January 2021 Payroll Updates

What's New

- **NEW FEATURE…** Both provincial and federal TD1 values are no longer a aggregate number. Employee maintenance has been enhanced to bring up a screen where you can enter the individual deductions from the TD1 form. This has been implemented due indexing of tax calculations, and the requirement that a fixed BPAF is no longer acceptable for payroll systems.

- **NEW FEATURE…** A new **Employees > TD1 amounts entry by table** has been added so that you can work through a stack of TD1 forms and update employee TD1 tables quickly and easily. You do not need to change employees who's TD1 values are $0 or match the basic personal amount. Only those employees with additional deductions need to be updated.

- The T4 printing has been enhanced to support the CERB reporting required by the CRA. This is handled automatically with the period numbers reported in the **Other information** area using accumulators 801, 802, 803, and 804 which have been automatically calculated.

IMPORTANT NOTE: For those employees with more than 6 **Other information** boxes including the CERB reported numbers, a second T4 will be generated.

Steps for 2021 Payroll Update

Follow these steps to prepare your Payroll files for the 2021 tax year only **after completing the last payroll for 2020**.

Closing the 2020 Payroll

The fundamental idea is to take a snapshot of the 2020 files, placing them in their own folder for viewing and reporting, and to run the T4/T4A/Releve1 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**. At 'Do you wish to run this update?' **Enter 'Y'**. Of note, if you have accumulators that you do this for every year, change the *Zero at year end* flag within each Accumulator affected to Y;
4. Run **Year end closing** to zero out accumulators and prepare the Payroll files for the new year.

Of note, he update routine automatically cleans up old forms, and loads the new 2020 T4, T4A, and Releve1 forms.

Once you have closed payroll for 2020:

1. Install the update by running **Payroll » [F2] » Apply Tax Changes for Jan 2021**;
2. Answer **Y** to *Do you wish to run this update?* ;
3. Enter Y to *Do you wish to continue?*;
4. The data has now been updated.

Next go to the **Payroll » [F2] » Set Up » Control information** and confirm the following:

- **MC Number** is 113
- **Tax year** is 2021
- **RL1 print auth code** is FS2001205 (applies only to Quebec employers)
- **RL1 XML cert. code** is RQ-20-01-162, found on the 3rd page of the ***Enable magnetic filing…*** field (applies only to Quebec employers)

You are now ready to do your first payroll for 2021.

If you do not see these numbers 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 2021.

T4's can now be done anytime, as long as it is before the end of February.

To Print Slips and Summaries

NOTE: If you need to set the employee Pension adjustment value prior to printing T4s, go to **Payroll » Employee History » 2020 » Set pension adj from accum**.

Go to **Payroll » Employee History » 2020 » Print Historical T4 / T4A or Releve Slips** and fill in the fields, following the prompts at the bottom of the screen.

At the **T4 form ID** field enter **20EMP** to print/email the forms (a **?** will display a list of available forms), or press **F1** to generate an XML file for submission to the CRA.

The **Data type** field will ask if this is original or an amendment. It is an original if the form has already been submitted. If you need to reissue, or reprint because of changes, it is an amendment.

Immediately after printing the slips select the printer for the **Summary** – normally a standard laser printer or PDF.

NOTE: Refer to Chapter 20 in the on-line Canadian Payroll manual (https://www.samco.com/support/user-manuals/Payroll_Manual_14_07_35.pdf) for details

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