PAYROLL END OF YEAR 2016 – CANADA

(LAST UPDATED: 12/27/2016)

BEFORE GETTING STARTED

- Your payroll MUST be updated to 3345 or higher before starting your end of year process.
- Obtain your T-4's from the Canada Revenue Agency.
- You are not required to purge your year before running your first payroll of 2017. (In Post Payroll Transactions, if you enter a check date in 2017 you will be notified that the check date you entered is not in the year loaded and ask if you want to change the check date. If you choose NO, to use the check date originally entered, the program will create a data file for your 2017 payroll data and switch you over to this new data file without completely removing your 2016 data).
- Once you have created your 2017 payroll data file, each time you enter the payroll module you will be prompted to select a working year. Select the appropriate year and continue as usual. This prompting will stop when you have purged 2016.
- When you have finished printing T-4's you will need to purge 2016 by following the instructions below (Phase 5: Closing the Year).
- You will not be able to run Archive Reports until you have purged 2016.
- Any changes you make in the 2016 data will need to be made in the 2017 data as well, and vice versa. (Examples: employee filing status, address correction, deduction/earnings changes, etc.)

SYSTEM REQUIREMENTS

- Microsoft .Net Framework 2.0 is required to successfully print T-4's.
- If you have not purged 2015, STOP & contact SYS2K Payroll Support Team @ 407-358-2000.

PRINTER REQUIREMENTS

- T-4's and T-4 Summaries will print to your default printer.
- T-4's can only be printed on a laser printer.
- You will have to print multiple copies of each T-4 (Canada Revenue Agency copy, file copy, employee copies)

STEPS 1 THRU 7 MUST BE COMPLETED IN ORDER - CHECK OFF STEP AS COMPLETED

PHASE 1: RECONCILING YEAR END REPORTS

Note: All printing in this phase should be done on plain paper to conserve your forms.

- Click the Year End Tax Forms button on the payroll main menu.
- Once on the T-4 Maintenance screen click the Update button to refresh the T-4's from the raw payroll data. Any adjustments entered directly to the T-4's on screen will have to be re-entered.
- Click the Process T-4 Summary button to enter the T-4 Summary Maintenance screen.
- Verify the entries in each of the un-shaded fields, modifying as needed.
- Print the T-4 Summary (to plain paper).
- Compare your T-4 Summary to your Payroll Summary Report for the year, box by box, to make sure everything is correct.
- Any errors will need to be corrected before moving to Phase 2 "Verifying Form Alignment".
- When you are ready to print, click the Print T4 button to print your T-4's (to plain paper).
- Verify all information on the T-4's, such as spelling of names, accuracy of social insurance numbers and address.
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Note: Do not proceed until you are satisfied with the results.

PHASE 2: VERIFYING FORM ALIGNMENT

- Using the T-4's printed in the previous phase and the actual forms from Canada Revenue Agency, overlay the printed copy with the form and hold them up to a light source to verify that each item is printing in the correct box and that no printing overprints the preprinted T-4 form.
- Repeat with T-4 Summary form.
- Contact SYS2K Payroll Support @ 407-358-2000 for assistance changing the alignment as it may vary slightly from printer to printer.

PHASE 3: PRINTING YEAR END DOCUMENTS

Note: If you share a printer, be sure to notify your coworkers that you will be loading forms into the printer.

- Load the T-4 Forms into the printer.
- Canada Revenue Agency Copy
  - o Print 2 different employees per page by using the "Federal Copies" selection.
  - o Click Print T-4's, Select T-4's to Print as "Federal Copies", and click Print button.
- Employers Record Copy.
  - o Print 2 different employees per page by using the "Federal Copies" selection.
  - o Click Print T-4's, Select T-4's to Print as "Federal Copies", and click Print button.
- Employee Copies
  - o One each for the employee's records and their tax filing.
  - o Print 2 for the same employee per page by using the "Employee Copies" selection.
  - o Click Print T-4's, Select T-4's to Print as "Employee Copies", and click Print button.
- Remove excess T-4 Forms from the printer.
- Load T-4 Summary into the printer.
- Canada Revenue Agency Copy
  - o Click Process T-4 Summary, enter the appropriate Remittance Total and Click OK.
  - o Review, then click Print button.
- Employers Record Copy
  - o Click Process T-4 Summary, enter the appropriate Remittance Total and Click OK.
  - o Review, then click Print button.
- Remove excess T-4 Summary Forms from the printer.

Note: If you need to reprint a T-4 for a certain employee just enter the T-4 Maintenance screen, click on Print T-4's, Select T-4's to Print as Specific Employee, enter the employee number and click print.

PHASE 4: ELECTRONIC FILING:

- Click on Electronic Filing to create file for electronic filing of T-4's.
- Be sure to complete the filter, all fields are required.
- Click on Transmit E-File to send the file.

Note: A copy of the electronic file is stored in the folder where your payroll data resides.

PHASE 5: CLOSING THE YEAR:

Note: Closing the year in the Payroll module will have no affect on Accounting.

- Be sure to print all reports you want to retain for your records, as most payroll reports cannot be reprinted after the payroll year is closed.

Note: Only reports found on the Archive Reports Menu in the lower right quadrant of the Payroll Main Menu can be printed after the year is closed. You may want to review these reports before making a decision as to what reports you want to print before closing the year.

- Make sure ALL of your T-4's printed correctly.
- Click the Year End Purge button on the Payroll Menu.
- This will generate a dialog box for entering the 4 digit year to be purged. Enter 2015 and then click OK.
- If any issues exist with your data, you will be warned and required to correct them before the system will allow you to close the year.
- Once the year has been purged, make sure your year-to-date datasheets are empty.

Note: Most dealers like to allow the year to remain open for a while to accommodate any last minute changes in address from employees, this is okay, but be sure that you close the year 2016 before the end of July 2017. Leaving 2016 open past July 31, 2017 will cause issues.

PHASE 6: PREPARING THE 2017 TAX TABLES:

Note: We will NOT publish the final 2017 tax tables until the end of the business day on 12/29/2016, so completing the remaining steps in this document is NOT recommended prior to 12/30/2016.

- Click the Add/Modify Income Taxes & Other button.
- Enter or modify your Worker's Compensation group rates, if necessary.

Note: You will need to be connected to the internet to complete the rest of this step.

- Click the Download Tax Table Update button.
- Click the Yes button to begin the download.
- If prompted, you will need to enter your company's SYS2K Payroll Support ID and Security ID and click the Save button.

Note: If you are not aware of your company's Support ID and Security ID please request it from us using the online form located at http://www.sys2.com/support/emailsupport.aspx. We will send it to the email address you specify in your request.

- If the download and update are successful, click OK and continue. Otherwise click OK, verify that you are still connected to the internet and click the Download Tax Table Update button again.
- Once the update is complete click the Exit button.

Note: When downloading tax table updates, you should receive three notifications that the download was successful. This is normal since you are actually downloading three separate tax table files.

PHASE 7: CONFIRMING THE NEW TAX TABLES HAVE BEEN INSTALLED:

Note: The program will only show you the tax tables for the year you selected upon entering the payroll module.

- Enter the payroll module selecting the year 2017.
- From the main menu of the Payroll module, click the Add/Modify Income Taxes & Other button.
- Click the Pension Plan button.
- If the Maximum Taxable Earnings is $55,300.00, the new tax tables have been downloaded and are installed correctly.

Note: If the tax tables did not download and install correctly, you will need to contact SYS2K Payroll Support Team @ 407-358-2000 for assistance prior to running your next payroll.