Sage HRMS Canadian Payroll
2013 Year-End Guide

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Contents

Get Help with Year End

Sage strives to provide you with the very best support in the industry. If you have a question regarding year end in Sage HRMS, the following methods are available to help:

- **Attend a training course on Sage University** to learn the ins and outs of year-end processing with Sage HRMS. To view online and classroom training options, visit http://sageu.com/, click the Visit Sage University button, then log on, create an account, or browse as a guest.

- **Refer to the Help menu** in Sage HRMS for assistance. To access Help, select Contents from the Help menu at the top of Sage HRMS.

- **Log on to the Sage Customer Portal** at: https://customers.sagenorthamerica.com

- **Chat with a support analyst** using Sage Live Chat, Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time at http://kb.sagesoftwareonline.com/app/chat/chat_launch

- **Call Sage HRMS Support**, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time at **800-330-2607**. Please have your Customer ID hand when contacting Support.

Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage HRMS 2012 and Sage HRMS 2014. With this functionality you can complete and file tax forms electronically: including T4s, Relevé 1s, CRA Remittance Info, provincial and territorial tax forms, and Record of Employment reporting. To learn more about Sage Payroll Tax Forms and eFiling by Aatrix, view the Sage HRMS in-product Help or visit http://partner.aatrix.com/index.php/sagehrms.

For information about Year-End with Sage Payroll Tax Forms and eFiling by Aatrix, see the *Sage HRMS Payroll Release Notes* for January 1, 2014 available on the Customer Portal.

Validate 2013 year-end data

With Sage HRMS, year end is a simple process but it requires a little effort to validate the amounts reported.

Verify the year-to-date values are correct for gross wages, earnings subject to tax, earnings subject to tax (no ceiling), employer expense, and employee withholding. Two reports you can use to validate this information are Earnings and Hours (select **Reports > Canadian Payroll > Transaction Reports**), and Tax Calculation Analysis (select **Reports > Canadian Payroll > Transaction Reports**).

Compare Earnings and Hours to Tax Calculation Analysis

Using the Earnings and Hours and Tax Calculation Analysis reports, select the Report Type **Calendar Year Totals** to retrieve YTD information. Use the Report Summary pages and **Year To Date** columns in the reports to balance the following taxes:

Tax Code	Report: **Tax Calculation Analysis** Report Style: **Calendar Year Totals**	Report: **Earnings and Hours** Report Type: **Calendar Year Totals**	Comment
INCTAX	Earnings Subject to Tax (no ceiling)	Calculate the wagebase by subtracting base deductions from base earnings.	If the base earnings or base taxes were changed because they were set up incorrectly, the earnings subject to tax will be incorrect. Adjustments can be made on the employee's Transaction History Detail.
	Employee Withholding	Confirm amounts for each employee INCTAX**.**	
EIR	Earnings Subject to Tax		Federal maximum annual insurable earnings for 2013 should not exceed the limit for each employee.
	Employee Withholding	Confirm amounts for each employee EIR.	Employee withholding must not exceed the Federal maximum amount.
	Employer Expense		Maximum annual employer premium must not exceed the limit per employee.
CPP	Earnings Subject to Tax		Employee withholding must not exceed the maximum annual employee contribution limit for each employee.
	Earnings Subject to Tax (no ceiling)	The 2013 limit is $51,100.	
	Employer Expense		Employer expense must not exceed the maximum annual employer contribution limit per employee.
Provincial and Territorial taxes	Earnings Subject to Tax	Calculate by subtracting base deductions from base earnings.	Multiply earnings subject to tax by the rates to verify the amounts.
	Earnings Subject to Tax (no ceiling)		
Other Deferred		Verify the Year To Date amounts listed.	Add other deferred deductions.

Make adjustments using Transaction History

If necessary, you can make adjustments on the employee's Transaction History detail page
(**Payroll > Tasks > Transaction History**). Transaction History details automatically appear on the T4s
and R1s if the earning or deduction is linked at the rule level (**Setup > Canadian Payroll >
Earning/Deduction Codes > Employee** tab **> T4 Reporting** and **R1 Reporting** fields). Pre-defined taxes
automatically appear on the T4s and R1s as applicable.

Review taxes and employee information

1. Update employee information such as:

   - Address on the Demographics detail page (select, **Employees > View/Edit Employee >
     Personal** tab > **Demographics**) or Termination detail page (select, **Employees > View/Edit
     Employee > Personal** tab > **Termination**).

- Social Insurance Number (SIN) on the Demographics detail page (select, **Employees > View/Edit Employee > Personal** tab > **Demographics** and then select the **Personal** tab).

- **TD1** values on the Taxes page (select **Employees > View/Edit Employee > Payroll** tab > **Employee Payroll > Taxes** tab, and select the Tax and then click **Tax Info…**).

2. Print T4s (select **Reports > Canadian Payroll > Government Reports > T4s**). Totals are provided at the end of the report. There should not be negative amounts for employees.

3. File T4s (select **Reports > Canadian Payroll > Government Reports > T4s Electronic Filing**).

Note: After you click the **Print** button on a tax form or file window in Sage HRMS 2012 or 2014, the system processes the employees, creates a file, and the Sage Payroll Tax Forms and eFiling by Aatrix window displays. If your forms are not current, you will be prompted to update them.

Additional filing information

To file CRA Remittance Info and Ministère du Revenue Info:

1. Select **Reports > Canadian Payroll > Government Reports**.

2. Select the form you want to file.

3. Click **Display** to start the process. The Sage Payroll Tax Forms and eFiling by Aatrix window opens and steps you through the process of validating the information, and creating and filing the form.

Before processing payroll for 2014

1. Install the product updates, read the accompanying Release Notes, and review the rates and the wage cap for taxes.

2. For caps that have changed at the employee level, use the **Update Earnings/Deductions** task to update or reset the annual and lifetime maximums.

3. Make sure earnings and deductions that reached their maximum last year are set to calculate **Yes** on **Employee Payroll** detail page.

4. Update 2014 tax information (for example, TD1 information) for employees.

5. Review accrual balances. You can use the Accruals report (**Reports > Canadian Payroll > Transaction Reports**) to validate each employee's accruals as they were earned and taken by date.

6. Define the next fiscal year if you haven't already (select **Setup > Canadian Payroll > Fiscal Year Calendar**).