Applied By (Units) field, or Paycode Dollars in the Calculate Rate On (Dollars) field.

20. Choose Amounts to enter additional information about the benefit code. For detailed information, see [Creating additional benefit code amounts](#) on page 63.
21. If you're setting up the same benefit code in Human Resources, choose HR Cross Reference to specify the deduction code that will offset the benefit.
22. Choose Incomplete to review the Canadian Payroll benefit codes that don't have matching codes in Human Resources, or that have Canadian Payroll settings that conflict with Human Resources settings.
23. Choose Save. You'll have the option to update employee records using the current benefit code settings or to save the benefit code. Not all options apply to benefit codes.

Assigning a paycode to a base paycode

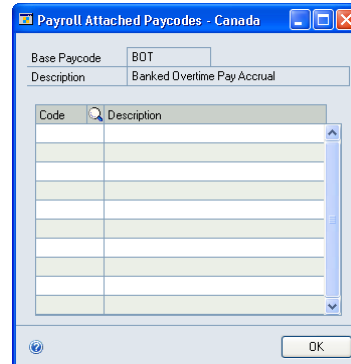
Use the Payroll Attached Paycodes - Canada window to set up a new paycode that's based on an existing paycode. Depending on the code you're setting up, the base paycode can be a benefit code, deduction code, or banked code.

To open this window, you must select a unit to be applied to a code in the Applied By (Units) field, or select Paycode Dollars in the Calculate Rate On (Dollars) field of

the Payroll Benefit Paycodes Setup window, Payroll Deduction Paycodes Setup window, or Payroll Banked Paycodes Setup window.

To assign a paycode to a base paycode:

1. Open the Payroll Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes or Deduction Paycodes or Banked Paycodes >> Attached Paycodes)



2. Select a paycode to attach to the base paycode. The paycode can be for an income, deduction, benefit, or banked item.
3. Choose OK.

Modifying or deleting an assigned paycode

Use the Payroll Attached Paycodes - Canada window to modify or delete a paycode that's attached to a base paycode.

To modify or delete an assigned paycode:

1. Open the Payroll Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes or Deduction Paycodes or Banked Paycodes >> Attached Paycodes)
2. To modify a record, select the code to be changed and select the code that will replace it.
3. To delete a record, select the code to be deleted, and then choose Edit >> Delete Row.
4. Choose OK.

Creating additional benefit code amounts

Use the Payroll Benefit Other Amounts - Canada window to enter additional information about a benefit code, such as rates, delayed deductions, and activation amounts.

You can modify these settings in employee records. For more information, see [Entering benefit code amounts](#) on page 124.

To create additional benefit code amounts:

1. Open the Payroll Benefit Other Amounts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes >> Amounts)

2. Enter a rate. You can leave this field blank. For more information, see [Using zero benefit and deduction amounts](#) on page 289.
3. Enter the number of units used in calculating the benefit.
4. Enter the following exclusion and benefit values:

Exclude Amount This is a fixed dollar amount to be excluded from the calculation.

Exclude Percentage This is a percentage of dollars to be excluded from the calculation, for example, 10 percent.

Benefit Percentage This defines whether the benefit is to be calculated based on a percentage of the selected item in the Calculate Rate On field.

5. Enter the following calculation factors:

Income Factor This is the value to be applied to the gross pay, paycode dollars, or estimated annual salary in the Calculate Rate On field in the Payroll Benefit Paycodes Setup window. This factor is often used together with the Round up to Nearest and Rate per Round Unit fields when calculating life insurance benefits.

For example, if an employee has an annual gross income of C\$39,000.00 and the pension benefit is 1.5 times the gross income, the income factor will be $C\$39,000.00 \times 1.5 = C\$58,500.00$.

Round up to Nearest This is the rounding value of the income factor calculation. If this field is used, you should also enter the rate per round unit. For example, if C\$100 is the value defined for this field, 5,850.00 will be rounded off to 6,000.00. Rounding is usually done when calculating life insurance premiums.

Rate per Round Unit This is the rate per unit to be applied to the result of the round up to nearest calculation. Suppose an employee pays C\$4.22 for every thousand units of income for life insurance. The rate per round unit will be

C\$4.22. If the income is 6,000, the employee will pay C\$4.22 × 6 round units = C\$25.32.

6. If needed, you can enter the following minimum and maximum amounts:

Pay Period Minimum The minimum amount of the benefit to be paid per pay period.

Pay Period Maximum The maximum amount of the benefit to be paid per pay period. When a benefit has reached the maximum amount for the pay period, it is stopped.

Monthly Maximum The maximum amount of the benefit to be paid per month. When a benefit has reached the maximum amount for the month, it will be stopped.

If the benefit month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total will be set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the benefit to be paid per year. When a benefit has reached the maximum amount for the year, it will be stopped. This amount is divided by the number of pay periods per year when the benefit is calculated. For more information, see [Creating an employee record](#) on page 99.

7. Enter the values for the following fields:

Other Information This field can be used to add any additional comments.

Employee User Field Index This field defines which user-defined numeric field will be used for the paycode. The field is also used for reporting and tracking employee information. For more information, see [Employee user field index](#) on page 50.

GST Applicable This field determines whether to apply GST to this benefit.

GST Percentage This field defines the rate of GST percentage to be applied, if GST is applicable.

8. Choose Delayed Setup to open the Payroll Benefit Delayed Setup - Canada window. For more information, see [Setting up a delayed benefit deduction](#) on page 65.
9. Choose Activation to open the Benefit Activation Amounts window. For more information, see [Creating benefit activation amounts](#) on page 66.
10. Close the window.

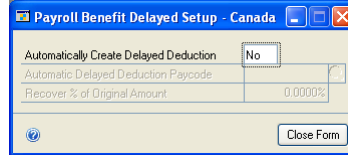
Setting up a delayed benefit deduction

Use the Payroll Benefit Delayed Setup - Canada window to set up a delayed deduction for a benefit code. When the benefit code is set up with a delayed deduction and is used to pay the employee, a matching delayed deduction will be created automatically. The value of a delayed deduction is equal to the amount of benefit generated by the paycode.

You can modify the settings for delayed deductions in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To set up a delayed benefit deduction:

1. Open the Payroll Benefit Delayed Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes >> Amounts >> Delayed Setup)



2. Activate automatic delayed deduction whenever an amount from the benefit code is generated. The delayed deduction will not be paid in the same batch that the benefit is generated from.

If delayed deduction is inactivated in the Payroll Control Variables - Canada window or the Payroll Employee Control - Canada window, the delayed deduction will not be created in batch calculation. The benefit will still be generated but the offsetting delayed deduction will not be generated.

If you inactivate delayed deductions in payroll setup or in employee records, the benefit will be posted without the matching delayed deduction.

3. Select a value for the delayed deduction code. This field defines the paycode of the matching automatic delayed deduction.



Be sure to activate delayed deduction in the Payroll Deduction Delayed Setup - Canada window.

4. Enter an amount for the Recover % of Original Amount field. You should enter a value between 0 and 100. You need to use this when only a portion of the automatic delayed deduction is to be recovered per pay period. This value will replace the percentage value on the assigned deduction code.
5. Close the window.

Creating benefit activation amounts

Use the Benefit Activation Amounts window to define whether a benefit is to be calculated when an employee pay reaches the specified minimum dollars, or minimum units, or by a pay frequency.

You can modify these activation settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create benefit activation amounts:

1. Open the Benefit Activation Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Benefit Paycodes >> Amounts >> Activation)

2. Select a frequency from the list to define when the benefit is to be taken. The benefit can be assigned to Every Pay Period, or one of the frequencies that have been defined in the Payroll Control Frequency - Canada window. For more information, see [Entering batch frequency descriptions](#) on page 15.

To include a benefit in a batch, select the same batch frequency as the frequency specified in the Payroll Batch Setup - Canada window.

3. Enter the following activation values:

Activation Dollars When this minimum dollar amount is reached, the benefit will be calculated. For example, you can enter C\$500.00 to use the benefit code only when the gross pay is greater than C\$500.00.

Activation Units When this minimum unit value is reached, the benefit will be calculated. For example, you can enter 100 to use the benefit code after the regular hours exceed 100.

4. Enter the following month-to-date (MTD), quarter-to-date (QTD), year-to-date (YTD), and life-to-date (LTD) activation values:

Activation Method This field displays two options.

- Dollars AND Units - The activation levels for dollars and units should be reached before the benefit code can be automatically included in a payroll batch.
- Dollars OR Units - Only one of the activation levels should be reached before the benefit code can be automatically included in a payroll batch.

Activation Dollars The benefit will be calculated when this minimum amount is reached.

Activation Units The benefit will be calculated when this minimum unit value is reached.

5. Select whether to activate the following options for month-to-date, quarter-to-date, and life-to-date periods:

Exclude Activation Dollars The activation dollars will be excluded from the calculation base during the payroll calculation.

Exclude Activation Units The activation units will be excluded from the calculation base during the payroll calculation.

6. Close the window.

Chapter 9: Deduction codes setup

Use this information to set up deduction codes. Similar to income codes, you need to create deduction codes for all deductions assigned to employees. You can create deduction codes during initial setup or add them as you create employee records.

The information is divided into the following sections:

- [Creating a deduction code](#)
- [Assigning a paycode to a deduction code](#)
- [Modifying or deleting an assigned paycode](#)
- [Creating an employer matching deduction](#)
- [Creating additional deduction code amounts](#)
- [Setting up delayed deduction options](#)
- [Creating deduction activation amounts](#)

Creating a deduction code

Use the Payroll Deduction Paycode Setup - Canada window to create and maintain company deduction codes. These codes will be used as default entries for setting up employee paycodes. They also can be used to apply changes to employee codes and can be included in employee classes.

You can modify default deduction settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create a deduction code:

1. Open the Payroll Deduction Paycode Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Deduction Paycodes)

Before Tax Deduction	No
Deduct Before CPP/QPP	No
Deduct Before EI	No
Deduct Before PPIP	No
Deduct Before NWT Tax	No
Deduct Before Nunavut Tax	No
Deduct Before Quebec Tax	No
Deduct Before Health Tax	No

2. Enter a deduction code and a description.

3. If you're using Human Resources, you'll have the option to set up the same code in Human Resources. If you choose No, the deduction code is marked Incomplete in Canadian Payroll. If you choose Yes, the Payroll Select HR Benefit/Deduction Type window opens, where you can select the Human Resources deduction corresponding to the Canadian Payroll deduction code that you just set up.

Your choices are miscellaneous benefits, health insurance, life insurance, and retirement plans. Depending on your choice, the Canadian Payroll deduction code you create will appear in one of the following Human Resources windows:

- Miscellaneous Benefits Setup
- Health Insurance Setup
- Life Insurance Setup
- Retirement Plans Setup

For a list of the settings in Canadian Payroll and the corresponding settings in Human Resources see [Integration of deductions](#) on page 291.

4. Enter the General Ledger account number to be updated when payroll transactions use this deduction code. The account number entered in this window is the master account number for this deduction code and must be a payroll account. The account number represents a payable entry in General Ledger.
5. Select an option from the Calculation Based On field to define the value used in the calculation of the deduction.

Dollars The deduction is calculated based on the amount paid to the employee.

Units The deduction is calculated based on the number of units an employee has worked, for example, hours or days.

6. Select a Deducted By (Units) from the list to indicate where the unit value will come from when the deduction is calculated based on units.

This list will also include the options that you defined when you completed the procedure described in [Entering a user paid by frequency description](#) on page 89.



If you select Paycode, you can assign an income code to this deduction code, and the Attached Paycodes button becomes available. When you assign an income code to a deduction code, the deduction will be calculated whenever the income code is used.

7. Select a Calculate Rate On (Dollars) from the list. This field determines where the dollar value will come from. The available options are N/A, Net Pay, Gross Pay, Paycode Dollars, and Estimated Annual Salary.



If you select Paycode Dollars, you can assign an income code to this deduction code, and the Attached Paycodes button becomes available. When you assign an income code to a deduction code, the deduction will be calculated whenever the income code is used.

8. Select a reference from the list. This field describes the type of deduction this paycode defines. Not all options apply to deduction codes. Use the list of [Pay Type and Reference combinations](#) on page 46 as a guide.

9. Select additional information for the deduction code in the Further Identification field. Not all options apply to deduction codes.
10. If you selected Pension in the Further Identification field, select a special pension type to use when calculating pension.
11. Select whether to calculate the deduction before income tax.
12. Select whether to take the deduction before the following taxes and contributions are calculated:
 - Canada Pension Plan or Quebec Pension Plan (CPP/QPP)
 - Employment Insurance (EI)
 - Provincial Parental Insurance Plan (PPIP)
 - Northwest Territories tax
 - Nunavut tax
 - Quebec tax
 - Provincial health tax
13. Select Allow Transaction Entry to use the deduction code in payroll transactions.
14. Select Auto Select to use the assigned deduction code when you generate a payroll batch.
15. Select a matching benefit for the deduction code. A matching contribution will be created. For example, a matching employer contribution is created each time an employee makes an RRSP contribution.
16. Select a slip type and the appropriate box numbers. These settings indicate which Canadian Revenue Agency (CRA) or Revenue Quebec tax forms the deduction will be reported on. For more information, see [Tax slips](#) on page 46.
17. Select whether to add the deduction code to the report fields. You can include paycode values in reports. You need Report Writer to customize your reports.
18. Choose Attached Paycodes to assign paycodes to a base paycode. For more information, see [Assigning a paycode to a base paycode](#) on page 62.



The Attached Paycodes button of the Payroll Deduction Paycode Setup window is available if you're using Paycode in the Applied By (Units) field, or Paycode Dollars in the Calculate Rate On (Dollars) field.

19. Choose Amounts to enter additional information about the deduction code. For more information, see [Creating additional deduction code amounts](#) on page 72.
20. If you're setting up the same deduction code in Human Resources, choose HR Cross Reference to specify the benefit code that will offset the deduction.
21. Choose Incomplete to review the Canadian Payroll deduction codes that don't have matching codes in Human Resources, or whose Canadian Payroll settings conflict with Human Resources settings.

22. Choose Save. If you have assigned several paycodes with the Paid By fields set to different values, a message will be displayed. Choose OK to return to the Payroll Deduction Paycodes Setup - Canada window, where you can modify your paycode assignments before proceeding.

If the assigned paycodes have been set up correctly, you'll have the option to save the deduction code, or save it and update employee records with the deduction code settings.

Assigning a paycode to a deduction code

Use the Payroll Attached Paycodes - Canada window to assign a paycode to a deduction code. This ensures that when a particular paycode is used for an employee, the deduction code that it is assigned to will be calculated. For more information, see [Assigning a paycode to a base paycode](#) on page 62.

Modifying or deleting an assigned paycode

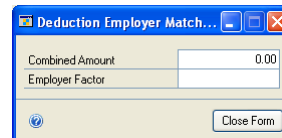
Use the Payroll Attached Paycodes - Canada window to modify or delete a paycode assigned to a deduction code. For more information, see [Modifying or deleting an assigned paycode](#) on page 63.

Creating an employer matching deduction

Use the Deduction Employer Matching window to set up a factor or combined amount to determine the employer's matching contribution.

To create an employer matching deduction:

1. Open the Deduction Employer Matching window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Deduction Paycodes >> Matching Amounts)



2. Enter a combined amount that represents the combined value of the employee's and employer's share in a contribution.
3. Enter an employer factor. This field defines the multiplier for the deduction. For example, the employer's matching amount can be 0.5 of the employee deduction.
4. Close the window.

Creating additional deduction code amounts

Use the Payroll Deduction Other Amounts - Canada window to enter additional information about the deduction code, such as rates, delayed deductions, and activation amounts.

You can modify these settings in employee records. For more information, see [Entering deduction code amounts](#) on page 126.

To create additional deduction code amounts:

1. Open the Payroll Deduction Other Amounts - Canada window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Deduction Paycodes >> Amounts)

2. Enter the rate to be used in calculating the deduction. You can leave this field blank and modify the information in the employee window. For more information, see [Using zero benefit and deduction amounts](#) on page 289.
3. Enter the number of units that will be used in the calculation of the deduction. For example, if the rate of the deduction is C\$5.00 and the units setting is 2, the employee deduction calculations will be C\$5.00 x 2 = C\$10.00.
4. Enter the following exclusion and deduction values:

Exclude Amount This is a fixed dollar amount to exclude from the calculation.

Exclude Percentage This is a percentage of dollars to exclude from the calculation.

Deduction Percentage This defines whether to calculate the deduction based on a percentage of the selected item in the Calculate Based On field.

- If the Calculation Based On field is set to Dollars, you should enter the units.
- If the Calculation Based On field is set to Units, you should enter the rate.

5. Enter the following calculation factors:

Income Factor This is the value to apply to the gross pay, paycode dollars, or estimated annual salary of the Calculate Rate On field. This factor is often used with the Round up to Nearest and Rate per Round Unit fields, when calculating life insurance deductions.

For example, if an employee has an annual gross income of C\$39,000.00 and his deduction for his insurance is 1.5 times his gross income, the income factor will be C\$39,000.00 x 1.5 = C\$58,500.00.

Round up to Nearest This is the rounding value of the income factor calculation. If this field is used, you must enter a value in the Rate per Round

Unit field. For example, if C\$100 is the value defined for this field, 5,850.00 will be rounded off to 6,000.00.

Rate per Round Unit This is the rate per unit to apply to the result of the Round up to Nearest calculation. Suppose an employee pays C\$4.22 for every thousand units of income for life insurance. The rate per round unit will be C\$4.22. If the income is 6,000, the employee will pay C\$4.22 x 6 round units = C\$25.32.

6. You can enter the following minimum and maximum amounts:

Pay Period Minimum The minimum amount of the deduction to be taken per pay period.

Pay Period Maximum The maximum amount of the deduction to be taken per pay period.

Monthly Maximum The monthly maximum amount of the deduction to be deducted per month. After a deduction has reached the maximum amount for the month, it will be stopped.

If the deduction month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total will be set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the deduction to be deducted per year. After a deduction has reached the maximum amount for the year, it will be stopped.

7. Enter an income amount to exclude from the calculation of pay period or yearly maximums to ensure that an employee will receive some income (the exempt amount), even if the payroll calculation resulted in the deduction being equal to the calculated net pay.

The first list defines whether to calculate the exempt amount from the net pay or gross pay. The second list defines whether to consider the exempt amount before or after this paycode is calculated. N/A is used when there is no exempt amount. The Exempt Amount field is only used in special instances, such as for garnishees.

8. Enter an exempt percentage and select exempt percentage options to define a percentage of income to exclude from the calculation for the pay period or yearly maximums. This ensures that an employee with this paycode will receive some income (the exempt percentage), even if the payroll calculation resulted in the deduction being equal to the calculated net pay.

The first list defines whether to calculate the exempt percentage from the net pay or gross pay. The second list defines whether to calculate the exempt percentage before or after this paycode is calculated. N/A is used when there is no exempt percentage. The Exempt Percentage field is only used in special circumstances, such as for garnishees.

9. Choose Delayed Setup to open the Payroll Deduction Delayed Setup - Canada window. For more information, see [Setting up delayed deduction options](#) on page 75.

The Delayed Setup button is available except in the following circumstances.

- The Allow Delayed Deduction option is not activated in the Payroll Control Variables - Canada window.
 - The selection in the Further Identification field for the paycode is Income Tax, CPP/QPP, EI, NWT Tax, Quebec Tax, Nunavut Tax, or T4A Income Tax.
 - The reference for the paycode is Arrears Reclaim or Advance Reclaim.
10. Choose Activation to set up activation amounts for a deduction code. For more information, see [Creating deduction activation amounts](#) on page 78.
 11. Enter the values for the following fields:

T4 Box 50 This field defines the pension plan or DPSP registration number to include in Box 50 of T4 slips, if applicable.

Employee User Field Index This field defines which user-defined numeric field to use for the selected paycode. The field also is used for reporting and tracking employee information. For more information, see [Employee user field index](#) on page 50.
 12. Close the window to return to the Payroll Deduction Paycode Setup - Canada window.
 13. Save the record.

Setting up delayed deduction options

Use the Payroll Deduction Delayed Setup - Canada window to set up delayed deduction options for a deduction code.

Delayed deduction records contain paycodes, dates, and other information that can be used for detailed arrears and advance records. You can choose from several methods of recovering delayed deductions over multiple pay periods. You also can control the order in which different delayed deductions are recovered.

The Allow Delayed Deduction fields appear in four levels of control. In general, inactivating delayed deductions at a higher control level prevents delayed deductions from being created at lower control levels. If activating the Allow Delayed Deduction field does not activate delayed deductions, activate the higher control levels.

You can activate delayed deduction in the following windows, which are arranged from the highest control level to the lowest.

- Payroll Control Variables - Canada window
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Control >> Control)
- Payroll Delayed Deduction Setup window, Payroll Benefit Delayed Setup - Canada window, or Payroll Deduction Delayed Setup - Canada window
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >>

Income Paycodes or Benefit Paycodes or Deduction Paycodes >> Amounts >> Delayed Setup)

- Payroll Employee Control - Canada window (Cards >> Payroll - Canada >> Employee >> Control)
- Payroll Income Delayed Setup window, Payroll Benefit Delayed Setup - Canada window, or Payroll Deduction Delayed Setup - Canada window (Cards >> Payroll - Canada >> Employee >> Paycodes >> Insert or Update >> Delayed Setup)

The Delayed Setup button in the Payroll Deduction Other Amounts - Canada is available except in the following circumstances.

- The Allow Delayed Deduction option is not activated in the Payroll Control Variables - Canada window.
- The selection in the Further Identification field for the paycode is Income Tax, CPP/QPP, EI, NWT Tax, Quebec Tax, Nunavut Tax, or T4A Income Tax.
- The reference for the paycode is Arrears Reclaim or Advance Reclaim.

You can modify these settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To set up delayed deduction options:

1. Open the Payroll Deduction Delayed Setup - Canada window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Deduction Paycodes >> Amounts >> Delayed Setup)

2. To activate delayed deduction, enter Yes in the Allow Delayed Deduction field.
3. Enter a deduction ranking. High-ranked deduction codes are recovered first and delayed last. For example, a paycode ranked as 2 is deducted or recovered before a paycode ranked as 1.
4. Select a delaying method.

Partial Amount A portion can be deducted while the rest is delayed.

Whole Amount The deduction will either be fully delayed or fully deducted.

5. Select a posting method.

The following table shows the entries that will be generated in General Ledger.

Posting method	Deduction is delayed	Deduction is recovered
None	The General Ledger entries aren't created.	The General Ledger entries aren't created.
To Receivable	There will be a debit entry to the Due From Employee Account that was set up in the Payroll Control Accounts - Canada window or Payroll Employee Control - Canada window. There will be a credit entry to the Due To Third Party Account that was set up in the Payroll Control Accounts - Canada window or the Payroll Deduction Delayed Setup - Canada window.	There will be a debit entry to the Due to Third Party Account that was set up in the Payroll Control Accounts - Canada window or the Payroll Deduction Delayed Setup - Canada window. There will be a credit entry to the Due From Employee Account that was set up in the Payroll Control Accounts - Canada window or Payroll Employee Control - Canada window. There will be a credit entry to the Liability Account which was set up in the Payroll Deduction Delayed Setup - Canada window.
To Payable	There will be a debit entry to the Due From Employee Account that was set up in the Payroll Control Accounts - Canada window or Payroll Employee Control - Canada window. There will be a credit entry to the Liability Account which was set up in the Payroll Deduction Delayed Setup - Canada window.	There will be a credit entry to the Due From Employee Account that was set up in the Payroll Control Accounts - Canada window or Payroll Employee Control - Canada window.

6. Select a third party account. If you selected a posting method, this account number is used in the posting routine. If you don't specify a posting method, the account number in the Payroll Control Accounts - Canada window is used.
7. Select a recovery method that will be used whenever the deduction code is assigned to an employee record.

Partial Amount As large a portion of the deduction as net pay allows will be recovered and reduce the outstanding balance. The Recover % of Original Amount field is used to limit the amount recovered per pay period.

Whole Amount Either the entire delayed deduction is recovered if net pay is sufficient, or nothing is recovered. The complete deduction will be recovered in a single payment.

8. Enter a percentage for the Recover % Of Original Amount field to be used whenever the deduction code is assigned to an employee record. It is only used when the recovery method is Partial Amount. This percentage creates an upper limit on the amount of a delayed deduction to be recovered in a payroll batch.

For example, when you enter 10 percent, the deduction will be split over at least 10 payroll batches. If it is set to 0 percent, 100 percent, or greater than 100 percent, the amount to be recovered will be the maximum amount possible.



If there are multiple delayed deductions for the same deduction code and you set a percentage, the recovered amount will not be distributed correctly.

9. Close the window.

Creating deduction activation amounts

Use the Deduction Activation Amounts window to define whether a deduction is to be calculated when an employee pay reaches the minimum dollars or minimum units, or by a selected pay frequency.

You can modify activation settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create deduction activation amounts:

1. Open the Deduction Activation Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Deduction Paycodes Amounts >> Activation)

2. Select a frequency label for applying the deduction. You can calculate the deduction for every pay period, or for one of the frequencies defined in the Payroll Control Frequency - Canada window. For more information, see [Entering batch frequency descriptions](#) on page 15.

For the deduction to be included in a batch, be sure to select the same batch frequency that you selected for the paycode in the Payroll Batch Setup - Canada window.

3. Enter the following activation values:

Activation Dollars When this minimum dollar amount is reached, the deduction will be calculated. For example, you can enter C\$500.00 to use the deduction code only when the gross pay is greater than C\$500.00.

Activation Units When this minimum unit value is reached, the deduction will be calculated. For example, you can enter 100 to use the deduction code after the regular hours exceed 100.

4. Enter the following month-to-date (MTD), quarter-to-date (QTD), year-to-date (YTD), and life-to-date (LTD) activation values:

Activation Method This field displays two options.

- Dollars AND Units — The activation levels for dollars and units should be reached before the deduction code can be included in a payroll batch.
- Dollars OR Units — Only one of the activation levels should be reached before the deduction code can be included in a payroll batch.

Activation Dollars The deduction will be calculated when this minimum amount is reached.

Activation Units The deduction will be calculated when this minimum unit value is reached.

5. Select whether to activate the following options for month-to-date, quarter-to-date, and life-to-date periods:

Exclude Activation Dollars The activation dollars will be excluded from the calculation base during the payroll calculation.

Exclude Activation Units The activation units will be excluded from the calculation base during the payroll calculation.

6. Close the window.

Chapter 10: Banked codes setup

Set up a banked code for every banked income an employee receives, such as banked sick leave pay, banked holiday pay, and banked overtime pay. You can create banked codes during initial setup or add them later, as required.

The information is divided into the following sections:

- [Creating a banked code](#)
- [Assigning a paycode to a banked code](#)
- [Modifying or deleting an assigned paycode](#)
- [Creating additional banked code amounts](#)
- [Creating banked activation amounts](#)

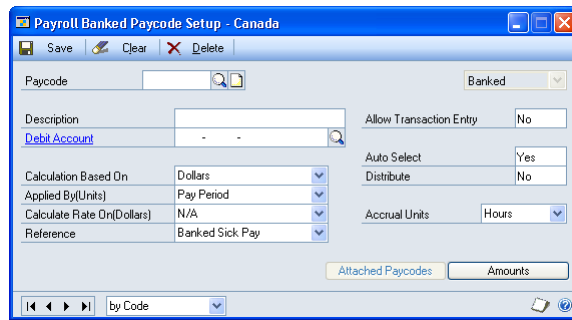
Creating a banked code

Use the Payroll Banked Paycode Setup - Canada window to create and maintain banked codes, which are for the leave credits that come from the extra hours an employee works, depending on how your company tracks leave credits.

You can modify banked code settings in employee records. For more information, see [Assigning paycodes to an employee](#) on page 121.

To create a banked code:

1. Open the Payroll Banked Paycode Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Banked Paycodes)



2. Enter a banked code and a description.
3. Define the General Ledger account number to update when this banked code is used in payroll transactions. This account number is the master account number for this banked code and must be a payroll account. This account number represents an expense entry in General Ledger.

You can set up payroll accounts in the Account Maintenance window.

4. Select an option for the Calculation Based On field to define the value to use for the calculation of the banked code.

Dollars The banked code calculation is based on the amount paid to the employee.

Units The banked code calculation is based on the number of units an employee has worked, for example, hours or days.

5. Select an option in the Applied By (Units) field. This field determines where the unit value will come from when the banked credit is calculated based on units.

This list will include the options that you define when you complete the procedure described in [Entering a user paid by frequency description](#) on page 89.



If you select Paycode, you can assign an income code to this banked code, and the Attached Paycodes becomes available. When you assign an income code to a banked code, the banked credit will be paid whenever the income code is used.

6. Select an option in the Calculate Rate On (Dollars) field. This field determines where the dollar value will come from.



If you select Paycode Dollars, you can assign an income code to this banked code, and the Attached Paycodes button is available. When you assign an income code to a banked code, the banked credit will be paid whenever the income code is used.

7. Select a reference from the list that describes the type of banked credit this paycode defines.



Not all options are applicable to banked codes. Use the list of [Pay Type and Reference combinations](#) on page 46 as a guide.

8. Select Allow Transaction Entry to use the banked code in payroll transactions.
9. Select Auto Select to use the assigned banked code when you generate a payroll batch.
10. Select Distribute to distribute the amount generated by this banked code across the departments where an employee works. If you don't enter a fixed or variable distribution, the amount generated by this banked code will be distributed to the department defined in the Payroll Employee Setup - Canada window.

11. Select a unit measurement to be used in accruing banked credits.



The Accrual Unit must be the same as the Paid By option for the banked income.

12. Choose Attached Paycodes to assign paycodes to the base paycode. For more information, see [Assigning a paycode to a banked code](#) on page 83.



The Attached Paycodes button is available if you're using Paycode in the Applied By (Units) field, or Paycode Dollars in the Calculate Rate On (Dollars) field.

13. Choose Amounts to enter additional information to the banked code. For more information, see [Creating additional banked code amounts](#) on page 83.
14. Choose Save. If you have assigned several paycodes with the Paid By fields set to different values, a message will be displayed. Choose OK to return to the Payroll Banked Paycode Setup - Canada window. Modify your paycode assignments before proceeding.

If you've correctly set up the assigned paycodes, you can update employee records using the current banked code settings, or save the banked code.

Assigning a paycode to a banked code

Use the Payroll Attached Paycodes - Canada window to assign a paycode to a banked code. This ensures that when a particular paycode is used for an employee, the banked code that it is assigned to will be calculated. For more information, see [Assigning a paycode to a base paycode](#) on page 62.

Modifying or deleting an assigned paycode

Use the Payroll Attached Paycodes - Canada window to modify or delete an paycode assigned to a banked code. For more information, see [Modifying or deleting an assigned paycode](#) on page 63.

Creating additional banked code amounts

Use the Payroll Banked Other Amounts - Canada window to enter additional information about the banked code, such as rates, and activation amounts.

You can modify these settings in employee records. For more information, see [Entering banked code amounts](#) on page 129.

To create additional banked code amounts:

1. Open the Payroll Banked Other Amounts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Banked Paycodes >> Amounts)

Rate	0.0000	Pay Period Minimum	
Units		Pay Period Maximum	
Exclude Amount		Monthly Maximum	
Exclude Percentage		Yearly Maximum	
Banked Percentage		Ceiling Units	
Income Factor		Ceiling Dollars	
Round Up To Nearest			
Rate Per Round Unit			
Other Information			
Employee User Field Index			

2. Enter the rate to be used in calculating the banked credit.
3. Enter the number of units to be used.

4. Enter the following exclusion and banked values:

Exclude Amount Enter a fixed dollar amount to exclude from the calculation.

Exclude Percentage Enter a percentage of dollars to exclude from the calculation.

Banked Percentage This indicates whether to calculate the banked amount based on a percentage of the selected item in the Calculate Based On (Dollars) field.

5. Enter the following calculation factors:

Income Factor This is the value to apply to the gross pay, paycode dollars, or estimated annual salary of the Calculate Rate On field. This factor is often used together with the Round up to Nearest and Rate per Round Unit fields when calculating banked credits.

For example, if an employee has an annual gross income of C\$39,000.00 and his banked overtime pay is 1.5 times his gross income, the income factor will be $C\$39,000.00 \times 1.5 = C\$58,500.00$.

Round up to Nearest This is the rounding value of the income factor calculation. The Rate per Round Unit field should also be set. For example, if C\$100 is the value defined for this field, 5,850.00 will be rounded off to 6,000.00.

Rate per Round Unit This is the rate per unit to apply to the result of the round up to nearest calculation.

6. Enter the following minimum and maximum amounts:

Pay Period Minimum The minimum amount of the banked credit to calculate per pay period.

Pay Period Maximum The maximum amount of the banked credit to calculate per pay period.

Monthly Maximum The maximum amount of the banked credit to be calculated per month. After a banked credit has reached the maximum amount for the month, it will be stopped.

If the banked code month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total is set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the banked credit to be calculated per year. After a banked credit has reached the maximum amount for the year, it will be stopped.

7. Enter the following settings:

Ceiling Units The maximum number of banked units an employee can have at any one time. If the total banked units plus the current units is greater than the banked ceiling units, then the units on the transaction will be reduced so that the total is within the banked ceiling units limit. The line total is recalculated as Units x Rate.

Ceiling Dollars The maximum number of banked amount an employee can have at any one time.

If the total banked dollars plus the current dollars is greater than the banked ceiling dollars, then the units on the transaction will be reduced so that the total is within the banked ceiling dollars limit.

The ceiling sets an amount to be used as maximum limit when accruing a banked credit. For example, if an employee has reached the maximum 120 hours of banked sick time, no succeeding accrual will be calculated. The employee will have to use a portion of the banked sick time before accrual can resume.

8. Choose the Activation button to set up activation amounts for a banked code. For more information, see [Creating banked activation amounts](#) on page 85.
9. Enter values for the following fields:

Other Information Enter comments or notes about the banked code.

Employee User Field Index Specify which user-defined numeric field to use for the selected paycode. The field also is used for reporting and tracking employee information. For more information, see [Employee user field index](#) on page 50.

10. Close the window.

Creating banked activation amounts

Use the Banked Activation Amounts window to specify whether to calculate a banked amount when employee pay reaches the minimum dollars or minimum units specified.

You can modify the activation settings in employee records. For more information, see [Modifying or deleting employee paycodes](#) on page 122.

To create banked activation amounts:

1. Open the Banked Activation Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Banked Paycodes >> Amounts >> Activation)

The screenshot shows the 'Banked Activation Amounts' dialog box. It is organized into three main sections: MTD (Monthly To Date), QTD (Quarterly To Date), and LTD (Yearly To Date). Each section includes fields for 'Activation Dollars' and 'Activation Units', a 'Method' dropdown menu (currently set to 'Dollars AND Units'), and two checkboxes: 'Exclude Activation Dollars' and 'Exclude Activation Units'. The 'Frequency' dropdown at the top is set to 'Every Pay Period'. An 'OK' button is located at the bottom right of the window.

2. Select a frequency label for applying the banked code. You can calculate the banked credit Every Pay Period, or in one of the frequencies that have been defined in the Payroll Control Frequency - Canada window. For more information, see [Entering batch frequency descriptions](#) on page 15.

To include the banked code in a batch, you must select the same batch frequency as the frequency specified in the Payroll Batch Setup - Canada window.

3. Enter the following activation values:

Activation Dollars When this minimum dollar amount is reached, the banked credit will be calculated. For example, you can enter C\$500.00 to use the banked code only when the gross pay is greater than C\$500.00.

Activation Units When this minimum unit value is reached, the banked credit will be calculated. For example, you can enter 100 to use the banked code after the regular hours exceed 100.

4. Enter the following month-to-date (MTD), quarter-to-date (QTD), year-to-date (YTD), and life-to-date (LTD) activation values:

Activation Method This field displays two options.

- Dollars AND Units — The activation levels for dollars and units should be reached before the banked code can be included in a payroll batch.
- Dollars OR Units — Only one of the activation levels should be reached before the banked code can be included in a payroll batch.

Activation Dollars The banked credit will be calculated when this minimum amount is reached.

Activation Units The banked credit will be calculated when this minimum unit value is reached.

5. Select whether to activate the following options for month-to-date, quarter-to-date, and life-to-date periods:

Exclude Activation Dollars The activation dollars will be excluded from the calculation base during the payroll calculation.

Exclude Activation Units The activation units will be excluded from the calculation base during the payroll calculation.

6. Close the window.

Chapter 11: Payment and shift setup

Canadian Payroll includes default options for payment period, employee responsibility, and shift. However, you can create additional user-defined options.

The information is divided into the following sections:

- [Entering a user paid by frequency description](#)
- [Entering responsibility and shift descriptions](#)

Entering a user paid by frequency description

Use the Payroll User Paid By Setup - Canada window to specify a name for a pay frequency. You can create up to four user-defined names, in addition to the default frequencies. These paid-by frequency descriptions are options in the following lists and windows:

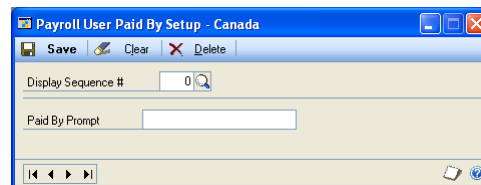
- Paid By list in the Payroll Income Paycode Setup - Canada
- Applied By list in the Payroll Banked Paycode Setup - Canada
- Deducted By list in the Payroll Deduction Paycode Setup - Canada



Paid-by frequency descriptions are labels only. They have no effect on the actual pay frequency used when processing a payroll batch.

To enter a user paid by frequency description:

1. Open the Payroll User Paid By Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> User Paid By)



2. Enter a number between 1 and 4 to indicate the position that this pay frequency will appear on an options list.
3. Enter a short name for the pay frequency, and then choose Save.

Entering responsibility and shift descriptions

Use the Payroll User Shift/Responsibility - Canada window to specify descriptive names for responsibility and shift. You can create up to 14 user-defined names for responsibility, and 14 for shift.

The names that you enter in this window will appear as options in the Responsibility and Shift lists of the following windows:

- Payroll Income Paycode Setup - Canada
- Payroll Income Attached Paycode Add - Canada
- Payroll Complete Entry - Canada

To enter responsibility and shift descriptions:

1. Open the Payroll User Shift/Responsibility - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> User Shift)

Number	Prompt String
0	

2. Select Responsibility from the Type list.
3. Enter a number to indicate the position of this responsibility when displayed on an options list, then enter a short name for the responsibility.
4. Select Shift from the Type list.
5. Enter a number to indicate the position that this shift will appear on an options list, then enter a short name for the shift.
6. Choose Save.



Unlike user-defined paid-by definitions, values for shift and responsibility will override the existing default system values.

Chapter 12: Union setup

You can create union membership codes to track employee records. You also can assign paycodes to a union code, so that each time a union member's record is included in payroll processing, the paycodes attached to the union code will be calculated.

The information is divided into the following sections:

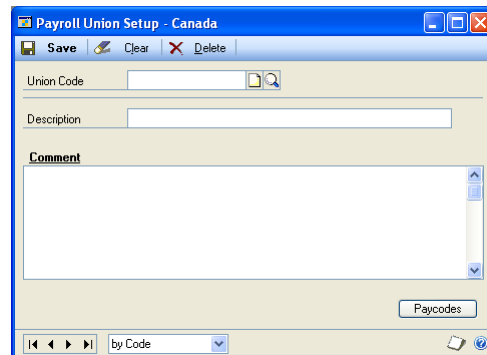
- [Setting up a union code](#)
- [Assigning paycodes to a union code](#)

Setting up a union code

Use the Payroll Union Setup - Canada window to create a union code to assign to employee records.

To set up a union code:

1. Open the Payroll Union Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Unions)



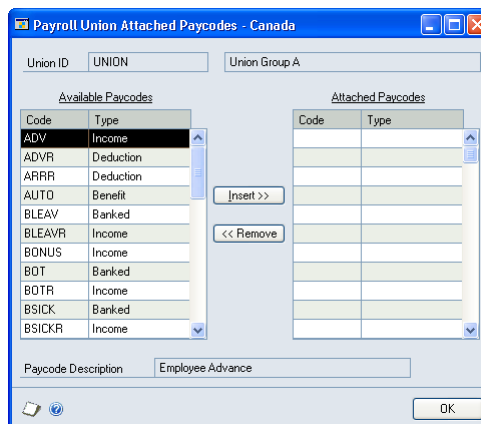
2. Enter a code and a short description or name for the union. Enter additional notes in the Comment field.
3. Choose the Paycodes button to open the Payroll Union Attached Paycodes - Canada window. For more information, see [Assigning paycodes to a union code](#) on page 91.
4. Choose Save.

Assigning paycodes to a union code

Use the Payroll Union Attached Paycodes - Canada window to select the paycodes to use when a union code is assigned to an employee record. When the employee record is included in payroll batch processing, the paycodes will be automatically calculated.

To assign paycodes to a union code:

1. Open the Payroll Union Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Unions >> Paycodes)



2. Select the paycode to assign to the union code from the Available Paycodes list.
3. Choose Insert to include the code in the Attached Paycodes list.
4. Select and insert the other paycodes to assign to the union code.
5. Choose OK.

Chapter 13: Employee class setup

Creating employee classes has many benefits. You can select employees of a particular type using Class as a filter, you can enter data faster because of the default entries provided in the class, and you can “mass select” employees of a particular class when you create a payroll batch.

The information is divided into the following sections:

- [Setting up an employee class](#)
- [Assigning paycodes to a class](#)
- [Assigning position codes to a class](#)

Setting up an employee class

Use the Payroll Employee Class Setup - Canada window to create an employee class using a common code for department, position, workers’ compensation, pay frequency, or employment type. Default class information can be changed when you create individual employee records.

To set up an employee class:

1. Open the Payroll Employee Class Setup - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Employee Class)

2. Enter an ID and description for the class.
3. Select an employment type. If the class is made up of contractual or project-based employees, select Contractor.
4. Enter a department code and a position code.
5. Enter a workers’ compensation code for the class.
6. Enter the pay frequency.
7. Select the account where pay will be posted, then enter the corresponding account number. Chequebook is a cash management account used for creating transactions, while Employee activates the General Ledger accounts and net pay is credited to a General Ledger account.
8. Choose Paycodes to assign paycodes to the class, so that the corresponding pay or deductions can be calculated for employees in the class. For more information, see [Assigning paycodes to a class](#) on page 94.

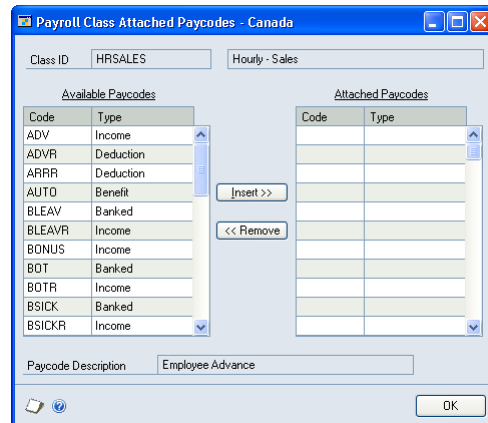
9. Choose APC to assign position codes to the class. For more information, see [Assigning position codes to a class](#) on page 95.
10. If you are using Project Accounting, you can choose the Project button to open the PA Employee Class Options window, where you can specify the employer, employment type, employee expense setting, paycode, profit settings and posting accounts to be used for an employee class. For more information, see the Project Accounting documentation.
11. Choose Save.

Assigning paycodes to a class

Use the Payroll Class Attached Paycodes - Canada window to select the codes that will be used when income, banked pay, benefits, and deductions are calculated for employees in a class.

To assign paycodes to a class:

1. Open the Payroll Class Attached Paycodes - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Employee Class >> Paycodes)



2. Select the paycode to assign to the class from the Available Paycodes list.
3. Choose Insert to include the code in the Attached Paycodes list.
4. Select and insert the other paycodes to assign to the class.
5. Choose OK.

Assigning position codes to a class

Use the Payroll Class Positions - Canada window to select the position codes that will be used for employees in a class.

To assign position codes to a class:

1. Open the Payroll Class Positions - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Employee Class >> APC)

2. Select the position code to assign to the class from the Position Codes Available list.
3. Choose Insert to include the code in the Authorized Position Codes list.
4. To make an inserted position code a default position code for all employee classes, mark the Use as Default option.



You can assign only one position code as the default position code for all employee classes.

5. Select and insert the other position codes to assign to the class.
6. Choose OK.

Part 2: Cards

Refer to the following information to create employee records and settings.

The following information is discussed:

- [Chapter 14, “Employee records,”](#) helps you to view, modify and delete employee personal information and job performance records.
- [Chapter 15, “TD1 tax reporting,”](#) helps you set up employee-specific calculation of TD1 values.
- [Chapter 16, “T4 and R1 tax information,”](#) helps you to view and modify the income and deduction amounts that appear in an employee’s tax forms.
- [Chapter 17, “Vacation and sick leaves,”](#) helps you set up the calculation, pooling, and accrual of vacation and sick leave entitlements.
- [Chapter 18, “Employee paycodes,”](#) helps you to assign income codes, deduction codes, benefit codes, and banked codes to an employee record.
- [Chapter 19, “Controls and distribution,”](#) helps you to set up the calculation of pay, benefits, and deductions, and to distribute payroll expense to various departments.
- [Chapter 20, “Direct Deposit,”](#) helps you view and enter the bank accounts where employee pay will be deposited.
- [Chapter 21, “Payroll calculation,”](#) helps you create additional settings for calculating employee pay, benefits, banked credits, deductions, and taxes.

Chapter 14: Employee records

Employee records contain the information and settings that are used when you create payroll transactions, such as paycodes, taxes, vacation and other entitlements, bank accounts, and account distribution. Use this information to view, modify, and delete employee personal information and job performance records.

The information is divided into the following sections:

- [Creating an employee record](#)
- [Modifying or deleting an employee record](#)
- [Inactivating an employee record](#)
- [Reactivating an employee record](#)
- [Entering an employee's review](#)

Creating an employee record

Use the Payroll Employee Setup - Canada window to create an employee record.

If you're using Human Resources, the employee information you'll enter in this window also will appear in the following Human Resources windows:

- Employee Maintenance
- Employee Additional Information Maintenance
- Employee Address Maintenance

To create an employee record:

1. Open the Payroll Employee Setup - Canada window.
(Cards >> Payroll - Canada >> Employee)

2. Enter an employee ID.
3. Enter a class ID to include the record in a class, or accept the default setting. For more information, see [Setting up an employee class](#) on page 93.

4. Enter the following employee information:
 - Full name
 - Address
 - Telephone number
 - Social Insurance number
 - Start date or employment date
 - Birth date
 - Gender
 - Ethnic origin
5. Select an employment type. If the employee is a contractual or project-based employee, select Contractor.
6. Enter the employee's department code, position code, and default workers' compensation tax code. Also enter the tax schedule for the province that applies to the employee.
7. Enter the employer number, which carries the employer's tax settings. For more information, see [Setting up company tax information](#) on page 28.
8. Select how the employee receives pay.

If you're using Bank Reconciliation, select Cheque.

If you select Direct Deposit, use the Payroll Employee Direct Deposit Edit - Canada window to specify how pay should be distributed in the employee's bank account. For more information, see [Adding a direct deposit account](#) on page 139.

9. If you specified employee master user-defined fields in the Payroll Control Setup - Canada window, the field names will be displayed. Enter the user-defined information that you want for the employee. For more information, see [Setting up payroll controls](#) on page 11.
10. Select the General Ledger account where pay will be posted, then enter the corresponding account number. Chequebook is a cash management account used for creating transactions. Employee activates the General Ledger accounts and results in net pay being credited to a General Ledger account.

If you're using Bank Reconciliation, choose Chequebook.

11. Specify additional information for your employee record.

Open these windows to complete the corresponding procedures:

Choose this button:	To open this window:	For procedures, see:
TD1 Values	Payroll Employee TD1 - Canada	Setting up an employee's TD1 records on page 105
Vac/Sick	Payroll Employee Vacation/Sick - Canada	Setting up vacation and sick leave pay on page 117
Control	Payroll Employee Control - Canada	Setting up employee controls on page 135
Distribution	Payroll Employee Distribution - Canada	Distributing payroll costs to departments on page 137

Choose this button:	To open this window:	For procedures, see:
Paycodes	Payroll Employee Paycodes - Canada	Assigning paycodes to an employee on page 121
Deposit	Payroll Employee Direct Deposit - Canada	Adding a direct deposit account on page 139
Calculated	Payroll Employee Calculated - Canada	Viewing or modifying payroll calculations on page 141
Vacation Pay	Employee Vacation Pay	Viewing or modifying vacation accrual on page 119
T4	Payroll Employee T4 - Canada	Viewing or modifying T4 tax information on page 111
T4A	Payroll Employee T4A - Canada	Viewing or modifying T4A tax information on page 114
Miscellaneous	Payroll Miscellaneous - Canada	Entering an employee's review on page 102
Banked	Payroll Banked Display	Assigning a banked time credit to an employee on page 132
R1	Employee R1 - Canada	Viewing or modifying R1 tax information on page 115

12. Choose Save.

Modifying or deleting an employee record

Use the Payroll Employee Setup - Canada window to delete or modify employee information. You can delete an employee record if you don't plan to use it in the future. If there's summary information for an employee record, such as monthly, quarterly, or yearly information, you can't delete the employee record. You only can delete the record at the end of the year after you've cleared financial information and marked the employee as inactive. You can modify information to reflect changes, such as a paycodes and vacation accrual.

To modify or delete an employee record:

1. Open the Payroll Employee Setup - Canada window.
(Cards >> Payroll - Canada >> Employee)
2. Select an employee ID.
3. To modify the record, enter the new information. Choose Save.
4. If you don't intend to use the record in the future, choose Delete.

Inactivating an employee record

Use the Payroll Employee Setup - Canada window to inactivate an employee record. You can reactivate the record at a later date. You can inactivate a employee record even when there are existing transactions that use the record.

Inactive employee records will continue to appear on payroll reports if they have current-year activity. When you print other reports, such as employee lists, you can select whether to include inactive employee records.

To inactivate an employee record:

1. Open the Payroll Employee Setup - Canada window.
(Cards >> Payroll - Canada >> Employee)
2. Select an employee ID.
3. Select Inactive.
4. Enter the date and reason for inactivating the record.
5. Choose Save.

Reactivating an employee record

Use the Payroll Employee Setup - Canada window to reactivate an employee record.

To reactivate an employee record:

1. Open the Payroll Employee Setup - Canada window.
(Cards >> Payroll - Canada >> Employee)
2. Select an employee ID.
3. Clear the Inactive option.
4. Select to keep the life-to-date (LTD) values in the employee record or change them to zero. The message displayed is based on your selection in the LTD Action on Employee Re-activation field in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.
5. Choose Save.

Entering an employee's review

Use the Payroll Miscellaneous - Canada window to enter information about an employee's job performance review, pay raise, education, and skills.

If you're using Human Resources, run the Microsoft Dynamics GP/Human Resources Integration Utilities to update the information in the two modules. For more information, see [Updating employee review and employment types](#) on page 285.

To enter an employee's review:

1. Open the Payroll Miscellaneous - Canada window.
(Cards >> Payroll - Canada >> Employee >> Miscellaneous)

2. Enter the dates of the employee's previous and next performance review and pay raise.
3. You can enter the employee's position or professional designation.
4. Enter the evaluator's comments about the employee's job performance. The evaluator can be the employee's supervisor, manager, or peer.
5. Enter the employee's education, skills, training, and other qualifications.
6. Choose User Data to enter the information indicated in the employee master miscellaneous user-defined fields that appear in the window.

User Miscellaneous Prompts 1-5 These are from the Employee Master Miscellaneous User Defined String Prompts of the Payroll Miscellaneous User Prompts - Canada window.

User Miscellaneous Prompts 6-10 These are from the Employee Master Miscellaneous User Defined Numeric Prompts of the Payroll Miscellaneous User Prompts - Canada window. For more information, see [Employee user field index](#) on page 50.

7. Choose OK. In the Payroll Miscellaneous - Canada window, choose OK again to save the information, then continue the procedures described in [Creating an employee record](#) on page 99.

Chapter 15: TD1 tax reporting

The Canadian Revenue Agency (CRA) and Revenue Quebec require employees to report their personal tax credit information on TD1 forms. TD1 is a form for personal tax credits return that's submitted to the CRA. You can record TD1 values so that the settings are specific to each employee.

The information is divided into the following sections:

- [Setting up an employee's TD1 records](#)
- [Entering employee tax credits](#)
- [Entering spouse tax credits](#)
- [Entering dependant tax credits](#)
- [Entering Quebec tax information](#)

Setting up an employee's TD1 records

Use the Payroll Employee TD1 - Canada window to set up records for TD1 information that employees may need for TD1 reporting.

To set up an employee's TD1 records:

1. Open the Payroll Employee TD1 - Canada window.
(Cards >> Payroll - Canada >> Employee >> TD1 Values)

Employee ID	BS0020
Name	Jacobson, Lisa
Employee Payment Method	Salary
Pay Periods Per Year	26/27
Print a T4 Slip for Employee	Yes
Print a T4A Slip for Employee	No
Accrue Provincial Health Tax	No
Allow EI Rebate	Yes
Pay EI Rebate this Pay Period	No
Employee Pays CPP/QPP	Yes
Employee Pays EI	Yes
Employee Pays NWT Tax	No
Employee Pays Nunavut Tax	No

2. Enter the payment method.
3. Enter the number of pay periods in a year.
4. Specify whether to print the employee's T4 or a T4A slip, or both.
5. If the employee works in Newfoundland and Labrador, Ontario, Quebec, or Manitoba, specify whether to accrue provincial health taxes. For more information, see [Setting up provincial health taxes](#) on page 31.
6. Specify whether the employee makes the following payments:
 - Contributions to the Canadian or Quebec pension plan
 - Employment Insurance premiums
 - Northwest Territories taxes
 - Nunavut taxes

- Specify whether to calculate the Employment Insurance (EI) rebate, and to include the rebate in employee pay for the current pay period.



You can't modify the EI Rebate setting if you inactivated EI rebate in the Payroll Control Variables - Canada window. For more information, see [Setting up company tax information](#) on page 28 and [Setting up payroll controls](#) on page 11.

- Choose Tax Credits to enter employee tax credits. For more information, see [Entering employee tax credits](#) on page 106.
- Choose Quebec TP1015.3-V Values to enter Quebec tax information. For more information, see [Entering Quebec tax information](#) on page 109.
- Choose OK.

Entering employee tax credits

Use the Payroll Employee Tax Credits - Canada window to enter the tax credit information for each province where the employee will be taxed. You also can enter exemptions that an employee can claim based on age, number of dependents, disability, and other factors. These tax credits are calculated based on each employee's income. For more information, see [Setting up tax credits](#) on page 16.

The default information is taken the Tax Credits window. For more information, see [Setting up tax credits](#) on page 16.

To enter employee tax credits:

- Open the Payroll Employee Tax Credits - Canada window.
(Cards >> Payroll - Canada >> Employee >> TD1 Values >> Tax Credits)

2. Enter the jurisdiction or the province where the employee will be taxed.
 - If the employee is under the jurisdiction of two or more provinces, enter tax information for each province.
 - For the employee's federal information, enter CA, the code for Federal (Canada).
 - If tax credits are for Newfoundland and Labrador, enter NL.
3. Mark the Update option to make the window fields active.
4. Specify whether the employee pays income tax.
5. Enter the amount of personal income that is exempt from tax.
6. Enter the employee's additional tax credits for non-employment income, such as bonuses, retiring allowances, or other forms of income that are not acquired from working for a company.
7. Choose the Tax Credits Transferred From Spouse expansion button to open the Tax Credits Transferred From Spouse window. For more information, see [Entering spouse tax credits](#) on page 107.
8. Choose the Tax Credits Transferred From Dependant expansion button to open the Tax Credits Transferred From Dependant window. For more information, see [Entering dependant tax credits](#) on page 108.
9. Save the tax credits and continue entering tax credits for other provinces where the employee will be taxed.
10. Choose Save.

To set up additional employee information, refer to [Setting up an employee's TD1 records](#) on page 105.

Entering spouse tax credits

Use the Tax Credits Transferred from Spouse window to enter the tax credits that an employee can claim if his or her spouse has tuition expenses or has tax exemptions based on age, pension, or disability.

To modify the information in this window, you must have marked the Update option in the Payroll Employee Tax Credits - Canada window. For more information, see [Entering employee tax credits](#) on page 106.

To enter spouse tax credits:

1. Open the Tax Credits Transferred from Spouse window.
(Cards >> Payroll - Canada >> Employee >> TD1 Values >> Tax Credits >> Tax Credits Transferred From Spouse expansion button)

Age Tax Credit Amount	
Disability Amount	
Pension Amount	
Tuition Full Time	
Tuition Part Time	

2. Enter the amount of tax credits that the employee's spouse is entitled to for age, disability, pension, and tuition.
3. Choose OK.

To set up additional employee information, refer to [Entering employee tax credits](#) on page 106.

Entering dependant tax credits

Use the Tax Credits Transferred from Dependant window to enter the tax credits that an employee can claim if his or her qualified dependent has tuition expenses or has a disability.

To modify information in this window, you must have marked the Update option in the Payroll Employee Tax Credits - Canada window. For more information, see [Entering employee tax credits](#) on page 106.

To enter dependent tax credits:

1. Open the Tax Credits Transferred from Dependant window.
(Cards >> Payroll - Canada >> Employee >> TD1 Values >> Tax Credits >> Tax Credits Transferred From Dependant expansion button)

Disability Amount	
Full Time Tuition Amount	
Part Time Tuition Amount	

2. Enter the amount of tax credits that the employee's dependent is entitled to.
3. Choose OK.

To set up additional employee information, refer to [Entering employee tax credits](#) on page 106.

Entering Quebec tax information

Use the Payroll Quebec Tax - Canada window to enter the tax information applicable to employees who pay their taxes in Quebec. The fields in this window correspond to the Revenue Quebec's TP-1015.3V form.

You must to enter this information if you selected Quebec as the taxable province in the Payroll Employee Setup - Canada window. For more information, see [Creating an employee record](#) on page 99.

To enter Quebec tax information:

1. Open the Payroll Quebec Tax - Canada window.
(Cards >> Payroll - Canada >> Employee >> TD1 Values >> Quebec TP1015.3-V Values)

Payroll Quebec Tax - Canada	
Employee Pays Quebec Tax	No
Print a R1 Slip for Employee	No
TP-1015.3-V Basic Amount	9,150.00
TP-1015.3-V Total Deduction Amount	9,150.00
TP-1015.3-V Other Annual Deduction	0.00
Authorized Annual Deduction	
Auth. Annual Non-Refundable Tax Credits	0.00
Additional Tax Deduction	0.00
Commission Employees Only	
Estimated Net Income	
Commission Percentage	
OK	

2. The Employee Pays Quebec Tax field is set to Yes if you chose Quebec as the taxable province in the Payroll Employee Setup - Canada window. If the employee doesn't pay taxes in Quebec and the field is set to No, you can still enter tax information for future use.
3. Specify whether to print a Releve 1 slip.
4. Enter the Basic Amount, or the amount of personal income that's exempt from tax. The default entry is from the Tax Credits window of the Payroll Control Setup - Canada window.
5. Enter deductions, tax credits, and commission.
6. Choose OK.

To set up additional employee information, refer to [Setting up an employee's TD1 records](#) on page 105.

Chapter 16: T4 and R1 tax information

There are tax forms that you must submit to the Canadian Revenue Agency (CRA) and Revenue Quebec, which contain a summary of each employee's income amounts and deductions withheld during the year.

The information is divided into the following sections:

- [Viewing or modifying T4 tax information](#)
- [Viewing or modifying T4A tax information](#)
- [Viewing or modifying R1 tax information](#)

Viewing or modifying T4 tax information

Use the Payroll Employee T4 - Canada window to view or modify the deductions withheld from employee pay. This information is recorded on the T4 slip.

To view or modify T4 tax information:

1. Open the Payroll Employee T4 - Canada window.
(Cards >> Payroll - Canada >> Employee >> T4)

Employee ID	BH0010	Employee Name	Randall Roseman
Employer Number	EMP1		
Taxable Province	AB		<input type="checkbox"/> Update
14 - Employment Income		36 - Low & Interest Free Loans	
16 - CPP Deducted		38 - Stock Option Benefits	
18 - EI Deducted		40 - Other Taxable Benefits	
20 - RPP Contributions		42 - Employment Commission	
22 - Income Tax Deducted		44 - Union Dues	
24 - EI Insurable Earnings		46 - Charitable Donations	
26 - CPP Pensionable Earnings		50 - Pension Registration #	
30 - Housing, Board, & Lodging		52 - Pension Adjustment	
32 - Travel In A Prescribed Zone		55 - PPIP Premiums	
34 - Personal Auto Use		56 - PPIP Insurable Earnings	
Previous CPP		Employer CPP Assessed	
Previous EI		Employer EI Assessed	
Previous PPIP		Employer PPIP Assessed	
NWT Tax Calculation Base		Nunavut Tax Calculation Base	
NWT Tax Assessed		Nunavut Tax Assessed	
Non-periodic Taxable Income			

2. View the deductions withheld from employee pay.
3. To modify the information in the window, mark the Update option.



To modify the information, the Allow Master Numeric Updates option in the Payroll Control Variables - Canada window must be set to Yes.

There are other settings you must activate to modify the information in this window.

To use this field:	Activate the setting:	In the window:
14 - Employment Income	Income Tax Applicable	Payroll Income Paycode Setup - Canada
16 - CPP Deducted	Calculation Based on Dollars or Units Further Identification set to CPP/QPP All Deduct Before settings must be inactivated	Payroll Deduction Paycode Setup - Canada
18 - EI Deducted	Calculation Based on Dollars or Units Further Identification set to EI All Deduct Before settings must be inactivated	Payroll Deduction Paycode Setup - Canada
20 - RPP Contributions	Calculation Based on Dollars or Units Further Identification set to Registered Pension	Payroll Deduction Paycode Setup - Canada
22 - Income Tax Deducted	Calculation Based on Dollars or Units Further Identification set to Income Tax	Payroll Deduction Paycode Setup - Canada
24 - EI Insurable Earnings (year-to-date total of income)	Use of deduction codes for Employment Insurance and Canadian or Quebec Pension Plan	Payroll Employee Paycodes - Canada
26 - CPP Pensionable Earnings (year-to-date total of income)	Use of deduction codes for Employment Insurance and Canadian or Quebec Pension Plan	Payroll Employee Paycodes - Canada
30 - Housing, Board & Lodging	Income Tax Applicable In the T4 Extra Box Number, enter the same value you're using for 30 - Housing, Board & Lodging	Payroll Benefit Paycode Setup - Canada
32 - Travel in a Prescribed Zone	Income Tax Applicable In the T4 Extra Box Number, enter the same value you're using for 32 - Travel in a Prescribed Zone	Payroll Benefit Paycode Setup - Canada
34 - Personal Auto Use	Income Tax Applicable In the T4 Extra Box Number, enter the same value you're using for 34 - Personal Auto Use	Payroll Benefit Paycode Setup - Canada
36 - Low & Interest Free Loans	Income Tax Applicable In the T4 Extra Box Number, enter the same value you're using for 36 - Low & Interest Free Loans	Payroll Benefit Paycode Setup - Canada
38 - Stock Option Benefits	Income Tax Applicable In the T4 Extra Box Number, enter the same value you're using for 38 - Stock Option Benefits	Payroll Benefit Paycode Setup - Canada

To use this field:	Activate the setting:	In the window:
40 - Other Taxable Benefits	No other setting needed. Simply enter the additional taxable benefits for the employee.	
42 - Employment Commission	Pay Type set to Commission Paid By set to any option available from the list All Tax Applicable settings activated	Payroll Income Paycode Setup - Canada
44 - Union Dues	Calculation Based On Dollars or Units Further Identification set to Union Dues	Payroll Deduction Paycode Setup - Canada
46 - Charitable Donations	Calculation Based On Dollars or Units Further Identification set to Charitable Donations All Deduct Before settings must be inactivated	Payroll Deduction Paycode Setup - Canada
50 - Pension Registration #	No other setting needed. Simply enter the employee's seven-digit registration number. You also need to enter the number in the T4 Extra Box Number of the Payroll Deduction Paycode Setup - Canada window.	
52 - Pension Adjustment	Calculation Based On Dollars or Units Further Identification set to Pension Adjustment All Deduct Before settings must be inactivated	Payroll Deduction Paycode Setup - Canada
55 - PPIP Premiums	Calculation Based On Dollars or Units Further Identification set to PPIP Premiums	Payroll Deduction Paycode Setup - Canada
56 - PPIP Insurable Earnings	PPIP Applicable	Payroll Benefit Paycode Setup - Canada window

4. View or modify the following information:

Previous CPP The employee's pension contribution in the previous year.

Previous EI The employee's contribution for Employment Insurance in the previous year.

Previous PPIP The employee's PPIP contribution in the previous year.

Employer CPP Assessed The year-to-date total of CPP contributions of the employer's portion of the deduction.

Employer EI Assessed The year-to-date total of deductions for Employment Insurance multiplied by 1.4 which is typically the employer rate.

Employer PPIP Assessed The year-to-date total of PPIP contributions made by the employer for the employee.

NWT Tax Calculation Base The year-to-date calculation of employee income. To activate this field, you must select Northwest Territories as the employee's taxable province in the Payroll Employee Setup - Canada window.

NWT Tax Assessed The year-to-date total of taxes. This is available if the employee's taxable province in the Payroll Employee Setup - Canada window is Northwest Territories.

Nunavut Tax Calculation Base The year-to-date calculation of employee income. To activate this field, you must select Nunavut as the employee's taxable province in the Payroll Employee Setup - Canada window.

Nunavut Tax Assessed The year-to-date total of taxes. This is available if the employee's taxable province in the Payroll Employee Setup - Canada window is Nunavut.

Non-periodic Taxable Income

5. Choose Save.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Viewing or modifying T4A tax information

Use the Payroll Employee T4A - Canada window to view or modify an employee's commissions, pension, annuities, retirement and other sources of employee income and benefits. This information is recorded in the T4A tax form, which is submitted to the Canadian Revenue Agency (CRA).

To view or modify T4A tax information:

1. Open the Payroll Employee T4A - Canada window.
(Cards >> Payroll - Canada >> Employee >> T4A)

2. View the employee's allowances, commissions, additional sources of income, and contributions.
3. To modify information in the window, mark the Update option and make your changes.

4. Choose Save.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Viewing or modifying R1 tax information

Use the Employee R1 - Canada window to view or modify an employee's pension contributions, medicare, donations, and other payments and deductions.

To view or modify R1 tax information:

1. Open the Employee R1 - Canada window.
(Cards >> Payroll - Canada >> Employee >> R1)

The screenshot shows a software window titled "Employee R1 - Canada" with a menu bar (File, Edit, Tools, Help) and a status bar (sa Fabrikam, Ltd. 4/12/2007). The form contains the following fields:

- Employee ID: BH0010
- Name: Boseman, Randall
- [] Update
- A - Employment Income
- B - QPP Contributions
- C - EI Premiums
- D - RPP Contributions
- E - Quebec Tax Deducted
- F - Union Dues
- G - QPP Pensionable Earnings
- H - QPIP Contribution
- I - QPIP Acceptable Wages
- J - Employer Sick Insurance Paid
- K - Travel In Designated Area
- L - Other Benefits
- M - Commissions
- N - Charitable Donations
- O - Other Taxable Incomes
- P - Employer Medical Care Paid
- Q - Deferred Salary
- R - Tax Exempt Income (Indian)
- S - Tips Received
- T - Tips Allocated
- U - Phased Retirement
- V - Food And Lodging
- W - Automobile
- Bonus Income
- Lump Sum Income
- Retroactive Income
- Quebec Taxable Income
- Quebec Non-Periodic Taxable Inc.

At the bottom right, there is an "OK" button.

2. View the employee's income, contributions, commissions, and other deductions and contributions.



Leave QPP Pensionable Earnings (box G) blank if the total amount in box A is the total pensionable earnings as defined under the Quebec Pension Act and if the amount in box A is greater than the year's maximum pensionable earnings or if there are no amounts in box Q or box U.

3. To modify information in this window, mark the Update option and make your changes.
4. Choose Save.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Chapter 17: Vacation and sick leaves

You can specify employee-specific settings instead of using class defaults when accruing and calculating the vacation and sick leave entitlements of an employee.

The information is divided into the following sections:

- [Setting up vacation and sick leave pay](#)
- [Vacation accrual](#)
- [Viewing or modifying vacation accrual](#)

Setting up vacation and sick leave pay

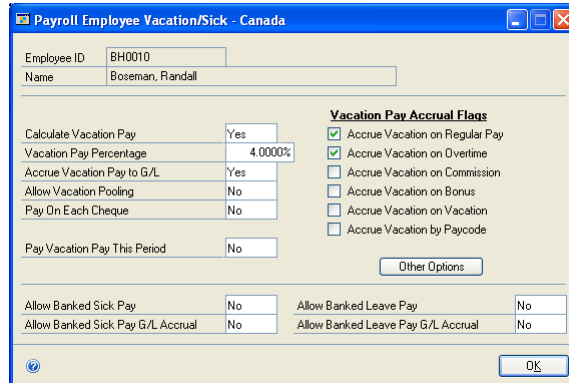
Use the Payroll Employee Vacation/Sick - Canada window to enter information that will be used when calculating an employee’s vacation pay, sick pay, and other leave pay, as well as in banking and pooling leaves.

If you’re using Human Resources, you can accrue vacation and sick leave time using various accrual methods. Refer to the Human Resources documentation for more information.

Most of the default settings in this window come from the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11. If you inactivate a control setting in that window, you can’t activate the same setting in the Payroll Employee Vacation/Sick - Canada window.

To set up vacation and sick leave pay:

1. Open the Payroll Employee Vacation/Sick - Canada window.
(Cards >> Payroll - Canada >> Employee >> Vac/Sick)



2. Select the applicable vacation pay options.

For more information, see [Vacation accrual](#) on page 119.

Option	Result and related settings
Calculate Vacation Pay	Vacation pay is calculated automatically during each pay run. Requires that you enter a percentage in the Vacation Pay Percentage field used for calculating a portion of income.
Accrue Vacation Pay to G/L	Vacation pay is accrued in General Ledger. Required for accrual of vacation pay in dollars or units of time in the Payroll Employee Vacation Other window.

Option	Result and related settings
Allow Vacation Pooling	You can track accrued vacation in dollars or units of time, vacation taken, and vacation that can be paid out to the employee. Requires that you activate calculation of vacation pay first.
Pay On Each Cheque	Vacation pay is included in the employee's cheque. Requires that you activate calculation of vacation pay first.
Pay Vacation Pay This Period	If activated, all outstanding vacation pay is included in the paycheque for the current period. If inactivated, you'll have to calculate vacation pay by creating a transaction in the Payroll Complete Entry - Canada window, Payroll Rate Table Entry - Canada window or Payroll Quick Entry - Canada window.

3. Select the applicable sick and leave pay options.

Specify whether to activate the following settings for sick pay and leave pay.

Option	Result and related settings
Allow Banked Sick Pay	Banked sick pay is accumulated for the employee.
Allow Banked Sick Pay G/L Accrual	Banked sick pay is accrued in General Ledger.
Allow Banked Leave Pay	Banked leave pay is accumulated for the employee.
Allow Banked Leave Pay G/L Accrual	Banked leave pay is accrued in General Ledger.

4. Depending on the legislation in your region, activate the accrual of vacation pay whenever regular pay, overtime pay, commission, bonus, vacation pay, and any other income, benefit, deduction, or banked credit is calculated.
- If you select Accrue Vacation by Paycode, the employee's paycode settings are used in vacation pay accrual. You must activate the Vacation Pay Applicable option for the paycodes attached to the employee. Paycode settings are specified in the Payroll Income Paycode Setup - Canada window.
 - If you select Accrue Vacation on Commission, vacation pay is accrued as a percentage of the employee's earnings. You must first set the employee payment method to Commission in the Payroll Employee TD1 - Canada window.
 - If you select Accrue Vacation on Vacation, a specific percentage of dollars is added to the vacation pay. This percentage comes from the value in the Vacation Pay Percentage field of the Payroll Employee Vacation/Sick - Canada window.
5. Choose Other Options to open the Payroll Employee Vacation Other - Canada window. Specify the following settings:
- Accrual of vacation in dollars or units of time. You must activate the accrual of vacation pay to General Ledger in the Payroll Employee Vacation/Sick - Canada window.
 - Use of a standard paycode. You must activate the accrual of vacation unit. All accrued vacation amounts will be adjusted based on the current rate of the paycode you selected.

- Apply the most recent rate used in the calculation of retroactive vacation pay. If you're accruing vacation in dollars or units of time and using a standard paycode, the Last Vacation Accrual Rate will be updated every time an employee is included in payroll batch calculation.
 - The vacation paycode used whenever an employee's vacation paycode differs from the default paycode specified in the Payroll Paycode Control - Canada window, or whenever no paycode has been entered in the window.
6. Choose OK to save the settings. In the Payroll Employee Vacation/Sick - Canada window, choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Vacation accrual

You can accrue vacation and sick leave time for selected employees, and set up accrual settings that apply only to a particular employee. The following examples apply to vacation pay. Sick leave pay is accrued the same way.

Example 1: Accrue Vacation is not selected

If the number of vacation hours per year is set at the beginning of each year, you must enter the number of vacation hours that an employee can take during the year, and the number of available vacation hours for the employee during the year. All vacation hours will be available to the employee as soon as the new year begins.

Example 2: Accrue Vacation is selected

If an employee can accrue a certain number of vacation hours throughout the year, you must enter the number of vacation hours that can be taken during the year, and the remaining number of vacation hours that the employee has for the year. The hours available will increase as hours are accrued. An employee can take a vacation only upon accruing vacation time. To allow vacation for an employee without accrued vacation time, you can create a transaction to increase the vacation time.

Viewing or modifying vacation accrual

Use the Employee Vacation Pay window to view or modify an employee's accrued vacation entitlements. The window displays the outstanding, accruing, and available vacation leaves in units of time and dollars.

To view or modify vacation accrual:

1. Open the Employee Vacation Pay window.
(Cards >> Payroll - Canada >> Employee >> Vacation Pay)

The screenshot shows the 'Employee Vacation Pay' window for employee BH0010, Randall Roseman. It displays a table of vacation pay components and a 'Calendar Year' summary.

Vacation Pay	Units	Dollars	Unpaid Units		
Outstanding	3 00000	34.33	3 43321		
Accruing	89 00348	803,808.34	88 88362	Available After	1/1/2008
Available	23 47566	32,668.26	34 43223	Pays Out After	1/5/2008
Immed. Payout	3243.23234	343,343.35			

Also Accrue Into Available

Calendar Year	
Vacation Pay Opening Balance	5,797.66
Vacation Accrued This Year	7,476.33

2. View the employee's vacation entitlements and the corresponding amount. The dates in the Available After and Pays Out After fields indicate when to take the accrued vacation leaves and when they can be paid out to the employee. They also are used in calculating the employee's vacation entitlements in the Payroll Vacation Year End window.
3. To modify the information in the window, mark the Update option.
4. Mark the Also Accrue Into Available option to update the values for available vacation units and dollars whenever vacations are accrued.
5. Close the window.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Chapter 18: Employee paycodes

You should assign income codes, deduction codes, benefit codes, and banked codes to an employee record so that the corresponding values can be included in payroll calculation.

The information is divided into the following sections:

- [Assigning paycodes to an employee](#)
- [Modifying or deleting employee paycodes](#)
- [Entering income code amounts](#)
- [Entering benefit code amounts](#)
- [Entering deduction code amounts](#)
- [Entering banked code amounts](#)
- [Setting up payroll rate history](#)
- [Deleting payroll rate history](#)
- [Assigning a banked time credit to an employee](#)
- [Modifying or deleting banked time credits](#)

Assigning paycodes to an employee

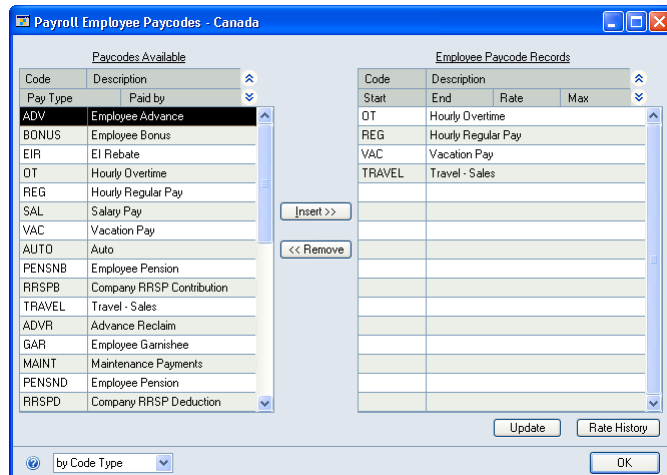
Use the Payroll Employee Paycodes - Canada window to assign paycodes, benefit codes, banked codes, and deduction codes to an employee record. From this window, you can open the setup windows where you can modify the settings of the codes to assign to the employee.

Some standard paycodes, such as TAX, CPP, and EI, are assigned to the employee automatically, so they don't appear in this window. If you're using rates from an income rate table, enter a combination of Position, Sub Code, and Level.

If you're using Human Resources, we recommend that you first set up the benefits and deductions in Human Resources. For more information, see [Creating a benefit code](#) on page 59 and [Creating a deduction code](#) on page 69.

To assign paycodes to an employee:

1. Open the Payroll Employee Paycodes - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes)



2. Select a code from the Paycodes Available column, then choose Insert. Depending on the code you selected, one of the following windows will open.
 - Payroll Employee Income - Canada. For more information, see [Entering income code amounts](#) on page 123.
 - Payroll Employee Benefit - Canada. For more information, see [Entering benefit code amounts](#) on page 124.
 - Payroll Employee Banked - Canada. For more information, see [Entering banked code amounts](#) on page 129.
 - Payroll Employee Deduction - Canada. For more information, see [Entering deduction code amounts](#) on page 126.

Use these windows to specify settings for the employee. You also can use the Update button to open the windows.

If you're using Human Resources, choose Rates History to open the Earnings History window.

3. Continue assigning codes to the employee record. The codes will be moved to the Employee Paycode Records column.
4. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Modifying or deleting employee paycodes

Use the Payroll Employee Paycodes - Canada window to modify or delete an income, benefit, deduction, or banked code.

To modify or delete employee paycodes:

1. Open the Payroll Employee Paycodes - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes)
2. To modify a paycode, select a paycode from the employee paycode records and choose Update.

To modify an income code, see [Entering income code amounts](#) on page 123 for more information.

To modify a benefit code, see [Entering benefit code amounts](#) on page 124 for more information.

To modify a deduction code, see [Entering deduction code amounts](#) on page 126 for more information.

To modify a banked code, see [Entering banked code amounts](#) on page 129 for more information.

- To delete an assigned paycode, select a paycode from the employee paycode records and choose Remove.
- Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Entering income code amounts

Use the Payroll Employee Income - Canada window to enter additional information about an assigned income code, such as defined rates and delayed deductions. Income codes are set up in the Payroll Income Paycode Setup - Canada window. For more information, see [Creating an income code](#) on page 41.

The Vacation Units Accrued In field displays the measure for accruing vacation units — days or hours. For example, if vacation is accrued by days, then 1 unit = 1 day; if accrued by hours, then 1 hour = 1 unit. The default values come from the control setting for accrual of vacation units in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.

To enter income code amounts:

- Open the Payroll Employee Income - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Update)

- Enter a rate. If you're using Human Resources, update the rate in Human Resources.
- Enter a value for the following fields:

EI Insurable Hours Per Unit The number of EI insurable hours per unit of the paycode. For example, if the paycode is for pay by the hour, the insurable hours per unit worked will be 1. If the paycode is for semi-monthly pay, the insurable hours per unit worked might be 84 (10.5 days per pay period x 8 hours per day).

Seniority Units Per Unit The number of seniority units per unit of the paycode. This amount will be added to the Life Time-to-Date (LTD) and the Year-to-Date (YTD) seniority units of the Payroll Employee Calculated Service - Canada window.

Vacation Accrual Units The number of vacation units to accrue for each 100 units of the income code. For example, if vacation is accrued in hours with a vacation pay of 4 percent, an employee will accrue 4 vacation hours per 100 hours worked. If vacation is accrued in days and an employee receives 1.25 days vacation for every month worked, the vacation accrual rate is 1.25 units per 100 units (1 month = 100 units).

Unpaid Vacation Accrual Units The units of vacation time to accrue. When this vacation time is taken, the employee will not be paid. The accrual is per 100 units of the income code.

4. Select a position code, subcode, and level.
5. Choose Delayed Setup to set up delayed deductions for the paycode. For more information, see [Setting up a delayed deduction](#) on page 52.
6. Choose the Human Resources button to view the employee's position and annual pay information.
7. Enter a start and cutoff date for the paycode.
8. Select Allow Transaction Entry to use the income code in payroll transactions.
9. Select Auto Select to use the assigned income code when you generate a payroll batch.

If an employee has a T4 or T4A taxable income, T4 nonperiodic taxable income, or non-taxable income, the income codes assigned to the employee will be included in batches.



Auto-selected income codes will not be included if Advance is the only pay type used in the batch.

10. Select an employee user field index to define which user-defined label will be used for the paycode. For more information, see [Employee user field index](#) on page 50.
11. Enter the employee's department code.
12. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Entering benefit code amounts

Use the Payroll Employee Benefit - Canada window to enter additional information about the benefit code, such as rates, delayed deductions, and activation amounts. If you're using Human Resources, be sure to update the values in Human Resources. Benefit codes for Canadian Payroll only are set up in the Payroll Benefit Paycode Setup - Canada window. For more information, see [Creating a benefit code](#) on page 59.

To enter benefit code amounts:

1. Open the Payroll Employee Benefit - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Update)

2. Enter a rate.
3. Enter the number of units to use to calculate the benefit.
4. Enter the following exclusion and benefit amounts and percentages.

Exclude Amount The fixed dollar amount to be excluded from the calculation.

Exclude Percentage The percentage of dollars to be excluded from the calculation, for example, 10 percent.

Benefit Percentage The option to calculate the benefit based on a percentage of the selected item in the Calculate Rate On field.

5. Enter the following calculation factors:

Income Factor The value to apply to the gross pay, paycode dollars, or estimated annual salary of the Calculate Rate On field. This factor is often used with the Round up to Nearest and Rate per Round Unit fields when calculating life insurance benefits.

Round up to Nearest The rounding value of the income factor calculation. The Rate per Round Unit field should also be set. Rounding is usually done when calculating life insurance premiums.

Rate per Round Unit The rate per unit to apply to the result of the Round up to Nearest calculation.

6. Enter pay period minimum and maximum amounts.

Pay Period Minimum The minimum amount of the benefit to be paid per pay period.

Pay Period Maximum The maximum amount of the benefit to be paid per pay period. After a benefit has reached the maximum amount for the pay period, it will be stopped.



You should enter the yearly maximum in the Pay Period Maximum field. This amount is multiplied by the number of pay periods per year when the benefit is calculated. For more information, see [Creating an employee record](#) on page 99.

Monthly Maximum The monthly maximum amount of the benefit to be paid per month. After a benefit has reached the maximum amount for the month, it will be stopped.

If the benefit month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total will be set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the benefit to be paid per year. After a benefit has reached the maximum amount for the year, it will be stopped.

7. Choose Delayed Setup to open the Payroll Benefit Delayed Setup - Canada window. For more information, see [Setting up a delayed benefit deduction](#) on page 65.
8. Choose Activation to set up activation amounts for the benefit code. For more information, see [Creating benefit activation amounts](#) on page 66.
9. Enter a start and cutoff date for the benefit code automatically starts and stops on the specified dates.
10. Select Allow Transaction Entry to use the benefit code in payroll transactions.
11. Select Auto Select to use the assigned benefit code when you generate a payroll batch.

If an employee has a T4 or T4A taxable income, T4 nonperiodic taxable income, or a non-taxable income, the benefit codes assigned to the employee will be included in batches.



Auto-selected benefit codes will not be included in batch generation if Advance is the only pay type used in the batch.

12. Select an employee user field index to define which user-defined label to use for the benefit code. For more information, see [Employee user field index](#).
13. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

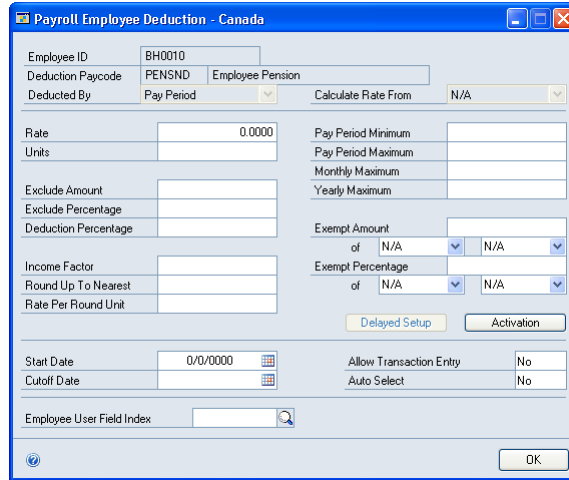
Entering deduction code amounts

Use the Payroll Employee Deduction - Canada window to enter information about the deduction code, such as rates, delayed deductions, and activation amounts. If you're using Human Resources, be sure to update the values in Human Resources.

Deduction codes for Canadian Payroll only are set up in the Payroll Deduction Paycode Setup - Canada window. For more information, see [Creating a deduction code](#) on page 69.

To enter deduction code amounts:

1. Open the Payroll Employee Deduction - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Update)



2. Enter a rate to use to calculate the deduction.
3. Enter the number of units to use in calculating the deduction. For example, if the rate of the deduction is C\$5.00 and the units setting is 2, the employee deduction calculations will be $C\$5.00 \times 2 = C\10.00 .
4. Enter the following exclusion and deduction amounts and percentages

Exclude Amount The fixed dollar amount to be excluded from the calculation.

Exclude Percentage The percentage of dollars to be excluded from the calculation.

Deduction Percentage The option to calculate the deduction based on a percentage of the selected item in the Calculate Based On field.

- If the field is set to Dollars, enter the units.
- If the field is set to Units, enter the rate.

5. Enter the following calculation factors:

Income Factor The value to apply to the gross pay, paycode dollars, or estimated annual salary of the Calculate Rate On field. This factor is often used together with the Round up to Nearest and Rate per Round Unit fields when calculating life insurance deductions.

For example, if an employee has an annual gross income of C\$39,000.00 and his deduction for his insurance is 1.5 times his gross income, the income factor will be $C\$39,000.00 \times 1.5 = C\$58,500.00$.

Round up to Nearest The rounding value of the income factor calculation. The Rate per Round Unit field should also be set. For example, if C\$100 is the value defined for this field, 5,850.00 will be rounded up to 6,000.00.

Rate per Round Unit The rate per unit to apply to the result of the Round up to Nearest calculation. Suppose an employee pays C\$4.22 for every thousand units of income for life insurance. The rate per round unit will be C\$4.22. If the income is 6,000, the employee will pay C\$4.22 × 6 round units = C\$25.32.

6. Enter the following minimum and maximum amounts:

Pay Period Minimum The minimum amount of the deduction to be paid per pay period.

Pay Period Maximum The maximum amount of the deduction to be paid per pay period.

Monthly Maximum The maximum amount of the deduction to be deducted per month. After a deduction has reached the maximum amount for the month, it will be stopped.

If the deduction month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total will be set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the deduction to be deducted per year. After a deduction has reached the maximum amount for the year, it will be stopped.

7. Enter an income amount to exclude from the calculation of pay period or yearly maximums. If you enter an amount in this field, the employee will receive the exempt amount, even if the payroll calculation resulted in the deduction being equal to the calculated net pay.

Select to calculate the exempt amount from the net pay or gross pay, and whether the exempt amount should be considered before or after this paycode is calculated.

8. Enter an exempt percentage to exclude from the calculation for the pay period or yearly maximums. This ensures that an employee with this paycode will receive the exempt percentage, even if the payroll calculation results in the deduction being equal to the calculated net pay.

Select to calculate the exempt percentage from the net pay or gross pay, and whether to calculate the exempt percentage before or after this paycode is calculated.

9. Choose Delayed Setup to open the Payroll Deduction Delayed Setup - Canada window. For more information, see [Setting up delayed deduction options](#) on page 75.
10. Choose Activation to set up activation amounts for the deduction code. For more information, see [Creating deduction activation amounts](#) on page 78.
11. Enter a start date and cutoff date for the deduction code.

12. Select Allow Transaction Entry to use the deduction code in payroll transactions.
13. Select Auto Select to use the assigned deduction code when you generate a payroll batch.
14. Select an employee user field index to define which user-defined label to use for the deduction code. For more information, see [Employee user field index](#) for more information about this field.
15. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Entering banked code amounts

Use the Payroll Employee Banked - Canada window to enter additional information about a banked code, such as rates and activation amounts. Banked codes are set up in the Payroll Banked Paycode Setup - Canada window. For more information, see [Creating a banked code](#) on page 81.

To enter banked code amounts:

1. Open the Payroll Employee Banked - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Update)

2. Enter a rate.
3. Enter the number of units to use in calculating the banked credit.

4. Enter the following exclusion and banked amounts and percentages.

Exclude Amount The fixed dollar amount to be excluded from the calculation.

Exclude Percentage The percentage of dollars to be excluded from the calculation.

Banked Percentage The option to calculate the banked amount based on a percentage of the selected item in the Calculate Based On (Dollars) field.

5. Enter the following calculation factors:

Income Factor The value to apply to the gross pay, paycode dollars, or estimated annual salary of the Calculate Rate On field. This factor is often used with the Round up to Nearest and Rate per Round Unit fields when calculating banked credits.

Round up to Nearest The rounding value of the income factor calculation. The Rate per Round Unit field should also be set.

Rate per Round Unit The rate per unit to apply to the result of the Round up to Nearest calculation.

6. Enter the following minimum and maximum amounts:

Pay Period Minimum The minimum amount of the banked credit to be calculated per pay period.

Pay Period Maximum The maximum amount of the banked credit to be calculated per pay period.

Monthly Maximum The maximum amount of the banked credit to be calculated per month. After a banked credit has reached the maximum amount for the month, it will be stopped.

If the banked code month-to-date amount plus the current pay amount is greater than the monthly maximum, the line total is set to the monthly maximum minus the month-to-date amount.

Yearly Maximum The maximum amount of the banked credit to be calculated per year. After a banked credit has reached the maximum amount for the year, it will be stopped.

7. Enter the following information:

Ceiling Units The maximum number of banked units an employee can have at any one time. If the total banked units plus the current units is greater than the banked ceiling units, then the units in the transaction will be reduced so that the total is within the banked ceiling units limit. The line total is recalculated as Units x Rate.

Ceiling Dollars The maximum banked amount an employee can have at any one time.

If the total banked dollars plus the current dollars is greater than the banked ceiling dollars, then the units in the transaction will be reduced so that the total is within the banked ceiling dollars limit.

The ceiling sets an amount to use as the maximum limit when accruing a banked credit. For example, if an employee has reached the maximum 120 hours of banked sick time, no succeeding accrual will be completed until the employee uses a portion of the banked sick time.

8. Choose Activation to set up activation amounts for the banked code. For more information, see [Creating banked activation amounts](#) on page 85.
9. Enter a start and cutoff date for the banked code.
10. Select Allow Transaction Entry to use the banked code in payroll transactions
11. Select Auto Select to use the assigned banked code when you generate a payroll batch.



Auto-selected paycodes will not be generated if Advance is the only pay type used in the batch.

12. Select an employee user field index to define which user-defined label will be used for the banked code. For more information, see [Employee user field index](#).
13. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Setting up payroll rate history

Use the Payroll Edit History - Canada window, which opens from the Payroll Rate History - Canada window, to set up or review an employee's payroll rate history and enter an employee's union code and work level.

To set up payroll rate history:

1. Open the Payroll Edit History - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Rate History >> Add/Update)

Date	0/0/0000
Union	
Level	
Rate	0.0000
Hours	0.00

2. Enter a date.
3. Select the union that the employee belonged to.
4. Enter the employee's work level.

5. Enter the rate of pay that the employee received.
6. Enter the number of hours that the employee worked.
7. Choose Save.

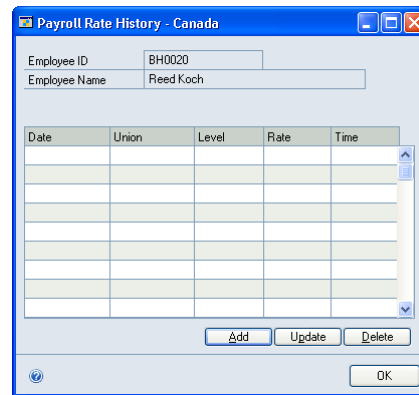
To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Deleting payroll rate history

Use the Payroll Rate History - Canada window to delete an employee's payroll history.

To delete payroll rate history:

1. Open the Payroll Rate History - Canada window.
(Cards >> Payroll - Canada >> Employee >> Paycodes >> Rate History)



2. Select the record to be deleted.
3. Choose Delete.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Assigning a banked time credit to an employee

Use the Payroll Banked Display window to view employee banked time credits that will be paid to the employee at a later date and the Payroll Add Banked - Canada window to assign banked time credits.

Banking is a method to accrue and track credit units and their cash value, such as for statutory holiday pay, sick leave pay, overtime pay, and leave pay. Banking time credits is available only if you set up the Payroll Control Banked - Canada window and the Payroll Employee Control - Canada window to allow banking. For more information, refer to [Setting up payroll controls](#) on page 11 and [Setting up employee controls](#) on page 135.

If you're assigning negative banked time credits to an employee and a balance exists in the Payroll Banked Display window, you must delete the existing information

before assigning the negative credit. For more information, refer to [Modifying or deleting banked time credits](#) on page 133.

To assign a banked time credit to an employee:

1. Open the Payroll Banked Display window.
(Cards >> Payroll - Canada >> Employee >> Banked)
2. Select a banked time credit, such as sick leave pay, statutory holiday pay, overtime pay, or leave pay.
3. To convert accumulated units from hours to days or vice versa, select the credit, then choose Convert.
4. To assign a banked time credit to an employee, choose Add to open the Payroll Add Banked - Canada window.

The screenshot shows a window titled "Payroll Add Banked - Canada". It contains several input fields: "Banked Sick Code" with the value "BSICK", "Date Banked" with the value "1/8/2007", "Units" with the value "2.00", "Accrual Unit" with a dropdown menu set to "Days", and "Dollars" which is empty. At the bottom of the window, there are "Save" and "Cancel" buttons.

5. Enter the following information:

Banked Time Code Depending on the banked time credit shown in the Payroll Banked Display window, this can be a sick code, statutory holiday code, overtime code, or leave code.

Date Banked Enter the date that the employee should earn the banked time.

Units Enter the number of units to bank. This value should have the same positive or negative sign as the Dollars field.

Accrual Unit Select to bank days or hours.

Dollars Enter the dollar value of one unit of the banked code. This value should have the same positive or negative sign as the Units field.

6. Choose Save to add the banked time credit to the Payroll Banked Display window.
7. Choose OK to save the banked time credits assigned to the employee.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

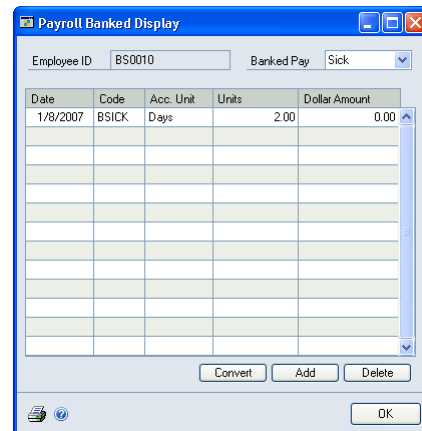
Modifying or deleting banked time credits

If you release banked time credits for payment to an employee, you will use the Payroll Banked Display window and the Payroll Add Banked - Canada window to modify or delete banked time credit entries and update balances.

To update a banked time credit balance because credits were released for payment, you must delete the existing entry or entries that display the available banked time credits in the Payroll Banked Display window. If a balance remains after you delete the entry or entries, you can use the Payroll Add Banked - Canada window to modify the remaining amounts in the Payroll Banked Display window.

To modify or delete a banked time credit:

1. Open the Payroll Banked Display window.
(Cards >> Payroll - Canada >> Employee >> Banked)



2. Select the banked time credit entry to delete, and choose Delete. Repeat, as needed.
3. To update the banked time credit balance, choose Add. The Payroll Add Banked - Canada window will open, where you can enter the banked time code, unit, accrual unit, and dollar information.
4. Choose Save. The banked time credit is displayed in the Payroll Banked Display window.
5. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Chapter 19: Controls and distribution

You can specify settings that apply to a specific employee, such as pay, benefits, and deductions. You also can distribute payroll expenses to various departments.

The information is divided into the following sections:

- [Setting up employee controls](#)
- [Distributing payroll costs to departments](#)

Setting up employee controls

Use the Payroll Employee Control - Canada window to enter employee-specific settings for banked overtime, statutory holiday pay, regular and overtime pay, deductions, workers' compensation, job code, and union membership.

Most of the default settings in this window come from the Payroll Control - Canada window. For more information, see [Setting up payroll controls](#) on page 11. If you inactivate a control setting in that window, you can't activate the same setting in the Payroll Employee Vacation/Sick - Canada window.

To set up employee controls:

1. Open the Payroll Employee Control - Canada window.
(Cards >> Payroll - Canada >> Employee >> Control)

2. You can allow banked overtime and pay banked overtime automatically.

Only banked overtime pay with an accrual date of three months prior to the payroll calculation will be given.

3. You can accrue banked overtime pay in General Ledger, and generate overtime pay automatically. If you generate overtime using the Payroll Generate Overtime - Canada window, overtime hours will be based on the value specified in the Payroll Employee Control - Canada window. The paycode assigned to the employee has an overtime paycode attached to it. For more information, see [Creating an income code](#) on page 41.

4. Specify whether to activate banking statutory holiday pay and its accrual in General Ledger.
5. Specify whether to allow Payroll to automatically generate statutory holiday pay for this employee, and specify the paycode. The paycode must be an income code attached to the employee.
6. Enter the number of regular hours and overtime hours per day and per week. These values will be used when a payroll batch is generated in the Payroll Generate Batch - Canada window.

If you're using Human Resources, the regular pay hours per week will update the work hours per year in the Employee Additional Information Maintenance window in Human Resources.

7. Specify whether to accrue workers' compensation in General Ledger. A workers' compensation code must be assigned to the employee in the Payroll Employee Setup - Canada window.
8. Specify whether to activate employee arrears and delayed collection of deductions when payroll for the employee is calculated.
9. Enter the posting account to be used for delayed deductions when the posting method in the Payroll Deduction Delayed Setup - Canada window is To Receivable or To Payable. For more information, see [Setting up delayed deduction options](#) on page 75.
10. Enter the default job code and phase code. For more information, see [Setting up a job code](#) on page 37 and [Setting up a job phase](#) on page 37.
11. If the employee is a member of a union, enter the union code.
12. Enter the ID of the employee's manager.
13. Choose Other Options to open the Payroll Employee Control Other - Canada window. Enter the following values:

Base Unit Specify the number of unit types required per year for the employee to earn 1 unit of service.

Unit Type Specify the measurement for the base unit.

Full Time Equivalent Specify the unit of measure that's required for one unit of service. For example, if a full-time employee works 2080 hours per year, and a part-time employee works 1040 hours a year, the part-time employee's full-time equivalent is 0.5.

Seniority Units Yearly Maximum Enter the maximum amount of seniority units that an employee can accumulate per year.

Paycode Estimated Annual Salary Enter information for a user-defined field for the estimated annual salary. This is used in calculating benefits.

14. Choose OK to close the window.

15. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Distributing payroll costs to departments

Use the Payroll Employee Distribution - Canada window to distribute payroll expense to the various departments where an employee has been assigned during the payroll period. If you don't specify a department in this window, you can assign any department code to the employee record during payroll processing.



You must activate the Distribute option in the Payroll Income Paycode Setup - Canada window, Payroll Benefit Paycode Setup - Canada window and Payroll Banked Paycode Setup - Canada window.

To distribute payroll costs to departments:

1. Open the Payroll Employee Distribution - Canada window. (Cards >> Payroll - Canada >> Employee >> Distribution)

Department	Percent
	0.00

2. Enter a department code. Choose Fill to enter all available department codes in the Department column.
3. Enter the percentage of employee pay that will be posted as a payroll expense for the department.
4. Enter additional department codes and percentages.



The sum of the department percentages entered in this window must equal 0 percent or 100 percent.

5. Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Chapter 20: Direct Deposit

If you use Direct Deposit for your payroll transactions, you can view and enter multiple direct deposit accounts for an employee.

The information is divided into the following sections:

- [Viewing an employee's direct deposit accounts](#)
- [Adding a direct deposit account](#)
- [Modifying direct deposit information](#)

Viewing an employee's direct deposit accounts

Use the Payroll Employee Direct Deposit - Canada window to view an employee's direct deposit account information.

An employee can have one or more bank accounts where a percentage of pay or a fixed amount will be deposited.

To open the window, choose Cards >> Payroll - Canada >> Employee >> Deposit.

Adding a direct deposit account

Use the Payroll Employee Direct Deposit Edit - Canada window to enter information about the bank where employee pay will be deposited.



To open this window, select Direct Deposit as the payment method in the Payroll Employee Setup - Canada window.

You can specify the amount to be deposited in the bank as a percentage of pay or as a fixed dollar amount. You can set up multiple bank accounts for each employee.

A similar window used for entering an employer's bank account information is described in [Entering the employer's direct deposit account](#) on page 14.

To add a direct deposit account:

1. Open the Payroll Employee Direct Deposit Edit - Canada window.
(Cards >> Payroll - Canada >> Employee >> Deposit >> Add)

Institution Number	
Branch Number	
Account Number	
Employee Number	BS0010
Percent	0.00
Fixed Dollars	0.00
Dollars Restrict As...	Minimum

2. Enter the institution number and branch number of the employee's bank. This information comes from the bank.
3. Enter the employee's bank account number and employee number. The default employee number is the employee ID.

4. Enter the percentage of the employee's pay or a fixed dollar amount that will be deposited to the direct deposit account.
5. If you're using a fixed dollar amount, specify whether the amount is the minimum or the maximum. If you select Minimum, the deposit can't be less than the amount you indicated. If you select Maximum, the deposit can't exceed the fixed dollar amount.
6. Choose Save, and continue setting up the direct deposit accounts for the employee.

If the pay is to be split among multiple banks, whatever remains after the requirements for all other accounts is met will be deposited in the last account.

7. In the Payroll Employee Direct Deposit - Canada window, choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Modifying direct deposit information

Use the Payroll Employee Direct Deposit Edit - Canada window to modify information about the bank where employee pay will be deposited. This feature is available if you use Direct Deposit for your Canadian Payroll transactions.

To modify direct deposit information:

1. Open the Payroll Employee Direct Deposit Edit - Canada window.
(Cards >> Payroll - Canada >> Employee >> Deposit >> Edit)
2. Modify the direct deposit information.
3. Choose Save.
4. In the Payroll Employee Direct Deposit - Canada window, choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Chapter 21: Payroll calculation

You can modify the settings used to calculate an employee's pay, benefits, banked credits, deductions, and taxes. When the employee record is included in a batch calculation, the employee's settings will be used instead of the batch settings.

The information is divided into the following sections:

- [Viewing or modifying payroll calculations](#)
- [Creating a delayed deduction](#)
- [Modifying or deleting a delayed deduction](#)
- [Viewing a delayed deduction summary](#)
- [Modifying an employee's tax calculation](#)
- [Modifying service and seniority information](#)
- [Viewing an employee's paycodes](#)
- [Viewing an employee's current pay](#)
- [Viewing an employee's paycheque](#)
- [Viewing or modifying an employee's pay history](#)

Viewing or modifying payroll calculations

Use the Payroll Employee Calculated - Canada window to view or modify the calculated payroll values for an employee, such as advances, pay, overtime, and employment insurance.

You also use this window to open other windows where you can view delayed deductions, totals of employer amounts, totals of current service time, employee cheque details, and year-to-date information.

To view or modify payroll calculations:

1. Open the Payroll Employee Calculated - Canada window.
(Cards >> Payroll - Canada >> Employee >> Calculated)

Employee ID	BH0010		
Name	Boseman, Randall		<input checked="" type="checkbox"/> Update
Advances Outstanding	0.00	Accumulated Regular Hours	
Areas Outstanding		Accumulated Overtime Hours	
Last Cheque/Deposit		Accumulated Days	
Last Paid Date	0/0/0000	Accumulated User One	
Regular Income		Accumulated User Two	
Overtime Income		Accumulated User Three	
Bonus Income		Accumulated User Four	
Retroactive Pay Income		EI Insurable Hours	
Lump Sum Income		EI Rebate Pending	
		EI Rebate Paid	

Buttons: Delayed Deductions, Employer Amounts, Service, Detail Expand, Summary Expand, Cheque Expand, YTD Detail Expand, OK

2. View the payroll values that have been calculated for the employee.

To enter or modify information in this window, or any of the following windows, mark the Update option.

Choose this button:	To open this window:	For procedures, see:
Delayed Deductions	Payroll Employee Delayed Deductions - Canada	Modifying or deleting a delayed deduction on page 143
Employer Amounts	Payroll Employee Calculated Employer - Canada	Modifying an employee's tax calculation on page 144
Service	Payroll Employee Calculated Service - Canada	Modifying service and seniority information on page 145
Detail Expand	Payroll Employee Detail Expand - Canada	Viewing an employee's paycodes on page 146
Summary Expand	Payroll Employee Summary Expand - Canada	Viewing an employee's current pay on page 146
Cheque Expand	Payroll Employee Cheque Expand - Canada	Viewing an employee's paycheque on page 147
YTD Detail Expand	Payroll Employee YTD Expand - Canada	Viewing or modifying an employee's pay history on page 147

- Choose OK.

To set up additional employee information, refer to [Creating an employee record](#) on page 99.

Creating a delayed deduction

Use the Payroll Employee Delayed Deduction Edit window to create delayed deductions for an employee. For more information, see [Setting up delayed deduction options](#) on page 75.

To create a delayed deduction:

- Open the Payroll Employee Delayed Deduction Edit window.
(Cards >> Employee >> Calculated >> Delayed Deductions >> Add)

- Enter or select a deduction code. For more information about this field, see [Creating a deduction code](#) on page 69.
- Enter the date that the deduction should be calculated and taken from employee pay. The date format is based on your computer's date settings.

4. Enter a deduction ranking. Higher-ranked deduction codes are recovered first and delayed last. For example, a paycode ranked as 2 is deducted or recovered before a paycode ranked as 1.
5. Enter the outstanding amount, which is the original amount of the delayed deduction to be recovered or delayed.

Recovered Amount The amount recovered for the delayed deduction.

Delayed Amount The amount of deduction that has been delayed. When you enter an outstanding amount, the delayed amount reflects the same value as the outstanding amount.

Deducted Amount The amount deducted from the outstanding amount.

6. Enter a percentage for the Recover % Of Original Amount field. This is the default value to be used when the deduction code is assigned to an employee. It is only used when the recovery method is Partial Amount. This percentage creates an upper limit on the amount of a delayed deduction to be recovered in a payroll batch.

For example, when you enter 10 percent, the deduction is split over at least 10 payroll batches. If it is set to 0 percent, 100 percent, or greater than 100 percent, the amount recovered will be the maximum possible.



If there are multiple delayed deductions of the same paycode and this percentage is set, the recovered amount will not be distributed correctly.

7. Select a recovery method. The default value is the recovery method defined when the deduction code was set up.

Partial Amount Recovers as large a portion of the deduction as net pay allows, and reduce the outstanding balance. The Recover % of Original Amount field can be used to limit the amount recovered per pay period.

Whole Amount Recovers either the entire delayed deduction if net pay is sufficient, or nothing is recovered. In effect, the complete deduction will be recovered in a single payment.

8. Choose Save.

To set up additional employee information, refer to [Viewing or modifying payroll calculations](#) on page 141.

Modifying or deleting a delayed deduction

Use the Payroll Employee Delayed Deduction Edit window to modify or delete the delayed deductions set up for an employee.

To modify or delete a delayed deduction:

1. Open the Payroll Employee Delayed Deduction Edit window.
(Cards >> Employee >> Calculated >> Delayed Deductions >> Edit)

- To modify a delayed deduction, select the record to be changed and choose Edit. Make the changes and choose Save.
- To delete a delayed deduction, select the record to be deleted and choose Delete. A message will be displayed to indicate that you must adjust General Ledger posting entries for the record that you're deleting. Choose OK.
- Close the Payroll Employee Delayed Deduction Edit window.

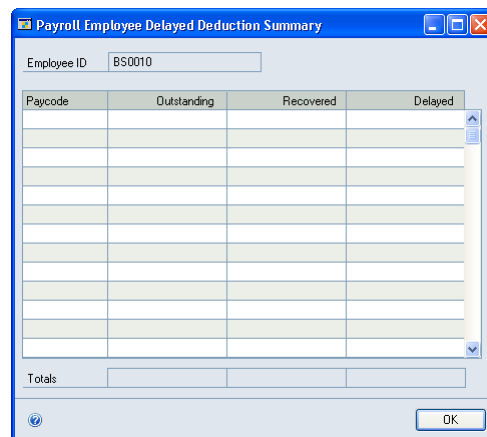
To set up additional employee information, refer to [Viewing or modifying payroll calculations](#) on page 141.

Viewing a delayed deduction summary

Use the Payroll Employee Delayed Deduction Summary window to view a summary of the delayed deductions set up for the employee.

To view a delayed deduction summary:

- Open the Payroll Employee Delayed Deduction Summary window. (Cards >> Employee >> Calculated >> Delayed Deduction >> Summary)



The outstanding, recovered, and delayed amounts set up for each paycode are added and displayed. A total of all outstanding, recovered, and delayed amounts for all paycodes assigned to the employee is also shown.

- Close the window.

Modifying an employee's tax calculation

Use the Payroll Employee Calculated Employer - Canada window to view or modify the current values for workers' compensation tax, provincial health tax, and goods and services tax (GST). These are taxes that the employer pays for an employee.



To modify the information in this window, mark the Update option in the Payroll Employee Calculated Employer - Canada window.

To modify an employee's tax calculation:

1. Open the Payroll Employee Calculated Employer - Canada window. (Cards >> Payroll - Canada >> Employee >> Calculated >> Employer Amounts)

2. View or modify the following tax information:
 - Provincial health tax base and assessed amount
 - Benefits subject to GST and the assessed amount
 - Worker's compensation tax base and assessment amount
3. To modify the settings of the WCB or workers' compensation code for the employee, choose WCB Details to open the Payroll Employee WCB - Canada window. Make changes, as needed, and then close the window.
4. Choose OK.

To set up additional employee information, refer to [Viewing or modifying payroll calculations](#) on page 141.

Modifying service and seniority information

Use the Payroll Employee Calculated Service - Canada window to view or modify an employee's current number of service days, hours, pay periods, and seniority units.



To modify the information in this window, mark the Update option in the Payroll Employee Calculated - Canada window.

To modify service and seniority information:

1. Open the Payroll Employee Calculated Service - Canada window. (Cards >> Payroll - Canada >> Employee >> Calculated >> Service)

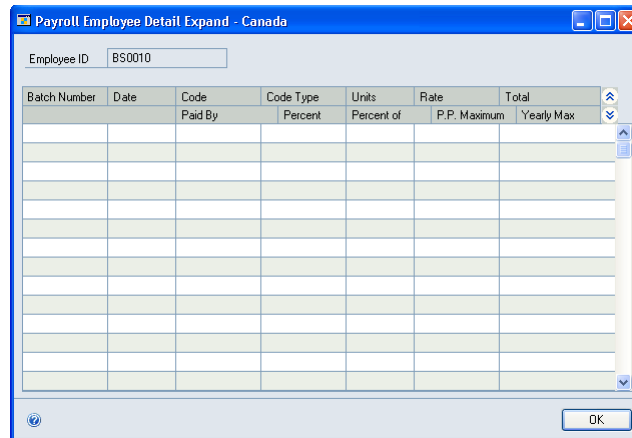
2. View or modify the following service and seniority information:
 - Service days, hours, pay periods, units of service, and applicable dollar amount
 - Seniority units life-to-date and year-to-date
3. Choose OK.

To set up additional employee information, refer to [Viewing or modifying payroll calculations](#) on page 141.

Viewing an employee's paycodes

Use the Payroll Employee Detail Expand - Canada window to view an employee's paycodes, rates, and other pay settings.

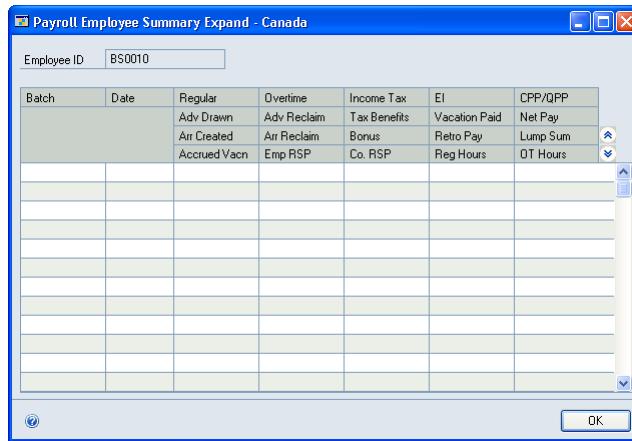
To open the window, choose Cards >> Payroll - Canada >> Employee >> Calculated >> Detail Expand.



Viewing an employee's current pay

Use the Payroll Employee Summary Expand - Canada window to view an employee's pay, advances, overtime, income tax, vacation, retirement contribution, employment insurance, and pension contributions.

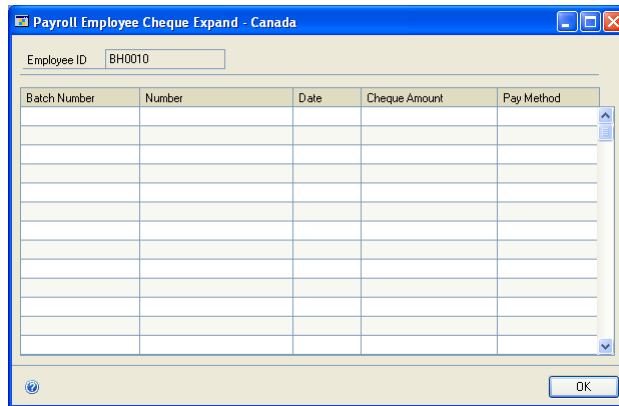
To open the window, choose Cards >> Payroll - Canada >> Employee >> Calculated >> Summary Expand.



Viewing an employee’s paycheque

Use the Payroll Employee Cheque Expand - Canada window to view the batch number that an employee record is part of, batch date, the employee’s cheque amount, and payment method.

To open the window, choose Cards >> Payroll - Canada >> Employee >> Calculated >> Cheque Expand.



Viewing or modifying an employee’s pay history

Use the Payroll Employee YTD Expand - Canada window to view the life-to-date, year-to-date, quarter-to-date, and month-to-date computation of an employee’s pay, pension contribution, employment insurance, taxes and benefits.



To modify the information in a window, mark the Update option in the Payroll Employee Calculated - Canada window.

To view or modify an employee's pay history:

1. Open the Payroll Employee YTD Expand - Canada window. (Cards >> Payroll - Canada >> Employee >> Calculated >> YTD Detail Expand.

Code	Code Type	YTD Units	YTD Dollars	YTD Calc. Base Units	YTD Calc. Base Dollars
Current Units	Current Dollars	LTD Units	LTD Dollars	LTD Calc. Base Unit	LTD Calc. Base Dollars
	0.00	0.00	0.00	0.00	0.00

2. You can add pay, benefit, banked, and deduction codes or modify the values displayed in the window.
3. Choose Retotal to recalculate the LTD, YTD and QTD values. The recalculation will be based on the MTD values.
4. To modify the MTD values, choose MTD Expand and enter the new values in the Payroll Employee MTD Expand window.
5. Choose Retotal to recalculate values. The changes made to the MTD amounts will then update the YTD amounts.
6. Choose OK.

Part 3: Transactions

Use this information to enter, adjust, and post payroll transactions, and to process payroll batches.

The following information is discussed:

- [Chapter 22, “Payroll batches,”](#) helps you to enter transactions, calculate batches, and generate payroll cheques.
- [Chapter 23, “Payroll transactions,”](#) helps you to enter transactions for a payroll batch.
- [Chapter 24, “Adjustments and voiding cheques,”](#) helps you to adjust payroll transactions and create manual cheques.
- [Chapter 25, “Posting generation,”](#) helps you to post transactions.
- [Chapter 26, “Master records,”](#) helps you to update payroll master files.

Chapter 22: Payroll batches

Use this information to complete your payroll process.

You can enter and post transactions in batches and then group similar transactions and review them before posting them. You can create batches that you use just one time, or recurring batches for transactions that you enter on a regular basis. Batches can be a group of transactions entered by a specific user, or a group of transactions entered on a particular date.

To make batch entry procedures more efficient, you can generate batches automatically, consolidate batches, and append them. You can also enter a single paycode in a batch to apply to all employees, and move an employee to another batch.

The information is divided into the following sections:

- [Creating a payroll batch](#)
- [Payroll batch status](#)
- [Entering payroll batch options](#)
- [Generating a payroll batch automatically](#)
- [Consolidating payroll batch transactions](#)
- [Generating statutory holiday pay transactions](#)
- [Generating overtime transactions](#)
- [Weekly overtime pay](#)
- [Deleting a payroll batch](#)
- [Calculating a payroll batch](#)
- [Generating payroll cheques](#)
- [Appending or merging batches](#)
- [Moving an employee record to another batch](#)
- [Assigning a paycode to a batch](#)

Creating a payroll batch

Use the Payroll Batch Setup - Canada window to create a payroll batch, which is a group of transactions identified by a name or number. Entering and posting transactions in batches allows you to group similar transactions and review them before posting them. For more information, see [Chapter 23, "Payroll transactions."](#)

To create a payroll batch:

1. Open the Payroll Batch Setup - Canada window.
(Transactions >> Payroll - Canada >> Payroll Batches)

Security Group ID	sa	Overtime Generated	No
Last User	sa	Batch Calculated	No
Number of TRX	0	Cheques Generated	No
Employees	0	Cheques Printed	No
Batch Status	Available	Poster Created	No
Calculation Error	No	Batch Posted	No
Posting Error	No	Masters Updated	No
Jobs Processed	No	Batch Appended	No

2. Enter a batch ID.
3. Enter a batch comment or a brief description of the transactions that will be entered in the batch.
4. Select a batch type. This field is used along with pay periods per year to determine which employee and payment records should be added to this batch.

Hourly For employees whose employee payment method in the Payroll Employee TD1 - Canada window is Hourly.

Salaried For employees with the payment method Salary.

Advance For entering income codes with the pay type Advance.

Other For employees with the payment method Other.

Commission For employees with the payment method Commission.

Bonus For entering income codes with the pay type Bonus.

Vacation For vacation pay.

Combined For entering transactions for employees regardless of the employee payment method.

Manual For entering manual cheque transactions.

5. Enter the number of pay periods per year. This field is used along with batch type to determine which employee and payment records should be added to this batch. Only employees with a matching pay period can be entered into the batch.

6. Select a batch frequency to indicate which pay period of the month this batch covers. The frequency options on the list are set up in the Payroll Control Frequency - Canada window. You can select more than one frequency option.
7. Enter a start date and a cutoff date for the pay period.
8. Enter the date that cheques in the batch will be issued.

The Batch month displays the fiscal month that the batch is in, while the batch quarter displays the fiscal quarter. The fiscal month and quarter are determined by the batch cheque date. For more information, see [Payroll batch status](#) on page 153.

9. Choose Options to enter other payroll batch options. For more information, see [Entering payroll batch options](#) on page 154.
10. Save the record.

Payroll batch status

The Payroll Batch Setup - Canada window displays the following information about the status of the current batch.

Security Group ID This is the security group of the user that created the batch. Other users with a lower security level cannot access this batch.

Last User This is the last user who entered information for the batch that's displayed.

Number of TRX This is the number of transactions that have been entered or calculated into the current batch. This number will increase after the batch is calculated.

Employees This is the number of employees included in the current batch.

Batch Status This indicates whether the batch is Available, In Process, or Completed. An Available batch has not been fully processed and is not currently in use. An In Process batch is currently in use or is processed by another user. A Completed batch has been processed and master records have been updated.

You can choose Reset to modify the batch status from In Process to Available if the latest batch processing was halted due to a system interruption. After the batch status has been reset to Available, processing of the batch can continue.

Calculation Error This indicates whether an error occurred during batch calculation.

Posting Error This indicates whether an error occurred during posting.

Jobs Processed This indicates whether transactions from a third party application were included in batch processing.

Overtime Generated This indicates whether overtime pay has been calculated for the batch in the Payroll Generate Overtime - Canada window.

Batch Calculated This indicates whether pay and deductions, excluding overtime, have been calculated for the batch in the Payroll Calculate Batch - Canada window.

Cheques Generated This field indicates whether paycheques have been generated for the batch in the Payroll Generate Cheques - Canada window.

Cheques Printed This field indicates whether paycheques have been printed for the batch in the Payroll Cheque Reports - Canada window.

Poster Created This indicates whether a poster file has been created in the Payroll Create Poster - Canada window. A poster file is used to verify payroll information before posting to General Ledger.

Batch Posted This indicates whether the batch has been posted to General Ledger using the Payroll Update Masters - Canada window.

Masters Updated This field indicates whether the employee master records have been updated with the payroll transactions from the selected batch. This procedure is completed in the Payroll Update Masters - Canada window. If the masters have been updated, the payroll transactions from the current batch have become permanent. If a reversal is required, you can void the payment or you can restore the payroll data from your backup files.

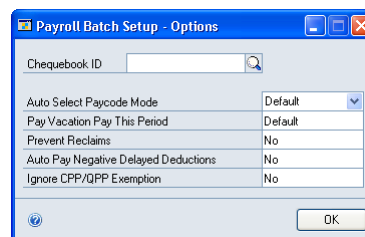
Batch Appended This field indicates whether the current batch has been merged with other batches to generate a single cheque run using the Payroll Append Batch - Canada window.

Entering payroll batch options

Use the Payroll Batch Setup - Options window to enter payroll batch settings for chequebook, paycodes, reclaims, pension exemptions, and other options.

To enter payroll batch options:

1. Open the Payroll Batch Setup - Options window.
(Transactions >> Payroll - Canada >> Payroll Batches >> Options)



2. Select a chequebook ID from the list. This ID will replace the chequebook ID defined in the Payroll Control Setup - Canada window.



When you select a chequebook ID and the batch type is Manual, all employees will be paid with the chequebook ID you selected, regardless of the payment method defined in their employee record. If the batch type is not Manual, the chequebook ID you selected will be used, but the payment method in the employee record will be retained.

3. Select an auto select paycode mode. If you select Default, auto-selected paycodes will not be included in the following records:

- Batches whose batch type is Vacation or Advance.
- Employees who have T4A income only.

A mode of Take All includes auto-selected paycodes in these batch types, as well. A mode of Take None will not include any auto-selected paycodes in the batch, regardless of the batch type.

4. Select whether to include vacation pay for this period.

If you select Default, outstanding vacation money due to an employee whose Pay Vacation Pay This period option is activated, will be paid. If you select Yes, outstanding vacation money due to all the employees in the batch will be paid.

For vacation pay calculated in a batch, employees must have at least one income transaction.

5. Select whether to allow reclaims. If you select Yes, employees in the batch who have Advances Outstanding or Arrears Outstanding will not be allowed to reclaim their money.
6. Select whether to pay negative delayed deductions. If you select Yes, employees in the batch who have a negative delayed deduction record will receive payment.
7. Select whether to ignore exemptions from payments to Canada Pension Plan or Quebec Pension Plan. You would ignore CPP/QPP exemption settings when making a second batch calculation in a pay period. If you don't ignore the setting, the exemption will be counted twice, resulting in an underpayment of CPP/QPP.
8. Choose OK.

Generating a payroll batch automatically

Use the Payroll Generate Batch - Canada window to generate a payroll batch without entering transactions manually. The transactions for the batch will be generated based on the type of pay and pay periods per year that are set up for the batch in the Payroll Batch Setup - Canada window.

When you generate a batch, employee income will be created for employees that meet the following criteria:

- Auto-Select option for the paycode is activated and should be assigned to the employee.
- The paycodes to be included are income codes. Benefits, deductions, and banked codes are included during calculation.
- The paycodes to be included are assigned to the employee. For more information, see [Assigning paycodes to an employee](#) on page 121.
- For batch types Salary, Hourly, Commission, and Other, the batch type is the same as the employee's payment method.

- The pay period values for the employee is the same as that for the batch.
- The batch type is not Combined or Manual.

After the batch is generated, you can modify the transactions in the Payroll Quick Entry - Canada window, the Payroll Complete Entry - Canada window, or the Payroll Rate Table Entry - Canada window. For more information, see the following procedures.

- [Assigning transactions to a payroll batch](#) on page 167.
- [Entering a shift premium transaction](#) on page 170.
- [Entering a payroll transaction with a rate table](#) on page 172.

To generate a payroll batch automatically:

1. Open the Payroll Generate Batch - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Generate Batch)

2. Select a batch ID. For more information, see [Creating a payroll batch](#) on page 151 and [Payroll batch status](#) on page 153.

If you enter a new batch ID, a message will be displayed. Choose Yes to add this batch. Choose Add to open the Payroll Batch Setup - Canada window. For more information, see [Creating a payroll batch](#) on page 151.

3. Enter the employee class, position or job title, and department to include in the batch. If you don't specify this information, all employees will be included.
4. Generate the batch and a message will be displayed. Choose Yes to verify that you want to proceed with generating the batch.
5. Choose Consolidate to consolidate similar paycodes in the batch. For more information, see [Consolidating payroll batch transactions](#).

Consolidating payroll batch transactions

You can reduce the number of transactions in a batch by consolidating them. All similar employee paycode transactions for the week will be grouped into a single transaction.

Consolidation combines per day and per employee transactions into one transaction and is completed on a Sunday to Saturday week. For example, if there are 10 working days in the pay period, each for 8 hours, there will be 10 transaction records per employee. Consolidating the batch adds the 10 daily transaction records together into a single weekly transaction record. Choosing the Consolidate button a second time reverses the consolidation. For more information, see [Generating a payroll batch automatically](#) on page 155.

Generating statutory holiday pay transactions

You can use the Payroll Generate Stat Holiday Pay - Canada window to calculate statutory holiday pay automatically for employees. Payroll uses your entries in this window to total each employee's regular earnings within the specified lookback period and divide them by the number of days or entered value. The results define each employee's statutory holiday pay. Refer to the laws of the province or territory in which the employee works to define the regular earnings period and the division method.

To generate statutory holiday pay transactions, the following criteria must be met:

- Selected batches must have a batch status of Available and a batch type of Hourly, Salaried, Other, or Vacation. For more information, refer to [Creating a payroll batch](#) on page 151.
- The employee records' payment methods must match the batch type of the selected batch. Generate statutory holiday pay separately for each different set of employee payment methods.
- For each employee selected, the Allow Employee Stat Pay Generation field must be set to Yes in the Payroll Employee Control - Canada window. For more information, refer to [Setting up employee controls](#) on page 135.
- Selected employee records must have income-type paycodes assigned. For more information, refer to [Assigning paycodes to an employee](#) on page 121.
- Employee earnings are entered respective of the days each employee worked, not as lump sums. Review entries in the Payroll Quick Entry - Canada window to verify. For more information, see [Entering standard payroll transactions](#) on page 168.
- All applicable earnings used to calculate holiday pay have been entered and are either in open payroll batches, posted batches for the current year, or posted payroll batches in the prior year. Review entries in the Payroll Quick Entry - Canada window to verify. For more information, see [Entering standard payroll transactions](#) on page 168.

To generate statutory holiday pay transactions:

1. Open the Payroll Generate Stat Holiday Pay - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Generate Stat Holiday Pay)

2. Select a batch ID. Only batches of Available status and of Hourly, Salaried, Other, or Vacation type are selectable. For more information, see [Creating a payroll batch](#) on page 151 and [Payroll batch status](#) on page 153.
3. Enter or select starting and ending dates for the regular earnings period.
4. Enter or select a holiday date. The holiday date must be within the batch start and cutoff dates. See [Creating a payroll batch](#) on page 151.
5. Select the method of dividing the earnings according to applicable provincial or territorial laws. If you select Value, enter the number.
6. Choose Employee Ranges to open the Payroll Generate Stat Holiday Pay Ranges - Canada window. Select the ranges of employees to display and choose OK.
7. In the scrolling window, mark the employee records for which you want to calculate statutory holiday pay. Choose Mark All to select all listed employee records. Choose Unmark All to clear all selected records.
8. Choose Generate Stat Pay to calculate the statutory holiday pay amounts for the selected employee records.
9. Mark the employee records that you want to add to the batch.
10. Choose Add to Batch to add all the marked employee records to the selected batch and close the window.

Generating overtime transactions

You can use the Payroll Generate Overtime - Canada window to calculate overtime automatically for hourly employees.

To generate overtime transactions, the following criteria must be met:

- An overtime paycode must be attached to a regular hourly paycode.
- The overtime paycode and the regular paycode that the overtime is attached to, must be assigned to employees eligible for overtime pay. For more information, see [Assigning paycodes to an employee](#) on page 121.
- The payment method for employees eligible for overtime pay must be Hourly. For more information, see [Creating an employee record](#) on page 99.
- The regular pay hours per day or regular pay hours per week must be assigned to employees eligible for overtime pay on a daily or weekly basis. For more information, see [Setting up employee controls](#) on page 135.
- The employee's hours entered must exceed the regular pay hours per day or regular pay hours per week defined in the Payroll Employee Control - Canada window. For more information, see [Setting up employee controls](#) on page 135.

For example, an entry of 12 hours worked for an employee whose regular work day is 8 hours would result in 8 hours calculated at the regular pay rate and 4 hours at the overtime pay rate.

Entries of 10 hours worked per day for 5 days for an employee whose regular work day is 8 hours, and whose regular workweek is 40 hours, would result in 5 days calculated with 8 hours regular pay plus 2 hours overtime pay each day.

- The Allow Employee Overtime Generation option in the Payroll Employee Control - Canada window must be activated for employees eligible for overtime pay. For more information, see [Setting up employee controls](#) on page 135.

To generate double overtime, the following criteria must be met:

- The criteria for generating overtime transactions have been met.
- The overtime pay hours per day and overtime pay hours per week have been defined for the employee record. For more information, see [Setting up employee controls](#) on page 135.
- The overtime paycode has a paycode for double overtime attached to it.

For example, an entry of 15 hours worked for 1 day by an employee with settings for 8 hours regular pay per day, and 2 hours overtime pay per day, would be calculated at 8 hours regular pay, 2 hours overtime pay and 5 hours of double overtime. For more information, see [Weekly overtime pay](#) on page 160.

To generate overtime transactions:

1. Open the Payroll Generate Overtime - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Generate Overtime)

The screenshot shows a software window titled "Payroll Generate Overtime - Canada". It features a search bar for "Batch ID" and a "Comment" field. Below these are several data entry fields arranged in two columns. The left column includes "Cutoff Date", "Cheque Date", "Number of TRX", "Overtime Generated", "Batch Calculated", "Cheques Generated", and "Cheques Printed". The right column includes "Batch Type", "Pay Periods Per Year", "Employees", "Poster Created", "Batch Posted", "Masters Updated", and "Batch Appended". At the bottom center is a yellow button labeled "Generate Payroll Batch Overtime", and at the bottom right is an "OK" button.

2. Select an hourly batch ID. Information about the batch will be displayed. For more information, see [Creating a payroll batch](#) on page 151 and [Payroll batch status](#) on page 153.
3. Choose Generate Payroll Batch Overtime.

You can view the overtime transactions generated in the Payroll Quick Entry - Canada window, Payroll Complete Entry - Canada window, Payroll Rate Table Entry - Canada window or the Payroll Entry Reports - Canada window. For more information, see [Entering standard payroll transactions](#) on page 168, [Entering a shift premium transaction](#) on page 170, [Entering a payroll transaction with a rate table](#) on page 172, and [Payroll report summary](#) on page 197.

Weekly overtime pay

Weekly overtime is based on a Sunday to Saturday week. Refer to the following examples.

- If one pay period ends and the next one begins within the same week, the calculation considers hours worked in the previously calculated pay period.
- If weekly pay period 1 has a cutoff date on a Wednesday and weekly pay period 2 has a start date on a Thursday, the weekly overtime calculation will consider hours worked from both pay periods to calculate the weekly overtime value.
- An employee with a regular work week of 40 hours works 12 hours per day for 3 days of pay period 1 (Monday, Tuesday, and Wednesday).

The employee has worked 36 hours in that week for pay period 1. The regular hours (40) for the week have not been exceeded, so overtime for pay period 1 = 0.

In pay period 2, the employee works the remaining 2 days of the same week for 8 hours each, totalling 16 hours (8 x 2). The pay period 2 overtime calculation will use the 36 hours worked in the previous pay period, in addition to the current 16 hours.

For overtime purposes, this employee will be considered to have worked 52 hours (36 + 16) for the week. Overtime for pay period 2 is 12 hours.

Deleting a payroll batch

Use the Payroll Batch Setup - Canada window to delete a payroll batch. If you delete a payroll batch, all the transactions included in that batch will be deleted as well.

To delete a payroll batch:

1. Open the Payroll Batch Setup - Canada window.
(Transactions >> Payroll - Canada >> Payroll Batches)
2. Select a batch ID.
3. Choose Delete and a message is displayed. Choose Delete again to delete the payroll batch and its transactions.

Calculating a payroll batch

Use the Payroll Calculate Batch - Canada window to calculate on a payroll batch, including net pay, deductions, gross income, and banked time. You can calculate a batch after transactions for the batch have been entered.

You can view the calculations in the Payroll Calculation Reports - Canada window. If the calculated amounts are not the expected result, you can make the changes and recalculate the batch. However, after you've updated the payroll master records, you can't calculate the batch again.



You must not recalculate the batch if changes have been made in the Payroll Detail Adjustments - Canada window or Payroll Summary Tax Adjustments - Canada window.

To calculate a payroll batch:

1. Open the Payroll Calculate Batch - Canada window.
(Transactions >> Payroll - Canada >> Batch Calculation)

2. Select a batch ID. You cannot select batches with the batch type of Manual.



The pay period for the batch is based on the number of pay periods set in the Payroll Control Frequency - Canada window. If the number of pay periods has not been set, the

batch uses 26 for biweekly pay periods and 52 for weekly pay periods. For more information, see [Entering batch frequency descriptions](#) on page 15.

3. Choose Calculate Payroll Batch to start the calculation process. You can view the batch calculation results in the Payroll Calculation Reports - Canada window. For more information, see [Payroll report summary](#) on page 197.

Generating payroll cheques

Use the Payroll Generate Cheques - Canada window to generate paycheques for employees in the most recently calculated batch.

If you must make adjustments or enter additional transactions, you can generate the cheques, review them, make adjustments and regenerate the cheques at a later time. You can regenerate as long as the payroll master records have not been updated.

You must generate cheques before you print them. You also can reprint them until another batch is calculated.

To generate payroll cheques:

1. Open the Payroll Generate Cheques - Canada window.
(Transactions >> Payroll - Canada >> Cheque Generation)

Current Batch	BH05	Batch Type	Hourly
Comment	Biweekly pay period #5	Pay Periods Per Year	26/27
Cutoff Date	3/10/2007	Employees	4
Cheque Date	3/12/2007		
Number of TRX	40		
Overtime Generated	No	Poster Created	No
Batch Calculated	Yes	Batch Posted	No
Cheques Generated	No	Masters Update	No
Cheques Printed	No	Batch Appended	No

Information about the current batch is displayed. For more information, see [Creating a payroll batch](#) on page 151 and [Payroll batch status](#) on page 153.

2. Choose Generate Cheques.
3. Print a report to view the results of the cheque generation. For more information, see [Payroll report summary](#) on page 197.

Appending or merging batches

Use the Payroll Append Batch - Canada window to merge separate batches into a single batch. Batches are merged to generate a single cheque from multiple batches. The batches you're merging must have matching pay periods, start dates, cutoff dates, and cheque dates. For example, you can append an Hourly 26-pay period batch to a Salary 26-pay period batch, provided that the two batches have the same cutoff and cheque dates.

To append or merge batches:

1. Open the Payroll Append Batch - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Append Batches)

2. Select the batches to be merged.
3. Choose Append Batch Now. The new batch will contain its original transactions, as well as the transactions from the appended batch. The appended batch will no longer be available.
4. Print a report to view the batches you've merged. For more information, see [Payroll report summary](#) on page 197.

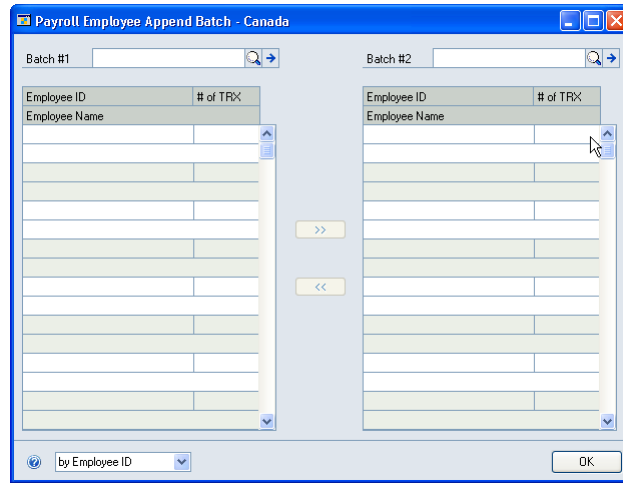
Moving an employee record to another batch

Use the Payroll Employee Append Batch - Canada window to transfer one or more employee transactions from one batch to another batch with the same pay period. In addition to having matching pay periods, the two batches should have the same start date and cutoff date.

For example, an employee is leaving, and his transactions are included in the current batch, but the batch is not ready for batch calculation. You can transfer the employee's record to a new batch so that you can release the employee's payment.

To move an employee record to another batch:

1. Open the Payroll Employee Append Batch - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Employee Append Batch)



2. Select the batch that contains the employee record to move.
3. Select the batch to move the employee record to.
4. Choose the Batch #1 and the Batch #2 expansion buttons to view information about the selected batches. Verify the start date and cutoff date, as well as the payroll batch status. For more information about batches, see [Creating a payroll batch](#) on page 151 and [Payroll batch status](#) on page 153.
5. Select the employee record to move.
6. Choose Move Employee. The selected employee record will appear in the new batch.
7. Close the window.

Assigning a paycode to a batch

Use the Payroll Batch Insert - Canada window to assign a paycode to specific employees in a batch. Other employees who don't have this paycode are still part of the batch, if they meet the other batch criteria, such as start date, cutoff date, and batch type.

To assign a paycode to a batch:

1. Open the Payroll Batch Insert - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Insert Paycode)

2. Select the batch to add a paycode to.
3. Select the paycode.
4. Select a transaction entry type. For a description of these entry types, see [Entering standard payroll transactions](#) on page 168.
5. Enter a transaction date. The date should be within the start date and the cutoff date of the batch.
6. Enter the units for the paycode. For example, 1 unit of paycode Salary is equivalent to 1 hour.
7. Enter the rate for the paycode.
8. Select Employee Rate Override to use the rate that you specified instead of the pay rate set up for the paycode in the employee record.
9. Select whether to activate the Restrict to Employees in Batch option. The paycode will be assigned only to the employees in the batch who have the entry type and transaction date that you specified. When inactivated, the paycode will be assigned to all employees, regardless of batch ID, provided they have the entry type and transaction date that you specified.
10. If you didn't select Restrict to Employees in Batch, you can select an employee type. The paycode will be assigned only to employees that have the same employee type that you specified.



This field is activated when the batch type is Combined.

11. Choose Insert Paycode. You can view the generated transactions using the Payroll Quick Entry - Canada window.

Chapter 23: Payroll transactions

Use this to help you enter transactions for a payroll batch. You can automatically create several payroll transactions when you build cheques. If you have a group of employees who receive a regular salary, you do not have to enter individual transactions for the salary pay. You can use the build cheque process to create them, along with transactions for the applicable taxes, benefits, and deductions.

A paycheque is a group of transactions involving a single employee. You might pay an employee a month's salary, which is one transaction. You might also record vacation accrued and the company's matching contributions for each employee, which is also a transaction. All of the transactions that apply to an employee included are in a single paycheque.

The information is divided into the following sections:

- [*Assigning transactions to a payroll batch*](#)
- [*Entering standard payroll transactions*](#)
- [*Entering a shift premium transaction*](#)
- [*Entering a payroll transaction with a rate table*](#)

Assigning transactions to a payroll batch

There are two ways to create employee transactions and assigning them to a payroll batch — generate a batch and enter transactions.

Generate batch

You can enter a batch to automatically generate employee income transactions. For more information, see [*Generating a payroll batch automatically*](#) on page 155.

Enter transactions

There are three ways to enter employee transactions manually.

- To enter simple payroll transactions for a payroll batch, use the Payroll Quick Entry - Canada window. For more information, see [*Entering standard payroll transactions*](#) on page 168.
- To enter a shift premium code transaction for a payroll batch, use the Payroll Complete Entry - Canada window. For more information, see [*Entering a shift premium transaction*](#) on page 170.
- To enter a payroll transaction with an assigned rate table for a payroll batch, use the Payroll Rate Table Entry - Canada window. For more information, see [*Entering a payroll transaction with a rate table*](#) on page 172.

The three windows have similar functions, although the Payroll Quick Entry - Canada window allows for faster data entry for simple payroll transactions. It also allows you to modify batches that include transactions that were entered through other functions.

The Payroll Complete Entry - Canada window and the Payroll Rate Table Entry - Canada window accommodate entry of transactions requiring a greater amount of detail. Specifically, use the Payroll Complete Entry - Canada window accommodates paycodes for shift and responsibility. Use the Payroll Rate Table Entry - Canada window to enter transactions with rates that are determined by a rate table attached to the paycode.

Entering standard payroll transactions

Use the Payroll Quick Entry - Canada window to enter simple payroll transactions for a batch. A simple transaction for an employee includes an assigned paycode, a date for the entry, and a rate for the transaction.

A transaction number is assigned to a batch. The transaction number is generated for each line of entry and is based on the value of the Next TRX Number field in the Payroll Control Setup - Canada window.

To enter standard payroll transactions:

1. Open the Payroll Quick Entry - Canada window.
(Transactions >> Payroll - Canada >> Quick Transaction Entry)

TRX#	Employee ID	Date	Code	Dept	Units	Rate	Entry Type
0	0/0/0000	0/0/0000			0.00	0.000	

2. Select a batch ID. You cannot select batches with the batch type Manual.
3. Select to activate Carry Forward Employee option if you plan to enter multiple transactions for the same employee.
4. Select whether to activate the Carry Forward Date option. You usually activate this option when multiple transactions for a specific date will be entered.
5. Select a decimal setting. The Precision field defines the number of decimal places to set the rate to.
6. Select an employee ID. Only employees whose pay type and pay periods per year match the batch specifications can be selected.
7. Enter a transaction date within the start date and the cutoff date of the batch.

8. Select a paycode for the transaction that has been assigned to the employee. For more information, see [Assigning paycodes to an employee](#) on page 121.



Paycodes such as Vacation, Advance Reclaim, Arrears Reclaim, Advance, and EI Rebate can be entered even if they're not assigned to an employee. These are default accounts that are taken from the Payroll Paycode Control - Canada window.

9. Select a department. The default value will be the department that was set up for the employee in the Payroll Employee Setup - Canada window.

You can't enter a department code when a fixed distribution to different departments has been defined in the employee record. For more information, see [Assigning paycodes to an employee](#) on page 121. Also, you cannot enter a department when using paycodes, such as Benefits, Deductions, Vacation, EI Rebate, Advance Reclaim, and Arrears Reclaim.

10. Enter the number of units to be paid for this paycode, for example, 40 hours. Except for Banked Pay, the line total is calculated as Units x Rate for all paycodes.



When you enter a vacation paycode, the default unit value will be the total of the employee's accrued units of vacation if the employee is accruing vacation units. Otherwise units will be 1.0.

11. Enter the rate to be used for the paycode. The default value will be the rate defined in the employee's paycode record. To calculate the pay, the number of units will be multiplied by the rate when the batch is created.

When you enter a vacation paycode, the default rate value will be the total of the employee's accrued vacation dollars in the employee record.

When you enter an EI Rebate paycode, the default rate value will be the value of the EI Rebate Pending field in the Payroll Employee Calculated - Canada window.

12. Select one of the following entry types.

Normal The default transaction type, and the only option for income codes.

Adjusted Used to adjust an auto-selected transaction. Both the adjusted and the auto-selected transactions will be used in calculation. This is only available for benefit and deduction codes.

Overridden Used to replace an auto-selected transaction. Only the overridden transaction values will be used in calculation. This is only available for benefit and deduction codes.

Delayed Deduction Used to delay the calculation of a deduction. When used, the deduction is included in the employee's history file. The Allow Delayed Deduction option in the Payroll Control Variables - Canada window and employee record should be activated to use this entry type. You cannot use this entry type for Income Tax, CPP/QPP, EI, Quebec Tax, NWT Tax, Nunavut Tax, Advance Reclaim, and Arrears Reclaim deductions. Only deduction codes can be delayed.

Recovered Deduction Reduces the amount owed by an employee. The Allow Delayed Deduction options do not have to be activated to use this entry type. It is possible to recover more than the amount of the deduction; the amount will appear as a negative delayed deduction in the employee's history file.

13. Close the window.

Entering a shift premium transaction

The Payroll Quick Entry - Canada window and the Payroll Complete Entry - Canada window have similar functions. However, the Payroll Complete Entry - Canada window displays one transaction at a time, and you can enter extra information for each transaction, such as shift premium transactions.

To enter a shift premium transaction:

1. Open the Payroll Complete Entry - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Complete Transaction Entry)

2. Select a batch ID. You cannot select batches with the batch type Manual.
3. Select a decimal setting. The Rate Precision field defines the number of decimal places to set the rate to. Rates based on a paycode will be displayed according to the rate precision, but will be calculated according to the rate assigned to the paycode.

For example, if the rate for paycode REG is C\$7.50 and rate precision is 0, the rate will be displayed as 7. However, calculations will be based on the actual rate of C\$7.50. A rate entered by the user will be limited to zero decimal places.

4. Select whether account entry will be allowed. When this option is activated, the Account field is also activated, which allows you to assign a new General Ledger account to replace the default account.
5. Select a transaction ID to display an existing transaction. To create a new transaction, select an employee ID, then follow the same procedures described in [Entering standard payroll transactions](#) on page 168.

When you enter transactions for shift premiums, the Shifted Paycode field will display the paycode for the shifted portion. When you enter standard transactions, the field will display the paycode entered in the Income Code field.

6. Select a responsibility for shift premiums associated with the paycode. If user-defined options have been created, they will be displayed, along with the system option N/A. For more information, see [Entering responsibility and shift descriptions](#) on page 89.

For example, you have a base paycode REG for employees with the responsibility Normal. Suppose you're entering a transaction for a supervisor, and applying a premium to this paycode. Select Supervisor from the list. The premium for Supervisor will be added to the employee's pay for the period.

7. Select a shift. If user-defined options have been created, they will be displayed, along with the system option N/A. For more information, see [Entering responsibility and shift descriptions](#) on page 89.

For example, you have a base paycode REG for employees on day shift. Suppose you're entering a transaction for an employee on the evening shift, and applying a premium to this paycode. Select Evening from the list. The premium for Evening will be added to the employee's pay for the period.

8. If a responsibility or a shift has been selected, the rate will be based on the rate set up for the paycode with the specific responsibility and shift combination. For more information, see [Creating additional paycode amounts](#) on page 49.
9. Enter the reference strings. These fields are used for additional information for a transaction. You can use reference strings to customize reports.
10. Enter a reference numeric. This field is used for additional numeric information for a transaction. You can use this information to customize reports.
11. Select the province whose tax schedule will be used when computing the employee's taxes.
12. Select a WCB code. This code is needed if the employee belongs to multiple Workers' Compensation Board jurisdictions, such as a truck driver or salesperson whose work requires travel to different locations.



This field is available only if the Advanced WCB option is activated in the Payroll Control Variables - Canada window.

13. Select a job or project. This field is available only if the Allow Job Entry option in the Payroll Control Variables - Canada window is activated.
14. Select a job phase, which is a specific task required to complete the job. This field is available only if the Allow Job Entry option in the Payroll Control Variables - Canada window is activated.
15. Select a reporting code. This field can be used to add transaction information. For example, a transaction for a paid leave of absence can be assigned a reporting code of Doctor Appointment.

16. Select an account number from the list. This will replace the General Ledger account assigned to the paycode. This field is available only if the Allow Account Entry option is activated.
17. Choose Save, then continue entering transactions for the payroll batch.

Entering a payroll transaction with a rate table

The Payroll Quick Entry - Canada window and the Payroll Rate Table Entry - Canada window have similar functions. However, the Payroll Rate Table Entry - Canada window displays one transaction at a time and allows you to enter transactions for employees who have a paycode with rates defined in a rate table.

To enter a payroll transaction with a rate table:

1. Open the Payroll Rate Table Entry - Canada window.
(Transactions >> Payroll - Canada >> Entry Routines >> Rate Table Transaction Entry)

2. Select a batch ID. You cannot select batches with the batch type Manual.
3. Select a decimal setting. The Rate Precision field defines the number of decimal places to set the rate to. Rates based on a paycode will be displayed according to the rate precision, but will be calculated according to the rate assigned to the paycode.

For example, if the rate for paycode REG is C\$7.50 and rate precision is 0, the rate will be displayed as 7. However, calculations will be based on the actual rate of C\$7.50. A rate entered by the user will be limited to zero decimal places.

4. Select whether account entry will be allowed. When this option is activated, the Account field is also activated, which allows you to assign a new General Ledger account to replace the default account.
5. Select a transaction ID to display an existing transaction. To create a new transaction, select an employee ID, then follow the same procedures described in [Entering standard payroll transactions](#) on page 168.

6. If the paycode you selected has a rate table, select the employee's position code, sub code, and level. For more information, see [Setting up a delayed deduction](#) on page 52.
7. If you selected a position, sub code, and level code, the rate will be based on the rate set up for the paycode with the specific position, sub code, and level combination.
8. Enter the reference strings. These fields are used for additional information for a transaction. You can use reference strings to customize reports.
9. Enter a reference numeric. This field is used for additional numeric information for a transaction. You can use this information to customize reports.
10. Select the province whose tax schedule will be used when computing the employee's taxes.
11. Select a WCB code. This code is needed if the employee belongs to multiple Workers' Compensation Board jurisdictions, such as a truck driver or salesperson whose work requires travel to different locations.



This field is available only if the Advanced WCB option is activated in the Payroll Control Variables - Canada window.

12. Select a job or project. This field is available only if the Allow Job Entry option in the Payroll Control Variables - Canada window is activated.
13. Select a job phase, which is a specific task required to complete the job. This field is available only if the Allow Job Entry option in the Payroll Control Variables - Canada window is activated.
14. Select a reporting code. This field can be used to add transaction information. For example, a transaction for a paid leave of absence can be assigned a reporting code of Doctor Appointment.
15. Select an account number from the list. This will replace the General Ledger account assigned to the paycode. This field is available only if the Allow Account Entry option is activated.
16. Choose Save, then continue entering transactions for the payroll batch.

Chapter 24: Adjustments and voiding cheques

Use this information to help you make detail and summary adjustments to payroll transactions, generate manual cheques, and void paycheques.

After calculating a batch, you can review the results of the calculations in the Payroll Calculation Reports - Canada window, Payroll Detail Adjustments - Canada window, or Payroll Summary Tax Adjustments - Canada window. For more information, see [Chapter 28, "Reports"](#).

The information is divided into the following sections:

- [Completing detailed adjustments](#)
- [Assigning a tax to an employee](#)
- [Completing summary adjustments](#)
- [Creating a manual cheque](#)
- [Entering other manual cheque amounts](#)
- [Voiding a payroll cheque](#)

Completing detailed adjustments

Use the Payroll Detail Adjustments - Canada window to add or modify employee deductions for taxes, Employment Insurance (EI), and Canadian Pension Plan or Quebec Pension Plan (CPP/QPP).

If a transaction for a tax deduction has already been created for the employee, you can't add that deduction code. You can only modify the amount.



Do not recalculate the batch after an adjustment. Recalculating the batch will delete new records and restore changed values to the original amounts.

To complete detailed adjustments:

1. Open the Payroll Detail Adjustments - Canada window.
(Transactions >> Payroll - Canada >> Adjustments >> Detail Adjustments)

Tx ID	Employee ID	Code	Description	Amount
48	BH0010	CPP	Canadian Pension Plan	5.07
49	BH0010	EI	Employment Insurance Deduction	6.21
50	BH0020	CPP	Canadian Pension Plan	5.07
51	BH0020	EI	Employment Insurance Deduction	6.21
52	BH0030	CPP	Canadian Pension Plan	5.07
53	BH0030	EI	Employment Insurance Deduction	6.21
54	BH0040	CPP	Canadian Pension Plan	5.07
55	BH0040	EI	Employment Insurance Deduction	6.21

Only employees who have transactions in the current batch are displayed.

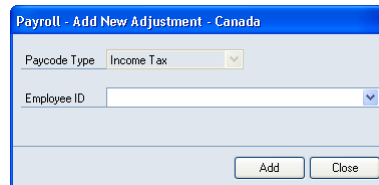
2. To assign a new tax, EI, CPP/QPP, or PPIP deduction to an employee, choose the appropriate deduction button. The Payroll - Add New Adjustment - Canada window will open. For more information, see [Assigning a tax to an employee](#) on page 176.
3. To modify an existing deduction assigned to an employee, select the original amount and enter a new amount.
4. Close the window.

Assigning a tax to an employee

Use the Payroll - Add New Adjustment - Canada window to assign a new government tax to an employee record that's part of a batch.

To assign a tax to an employee:

1. Open the Payroll - Add New Adjustment - Canada window.
(Transactions >> Payroll - Canada >> Adjustments >> Detail Adjustments >> New)



2. The Paycode Type field displays a tax code. Select an employee to assign to the tax code.
3. Choose Add. The transaction is added and displayed in the Payroll Detail Adjustments - Canada window.
4. Continue adding tax codes to the employees in the batch until all adjustments have been made.

Completing summary adjustments

Use the Payroll Summary Tax Adjustments - Canada window to modify the WCB, EI hours, and health tax assessed amounts that have been calculated for individual employees.



Do not recalculate the batch after an adjustment. Recalculating the batch will restore current values to their original amounts.

To complete summary adjustments:

1. Open the Payroll Summary Tax Adjustments - Canada window.
(Transactions >> Payroll - Canada >> Adjustments >> Summary Adjustments)

Employee ID	WCB Assessed	EI Hours	Health Tax Assessed
BH0010	11.70	80.00	0.00
BH0020	11.70	80.00	0.00
BH0030	11.70	80.00	0.00
BH0040	11.70	80.00	0.00

Employees with transactions in the current batch will be displayed in the window.

2. To modify an amount, select the original amount and enter a new amount.
3. Close the window.

Creating a manual cheque

Use the Payroll Manual Cheque - Canada window to create manual cheques and to calculate the batch.

You create manual cheques to update year-to-date (YTD) values in the middle of the year. You'll enter the YTD amounts as a lump sum for the paycode, cheque, and poster file. You'll then update the master files to reflect the files with YTD amounts.

When you create manual cheques or update employee records with YTD information, income taxes, pension contributions, Employment Insurance, and other government deductions are not calculated.

Transactions for the manual cheque are assigned a transaction number that is generated for each line of entry. The number comes from the Next TRX Number in the Payroll Control Setup - Canada window.



Be sure that a Batch has been created with the Batch Type set to Manual.

To create a manual cheque:

1. Open the Payroll Manual Cheque - Canada window.
(Transactions >> Payroll - Canada >> Adjustments >> Manual Cheque)

2. Enter or select a batch ID. If you enter a new batch ID, a message will be displayed. Choose Add to add the batch and to open the Payroll Batch Setup - Canada window. For more information, see [Creating a payroll batch](#) on page 151.
3. Select an employee ID.
4. Select a payment method. The default value will be the payment method defined in the employee record.
5. Choose Other Amounts to enter additional information about the manual cheque. For more information, see [Entering other manual cheque amounts](#) on page 180.
6. Enter the transaction date.
7. Select a paycode.
8. Select a department. The default entry is the department set up in the employee record. You cannot enter a department code when using Benefits, Deductions, Vacation, EI Rebate, Advance Reclaim, or Arrears Reclaim.
9. Enter the number of units to pay for this paycode. Except for banked pay, the line total is calculated as Units x Rate for all paycodes.



When using a vacation code, the default unit value will be the total of the employee's accrued vacation units, if the employee is accruing vacation units. Otherwise it will be 1.0.

10. Enter the rate for the paycode. The default value is the rate defined in the employee's paycode record. When calculated, the number of units will be multiplied by the rate.

When using a vacation code, the default unit value will be the total of the employee's accrued vacation units if the employee is accruing vacation units. Otherwise it will be 1.0.

When using an EI rebate code, the default rate value is the value of the EI Rebate Pending field in the Payroll Employee Calculated - Canada window.

11. Select an entry type.

Normal The default transaction type, and the only option for income codes.

Adjusted Used to adjust an auto-selected transaction. Both the adjusted and the auto-selected transactions are used in calculation. This is only available for benefit and deduction codes.

Overridden Used to replace an auto-selected transaction. Only the overridden transaction values are used in calculation. This is only available for benefit and deduction codes.

Delayed Deduction Used to delay the calculation of a deduction. When used, the deduction is included in the employee's history file. The Allow Delayed Deduction option in Payroll setup and the employee record must be activated to use this entry type. You cannot use this entry type for Income Tax, CPP/QPP, EI, Quebec Tax, NWT Tax, Nunavut Tax, Advance Reclaim, or Arrears Reclaim deductions. Only deduction codes can be delayed.

Recovered Deduction Reduces the amount owed by an employee. The Allow Delayed Deduction options do not have to be activated to use this entry type. It is possible to recover more than the amount of the deduction; the amount will appear as a negative delayed deduction in the employee's history file.

12. Select a WCB code. If the employee belongs to multiple Workers' Compensation Board jurisdictions. This field is available if the Advanced WCB option is activated in the Payroll Control Variables - Canada window.
13. Select a job or project. This field is available if the Allow Job Entry option is activated in the Payroll Control Variables - Canada window.
14. Select a job phase, which is a specific task required to complete the job. This field is available if the Allow Job Entry option is activated in the Payroll Control Variables - Canada window.
15. Select an account number. This will replace the General Ledger account assigned to the paycode.
16. Select the province whose tax schedule will be used when computing the employee's taxes.
17. Select a reporting code. This field can be used to add transaction information.
18. Continue entering additional transactions, then choose Sum. The sum of all the transactions entered for the current employee will be calculated.
19. Choose Calculate Batch to process payroll. After calculating the batch, you can generate cheques, create a poster file, and update the master files.

Entering other manual cheque amounts

Use the Payroll Manual Cheque Other Amounts window to enter additional information about a manual cheque, such as health taxes, vacation pay and length of service.

To enter other manual cheque amounts:

1. Open the Payroll Manual Cheque Other Amounts window.
(Transactions >> Payroll - Canada >> Adjustments >> Manual Cheque >> Other Amounts)

Payroll Manual Cheque Other Amounts	
Health Tax Base	0.00
Health Tax Assessed	0.00
WCB Base	0.00
WCB Assessed	0.00
EI Insurable Hours	0.00
EI Insurable Earnings	0.00
CPP/QPP Pensionable	0.00
Vacation Accrual Units	0.00000
Unpaid Vacation Accrual Units	0.00000
Accrued Vacation	0.00
Service Days	0.00000
Service Hours	0.00000
Service Pay Periods	0.00000
Service Dollars	0.00000
Seniority Units	0.00000

2. Enter a health tax base amount. This amount is used to calculate the Newfoundland and Labrador, Manitoba, Ontario, or Quebec provincial health tax values. When more than one income or benefit code transaction will be entered and provincial health tax is applicable to these transactions, the tax base amount that you'll enter will be the health tax base sum for those transactions.
3. Enter a health tax assessed amount. This is the amount of provincial health tax owed by the employer in behalf of the employee. It is a percentage of the health tax base amount.
4. Enter the Workers' Compensation Board tax base amount used to calculate WCB payments.
5. Enter a WCB assessed amount. This is the amount of WCB that the employer owes on behalf of the employee. It is a percentage of the WCB base amount.
6. Enter the employee's total amount of Employment Insurance insurable hours and earnings. When you enter more than one EI insurable income code for an employee, the values are the totals of the EI insurable hours and earnings for those paycodes.

Voiding a payroll cheque

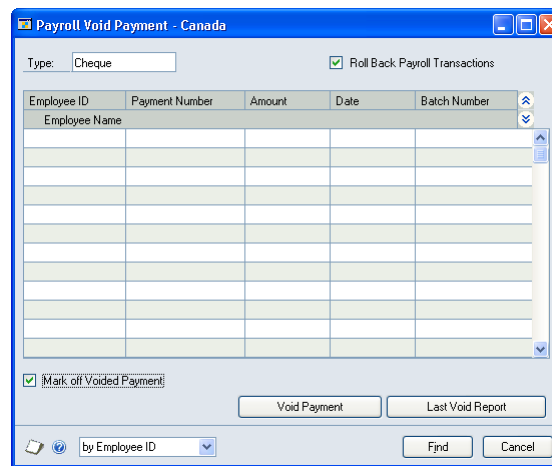
Use the Payroll Void Payment - Canada window to void a payment, reverse posting entries, and roll back payroll transactions.

Before you void a payroll cheque, be sure to complete the following tasks:

- Back up your payroll data.
- Select Roll Back Payroll Transactions to reverse a transaction in General Ledger. Voiding a payment is irreversible, so if you don't select this option, you'll need to correct the amounts in General Ledger.
- Mark Allow Void Cheques in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.

To void a payroll cheque:

1. Open the Payroll Void Payment - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Void Payment)



2. Select the type of cheque to be voided.
3. Mark the Roll Back Transactions option to reverse the posting and General Ledger entry of the transaction that you will void.
4. Mark the Mark off Voided Payment option to mark of the payment.
5. Select the payment to void.
6. Choose Void Payment. You'll receive a message, prompting you to void the payment, roll back the transaction, and reverse the posting. Choose Yes to continue.

You'll receive another message prompting you to back up your payroll data. Choose Yes if you've already done so. If not, back up your data now.

7. When the procedure is complete, the Report Destination window opens. Print the Void Payment Detail Posting Journal to the screen, printer or file.

Chapter 25: Posting generation

Use this information to help you create a poster file and print posting reports.

The information is divided into the following sections:

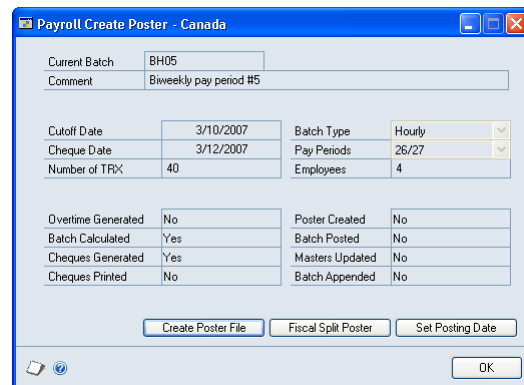
- [Creating a poster file](#)
- [Splitting a poster file](#)
- [Modifying the posting date](#)
- [Creating posting reports](#)
- [Exporting data to Microsoft Dynamics SL](#)

Creating a poster file

Use the Payroll Create Poster - Canada window to create a poster file for the most recently calculated batch. This procedure generates a report that you can use to verify account distribution and payroll calculation before you post the batch to General Ledger. The poster file can be regenerated until it has been posted to General Ledger.

To create a poster file:

1. Open the Payroll Create Poster - Canada window.
(Transactions >> Payroll - Canada >> Posting Generation)



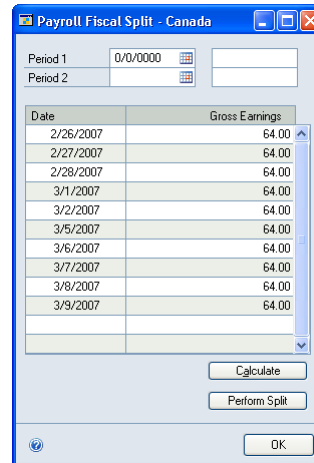
2. Choose Create Poster File. The posting file can be re-created, until it is posted to General Ledger.
3. Choose Fiscal Split Poster to open the Payroll Fiscal Split - Canada window, where you can split a single poster file into two files. For more information, see [Splitting a poster file](#).
4. Choose Set Posting Date to open the Change Posting Date window, where you can set the posting date for the poster file. For more information, see [Modifying the posting date](#) on page 184.
5. Close the window.

Splitting a poster file

Use the Payroll Fiscal Split - Canada window to split a single poster file into two files covering two pay periods or fiscal periods. The split poster file will display income transactions by transaction date. Bonus pay will be divided equally by transaction date, excluding weekends.

To split a poster file:

1. Open the Payroll Fiscal Split - Canada window.
(Transactions >> Payroll - Canada >> Posting Generation >> Fiscal Split Poster)



2. Select a transaction date, then choose Calculate. The date becomes the last date of Period 1 in your split poster file. The date below it becomes the first date of Period 2.

Percentages are calculated from the gross earnings for each fiscal portion of the pay period. You can modify the dates and the percentages.

3. Choose Perform Split to split the poster file into two separate files.

Modifying the posting date

Use the Change Posting Date window to modify the batch posting date. The default posting date is the cheque date.

To modify the posting date:

1. Open the Change Posting Date window.
(Transactions >> Payroll - Canada >> Posting Generation >> Set Posting Date)



2. Enter a new posting date. The current posting date is the cheque date set up for the batch.
3. Choose Execute.

Creating posting reports

Use the Payroll Posting Reports - Canada window to review the General Ledger entries that were created when you generated a poster file. You can view the entries in the Employee Detail Report and the Batch Detail Report.

To create posting reports:

1. Open the Payroll Posting Reports - Canada window.
(Reports >> Payroll - Canada >> Transactions >> Posting Reports)

2. Select a report to view.

Exporting data to Microsoft Dynamics SL

For Microsoft Dynamics SL users, after you've generated a poster file, but before you Update Masters, you'll need to prepare your transaction data to export to Microsoft Dynamics SL. The export feature in Canadian Payroll will create a text file of all the transactions, which can then be imported into Microsoft Dynamics SL. Use the Payroll Microsoft Dynamics SL Export — Canada window to create the file.

Complete this task for every fiscal period.

Before you begin, be sure that if you're using the Project Controller module, you've entered values in the Project and Task fields. Also, if you've modified windows, you must modify the export file before importing it to Microsoft Dynamics SL.

To export data, you must add the export window to the Shortcut list in the Microsoft Dynamics GP navigation pane. You only need to do this once.

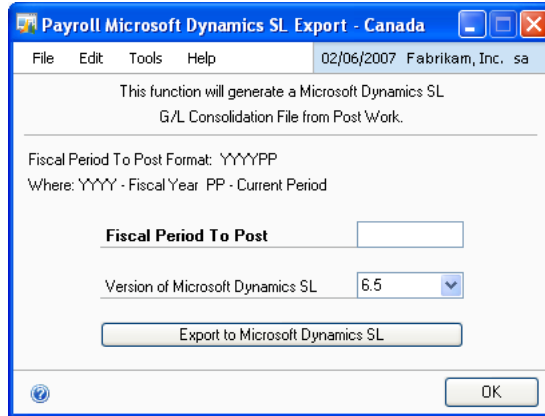
To add the export window to the Shortcut list:

1. Right-click Shortcuts, then choose >> Add >> Add Window
2. In the Available Windows list, double-click Canadian Payroll, and then double-click Project.

3. Select Payroll Microsoft Dynamics SL Export – Canada and choose Add.
4. Choose Done. Payroll Microsoft Dynamics SL Export – Canada is added to the Shortcut list.

To export data to Microsoft Dynamics SL:

1. From the Shortcut list, choose Payroll Microsoft Dynamics SL Export – Canada.



2. Enter the fiscal period to post to Microsoft Dynamics SL. The first four digits are the year of the period, the last two digits are the number of the period. For example, 200708 indicates the eighth fiscal period in 2007.
3. Select the version of Microsoft Dynamics SL that you are using. The export file format is version-specific.
4. Choose Export to Microsoft Dynamics SL.
5. Enter a data path and file name for the exported data. Be sure to remember the name and location of the file so you can complete the import to Microsoft Dynamics SL.
6. You now can import your data to Microsoft Dynamics SL. For detailed instructions about this task, refer to your Microsoft Dynamics SL documentation.

Chapter 26: Master records

Use this information to help post to General Ledger and update payroll master records. For more information, see [Creating a poster file](#) on page 183.



If you update master records before cheques have been printed, you still can print the cheques as long as another batch hasn't been calculated.

The information is divided into the following sections:

- [Posting a payroll batch](#)
- [Updating master records](#)

Posting a payroll batch

Use the Payroll Update Masters - Canada window to post batch transactions in the poster file to General Ledger. The batch is the most recently calculated batch.

To post a payroll batch:

1. Open the Payroll Update Masters - Canada window.
(Transactions >> Payroll - Canada >> Update Masters)

2. Choose Send Poster to G/L to send the file to the General Ledger.

Updating master records

Use the Payroll Update Masters - Canada window to update master records after the poster file has been posted to General Ledger. Year-to-date values, employee records, the cheque file, and the next cheque and direct deposit numbers will be updated.



We recommend that you back up your data before you update master records. After master records are updated, the payroll information becomes permanent and adjustments to the payroll batch are no longer possible.

To update master records:

1. Open the Payroll Update Masters - Canada window.
(Transactions >> Payroll - Canada >> Update Masters)
2. Choose Update Masters With Current Payroll Data.

Part 4: Inquiries and Reports

This part of the documentation describes how to view employee and pay activity information and how to print payroll reports.

The following information is discussed:

- [Chapter 27, “Inquiries,”](#) describes how to quickly view both current and historical employee information and review information in summary or detailed form.
- [Chapter 28, “Reports,”](#) describes how to use payroll reports to view employee records, track transactions, and verify payroll costs.

Chapter 27: Inquiries

You can quickly view both current and historical employee information using the inquiry windows. Use these windows to access detailed and summarized payroll information, and when available, print the information in the window.

The information is divided into the following sections:

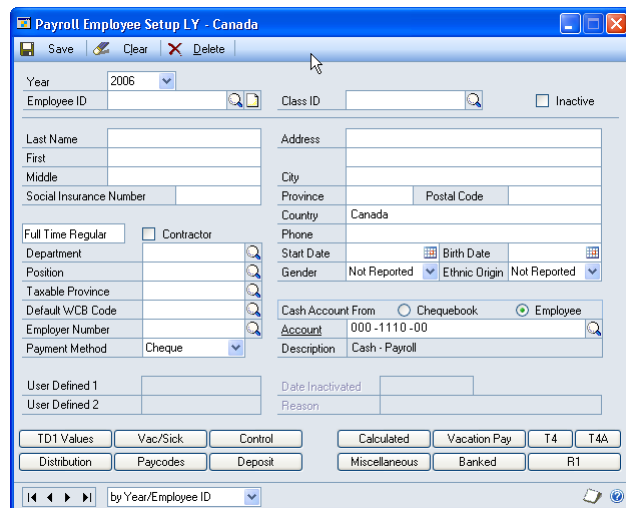
- [Viewing employee information](#)
- [Viewing detailed payroll information](#)
- [Viewing summary payroll information](#)
- [Viewing paycheque information](#)
- [Viewing user-defined information](#)

Viewing employee information

Use the Payroll Employee Setup LY - Canada window to view historical information from the Payroll Employee Setup - Canada window. For more information, see [Creating an employee record](#) on page 99.

To view employee information:

1. Open the Payroll Employee Setup LY - Canada window.
(Inquiry >> Payroll - Canada >> Employee Last Year Information)



2. Select the year to display information for, then enter the employee ID.
3. View the information in the Payroll Employee Setup LY - Canada window.

Additional information is available in the following windows.

Choose this button:	To open this window:	And view this information:
TD1 Values	Payroll Employee TD1 LY - Canada	Personal tax credit information.
Vac/Sick	Payroll Employee Vacation/Sick LY - Canada	Settings for calculating and accruing vacation and sick leave entitlements.

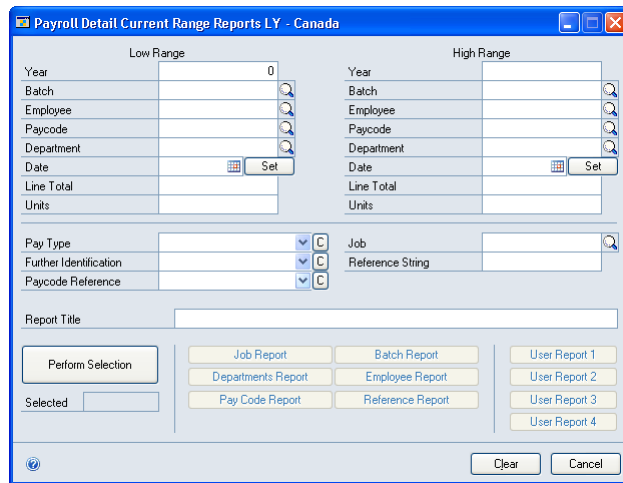
Choose this button:	To open this window:	And view this information:
Control	Payroll Employee Control LY - Canada	Settings for banked overtime, banked statutory holiday pay, regular and overtime pay, deductions, workers' compensation, job code, and union dues.
Distribution	Payroll Employee Distribution LY - Canada	Distribution of payroll costs to the various departments where an employee was assigned.
Paycodes	Payroll Employee Paycodes LY - Canada	The paycodes assigned to an employee.
Deposit	Payroll Employee Direct Deposit LY - Canada	The bank accounts where an employee's pay was deposited.
Calculated	Payroll Employee Calculated LY - Canada	Settings for calculating pay, benefits, banked credits, deductions and taxes.
Vacation Pay	Employee Vacation Pay LY	Outstanding, accruing and available vacation leaves in units of time and dollars.
T4	Payroll Employee T4 LY - Canada	Deductions withheld from employee pay, such as pension plan contribution, stock options, loans and union dues.
T4A	Payroll Employee T4A LY - Canada	Commissions, pension, annuities, retirement and other sources of employee income and benefits.
Miscellaneous	Payroll Miscellaneous LY - Canada	Employee review, pay raise, education and skills.
Banked	Payroll Banked Display LY	Banked pay for overtime, sick leave, statutory holiday, and other leaves.
R1	Employee R1 LY - Canada	Pension contributions, medicare, donations and other payments and deductions.

Viewing detailed payroll information

Use the Payroll Detail Current Range Reports LY - Canada window to view multiple records containing detailed payroll information for a historical payroll year.

To view detailed payroll information:

1. Open the Payroll Detail Current Range Reports LY - Canada window. (Inquiry >> Payroll - Canada >> Detail Range Reports for Last Year)



2. Select the ranges of records to display information for, then choose Perform Selection.
3. View payroll information, which is arranged according to a criterion, such as by department.

Choose any of the buttons to generate a specific report.

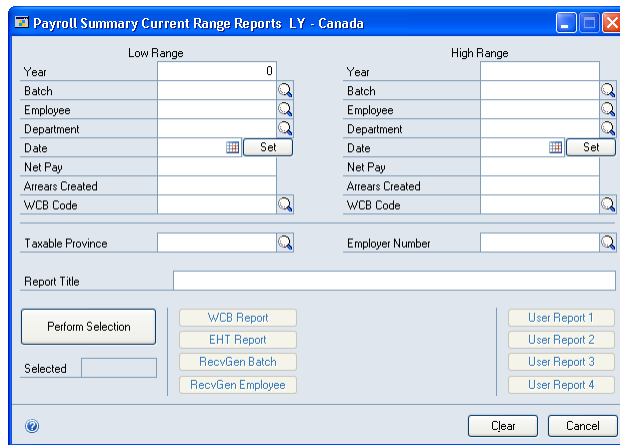
Choose this button:	To view this information:
Job Report	Employees and their pay, with subtotal for each job code
Department Report	Employees and their pay, with subtotal for each department
Paycode Report	Employees and their pay, with subtotal for each income code
Batch Report	Employees and their pay, with subtotal for each batch
Employee Report	Employees and their pay, with subtotal for each employee
Reference Report	Employees and their pay, with subtotal for each reference string. Reference strings are specified in the Payroll Complete Entry - Canada window, Payroll Rate Table Entry - Canada window, and Payroll Manual Cheque - Canada window.
User-Defined Reports 1-4	The user-defined reports created in Report Writer. Refer to the Report Writer documentation for information about creating user-defined reports.

Viewing summary payroll information

Use the Payroll Summary Current Range Reports LY - Canada window to view multiple records containing summary information for the previous payroll year.

To view summary payroll information:

1. Open the Payroll Summary Current Range Reports LY - Canada window. (Inquiry >> Payroll - Canada >> Summary Range Reports for Last Year)



2. Select the ranges of records to display information for, then choose Perform Selection.
3. View the following payroll information.

Choose any of the buttons to generate a specific report.

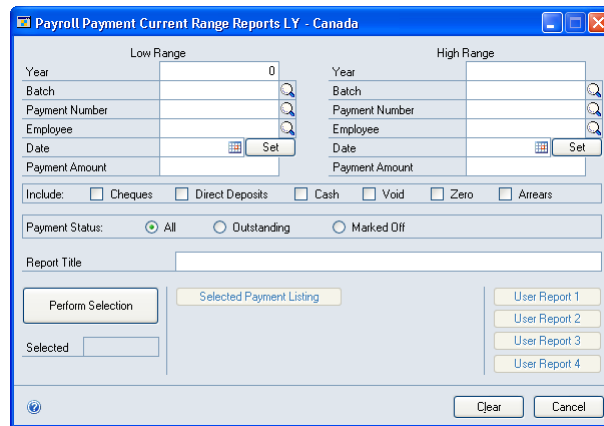
Choose this button:	To view this information:
WCB Report	Employees and their workers' compensation taxes.
EHT Report	Employees and their provincial health taxes.
Receiver General Report with Batch Totals	Employees with their payments including the employer's payments for income taxes, pension and employment insurance. Information is grouped into batches.
Receiver General Report with Employee Totals	Employees with their payments including the employer's payments for income taxes, pension and employment insurance. Information is grouped by employee.
User-Defined Reports 1-4	The user-defined reports created in Report Writer. Refer to the Report Writer documentation for information about creating user-defined reports.

Viewing paycheque information

Use the Payroll Payment Current Range Reports LY - Canada window to view reports of multiple batches with information about cheques, direct deposits, cash paid, zero net pay, and arrears for the previous year.

To view paycheque information:

1. Open the Payroll Payment Current Range Reports LY - Canada window.
(Inquiry >> Payroll - Canada >> Payment Range Reports for Last Year)



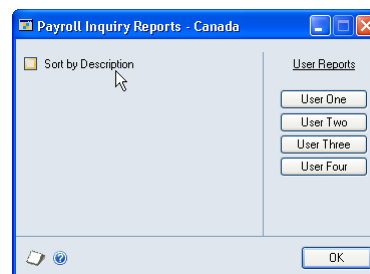
2. Select the ranges of records to display information for, then mark the specific paycheque information to include. You can also limit the information to display by specifying the payment status to use.
3. Choose Perform Selection.
4. Choose Selected Payment Listing to display the ranges of records that you specified.
5. View additional paycheque information in user-defined reports, which you can display by choosing the buttons for User Reports 1-4. For more information, see [Viewing user-defined information](#) on page 195.

Viewing user-defined information

Use the Payroll Inquiry Reports - Canada window to view the four user-defined reports created in Report Writer. A user-defined report is a copy of an original Canadian Payroll report that you've customized. Refer to the Report Writer documentation for information about creating user-defined reports.

To view user-defined information:

1. Open the Payroll Inquiry Reports - Canada window.
(Reports >> Payroll - Canada >> Inquiry >> Inquiry Reports)



2. Select the user-defined report to view.

Chapter 28: Reports

You can use payroll reports to analyze payroll activity and identify errors in transaction entry. Refer to this information to print reports.

For more information about creating reports, printing reports, and the various reporting tools that you can use with Microsoft Dynamics GP, refer to your System User's Guide (Help >> Contents >> select Using The System).

This information is divided into the following sections:

- [Payroll report overview](#)
- [Payroll report summary](#)

Payroll report overview

You can print several types of reports using Canadian Payroll. Some reports automatically are printed when you complete certain procedures; for example, posting journals can automatically be printed when you post transactions, depending on how your posting options are set up. You can print some reports during procedures; for example, you can print an edit list when entering transactions by choosing Print in the Batch Entry window.

To print some reports, such as analysis or history reports, you must set up report options to specify sorting options and ranges of information to include on the report.

Payroll report summary

The following table lists the reports available in Canadian Payroll:

Report type	Report	Printing method
Employee Lists	Employee Listing Employee Profile Employee Address Listing Employee Department Listing Employee Position Listing Employee Class Listing Employee Paycodes Listing Employee Tax Credits Report Employee Job Listing Employee Current T4 Printout Employee Current T4A Printout Vacation Outstanding Report Banked Leave Report Banked Overtime Report Banked Sick Report Banked Statutory Holiday Report Employee YTD Report Active Employee Listing Inactive Employee Listing User Report 1-4	Choose Cards >> Payroll - Canada >> Cards Reports. In the Payroll Cards Reports - Canada window, select the report to print.

Report type	Report	Printing method
Setup Reports	Control Setup Report Department Code Listing Employee Class Code Listing Position Listing Province Code Listing Union Code Listing Job Code Listing Workers' Compensation Code Listing Paycodes Master Listing Benefit Codes Master Listing Deduction Codes Master Listing Banked Codes Master Listing Employee Reporting Codes Listing Employees by Department Employees by Class Employees by Position Employees by Province Employees by Union Employees by Job Code Employees by WCB Employees by Income Paycode Employees by Benefit Code Employees by Deduction Code Employees by Banked Code User Report 1-4	<p>Choose Microsoft Dynamics GP menu >> Tools >> Setup >> Payroll - Canada >> Setup Reports. In the Payroll Setup Reports - Canada window, select the report to print.</p> <p>Setup reports, except the Control Setup Report, also can be printed from the Payroll Cards Reports - Canada window. To open this window, choose Cards >> Payroll - Canada >> Cards Reports.</p>
Detailed Range Reports	Job Report Department Report Paycode Report Batch Report (available from the Payroll Detail Current Range Reports - Canada window) Employee Report Reference Report User Report 1-4	<p>To print reports about the latest payroll batch that you calculated, choose Transactions >> Payroll - Canada >> Detail Range Reports. In the Payroll Detail Work Range Reports - Canada window, select the report to print.</p> <p>To print reports about multiple payroll batches that were processed or calculated in the current payroll year, choose Cards >> Payroll - Canada >> Detail Range Rpts. In the Payroll Detail Current Range Reports - Canada window, select the report to print.</p>
Transaction Entry Reports	Hourly Paycodes Salary Paycodes Banked Paycodes Vacation Paycodes Overtime Paycodes Complete Batch Report (Comprehensive) WCB/Department Report Department/WCB Report Benefits and Deductions Province Worked Report	<p>Choose Transactions >> Payroll - Canada >> Entry Reports. In the Payroll Entry Reports - Canada window, enter a payroll batch, then select the report to print.</p>

Report type	Report	Printing method
Payroll Calculation Reports	Detailed Advice Slips Summary Advice Slips Payroll Summary Vacation Accrued Vacation Paid Employee Arrears Delayed Deduction CSB Calculation Error Batch Markoff	Choose Transactions >> Payroll - Canada >> Calculation Reports. In the Payroll Calculation Reports - Canada window, select the report to print.
Payroll Cheque Reports	Detailed Advice Slips Summary Advice Slips Cheque Register Bank Deposit Summary (Direct Register) Cash Payroll Listing (Cash Register) Cheques Summary Arrears Summary Employees Without Net Pay (Zero Summary) Payroll Register	Choose Transactions >> Payroll - Canada >> Cheque Reports. In the Payroll Cheque Reports - Canada window, select the report to print.
Summary Range Reports	WCB Report EHT Report Receiver General Report with Batch Totals Receiver General Report with Employee Totals User Report 1-4	<p>To print reports about the latest payroll batch that you calculated, choose Transactions >> Payroll - Canada >> Summary Range Rpts. In the Payroll Summary Work Range Reports - Canada window, select the report.</p> <p>To print reports about multiple payroll batches that were processed or calculated in the current payroll year, choose Cards >> Payroll - Canada >> Summary Range Rpts. In the Payroll Summary Current Range Reports - Canada window, select the report.</p>
Payment Range Reports	Information about cheques, direct deposits, cash, zero net pay, and arrears User Report 1-4	<p>To print reports about the latest payroll batch that you calculated, choose Transactions >> Payroll - Canada >> Payment Range Rpts. In the Payroll Payment Work Range Reports - Canada window, select the information to include in the report.</p> <p>To print reports about multiple payroll batches that were processed or calculated in the current payroll year, choose Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Payment Range Rpts. In the Payroll Payment Current Range Reports - Canada window, select the information to include in the report.</p>

Report type	Report	Printing method
Advanced WCB Reports	Advanced WCB Report sorted by employee ID or by WCB code in summary or detail form	After completing the procedures described in Calculating multiple WCB taxes on page 239, choose Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Advanced WCB Rpts. In the Payroll Advanced WCB Reports - Canada window, select the month and year of the Advanced WCB reports to print.
Transaction Reports	Batch Status Report User Report 1-4	Choose Transactions >> Payroll - Canada >> Transaction Reports. In the Payroll Transaction Reports - Canada window, select the report to print.
Routines Reports	T4 Edit List User Report 1-4	Choose Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Routine Reports. In the Payroll Routines Reports - Canada window, select the report to print.
Utilities Reports	CSB Report sorted by employee, by type of CSB deduction, or by date User Report 1-4	Choose Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> CSB Reporting. In the Payroll CSB Range Reports - Canada window, select the information to include in the report.
User-Defined Reports	Setup User Reports 1-4 Cards User Reports 1-4 Transactions User Reports 1-4 Inquiry User Reports 1-4 Routines User Reports 1-4 Utilities User Reports 1-4	Choose Reports >> Payroll - Canada >> User Payroll Reports. In the Payroll User Reports - Canada window, select the report to print. The reports available from this window are the same user-defined reports you can print from the menus for Setup, Cards, Transactions, Inquiry, Routines and Utilities.

Part 5: Utilities

This part of the documentation describes how you can maintain and update Canadian Payroll tables.

The following information is discussed:

- [Chapter 29, “Record utilities and tables,”](#) describes how to modify paycode rates for ranges of employees and delete payroll history information.
- [Chapter 30, “Importing and exporting data,”](#) describes how you can import or export data to and from Canadian Payroll.

Chapter 29: Record utilities and tables

You can use company record utilities to mass update paycode settings for specific employees and remove payroll history information that is no longer useful to your company.

The information is divided into the following sections:

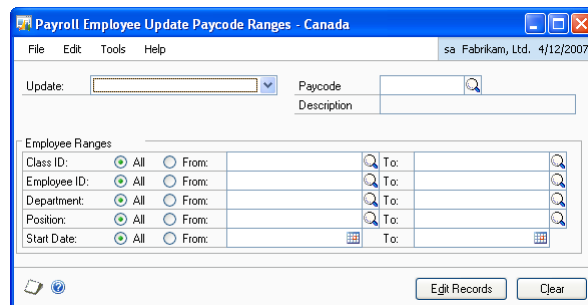
- [Mass updating a paycode rate](#)
- [Removing payroll history](#)

Mass updating a paycode rate

Use the Payroll Employee Update Paycode ranges - Canada window to select a paycode and a range of employees. Use the Payroll Employee Update Paycode - Canada window to modify or adjust the value of the selected paycode for selected employees.

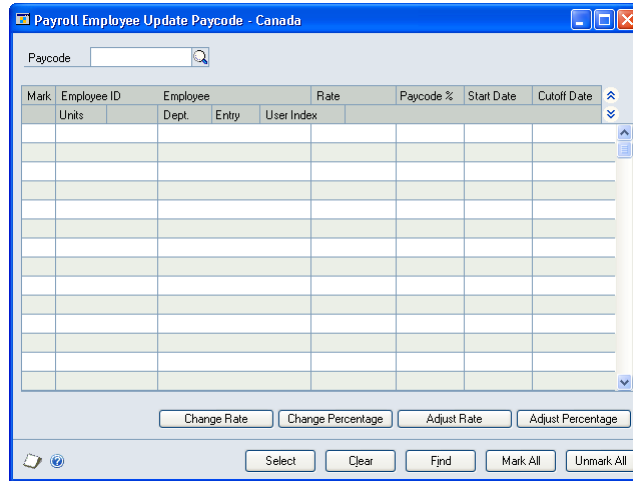
To mass update a paycode rate:

1. Open the Payroll Employee Update Paycode Ranges - Canada window. (Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Paycode Mass Update)



2. Select a paycode type to update: Income, Benefit, Deduction, or Banked.
3. Enter or select a paycode ID.
4. Select employee ranges by employee class ID, employee ID, department, position and start date to define the list of employees eligible for the paycode rate update.

- Choose Edit Records to open the Payroll Employee Update Paycode - Canada window and display the selected paycode and employees.



- Unmark any employees you want to exclude from the paycode rate update.
- Choose Change Rate to replace the current dollar amount with a new amount
- Choose Change Percentage to replace the current rate percentage with a new percentage.



The Change Percentage - Canada window is not available for income codes. These codes use a dollar rate or amount.

- Choose Adjust Rate to add or deduct an amount or a percentage from the current dollar amount.

To decrease the rate, put “-” before the value in the Increase Amount. Refer to the following examples.

- Current Rate = 125 dollars
- Calculation Method = by Factor
- Increase Amount = -50 percent
- Adjusted Rate = 62.50 dollars

- Choose Adjust Percentage to add or deduct an amount or a percentage from the current rate percentage.



The Adjust Percentage - Canada window is not available for income codes. These codes use a dollar rate or amount.

- Close the window.

Removing payroll history

History records provide useful information for audit purposes and can be maintained for an unlimited number of years.

When you remove historical records, the records are removed only for the range that you specify. History can be removed at anytime when the historical information is no longer useful.

Before removing history, back up your company's accounting data. For more information about making backups, refer to Help >> Contents >> select System Administration.

Use the Payroll Purge LY Records - Canada window to remove payroll history for a single year or a range of payroll years. After you've removed history, you can't reprint posting journals for computer cheques and manual cheques, or void cheques for the range of transactions that were removed.

To remove payroll history:

1. Open the Payroll Purge LY Records - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Purge Last Year Records)



2. Select a range of years. History records within this range will be removed.
3. Choose Purge.

Chapter 30: Importing and exporting data

You can import or export data to and from Canadian Payroll. You must import the information in the proper format. You can use the following information to prepare the data to import to Canadian Payroll.

The following information is discussed:

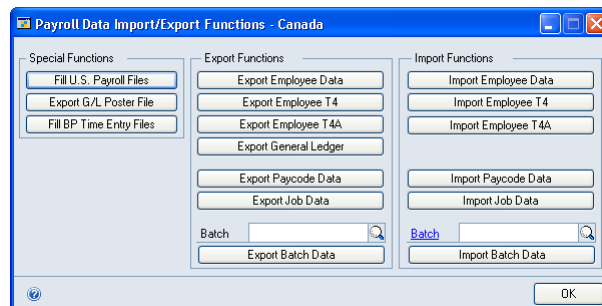
- [Importing data into Canadian Payroll](#)
- [Special functions](#)
- [Export functions](#)
- [Import functions](#)
- [Employee information](#)
- [TD-1 information](#)
- [Tax Credits Information](#)
- [Control information](#)
- [Vacation information](#)
- [R1 information](#)
- [Employee calculated information](#)
- [Employee service information](#)
- [Employee other information](#)
- [T4 information](#)
- [T4A information](#)
- [General ledger information](#)
- [Paycodes information](#)
- [Job information](#)
- [Batch information](#)

Importing data into Canadian Payroll

Use the Payroll Data Import/Export Functions - Canada window to import data to or export data from Canadian Payroll.

To import data into Canadian Payroll:

1. Open the Payroll Data Import/Export Functions - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll-Canada >> Import and Export)



2. Choose the function to complete. For more information refer to [Special functions](#) on page 208, [Export functions](#) on page 208, and [Import functions](#) on page 209.
3. Choose OK.

Special functions

The following table lists special functions and their descriptions for Canadian Payroll.

Function	Description
Fill U.S. Payroll Files	Deletes the existing U.S. Payroll system files and imports data from the Canadian Payroll files. The following U.S. payroll files are deleted: Employee Master File Employee Address Master File Paycode Master File Employee Paycode Master File Benefit Master File Employee Benefit Master File Deduction Master File Employee Deduction Master File Department Master File Class Master File Position Master File Worker's Compensation File
Export G/L Poster File	Exports the posting file created by Canadian Payroll in either detail or summary, depending on the posting settings in the Payroll Control Variables - Canada window. Also exports the General Ledger poster file created during a payroll process. This export is controlled by reports that can be modified with Report Writer, so you can control the format of the file and match the import requirements of another general ledger import process. The names of the reports that control the export are P_Export_Detail_Poster and P_Export_Summary_Poster. Exports data to either a text file (*.txt), comma-delimited file (*.csv), or a tab-delimited text file (*.tab).
Fill BP Time Entry Files	Deletes the records from HR Time Code Setup file and replaces it with Income Paycode with a pay type of Regular or Overtime. Also deletes the records from HR Employee Time Code and replaces it with Employee Income Paycode. This button is available only if HR Time Code files are installed in the company database and is used for Business Portal time card integration to Canadian Payroll.

Export functions

The following table lists export functions and their descriptions for Canadian Payroll.

Function	Description
Export Employee Data	Exports employee master data to either a comma-delimited file (*.csv) or a tab-delimited text file (*.tab). The data is exported from the Employee Master File into nine files with the following naming conventions: *_CON.* for employee control setup *_CR.* for employee tax credits *_EMP.* for employee information *_OTH.* for employee other information *_R1.* for employee RL-1 summary *_SER.* for employee service information *_SUM.* for employee summary *_TD1.* for employee TD1 setup *_VAC.* for employee vacation information
Export Employee T4	Exports employee data to either a comma-delimited file (*.csv) or a tab-delimited text file (*.tab), with a suffix of _T4. The data is exported from the Employee T4 table.
Export Employee T4A	Exports employee data to either a comma-delimited file (*.csv) or a tab-delimited text file (*.tab), with a suffix of _T4A. The data is exported from the Payroll Employee T4A table.
Export General Ledger	Exports employee data to either a comma-delimited file (*.csv) or a tab-delimited text file (*.tab), with a suffix of _GL. The data is exported from the GL Account Definition Header table, the GL Account Format Setup table, and the GL Account Setup File table.

Function	Description
Export Paycode Data	Exports paycode data into two files in either a fixed-width file (.txt), comma-delimited file (*.csv), or a tab-delimited text file (*.tab), with a suffix of _EPY and _PAY. The data is exported from the paycode setup table and the employee paycode table.
Export Job Data	Exports job data into two files in either a fixed-width file (.txt), comma-delimited file (*.csv), or a tab-delimited text file (*.tab), with a suffix of _JOB and _PHS. The data is exported from the job setup table and the job phase setup table.
Export Batch Data	Exports either the current work batch or a batch that has been completed to either a comma-delimited file (*.csv) or a tab-delimited text file (*.tab), with a suffix of _BCH. Select the appropriate batch before you choose this button. The data is exported from any posted batch or the current batch that has been calculated. If the Batch field is blank, the last batch that was calculated will be exported.

Import functions

The following table lists import functions and their descriptions for Canadian Payroll.

Function	Description
Import Employee Data	Imports data from a comma-delimited (*.csv) or a tab-delimited text file (*.tab) into the Employee Master file. The data for this import file must be in nine files with the following file naming conventions. *_CON.* for employee control setup *_CR.* for employee tax credits *_EMP.* for employee information *_OTH.* for employee other information *_R1.* for employee RL-1 summary *_SER.* for employee service information *_SUM.* for employee summary *_TD1.* for employee TD1 setup *_VAC.* for employee vacation information You can create or update employee master records. If employee records exist, you have the option to update or replace the existing records. Fields such as Job Title must have matching records in the master file. Fields with no matching record will be ignored. If you select the update option, fields in the import file that are blank will not be imported. When an employee master record is being created, several field values will be automatically filled. You can delete information in the update procedure by entering DELETE in a field in the import file.
Import Employee T4	Imports employee T4 data into the payroll employee T4 table. The import file must be named *_T4.csv or *_T4.tab.
Import Employee T4A	Imports employee T4A data into the payroll employee T4A table. The import file must be named *_T4A.csv or *_T4A.tab.
Import General Ledger	Imports general ledger data into the Canadian Payroll general ledger table. The import file must be named *_GL.csv or *_GL.tab.
Import Paycode Data	Imports paycode data into the income, benefit deduction, and banked paycode setup tables, and the employee paycode table. The import files must be named *_EPY.csv or *_EPY.tab and *_PAY.csv or *_PAY.tab.
Import Job Data	Imports job data into job setup and job phase setup tables. The import files must be named *_JOB.txt, *_JOB.csv, or *_JOB.tab and *_PHS.txt, *_PHS.csv, or *_JOB.tab.
Import Batch Data	Imports data for the batch that you select into a file. The import files must be named *_BCH.txt, *_BCH.csv, or *_BCH.tab. Select the appropriate batch before you choose this button. The records that are imported will be added to the data that exists in the batch.

Employee information

You can import and export employee information.

Importing

The employee data is imported into the employee tables and will be displayed in the Payroll Employee Setup – Canada window. The format of the text file to be imported must be named *_EMP.csv or *_EMP.tab.

Exporting

The employee data is exported from the employee tables into a file named with six characters and an_EMP suffix, followed by the file extension (.csv or .tab). A file name example is 123456_EMP.csv.

The following table describes the format that the employee information needs to be in to import it into Canadian Payroll. When you export the employee information, it will be in the same format.

Excel® column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	Class	15	String	Upper case only
D	Last Name	20	String	
E	First Name	15	String	
F	Middle Name	15	String	
G	Address 1	30	String	
H	Address 2	30	String	
I	City	30	String	
J	Province	4	String	
K	Country	20	String	
L	Postal Code	10	String	Upper case only
M	Phone	14	String	First 3 digits are the area code, followed by 7 digits for the phone number, and the last 4 digits for the extension. No separators in between numbers.
N	Social Insurance No.	9	String	No spaces or dashes
O	Birth Date	0	Date	Must be formatted as YYYY/MM/DD
P	Start Date	0	Date	Must be formatted as YYYY/MM/DD
Q	Gender	12	Drop Down List	1=Not Reported 2=Male 3=Female If field is left blank, the default is 1.
R	Ethnic Origin	12	Drop Down List	1=Not Reported 2=Caucasian 3=Native 4=Black 5=Asian 6=Hispanic 7=Other If field is left blank, the default is 1.
S	Employment Type	9	Visual Switch	F=Full Time Regular T=Full Time Temp P=Part Time Regular C=Part Time Temp

Excel® column	Description	Length	Data type	Notes
T	Contractor	10	Check Box	T=Yes F=No If field is left blank, the default is F
U	Department	6	String	UPPER CASE ONLY
V	Job Title	6	String	UPPER CASE ONLY
W	Cash Account From	0	Radio Group	1=Employee 0=Checkbook If field is left blank, the default is 1.
X	Inactive	8	Check Box	F=Active T=Inactive If field is left blank, the default is F
Y	Date Inactivated	0	Date	Must be formatted to YYYY/MM/DD
Z	Reason	30	String	
AA	Employer Number	10	String	If left blank, the default will be the first Employer in the Employer's table
AB	Taxable Province	2	String	Must be in Upper Case. If the province is not entered, a null value exists.
AC	Payment method	14	Drop Down List	1=direct deposit 2=cheque 3=cash If field is left blank, the default is 2.
AD	Hidden Field	14	Long Integer	Employee GL Account Index
AE	Worker's Comp	6	String	
AF	User Defined 1	20	String	
AG	User Defined 2	20	String	
AH	Supervisor Code	6	String	
AI	Employee Bank Institution Code	3	String	Numbers only
AJ	Employee Bank Transit Number	5	String	Numbers only
AK	Employee Bank Account Number	12	String	
AL	End of Row	1	String	= '@'

TD-1 information

You can import and export employee TD-1 information.

Importing

The employee TD-1 data is imported into the employee TD1 table and will be displayed in the Payroll Employee TD1 window. The format of the text file to be imported must be named *_TD1.csv or *_TD1.tab.

Exporting

The employee data is exported from the employee TD1 table into a file named with six characters and an_TD1 suffix, followed by the file extension (.csv or .tab). A file

name example is 123456_TD1.csv. You must have the employee's file set up prior to exporting data.

The following table describes the format that the employee TD-1 information needs to be in to import it into Canadian Payroll. When you export the employee TD-1 information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		="A"
B	Employee ID	15	String	Upper case only
C	Unused	14		
D	Unused	14		
E	Unused	14		
F	Unused	14		
G	Unused	14		
H	Unused	2		
I	Unused	3		
J	Unused	3		
K	Unused	2		
L	Unused	14		
M	Territorial Labour Tax Credit	14	Currency	Default = 0
N	Unused	14		
O	Unused	14		
P	Unused	14		
Q	Unused	14		
R	Employee Payment Method	10	Drop Down List	1=Hourly 2=Salary 3=Commission 4=Other If field is left blank, the default is 1.
S	Pay Periods Per Year	2	Drop Down List	1=12 2=24 3=26 4=52 If field is left blank, the default is 3.
T	Print T4 Slip for Employees	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 1.
U	Print T4A Slip for Employees	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 1.
V	Accrue Provincial Health Tax	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
W	Unused	3		

Excel column	Description	Length	Data type	Notes
X	Employee Pays CPP/QPP	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 1.
Y	Employee Pays EI	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 1.
Z	Employee Pays NWT Tax	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
AA	Employee Pays Nunavut Tax	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
AB	Allow EI Rebate	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 1.
AC	Pay EI Rebate This Pay Period	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
AD	Employee Pays Quebec Tax	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
AE	Print a R1 Slip for Employee	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
AF	TD1015.3 Base Amount	14	Currency	Defaults to 0 after checking the control form for a value.
AG	TD1015.3 Line 12	14	Currency	Defaults to 0 after checking the control form for a value.
AH	TD1015.3 Line 23	14	Currency	Default = 0
AI	Other Authorized Annual Deductions	14	Currency	Default = 0
AJ	Other Non-Refundable Tax Credits	14	Currency	Default = 0
AK	Additional Tax Deduction	14	Currency	Default = 0
AL	Estimated Net Income	14	Currency	Default = 0
AM	Commission Percentage	8	Long Integer	
AN	End of Row	1		= '@'

Tax Credits Information

You can import and export employee tax credits information.

Importing

The employee TD-1 data is imported into the Employee Tax Credits table and will be displayed in the Payroll Employee Tax Credits window. The format of the text file to be imported must be named *_CR.csv or *_CR.tab.

Exporting

The employee data is exported from the Employee Tax Credits table into file named with six characters and an_CR suffix, followed by the file extension (.csv or .tab). A file name example is 123456_CR.csv. You must have the Employee's file set up prior to exporting data.

The following table describes the format that the tax credits information needs to be in to import it into Canadian Payroll. When you export the tax credits information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case - Alphanumeric
C	Jurisdiction	2	String	Upper Case - Alphanumeric
D	Tax	3	Visual Switch	1=Yes 2=No If field is left blank, the default is .1
E	Basic Personal Amount	14	Currency	Default = 0
F	Spousal Amount	14	Currency	Default = 0
G	Disabled Dependant Amount	14	Currency	Default = 0
H	Pension Amount	14	Currency	Default = 0
I	Age Amount	14	Currency	Default = 0
J	Tuition Amount F/T	14	Currency	Default = 0
K	Disability Amount	14	Currency	Default = 0
L	Caregiver Amount	14	Currency	Default = 0
M	Spouse Age Amount	14	Currency	Default = 0
N	Spouse Pension Amount	14	Currency	Default = 0
O	Spouse Disability Amount	14	Currency	Default = 0
P	Spouse Tuition Amount F/T	14	Currency	Default = 0
Q	Dependants Under 18	2	Integer	Default = 0

Excel column	Description	Length	Data type	Notes
R	Disabled Dependants Over 17	2	Integer	Default = 0
S	LSF (Labour Tax Credit)	14	Currency	Default = 0
T	Estimated Annual Income	14	Currency	Default = 0
U	Estimated Annual Expense	14	Currency	Default = 0
V	Designated Area Deduction	14	Currency	Default = 0
W	Additional Tax Deduction	14	Currency	Default = 0
X	Authorized Annual Deduction	14	Currency	Default = 0
Y	Authorized Annual Tax Credits	14	Currency	Default = 0
Z	Other Annual Indexable Amount	14	Currency	Default = 0
AA	Other Annual Non-Indexable Amount	14	Currency	Default = 0
AB	T4A Additional Tax Deducted	14	Currency	Default = 0
AC	Married or Equivalent	3	Visual Switch	1=Yes 2=No If field is left blank, the system will default to 1
AD	Employees Disability	3	Visual Switch	1=Yes 2=No If field is left blank, the system will default to 1
AE	Tuition Amount P/T	14	Currency	Default = 0
AF	Spouse Tuition Amount P/T	14	Currency	Default = 0
AG	Equivalent to Married Amount	14	Currency	Default = 0
AH	Senior Supplement Amount	14	Currency	Default = 0
AI	Spousal Senior Supplement	14	Currency	Default = 0
AJ	Dependant Tuition F/T	14	Currency	Default = 0
AK	Dependant Tuition P/T	14	Currency	Default = 0
AL	Dependant Disability Amount	14	Currency	Default = 0
AM	Child Amount	14	Currency	Default = 0
AN	End of Row	1		= '@'

Control information

You can import and export control information.

Importing

The employee control data is imported into the employee control table and will be displayed in the Payroll Employee Control window. The format of the text file to be imported must be named *_CON.csv or *_CON.tab.

Exporting

The employee control data is exported from the employee control table into file named with six characters and an_CON suffix, followed by the file extension (.csv or .tab). A file name example is 123456_CON.csv.

The following table describes the format that the control information needs to be in to import it into Canadian Payroll. When you export the control information, it will be in the same format

Excel column	Description	Length	Data type	Notes
A	Filler	1		="A"
B	Employee ID	15	String	UPPER CASE Only
C	Allow Banked Overtime	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
D	Pay Banked Overtime Automatically	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
E	Allow Banked Overtime GL Accrual	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
F	Allow Employee Overtime Generation	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
G	Allow Banked Stat Pay	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
H	Allow Banked Stat Pay GL Accrual	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
I	Regular Pay Hours Per Day	6	Long Integer	Default = 800 (2 zero's added to fill the decimal places).
J	Overtime Pay Hours Per Day	6	Long Integer	Default = 0
K	Regular Pay Hours Per Week	6	Long Integer	Default = 4000 (2 zeros added to fill decimal spaces).
L	Overtime Pay Hours Per Week	6	Long Integer	Default = 0

Excel column	Description	Length	Data type	Notes
M	Accrue Workers Comp	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
N	Allow Employee Arrears	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
O	Allow Delayed Deductions	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
P	Default Job Code	30	String	
Q	Default Job Phase	30	String	
R	Union Code	15	String	
S	Manager ID	15	String	
T	Base Unit	14	Currency	Default = 0
U	Unit Type	11	Drop Down List	1=N/A 2=Days 3=Hours 4=Pay Periods 5=Dollars If field is left blank, the default is 1.
V	Full Time Equivalent	10	Long Integer	Default = 0
W	Seniority Units Yearly Max	14	Currency	Default = 0
X	Paycode Est Annual Salary	14	Currency	Default = 0
Y	Hidden Fields	6	Long Integer	
Z	Hidden Fields	0	Date	Must be formatted as: YYYY/MM/DD
AA	Hidden Fields	14	Long Integer	
AB	End of Row	1		= '@'

Vacation information

You can import and export vacation information.

Importing

The employee vacation and sick data is imported into the Employee Vacation/Sick table and will be displayed in the Payroll Employee Vacation/Sick window. The format of the text file to be imported must be named *_VAC.csv or *_VAC.tab.

Exporting

The employee vacation and sick data is exported from the Employee Vacation/Sick table into file named with six characters and an_VAC suffix, followed by the file extension (.csv or .tab). A file name example is 123456_VAC.csv.

The following table describes the format that the vacation information needs to be in to import it into Canadian Payroll. When you export the vacation information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		="A"
B	Employee ID	15	String	Upper case only
C	Calculate Vacation Pay	3	Visual Switch	1=Yes 2=No If field is left blank, the default is the value of the control form allow vacation pay.
D	Vacation Pay Percentage	8	Long Integer	If left blank, the default is the value of the control form percentage.
E	Accrue Vacation Pay to G/L	3	Visual Switch	1=Yes 2=No If field is left blank, the default is the value of the control form Vacation GL accrual.
F	Allow Vacation Polling	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
G	Pay On Each Cheque	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
H	Pay Vacation Pay This Period	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
I	Accrue Vacation on Regular Pay	30	Check Box	1=True 0=False If field is left blank, the default is 0.
J	Accrue Vacation on Overtime	27	Check Box	1=Yes 0=No If field is left blank, the default is 0.
K	Accrue Vacation on Commission	29	Check Box	1=Yes 0=No If field is left blank, the default is 0.
L	Accrue Vacation on Bonus	24	Check Box	1=Yes 0=No If field is left blank, the default is 0.
M	Accrue Vacation on Vacation	27	Check Box	1=Yes 0=No If field is left blank, the default is 0.
N	Accrue Vacation on Paycode	26	Check Box	1=Yes 0=No If field is left blank, the default is 1.

Excel column	Description	Length	Data type	Notes
O	Allow Banked Sick Pay	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
P	Allow Banked Sick Pay GL Accrual	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
Q	Allow Banked Leave Pay	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
R	Allow Banked Leave Pay GL Accrual	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
S	Accrue Vacation Units	3	Visual Switch	1=Yes 2=No If field is left blank, the default is 2.
T	Standard Paycode	6	String	
U	Last Rate	14	Currency	Default = 0
V	Vacation Paycode	6	String	
W	Available After	0	Date	Must be formatted as: YYYY/MM/DD
X	Payout After	0	Date	Must be formatted as: YYYY/MM/DD
Y	Also Accrue Into Available	26	Check Box	1=Yes 0=No If field is left blank, the default is 0.
Z	Vacation Pay Opening Balance	14	Currency	Default = 0
AA	Vacation Accrued This Year	14	Currency	Default = 0
AB	Outstanding Units	9	Long Integer	Default = 0
AC	Outstanding Dollars	14	Currency	Default = 0
AD	Outstanding Unpaid Units	9	Long Integer	Default = 0
AE	Accruing Units	9	Long Integer	Default = 0
AF	Accruing Amount	14	Currency	Default = 0
AG	Accruing Unpaid Units	9	Long Integer	Default = 0
AH	Available Units	9	Long Integer	Default = 0
AI	Available Amount	14	Currency	Default = 0
AJ	Available Unpaid Units	9	Long Integer	Default = 0
AK	Expired Amount	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
AL	Expired Units	9	Long Integer	Default = 0
AM	End of Row	1		= '@'

R1 information

You can import and export R1 information.

Importing

The employee R1 data is imported into the employee R1 table and will be displayed in the Payroll Employee R1 window. The format of the text file to be imported must be named *_R1.csv or *_R1.tab.

Exporting

The employee R1 data is exported from the employee R1 table into file named with six characters and an_R1 suffix, followed by the file extension (.csv or .tab). A file name example is 123456_R1.csv.

The following table describes the format that the R1 information needs to be in to import it into Canadian Payroll. When you export the R1 information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	A - Employment Income	14	Currency	Default = 0
D	B - QPP Contribution	14	Currency	Default = 0
E	C - EI Premiums	14	Currency	Default = 0
F	D - RPP Contributions	14	Currency	Default = 0
G	E - Quebec Tax Deducted	14	Currency	Default = 0
H	F - Union Dues	14	Currency	Default = 0
I	G - QPP Pensionable Earnings	14	Currency	Default = 0
J	H - Food and Lodging	14	Currency	Default = 0
K	I - Automobile	14	Currency	Default = 0
L	J - Employer Sick Insurance Paid	14	Currency	Default = 0
M	K - Travel in Designated Area	14	Currency	Default = 0
N	L - Other Benefits	14	Currency	Default = 0
O	M - Commissions	14	Currency	Default = 0
P	N - Charitable Donations	14	Currency	Default = 0
Q	O - Other Taxable Amounts	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
R	P - Employer Medical Care Paid	14	Currency	Default = 0
S	Q - Deferred Salary	14	Currency	Default = 0
T	R - Tax Exempt Income (Indian)	14	Currency	Default = 0
U	S - Tips Receivable	14	Currency	Default = 0
V	T - Tips Allocated	14	Currency	Default = 0
W	U - Phased Retirement	14	Currency	Default = 0
X	Bonus Income	14	Currency	Default = 0
Y	Lump Sum Income	14	Currency	Default = 0
Z	Retroactive Income	14	Currency	Default = 0
AA	Quebec Taxable Income	14	Currency	Default = 0
AB	Quebec Non-Periodic Taxable Income	14	Currency	Default = 0
AC	Hidden Field	14	Currency	Default = 0
AD	End of Row	1		= '@'

Employee calculated information

You can import and export employee calculated information.

Importing

The employee calculated data is imported into the employee calculated table and will be displayed in the Payroll Employee Calculated window. The format of the text file to be imported must be named *_SUM.csv or *_SUM.tab.

Exporting

The employee calculated data is exported from the employee calculated table into file named with six characters and an_SUM suffix, followed by the file extension (.csv or .tab). A file name example is 123456_SUM.csv.

The following table describes the format that the employee calculated information needs to be in to import it into Canadian Payroll. When you export the employee calculated information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		="A"
B	Employee ID	15	String	Upper case only
C	Advances Outstanding	14	Currency	Default = 0
D	Arrears Outstanding	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
E	Last Paid Date	0	Date	Must be formatted as: YYYY/MM/DD
F	Last Cheque/ Deposit	20	String	
G	Regular Income	14	Currency	Default = 0
H	Overtime Income	14	Currency	Default = 0
I	Bonus Income	14	Currency	Default = 0
J	Retroactive Pay Income	14	Currency	Default = 0
K	Lump Sum Income	14	Currency	Default = 0
L	Accumulated Regular Hours	10	Long Integer	Default = 0
M	Accumulated Overtime Hours	10	Long Integer	Default = 0
N	Accumulated Days	10	Long Integer	Default = 0
O	Accumulated User 1	10	Long Integer	Default = 0
P	Accumulated User 2	10	Long Integer	Default = 0
Q	Accumulated User 3	10	Long Integer	Default = 0
R	Accumulated User 4	10	Long Integer	Default = 0
S	EI Insurable Hours	6	Long Integer	Default = 0
T	EI Rebate Pending	14	Currency	Default = 0
U	EI Rebate Paid	14	Currency	Default = 0
V	End of Row	1		= '@'

Employee service information

You can import and export employee service information

Importing

The employee calculated service data is imported into the employee calculated service table and will be displayed in the Payroll Employee Calculated Service window. The format of the text file to be imported must be named *_SER.csv or *_SER.tab.

Exporting

The employee calculated service data is exported from the employee calculated service table into file named with six characters and an_SER suffix, followed by the file extension (.csv or .tab). A file name example is 123456_SER.csv.

The following table describes the format that the employee service information needs to be in to import it into Canadian Payroll. When you export the employee service information, it will be in the same format

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	Service Days	14	Currency	Default = 0
D	Service Hours	14	Currency	Default = 0
E	Service Pay Periods	14	Currency	Default = 0
F	Service Dollars	14	Currency	Default = 0
G	Units of Service	4	Currency	Default = 0
H	Seniority Units YTD	14	Currency	Default = 0
I	Seniority Units LTD	14	Currency	Default = 0
J	Workers Compensation Assessed	14	Currency	Default = 0
K	WCB Calculation Base	14	Currency	Default = 0
L	Calc. Base of Prov. Health Tax	14	Currency	Default = 0
M	Provincial Health Tax Assessed	14	Currency	Default = 0
N	GST Calculation Base	14	Currency	Default = 0
O	GST Assessed	14	Currency	Default = 0
P	End of Row	1		= '@'

Employee other information

You can import and export employee other information.

Importing

The employee data is imported into the employee table and will be displayed in the Payroll Employee window. The format of the text file to be imported must be named *_OTH.csv or *_OTH.tab.

Exporting

The employee data is exported from the employee table into file named with six characters and an_OTH suffix, followed by the file extension (.csv or .tab). A file name example is 123456_OTH.csv.

This file contains the balance of the fields that make up an employee master record. These files are not used currently by Canadian Payroll or are used for some calculations.

The following table describes the format that the employee other information needs to be in to import it into Canadian Payroll. When you export the employee other information, it will be in the same format

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	Vacation Paid	14	Currency	Default = 0
D	Vacation Units Paid	9	Long Integer	Default = 0
E	Unpaid Vacation Units Paid	9	Long Integer	Default = 0
F	Vac_Expired_Unpaid_Units	9	Long Integer	Default = 0
G	Force_Vac_To_Income_Expense	3	Visual Switch	1=Yes 2=No If field is left blank the default is 2.
H	Allow_Accrue_Sick_Units	3	Visual Switch	1=Yes 2=No If field is left blank the default is 2.
I	Sick_Accrual_Units	9	Long Integer	Default = 0
J	Apply_Benefits_With_No_Pay	3	Visual Switch	1=Yes 2=No If field is left blank the default is 2.
K	Master_Distribution	3	Visual Switch	1=Yes 2=No If field is left blank the default is 2.
L	Allow_Automatic_Updates	3	Visual Switch	1=Yes 2=No If field is left blank the default is 2.
M	Employer_EI_Amount	14	Currency	Default = 0
N	Advance_Deduction_Paycode	6	String	
O	Employment_Income_14	14	Currency	Default = 0
P	Bank_Employee_Institution_Code	3	String	
Q	Bank_Employee_Transit_Number	5	String	
R	Bank_Employee_Account_Number	12	String	
S	Bank_Employee_X_Ref_Number	19	String	
T	Work_Dollar	14	Currency	Default = 0
U	Work_String	40	String	
V	PP_Vacation_Dollars_Accrual	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
W	PP_Vacation_Units_Accrual	9	Long Integer	
X	Quebec_Net_Exemptions	14	Currency	Default = 0
Y	Quebec_Net_Deductions	14	Currency	Default = 0
Z	Quebec_Election_Amount	14	Currency	Default = 0
AA	End of Row	1		= '@'

T4 information

You can import and export T4 information.

Importing

The employee T4 data is imported into the employee T4 table and will be displayed in the Payroll Employee T4 window. The format of the text file to be imported must be named *_T4.csv or *_T4.tab.

Before you can import T4 information, you just have employee, employer, and taxable province information set up.

Exporting

The employee T4 data is exported from the employee T4 table into file named with six characters and an _T4 suffix, followed by the file extension (.csv or .tab). A file name example is 123456_T4.csv.

The following table describes the format that the T4 information needs to be in to import it into Canadian Payroll. When you export the T4 information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	Employer Number	10	String	Upper case only
D	Taxable Province	2	String	Upper case only
E	14 - Employment Income	14	Currency	Default = 0
F	16 - CPP Deducted	14	Currency	Default = 0
G	18 - EI Deducted	14	Currency	Default = 0
H	20 - RPP Contribution	14	Currency	Default = 0
I	22 - Income Tax Deducted	14	Currency	Default = 0
J	24 - EI Insurable Earnings	14	Currency	Default = 0
K	26 - CPP Pensionable Earnings	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
L	30 - Housing, Board & Lodging	14	Currency	Default = 0
M	32 - Travel In A Prescribed Zone	14	Currency	Default = 0
N	34 - Personal Auto Use	14	Currency	Default = 0
O	36 - Low & Interest Free Loans	14	Currency	Default = 0
P	38 - Stock Option Benefits	14	Currency	Default = 0
Q	40 - Other Taxable Benefits	14	Currency	Default = 0
R	42 - Employment Commission	14	Currency	Default = 0
S	44 - Union Dues	14	Currency	Default = 0
T	46 - Charitable Donation	14	Currency	Default = 0
U	50 - Pension Registration #	10	String	Default = null
V	52 - Pension Adjustment	14	Currency	Default = 0
W	Previous CPP	14	Currency	Default = 0
X	Previous EI	14	Currency	Default = 0
Y	Employer EI Assessed	14	Currency	Default = 0
Z	Employer CPP Assessed	14	Currency	Default = 0
AA	NWT Tax Calculation Base	14	Currency	Default = 0
AB	NWT Tax Assessed	14	Currency	Default = 0
AC	Nunavut Tax Calculation Base	14	Currency	Default = 0
AD	Nunavut Tax Assessed	14	Currency	Default = 0
AE	Non Periodic Taxable Income	14	Currency	Default = 0
AF	End of Row	1		= '@'

T4A information

You can import and export T4A information.

Importing

The employee T4A data is imported into the employee T4A table and will be displayed in the Payroll Employee T4A window. The format of the text file to be imported must be named *_T4A.csv or *_T4A.tab. Before you can import T4 information, you just have employee and employer information set up.

Exporting

The employee T4A data is exported from the employee T4A table into a file named with six characters and an _T4A suffix, followed by the file extension (.csv or .tab). A file name example is 123456_T4A.csv.

The following table describes the format that the T4A information needs to be in to import it into Canadian Payroll. When you export the T4A information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Employee ID	15	String	Upper case only
C	Employer Number	10	String	Upper case only
D	16 - Pension & SuperAnnuation	14	Currency	Default = 0
E	18 - Lump Sum Payments	14	Currency	Default = 0
F	20 - Self Employed Commissions	14	Currency	Default = 0
G	22 - Income Tax Deducted	14	Currency	Default = 0
H	24 - Annuities	14	Currency	Default = 0
I	26 - Eligible Retiring Allowance	14	Currency	Default = 0
J	27 - Non-Eligible Retiring Allowance	14	Currency	Default = 0
K	28 - Other Income	14	Currency	Default = 0
L	30 - Patronage Allocations	14	Currency	Default = 0
M	32 - Registered Pension Plan Contributions	14	Currency	Default = 0
N	34 - Pension Adjustments	14	Currency	Default = 0
O	36 - Pension Plan Registration Number	10	String	Default = null
P	38 - Footnote Codes	2	Integer	Default = 0
Q	40 - RESP Accumulated Income Payments	14	Currency	Default = 0
R	42 - RESP Education Assistance Payments	14	Currency	Default = 0
S	46 - Charitable Donations	14	Currency	Default = 0

Excel column	Description	Length	Data type	Notes
T	NWT Tax Calculation Base	14	Currency	Default = 0
U	NWT Tax Assessed	14	Currency	Default = 0
V	Nunavut Tax Calculation Base	14	Currency	Default = 0
W	Nunavut Tax Assessed	14	Currency	Default = 0
X	Non-Periodic Taxable Income	14	Currency	Default = 0
Y	Hidden Field	14	Currency	Default = 0
Z	End of Row	1		= '@'

General ledger information

You can import and export general ledger information.

Importing

The general ledger data is imported into the general ledger table. The format of the text file to be imported must be named *_GL.csv or *_GL.tab.

Exporting

The general ledger is exported from the general ledger table into a file named with six characters and an _GL suffix, followed by the file extension (.csv or .tab). A file name example is 123456_GL.csv.

- The Start of Record is used to indicate the account size (A), account format (B), or individual account (C).
- All of the records indicating the account size—with a Start of Record Indicator of A—must be placed before those records indicating account format—with a Start of Record Indicator of B—and all records indicating account format must come before those records indicating attributes of individual records—with a Start of Record Indicator of C.

The reason for this is that if you are importing general ledger information for the first time, information about the account size is required to allocate the amount of space required for the general ledger accounts, account format, and information about each individual account. The export will save one record with the Start of Record Indicator of A, 1 to 10 records with a Start of Record indicator of B, and “n” (where n represents the number of individual accounts to be imported). Canadian Payroll only can accept 10 segments for the account format.

This file has a header section divided into two parts, as well as a list of general ledger accounts. Up to the first 11 lines could be used by the file header.

The following table describes the format that the general ledger information needs to be in to import it into Canadian Payroll. When you export the general ledger information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "A"
B	Account index	14	Long Integer	Maximum Size = 70
C	Account Number	20	Composite	Maximum Size = 10
D	End of Row	1		= '@'

For lines #2 to #11, there can be fewer than ten rows if they are not needed. Exceeding the 10 rows will corrupt the file.

Structure of the Records with Account Format Information (Start of Record Indicator of B) export the following fields.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "B"
B	Segment Number	2	Integer	= 1,2,3,4,5,6,7,8,9,10
C	Segment Name	15	String	Null
D	Length of Segment	2	Integer	Maximum size = 7
E	Max Length of Segment	2	Integer	Maximum size = 7, Default = 7
F	User Defined Segment Key	0	Integer	Default = 0
G	Main Segment Indicator	0	Boolean	Default = 0
H	Segment Width	1	String	Null
I	End of Row	1		= '@'

After this header section, the rest of the file will be a list of general ledger accounts.

Structure of the Records with Information on each Individual Record (Start of Record Indicator of C) export the following fields in the format as shown in Table 8-16.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= "C"
B	Account Index	14	Long Integer	If left blank, the field will be auto-generated
C	Account Number	20	Composite	Formatted as "-XX-XXXX-XX-"; where X is the segment number
D	Account Description	50	String	
E	Account Alias	20	String	If left blank, the field will be auto-generated
F	End of Row	1		= '@'

Paycodes information

You can import and export paycodes information.

Importing

The paycode data is imported into the income, benefit, deduction, and banked paycodes setup tables and will be displayed in the Payroll Income Setup window, the Payroll Benefit Setup window, the Payroll Deduction Setup window, and the Payroll Banked Paycode Setup window. It also imports to employee assigned paycode table and will be displayed in the Payroll Employee Paycodes - Canada window. The format of the text file to be imported must be named *_EPY.csv or *_EPY.tab, and *_PAY.csv or *_PAY.tab.

Before you can import paycode information, you just have employee and employer information set up.

Exporting

The paycode data is exported from the employee paycode table into one file named with six characters and an _EPY suffix, followed by the file extension (.csv or .tab), and from paycode setup table into one file named with six characters and an _PAY suffix, followed by the file extension (.csv or .tab). A file name example is 123456_EPY.csv.

The following table describes the format that the paycode setup information (*_PAY) needs to be in to import it into Canadian Payroll. When you export the paycode setup information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1	String	="A"
B	Paycode	6	String	Upper case (letters and numbers only)
C	Linked Overtime Paycode	6	String	Upper case (letters and numbers only)
D	Payroll Code Type	2		01=income 02=benefit 03=deduction 04=banked
E	Description	30	String	

Excel column	Description	Length	Data type	Notes
F	Further Identification	2		01=n/a 02=company rrsp 03=employee rrsp 04=group rrsp 05=union dues 06=garnishee 07=alimony maintenance 08=registered pension 09=pension 10=chaitable donation 11=pension adjustment 12=income tax 13=cpp/qpp 14=ei 15=nwt tax 16=quebec tax 17=nunavut tax 18=income tax (T4A)
G	Paycode Reference	2		01=n/a 02=vacation 03=banked sick pay 04=banked stat pay 05=banked overtime pay 06=banked leave pay 07=advance reclaim 08=arrears reclaim 09=gst 10=retroactive pay 11=lump sum payment
H	Rate	14		Unformatted (no commas, periods or \$), number with 4 places after the implied decimal.
I	Paid/Deducted By	2		01=n/a 02=pay period 03=day 04=hour 05=regular hours 06=overtime hours 07=paycode
J	Pay Type	2		01=n/a 02=regular pay 03=overtime 04=bonus 05=commission 06=advance 07=EI rebate
K	Start Date	8		YYYYMMDD (all 0s if none)
L	Cutoff Date	8		YYYYMMDD (all 0s if none)
M	Auto Select	1		T=autoselect on / F=autoselect off
N	Filler	1		@ (has carriage return and line feed after)

The following table describes the format that the employee paycode information (*_EPY) needs to be in to import it into Canadian Payroll. When you export the paycode setup information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1	String	="A"
B	Paycode	6	String	Upper case (letters and numbers only)
C	Linked Overtime Paycode	6	String	Upper case (letters and numbers only)
D	Payroll Code Type	2		01=income 02=benefit 03=deduction 04=banked
E	Description	30	String	
F	Further Identification	2		01=n/a 02=company rrsp 03=employee rrsp 04=group rrsp 05=union dues 06=garnishee 07=alimony maintenance 08=registered pension 09=pension 10=chaitable donation 11=pension adjustment 12=income tax 13=cpp/qpp 14=ei 15=nwt tax 16=quebec tax 17=nunavut tax 18=income tax (T4A)
G	Paycode Reference	2		01=n/a 02=vacation 03=banked sick pay 04=banked stat pay 05=banked overtime pay 06=banked leave pay 07=advance reclaim 08=arrears reclaim 09=gst 10=retroactive pay 11=lump sum payment
H	Rate	14		Unformatted (no commas, periods or \$), number with 4 places after the implied decimal.
I	Paid/Deducted By	2		01=n/a 02=pay period 03=day 04=hour 05=regular hours 06=overtime hours 07=paycode

Excel column	Description	Length	Data type	Notes
J	Pay Type	2		01=n/a 02=regular pay 03=overtime 04=bonus 05=commission 06=advance 07=EI rebate
K	Start Date	8		YYYYMMDD (all 0s if none)
L	Cutoff Date	8		YYYYMMDD (all 0s if none)
M	Auto Select	1		T=autoselect on / F=autoselect off
N	Employee ID	15	String	Upper case (letters and numbers only)
O	Filler	1		@ (has carriage return and line feed after)

Job information

You can import and export job information.

Importing

The job data is imported into the job setup tables and will be displayed in the Job Setup window and into job phase table and will be displayed in Payroll Job Phase - Canada window. The format of the text file to be imported must be named *_JOB.csv or *_JOB.tab, and *_PHS.csv or *_PHS.tab.

Exporting

The job data is exported from the job setup table into a file named with six characters and a _JOB suffix, followed by the file extension (.csv, .tab, or .txt) and from the job phase table into another file with six characters and a _PHS suffix, followed by the file extension (.csv, .tab, or .txt). A file name example is 123456_JOB.csv.

The following table describes the format that the job setup information needs to be in to import it into Canadian Payroll. When you export the job setup information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Job Code			
B	Job Description	40		
C	Filler	1		@(has carriage return and line feed after)

The following table describes the format that the job and phase setup information needs to be in to import it into Canadian Payroll. When you export the job and phase setup information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Job Code			
B	Phase	30		

Excel column	Description	Length	Data type	Notes
C	Phase Description	40		
D	Filler	1		@(has carriage return and line feed after)

Batch information

You can import and export batch information.

Importing

The batch data is imported into the batch that you selected. The format of the text file to be imported must be named *_BCH.csv or *_BCH.tab.

Exporting

The batch data is exported from the batch that you selected into a file named with six characters and an_BCH suffix, followed by the file extension (.csv or .tab). A file name example is 123456_BCH.csv.

The following table describes the format that the batch information needs to be in to import it into Canadian Payroll. When you export the batch information, it will be in the same format.

Excel column	Description	Length	Data type	Notes
A	Filler	1		= 'A'
B	Employee Number	15	Long Integer	Maximum Size = 15
C	Department	20	Composite	Maximum Size = 6 If left blank, the default is the employee's home department.
D	Transaction Date	0	Date	Must be formatted as: YYYY/MM/DD
E	Units	10	Long Integer	2 implied decimal places
F	Job Code	30	String	
G	Phase Code	30	String	
H	Province Worked	2	String	Will default to the employee's taxable province.
I	Reference String	15	String	
J	Reference Numeric	14	Currency	2 implied decimal places
K	Line Total	14	Currency	Ignored during the import. Units x Rate find the line total.
L	User ID	15	String	
M	Paycode	6	String	
N	Payroll Code Type	9	Drop Down List	1=income 2=benefit 3=deduction 4=banked If field is left blank the default is 1.
O	Paycode Description	30	String	

Excel column	Description	Length	Data type	Notes
P	Pay Rate	14	Currency	
Q	RT - Position	10	String	
R	RT - Sub Code	10	String	
S	RT - Level	10	String	
T	Shift - Responsibility	10	Drop Down List	This list can be modified by the system operators. Leave this field blank to set it to N/A.
U	Shift - Shift	8	Drop Down List	This list can be modified by the system operators. Leave this field blank to set it to N/A.
V	Pay Type	11	Drop Down List	1=N/A 2=Regular Pay 3=Overtime 4=Bonus 5=Commission 6=Advance 7=EI Rebate If field is left blank the default is 2.
W	Job Title	6	String	
X	From Transaction Entry	3	Visual Switch	T=Yes F=No System generated paycodes will be F.
Y	Calculated Rate Table/Shift Rates	3	Visual Switch	T=Yes F=No If Yes, indicates that the rate or shift information assigned to the entry line will be used. If No, the current rate entered will be used.
Z	Base Paycode	6	String	Upper case (letters and numbers only)
AA	End of Row	1		= '@'

Part 6: Routines

This portion of the documentation describes how to use payroll checklists and routines to complete payroll tasks. It also describes procedures that relate to government regulations.

The following information is discussed:

- [Chapter 31, “Advanced WCB,”](#) helps you to calculate the WCB assessable income and WCB assessed amounts of employees.
- [Chapter 32, “ROE creation,”](#) helps you to create Records of Employment (ROE) for employees that are no longer employed by the organization.
- [Chapter 33, “Checklists,”](#) describes how you can use checklists to complete routines.
- [Chapter 34, “Mass ROE,”](#) helps you to mass create Records of Employment (ROEs) for employees that are no longer employed by the organization.
- [Chapter 35, “Year-End procedures,”](#) helps you to reset all payroll files and employee master records, set tax credit indexation factors, process year-end tasks, and print routine reports.
- [Chapter 36, “T4/R1 routines,”](#) helps you to create, modify, and print T4 and Releve 1 slips and summaries.
- [Chapter 37, “T4A routines,”](#) helps you to create, modify, and print T4A records for employees and summaries.

Chapter 31: Advanced WCB

Advanced WCB is used for employees whose Workers' Compensation Board (WCB) classification changes within a pay period. For example, when jobs in the company require employees to move from one location to another, their WCB jurisdiction might also change. For more information, see [Setting up a workers' compensation code](#) on page 33 and [Using multiple WCB codes](#) on page 34.

The WCB Administration option is available only if you activate Advanced WCB in the Payroll Control Variables - Canada window. For more information, see [Setting up payroll controls](#) on page 11.

The information is divided into the following sections:

- [WCB Posting](#)
- [Calculating multiple WCB taxes](#)

WCB Posting

You must complete periodic posting to determine the actual WCB expense, which is different from the payable/accrued liability set up when the annual assessment is received. When you post, the pro-rated assessable earnings from the beginning of the year to the ending month that you specified will be calculated. Assessable earnings are pro-rated per employee.

A transaction will be posted to debit the WCB expense account and credit the accrued liability for all WCB codes. If the WCB calculation method in the Payroll WCB Setup - Canada window is Estimate, this posting transaction will be reversed in the next fiscal period up to the last fiscal period. Posting WCB is completed this way to account for variations in the prorated WCB assessable earnings, similar to the effect of foreign currency fluctuations.

You can post monthly, bimonthly, quarterly, semi-annually, and annually. Employee WCB distribution income that has not been allocated to a specific WCB code will be treated as common income and prorated over all WCB codes used by the employee.

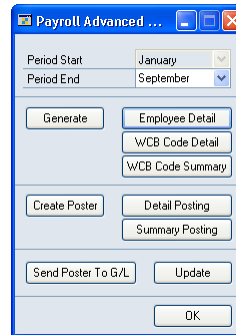
Non-WCB distribution base income and all benefits will be distributed to WCB codes based on the WCB code's prorated portion of the total WCB distribution base. This includes income and benefits that apply to WCB but do not make up the distribution base. The WCB expense will be allocated to departments based on the departmental wage distribution over the posting period.

Calculating multiple WCB taxes

Use the Payroll Advanced WCB - Canada window to calculate the WCB assessable income and WCB assessed amounts of employees. The assessed values will be based on posted batch transactions from a previous WCB period.

To calculate multiple WCB taxes:

1. Open the Payroll Advanced WCB - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll - Canada >> Advanced WCB)



2. Select a month as Period End for the range of records that will be included in the report. WCB taxes calculated within this range will appear on the report.

Period Start This is the month following the Period End of the previous WCB calculation. This field is used if the WCB calculation method in the Payroll WCB Setup - Canada window is Actual.

Period End This is used when the calculation method in the Payroll WCB Setup - Canada window is either Actual or Estimate.

3. Choose Generate to calculate WCB assessable earnings and assessed amounts.
4. Choose Employee Detail, WCB Code Detail or WCB Code Summary to print advanced WCB reports, which you can use to verify the calculations. The reports are sorted by employee ID or by WCB code, in summary or detail form.



You can print advanced WCB reports from previous calculation periods using the Payroll Advanced WCB Reports - Canada window.

5. Choose Create Poster to generate a file that you can use to verify the calculation in preparation for posting to General Ledger.
6. Choose Detail Posting and Summary Posting to print the poster files.
7. Choose Send Poster to G/L to post the values to General Ledger. For more information, see [WCB Posting](#) on page 239.
8. Choose Update to update Canadian Payroll records using the WCB values that have been calculated.

Chapter 32: ROE creation

Use this information to create a Record of Employment (ROE) for a former employee, an employee who is leaving the company, or an employee who requires a break in service, such as an employee on maternity leave, sabbatical leave, or education leave.

The information is divided into the following sections:

- [ROE overview](#)
- [Creating ROEs](#)
- [Entering ROE amounts](#)
- [Creating ROE batch files](#)
- [Reviewing employee history \(ROE\)](#)

ROE overview

When an interruption in earnings for an employee occurs, an ROE must be issued within five calendar days.

An interruption in earnings occurs in the following situations:

- An employee ends the employment relationship.
- An employee becomes laid off or terminated.
- An employee experiences or anticipates seven consecutive days without work and insurable earnings from the employer in the last 52 weeks or since the last ROE.

There are exceptions to this seven-day rule for two employment types.

Real estate agents For these employees, an interruption of earnings occurs when their license is surrendered, suspended, or revoked.

Commission employees For employees paid primarily with commission, an interruption of earnings occurs when the employment relationship ends.

An interruption in earnings also can occur when salary for the employee is below 60 percent of normal weekly earnings due to illness, injury, quarantine, pregnancy, the need for a parent to care for a newborn or newly adopted child, or the need to provide care for a family member who is gravely ill with a significant risk of death.

Creating ROEs

Use the Payroll ROE Creation - Canada window to create a Record of Employment (ROE) for an employee who is leaving the company or who requires a break in service, such as maternity leave, sabbatical leave, or education leave.

Before creating an ROE, be sure to enter the following information in the Payroll Employee Setup - Canada window.

- Mark the Inactive option
- Enter a date in the Date Inactivated field
- Enter a reason for issuing the ROE

To create ROEs:

1. Open the Payroll ROE Creation - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> ROE Creation)

2. Enter an internal reference number to identify the ROE.
3. The ROE Generated field displays whether the ROE has previously been generated. If this is a new ROE for an existing employee with a previously generated record, change this field to No.

When generating the ROE batch file, all ROEs with a status of No in the ROE Generated field will be included. After the ROE batch file is generated, the ROE Generated status for each record included in the batch file is updated to Yes. For more information, refer to [Creating ROE batch files](#) on page 245.

4. Enter the ROE serial number.



You must have previously registered with Human Resource Development Canada to obtain an ROE serial number.

5. If the ROE is an amendment or a replacement for a previous ROE, enter the number of the previous ROE in the Amended or Replaced field.
6. Select the employee that the ROE is being issued for.
7. Verify or modify the employer's name, address, and business number. This information is entered in the Payroll Employer Number Setup - Canada window.

Verify or enter the employee's occupation or position, Social Insurance number, and date employed.

Verify or enter the employee's pay period type.

8. View or modify the following dates.

Last Day for Which Paid For salaried employees, this field displays the cutoff date of the employee's last batch. For hourly employees, this field displays the paid date of the employee's last batch.

Final Period End Date This field displays the cutoff date of the last batch for the employee.

Expected Date of Recall This date displays the day that the employee is expected to return to work if the absence is temporary. If the employee is not returning or the date is unknown, leave this field blank and select Unknown or Not Returning.

9. Select the reason for issuing the ROE. The default reason is E, which indicates that the employee has quit.

The following table shows the code and descriptions for each code provided by Human Resource Development Canada.

Code	Description
A	Shortage of Work
B	Strike or Lockout
C	Return to School
D	Illness or Injury
E	Quit
F	Pregnancy
G	Retirement
H	Work Sharing
J	Apprentice Training
K	Others - see Comment Sect.
M	Dismissal
N	Leave of Absence
P	Parental
Z	Particular Scenario

10. Verify the name and phone number of the person to be contacted for information regarding the ROE. Also enter the name of the person who issued the ROE. These fields display the information set up in the Payroll Employer Number Setup window.
11. If the reason for issuing the ROE is K (Others), enter a brief explanation in the Comments field.
12. Select the preferred language of communication. The default entry is English.
13. Enter the date that the ROE is issued. If the employee record is inactive, the default date is the date that the employee record was inactivated. If the employee record is active, the default date is the current date.

14. Choose ROE Amounts to open the Payroll ROE Amounts - Canada window, where you can enter additional information about the ROE, such as vacation pay, total insurable hours, total insurable earnings, and other employee pay details. For more information, see [Entering ROE amounts](#) on page 244.
15. Choose Save.

Entering ROE amounts

Use the Payroll ROE Amounts - Canada window to enter additional information about the ROE, such as vacation pay, total insurable hours, total insurable earnings, and other employee pay details.

To enter ROE amounts:

1. Open the Payroll ROE Amounts - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> ROE Creation >> ROE Amounts)

2. Enter the accumulated value for insurable hours and insurable earnings for the employee.
3. Enter the employee's insurable earnings for each of the last 27 weeks in the corresponding fields. The sum of the 27 weekly earnings will be calculated and displayed.
4. Enter the amount of vacation that the employee has earned.
5. Enter the date and amount for any statutory holiday that the employee has been paid for.
6. Enter additional details and amounts for any other pay that the employee has earned.
7. Enter the amount and payment date for any paid sick, maternity, or paternity leave that's been paid to the employee. Indicate whether the payment was made on a per day or per week basis.

8. Enter the total insurable weeks and earnings for the employment history.
9. Choose OK.

Creating ROE batch files

Use the Payroll ROE Generate Batch File - Canada window to create an ROE batch for one or several employee records and to identify a location for the batch file to be saved.

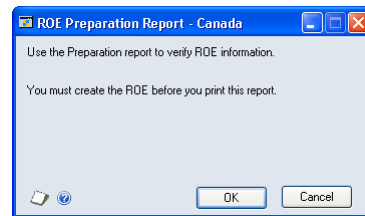
Use the ROE Preparation Report - Canada window to verify outstanding ROEs before creating the ROE batch file. The report includes each ROE where the status in the ROE Generated field of the Payroll ROE Creation - Canada window is No. For more information, refer to [Creating ROEs](#) on page 241.



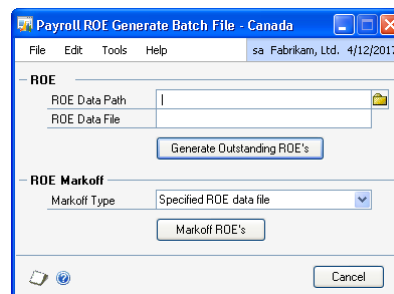
The ROE Preparation Report uses a similar format to the Human Resources and Skills Development Canada defined format. However, it should be used only as an information source when completing actual agency forms.

To create ROE batch files:

1. Open the ROE Preparation Report - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> ROE Prep Report)



2. Choose OK and enter or select a location to send your report to.
3. Choose OK.
4. Verify that the information in the ROE Preparation Report is accurate and close the window.
5. Open the Payroll ROE Generate Batch File - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> ROE Generate)



6. Enter or select the ROE data path where your batch file will be saved and the ROE data file name of your batch file.
7. Choose Generate Outstanding ROEs.



To update your batch file if an ROE was incorrectly left out or included, you must first locate each record in the Payroll ROE Creation - Canada window, change the ROE Generated field status to No or Yes, and return to the beginning of this procedure to generate the new batch file.

8. In the Markoff Type field, select whether to mark off pay periods based on the file that is specified in the ROE Data File field, or based on the ROE issue master file.
9. Choose Markoff ROE's.
10. Close the window.

Reviewing employee history (ROE)

When you create multiple Records of Employment (ROEs) for an employee, be sure to verify that the ROEs don't use overlapping history records.

Some possible situations that you might encounter are described below.

- If an employee has no available history, an ROE can't be generated. Because there is no payroll history record, an error message won't be displayed.
- If you select some employees who do not have available history and then try to create ROEs, a message will be displayed and ROEs for those employees won't be generated.
- If an employee has available history but no existing ROEs, an ROE will be generated.
- If an employee has available history and previous ROEs, be sure that the history records for the other ROEs have a Yes status in the ROE Generated field of the Payroll ROE Creation - Canada window.

For more information, see [Creating ROEs](#) on page 241, [Creating a mass ROE](#) on page 251, and [Creating ROE batch files](#) on page 245.

Chapter 33: Checklists

Use this information to complete step-by-step tasks in payroll. You can assign the frequency of completing each task, such as daily or monthly, to ensure that no payroll task is overlooked.

After you complete each task in the checklist, the time, date, and user ID of the most recent user will be logged. A checklist can be used as many times as needed.

You can create a checklist customized to your own requirements, add items to current checklists, and arrange the sequence of items in the checklist.

The information is divided into the following sections:

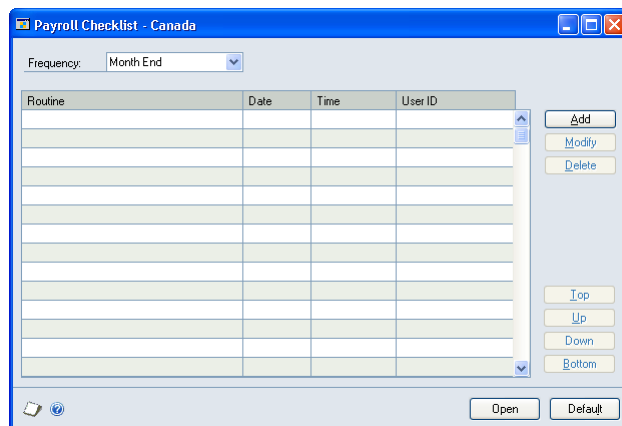
- [Adding an item to the checklist](#)
- [Adding external tasks to the checklist](#)
- [Modifying or deleting an item in the checklist](#)
- [Moving or opening an item in the checklist](#)
- [Assigning default items to the checklist](#)

Adding an item to the checklist

Use the Payroll Checklist - Canada window to add windows and macros to the checklists, such as a macro that would open the Payroll Quick Entry - Canada window from the Payroll Checklist.

To add an item to the checklist:

1. Open the Payroll Checklist - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Checklists)



2. Select a frequency from the list.
3. Choose Add to open the Add/Edit Item window.
4. Enter the title of the routine and select the type.
5. Choose the Command field lookup button to open the Select Microsoft Dynamics GP window.

6. Enter the following information:
 - Product — Canadian Payroll
 - Series — Project/Payroll CDN
7. Select a window to open, or a macro to run.
8. Choose OK. The item you selected will appear in the Command field of the Add/Item window.
9. Save the task.

Adding external tasks to the checklist

Use the Payroll Checklist - Canada window to add external tasks to the checklists. For example, you might want to start the Windows Notepad from the Payroll Checklist.

To add external tasks to the checklist:

1. Open the Payroll Checklist - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Checklists)
2. Select a frequency from the list.
3. Choose Add to open the Add/Edit Item window.
4. Enter the title of the routine and select External Task from the Type list.
5. Choose the Command lookup button to open the External Task window, where you can select the executable program file that will start the external application.
6. Choose the file button to select a file to open with the executable program.
7. In the Add/Item window, choose OK.

Modifying or deleting an item in the checklist

Use the Payroll Checklist - Canada window to modify a checklist item or delete an item from the checklist.

To modify or delete an item in the checklist:

1. Open the Payroll Checklist - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Checklists)
2. To modify an item, choose Modify. The Add/Edit Item window opens. The default values that were entered when the item was added to the checklist are displayed. For more information, see [Adding an item to the checklist](#) on page 247.
3. Make changes, as necessary, and choose OK.
4. To delete an item, select the item and choose Delete. A message will be displayed. Choose Yes to continue, then close the window.

Moving or opening an item in the checklist

Use the Payroll Checklist - Canada window to arrange the sequence of the items in the checklist or open a checklist item.

To move or open an item in the checklist:

1. Open the Payroll Checklist - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Checklists)
2. To move an item, select the item and choose the buttons to change its location.
3. To open an item, select the item and choose Open. If the item is a routine, the routine will be completed. If the item is a window, the window will open. If the item is a macro, the macro will run.
4. Close the window.

Assigning default items to the checklist

Use the Payroll Checklist - Canada window to replace the currently displayed checklist with default items. This will delete any additions or modifications you might have made to the current checklist.

To assign default items to the checklist:

1. Open the Payroll Checklist - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Checklists)
2. Choose Default and a message will be displayed. Choose Yes to reset the checklist to its default values.
3. Close the window.

Chapter 34: Mass ROE

Use this information to create Records of Employment (ROEs) for employees that are no longer employed by the organization or who require a break in service.

The information is divided into the following sections:

- [Creating a mass ROE](#)
- [Entering mass ROE additional information](#)
- [Modifying an employee ROE](#)
- [Assigning internal reference numbers](#)

Creating a mass ROE

Use the Mass ROE - Select Employees window to create Records of Employment (ROEs) for a group of employees, such as seasonal employees.



You can automatically generate multiple ROEs for an employee using the same payroll records. For more information, see [ROE overview](#) on page 241.

To create a mass ROE:

1. Open the Mass ROE - Select Employees window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Mass ROE)

Employee ID	Last Name	First Name	Inactive	Class	Dept	Position	Employer	Last ROE	Avail. Hist.
<input type="checkbox"/> BH0010	Boseman	Randall	<input type="checkbox"/>	HRSALES	SALE	SALES	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> BH0020	Koch	Reed	<input type="checkbox"/>	HRSALES	SALE	SALES	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> BH0030	Harrington	Mark	<input type="checkbox"/>	HRSALES	SALE	SALES	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> BH0040	Spencer	Phil	<input type="checkbox"/>	HRSALES	SALE	SALMGF	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> BS0010	O'Hara	Robert	<input type="checkbox"/>	SALPURCH	PURI	PURMGI	EMP1	0/0/0000	<input type="checkbox"/>
<input type="checkbox"/> BS0020	Jacobson	Lisa	<input type="checkbox"/>	SALPURCH	PURI	PURCLK	EMP1	0/0/0000	<input type="checkbox"/>
<input type="checkbox"/> BS0030	Cannon	Chris	<input type="checkbox"/>	SALPURCH	PURI	PURCLK	EMP1	0/0/0000	<input type="checkbox"/>
<input type="checkbox"/> BS0040	Atkinson	Teresa	<input type="checkbox"/>	SALPURCH	PURI	PURCLK	EMP1	0/0/0000	<input type="checkbox"/>
<input type="checkbox"/> MS0010	Howard	Joe	<input type="checkbox"/>	SALADM	ADM	ADMNG	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> MS0020	Moseley	Julia	<input type="checkbox"/>	SALADM	ADM	ADMAS1	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> MS0030	Walton	Bryan	<input type="checkbox"/>	SALADM	ADM	ADMAS1	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> MS0040	Corets	Eva	<input type="checkbox"/>	SALADM	ADM	ADMAS1	EMP1	0/0/0000	<input checked="" type="checkbox"/>
<input type="checkbox"/> SS0010	Dixon	Andrew	<input type="checkbox"/>	SALACCT	ACCT	ACCCLK	EMP1	0/0/0000	<input type="checkbox"/>
<input type="checkbox"/> SS0020	Young	Garrett	<input type="checkbox"/>	SALACCT	ACCT	ACCMGF	EMP1	0/0/0000	<input type="checkbox"/>

2. Mark the Select Inactive Employees option to allow selecting or clearing inactive employees.
3. Select a range of records to display in the window. You can select ranges by employee ID, class, department, position, or employer.
4. Select the employees for whom you will generate ROEs.
5. Choose Next to enter additional information regarding the ROE to be created. For more information, see [Entering mass ROE additional information](#) on page 252.
6. Close the window.

Entering mass ROE additional information

Use the Mass ROE Specific Information window to enter additional information for Records of Employment (ROEs). This window displays information about the employees that you selected in the Mass ROE - Select Employees window. The Override ROE and Override Payroll options indicate whether you are using default settings for the employee. Initially, these options are unmarked for all employees, so the default entries will be used.

To enter mass ROE additional information:

1. Open the Mass ROE Specific Information window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Mass ROE >> Next)

2. Enter the Expected Date of Recall. If the employee is not returning or the date is unknown, leave the field blank and mark Unknown or Not Returning.
3. Define the reason that the ROE is being issued. The default reason is E, which indicates that the employee has quit.

The following table shows the code and descriptions for each code provided by Human Resource Development Canada.

Code	Description
A	Shortage of work
B	Strike or lockout
C	Return to school
D	Illness / Injury
E	Quit
F	Pregnancy
G	Retirement
H	Work sharing
J	Apprentice training
K	Others (see Comment section)
M	Dismissal
N	Leave of absence

Code	Description
P	Parental

4. If the reason for issuing the ROE is Others, enter a brief explanation in the Comments field.

5. Specify the following information:

Set Employee Inactive Flag This specifies when to set the option to inactivate the records.

Inactive Date This is the inactivation date of the employee records.

Inactive Reason This is the reason for inactivating the records.

6. Specify the next ROE internal reference number to be used for the ROE. To generate multiple ROEs with distinct internal reference numbers, each ROE will be assigned an internal reference number beginning with the Next ROE internal reference number. For more information, see [Assigning internal reference numbers](#) on page 254.



ROE creation will stop when the final digits are all 9s for the internal reference numbers. A message will be displayed to indicate that the current maximum number for ROE has been reached, and the Mass ROE Specific Information window will open. You can then select a new reference number and start creating ROEs from where you left off.

7. Select an employee record and choose Edit to open the Edit Mass ROE Defaults window. For more information, see [Modifying an employee ROE](#) on page 253.

8. Choose Previous to open the Mass ROE - Select Employees window, where you can add or delete employees from the list of ROEs that you'll create. For more information, see [Creating a mass ROE](#) on page 251.

9. Choose Create ROE's to generate the ROEs. If there are employees that ROEs can't be generated for, messages will be displayed and the Mass ROE Specific Information window will open.

The Mass ROE – Problem Report window lists all the warnings and error messages encountered when the ROEs were generated. Close this window to return to the Mass ROE Specific Information window.

Modifying an employee ROE

Use the Edit Mass ROE Defaults window to modify the Record of Employment (ROE) default settings for an employee record.

To modify an employee ROE:

1. Open the Edit Mass ROE Defaults window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Mass ROE >> Next >> Edit)

2. Select whether to use the ROE default settings defined in the Mass ROE Specific Information window. If the default settings are not to be used, mark the Override ROE Defaults option.
3. Modify the ROE fields. For more information, see [Entering mass ROE additional information](#) on page 252.
4. Select whether to use the default settings defined in the Mass ROE Specific Information window. If the default settings are not to be used, activate the Override Payroll Defaults option.
5. Modify the payroll default fields. For more information, see [Entering mass ROE additional information](#) on page 252.
6. Choose Save.

Assigning internal reference numbers

Use the following information as a guide when you select reference numbers:

- Find out or estimate how many employees that ROEs will be created for.
- You can use X as a reference number, but only one ROE will be generated.
- You can use X5, but only ROEs with reference numbers X5, X6, X7, X8, X9 will be generated.
- If you enter 000, one thousand ROEs with reference numbers 000, 001, 002, ..., 998, 999 can be generated.
- If you enter 11AA11AA, one ROE will be generated. Numbers at the beginning or in the middle are ignored.
- If the reference number for a new ROE is a duplicate of an existing ROE reference number, the new number will be increased by the next available reference number. The existing ROE will number will be retained.

Chapter 35: Year-End procedures

Use this information to reset payroll files, set tax credit indexation factors, process vacation information, and print routine reports.

The information is divided into the following sections:

- [Resetting the files at year-end](#)
- [Copying files to history](#)
- [Setting tax credit indexation factors](#)
- [Index processing](#)
- [Resetting employee master records](#)
- [Processing vacation year ends](#)

Resetting the files at year-end

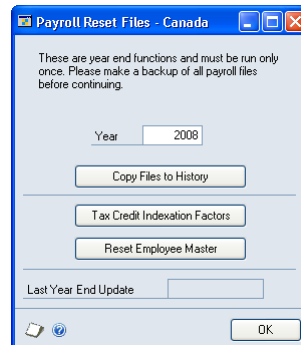
Use the Payroll Reset Files - Canada window to reset the files at the end of each payroll year. All current payroll files, including all masters and supporting files, are copied to history files. The current year files, such as year-to-date values, are all reset to zero, and employee information is moved into history tables.



Before resetting the files, back up all your payroll data and close all windows in the system except the Payroll Reset Files - Canada window. All other windows should be closed so all files are available to reset.

To reset the files at year-end:

1. Open the Payroll Reset Files - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Year End File Reset)



A message will be displayed. Choose Yes to continue.

2. Confirm the year being closed. The default entry is the year of the most recent payment in the current year table.

If the payment date is between January 1 and January 31, the default year is the year of the payment date minus one. If the payment date is between February 1 and December 31, the default year is the year of the payment date.

If the date is incorrect, modify the Default Last Year in the Payroll Control Setup - Canada window.

3. Choose Copy Files to History. For more information, see [Copying files to history](#) on page 256.
4. Choose Tax Credit Indexation Factors. For more information, see [Setting tax credit indexation factors](#) on page 256.
5. Choose Reset Employee Master Records. For more information, see [Resetting employee master records](#) on page 257.
6. Close the window.

Copying files to history

This procedure creates a copy of the current payroll master and supporting files. Be sure that sufficient disk space is available. The disk space required for the routine is twice the space currently occupied by all the files in the Data directory. The history files are used in inquiry procedures for prior year information and to create T4/R1 information.

When you choose Copy Files to History, a series of messages will be displayed. Verify that you have backed up payroll data and that there is sufficient hard disk space for the year end copy. A message will be displayed after the routine is completed. Choose Yes to reset the employer master records.

Setting tax credit indexation factors

Use the Tax Credit Indexation Factors window to set an adjustment factor for federal and provincial tax credit values. This procedure indexes the employee tax credit values. The Canadian Revenue Agency issues a statement when tax changes are released, indicating whether tax credit values need to be indexed.

To set tax credit indexation factors:

1. Open the Tax Credit Indexation Factors window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Year End File Reset >> Tax Credit Indexation Factors)

Tax Credit Indexation Factors	
CA - Canada (Federal)	1.01700
AB - Alberta	1.01300
BC - British Columbia	1.01800
MB - Manitoba	1.00000
NB - New Brunswick	1.01700
NL - Newfoundland/Labrador	1.00000
NS - Nova Scotia	1.00000
ON - Ontario	1.01900
PE - Prince Edward Island	1.00000
SK - Saskatchewan	1.01700
QC - Quebec	1.01427
NT - Northwest Territories	1.01700
NU - Nunavut	1.01700
YT - Yukon	1.01700

OK

2. Enter federal and provincial tax credit values.



The Tax Credit Indexation Factors will be updated when you install the Canadian Payroll Year End/Tax Update.

3. Close the window.

Index processing

The index processing is completed when the employee master records are reset. For example, if a province's basic personal tax exempt amount is C\$12,900.00. If the value should be indexed by 0.25, you will enter 1.25 in the AB - Alberta field. When the Reset Employee Master routine is run, all employee Basic Personal Amounts will become C\$16,125.00 (C\$12,900.00 x 1.25). The value will always be rounded up to the nearest dollar.

Resetting employee master records

The final step in the year-end process is to reset all employee master records. This procedure will clear all employee values in the current year payroll files and reset them to zero to begin the next payroll year. Employee master records should be reset before processing the first payroll for the current year and generating T4s or R1s.



Outstanding payments must be generated prior to completing a year-end file reset.

When you choose Reset Employee Master, a message will be displayed. Verify that you want to proceed because continuing will reset YTD totals in the employee master file. Then choose Yes to reset the Employee User Numeric fields, as well.

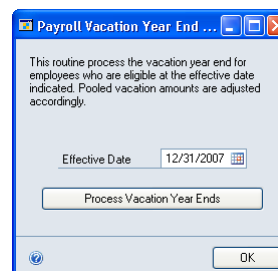
Processing vacation year ends

Use the Payroll Vacation Year End - Canada window to control the calculation of the Accruing, Available, and Immediate Payout amounts on employee records. Each employee can have a different year end, so you can run this routine at any time throughout the year.

Employee records with Available After or Pay Out After dates on or before the effective date will be processed. Pooled vacation amounts are adjusted accordingly.

To process vacation year-ends:

1. Open the Payroll Vacation Year End - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> Vacation Year End)



2. Enter the date that vacation year end should be processed.
3. Choose Process Vacation Year Ends and a message will be displayed. Choose Yes to process vacation year ends for eligible employees. A second message will be displayed. Choose Yes to verify that you have backed up your files.

Chapter 36: T4/R1 routines

Use this information to create, modify, and print T4 and Releve 1 slips and summaries.

The information is divided into the following sections:

- [Creating the T4 and Releve 1](#)
- [Modifying the T4](#)
- [Modifying other T4 information](#)
- [Modifying the R1](#)
- [Modifying additional R1 information](#)
- [Creating T4 and R1 summary records](#)
- [Printing the T4 slip](#)
- [Printing the R1 slip](#)
- [Creating an electronic copy of the T4](#)
- [Modifying T4 summary information](#)
- [Viewing T4 summary amounts](#)
- [Creating an electronic copy of the R1](#)
- [Modifying R1 summary information](#)
- [Viewing R1 summary amounts](#)

Creating the T4 and Releve 1

Use the Payroll T4/R1 Creation - Canada window to hold a T4 and R1 file from the previous year's employee master file, and to create T4 slips and Releve 1 slips.

The T4 is a tax document submitted to the Canadian Revenue Agency, while the R1 is a similar document submitted to Revenue Quebec.



Be sure to reset year-end files before you create the T4s or R1s.

To create the T4 and Releve 1:

1. Open the Payroll T4/R1 Creation - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Creation)

A message will be displayed. Choose Yes to continue.

2. Choose Create T4's or Create R1's.
3. A message will be displayed. Choose OK to create of T4s and R1s and delete all previous T4 and R1 records.

4. Choose Print T4 Report or Print R1 Report to view the verification reports. The reports list all the T4s and R1s that were created.
5. Close the window.

Modifying the T4

Use the Payroll T4 Edit - Canada window to modify the income, benefits, and deductions that appear on the T4 slip.

To modify the T4:

1. Open the Payroll T4 Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 Edit)

A message will be displayed. Choose Yes to continue.

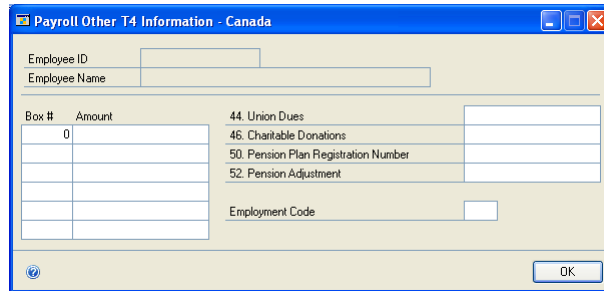
2. Select an employee whose T4 you will edit. The employee name, address, and Social Insurance number is displayed. For more information, see [Creating an employee record](#) on page 99.
3. Select an employer number and the province of employment.
4. Enter the T4 sequence number.
5. Modify the T4 information, as needed. For more information, see [Viewing or modifying T4 tax information](#) on page 111.
6. Choose Other Information to open the Payroll Other T4 Information - Canada window. For more information, see [Modifying other T4 information](#) on page 260.
7. Choose Save.

Modifying other T4 information

Use the Payroll Other T4 Information - Canada window to view or modify additional tax information on the T4, including union dues, donations, and pension.

To modify other T4 information:

1. Open the Payroll Other T4 Information - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 Edit >> Other Information)



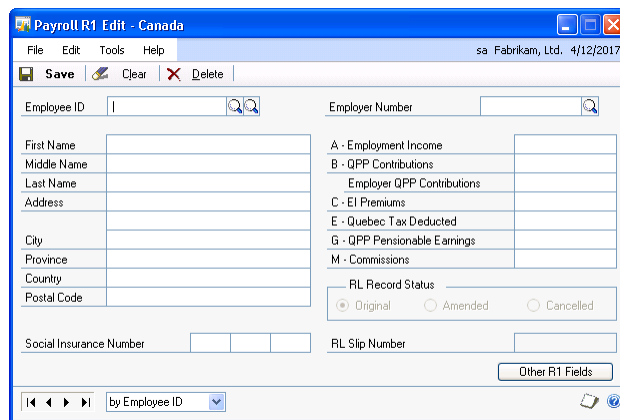
2. Enter the T4 box numbers and their corresponding amounts.
3. Enter the amounts for union dues, charitable donations, and pension. For more information, see [Viewing or modifying T4 tax information](#) on page 111.
4. Enter an employment code. This information is supplied by the Canadian Revenue Agency.
5. Choose OK.

Modifying the R1

Use the Payroll R1 Edit - Canada window to modify the income, benefits, and deductions that appear on the Releve 1 slip. The slip is a statement of employee income that's submitted to Revenue Quebec.

To modify the R1:

1. Open the Payroll R1 Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> R1 Edit)



A message will be displayed. Choose Yes to continue.

2. Select an employee ID. Employee information such as the name, address, and Social Insurance number is displayed. For more information, see [Creating an employee record](#) on page 99.
3. Select an employer number.
4. Enter the tax information required in the R1. For more information, see [Viewing or modifying R1 tax information](#) on page 115.
5. Choose Other R1 Fields to open the Payroll Other R1 Information - Canada window. For more information, see [Modifying additional R1 information](#) on page 262.
6. Choose Save.

Modifying additional R1 information

Use the Payroll Other R1 Information - Canada window to view or modify additional R1 information, including union dues, medical care, and other tax amounts.

To modify additional R1 information:

1. Open the Payroll Other R1 Information - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> R1 Edit >> Other R1 fields)

Category	Value
D - RPP Contributions	0.00
F - Union Dues	0.00
H - Food and Lodging	0.00
I - Automobile	0.00
J - Employer Sick Insurance Paid	0.00
K - Travel In Designated Area	0.00
L - Other Benefits	0.00
N - Charitable Donations	0.00
O - Other Taxable Incomes	0.00
P - Employer Medical Care Paid	0.00
Q - Deferred Salary	0.00
R - Tax Exempt Income (Indian)	0.00
S - Tips Received	0.00
T - Tips Allocated	0.00
U - Phased Retirement	0.00

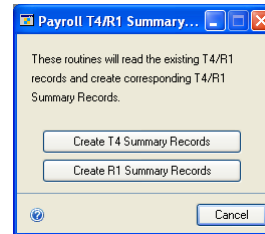
2. Enter a reference number.
3. Enter amounts for the R1 information to modify. For more information, see [Viewing or modifying R1 tax information](#) on page 115.
4. Choose OK.

Creating T4 and R1 summary records

Use the Payroll T4/R1 Summary Creation window to review existing T4/R1 records and create their summaries.

To create T4 and R1 summary records:

1. Open the Payroll T4/R1 Summary Creation window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4/R1 Summary)



A message will be displayed. Choose Yes to continue.

2. Choose Create T4 Summary Records and a message will be displayed. Choose OK to create the T4s and delete all previous T4 summary and segment records. Choose OK.

When the T4 summary routine is complete, a message confirms that the T4 summary records were created.

3. Choose Create Releve 1 Summary Records and a message will be displayed. Choose OK to create the R1s and delete all previous R1 summary and segment records.

When the R1 summary routine is complete, a message confirms that the R1 summary records were created.

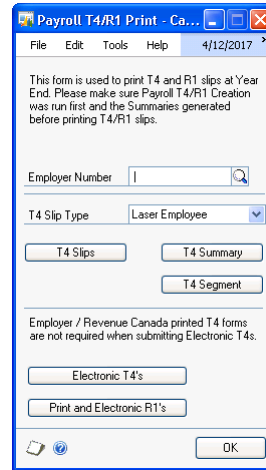
4. Close the window.

Printing the T4 slip

Use the Payroll T4/R1 Print - Canada window to print T4 slips, segments, and summaries.

To print the T4 slip:

1. Open the Payroll T4/R1 Print - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print)



A message will be displayed. Choose Yes to continue.

2. Select the employer number that slips or summaries are to be printed for.
3. Select the T4 slip type.

Laser Employee Prints T4 copies 2, 3, and 4 for employees.

Laser Employer/RevCan Prints T4 copy 1 for the employer.

Continuous forms Prints both types on continuous feed paper or forms.

4. Choose T4 Slips to print continuous form T4 slips for employees. Print the alignment form to ensure that payroll data is properly aligned in the T4 boxes.

If the alignment is incorrect, verify that you using full-size T4 forms. If you download the form in .PDF format and print it, be sure to set the Page Scaling option in the Print window to None. If you use the Shrink to Printable Area option, the alignment will be incorrect.

5. Choose T4 Summary to print the T4 summary for the employer. This summary is in report format, and not designed for printing on the summary form to be submitted to the Canadian Revenue Agency.
6. Choose T4 Segment to print the T4 segment for the employer. This segment information is in report format, and not designed for printing on the segment form to be submitted to Canadian Revenue Agency.



Segment information is required only when an employer has more than 300 employees.

7. Choose Electronic T4's to open the Payroll Electronic Transfer T4 window. For more information, see [Creating an electronic copy of the T4](#) on page 265.
8. Close the window.

Printing the R1 slip

Use the Payroll Electronic Transfer R1 window to print R1 slips, segments and summaries.

To print the R1 slip:

1. Open the Payroll Electronic Transfer R1 window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print >> Print and Electronic R1's)

2. Select the employer number that the slips or summaries are to be printed for.
3. Select the RL-1 slip type.
4. Choose R1 Slips Print to print continuous form R1 slips for employees. Print the alignment form to ensure that payroll data is properly aligned in the R1 boxes.
5. Choose R1 Summary Print to print the R1 summary for the employer. R1 summaries are created after the T4/R1 summary routine is completed. This summary is in report format, and not designed for printing on the summary form to be submitted to the Canadian Revenue Agency.
6. Create Electronic R1's. For more information, see [Creating an electronic copy of the R1](#) on page 268.
7. Close the window.

Creating an electronic copy of the T4

Use the Payroll Electronic Transfer T4 window to transmit T4 forms to the Canadian Revenue Agency using a supported media type, such as CD-ROM or DVD-ROM.

To create an electronic copy of the T4:

1. Open the Payroll Electronic Transfer T4 window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print >> Electronic T4's)

A message will be displayed. Choose Yes to continue.

2. Enter the electronic transmitter number provided by the Canadian Revenue Agency (CRA).
3. Enter the name and addresses of the company that the T4s are being transmitted for.
4. Enter the name of an affiliated company at the same address.
5. Enter the following information about the company that the T4s are being transmitted for:
 - City
 - Province
 - Country/Region
 - Postal Code
6. Enter the name and phone number of the person preparing the T4 slips.
7. Select the language in which the T4 slips are prepared.
8. From the Run Type list, select whether the electronic copy you're creating is a test file, a final copy for the CRA, or a resubmission of a previous T4.
9. Select the sender type.
10. Select the file destination where the transfer file will be saved.



Be sure to save your T4 files to a different file location than was used for R1s and T4As. All files, such as T4, T4A, and R1, use the RCTTAX.001 file format and will overwrite any previous files saved in a common directory.

11. Choose Verify and Generate. The following tasks will be completed.
 - Transmitter information is verified.
 - The RCTTAX.001 file is generated.
12. Choose T4 Summary Edit to modify the T4 summary. For more information, see [Modifying T4 summary information](#) on page 267.
13. Close the window.

Modifying T4 summary information

Use the Payroll T4 Summary Edit - Canada window to modify the income, benefits, and deductions that appear on the T4 summary.

To modify T4 summary information:

1. Open the Payroll T4 Summary Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4/R1 Print >> Electronic T4's >> T4 Summary Edit)

A message will be displayed. Choose Yes to continue.

2. Enter the tax year.
3. Select an employer number, then modify the employer information, if needed.
4. Choose Amounts to view other T4 summary amounts. For more information, see [Viewing T4 summary amounts](#) on page 267.
5. Choose Save.

Viewing T4 summary amounts

Use the T4 Summary Amounts window to view the income, benefits, and deductions that appear on the T4 summary.

To view T4 summary amounts:

1. Open the T4 Summary Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4/R1 Print >> Electronic T4's >> T4 Summary Edit >> Amounts)

2. View the amounts for income, contributions, and other deductions.
3. Close the window.


Creating an electronic copy of the R1

Use the Payroll Electronic Transfer R1 window to transmit R1 forms to Revenue Quebec using a supported media type, such as CD-ROM or DVD-ROM.

To create an electronic copy of the R1:

1. Open the Payroll Electronic Transfer R1 window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print >> Print and Electronic R1's)

A message will be displayed. Choose Yes to continue.

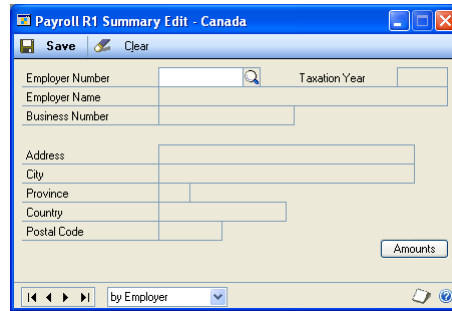
2. Enter the electronic transmitter number provided by Revenue Quebec.
 3. Enter the name and addresses of the company that the R1s are being transmitted for.
 4. Enter the name of an affiliated company at the same address.
 5. Enter the following information about the company for whom the R1s are being transmitted:
 - City
 - Province
 - Country/Region
 - Postal Code
 6. Enter the names and phone numbers of the person preparing the R1 slips and the accounting department contact person.
 7. Select the language in which the R1 slips are prepared.
 8. From the Run Type list, select whether the file you're creating contains original, amended, or canceled R1 records. Select Original to include employees for whom an electronic R1 will be submitted for the first time. Select Amended to include employees whose electronic R1s have been submitted and need to be changed. Select Cancelled to include employees whose electronic R1s have been submitted and need to be canceled.
 9. Specify whether the employer or a representative of the employer is sending the R1s. You have the option to use both.
 10. Select the source of the slips you're using, such as Revenue Quebec or a third party.
 11. Select a description of the information that appears on Box 0.
 12. Enter Releve number assigned by the Ministere du Revenu or Revenue Quebec.
 13. Select the file destination where the transfer file will be saved, for example C:\RCTTAX.001.
-  *Be sure to save your R1 files to a different directory destination than was used for T4As and T4s. All files, such as T4, T4A, and R1, use the RCT.tax.oo1 file format and will overwrite any previous files saved in a common directory.*
14. Choose Verify and Generate. The following tasks will be completed.
 - Transmitter information is verified.
 - The RCTtax.001 file is generated.
 15. Choose R1 Summary Edit to modify the tax information. For more information, see [Modifying R1 summary information](#) on page 270.
 16. Close the window.

Modifying R1 summary information

Use the Payroll R1 Summary Edit - Canada window to modify the income, benefits and deductions that appear on the Releve 1 summary.

To modify R1 summary information:

1. Open the Payroll R1 Summary Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print >> Print and Electronic R1's >> R1 Summary Edit)



A message will be displayed. Choose Yes to continue.

2. Enter the tax year.
3. Select an employer number, then modify the employer information, if needed.
4. Choose Amounts to view employer R1 summary amounts. For information about this procedure, see [Viewing R1 summary amounts](#) on page 270.
5. Choose Save.

Viewing R1 summary amounts

Use the R1 Summary Amounts window to view the income, benefits, and deductions that appear on the Releve 1 summary.

To view R1 summary amounts:

1. Open the R1 Summary Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4 and R1 Print >> Print and Electronic R1's >> R1 Summary Edit >> Amounts)

Employer Number	
	Employment Income
	Employment Income before source Deductions (box A)
	Contributions to the Quebec Pension Plan (QPP) (box B)
	Employment insurance premiums (box C)
	Contributions to a registered pension plan (RPP) (box D)
	Quebec income tax withheld at source (box E)
	Union Dues (box F)
	Pensionable earnings under QPP (box G)
	Contributions to the Quebec Parental Insurance Plan (box H)
	Insurable Earnings under the Quebec Parental Insurance Plan (box I)
	Contributions paid by employer under private health services plan (box J)
	Tips made by a resident of a designated remote area (box K)
	Other benefits (box L)
	Commissions included in the amount in box A (box M)
	Charitable donations (box N)
	Other income not included in the amount in box A (box O)
	Contributions to a multi-employer insurance plan (box P)
	Deferred salary or wages box (box Q)
	Tax-exempt income paid to an Indian (box R)
	Tips received (box S)
	Tips allocated (box T)
	Phased retirement (box U)
	Meals and Accommodations (box V)
	Use of a motor vehicle for personal purposes (box W)

2. View the employer's income, commissions, and other contributions.
3. Close the window.

Chapter 37: T4A routines

Use this information to create, modify, and print T4A records for employees and summaries.

The information is divided into the following sections:

- [Creating a T4A](#)
- [Modifying a T4A](#)
- [Creating T4A summary records](#)
- [Modifying T4A summary information](#)
- [Viewing T4A summary amounts](#)
- [Printing the T4A slip](#)
- [Creating an electronic copy of the T4A](#)

Creating a T4A

Use the Payroll T4A Creation - Canada window to generate a T4A for each employee, as required. This routine builds a T4A file from the employee master file for the previous year.

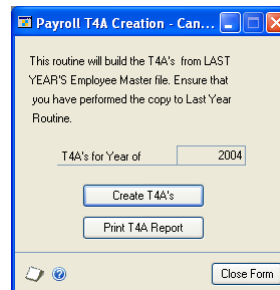
The T4A is a statement of pension, retirement, annuity, and other income. The document is submitted to the Canadian Revenue Agency (CRA).



Be sure to complete the routine to reset year-end files before you create the T4As.

To create a T4A:

1. Open the Payroll T4A Creation - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Creation)



A message will be displayed. Choose Yes to continue.

2. Choose Create T4A's and a message will be displayed. Choose OK to create the T4As and delete all previous T4A records.
3. Choose Print T4A Report to view the verification reports. The reports list all the T4As that were created.
4. Close the window.

Modifying a T4A

Use the Payroll T4A Edit - Canada window to modify the T4As that you have created.

To modify a T4A:

1. Open the Payroll T4A Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Edit)

A message will be displayed. Choose Yes to continue.

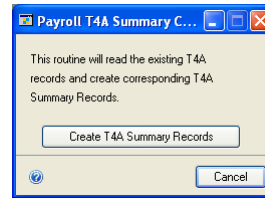
2. Select an employee whose T4A you will modify. Employee information, such as the name, address, and Social Insurance number is displayed. For more information, see [Creating an employee record](#) on page 99.
3. Select the employer number.
4. Modify the T4A information, as needed. For more information, see [Viewing or modifying T4A tax information](#) on page 114.
5. Choose Save.

Creating T4A summary records

Use the Payroll T4A Summary Creation window to review existing T4A records and create their summaries.

To create T4A summary records:

1. Open the Payroll T4A Summary Creation window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Summary)



A message will be displayed. Choose Yes to continue.

2. Choose Create T4A Summary Records and a message will be displayed. Choose OK to create the T4As and delete all previous T4A summary records.

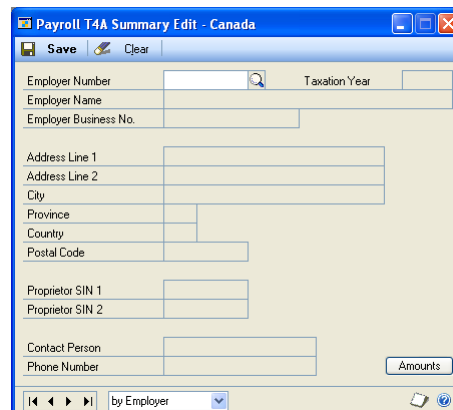
When the T4A summary routine is complete, a message confirms that the T4A summary records were created.

Modifying T4A summary information

Use the Payroll T4A Summary Edit - Canada window to modify the tax information that appears on the T4A summary.

To modify T4A summary information:

1. Open the Payroll T4A Summary Edit - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Summary Edit) or (Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Print >> Electronic T4A's >> T4A Summary Edit)



A message will be displayed. Choose Yes to continue.

2. Confirm the taxation year.
3. Select an employer number, and if needed, modify the employer information.

4. Choose Amounts to open the T4A Summary Amounts window. Use the window to view other T4A summary amounts. For more information, see [Viewing T4A summary amounts](#) on page 276.
5. Choose Save.

Viewing T4A summary amounts

Use the T4A Summary Amounts window to view the tax information that appears on the T4A summary.

To view T4A summary amounts:

1. Open the T4A Summary Amounts window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Summary Edit >> Amounts)

T4A Summary Amounts	
Employer Number	
Total T4A Slips	
Pension or Superannuation	
Lump-sum Income	
Self-employed Commissions	
Income Tax Deducted	
Annuities	
Eligible Retiring Allowances	
Non-eligible Retiring Allowances	
Other Income	
Patronage Allocations	
Registered Pension Plan Contributions	
Pension Adjustment	
RESP Accumulated Income Payments	
RESP Educational Assistance Payments	

2. View the amounts for commissions, income tax deducted, annuities, and other sources of income.
3. Close the window.

Printing the T4A slip

Use the Payroll T4A Print - Canada window to print T4A slips, segments, and summaries.

To print the T4A slip:

1. Open the Payroll T4A Print - Canada window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Print)

A message will be displayed. Choose Yes to continue.

2. Select the employer number that the slips or summaries are to be printed for.
3. Select the T4A slip type.

Laser Employee Prints two copies for employee and one copy for the employer.

Laser CRA Prints the required slip for Canadian Revenue Agency (CRA).

Continuous forms Prints T4A slips on continuous feed paper or forms.

4. Choose T4A Slips to print continuous form T4A slips for employees. Print the alignment form to ensure that payroll data is properly aligned in the T4A boxes.
5. Choose T4A Segment to print the T4A segment for the employer. This segment information is in report format and not designed for printing on the segment form to be submitted to Canadian Revenue Agency.



Segment information is only required when an employer has more than 300 employees.

6. Choose T4A Summary to print the T4A summary for the employer. T4A summaries are created after the T4A summary routine is completed. This summary is in report format and is not designed for printing on the summary form to be submitted to the Canadian Revenue Agency.
7. Choose Electronic T4A's to open the Payroll Electronic Transfer T4A window. For more information, see [Creating an electronic copy of the T4A](#) on page 278.
8. Close the window.

Creating an electronic copy of the T4A

Use the Payroll Electronic Transfer T4A window to transmit T4A forms to the Canadian Revenue Agency using a supported media type, such as CD-ROM or DVD-ROM.

To create an electronic copy of the T4A:

1. Open the Payroll Electronic Transfer T4A window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Payroll - Canada >> T4A Routines >> T4A Print >> Electronic T4A's)

2. Enter the electronic transmitter number provided by the Canadian Revenue Agency (CRA).
3. Enter the name and addresses of the company that the T4As are being transmitted for.
4. Enter the name of an affiliated company at the same address.
5. Enter the following information about the company that the T4As are being transmitted for:
 - City
 - Province
 - Country/Region
 - Postal Code
6. Enter the name and phone number of the person preparing the T4A slips.
7. Select the language in which the T4A slips are prepared.
8. From the Run Type list, select whether the electronic copy you're creating is a test file, a final copy for the CRA, or a resubmission of a previous T4A.
9. Select the sender type.
10. Select the file destination where the transfer file will be saved.



Be sure to save your T4A files to a different file location than was used for R1s and T4s. All files, such as T4, T4A, and R1, use the RCT.tax.001 file format and will overwrite any previous files saved in a common directory.

11. Choose Verify and Generate. The following tasks will be completed.
 - The transmitter information is verified.
 - The RCTtax.001 file is generated.
12. Choose Verify Only to confirm that the transmitter information has been entered and is correct.
13. Choose T4A Summary Edit to open the Payroll T4A Summary Edit - Canada window. Use this window to modify the T4A summary. For more information, see [Modifying T4A summary information](#) on page 275.
14. Close the window.

Part 7: Integration

This part of the documentation describes the procedures to install files that will activate the integration between Canadian Payroll, Human Resources, and Microsoft Dynamics GP.

The following information is discussed:

- [Chapter 38, “Integration setup.”](#) describes how to use the utilities to synchronize Canadian Payroll, Human Resources, and Microsoft Dynamics GP.
- [Chapter 39, “Integration overview.”](#) explains the information that is updated when Canadian Payroll integrates with Human Resources.

Chapter 38: Integration setup

This information provides instructions to activate the integration of setup information between Canadian Payroll, Human Resources, and Microsoft Dynamics GP.

The information is divided into the following sections:

- [Updating Payroll and Human Resources tables](#)
- [Creating an integration shortcut](#)
- [Updating employee review and employment types](#)

Before running these utilities, you must install Canadian Payroll.

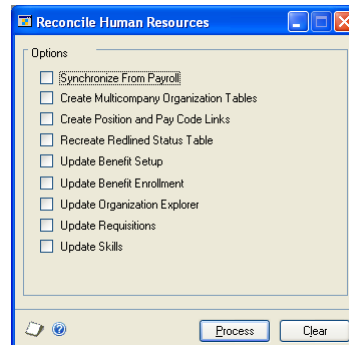
Updating Payroll and Human Resources tables

You must synchronize Canadian Payroll and Human Resources information using the Reconcile Human Resources window. By doing this, you activate the integration and Canadian Payroll information will update Human Resources information during the reconcile process.

The utility will automatically update multicompany organization tables, position and paycode links, redlined status tables, benefit setup and enrollment, and organization explorer.

To update Payroll and Human Resources tables:

1. Open the Reconcile Human Resources window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Human Resources >> Reconcile)



2. Select the following options:

Synchronize From Payroll Updates information for your user-defined fields, employees, employee addresses, department codes, and position codes.

Create Multicompany Organization Tables Updates multicompany information, such as division, department, position and location of the Applicant window. The updated information will be reflected in the lookup windows in Human Resources.

Create Position and Paycode Links Updates the position code and income paycode links assigned to employees. The HRP Position Paycode Linkage report will be generated to display the synchronized files.

Re-create Redlined Status Table Updates the Human Resources Redline Status Table by checking the conditions of Income Paycodes assigned to all of the employees.

- There should be a salary matrix table set up for the income paycode and position of the employee.
- The pay unit of the salary matrix table should match the pay periods per year set up for the employee.
- The rate on income paycodes match the salary matrix assigned to income paycode set up for the employee.

The Redlined Status Inquiry window in Human Resources will display all employees' position and income paycode combinations that do not meet these conditions. A warning status is assigned to each employee's position and income paycode combination.

Update Benefit Setup Identifies the benefit and deduction codes in Canadian Payroll that were not set up in Human Resources. These benefits and deductions are displayed in the Benefit Classification window after all codes have been identified. Classify the Human Resources benefit or deduction type (miscellaneous benefits, health insurance, life insurance and retirement plans) in this window. All unclassified codes are assigned a status of Incomplete and you must set up each incomplete code in Human Resources.

Update Benefit Enrollment Identifies the benefits or deductions assigned to employees in Canadian Payroll that were not enrolled in Human Resources. All identified benefit or deduction codes are displayed in an Incomplete Benefit Signup Report.

Update Organization Explorer Updates the Organizational Explorer table, which displays the hierarchical tree of employees per division, department, and position based on the current settings in Department Setup and Position Setup of Canadian Payroll.

3. Choose Process.
4. After the table synchronization is complete, the Synchronized Human Resources Information From Payroll Report is printed. Use the report to verify that user-defined field labels, employee information, department codes, and position codes have been updated in Canadian Payroll and Human Resources.
5. Close the window.

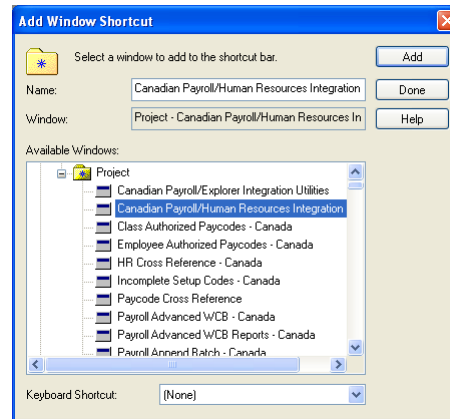
Creating an integration shortcut

You must create a shortcut, which will open the Canadian Payroll/Human Resources Integration Utilities window. Use this window to update the information about employee review and employment types in Canadian Payroll and Human Resources.

Complete this task if you are upgrading from a previous version of Canadian Payroll with existing data and if you are using Human Resources for the first time.

To create an integration shortcut:

1. Open the Add Windows Shortcut window.
(Right-click Shortcuts, then choose Add >> Add Window)
2. From the Available Windows list, double-click Canadian Payroll, then double-click Project. Select Canadian Payroll/Human Resources Integration Utilities.



3. Choose Add, and then choose Done.

Updating employee review and employment types

Use the Canadian Payroll/Human Resources Integration Utilities window to update employee review and employment types in Canadian Payroll and Human Resources.

Complete this task if you are upgrading from a previous version of Canadian Payroll with existing data and if you are using Human Resources for the first time.

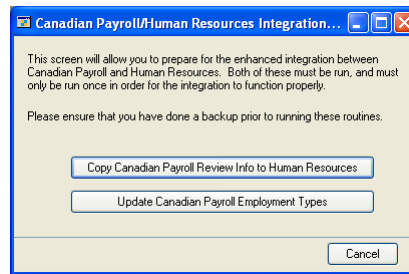
You can run the integration utility only once.



Before copying Canadian Payroll information to Human Resources, you must run Synchronize From Payroll. For more information, see [Updating Payroll and Human Resources tables](#) on page 283 and [Integration utilities](#) on page 292.

To update employee review and employment types:

1. Open the Canadian Payroll/Human Resources Integration Utilities window.
(Shortcuts >> Canadian Payroll/Human Resources Integration Utilities)



2. Choose Copy Canadian Payroll Review Info to Human Resources.
3. Choose the task to be completed.
 - Create employee review setup records in Human Resources.
 - Copy the dates of the last and next employee review, as well as the review comments from Canadian Payroll to Human Resources.
4. Choose Update Canadian Payroll Employment Types, and then choose Yes to verify that you want to update the Canadian Payroll employees' employment types based on the changes made in Human Resources.
5. Close the window.

Chapter 39: Integration overview

This information describes the integration points between Canadian Payroll and Human Resources or Microsoft Dynamics GP.

The information is divided into the following sections:

- [Hiring applicants](#)
- [Department codes](#)
- [Position codes](#)
- [Income paycodes](#)
- [Benefit codes and deduction codes](#)
- [Using zero benefit and deduction amounts](#)
- [Integration of benefits](#)
- [Integration of deductions](#)
- [Integration utilities](#)
- [Reconciling benefit and deduction settings](#)
- [Offsetting benefit and deduction expense](#)
- [Employee information](#)
- [Pay hours](#)
- [User-defined field labels](#)
- [History tracking](#)
- [Integration messages](#)
- [Inactive employees in reports](#)
- [Cross-company reporting](#)

Hiring applicants

When an applicant is hired using the Hire window in Human Resources, the Payroll Employee Setup - Canada window opens. Fields in this window that integrate with Human Resources will be updated in the same record of the Employee Maintenance window.

Department codes

The department code that you created or modified in the Payroll Department Setup - Canada window appears in the Department Setup window in Human Resources; likewise, the information in Human Resources will update the information in Canadian Payroll. You can't delete a code if it's used in an employee record in Canadian Payroll or in Human Resources. For more information, see [Setting up a department code](#) on page 23.

Position codes



To update your Microsoft Dynamics GP system with the new menus, you might need to delete the CPY20400 and CPY20410 files manually, then launch Update Toolbar with Payroll.

The position code that you created or modified in the Payroll Position Setup - Canada window will appear in the Position Setup window in Human Resources; likewise, the information in Human Resources will update the information in Canadian Payroll. You can't delete a code if it's used in an employee record in Canadian Payroll or in Human Resources. For more information, see [Setting up a position code](#) on page 24.

Income paycodes

You can open the Employee Paycode HR Maintenance - Canada window from the Payroll Employee Income - Canada window. The first window displays the position and annual pay information for an employee. For more information, see [Entering income code amounts](#) on page 123 and [Assigning paycodes to an employee](#) on page 121.

When you enter a rate in the Payroll Employee Income - Canada window, the corresponding information is updated in the Employee Paycode HR Maintenance - Canada window. A message will be displayed if there are conflicts in the value that you entered. This also applies if the pay periods per year of the employee don't match the pay unit of the salary matrix attached to his position and paycode. Changes in pay rates are recorded in the Earnings History of Human Resources.

Benefit codes and deduction codes

Benefit or deduction information entered in Human Resources will update the corresponding record in the Payroll Benefit Paycode Setup - Canada window or the Payroll Deduction Paycode Setup - Canada window. In the same manner, benefit or deduction information entered in Canadian Payroll Setup windows will update the corresponding Human Resources benefit or deduction record. This two-way integration applies to all deductions and benefits, except for retirement benefits, which must be set up in Human Resources first.



We recommend that you create, modify, or assign benefits or deductions in Human Resources first. If you have an existing benefit or deduction in Canadian Payroll, you must reconcile the information using the Reconcile Human Resources window (Utilities >> Human Resources >> Reconcile) and select the Update Benefit Enrollment option. For more information, see [Updating Payroll and Human Resources tables](#) on page 283.

When you enter a new benefit code in the Payroll Benefit Paycode Setup - Canada window or a new deduction code in the Payroll Deduction Paycode Setup - Canada window, a message will be displayed. Choose Yes to open the Payroll Select HR Benefit/Deduction Type window, where you can select the Human Resources benefit or deduction type that corresponds to the Canadian Payroll code that you're setting up. If you choose No, the code is marked Incomplete in Canadian Payroll.

Your options are miscellaneous benefits, health insurance, life insurance, and retirement plans. Depending on the option you select, the Canadian Payroll benefit or deduction code that you'll create will appear in one of the following Human Resources windows:

- Miscellaneous Benefits Setup
- Health Insurance Setup
- Life Insurance Setup
- Retirement Plans Setup

For more information, see [Creating a benefit code](#) on page 59 and [Creating a deduction code](#) on page 69.

When you modify existing benefit or deduction codes in Canadian Payroll, only the integrating fields will be updated in Human Resources, and vice-versa.

When you insert benefit codes and deduction codes for an employee in Human Resources, the rate, start date, and cutoff date will be updated in the Payroll Employee Benefit - Canada window and the Payroll Employee Deduction - Canada window:

For more information, see [Entering deduction code amounts](#) on page 126 and [Entering benefit code amounts](#) on page 124.

Using zero benefit and deduction amounts

You can choose to not enter a benefit amount in the following Human Resources windows.

Window	Fields
Miscellaneous Benefits Setup	Single Deduction Tier Single Benefit Tier
Health Insurance Setup	Contributions of Employee, Employer
Life Insurance Setup	Increments and Premium for Employee, Spouse, Children, Smoker Increments and Fixed Premium for Employer Employer Portion Employee Fixed Premium
Retirement Plans Setup	Employee's Premium Amount Employer Match Percent

If you leave any fields blank, a benefit record won't be created in Canadian Payroll, although a record will be created in Human Resources. If you enter any amount in these fields, the corresponding benefit record is created in Canadian Payroll.

You can choose not to enter an amount in the Rate field of the following Canadian Payroll windows:

- Payroll Benefit Other Amounts – Canada
- Payroll Deduction Other Amounts – Canada

If you leave the Rate field blank in these windows, the record is saved in Canadian Payroll even if Human Resources is not registered.

Integration of benefits

The following is a list of the settings in Canadian Payroll and the corresponding settings in Human Resources. The settings will be used to integrate the records between the two modules.

Miscellaneous benefit records

Refer to this table when creating miscellaneous benefit records.

If you use these settings in the Payroll Benefit Paycode Setup - Canada window:	These settings will be used in the Miscellaneous Benefits Setup window in Human Resources:
Calculation Based On - Dollars Calculate Rate On (Dollars) - Net Pay	No corresponding setting. Integration will not be completed.
Calculation Based On - Dollars Calculate Rate On (Dollars) - Gross Pay	Employer Method - Percent of Gross Wages

If you use these settings in the Payroll Benefit Paycode Setup - Canada window:	These settings will be used in the Miscellaneous Benefits Setup window in Human Resources:
No corresponding setting. The information will not appear in Canadian Payroll.	Employer Method - Percent of Deduction
Calculate Based On - Dollars Calculate Rate On (Dollars) - N/A	Employer - Fixed Amount
Calculate Based On - Units Calculate Rate On (Dollars) - N/A	Employer - Amount per Unit
Calculate Rate On (Dollars) - Paycode Dollars	No corresponding setting. Integration will not be completed.
Calculate Rate On (Dollars) - Estimated Annual Salary	No corresponding setting. Integration will not be completed.
Calculate Rate On (Dollars) - N/A Payroll Benefit Other Amounts - Canada window - Rate	Employer Method - Fixed Amount Benefit Tiers - Single, with fixed dollar amount
Calculate Rate On (Dollars) - Net Pay or Gross Pay Payroll Benefit Other Amounts - Canada window - Benefit Percentage	Employer Method - Percent of Net Wages or Percent of Gross Wages Benefit Tiers - Single, with percentage value
Payroll Benefit Other Amounts - Canada window - Pay Period Maximum	Employer Maximum Benefit - Pay Period
Payroll Benefit Other Amounts - Canada window - Yearly Maximum	Employer Maximum Benefit - Year

Health insurance records

The value in the Rate field of the Payroll Benefit Other Amounts - Canada window will appear in the field for employer contributions in the Health Insurance Setup window in Human Resources.

These default settings in the Payroll Benefit Paycode Setup - Canada window will be used for the following records that were originally created in Human Resources:

- Calculate Based On - Dollars
- Calculate Rate On (Dollars) - N/A

Life insurance records

The value in the Rate field of the Payroll Benefit Other Amounts - Canada window will appear in the field for the employee's fixed premium in the Life Insurance Setup window in Human Resources.

The Employer Fixed Premium field will be activated for the following selections in the Employer Pays field:

- Increment Employee
- Increment Whole Family
- Portion of Employee Premium

The following default settings in the Payroll Benefit Paycode Setup - Canada window also will be used for records that were originally created in Human Resources:

- Calculate Based On - Dollars
- Calculate Rate On (Dollars) - N/A

In the Life Insurance Setup window in Human Resources, the following default settings will be used for records that were originally created in Canadian Payroll:

- Employer Pays - Full Amount
- Plan Term - blank

Retirement plan records

These settings will apply to records that were created first in the Retirement Setup window in Human Resources. You only can create a new benefit retirement record in Human Resources because a new benefit retirement record must have an equivalent deduction retirement record previously set up for calculating the Employer Match Percent.

The following default settings in the Payroll Benefit Paycode Setup - Canada window will be used for records that were originally created in Human Resources:

- Calculate Based On - Dollars
- Calculate Rate On (Dollars) - N/A

Integration of deductions

The following is a list of the settings in Canadian Payroll and the corresponding settings in Human Resources. The settings will be used to integrate the records between the two modules.

Miscellaneous benefit records

Refer to this table when creating miscellaneous benefit records.

If you use these settings in the Payroll Deduction Paycode Setup - Canada window:	These settings will be used in the Miscellaneous Benefits Setup window in Human Resources:
Calculation Based On - Dollars Calculate Rate On (Dollars) - Net Pay	Employee Method - Percent of Net Wages
Calculation Based On - Dollars Calculate Rate On (Dollars) - Gross Pay	Employee Method - Percent of Gross Wages
Calculation Based On - Dollars Calculate Rate On (Dollars) - N/A	Employee - Fixed Amount
Calculation Based On - Units Calculate Rate On (Dollars) - N/A	Employee - Amount per Unit
Calculate Rate On (Dollars) - Paycode Dollars	No corresponding setting. Integration will not be completed.
Calculate Rate On (Dollars) - Estimated Annual Salary	No corresponding setting. Integration will not be completed.
Calculate Rate On (Dollars) - N/A Payroll Deduction Other Amounts - Canada window - Rate	Employee Method - Fixed Amount Deduction Tiers - Single, with fixed dollar amount
Calculate Rate On (Dollars) - Net Pay or Gross Pay Payroll Deduction Other Amounts - Canada window - Deduction Percentage	Employee Method - Percent of Net Wages or Percent of Gross Wages Deduction Tiers - Single, with percentage value
Payroll Deduction Other Amounts - Canada window - Pay Period Maximum	Employee Maximum Deduction - Pay Period
Payroll Deduction Other Amounts - Canada window - Yearly Maximum	Employee Maximum Deduction - Year

Health insurance records

The value in the Rate field of the Payroll Deduction Other Amounts - Canada window will appear in the field for employee contributions in the Health Insurance Setup window in Human Resources.

The following default settings in the Payroll Deduction Paycode Setup - Canada window also will be used for records that were originally created in Human Resources:

- Calculate Based On - Dollars
- Calculate Rate On (Dollars) - N/A

Life insurance records:

The value in the Rate field of the Payroll Deduction Other Amounts - Canada window will appear in the field for the employee's fixed premium in the Life Insurance Setup window in Human Resources.

The following default settings in the Payroll Deduction Paycode Setup - Canada window also will be used for records that were originally created in Human Resources:

- Calculate Based On - Dollars
- Calculate Rate On (Dollars) - N/A

In the Life Insurance Setup window in Human Resources, the following default setting for records that were originally created in Canadian Payroll will be Employer Pays - Employer Pays Nothing.

Retirement plan records

Refer to this table when creating retirement plan records.

If you use these settings in the Payroll Deduction Other Amounts - Canada window:	These settings will be used in the Retirement Plans Setup window in Human Resources:
Rate, provided the Deduction Percentage field is blank	Premium Method - Amount Value in the Amount field
Payroll Deduction Other Amounts - Canada window - Yearly Maximum	Employee Maximum Deduction - Year

Integration utilities

You must run the Canadian Payroll/Human Resources Integration Utilities to complete the integration process. You only need run these integration utilities once.

Employee review

The utility will copy the employee review information entered in the Payroll Miscellaneous - Canada window to Human Resources. You can then view the information in the Employee Review window in Human Resources. For more information, see [Entering an employee's review](#) on page 102 and [Updating employee review and employment types](#) on page 285.

Employment types

The utility will update employment types in Canadian Payroll based on the employment type in Human Resources. The following settings in Canadian Payroll will be updated.

Canadian Payroll employment type	Human Resources employment type
Full Time	Full Time Regular
Part Time	Part Time Regular
Casual	Part Time Temp

Review dates

Information entered in the Last Review Date, Next Review Date, and Review Comment fields in the Employee Human Resources Maintenance window will be updated for each corresponding employee in the Last Review Date and Next Review Date fields in the Payroll Miscellaneous - Canada window. After the update, these fields will be inactivated when Human Resources is installed and registered.

Reconciling benefit and deduction settings

If there are conflicts in the settings of Canadian Payroll deductions or benefits and their matching codes in Human Resources, use the Incomplete Setup Codes - Canada window to reconcile the settings. If an incomplete code doesn't have a corresponding benefit or deduction in Human Resources, choose Select to open the Payroll Select HR Benefit/Deduction Type - Canada window. Select the option to open the corresponding setup window in Human Resources and synchronize the data for the following benefits/deductions:

- Miscellaneous Benefits
- Health Insurance
- Life Insurance
- Retirement Plans

Offsetting benefit and deduction expense

Using the HR Cross Reference - Canada window, you can view the code that will offset the benefit or deduction that you've set up in Canadian Payroll. This window is used to display a Human Resources benefit or deduction code's equivalent benefit or deduction code in Canadian Payroll.

Employee information

The employee information that you enter in the Payroll Employee Setup - Canada window will appear in the following windows in Human Resources:

- Employee Maintenance
- Employee Additional Information Maintenance
- Employee Address Maintenance

Changes to the Department and Position fields of the Payroll Employee Setup - Canada window will process vacancies and requisitions in Human Resources. Changes will be saved to history records.

Inactivating or reactivating an employee from the Payroll Employee Setup - Canada window will process vacancies and requisitions in Human Resources.

The following employee information has been updated in this installation of Canadian Payroll:

- Employment Type
- Ethnic Origin
- Gender
- User-defined fields
- Extra fields

For more information, see [Creating an employee record](#) on page 99.

Pay hours

If you modify the regular pay hours per week in the Payroll Employee Control - Canada window, the work hours per year in the Employee Additional Information Maintenance window in Human Resources will be updated, as well.

For more information, see [Setting up employee controls](#) on page 135.

User-defined field labels

The user-defined field labels that you created or modified in the Payroll Control Setup - Canada window will appear in the Options window in Human Resources. For more information, see [Setting up Canadian Payroll](#) on page 9.

The user-defined field labels in Payroll Miscellaneous User Prompts - Canada window will update the user-defined alpha/numeric and currency labels in the Extra Fields Setup window in Human Resources. For more information, see [Entering user-defined field labels](#) on page 19.

Since this is a two-way integration, any information that you entered in Human Resources will also update the information in Canadian Payroll.

History tracking

You can use Canadian Payroll to track employee history from the Payroll Employee Setup - Canada window, including an employee's department, position, and active or inactive status. Employee history also will be created for all new employees added from Canadian Payroll. This information can be viewed in Human Resources using the Employee History report.

Integration messages

If the Payroll View for Human Resources option is marked for a user in the User Setup window, the user will receive integration messages each time that the following new benefits or deductions are set up in Human Resources:

- Miscellaneous Benefits
- Health Insurance
- Life Insurance
- Retirement Plans

Integration messages also will appear each time that you update information for each employee enrolled in the Human Resources benefit or deduction.

Inactive employees in reports

You can print Human Resources reports that will include information for inactive employees. The following Human Resources windows have an Include Inactive Employees option:

- Attendance Report Options
- Benefit Report Options
- Discipline Report Options
- Employee Report Options
- Injury Report Options
- Miscellaneous Report Options
- Orientation Report Options
- Reviews Report Options
- Skills Report Options
- Tests Report Options
- Training Report Options
- Union Report Options

For more information, see the Human Resources documentation and on-line help.

Cross-company reporting

You can print Human Resources reports that contain consolidated information from more than one company in Microsoft Dynamics GP. Cross-company reports allow you to compare information between calendar and fiscal years, including information between companies in different locations.

You can print the following information for multiple companies in existing Human Resources reports in Microsoft Dynamics GP:

- Employee reports
- Skill reports
- Training reports
- Test Reports

If you are using Human Resources for the first time, be sure that you've already updated Payroll and Human Resources tables before printing cross-company reports. For more information, see [Updating Payroll and Human Resources tables](#) on page 283.

Information about the Human Resources cross-company reports is available on CustomerSource in the Reports Library.

Glossary

Accrual unit

A unit of measurement for accruing banked credits, for example, days or hours.

Activation dollar

The minimum amount that needs to be reached before the paycode can be calculated.

Activation unit

The minimum unit value that needs to be reached before the paycode can be calculated.

Adjust factor

The amount to be used as a multiplication factor in calculating the paycode rate.

Adjust amount

The dollar amount to be used in calculating the paycode rate.

Affect zero value

A setting that indicates whether records with zero rates will be updated.

Annuitant

An individual who receives benefits from an annuity.

Annuity

An annual amount payable at regular intervals to an annuitant commencing on a specified maturity date. The amount of annuity received is dependent on the contributions or premiums paid during the deferred period.

Attach method

A setting used to replace the base paycode with the attached paycode during payroll processing.

Attached paycode

The paycode being assigned to the base paycode.

Auto select

A setting that allows you to select paycodes automatically during the generate batch routine.

Available history

A setting that indicates whether the employee has previous payroll history records.

Banked code

A set of alphanumeric characters with a maximum of six characters used to identify a banked credit, for example, BNKLEV.

Banked percentage

A percentage of the calculated rate to be used for calculating the banked amount.

Banking

A method of accumulating and tracking leave credits and their cash equivalent. These are leave credits that usually come from the extra hours an employee works, depending on how your company tracks leave credits.

Benefit code

A set of alphanumeric characters with a maximum of six characters used to identify a benefit, for example, TRAVEL.

Benefit percentage

A percentage of the calculated rate to be used for calculating the benefit.

Business number

A numbering system by the CRA that simplifies and streamlines the way businesses deal with government. It is based on the idea of one business, one number.

Canada Customs and Revenue Agency

Former name of the Canadian Revenue Agency.

Ceiling dollars

The maximum number of banked dollars an employee might have at any one time.

Ceiling units

The maximum number of banked units an employee might have at any one time.

Charitable donations

A non-refundable tax credit which reduces the federal income tax the employee pays. It is called "non-refundable" because, even if the employee does not need the full amount to reduce his federal tax payable to zero, he does not receive a refund for the difference.

Code type

The code type used to identify an employment position within an organization.

Combined amount

The sum of the employee's and the employer's portions of the deduction.

Company matching

The benefit code to be matched with the deduction code.

CPP

Canada Pension Plan, a contributory, earnings-related social insurance program.

CRA

Canadian Revenue Agency, the government agency tasked to ensure compliance with Canada's tax, trade, and border legislation and regulations.

CSB

Canada Savings Bonds issued by the Government of Canada.

Deduction code

A set of alphanumeric characters with a maximum of six characters used to identify a specific deduction, for example, INCTAX.

Deduction percentage

A percentage of the calculated rate to be used for calculating the deduction.

Destination paycode

The paycode where the copied table codes and rate table values are to be placed.

EI

Employment Insurance, a benefit paid to people who lost their job and who want to return to work.

EI factor

The rate of employer contributions to Employment Insurance.

EI insurable hours per unit

The number of employment insurance insurable hours per unit of the paycode.

Eligible retiring allowance

The portion of the employee's retiring allowance that is eligible for transfer to his RRSP.

Employee user field index

The user-defined label to be used for the paycode.

Employer factor

The value to be used as a multiplier for the deduction.

Employer number

A set of alphanumeric characters with a maximum of 10 characters used to identify an employer.

Exclude activation dollar

A setting that indicates whether the activation dollars will be excluded from the paycode calculation.

Exclude activation unit

A setting that indicates whether the activation units will be excluded from the paycode calculation.

Exclude amount

A fixed amount of income to be excluded from the calculation.

Exclude percentage

A percentage of income to be excluded from the calculation.

Exempt amount

An amount to be excluded from the calculation for the pay period or yearly maximums.

Exempt percentage

A percentage of income to be excluded from the calculation.

Garnishee

A legal action such as intercepting funds payable to the employee.

HRDC

Human Resources Development Canada, a government agency whose objective is to enhance employment, encourage equality and promote social security for Canadians.

Income code

A set of alphanumeric characters with a maximum of six characters used to identify an employee income, for example, SAL.

Income factor

The value to apply to the calculated rate.

Include rates

A setting that indicates whether rates are to be included in copying records.

Increase amount

The amount for increasing or decreasing the rates of the selected records.

Increase percentage

The percentage for increasing or decreasing the rates of the selected records.

Internal reference number

A set of alphanumeric characters with a maximum of nine characters used by the company to keep track of record of employments.

Job code

A set of alphanumeric characters with a maximum of 30 characters used to identify a task, for example, CONSTRUCT for a building construction project.

Job phase code

A set of alphanumeric characters with a maximum of 30 characters used to identify a step involved in completing a task, for example, EDITBODY.

Job title

A job post, for example, Supervisor.

Leave

A general classification that includes any entitlement other than sick leave, for example, vacation leave and emergency leave.

Linked overtime paycode

A paycode that is used to pay employees for working more than the assigned number of hours and are reimbursed at a different pay rate for the additional hours.

LSF

Labour Sponsored Fund

LTD

Life-to-Date

Mark off

A way of marking a record of employment after it has been printed to ensure that the ROE has cleared the bank statement and will not be printed again.

MTD

Month-to-Date

Next internal reference number

The next ROE internal reference number to be used for the ROE.

NWT

Northwest Territories

Offsetting deduction

The deduction code that will be used to offset the benefit code.

Other monies

Any other payment, insurable or not, or amounts owing to an employee following the interruption of earnings. Some examples are pension payments, both lump sum and ongoing severance payments or retiring allowances, bonuses, wages in lieu of notice, and retroactive wage increases.

Override Payroll

A setting that indicates whether the user settings are to be used instead of the payroll specific default settings.

Override ROE

A setting that indicates whether the user settings are to be used instead of the ROE global default settings.

Paid out

Paying an employee the cash equivalent of his leave credits.

Paycode

Refers to any of the following: income codes, benefit codes, deduction codes, and banked codes.

Payment method

Could be hourly, salary, or could be cash, cheque, or direct deposit

Pooling

See [Vacation pooling](#).

Position

A job title, for example, Supervisor.

Protected income

A setting that indicates whether delayed deductions can be recovered from the income generated by the paycode.

QPP

Quebec Pension Plan, defines the amount of employee and employer contribution to the plan.

Range type

A setting that indicates whether selected records only, blank records, non-blank records or all records are to be updated.

Rate

The rate for the paycode.

Rate table code

A set of alphanumeric characters with a maximum of 10 characters used to identify an employment position.

RESP

Registered Education Savings Plan, an education savings plan that has been registered with the Canadian Revenue Agency. An education savings plan is a savings vehicle used by parents to save for their children's post secondary education.

Retiring allowance

An amount an employee receives on or after his retirement in recognition of long service, loss of office or employment, unused sick leave, damages or a settlement for wrongful dismissal, or a payment considered to be from a retirement compensation arrangement. It does not include a superannuation or pension benefit, vacation pay, or an amount paid because of an employee's death.

RPP

A pension plan that has been registered with Human Resources Development Canada. It is a plan where funds are set aside by an employer, or by an employer and employees, to provide for employees when they retire.

RRSP

Registered Retirement Savings Plan, a retirement savings plan that an employee establishes and contributes to, and that is registered with Human Resources Development Canada. Any income the employee earns in the RRSP is usually exempt from tax for the period the funds remain in the plan. However, the employee generally has to pay tax when he receives payments from the plan.

RRSP contribution

The amount the employee pays, in cash or in kind, when he contributes to an RRSP.

Revenue Canada

Former name of Canadian Revenue Agency.

ROE

Record of employment, a document that is issued whenever an employee quits, is laid off or terminated from work. This document determines whether an employee is eligible for employment insurance and other benefits.

ROE type

A setting that indicates whether the ROE is to be printed using a dot matrix printer or a laser printer.

ROE serial number

A set of alphanumeric characters with a maximum of nine characters used to keep

track of ROEs. This number is provided by the Human Resources Development Canada.

Sender type

The party sending the transmission.

Seniority units per unit

The number of seniority units per unit of the paycode.

Service days per unit

The number of service days per one unit of the paycode.

Service units per year

The number of service units an employee will earn with the paycode in one year.

SIN

Social Insurance Number, a personal file identifier for federal government programs.

Source paycode

The paycode whose table codes and rate table values are to be copied to another paycode.

SPP

Scotia Pension Plan, defines the amount of employee and employer contribution to the plan.

Statutory holiday pay

The payment received by employees for paid time off for legal holidays.

Taxation year

The current fiscal year.

TD1

Form for personal tax credits return.

TOT

Tax on tax. Under this system used in all provinces and territories except Quebec, for 1999 and prior years, provincial and territorial personal income tax is calculated as a percentage of basic federal tax.

TONI

Tax on income, a method of calculating provincial personal income tax based on taxable income. Using this method, provincial tax is calculated by applying provincial tax rates to the taxable income amount.

Transmitter number

The electronic transmitter number provided by the Canadian Revenue Agency.

Units

The number of units to be used in calculating the paycode.

Unpaid vacation accrual unit

The number of vacation units to accrue for which the employee will not be paid.

Vacation accrual unit

The number of vacation units to accrue for each 100 units of the paycode.

Vacation pooling

Accruing vacation pay, then including the amount in employee pay if vacation leaves are not taken by the end of a certain date.

Vacation units accrued in

The measure that vacation units are accrued by, either in Days or Hours.

WCB

Workers' Compensation Board.

YTD

Year-to-Date

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