

January 2019 Payroll Updates

Steps for 2018 Payroll Update:

Closing Payroll for 2018:

These are the simplified steps to preparing your Payroll files for the 2019 tax year. The fundamental idea is to take a snapshot of the 2018 files, placing them in their own folder for viewing, reporting, and running T4/T4A forms through the **Employee History** function.

1. Go to **Payroll » [F2] » Year end**;
2. Run **Create employee** history;
3. If you have accumulators that need to be zeroed out manually, run **Initialize accumulators**. A feature was added At 'Do you wish to run this update?' **Enter 'Y'**
4. Run **Year end closing** to zero out accumulators, and prepare the Payroll files for the new year.

Once you have closed payroll for 2018:

1. Install the update;
2. Go to **Payroll » [F2] » Apply Tax Changes for Jan 2019** ;
3. At 'Do you wish to run this update?' **Enter 'Y'**
4. Next prompt: Do you wish to continue? **Enter 'Y'**
5. The date should display at the top of the right hand side of the screen.

The data has now has now updated.

Once done please go to the Payroll » Control File in Payroll » Set-Up and view the **MC number** for last tax update.

- The **MC Number** should increase (go up) by one number;
- **Tax year- (2019)**. You are now ready to do your first payroll for 2019.

If you do not see this number, please contact support@samco.com and we will gladly assist you.

It is only **after this update** is done that can you run your first payroll for 2019.

T4's can be done anytime and/or at a later date, as long as it is before the end of February.

Loading 2018 Forms

1. Go to **Payroll » F2 » Setup » Forms » Load**
2. Answer **Y** at the "Are you sure?" prompt;
3. The updated versions of the T4 and T4A forms will be loaded.

To Print T4's Slips Summaries, etc.

Go to Payroll » Employee History » 2018 » Print Historical T4 / T4A or Releve Slips.

Follow the prompts at the bottom of the screen. You can do a question mark to select the required T4 Form.

Data type field will ask if this is original or an amendment. If you have not run the T4 before; it is considered an original. If you have, but then needed to reissue, or reprint because of changes, it is an amendment.

Immediately after printing the slips you are prompted for a second printer for the SUMMARY. Choose a standard printer for this.

The government copy is normally submitted by XML File instead of paper.

Below is an example of the forms. Be sure to delete any forms you do not need or use. For 2018 you would look for **18EMP**:

Print last-year T4 slips Acme Enterprises Inc. (2018)

Final payroll form

01) 11EPD T 2011 T4 Employee	pdf
02) 11ET4 T 2011 T4 Employee	bmp
03) 11ETA T 2011 T4 Employee Amended R	bmp
04) 11GAD T 2011 T4 Governm't Amended	pdf
05) 11GAM T 2011 T4 Governm't Amended	bmp
06) 11GMP T 2011 T4 Governm't	bmp
07) 11GPD T 2011 T4 Governm't	pdf
08) 11GTA T 2011 T4 Company Amended R	bmp
09) 12EMP T 2012 Employee T4	
10) 12OTH T 2012 Company T4	
11) 13EMP T 2013 Employee T4	
12) 13OTH T 2013 Company T4	
13) 14EMP T 2014 Employee T4	
14) 14OTH T 2014 Company T4	
*15) 18EMP T 2018 Employee T4	

1. In order by
2. Beginning emp
3. Ending employ
4. Beginning dep
5. Ending dept
6. Beginning gro
7. Ending group
8. RCT/Business
Group by RCT
9. T4 form ID
10. Data Type
11. Paper printer
12. eSend printer

F1=next ShF1=prev F3=Search F4=Copy