

January 2022 Payroll Updates

What's New

In addition to tax table and T4/T4A/Releve1 form updates, we've also added some support for provincial sick day legislation. See the end of the release notes for areas affected and how to use them to help manage the new BC Sick Day legislation.

Payroll Update Steps

Follow these steps to prepare your Payroll files for the 2022 tax year **only after completing the last payroll for 2021**. Repeat this for each company ID within SAMCO that you do payroll in.

Closing the 2021 Payroll

The fundamental idea is to take a snapshot of the 2021 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. Select **Create employee** history from the menu list;
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'**. 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.

Once you have closed payroll for 2021:

1. Install the update by running **Payroll » [F2] » Apply Tax Changes for Jan 2022**;
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 115
- **Tax year** is 2022
- **RL1 print auth code** is FS2101197 (applies only to Quebec employers)
- **RL1 XML cert. code** is RQ-21-01-172, found on the 3rd page of the **Enable magnetic filing...** field (applies only to Quebec employers)

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 you can run your first payroll for 2022, and generate T4, T4A, and Releve 1 forms.

Repeat these steps for each company ID within SAMCO that you do payroll in.

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 » 2021 » Set pension adj from accum**.

Go to **Payroll » Employee history » 2021 » Print Historical T4 / T4A or Releve Slips** and fill in the fields, following the prompts at the bottom of the screen. At the form ID field enter **21EMP** to print/email the 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 not 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.

BC Sick Day Legislation Handling

BC implemented new Sick Day legislation which takes affect on January 1. Employees that have been employed for at least 90 days are eligible for up to 5 “average days” of pay. To assist you with supporting the new legislation, the following enhancements have been incorporated:

- **New Transaction Code and Accumulator...** A new **SDB - Sick Day Benefit** transaction code for BC only, and **805 - Sick days used** accumulator have been automatically created. You can find out which codes were created in the *Control information*. If the **SDB** transaction code already exists, the update will try to create codes SKD, SCK, or ILL in that order. Once you have identified which transaction code was created, you will need go into **Setup » Transactions codes » Enter** and edit the *Sick days code*, making sure it is using the correct G/L accounts;
- **Employees...** Added a new date to the employee record as part of the *Start date*. Pre-set to 01/01/22, it is used to determine when an employee was eligible to receive this benefit (worked in the past 90 days). If you have employees that started in the last 90 days, you'll want to change this date to be 90 days from their start date.
- **Transaction code...** A new field, **Premium time?**, is used to determine whether an earnings transaction is eligible for the “average days pay” calculation. The update routine attempts to determine if an earnings code is not eligible as an “average days pay” and sets this to Y. You may want to review your earnings transactions to make sure they are correct.
- **Reports > Sick day earnings worksheet...** This report helps a payroll administrator determine an average days pay by reporting only valid earnings transactions. Transaction codes that are premium time or use the Bonus tax calculation method are not considered valid earnings codes;
- **Transactions...** The posting of earnings transactions will automatically update each employee's Sick Days anniversary date. Also, when the **SDB** transaction code (or equivalent) is used and the date is before the Sick Day anniversary date, the user will be asked if they want to reset the anniversary date;
- **Transaction Code...** The new **SDB** transaction code is set to have a limit of **5** using accumulator **805**.