

January 2024 Payroll Updates

Payroll Update Steps

After completing the last payroll for 2023, follow these steps in sequence to prepare your Payroll files for the 2024 tax year. Repeat these steps for each company ID within SAMCO that you do payroll.

Closing the 2023 Payroll

The fundamental idea is to take a snapshot of the 2023 files, placing them in their own folder for viewing/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 2023:

1. Apply the 2024 tax changes by running **Payroll » [F2] » Apply Tax Changes for Jan 2024**. If the menu selection says **July 2023**, stop and call SAMCO Support at 604-597-4211 or email support@samco.com. **Do not continue** as the software update containing the 2024 tax changes has not been installed on your system yet;
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] » Setup » Control information** and confirm the following:

- **MC Number** is 119
- **Tax year** is 2024
- **RL1 XML cert. code** is RQ-23-01-172, 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 2024, and generate T4, T4A, and Releve 1 forms.

Repeat the above 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 » 2023 » Set pension adj from accum.**

Go to **Payroll » Employee history » 2023 » 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 **23EMP** 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, amended, or a cancellation. It is an original if the form has not already been submitted. If you need to reissue because of changes, it is an amendment. If you are cancelling a submission, it is a cancellation.

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](https://www.samco.com/support/user-manuals/Payroll_Manual_14_07_35.pdf)) for details.

Secondary CPP Contribution (CPP2)

This update also provides support for CPP2 - the secondary CPP contribution. Starting in 2024, a higher, second earnings ceiling of \$73,200 will be implemented and used to determine second additional CPP contributions (CPP2). As a result, pensionable earnings between \$68,500 and \$73,200 are subject to CPP2 contributions.

To handle this, we've added new transaction codes (C2P / C2E, and Q2P / Q2E for Quebec only) and accumulators (806 and 807). These new transactions codes are duplicates of the existing CPP codes, with changes to limits and the rate.

In the event that there were existing transaction codes and/or accumulators matching the new ones, the update mechanism will work through a series of options until it finds available code(s) to use.

Other areas where the new calculation appears include:

- Computer Generated Deductions are updated so that the new transaction codes are calculated as part of the Calculate deductions function;
- Review checks will show the CPP and CPP2 on separate entries in the body (when applicable) and in the summary;
- Similar to any other deduction, the CPP2 will appear when applicable on cheques and stubs.

Other than being aware of the change, there should be no intervention on the payroll administrator's part. Everything should happen in the background.

Cancellation T4/T4A/Releve 1

We now provide support for remitting cancellation T4/T4A/Releve 1 forms and XML files. When printing or creating the XML file, the prompt for **Data Type** now supports **1** for Original, **4** for Amended, or **6** for Cancellation.

If you have any questions or concerns regarding this process, please do not hesitate to give us a call at 604-597-4211 or email support@samco.com. We'll be more than happy to help out.