Infor Infinium HCM Payroll Guide to Canadian Year End Processing

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About This Guide

This section contains information about the:

- Purpose of this guide
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Intended Audience

This guide is written for Payroll Managers and those responsible for year end payroll processing for Canadian employers.

Purpose of This Guide

The *Infinium Payroll Guide to Canadian Year End Processing* describes how you use Infinium PY to process payroll records at year end and generate T4, T4A, and RL-1 reports, slips and tapes.

Organization of This Guide

This guide is organized into parts. Each part covers an important year-end processing topic.

The topics covered in this guide are:

- Preparing for the Final Pay Cycle of the Calendar Year

Provides an overview of incomes and deductions and explains the fields on the income and deduction control records that affect T4, T4A, and Relevé processing.

- Closing the Calendar Year

  Outlines the procedures you follow to close the calendar year.

- Closing the Fiscal Year

  Explains the steps you follow to close the fiscal year.

- Prior Year Adjustments and Prior Year On-Demand Checks

  Provides you with the steps to change employee payroll information after the calendar year is closed using the prior year adjustment cycle.

  Explains how to generate prior year on-demand checks through the prior year adjustment on-demand cycle.

- Wage Loss Replacement Plans

  Uses different scenarios to illustrate how to set up wage loss replacement processing.

- T4 Processing

  Provides detailed instructions on how to generate T4 slips and XML documents.

- T4A Processing

  Provides detailed instructions on how to generate T4A slips and XML documents.

- Relevé Processing

  Provides detailed instructions on how to generate RL-1 slips and XML documents.

- Workers' Compensation Reporting

  Explains how to set up your system for workers' compensation processing and how to generate the Statement of Payroll report.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording

- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and **WARNING**s	**Caution:** You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: **Company not found**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.

Convention	Description	Example
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Update Employer Controls* [UCO].

Convention	Description	Example
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or @server iSeries are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based and Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

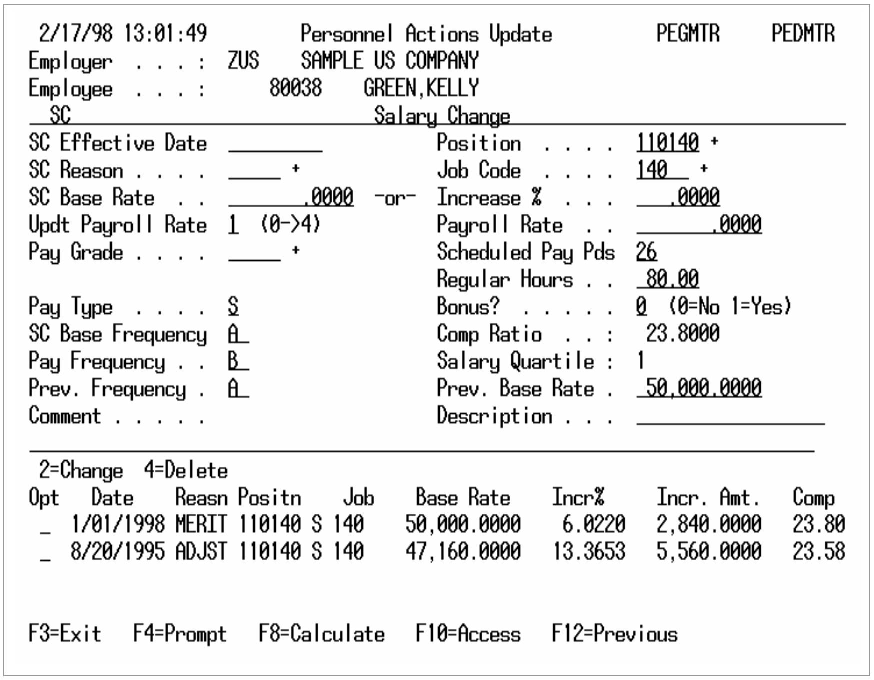


Figure 1: Sample character-based screen for Infinium HR suite

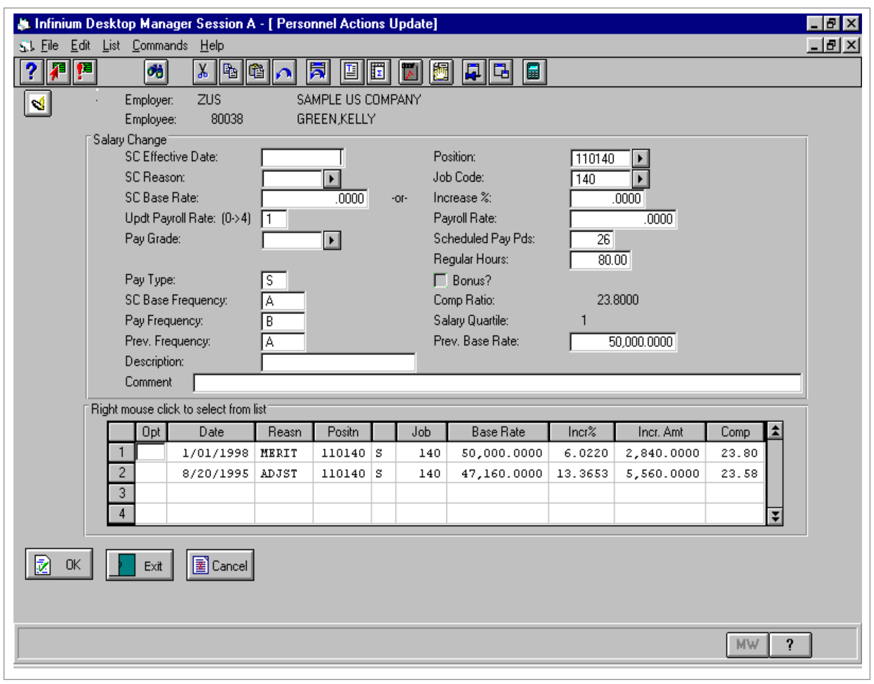


Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

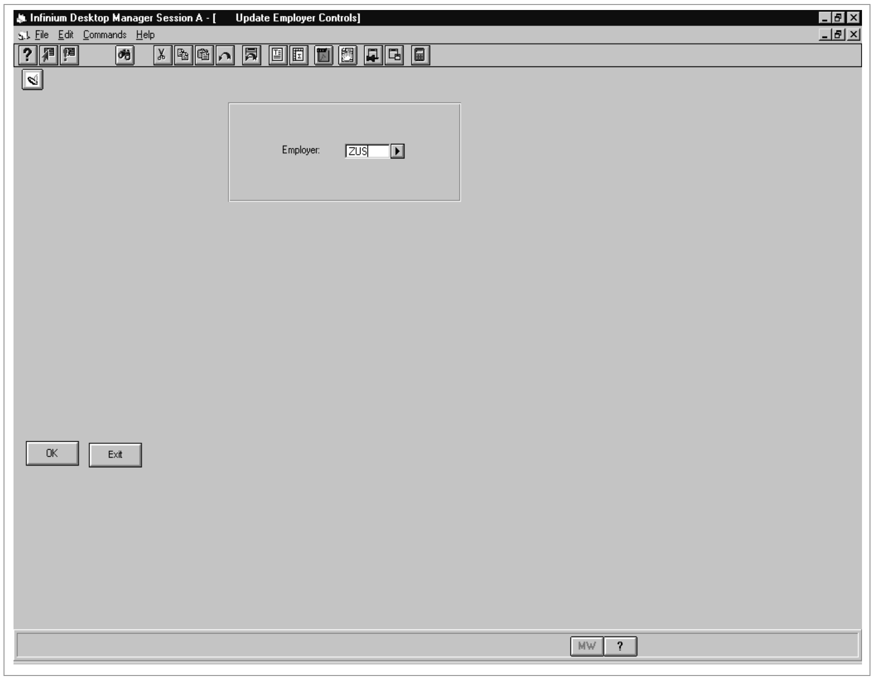


Figure 3: PY prompt screen

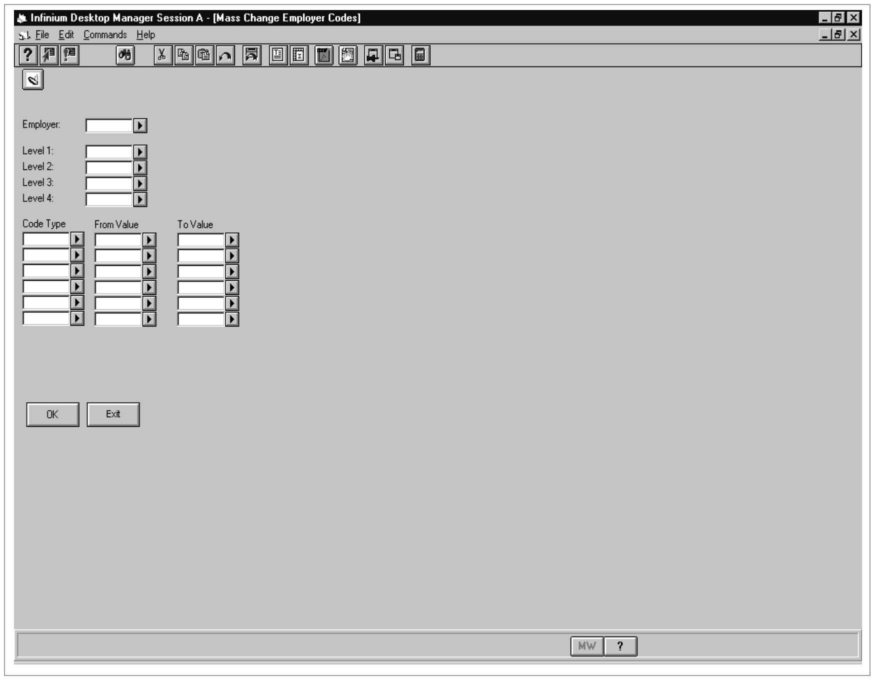


Figure 4: PY selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X

Application	Abbreviation
Infinium Financial Management Suite	**Infinium FM**
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

Related Documentation

For further information about Infinium PY, refer to the following:

- *Infinium Payroll Guide to Controls*
- *Infinium Payroll Guide to Processing*
- *Infinium Payroll Guide to Management Functions*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Federal and State Reporting*
- *Infinium Payroll Guide to Multiple Tax ID Processing*
- *Infinium Human Resources Guide to Setup and Processing for Benefits Administration*
- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Human Resources/Payroll Conversion Workbook*
- *Infinium Payroll Menu Tree*
- *Infinium Human Resources/Payroll Reports Book*
- *Program Reference Guide*
- *File/Field Descriptions*
- *Database Relations*
- Online help

Installation instructions and release notes are available on Infinium WebLink.

Files Used for Canadian Year End Processing

The following chart contains file descriptions for the file names used throughout year end processing.

File Name	File Description
PRPCO	Employer Controls file
PRPEG	Employer Groups file
PRPMS	Employee Basic Data file
PYPCN	Canadian Payroll Master file for Tax Data
PYPDC	Deduction Controls file
PYPDE	Employee Deduction file
PYPDL	Employee Deduction Ledger file
PYPIC	Income Controls file
PYPIE	Employee Income file
PYPIL	Employee Income Ledger file
PYPMS	Employee Payroll Master file
PYPQ1	Quebec Relevé work file
PYPST	Employee Miscellaneous Data file
PYPST2	Employee Miscellaneous Data (Can) file
PYPT4	T4 work file
PYPT4A	T4A work file

Chapter 1 Overview of Canadian Year End Processing

1

The following flowchart illustrates the typical year end processing steps you should complete after you close calendar month 12 (December), quarter 4, and the calendar year. You follow these steps to generate T4, T4A and RL-1 slips and XML documents.

These steps can vary depending on your organization's processing needs.

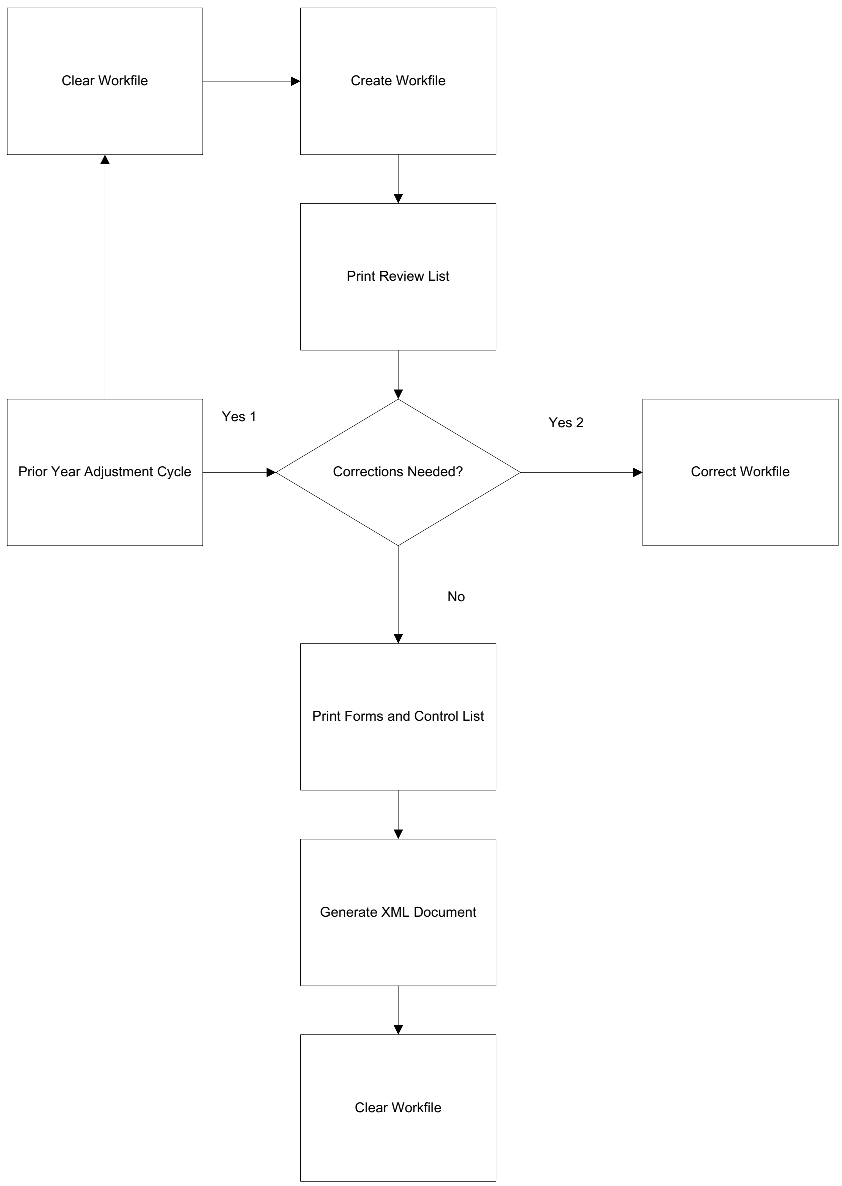


Figure 1-1: Canadian Year End Processing Flowchart

Yes 1	Corrections are made through a regular payroll cycle or, if year is closed, through the a prior year adjustment cycle or prior year adjustment on-demand cycle.
Yes 2	Corrections cannot be made through cycle operations. These corrections involve fields that you can access only through the *Correct Workfile* options.

Chapter 2 Preparing for Year End Processing

2

This chapter describes some of the tasks you may have to complete as you prepare to process the final pay cycles of the calendar year. These tasks include:

- Updating Employee Wage Bases

  You can update an employee's wage base through the cycle operations option *Update Checks*.

- Reclassifying Incomes and Deductions

  While reviewing your payroll registers and various reports, you might find that an employee was paid incomes and/or deductions in error. You can use the reclassification function to make balancing adjustments, subtracting an amount and/or hours from one income and adding it to another income, or subtracting an amount from one deduction and adding it to another deduction.

Caution: To properly report deduction information on both T4s and T4As, you must do one of the following: establish separate deduction controls for T4 and T4A processing or use a separate employer for T4 and T4A processing.

Refer to the *Infinium PY Guide to Processing* for details on how to use the *Enter Reclassifications* function.

Updating Employee Wage Bases

When you process payroll deductions that are a percentage of wages, such as savings plans or taxes, the system tracks employee deduction amounts, employer liabilities, if applicable, and the wages on which the deduction was calculated. The system prints the annual wage base associated with the Canada Unemployment Insurance deduction (*CUIC) on each employee's T4 slip. For some employees, it also prints the wage base associated with Canada Pension Plan or Quebec Pension Plan on the employees' T4 or RL-1 slips.

You can use the *Display Employee Deduction Data* function to review employee wage bases. You can use the *List T4 Review* function to generate a report that includes the *CUIC, *CCPP or *CQPP wage bases. To verify wage bases associated with deductions other than taxes, you can use Infinium QY to develop your own reports.

Follow the steps described below to make corrections to an employee's wage base for one or more deductions. Note that you cannot use the *Enter On-Demand Checks* function to update an employee's wage base unless you also include incomes in the on-demand check because you cannot post a zero dollar on-demand check.

1. From the Infinium PY main menu select *Cycle Operations*.
2. Select *Cycle Functions*.
3. Select *Update Checks* [UCK]. The system displays the Update Checks selection screen.
4. Select the cycle containing the employee whose payroll information you want to update.
5. Press Enter. The system displays the Update Checks employee selection screen.
6. If the employee whose information you want to update is already included in the cycle and you want to use the employee's existing check to make the wage base adjustment, type **2** in the *O* field next to the employee whose wage base you want to update.

   To enter the wage base adjustment in a separate check for an employee who is already included in the cycle, type **1** in the *O* field adjacent to the employee and then press Enter. The system adds a new check for the employee. Type

2 in the *O* field next to the new check to update it with wage base information.

7 Press Enter and the system displays the Update Checks – Summary screen with the normally scheduled incomes and deductions in the subfile at the bottom of the screen.

8 Delete all deductions for which you are not changing the wage base.

9 If you are updating an existing deduction, type **2** next to the deduction you want to change.

10 Press Enter. The system displays the Update Checks – Deductions screen.

11 Use the following information to complete the fields required to update the employee's wage or tax/limit base.

New Employee Amt

Leave this field blank.

New Expense Liab

Leave this field blank.

New Wage Base

Type the amount for which you are adjusting the wage base. For example, if the wage base is short by $500, type **500** in this field, as shown above.

Wage Base Only?

Specify whether the adjustment you are making to the deduction is a wage base only adjustment. Valid values are:

0 or blank	This is a not a wage base only adjustment. Normal calculations apply. The system calculates the wage base and the tax/limit base unless you type a wage base override amount.
1	This is a wage base only adjustment with a system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field.
4	This is a tax amount adjustment with no change to the wage or tax/limit bases. The value in the *New Wage Base* field must be **0**.

12 Press Enter to update the deduction information and to place the entry back into the subfile on the Update Checks – Summary screen.

Repeat the above steps for each wage base you need to adjust. To add a deduction to the check, type **D** in the *Inc/Ded/Chk Hdr* field on the Update Checks – Summary screen and press Enter. Then type the deduction code in the *Deduction* field on the Update Checks – Deduction screen and repeat steps 11 and 12.

Chapter 3 Closing the Calendar Year

3

The chapter consists of the following topics:

Overview

WARNING: Before you initiate a function to close a calendar month, calendar year, or fiscal year, you should always perform these tasks:

- Confirm that all users are logged off the system.
- Resolve any record locks.
- Perform two backups of your data.

Never execute the *Close Employer for Calendar Year* or *Close Employer for Fiscal Year* functions more than once, under normal circumstances. Always consult Infor Customer Support for proper recovery steps if either of these functions ends abnormally or if you encounter errors during processing. Executing these functions multiple times will result in corrupted data.

After you post your last pay cycle with a check date in the current calendar year, you can close the calendar year. When you close the year, the system performs many tasks including transferring current year balances to prior year fields in the employee income and deduction summary records. You can use the prior year fields to generate data for T4, T4A and RL-1 slips. You must close the calendar year before you process pay cycles with a check date in the new year.

The calendar year end functions described in this chapter allow you to produce year-to-date reports for balancing purposes and to close the year for one or more employers.

Printing year-end reports is optional. Closing the calendar year is not. We strongly recommend that you close the month and quarter before you close the year. However, you are not required to do so.

The *Close to General Ledger* and *Close Employer for Calendar Year* are two independent functions. You do not have to close to General Ledger to close the calendar year. Similarly, you do not have to close your fiscal year when you close your calendar year; use the *Close Employer for Fiscal Year* function at the end of your organisation’s accounting year.

Caution: After you close the year, you can generate only prior fourth quarter and prior year reports. You cannot generate first, second and third quarter reports using prior year data. Therefore, if you use quarterly reports, remember to run these reports prior to closing your calendar year.

The following functions are discussed in this chapter.

- *List Year-to-Date Payroll Register*
- *List Year-to-Date Earnings Register*
- *List Year-to-Date Supplemental Register*
- *Close Employer for Calendar Year*

You can use the year-to-date registers listed above to assist you in balancing your annual totals. If you plan to produce these reports, you should print them prior to closing the calendar year. However, if you find you need the registers after closing the year, you can use the option *Prior Period Reporting* to print the reports.

Commonly Asked Questions

Consider these key questions and their answers before you process calendar year end functions.

1 Should I back up my data before proceeding with the calendar close?

Yes, before closing the calendar year, you should notify your MIS department to do a full system backup. In fact, you may want to back up the system twice, to avoid the possibility of a faulty backup tape.

2 What other considerations should I be aware of before closing the year?

To avoid the possibility of “file full” messages and/or system termination of the *Close Employer for Calendar Year* job, your MIS staff can use the CHGPF command to change the member size values of files PYPPQ, PYPIQ, and PYPDQ to a high threshold you would not expect to reach. The system stores annual totals by employee for each income and deduction in these files.

3 Can I close the year prior to generating T4, T4A and RL-1 slips?

Yes. You can create T4, T4A and RL-1 slips by using the prior year fields and at the same time run payroll cycles for the new year. Refer to the *Infinium PY Guide to Management Functions* for more information on calendar period closings.

4 Can I have two calendar years open at the same time?

No. You must close one year before processing a payroll cycle in the next year.

Generating the Year-to-Date Payroll Register

The Year-to-Date Payroll Register contains the following information for each employee processed in at least one payroll cycle during the specified calendar year:

- Annual income amounts and hours by income type
- Annual deduction amounts by deduction type
- Net amount paid to each employee in the calendar year
- Annual employer and level totals by income and deduction type

The register includes both active and terminated employees. Depending on the criteria specified, you can print totals only.

Printing the Year-to-Date Payroll Register

To generate the Year-to-Date Payroll Register, follow the steps below.

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions.*

3 Select *List YTD Payroll Register* [YTDPR]. The system displays the screen shown in Figure 3-1:

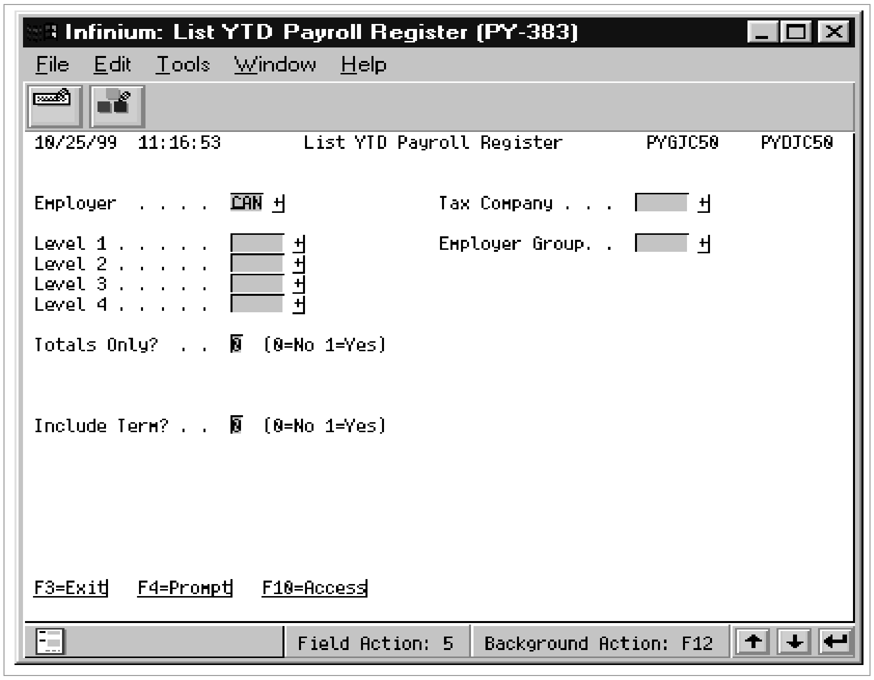


Figure 3-1: List YTD Payroll Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to select all employers for the report.

Tax Company

Leave this field blank. This field is for U.S. multi-tax customers only.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies the group of employers you want to include in the report. You use code type **ERG** to define values for this field.

Totals Only?

Valid values for this field are:

0	Print all data. The system generates a report listing each employee's deduction and income data for the calendar year. Totals are printed at the end of each level combination and employer.
1	Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

Include Term?

Use this field to indicate whether terminated employees should be included on the report. Valid values are:

0	Do not include terminated employees.
1	Include terminated employees.

5 Press Enter. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Locating Source Data

The following table shows where the information on the Year-to-Date Payroll Register originates. The table lists the file name and file description associated with each column heading on the report. A sample Year-to-Date Payroll Register is shown on the following page.

The system prints detail for up to 998 income and 998 deduction types on all payroll registers. It summarises all incomes and deductions in excess of 998 and prints the summary value @#**$OF** in the Type name column of the registers in place of specific income or deduction names.

Year-to-Date Payroll Register

Column Name	File Name	File Description
Incomes Section		
Type Hours Amount	PYPIE	Employee Incomes

Year-to-Date Payroll Register

Column Name	File Name	File Description
Deductions Section		
Type Amount	PYPDE	Employee Deductions
Net Section		
Net	PYPMS	Employee Payroll Master

```
PYGRG60    PYTRG60                Y E A R - T O - D A T E   P A Y R O L L   R E G I S T E R                Page   1
12/17/xx   18:29:50                                                                                   By Current Level
Employer ZC1      SAMPLE CANADIAN COMPANY
Area       100    WESTERN AREA                       Department ACCT   ACCOUNTING
Division   ADMIN  ADMINISTRATION                     Cost Centr 103    GENERAL LEDGER
                    ------------INCOME------------    -------------------------DEDUCTIONS-------------------------
                    TYPE      HOURS         AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT          NET
-------------------------------------------------------------------------------------------------------------------------------------
 BRITTANY COLUMBUS
    80172           HOLH      24.00         168.00     *CCPP      162.84     *CFBC     1175.06     *CUIC      203.85
                    HOUR     896.00        7192.00     UNDUE       72.00
                   ****      920.00        7360.00                                                 ****      1613.75      5746.25
-------------------------------------------------------------------------------------------------------------------------------------
 OLIVER NICHOLS
    80178           HOLH      24.00         168.00     *CCPP      188.93     *CFON      911.29     *CUIC      230.29
                    HOUR     736.00        5152.00     GRNPT     2000.00     UNDUE       72.00
                    VACH     240.00        3000.00
                   ****     1000.00        8320.00                                                 ****      3402.51      4917.49
-------------------------------------------------------------------------------------------------------------------------------------
GENERAL LEDGER
103
                    HOLH      48.00         336.00     *CCPP      351.77     *CFBC     1175.06     *CFON      911.29
                    HOUR    1632.00       12344.00     *CUIC      434.14     GRNPT     2000.00     UNDUE      144.00
                    VACH     240.00        3000.00
*Cost Centr Total* ****     1920.00       15680.00                                                 ****      5016.26     10663.74
-------------------------------------------------------------------------------------------------------------------------------------
ACCOUNTING
ACCT
                    HOLH      48.00         336.00     *CCPP      351.77     *CFBC     1175.06     *CFON      911.29
                    HOUR    1632.00       12344.00     *CUIC      434.14     GRNPT     2000.00     UNDUE      144.00
                    VACH     240.00        3000.00
*Department Total* ****     1920.00       15680.00                                                 ****      5016.26     10663.74
-------------------------------------------------------------------------------------------------------------------------------------
WESTERN AREA
100
                    HOLH      48.00         336.00     *CCPP      351.77     *CFBC     1175.06     *CFON      911.29
                    HOUR    1632.00       12344.00     *CUIC      434.14     GRNPT     2000.00     UNDUE      144.00
                    VACH     240.00        3000.00
****Area Total**** ****     1920.00       15680.00                                                 ****      5016.26     10663.74
-------------------------------------------------------------------------------------------------------------------------------------
ZC1
                    HOLH      48.00         336.00     *CCPP      351.77     *CFBC     1175.06     *CFON      911.29
                    HOUR    1632.00       12344.00     *CUIC      434.14     GRNPT     2000.00     UNDUE      144.00
                    VACH     240.00        3000.00
**Employer Total** ****     1920.00       15680.00                                                 ****      5016.26     10663.74
-------------------------------------------------------------------------------------------------------------------------------------
```

Generating the Year-to-Date Earnings Register

The Year-to-Date Earnings Register contains annual hours and amounts for each income processed for every employee included in at least one payroll cycle during the specified calendar year. The register includes both active and terminated employees.

Depending on the criteria you specify, you can print employee detail or totals only.

Printing the Year-to-Date Earnings Register

To generate the Year-to-Date Earnings Register, follow the steps below:

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions.*

3 Select *List YTD Earnings Register* [YTDER]. The system displays the screen shown in Figure 3-2: .

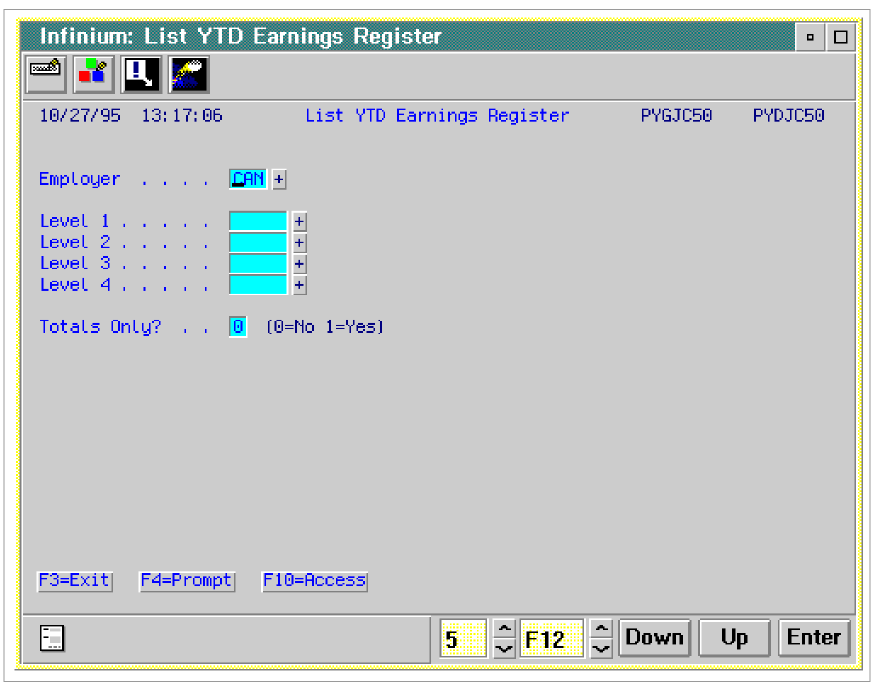


Figure 3-2: List YTD Earnings Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to include all employers in the report.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Totals Only?

Valid values for this field are:

0	Print all data. They system generates a report listing each employee's income data for the calendar year. Totals are printed at the end of each level combination and employer.
1	Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

5 Press Enter. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Locating Source Data

The following table shows where the information on the Year-to-Date Earnings Register originates. The table lists the file name and file description associated with each column heading on the report.

A sample Year-to-Date Earnings Register is shown on the following page.

Year-to-Date Earnings Register

Column Name	File Name	File Description
Type Hours Amount	PYPIH	Employee Income by Level

```
PYGRG65    PYTRG65                    Y E A R - T O - D A T E   E A R N I N G S   R E G I S T E R                 Page   1
12/17/XX   18:38:31                                                                                          By Level Worked
Employer ZC1      SAMPLE CANADIAN COMPANY
Area       100    WESTERN AREA                         Department ACCT   ACCOUNTING
Division   ADMIN  ADMINISTRATION                       Cost Centr 103    GENERAL LEDGER
                    TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT
-----------------------------------------------------------------------------------------------------------------------------------
 BRITTANY COLUMBUS
    80172           HOLH       24.00         168.00         HOUR      896.00        7192.00
                                                                                                    ****      920.00        7360.00
-----------------------------------------------------------------------------------------------------------------------------------
 OLIVER NICHOLS
    80178           HOLH       24.00         168.00         HOUR      736.00        5152.00         VACH      240.00        3000.00
                                                                                                    ****     1000.00        8320.00
-----------------------------------------------------------------------------------------------------------------------------------
GENERAL LEDGER
103                 HOLH       48.00         336.00         HOUR     1632.00       12344.00         VACH      240.00        3000.00
*Cost Centr Total*                                                                                  ****     1920.00       15680.00
-----------------------------------------------------------------------------------------------------------------------------------
ACCOUNTING
ACCT                HOLH       48.00         336.00         HOUR     1632.00       12344.00         VACH      240.00        3000.00
*Department Total*                                                                                  ****     1920.00       15680.00
-----------------------------------------------------------------------------------------------------------------------------------
ADMINISTRATION
ADMIN               HOLH       48.00         336.00         HOUR     1632.00       12344.00         VACH      240.00        3000.00
**Division Total**                                                                                  ****     1920.00       15680.00
-----------------------------------------------------------------------------------------------------------------------------------
WESTERN AREA
100                 HOLH       48.00         336.00         HOUR     1632.00       12344.00         VACH      240.00        3000.00
****Area Total****                                                                                  ****     1920.00       15680.00
-----------------------------------------------------------------------------------------------------------------------------------
ZC1                 HOLH       48.00         336.00         HOUR     1632.00       12344.00         VACH      240.00        3000.00
**Employer Total**                                                                                  ****     1920.00       15680.00
-----------------------------------------------------------------------------------------------------------------------------------
```

Generating the Year-to-Date Supplemental Register

The Year-to-Date Supplemental Register report contains the following information for employees processed in at least one payroll cycle during the specified calendar year:

- Annual amounts for non-wage remunerations such as tips (*TIPS) and fringe benefit incomes (*F incomes)
- Annual employer expense liability amounts, which represents the employer-paid portion of deductions
- Annual employer and level totals

The register includes both active and terminated employees.

Printing the Year-to-Date Supplemental Register

To generate the Year-to-Date Supplemental Register, follow the steps below.

1. From the Infinium PY main menu select *Period Ending Operations*.
2. Select *Year End Functions.*
3. Select *List YTD Supplemental Register* [YTDSR]. The system displays the screen shown in Figure 3-3: .

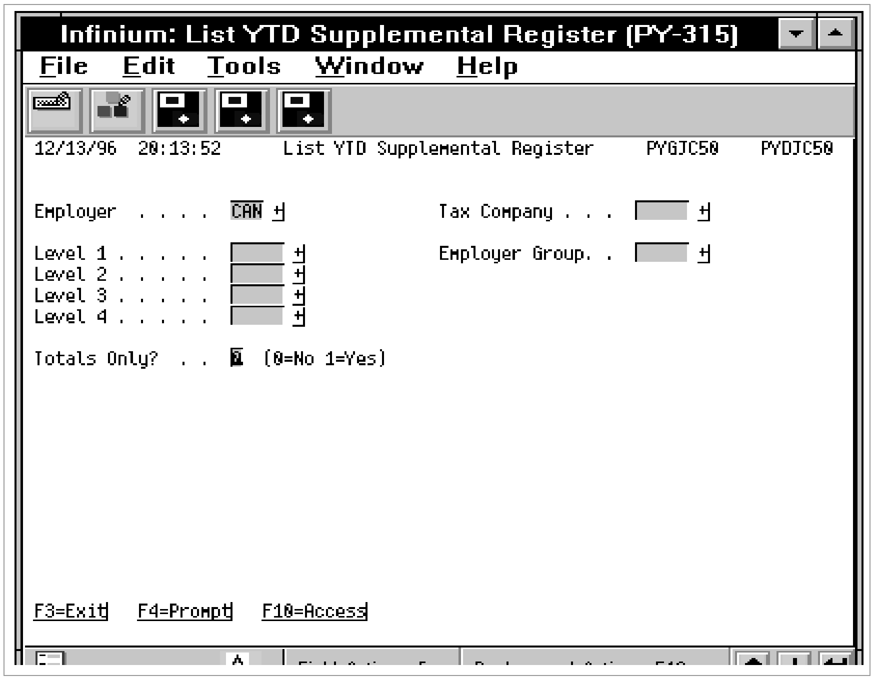


Figure 3-3: List YTD Supplemental Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to include all employers in your report.

Tax Company

Leave this field blank. This field is for U.S. multi-tax customers only.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies the group of employers you want to include in the report. You define values for this field using code type **ERG**.

Totals Only?

Valid values for this field are:

0 Print all data. The system generates a report listing each employee's non-cash amounts and employer liabilities for the calendar year. Totals are printed at the end of each level combination and employer.

1 Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

5 Press Enter. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Locating Source Data

The following table shows where the information on the Year-to-Date Supplemental Register originates. The table lists the file name and file description associated with each column heading on the report.

A sample Year-to-Date Supplemental Register is shown on the following page.

Year-to-Date Supplemental Register

Column Name	File Name	File Description
Non-Wage Remuneration Section		
Type Amount	PYPIE	Employee Income
Employer Expense Liability Section		
Type Amount	PYPDE	Employee Deductions

```
PYGRG70    PYTRG70                Y E A R - T O - D A T E   S U P P L E M E N T A L   R E G I S T E R                Page   1
12/17/XX   18:44:02                                                                                         By Current Level
Employer ZC1      SAMPLE CANADIAN COMPANY
Area       100    WESTERN AREA                         Department ACCT            ACCOUNTING
Division   ADMIN  ADMINISTRATION                       Cost Centr 103             GENERAL LEDGER
                    ----NON-WAGE REMUNERATION-----       -----------------EMPLOYER EXPENSE LIABILITY------------------
                    TYPE         AMOUNT                    TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
 BRITTANY COLUMBUS
    80172                                                  *CCPP      162.84     *CUIC      305.78
                     ****           .00                                                              ****       468.62
-------------------------------------------------------------------------------------------------------------------------------------
 OLIVER NICHOLS
    80178                                                  *CCPP      188.93     *CUIC      345.45
                     ****           .00                                                              ****       534.38
-------------------------------------------------------------------------------------------------------------------------------------
GENERAL LEDGER
103
                                                           *CCPP      351.77     *CUIC      651.23
*Cost Centr Total*   ****           .00                                                              ****      1003.00
-------------------------------------------------------------------------------------------------------------------------------------
ACCOUNTING
ACCT
                                                           *CCPP      351.77     *CUIC      651.23
*Department Total*   ****           .00                                                              ****      1003.00
-------------------------------------------------------------------------------------------------------------------------------------
ADMINISTRATION
ADMIN
                                                           *CCPP      351.77     *CUIC      651.23
**Division Total**   ****           .00                                                              ****      1003.00
-------------------------------------------------------------------------------------------------------------------------------------
WESTERN AREA
100
                                                           *CCPP      351.77     *CUIC      651.23
****Area Total****   ****           .00                                                              ****      1003.00
-------------------------------------------------------------------------------------------------------------------------------------
ZC1
                                                           *CCPP      351.77     *CUIC      651.23
**Employer Total**   ****           .00                                                              ****      1003.00
-------------------------------------------------------------------------------------------------------------------------------------
```

Closing the Calendar Year for Your Employer

After you have completed all payroll cycles for the calendar year, you use the *Close Employer for Calendar Year* function to close the calendar year for your employer. When you use this function, the system performs the following steps:

- Searches for unposted cycles
- Prints specified annual special reports
- Updates data in employee payroll master records
- Updates balances in employee income, deduction and miscellaneous data records
- Deletes inactive employee income and deduction records under certain conditions
- Updates the calendar year in the employer control
- Creates summarised annual income and deduction history records for employees

Each step is described in detail later in this chapter.

Before you close the calendar year for your employer, you should verify that you have posted all cycles for that year and have set up annual reports for selected incomes and deductions.

Searching for Unposted Cycles

When you close the calendar year, the system first searches the Cycle History file (PYPCH) for any cycles not posted in the calendar year. The system does not allow you to continue closing the employer calendar year until these cycles are posted, canceled or deleted.

To verify the status of your pay cycles for the current calendar year before you attempt to close it, you can use the *Display Cycle History/Status* option or the *Cycle Support Functions* option. You must complete or remove any unposted cycles. You can use the *Cycle Support Functions* option to cancel or delete unneeded cycles. Refer to the *Infinium PY Guide to Management Functions* for further information.

Setting up Special Reports

The system can automatically generate reports of annual employee totals for selected incomes and deductions when you close the calendar year. You can utilise standard Infinium PY annual reports or you can generate your own custom annual reports.

To have the system automatically generate special annual reports for incomes or deductions, you must complete the following steps before you close the calendar year:

1. Establish code values to represent each type of annual report
2. Type the appropriate report code value on the income and deduction controls for which you want to generate an annual report

Establishing Code Values

To activate the standard Infinium PY annual special reports, you must first establish the code values shown below to represent each report using the *Update Employer Codes* option.

Report code value	Description	Code type
IA001	Annual Employee Income Report	**RAN**
DA001	Annual Deduction Report - Employee Amounts Only	**RAN**
DA002	Annual Deduction Report - Employee and Employer Amounts	**RAN**

Creating User-defined Annual Reports

You can create your own user-defined annual reports using a custom program instead of producing the standard Infinium PY annual special reports.

Your custom program name must begin with the characters **PYG** followed by up to five characters. You use the portion of the program name after **PYG** to set up code values for code type **RAN**. Refer to the *Infinium Human Resources/Payroll Technical Guide* for more information.

Updating Income and Deduction Controls

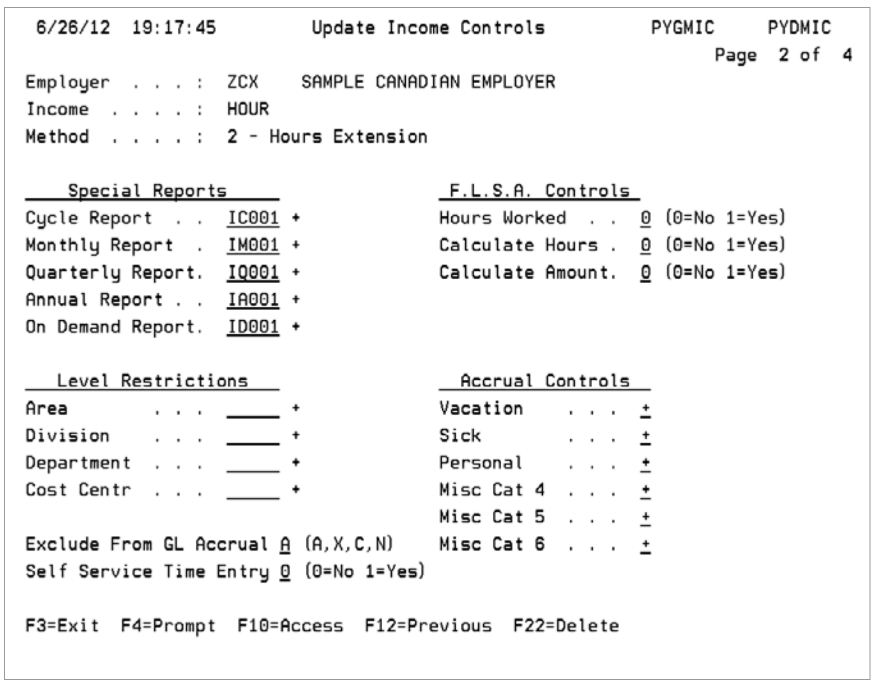
After you set up code values for annual reports, you must assign them to each income and deduction for which you want to generate a report. Follow these steps to activate annual reports for incomes and deductions.

1. From the Infinium PY main menu select *Master Files*.

2. Select *Update Master Files.*

3. Select *Update Income Controls* [UIC] or *Update Deduction Controls* [UDC]. The example that follows uses the Update Income Controls screens.

4. Complete the prompt screen and press Enter two times to display the Update Income controls screen 2 as shown in Figure 3-4.



```
 6/26/12  19:17:45        Update Income Controls          PYGMIC     PYDMIC
                                                                Page  2 of  4
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Income  . . . . :  HOUR
Method  . . . . :  2 - Hours Extension

    Special Reports                       F.L.S.A. Controls
Cycle Report  . .  IC001 +                Hours Worked  . .  0 (0=No 1=Yes)
Monthly Report  .  IM001 +                Calculate Hours .  0 (0=No 1=Yes)
Quarterly Report.  IQ001 +                Calculate Amount.  0 (0=No 1=Yes)
Annual Report . .  IA001 +
On Demand Report.  ID001 +

   Level Restrictions                       Accrual Controls
Area          . . .  _____ +              Vacation    . . .  +
Division      . . .  _____ +              Sick        . . .  +
Department    . . .  _____ +              Personal    . . .  +
Cost Centr    . . .  _____ +              Misc Cat 4  . . .  +
                                          Misc Cat 5  . . .  +
Exclude From GL Accrual A (A,X,C,N)       Misc Cat 6  . . .  +
Self Service Time Entry 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 3-4: Update Income Controls screen

In the *Annual Report* field type the code value that identifies the report the system should generate during the *Close Employer for Calendar Year* function. For example, for incomes type **IA001** or the code value that represents your custom report.

Closing the Calendar Year

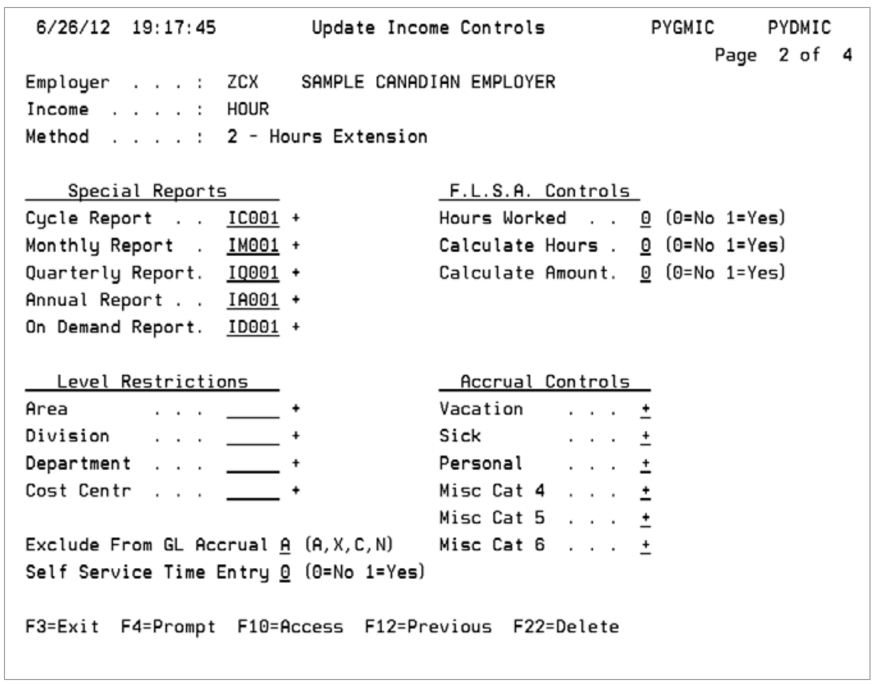
After you have completed the preliminary steps described above, follow the steps below to close your employer's calendar year.

Note: Remember to close the month and quarter (if applicable) before you close the year. Refer to the *Infinium PY Guide to Management Functions* for more information on closing the month and quarter.

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions.*

3 Select *Close Employer for Calendar Year* [CECY]. The system displays the screen shown in Figure 3-5:



```
 6/26/12  19:17:45        Update Income Controls         PYGMIC     PYDMIC
                                                               Page  2 of  4
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Income  . . . . :  HOUR
Method  . . . . :  2 - Hours Extension

    Special Reports                      F.L.S.A. Controls
Cycle Report  . .  IC001 +             Hours Worked  . .  0 (0=No 1=Yes)
Monthly Report  .  IM001 +             Calculate Hours .  0 (0=No 1=Yes)
Quarterly Report.  IQ001 +             Calculate Amount.  0 (0=No 1=Yes)
Annual Report . .  IA001 +
On Demand Report.  ID001 +

   Level Restrictions                    Accrual Controls
Area          . . .  _____ +           Vacation    . . .  +
Division      . . .  _____ +           Sick        . . .  +
Department    . . .  _____ +           Personal    . . .  +
Cost Centr    . . .  _____ +           Misc Cat 4  . . .  +
                                       Misc Cat 5  . . .  +
Exclude From GL Accrual A (A,X,C,N)    Misc Cat 6  . . .  +
Self Service Time Entry 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 3-5: Close Employer for Calendar Year screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that represents your employer.

Year

Type the appropriate calendar year. The system validates your entry by comparing the value you type in this field to the value in the *Curr Calendar Yr* field in the employer control.

5 Press Enter. The system displays the following message:

Press F16 to confirm backups are complete and submit year end close.

6 After confirming that backups are complete, press F16 to submit the year-end close. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Caution: Wait until after the system completes all processing for the calendar year close before you review the updated information.

Reviewing Update Data in Employee Payroll Master Records

The system updates several fields in the employee Payroll Master file (PYPMS) when you close the calendar year. Follow the steps below to view the Payroll Totals screen after system processing is completed.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions.*

3 Select *Display Employee Data.*

4 Select *Display Employee YTD Totals* [DEYTD].

5 On the prompt screen specify the employer and employee whose annual totals you want to review and press Enter. The system displays the screen shown in Figure 3-6:

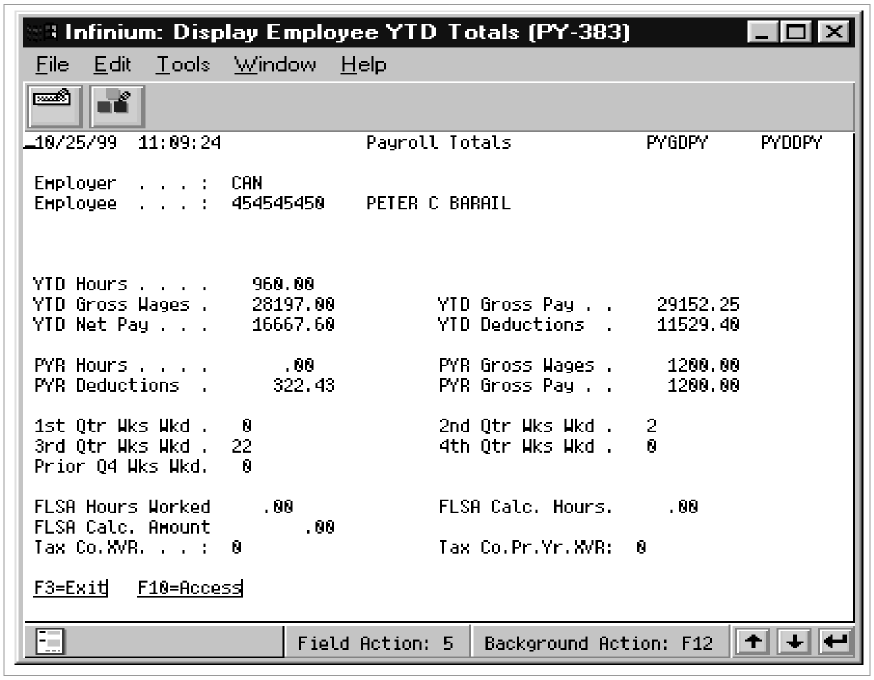


Figure 3-6: Payroll Totals screen

6 Use the following information to interpret the information on this screen.

YTD fields and PYR fields

The system moves amounts from the year-to-date fields to the previous year-to-date fields. The system then clears the amounts from the year-to-date fields.

4th Qtr Wks Wkd, Prior Q4 Wks Wkd

The system moves the value from the *4th Qtr Wks Wkd* field to the *Prior Q4 Wks Wkd* field. The system then clears the value from the *4th Qtr Wks Wkd* field.

1st, 2nd, and 3rd Qtr Wks Wkd

The system clears the values in the quarterly weeks worked fields for quarters one, two and three.

7 Press Enter or F3 to exit from this screen.

8 Repeat steps 5 and 6 to review annual totals for other employees or press F3 to return to the Infinium PY main menu.

Reviewing Updated Balances in Employee Income and Deduction Records

The system updates totals in each employee’s summary income and deduction records. Follow the steps below to view employee income and deduction summary data after system processing is completed.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor’s Functions.*

3 Select *Display Employee Data.*

4 Select *Display Employee Deduction Data* [DEDD] or *Display Employee Income Data* [DEI]. The system displays the Employee Deductions or Employee Incomes screen. The example that follows uses the Employee Deductions screen as shown in Figure 3-7:

```
_ 6/06/06  11:38:06          Employee Deductions         PYGDDEDD   PYDDDEDD

 Employer  . . . :  DM2       JEAN'S CANADA COMPANY
 Employee  . . . :       5080 SALLY BRITISH COLUMBIA
 Deduction Type  :  *CCPP     CANADA PENSION PLN
                       EE Amount     ER Amount     Wage Base
 Current Cycle . :         23.89         23.89        550.00
 Current Month . :           .00           .00           .00
 First Quarter . :           .00           .00           .00
 Second Quarter  :           .00           .00           .00
 Third Quarter . :           .00           .00           .00
 Fourth Quarter  :           .00           .00           .00
 Current Year  . :           .00           .00           .00
 Fiscal Year . . :           .00           .00           .00
 Prior Cycle . . :           .00           .00           .00
 Prior Month . . :         23.89         23.89        550.00
 Prior Fourth Qtr:           .00           .00           .00
 Prior Year  . . :         23.89         23.89        550.00
 Prior Fiscal Year         23.89         23.89        550.00
 User Data . . . :         23.89         23.89        550.00
 Life to Date  . :         23.89         23.89
 Limit Balance . :           .00           .00   Arrears Balance:          .00
 F3=Exit   F10=Access  F9=Last Update Info
```

Figure 3-7: Employee Deductions screen

5 The system updates the fields described below when you close the calendar year.

Fourth Quarter, Current Year, Prior Fourth Qtr, Prior Year

The system moves the amounts from the *Fourth Quarter* and *Current Year* fields to the *Prior Fourth Qtr* and *Prior Year* fields. The system then clears the *Fourth Quarter* and *Current Year* amounts.

First Quarter, Second Quarter, Third Quarter

The system clears the amounts in the *First*, *Second* and *Third Quarter* fields. Because this data is cleared, you must run reports for quarters 1, 2 and 3 before you close the calendar year.

Limit Balance

The system clears the employee *Limit Balance* field for all incomes and deductions with either an annual limit or no limit type specified.

Arrears Balance

The system clears the *Arrears Balance* field for tax deductions, such as *CF_ _ and *CCPP, and prints the Cleared Arrears Register.

6. Press Enter or F3 to exit from this screen.

7. Repeat steps 4 and 5 to review information for other employees or press F3 to return to the Infinium PY main menu.

Reviewing Updated Balances in the Miscellaneous Data Records

For Canadian employees, the system also updates special sub-totals in the Miscellaneous Data files for employees who were:

- Assigned to the employment insurance account that uses the standard employer premium factor
- Assigned to more than employment insurance account during the calendar year

The system uses the Miscellaneous Data files to track sub-totals for tax deductions and wages for each employment insurance account an employee is assigned to during the calendar year. For each deduction, the sum of the balances for each employment insurance account tracked in the Miscellaneous Data files equals the totals for that deduction shown in the Employee Deduction file (PYPDE).

Use this Function . . .	To display this information:
Display Employee Misc. Data	Period and other balances in the Miscellaneous Data file (PYPST) for Canadian employees who are assigned to the employment insurance account that utilises the standard employer premium factor. The system tracks balances for tax deductions withheld and gross wages (*WAGE) paid for employees who have or had value **1** in the *WLRP Exclusion* field in their Update Employee Payroll Data (CAN) screen.
Display Employee Misc. Data (CAN)	Period and other balances in the Miscellaneous Data (Canada) file (PYPST2) for Canadian employees who were assigned to multiple reduced employer premium factors for employment insurance calculations during the calendar year. The system tracks balances for tax deductions withheld and gross wages (*WAGE) paid by employment insurance account for employees who have or had values **2** through **9** in the *WLRP Exclusion* field in their Update Employee Payroll Data (CAN) screen. For checks posted in 2013 and later, the system displays the taxable base for deductions with an annual wage limit and tracks balances for employees with values **0** and **1** in the *WLRP Exclusion* field.

Reviewing Employment Insurance Account Balances

Follow these steps to display totals for Canadian employees assigned to the employment insurance account that uses the standard employer premium factor represented by Wage Loss Replacement Plan code **1**:

1. From the Infinium PY main menu select *System Operations.*

2. Select *Supervisor’s Functions.*

3. Select *Display Employee Data.*

4. *Display Employee Misc. Data* [DMD]. The system displays the screen shown in Figure 3-8: .

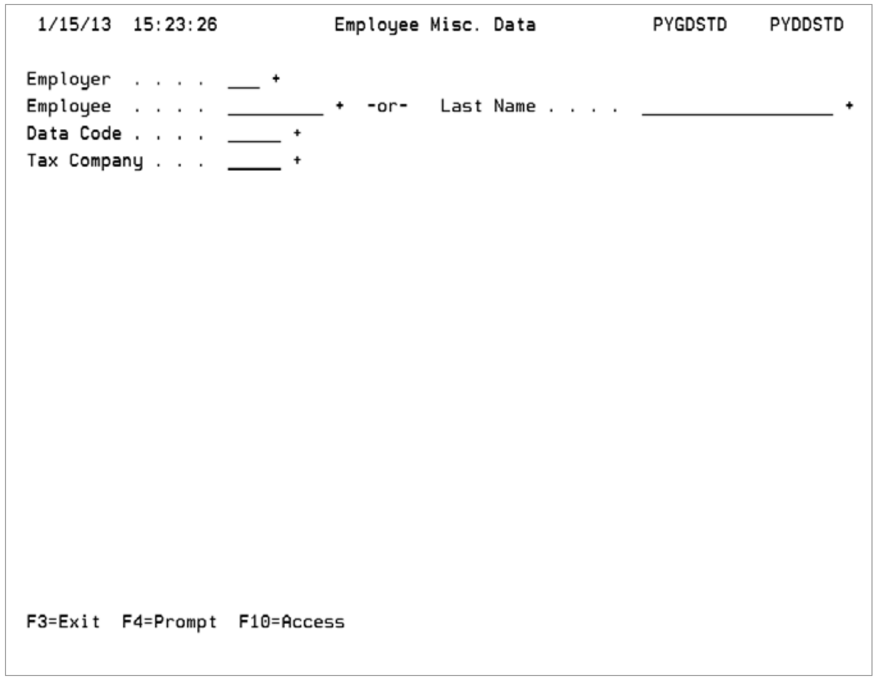


Figure 3-8: Employee Misc. Data prompt screen

5 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose miscellaneous data totals you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Data Code

Type the code value that identifies one of the following:

***CCPP**	Canadian Pension Plan
***CQPP**	Quebec Pension Plan

***CFxx** Federal/provincial tax where **xx** represents the employee's province

***CQIT** Quebec income tax

***CUIC** Canadian Employment Insurance Compensation

***CWAG** Total wages (*WAGE) earned under the standard employment insurance account represented by WLRP code **1**; this value excludes fringe and tip income

Tax Company

Specify the applicable tax company, if the employer is a multi-tax employer. Leave this field blank if the employer does not use multi-tax processing.

6 Press Enter. The system displays a screen similar to the one shown in Figure 3-9:

```
 1/15/13  15:50:53          Employee Misc. Data          PYGDSTD    PYDDSTD

Employer  . . . :  TCN       CANADIAN EMPLOYER
Employee  . . . :       1265 QC4
Data Code . . . .  *CCPP     *CCPP DATA - 2ND ACCT.


                         Wage        Employee       Employer
                         Base         Amount         Amount
Current Month . .       1600.00         64.76          64.76
First Quarter . .       1600.00         64.76          64.76
Second Quarter  .           .00           .00            .00
Third Quarter . .           .00           .00            .00
Fourth Quarter  .           .00           .00            .00
Current Year  . .       1600.00         64.76          64.76
Fiscal Year . . .       1600.00         64.76          64.76
Prior Month . . .           .00           .00            .00
Prior Fourth Qtr.           .00           .00            .00
Prior Year  . . .           .00           .00            .00
Prior Fiscal Year           .00           .00            .00


F3=Exit  F10=Access  F12=Cancel
```

Figure 3-9: Employee Misc. Data screen

The system displays balances for the current and prior years for the selected data code.

7 For information on the updates the system makes when you close the calendar year refer to the "Reviewing Updated Balances in Employee Income and Deduction Records" section.

8 Press Enter or F3 to exit from this screen. The system displays the Employee Misc. Data prompt screen shown in Figure 3-8: .

9 Repeat steps 5 through 8 to view additional data or press F3 to return to the Infinium PY main menu.

Reviewing Balances for Additional Employment Insurance Accounts

Follow the steps below to display totals for Canadian employees who are assigned during the calendar year to reduced factor employment insurance accounts represented by WLRP codes **2** through **9**. Refer to the preceding “Reviewing Employment Insurance Account Balances” section for information on displaying totals for Canadian employees who are assigned to WLRP code **1**.

1 From the Infinium PY main menu select *System Operations.*

2 Select *Supervisor’s Functions.*

3 Select *Display Employee Data.*

4 *Display Employee Misc. Data (CAN)* [DMDC]. The system displays the screen shown in Figure 3-10:

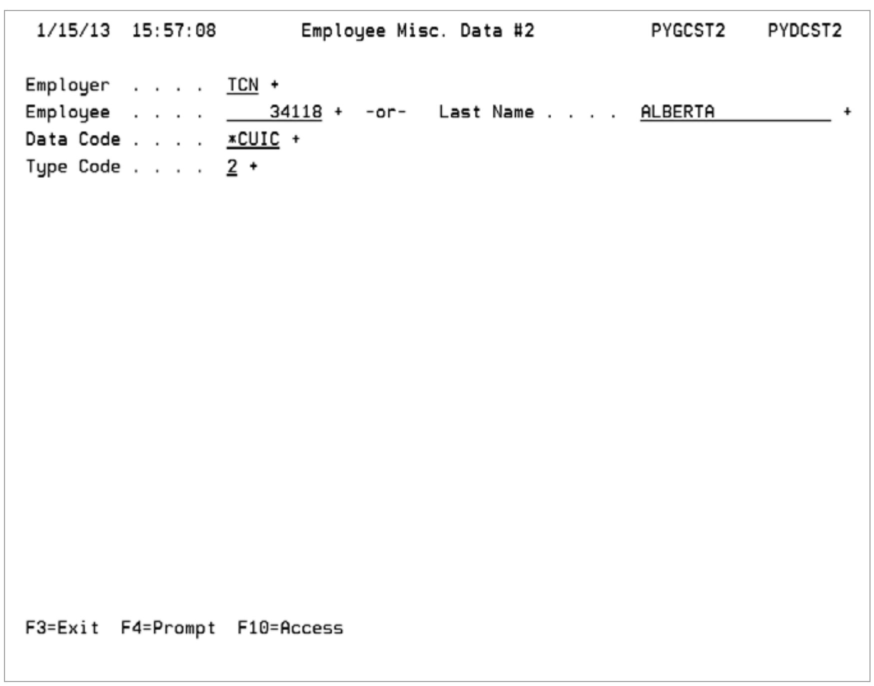


Figure 3-10: Employee Misc. Data #2 prompt screen

5 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose miscellaneous data totals you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee’s last name and press F4 to retrieve the employee’s number from the Employee Locate screen.

Data Code

Type the code value that identifies one of the following:

***CCPP**	Canadian Pension Plan
***CQPP**	Quebec Pension Plan
***CFxx**	Federal/provincial tax where **xx** represents the employee’s province
***CQIT**	Quebec Income Tax
***CUIC**	Canadian Employment Insurance Compensation
***CWAG**	Total wages earned under the second employment insurance account (*WAGE), which excludes fringe and tip income

Type

Type the WLRP code that identifies the employment insurance account for which you want to view totals for the deduction specified in the *Data Code* field. Press F4 to display a list of the WLRP codes defined on the Update Deduction Controls screen 4 for your *CUIC deduction.

6 Press Enter. The system displays the screen shown in Figure 3-11: .

```
 1/15/13  15:57:30        Employee Misc. Data #2          PYGCST2    PYDCST2

Employer  . . . :  TCN       CANADIAN EMPLOYER
Employee  . . . :      34118 JAMES ALBERTA,JR
Data Code . . . :  *CUIC     *CUIC DATA - BY WLRP ACCT
Type Code . . . :  2

                                        Employee      Employer
                           Wage Base     Amount        Amount
Current Month . .           1000.00       18.30         23.92
First Quarter . .           1000.00       18.30         23.92
Second Quarter  .               .00         .00           .00
Third Quarter . .               .00         .00           .00
Fourth Quarter  .               .00         .00           .00
Current Year  . .           1000.00       18.30         23.92
Fiscal Year . . .           1000.00       18.30         23.92
Prior Month . . .               .00         .00           .00
Prior Fourth Qtr.               .00         .00           .00
Prior Year  . . .               .00         .00           .00
Prior Fiscal Year               .00         .00           .00


F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 3-11: Employee Misc. Data #2 screen

The system displays balances for the current and prior years for the selected deduction and WLRP code.

7 For information on the updates the system makes when you close the calendar year refer to the “Reviewing Updated Balances in Employee Income and Deduction Records” section.

8 Press Enter or F3 to exit from this screen. The system displays the Employee Misc. Data #2 prompt screen shown in Figure 3-8: .

9 Repeat steps 5 through 8 to view additional data or press F3 to return to the Infinium PY main menu.

Confirming Deletion of Inactive Employee Income And Deduction Records

The system deletes deactivated employee income and deduction records if there is no calendar year-to-date, prior calendar year-to-date or current fiscal year data.

You can confirm the deletions after calendar year close processing is completed using the *Display Employee Income Data* or *Display Employee Deduction Data* options.

If you have unused active incomes or deductions that you want to delete, you can use the *Delete Unused Incomes/Deductions* option to delete the records from the appropriate employee files, as described in the *Infinium HR/PY Technical Guide*.

Reviewing the Updated Calendar Year in the Employer Control

The system changes the calendar year on your employer control by adding one year to the current calendar year when you submit the calendar year close. Follow the steps below to view the employer control after processing for the calendar year close is completed.

1. From the Infinium PY main menu select *Master Files*.

2. Select *Display Master Files.*

3. Select *Display Employer Controls* [DERC]. The system displays the Employer Controls Display screen. Complete the prompt screen and press Enter two times to display the Employer Controls Display screen 2 as shown in Figure 3-12: .

```
 6/27/12  20:38:29       Employer Controls Display        PRGMCOD    PRDMCOD
                                                                Page  2 of  5
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Employer Details
Proof on Cycles :  1  (0=No 1=Yes)      Timesheet Alpha :  1  (0=No 1=Yes)
Proof on Levels :  0  (0=No 1=Yes)      Register Alpha  :  1  (0=No 1=Yes)
Pay EEs on Leave:  1  (0=No 1=Yes)      Updt User Inc/Ded  1  (0=No 1=Yes)
Edit Accruals . :  1  (0=No 1=Yes)      Prt $0 Checks . :  2  (0->2)
PE Updt Pay Rates  1  (0=No 1=Yes)      Tax ID for EE#  :  0  (0=No 1=Yes)
Date Format . . :  DMY                  Check for Dup ID?  0  (0->2)
Curr Calendar Mth   3                   Curr Calendar Yr:  2011
Excl Accum Hist :  1  (0=No 1=Yes)      Self-Adjust FICA:  0  (0->3)
Affirm.Act. Goal:   0                   Affirm.Act.Model:  0  (0->3)
Posit. File Used:  1  (0=No 1=Yes)      EEO Unit Control:  0  (0->2)
General Ledger Information
Curr.Fiscal Year:  2011                 GL Company  . . :  001
Close by ER/LVL :  L                    Organization  . :
Labor Dist Ledger  S                    GL Interface Ovr:
Deductions Ledger  S                    Cash Disb. Ledger  S
                                        Exp. Liab. Ledger  S
Accrued PY Acct :  001-000-000-0000-000
Labor Exp. Acct :  001-***-***-****-***
F3=Exit  F10=Access  F12=Previous
```

Figure 3-12: Employer Controls Display screen 2 of 3

The system updates the value in the *Curr Calendar Yr* field for your employer when you close the calendar year.

4 Press F3 twice to exit from this screen and return to the Infinium PY main menu.

Reviewing Summarised Annual Income and Deduction History Records

The system creates summarised annual employee income and deduction history records for the calendar year you closed. It permanently retains these records even after you delete detailed check history for the calendar year. Follow the steps below to view annual employee pay history data.

1. From the Infinium PY main menu select *Employee Data*.
2. Select *Payroll Inquiry.*
3. Select *Display Annual Pay History* [DAPH].
4. Complete the information on the prompt screen by identifying the employer and employee whose annual totals you want to review.
5. Press Enter. The system displays the Payroll History prompt screen. You can type values in the *Beginning Year* and *Ending Year* fields at the top of the screen to view annual income and deduction totals for one or more specific years, or leave these fields blank to review totals for all calendar years.
6. Press Enter. The system displays the screen shown in Figure 3-13: .

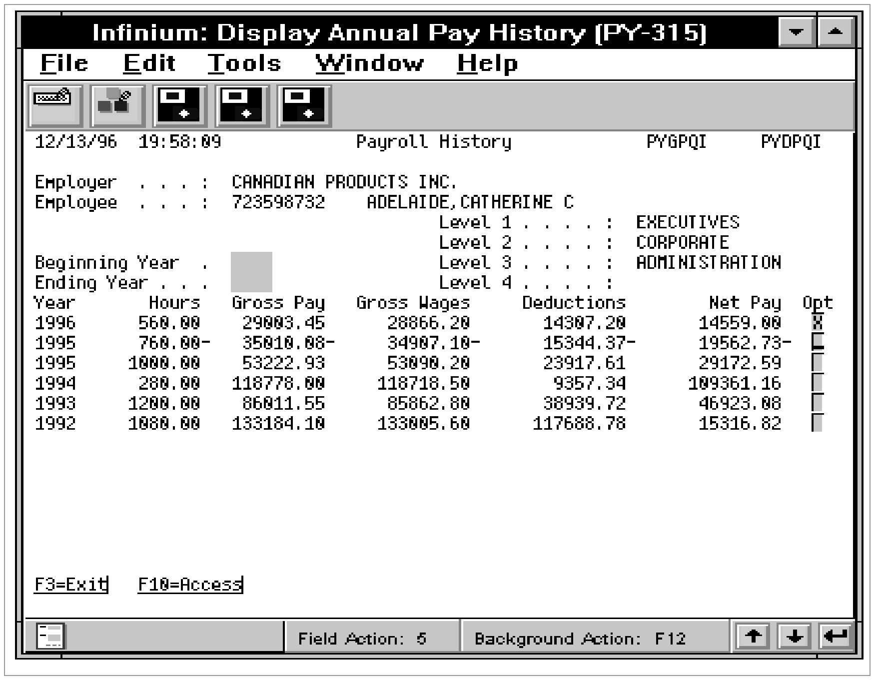


Figure 3-13: Payroll History screen 1 of 2

The system displays a line of history for each selected calendar year in which you have posted payroll data for the specified employee.

7 Type any character in the *Opt* field adjacent to any line to view income and deduction annual totals for a specific year.

8 Press Enter to view income and deduction annual totals as shown in Figure 3-14: .

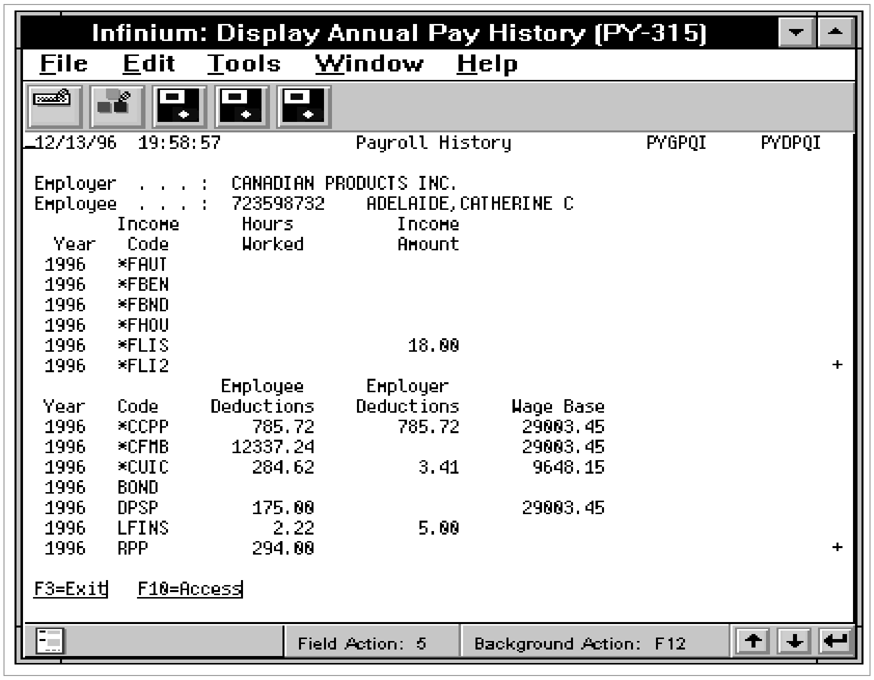


Figure 3-14: Payroll History screen 2 of 2

9 Use the following information to work with this screen.

The system displays income annual totals in the top portion of the screen and deduction annual totals in the lower portion of the screen.

To see additional income information, place your cursor in the top portion of the screen and press PageDown.

To see additional deduction information, place your cursor in the lower portion of the screen and press PageDown.

10 Press F3 to exit from this screen.

11 Follow steps 3 through 10 to view annual totals for another employee or press F3 to return to the Infinium PY main menu.

Note: You can use the *List Annual Pay History* function to print annual pay history information for up to six employees. Refer to the *Infinium PY Guide to Management Functions* for additional information on using the *Display Annual Pay History* and *List Annual Pay History* functions.

Chapter 4 Closing the Fiscal Year

4

The chapter consists of the following topics:

Overview

WARNING: Before you initiate a function to close a calendar month, calendar year, or fiscal year, you should always perform these tasks:

- Confirm that all users are logged off the system.
- Resolve any record locks.
- Perform two backups of your data.

Never execute the *Close Employer for Calendar Year* or *Close Employer for Fiscal Year* functions more than once, under normal circumstances. Always consult Infor Customer Support for proper recovery steps if either of these functions ends abnormally or if you encounter errors during processing. Executing these functions multiple times will result in corrupted data.

After you post your last pay cycle that is reported in the current fiscal year, you can close the fiscal (accounting) year. When you close the fiscal year, the system clears fiscal year balance fields stored in the employee income and deduction summary records. You must close the fiscal year before you process pay cycles that are to be reported in the new fiscal year.

The fiscal year end functions allow you to produce year-to-date reports for balancing purposes and to close the fiscal year.

The calendar year end close does not affect the fiscal year balances in employee income and deduction records. If your fiscal year coincides with the calendar year, you can run the fiscal year close before or after you run the calendar year end close.

Since there are no standard prior fiscal year reports on the system, be sure to run the following reports prior to closing your fiscal year:

- Fiscal Year Payroll Register
- Fiscal Year Earnings Register
- Fiscal Year Supplemental Register

These reports are especially important if your fiscal year is different from the calendar year. For example, if your fiscal year runs from September to August, you can generate reports of fiscal year balances at the end of August before you close the fiscal year.

Commonly Asked Questions

Consider these key questions before you perform fiscal year end functions:

1 Can my fiscal year be different from my calendar year?

Yes.

2 Does my fiscal year close have any effect on my calendar year?

No.

Generating Fiscal Year Reports

Use the following menu options to generate reports of fiscal year information before you run the *Close Employer for Fiscal Year* function.

- *List FYR Register* [FYRPR]
- *List FYR Earnings Register [FYRER]*
- *List FYR Supplemental Register [FYRSR]*

To access these menu options, select *Period Ending Operations* and then select *Fiscal Year End Functions*.

These reports contain similar selection screens and print information similar to the corresponding year-to-date registers. Refer to the preceding chapter, “Closing the Calendar Year,” for more information about the reports and for guidelines on how to complete the selection screens.

You cannot generate reports of prior fiscal year information using standard Infinium PY reports. However, since prior fiscal year balances are kept in the employee income and deduction records (PYPIE and PYPDE, respectively), you can use Infinium QY to generate your own reports of this information if necessary.

Closing the Fiscal Year for Your Employer

When you execute the *Close Employer for Fiscal Year* function, the system completes the following steps:

- Searches for unposted cycles
- Updates fiscal balances in employee income and deduction records
- Updates the fiscal year in the employer control

Each step is described in detail later in this section.

Before you close the fiscal year for your employer, you should verify that you have posted all cycles for that year.

Checking for Unposted Cycles

When you close the fiscal year, the system first searches the Cycle History file (PYPCH) for any cycles not posted in the fiscal year. The system does not allow you to continue closing the employer fiscal year until these cycles are posted, canceled or deleted.

To verify the status of your pay cycles for the current fiscal year before you attempt to close it, you can use the *Display Cycle History/Status* option or the *Cycle Support Functions* option. You must complete or remove any unposted cycles. You can use the *Cycle Support Functions* option to cancel or delete unneeded cycles. Refer to the *Infinium PY Guide to Management Functions* for further information.

Closing the Fiscal Year

To close your employer's fiscal year, follow these steps:

1. From the Infinium PY main menu select *Period Ending Operations*.
2. Select *Fiscal Year End Functions.*
3. Select *Close Employer for Fiscal Year* [CEFY]. The system displays the screen shown in Figure 4-1.

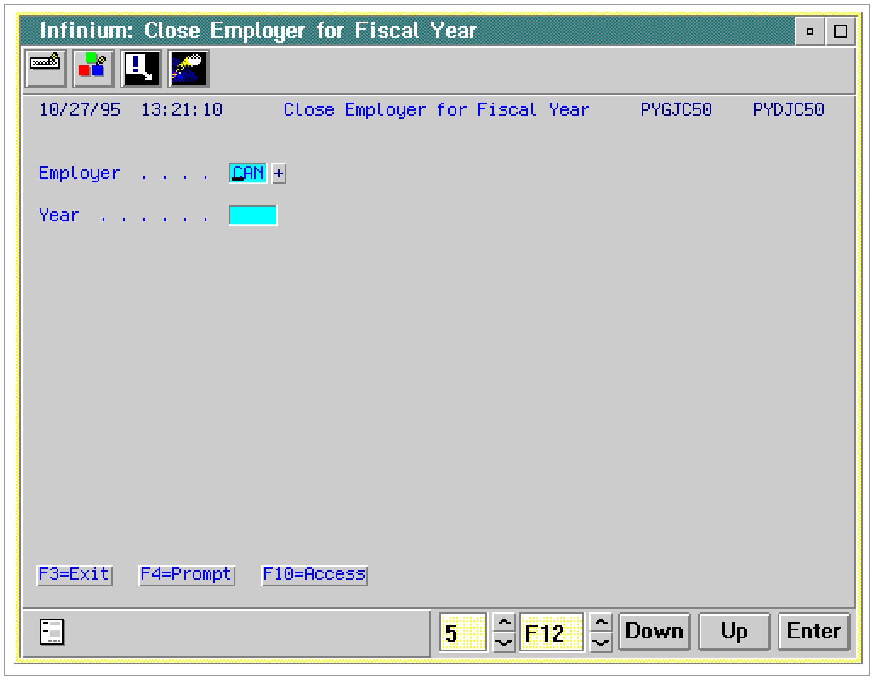


Figure 4-1: Close Employer for Fiscal Year screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer.

Year

Type the appropriate fiscal year. The system compares the value you type in this field to the value in the *Curr. Fiscal Year* field on your employer control.

5 Press Enter. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

The system submits the batch job that closes the fiscal year. This function does not produce any reports.

Reviewing Updated Fiscal Balances in Employee Income and Deduction Records

The system clears the *Fiscal Year* fields on employee income and deduction records in preparation for the new fiscal year. Follow the steps below to view employee income or deduction records.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions.*

3 Select *Display Employee Data.*

4 Select *Display Employee Deduction Data* [DEDD] or *Display Employee Income Data* [DEI]. The system displays the Employee Deductions or Employee Incomes screen. The example that follows uses the Employee Deductions screen as shown in Figure 4-2.

```
_ 6/06/06  11:38:06          Employee Deductions         PYGDDEDD   PYDDDEDD

 Employer  . . . :  DM2       JEAN'S CANADA COMPANY
 Employee  . . . :       5080 SALLY BRITISH COLUMBIA
 Deduction Type  :  *CCPP     CANADA PENSION PLN
                       EE Amount      ER Amount     Wage Base
 Current Cycle . :         23.89          23.89        550.00
 Current Month . :           .00            .00           .00
 First Quarter . :           .00            .00           .00
 Second Quarter  :           .00            .00           .00
 Third Quarter . :           .00            .00           .00
 Fourth Quarter  :           .00            .00           .00
 Current Year  . :           .00            .00           .00
 Fiscal Year . . :           .00            .00           .00
 Prior Cycle . . :           .00            .00           .00
 Prior Month . . :         23.89          23.89        550.00
 Prior Fourth Qtr:           .00            .00           .00
 Prior Year  . . :         23.89          23.89        550.00
 Prior Fiscal Year         23.89          23.89        550.00
 User Data . . . :         23.89          23.89        550.00
 Life to Date  . :         23.89          23.89
 Limit Balance . :           .00            .00   Arrears Balance:          .00
 F3=Exit   F10=Access  F9=Last Update Info
```

Figure 4-2: Employee Deductions screen

During the *Close Employer for Fiscal Year* function, the system updates fields in the Employee Income and Deduction records as follows:

Fiscal Year fields

The system moves the amounts from the *Fiscal Year* fields to the *Prior Fiscal Year* fields. The system then clears the *Fiscal Year* amounts.

Note: The *Prior Fiscal Year* fields are not displayed in the Employee Deductions and Employee Incomes screens. You can use Infinium QY to generate your own reports of this information if necessary.

Since there are no prior fiscal year reports on the system, be sure to run the appropriate reports before closing the fiscal year.

Displaying the Fiscal Year in the Employer Control

The system changes the fiscal year on the employer control by adding one year to the current fiscal year.

The fiscal year end close affects only your fiscal year; it does not affect your calendar year.

To review the employer control, follow these steps:

1. From the Infinium PY main menu select *Master Files*.
2. Select *Display Master Files.*
3. Select *Display Employer Controls* [DERC]. The system displays the Employer Controls Display screen. Complete the prompt screen and press Enter two times to display the Employer Controls Display screen 2 as shown in Figure 4-3.

```
 6/27/12  20:38:29       Employer Controls Display         PRGMCOD    PRDMCOD
                                                                 Page  2 of  5
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Employer Details
Proof on Cycles :  1  (0=No 1=Yes)      Timesheet Alpha :  1  (0=No 1=Yes)
Proof on Levels :  0  (0=No 1=Yes)      Register Alpha  :  1  (0=No 1=Yes)
Pay EEs on Leave:  1  (0=No 1=Yes)      Updt User Inc/Ded  1  (0=No 1=Yes)
Edit Accruals . :  1  (0=No 1=Yes)      Prt $0 Checks . :  2  (0->2)
PE Updt Pay Rates  1  (0=No 1=Yes)      Tax ID for EE#  :  0  (0=No 1=Yes)
Date Format . . :  DMY                  Check for Dup ID?  0  (0->2)
Curr Calendar Mth   3                   Curr Calendar Yr:  2011
Excl Accum Hist :  1  (0=No 1=Yes)      Self-Adjust FICA:  0  (0->3)
Affirm.Act. Goal:   0                   Affirm.Act.Model:  0  (0->3)
Posit. File Used:  1  (0=No 1=Yes)      EEO Unit Control:  0  (0->2)
General Ledger Information
Curr.Fiscal Year:  2011                 GL Company  . . :  001
Close by ER/LVL :  L                    Organization  . :
Labor Dist Ledger  S                    GL Interface Ovr:
Deductions Ledger  S                    Cash Disb. Ledger  S
                                        Exp. Liab. Ledger  S
Accrued PY Acct :  001-000-000-0000-000
Labor Exp. Acct :  001-***-***-****-***
F3=Exit  F10=Access  F12=Previous
```

Figure 4-3: Employer Controls Display screen 2 of 5

The system updates the value in the *Curr Fiscal Year* field for your employer when you close the fiscal year.

4 Press F3 twice to exit from this screen and return to the Infinium PY main menu.

Notes

Chapter 5 Posting Prior Year Adjustments

5

During year-end processing, you may need to change employee pay information after you close the calendar year. You use the *Post Prior Year Adjustment Cycle* option to update prior year payroll information. By using the prior year adjustment cycle, you create an audit trail of all the changes you make.

You can process a prior year adjustment cycle any time after you close the calendar year. You do not have to post all prior year transactions before the first payroll cycle of the new year is processed.

Through a prior year adjustment cycle, you can:

- Void transactions
- Reclassify incomes and deductions
- Calculate annual excess group life imputed values
- Process adjustments

The chapter consists of the following topics:

Methods for Adding Employees to the Prior Year Adjustment Cycle

You can use two methods to add employees to the prior year adjustment cycle.

- In the first method, which is discussed in detail in this chapter, you add employees to the prior year adjustment cycle using the *Update Checks* option. This method is generally the most efficient way to enter prior year adjustments.
- In the second method, which is discussed at the end of this chapter, you attach the prior year adjustment cycle to the employee's payroll master record. This method is useful if you have many employees for whom you are entering prior year adjustments and you want to use the auto pay feature to generate income records in the prior year adjustment cycle for employees.

System Updates

When you post the prior year adjustment cycle, the system updates the following amounts in employee income and deduction records:

- Prior calendar month
- Prior fourth quarter
- Prior calendar year
- Fiscal year
- User-defined data
- Limit balances for deductions with limit type 4 (renewable limit) or 5 (lifetime limit)

The system also updates each employee's check history and the previous year's annual pay history records. You can use employee check history as an audit trail of the prior year adjustments that you made.

You can also post prior year on demand checks and generate a Prior Year On Demand Check Register. Refer to the "Processing Prior Year On-Demand Checks" chapter for additional information concerning the prior year on-demand check cycle.

Commonly Asked Questions

1 When can I use the prior year adjustment cycle?

You can process transactions using the prior year adjustment cycle any time after the calendar year is closed.

2 Do I have to post all my prior year transactions before the first payroll cycle of the new year is processed?

No, you can process a prior year adjustment cycle any time after the calendar year is closed.

3 I need to correct a check paid to an employee last March. Will the system update the employee's first quarter records for the prior year?

No, the system clears the first quarter fields when you close the calendar year. When you process a prior year adjustment cycle, the system updates the prior month, the prior fourth quarter, and the prior year fields.

4 Can I set up more than one prior year adjustment cycle?

Yes. You can set up as many as you want. You can use the same period end date for each cycle.

5 Can I print checks using a prior year adjustment cycle?

Yes, you can print checks through a prior year adjustment cycle.

6 How do I send this information to the General Ledger?

You can run the *Close to General Ledger* option when you have finished posting all of your prior year adjustment cycles.

7 I do not want to print checks through the prior year adjustment cycle. How do I keep the system from doing this?

To prevent the system from printing checks delete the spool file that contains the checks. Please discuss this procedure with someone from your MIS department.

8 I need to update an employee's wage base. How do I do that?

You can update the employee's wage base using the *Update Checks* option. Refer to the "Preparing for the Final Payroll of the Calendar Year" chapter for additional information.

9 If I post a prior year adjustment cycle in February, will it update monthly balances for December of the previous year?

No. The system updates balances in the *Previous Month* fields in the employee summary income and deduction records. Assuming you closed the calendar month of January, the *Previous Month* fields represent totals for the calendar month of January.

Method 1: Using the *Update Checks* Option

Follow these steps to use the *Update Checks* method to process a prior year adjustment cycle:

1. Create a prior year adjustment cycle control (once)
2. Begin the adjustment cycle
3. Proof timesheet data
4. Enter void transactions (optional)
5. Enter reclassifications (optional)
6. Release timesheet data to the cycle
7. Add employees to the cycle and enter prior year adjustments using the *Update Checks* function
8. Print the Trial Register to verify your entries
9. Post the prior year adjustment cycle
10. Create or recreate the T4, T4A and RL-1 work files
11. Rerun reports
12. Close to General Ledger (if necessary)

Step 1: Creating the Prior Year Adjustment Cycle (Once)

In this step you create a prior year adjustment cycle. The system identifies a prior year adjustment cycle by the special name you assign to the cycle. This name is a five-character code that must begin with three alphanumeric characters and end with the symbols ##.

To create a prior year adjustment cycle, follow the steps below.

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files.*

3 Select *Update Cycle Controls* [UCY]. The system displays the screen shown in Figure 5-1.

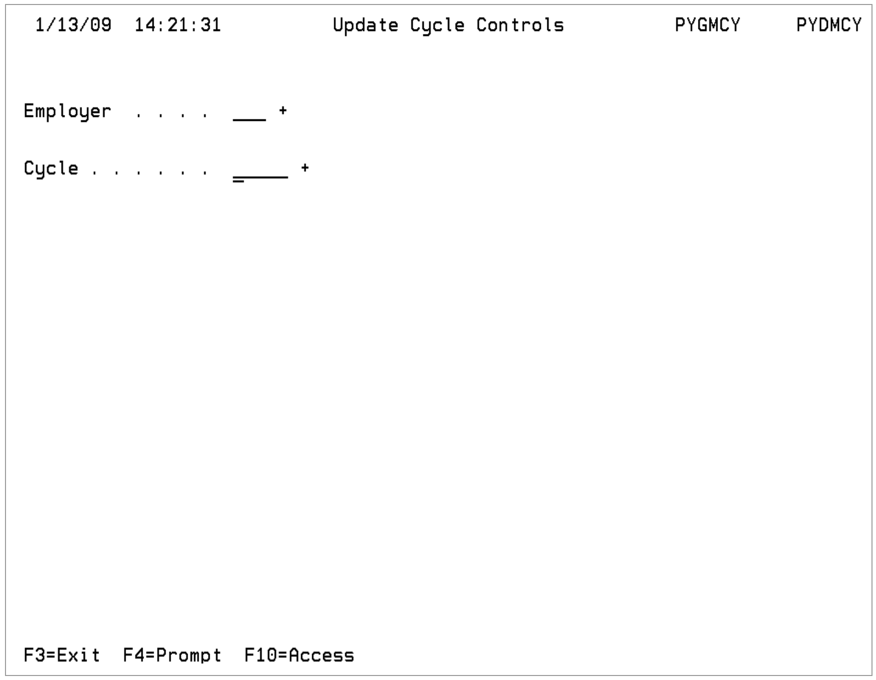


Figure 5-1: Update Cycle Controls prompt screen

4 Fill in the appropriate fields as described below.

Employer

Type the value that identifies your employer.

Cycle

Type a five-character value in the *Cycle* field. You must define your prior year adjustment cycle using the naming convention _ _ _ ## (for example ADJ##). Type any alphanumeric characters in the blank spaces.

The symbols ## in the last two positions of the cycle value identify the cycle as a prior year cycle. This special name tells the system to update prior year information.

5 Press Enter and the system displays the screen shown in Figure 5-2.

```
 1/13/09  14:23:35          Update Cycle Controls          PYGMCY     PYDMCY
                                                                 Page  1 of  3
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Cycle . . . . . :  ADJ##

Description . . .  PRIOR YR ADJUSTMENT CYCLE

Pay Type  . . . .  _                    On Demand Cycle :  0
Pay Frequency . .  __                   Enter TS at Level  4  (0->4)
Standard Weeks  .   0                   Pay Pds. Remaining __

Cycle Level Restrictions
Area         . . .  _____ +
Division     . . .  _____ +
Department   . . .  _____ +
Cost Centr   . . .  _____ +







F3=Exit  F4=Prompt  F10=Access  F12=Previous  F21=Accept  F22=Delete
```

Figure 5-2: Update Cycle Controls screen 1 of 3

Because you may process any employee in your organisation in the prior year adjustment cycle, we recommend that you do not enter restrictions for the cycle on this screen.

6 Use the following information to complete the fields on this screen that affect your prior year adjustment cycle. Complete the remaining fields as appropriate for your organisation.

Pay Type

Leave this field blank.

On Demand Cycle

Type **0** in this field.

Pay Frequency

Leave this field blank.

Enter TS at Level

Type **0** in this field.

Standard Weeks

Type **0** in this field.

Cycle Level Restrictions

Leave each of the *Cycle Level Restriction* fields blank.

7 Press Enter. They system displays the screen shown in Figure 5-3.

```
 6/26/12  16:38:46         Update Cycle Controls         PYGMCY     PYDMCY
                                                               Page  2 of  3
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Cycle . . . . . :  ADJ##    PRIOR YR ADJUSTMENT CYCLE


Cycle Defaults                         Print Register Defaults
Batch Cycle . . .  0  (0=No 1=Yes)     Trial at Release.  1  (0=No 1=Yes)
Check No. Prompt.  0  (0=No 1=Yes)     Suppl at Trial  .  1  (0=No 1=Yes)
Exclude at Begin.  0  (0=No 1=Yes)     Check at Posting.  1  (0=No 1=Yes)
Mult. Timekeepers  1  (0=No 1=Yes)     Units on Register  1  (0=No 1=Yes)
Check Sequence  .  A  (0->5, A->F)     Trial Summ Errs .  1  (0=No 1=Yes)
Proof Summ Errs .  1  (0=No 1=Yes)     Sft Diff Report .  1  (0=No 1=Yes)
                                       Chk Audit at Post  0  (0=No 1=Yes)
Chk Date at Begin  0  (0=No 1=Yes)






F3=Exit  F10=Access  F12=Previous
```

Figure 5-3: Update Cycle Controls screen 2 of 3

8 Use the following information to complete the fields on this screen that affect your prior year adjustment cycle. Complete the remaining fields as appropriate for your organisation.

Batch Cycle

Type **0** in this field.

Exclude at Begin

Type **0** in this field.

9 Press Enter. The system displays the screen shown in Figure 5-4.

```
 6/26/12  16:40:12          Update Cycle Controls          PYGMCY     PYDMCY
                                                                 Page  3 of  3
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Cycle . . . . . :  ADJ##    PRIOR YR ADJUSTMENT CYCLE

Edit Month Data .  C
Edit Labor Acct .  I

                   Days                                    Operator
Period End Edit .  ___                 Period End Edit .  _
Check Date Edit .  ___                 Check Date Edit .  _
Benefit Date Edit  ___                 Benefit Date Edit  _
___________________Custom Cycle Processing Programs__________________
                   AT START                                AT END
Begin PY Cycle  .                      Begin PY Cycle  .  ________
Close Daily Time.                      Close Daily Time.  ________
Prove TS Input  .  ________            Prove TS Input  .  ________
Rel. TS to Cycle.  ________            Rel. TS to Cycle.  ________
Print Trial Reg .  ________            Print Trial Reg .  ________
Post and Print  .  ________            Post and Print  .  ________


F3=Exit  F10=Access  F12=Previous
```

Figure 5-4: Update Cycle Controls screen 3 of 3

10 Complete these fields as appropriate for your organisation.

11 Press Enter to save your information.

12 The system displays the Update Cycle Controls prompt screen. You can set up another prior year adjustment cycle or press F3 to return to the Infinium PY main menu.

Step 2: Beginning the Adjustment Cycle

With this step you initiate processing of the adjustment cycle.

No auto pay incomes are generated because no employees or auto pay groups are associated with this cycle. You add employees through the *Update Checks* option discussed in Step 7.

To begin a cycle, follow the steps below.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN].

4 Select the appropriate prior year adjustment cycle and press Enter. The system displays the screen as shown in Figure 5-5.

```
 6/26/12  17:00:55            Enter Cycle Data            PYGB05     PYDB05

Update each selected cycle:                       Period     Checking
Emp Cycle Description                       Beginning  Ending Account Chk Date Per
ZCX ADJ## PRIOR YR ADJUSTMENT CYCLE         ________ ________ _____ + ________ _
 Acct.Mo/Yr __ ____ Weeks Worked __  Update *F _ Tax Freq. __  DD Acct. _____ +
 Suppl Tax Only? _  Omit ded-addl ck _____ + Pay Msg _____ + 12th of Month _
 Benefit Eff Date _______0


F3=Exit  F4=Prompt  F10=Access
```

Figure 5-5: Enter Cycle Data screen

5 You must enter specific values in the fields discussed in this section. You complete the remaining fields as appropriate to your company.

Period Beginning and Period Ending

Type the current period beginning and ending dates in these fields. The year you specify should match the value in the *Current Calendar Yr* field in your employer control.

Chk Date

Type the applicable check date which must be in month 12 of the prior year. The system uses the check date to post the information to the prior year files.

Caution: You must enter a check date in month 12 of the prior calendar year.

Acct. Mo/Year

Type the fiscal month and year in these fields. The year you specify should match the value in the *Curr Fiscal Year* field in your employer control.

Weeks Worked

Type **0** in this field.

Tax Freq

Type the desired tax frequency.

6 Press Enter and the system displays the screen shown in Figure 5-6.

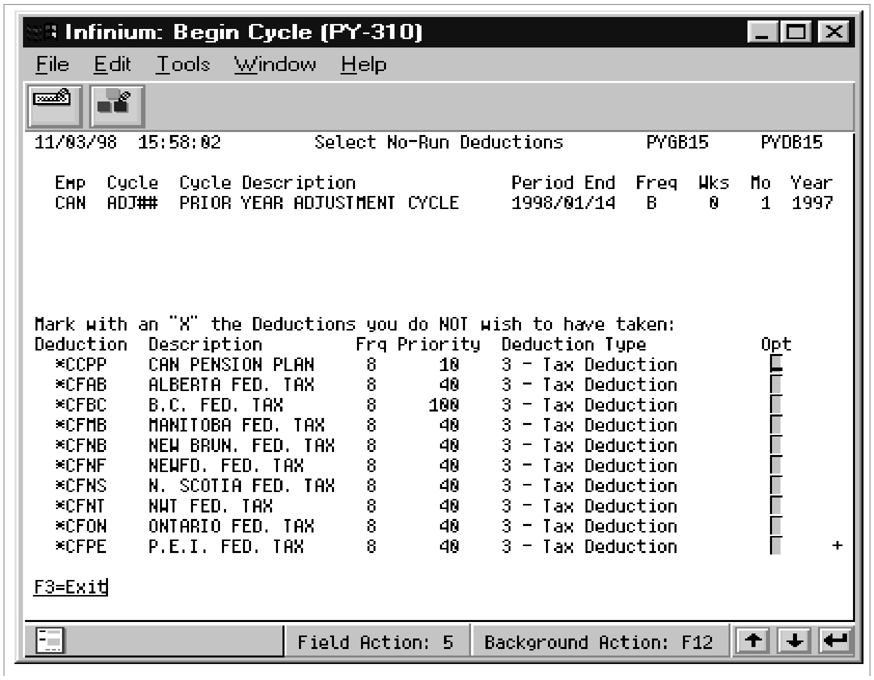


Figure 5-6: Select No Run Deductions screen

7 Type **X** in the *Opt* field next to the deduction(s) that you do not want the system to process during this cycle run.

8 Press Enter to display the deductions that you suppressed.

9 Press Enter to confirm the suppressed deductions and press Enter through the remaining screens in this option.

10 The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Step 3: Proving Timesheet Data

In order to continue with cycle processing, you must generate the Timesheet Proof report. No information appears on this report because no employees are associated with the prior year adjustment cycle. You add employees to the cycle through the option *Update Checks* which is discussed in Step 6.

Follow these steps to access the *Prove Timesheet Data* option.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Prove Timesheet Data* [PROVE]. The system displays the Prove Timesheet Data screen.

4 Select the prior year adjustment cycle and press Enter.

5 Press Enter to confirm your selection and to process the report.

6 The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Step 4: Entering Void Transactions (optional)

You can use this option to void checks or vouchers you posted in the previous calendar year for any employees assigned to the employer whose adjustment cycle you are processing.

Follow these steps to enter void transactions:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Void Transactions* [VOID]. The system displays the cycles that are currently active in your system.

4 Select the prior year adjustment cycle and press Enter. The system displays the screen shown in Figure 5-7.

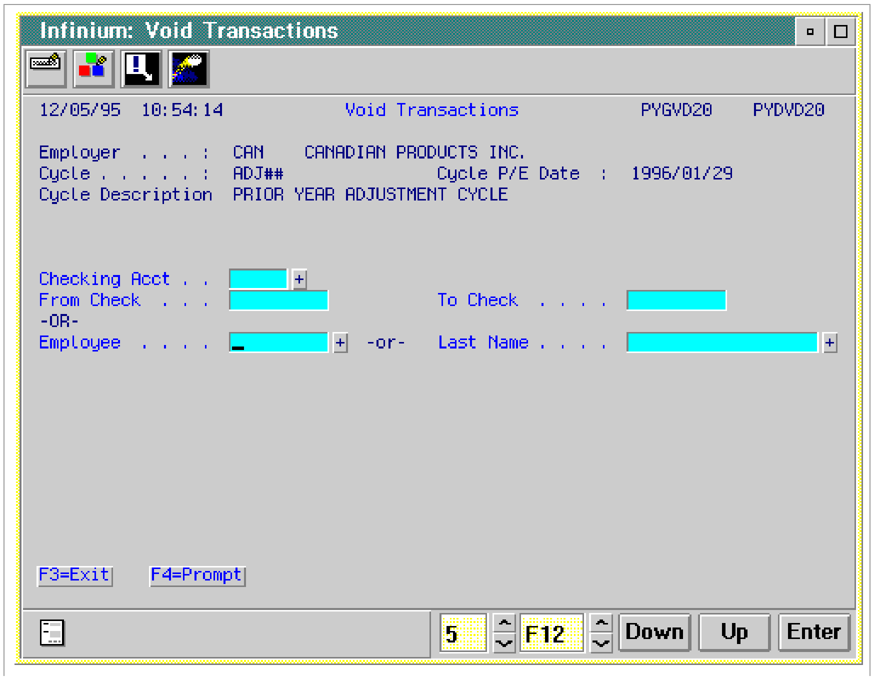


Figure 5-7: Void Transactions selection screen

5 You can identify checks or vouchers you want to void by typing values in one of the following groups of fields:

- *Checking Acct, From Check* and *To Check* fields
- *Employee* or *Last Name* fields

6 Press Enter and the system displays the screen shown in Figure 5-8.

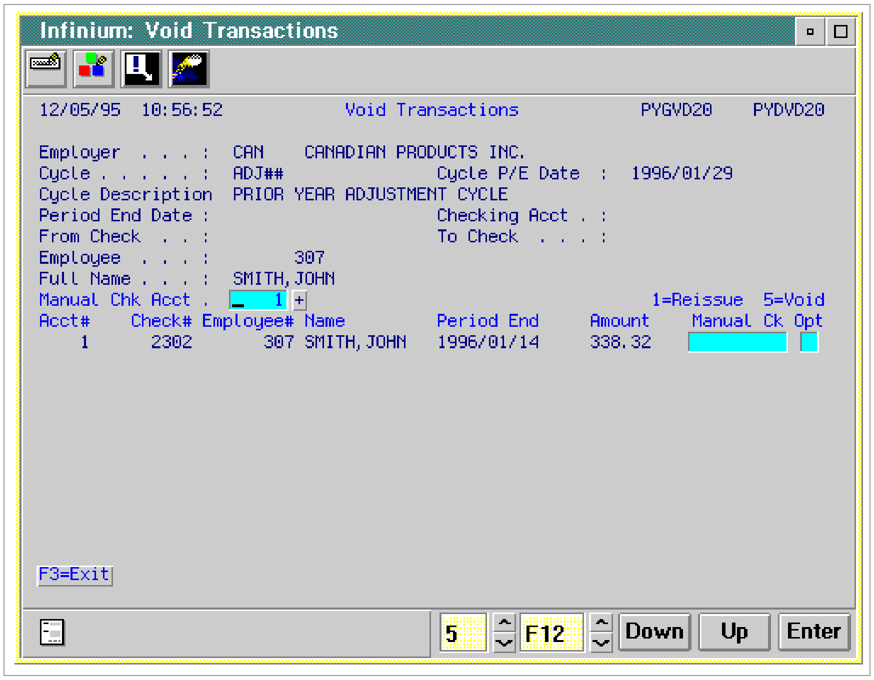


Figure 5-8: Void Transactions screen

7 Use the following information to work with this screen. Refer to the *Infinium Payroll Guide to Controls* for additional information.

Opt

Indicate whether you want to void a check or voucher, or void and reissue a check. When you reissue a check, the system creates a replacement check that is identical to the original check you are voiding, but assigns a new check number and check date.

The system cannot automatically reissue a direct deposit voucher. Use the *Update Checks* function to manually add a replacement voucher if necessary.

Valid values are:

1	Void and reissue a check
5	Void a check or voucher

When you void a check or voucher, the system uses the date you typed in the *Chk Date* field in the *Begin Cycles* option as the void date for the selected check or voucher. If you reissue a check, the system uses the date you typed in the *Chk Date* field in the *Begin Cycles* option as the check date for the reissued check.

Because the system uses the check date to determine which quarter to update, when you void checks and vouchers in a prior year adjustment cycle the system updates balances for the fourth quarter of the prior calendar year.

8 Press Enter. The system displays the following message:

Employee not in this cycle - press F21 to override warning.

9 Press F21. The system highlights the checks or vouchers you selected.

10 Press F3 to exit from this screen. The system creates the void transactions and displays the Void Transactions selection screen shown in Figure 5-7.

11 Repeat steps 5 through 11 to void additional checks or vouchers or press F3 twice to return to the Infinium PY main menu.

Step 5: Entering Reclassifications (optional)

You can use this option to reclassify incomes or deductions you posted in the previous calendar year for any employees assigned to the employer whose adjustment cycle you are processing.

When you reclassify incomes or deductions, you transfer amounts and hours from one income or deduction code to another. The net result of the reclassification must be zero. In other words, if you reduce the hours posted for an employee’s income by 10 and the year-to-date amount by $100, you must add 10 hours and $100 to another income for that same employee.

When you reclassify deductions, you transfer employee deduction amounts from one deduction to another. If applicable, you must use the *Update Checks* function to manually adjust employer liability amounts and wage base amounts of the reclassified deductions. You can also mass reclassify deductions for groups of employees. Refer to the *Infinium PY Guide to Processing* for details.

The system updates the prior month, prior fourth quarter and prior calendar year balances for incomes or deductions you reclassify.

Follow these steps to enter reclassifications:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Enter Reclassifications* [RECLA]. The system displays the cycles that are currently active in your system.

4 Select the prior year adjustment cycle and press Enter. The system displays the screen shown in Figure 5-9: .

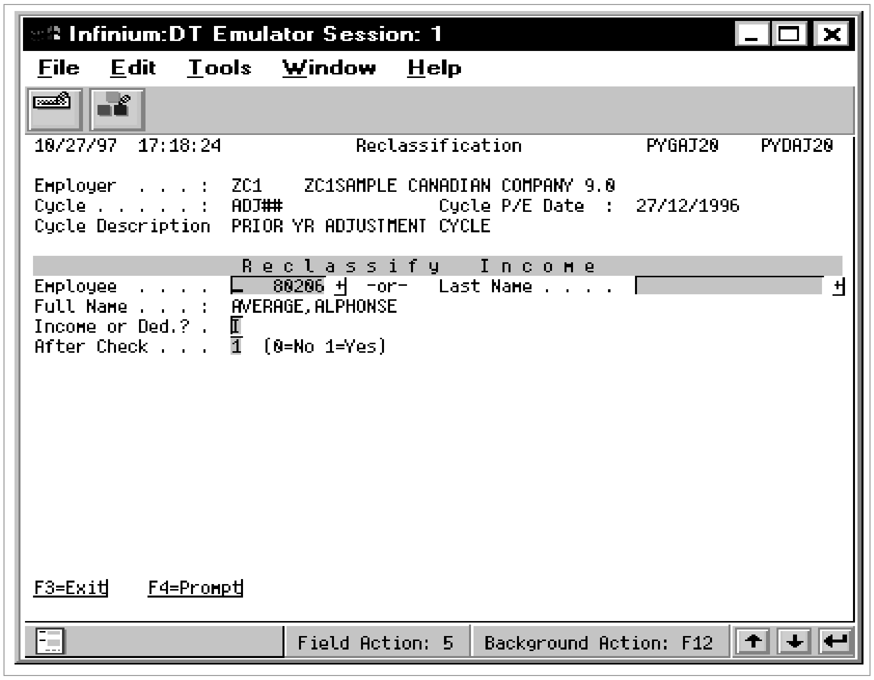


Figure 5-9: Reclassification screen 1 of 2

5 Use the following information to complete the fields on this screen.

Employee

Type the number of the employee whose incomes or deductions you want to reclassify.

Income or Ded.?

Type **I** to indicate that you are reclassifying incomes. Type **D** to indicate that you are reclassifying deductions.

After Check

Indicate whether the system should include the reclassified income and deduction amounts and hours in year-to-date totals of incomes and deductions in checks you issue in the prior year adjustment cycle.

Valid values are:

0	No, do not include amounts of reclassified incomes or deductions in year-to-date totals for checks issued in this cycle

1 Yes, include amounts of reclassified incomes or deductions in year-to-date totals for checks issued in this cycle

6 Press Enter. The system displays the following message:

Employee not in this cycle - press F21 to override warning.

7 Press Reset and then press F21. The system displays the screen shown in Figure 5-10: .

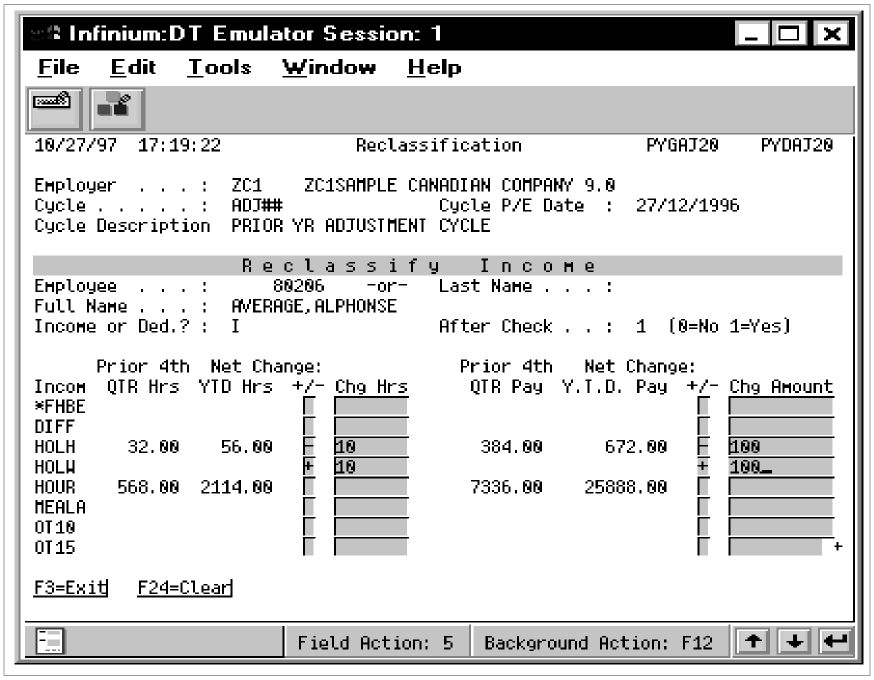


Figure 5-10: Reclassification screen 2 of 2

For incomes, the system displays hours and amounts for the fourth quarter of the prior calendar year and for the entire prior calendar year. For deductions, the system displays the employee's deduction amounts for the prior fourth quarter and prior calendar year.

8 Use the *+/_*, *Chg Hrs* and *Chg Amount* fields to move hours and monetary amounts from one income or deduction to another. Refer to the *Infinium PY Guide to Processing* for details on how to complete the fields on this screen.

9 Press Enter when you have entered your reclassifications for the selected employee.

10 Press F3 to exit from this screen. The system displays the first Reclassification screen shown in Figure 5-9: .

11 Repeat steps 7 through 12 to enter additional reclassifications or press F3 to return to the Infinium PY main menu.

Step 6: Releasing Timesheet Data to the Cycle

When you release the timesheet data to the cycle, the system processes any void and/or reclassification transactions you entered.

Follow these steps to access the *Release Timesheet Data* option:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Release Timesheet Data* [REL].

4 Type any character in the *Opt* field to select your prior year adjustment cycle and press Enter.

5 Press Enter to confirm your selection.

6 The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Note: The system generates the trial and supplemental registers if you typed **1** in the *Trial at Release* and/or *Suppl at Trial* fields on the prior year adjustment cycle control record.

Step 7: Updating Checks

During this step you add employees to the prior year adjustment cycle.

In regular cycle processing you cannot add an employee to a cycle unless he or she belongs to the cycle and is assigned to the levels within the cycle. This restriction does not apply to a prior year adjustment cycle unless you typed values in the *Cycle Level Restrictions* fields on the cycle control record.

Follow these steps to access the *Update Checks* option:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Update Checks* [UCK]. The system displays the Update Checks screen.

4 Select the prior year adjustment cycle and press Enter. The system displays the screen shown in Figure 5-11.

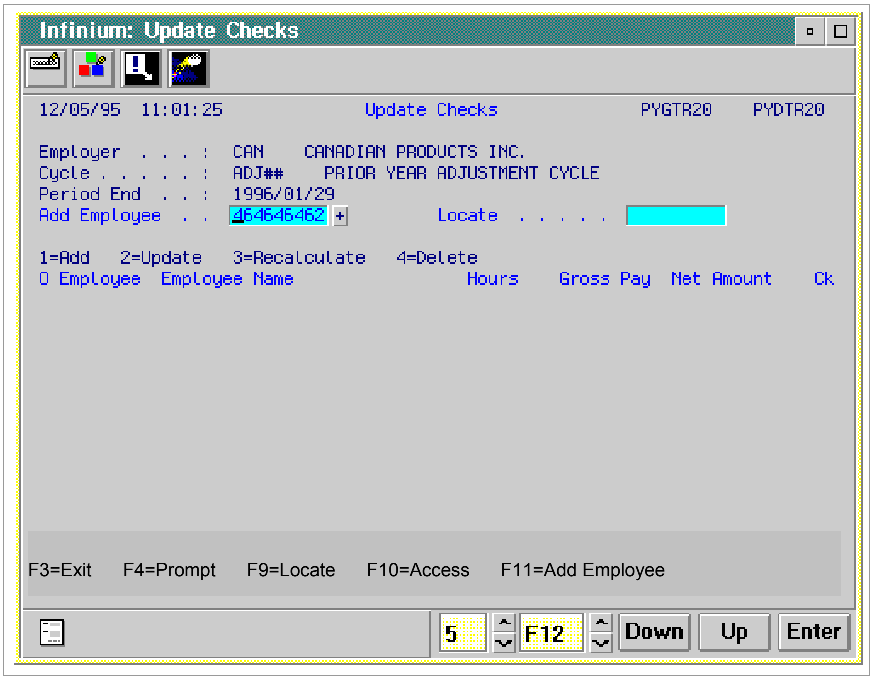


Figure 5-11: Update Checks screen 1 of 2

5 Type the employee number in the *Add Employee* field. You also can press F4 to select from the list of employees displayed.

6 Press F11. The system adds the employee to the cycle and displays the screen shown in Figure 5-12.

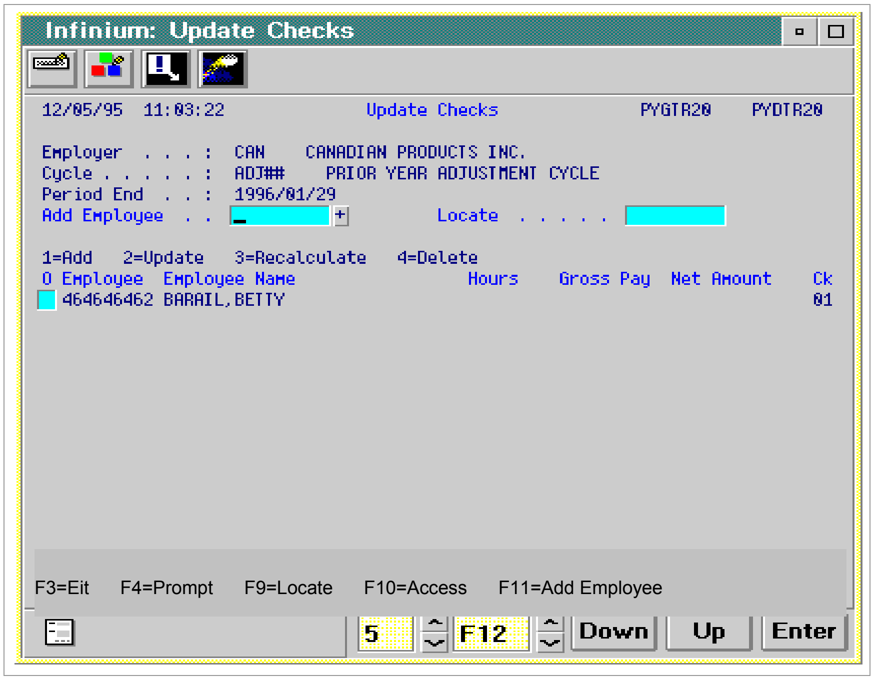


Figure 5-12: Update Checks screen 2 of 2

The system immediately creates a check for the employee you just added to the cycle and displays the number and name of the employee in the subfile. The check does not yet contain hours or dollar amounts.

7 Type **2** adjacent to the employee's name to update income and/or deduction information for the check you have just added. Refer to the *Infinium Payroll Guide to Controls* for additional information concerning this option.

8 Press F3 to return to the Infinium PY main menu.

Step 8: Printing the Trial Register

Through this step you generate the Payroll Trial Register. The Register includes void transactions, reclassifications and any prior year adjustment checks or vouchers you have entered.

Follow these steps to generate a trial register:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Print Trial* Register [TRIAL]. The system displays Print Trial Register screen.

4 Type any character in the *Opt* field to select your prior year adjustment cycle and press Enter.

5 Press Enter to confirm your selection and generate the Trial Register. Use this report to verify the prior year adjustments you have entered.

6 The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Step 9: Posting the Prior Year Adjustment Cycle

The system does not display the prior year adjustment cycle for selection in the *Post Cycles and Print Checks* function that you normally use to post regular payroll cycles. Instead, you must post this cycle using a function found in the *System Operations* options rather than in the *Cycle Operations* options.

When you post a prior year adjustment cycle, the system updates the balances for the previous calendar year including:

- Prior calendar month data
- Prior fourth quarter data
- Prior calendar year data
- Current fiscal year data
- User-defined data
- Limit balances for deductions with limit type 4 (renewable limit) or 5 (lifetime limit)

The system also updates the employee’s check history and annual pay history for the previous calendar year.

Follow these steps to post your prior year adjustment cycle:

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor’s Functions*.

3 Select *Cycle Support Operations*.

4 Select *Post Prior Year Adjustment Cycle* [PPADJ] and press Enter. The system displays the Post Prior Year Cycle selection screen.

5 Select your prior year adjustment cycle and press Enter. The system displays the screen shown in Figure 5-13.

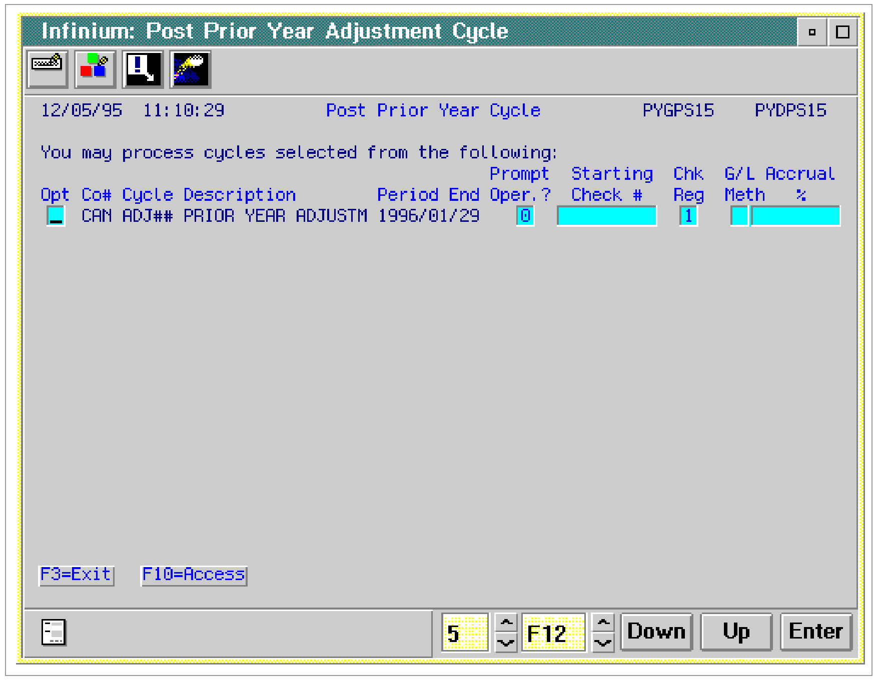


Figure 5-13: Post Prior Year Cycle screen

6 Type any character in the *Opt* field to indicate that you want to post the selected cycle. You can also type values in the *Starting Check #, G/L Meth* and *Accrual %* fields, if appropriate for your needs.

7 Press Enter. The system redisplays the Post Prior Year Cycle screen.

8 Press Enter again to confirm your selection and to submit the job.

9 The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Step 10: Recreating the T4, T4A or RL-1 Work Files

If you created the T4, T4A or RL-1 work files before you adjusted employee prior year information, then you must rerun the options to create the work file again to ensure that the work file contains the most up-to-date employee information.

Refer to subsequent chapters in this guide for detailed information on how to create T4, T4A and RL-1 work files.

Step 11: Rerunning Reports

Because you have updated prior year fields, you may want to rerun prior fourth quarter or prior calendar year reports. For example, you may want to generate one or more of the following reports:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

To generate the prior fourth quarter registers, select the appropriate menu option from the *Quarterly Functions* options and type **0** in the *Quarter* field to specify the fourth quarter of the prior year.

For more information on generating the registers, please refer to the *Infinium PY Guide to Management Functions*.

Step 12: Closing to General Ledger (if necessary)

If necessary, send data from the adjustment cycle to the General Ledger Interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Method 2: Updating Employee Payroll Master Records

You use this method if you want to generate auto pay for employees in a prior year adjustment cycle. For additional information on each step, refer to the corresponding topics in the “Method 1: Using the *Update Checks* Option” section.

The processing steps you follow using this method are:

1 Create a prior year adjustment cycle (once)

In this step you create the prior year adjustment cycle.

2 Update the employee’s payroll master record

In this step you change the employee’s cycle code from his or her regular cycle to the prior year adjustment cycle. To do this, you select the *Update Payroll Data (Canada)* option and type the name of your prior year adjustment cycle in the *Payroll Cycle* field.

3 Attach cycle to auto pay groups (optional)

If you want the system to automatically generate incomes and hours when you run the *Begin Cycle* function, you can temporarily attach the prior year adjustment cycle to the appropriate auto pay group(s). This is an optional step.

4 Begin the adjustment cycle

During this step you initiate the processing of the adjustment cycle. When you begin the cycle, the system:

- Selects all employees attached to the adjustment cycle.
- Allows you to suppress the deductions that you do not want generated during this cycle.
- Verifies the period beginning and ending dates of the cycle.
- Verifies the checking account and check dates.
- Generates incomes and hours, if you attached the cycle to any auto pay groups.

5 Enter timesheet data

During this step you can add time entry records or make any necessary updates to auto-generated time entry records. When you have finished your updates, clear the *No act* field for all employees by pressing F15.

6 Proof timesheet data

During this step you generate the timesheet proof report.

7 Enter void transactions (optional)

During this step you can void and reissue or void checks.

8 Enter reclassifications (optional)

During this step you can move previously posted amounts from one income or deduction to another income or deduction.

9 Release timesheet data to the cycle

During this step you release the timesheet data to the cycle.

10 Add or update checks

During this step you can add employees to the prior year adjustment cycle or you can update existing check information generated through the *Begin Cycle* or *Enter Timesheet Data* options.

11 Print the Trial Register

During this step you generate the Payroll Trial Register.

12 Post the prior year adjustment cycle

During this step you post the prior year adjustment cycle.

13 Update auto pay groups (optional)

Once you have finished your adjustments and if you attached the prior year adjustment cycle to any of the auto pay groups, then you should reassign the auto pay groups to your normal pay cycles.

14 Update employee payroll data

Because you changed the employee’s cycle as described in step 2, you must change the cycle code from the prior year adjustment cycle back to the employee’s normal pay cycle before you process regular pay cycles for the current calendar year.

15 Recreate the T4, T4A or RL-1 work files

If you created the T4, T4A or RL-1 work files before you adjusted employee prior year information, then you must rerun the appropriate options to ensure that the work file contains the most up-to-date employee information.

16 Rerun reports

Because you have updated prior year files, you may want to rerun prior fourth quarter or prior year reports. For example, you may want to generate:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

17 Close to general ledger (if necessary)

If necessary, send data from the adjustment cycle to the General Ledger Interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Chapter 6 Processing Prior Year On-Demand Checks

6

In the previous chapter you learned how to adjust prior calendar year balances using the prior year adjustment cycle. In this chapter you learn how to make similar adjustments using the prior year on-demand cycle.

The chapter consists of the following topics:

Commonly Asked Questions

Consider the following questions before you begin processing.

1 Do I need any special security authorisation to process a prior year adjustment on-demand cycle?

No, however you must have authorisation to post on-demand checks. Refer to the “Issuing On-Demand Checks” chapter in the *Infinium Payroll Guide to Processing* for details about on-demand check authority. In addition, if you are restricted to processing only the pay cycles in a particular cycle group, ensure that the prior year adjustment on-demand cycle is included in your cycle group.

2 Can I post a prior year on-demand check in which I update only the wage base of a selected employee’s deduction?

No. Updating only the employee’s wage base will result in a no dollar check which is not permitted in on-demand check processing. You must make wage base only adjustments through the prior year adjustment cycle. Refer to the previous chapter, “Posting Prior Year Adjustments” for additional information.

3 Can I print on-demand checks for the prior year?

Yes, you can print checks through a prior year on-demand check cycle.

4 I do not want to print checks through the prior year on-demand check cycle. How do I keep the system from doing this?

To prevent the system from printing checks, you can post a manual check using action 2 or post a system-generated check using action 3 and then delete the spool file that contains the checks before they are printed. Please discuss this procedure with someone from your MIS department.

5 When can I use the prior year on-demand check cycle?

You can process transactions through the prior year on-demand check cycle anytime after the calendar year is closed.

6 Do I have to post all my prior year transactions before the first payroll cycle of the new year is processed?

No, you can process a prior year adjustment cycle or prior year on-demand check cycle any time after the calendar year is closed.

Setting Up and Processing Prior Year On-Demand Checks

The set up and processing steps are:

1. Create a prior year on-demand cycle (once)
2. Process checks through the cycle
3. Void previous on-demand checks
4. Generate a prior year on-demand check register
5. Recreate T4, T4A and RL-1 work files
6. Rerun reports
7. Close to General Ledger (if necessary)

Step 1: Creating the Prior Year On-Demand Check Cycle (Once)

In this step you create a prior year on-demand check cycle for your employer.

Follow these steps to create a prior year on-demand check cycle:

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files*.
3. Select *Update Cycle Controls* [UCY]. The system displays the screen shown in Figure 6-1.

```
12/08/09  15:23:03          Update Cycle Controls          PYGMCY     PYDMCY


Employer  . . . .  ___ +

Cycle . . . . . .  _____ +















F3=Exit  F4=Prompt  F10=Access
```

Figure 6-1: Update Cycle Controls prompt screen

4 Complete the required fields as described below.

Cycle

Type a five-character code in the *Cycle* field. You must define your prior year adjustment on-demand cycle using the naming convention _ _ _## (for example ODC##*)*. Type any alphanumeric characters in the blank spaces.

The symbols ## in the last two positions of the cycle code identify it as a prior year cycle. This special name tells the system to update prior calendar year information. You must use this naming convention for your prior year adjustment on-demand cycle.

5 Press Enter to display the screen shown in Figure 6-2.

```
 1/13/09  14:35:43          Update Cycle Controls          PYGMCY     PYDMCY
                                                                 Page  1 of  3
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Cycle . . . . . :  ADJ##

Description . . .  PRIOR YR ADJUSTMENT CYCLE

Pay Type  . . . .  _                   On Demand Cycle :  0
Pay Frequency . .  __                  Enter TS at Level  4  (0->4)
Standard Weeks  .   0                  Pay Pds. Remaining __

Cycle Level Restrictions
Area         . . .  _____ +
Division     . . .  _____ +
Department   . . .  _____ +
Cost Centr   . . .  _____ +







F3=Exit  F4=Prompt  F10=Access  F12=Previous  F21=Accept  F22=Delete
```

Figure 6-2: Update Cycle Controls screen 1 of 3

Because you may process any employee in your organisation in the prior year adjustment on-demand cycle, we recommend that you do not enter restrictions for the cycle on this screen.

6 Use the following information to complete the fields on this screen that affect your prior year adjustment on-demand cycle. Complete the remaining fields as appropriate for your organisation.

Pay Type

Leave this field blank.

On-demand Cycle

Type **1** in the *On Demand Cycle* field. You cannot change the value in this field once you process the cycle.

Pay Frequency

Leave this field blank.

Standard Weeks

Leave this field blank.

Enter TS at Level

Type **0** in this field.

Cycle Level Restrictions

Leave each of the *Cycle Level Restrictions* fields blank.

7 Press Enter and the system displays screen 2 of 3. Complete the fields on this screen as usual.

8 Press Enter and the system displays screen 3 of 3. Complete the fields on this screen as usual.

9 Press Enter to create the cycle control.

Step 2: Processing Checks through the Cycle

In this step you process checks through the prior year adjustment on-demand check cycle.

The system does not allow you to post zero-dollar checks using the *Enter On-Demand Checks* function. Therefore, you cannot process checks that contain only wage base adjustments in your prior year on-demand cycle. To process checks that contain only wage base adjustments, you must use the prior year adjustment cycle, which is discussed in the previous chapter entitled “Processing Prior Year Adjustments.”

Follow these steps to process prior year on-demand checks:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Enter On-Demand Checks* [EODC]. The system displays the screen shown in Figure 6-3.

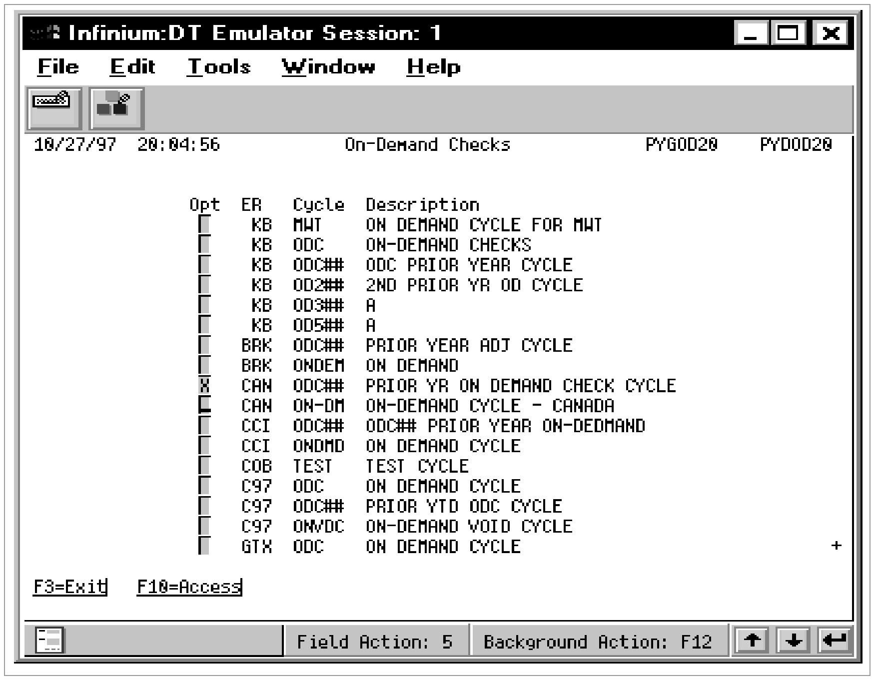


Figure 6-3: On-Demand Checks cycle selection screen

4 Select your prior year adjustment on-demand pay cycle.

5 Press Enter and the system displays the screen shown in Figure 6-4.

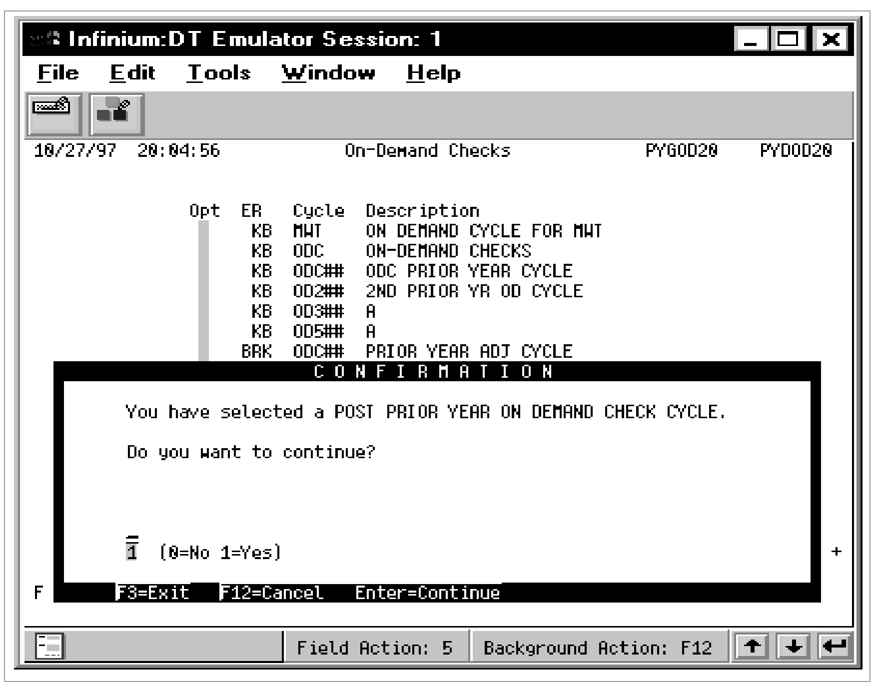


Figure 6-4: Prior Year On-Demand Checks Confirmation Window

6 Complete the field as follows:

Do you want to continue?

Because you selected the prior year adjustment on-demand check cycle, the system asks you to confirm whether or not you want to continue processing. The default value is **0**.

Type **1** to process prior year on-demand check transactions.

7 Press Enter and the system displays the screen shown in Figure 6-5.

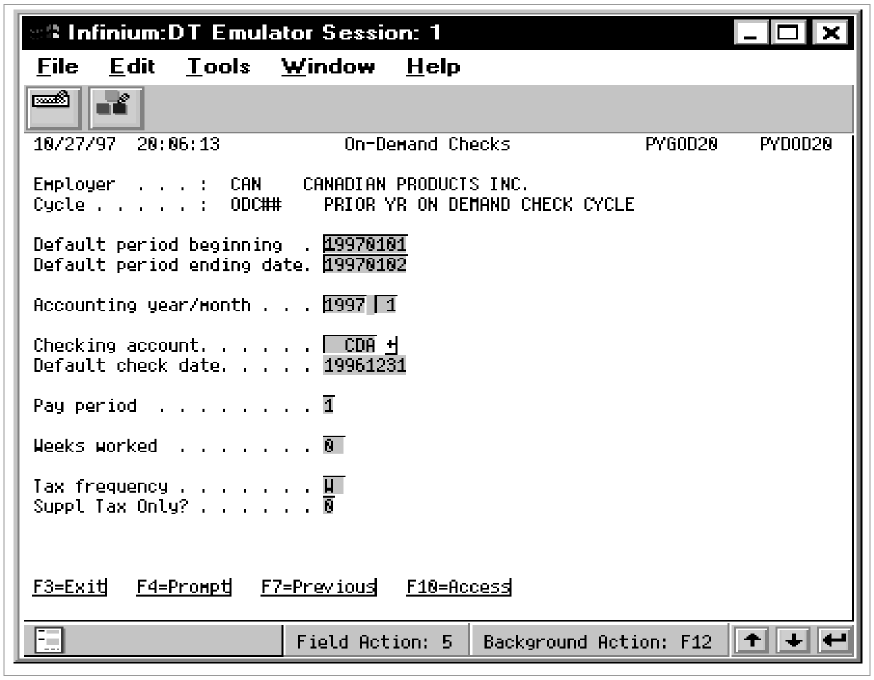


Figure 6-5: On-Demand Checks screen 1

8 Complete the required fields as described below. Type values in the remaining fields that are appropriate for your organisation.

Default period beginning and Default period ending date

Type the period beginning and ending dates in these fields.

Accounting year/month

Type the current fiscal year and month in these fields.

Default check date

Once you close the calendar year, the system defaults the value of the last day of the prior year, December 31, in this field. You cannot change the value in this field because it is protected by the system and prevents you from posting this check to the wrong calendar year.

9 Press Enter and the system displays the screen shown in Figure 6-6.

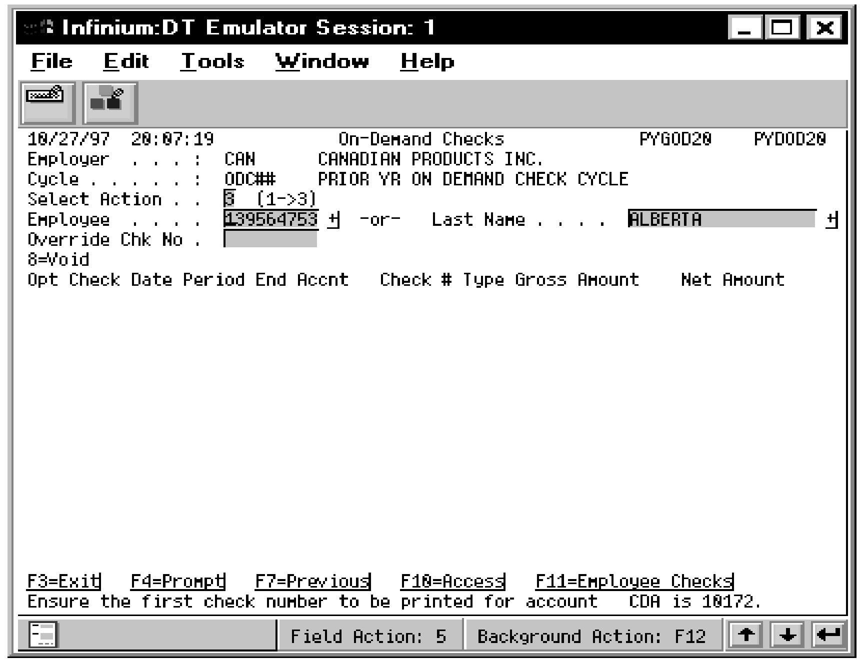


Figure 6-6: On-Demand Checks screen 2

10 Complete the required fields as described below.

Select Action

Select the action that you want to perform. Type one of the following values in this field:

1	Calculate only (this does not update history.)
2	Calculate and update prior year check history with manual check information. The system does not produce a system-generated check.
3	Calculate, post and print a prior year on-demand check.

The information and screens that follow illustrate action 3.

Employee

Type the employee number.

Override Chk No

If you typed **3** in the *Select Action* field, use this field to override the default starting check number. Leave this field blank to use the starting check number that defaults from the checking account control you specified on the screen shown in Figure 6-5.

A message at the bottom of the screen confirms the checking account you selected and the default check number.

11 Press Enter and the system displays the screen shown in Figure 6-7.

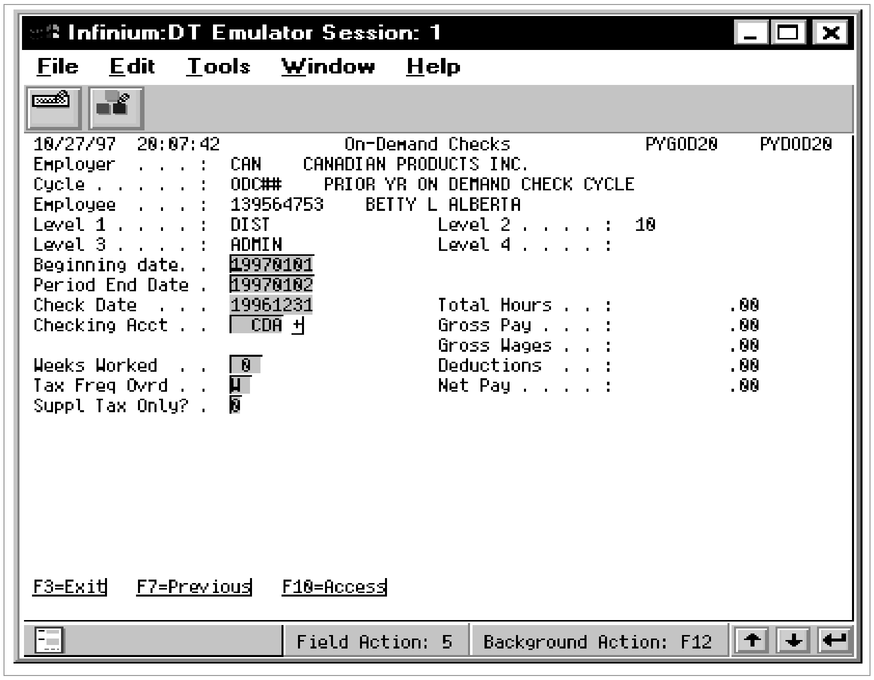


Figure 6-7: On-Demand Checks screen 3

12 The system displays the information you entered in the preceding On-Demand Checks screens.

13 Press Enter to confirm your selections.

14 The system automatically creates the deductions scheduled for the specified pay period and displays the screen shown in Figure 6-8.

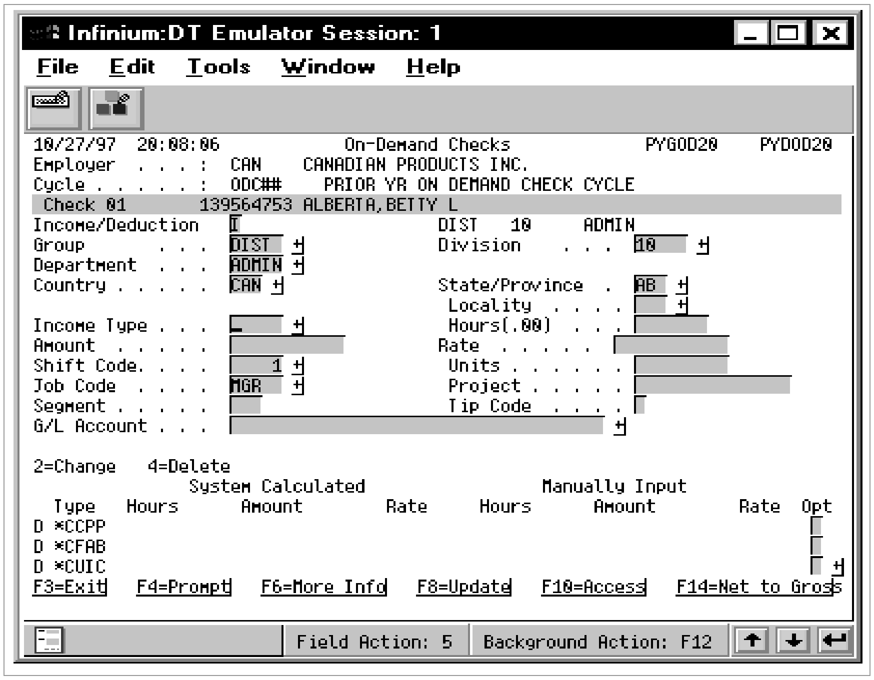


Figure 6-8: On-Demand Checks screen 4

The system displays data entry fields for incomes in the middle portion of the screen and regularly scheduled deductions in the sub-file in the lower portion of the screen.

15 Use the following information to enter income data for the check. Refer to the *Infinium PY Guide to Processing* for complete details on how to utilise the *On-Demand Checks* function.

Income Type

Type the value that represents the income you want to process in the check.

Hours (.00)

If appropriate, type the number of hours for the specified income.

Amount

If appropriate, type the monetary amount of the specified income.

16 Press Enter to store income data in the sub-file of the screen.

17 The standard deductions the employee receives for the specified pay period are taken unless you change or delete them. To change or delete a deduction, type one of the following values in the *Opt* field adjacent to the deduction in the sub-file portion of the screen:

2	Change the deduction in this check
4	Delete the deduction from this check

18 Press Enter and make the necessary changes to deductions.

19 Press F8 to calculate the check amount. The system displays the screen shown in Figure 6-9.

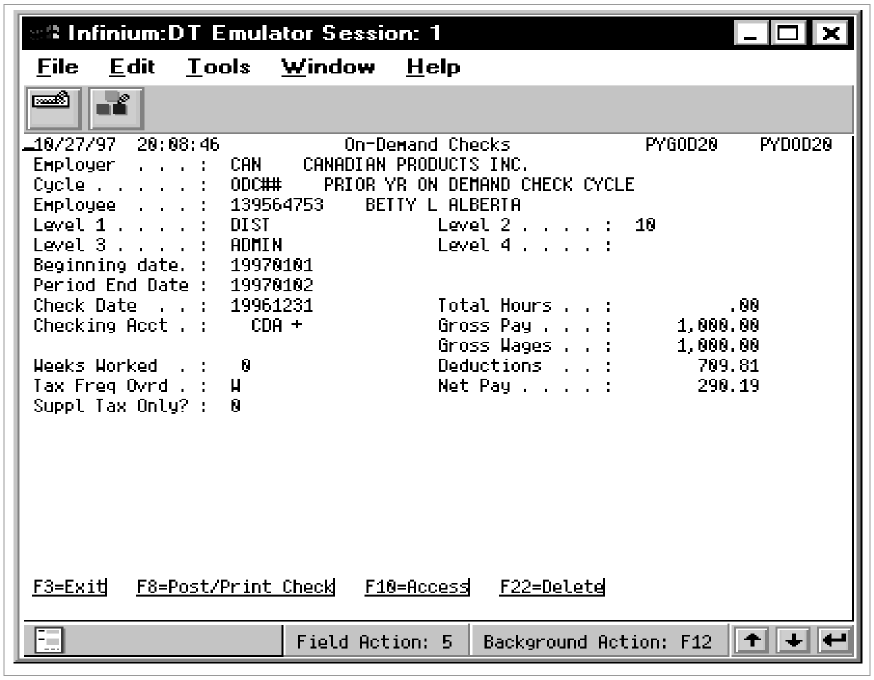


Figure 6-9: On-Demand Checks screen 3

20 The system displays totals for the check in the right-hand portion of the screen. You can take the following actions:

- Press Enter to make additional changes to the check
- Press F3 to exit without posting a check
- Press F8 to post and print the check. The system displays the On-Demand Checks confirmation screen.

21 Press Enter to post the prior year adjustment check. The system displays the On-Demand Checks confirmation screen.

22 Press Enter. The system immediately updates the employee’s check history, income balances and deduction balances for the prior year and generates a register. If you used action 3, the system also generates a spool file of checks.

To prevent the system from printing checks, you must select either:

- Select Action **2** on the screen shown in Figure 6-6 or
- Select Action **3** and delete the spool file that contains the checks. Please discuss this procedure with someone from your MIS department.

Step 3: Voiding On-Demand Checks

You can void on-demand checks issued during the prior year or issued through the prior year on-demand check cycle. You can void on-demand checks only through the *Enter On-Demand Checks* option.

Follow these steps to void previously posted on-demand checks:

1. From the Infinium PY main menu select *Cycle Operations*.
2. Select *On-Demand Check Functions*.
3. Select *Enter On-Demand Checks* [EODC]. Select your prior year adjustment on-demand cycle. The system displays the Confirmation window shown in Figure 6-4.
4. Type **1** in the field at the bottom of the Confirmation window and press Enter. The system displays the On-Demand screen shown in Figure 6-5.
5. Complete the cycle data fields as appropriate and press Enter. The system displays the screen shown in Figure 6-10.

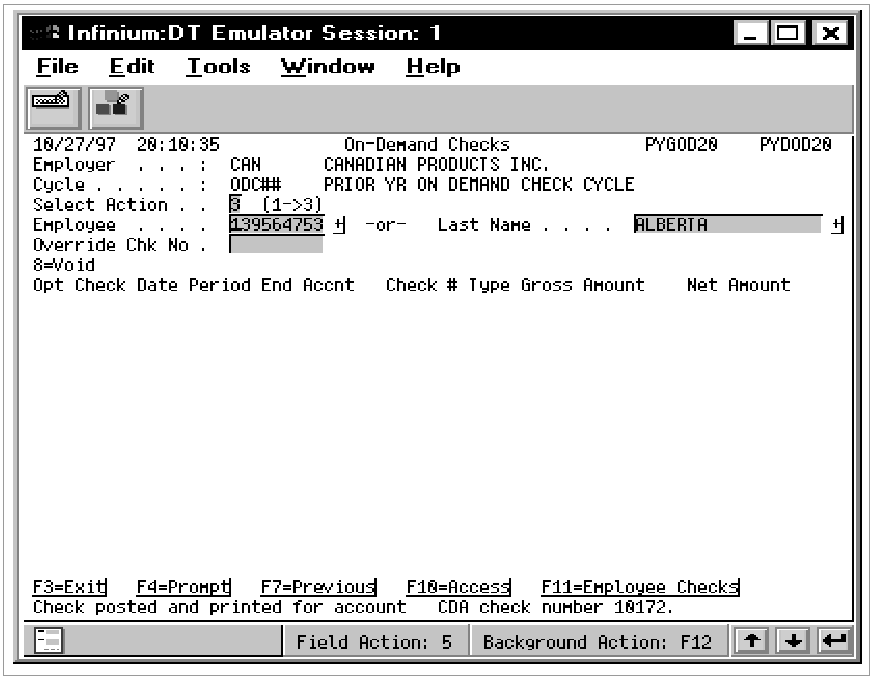


Figure 6-10: On-Demand Checks selection screen

6 Type the number of the employee whose check you want to void in the *Employee* field and press Field Exit.

7 Press F11 and the system displays a list of the on-demand checks issued to the employee as shown in Figure 6-11: .

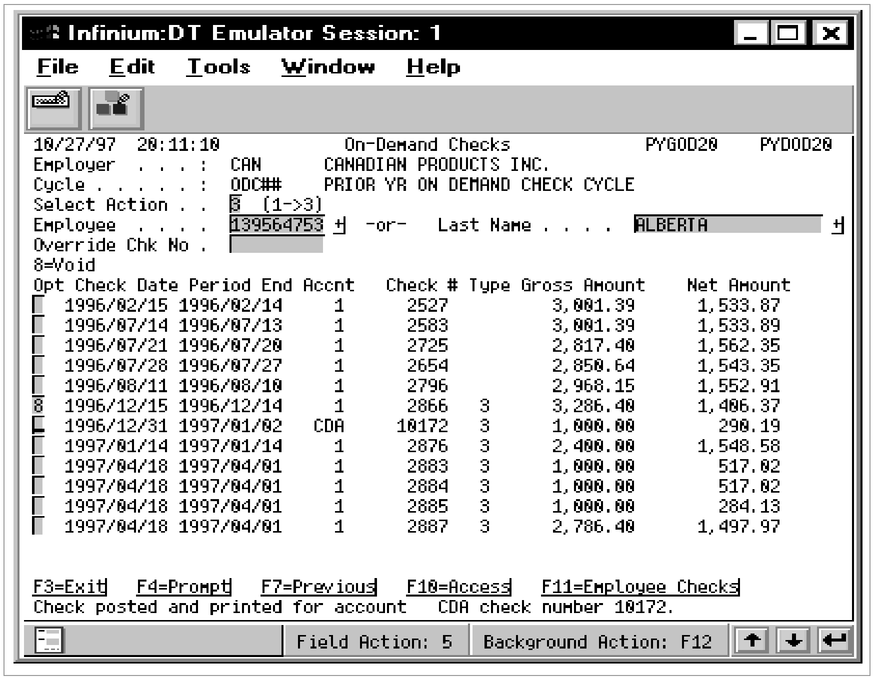


Figure 6-11: On-Demand Checks screen

8 Type **8** in the *Opt* field next to the check you want to void.

9 Press Enter and the system displays the screen shown in Figure 6-12.

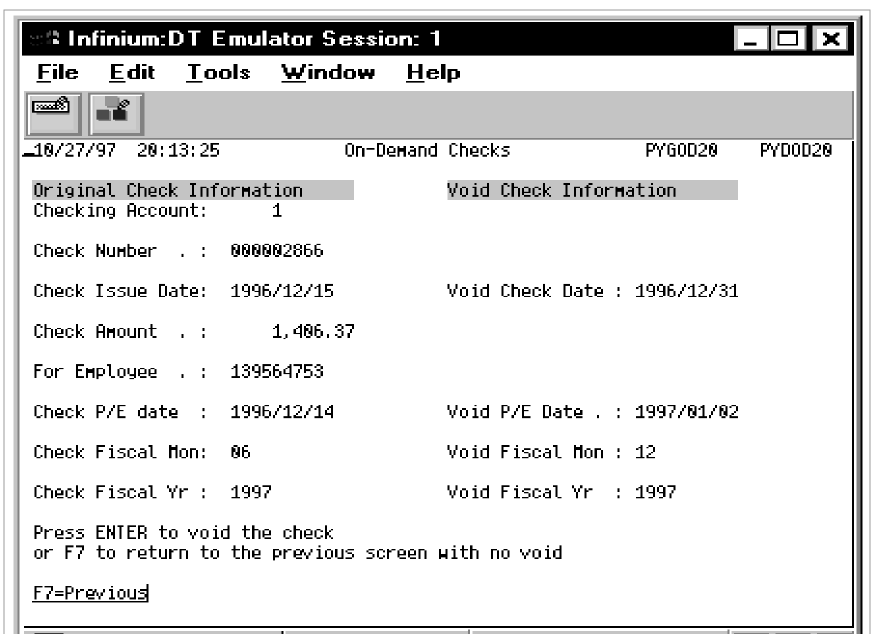


Figure 6-12: On-Demand Checks Void Check Request confirmation screen

10 Press Enter to void the check and the system displays the screen shown in Figure 6-13.

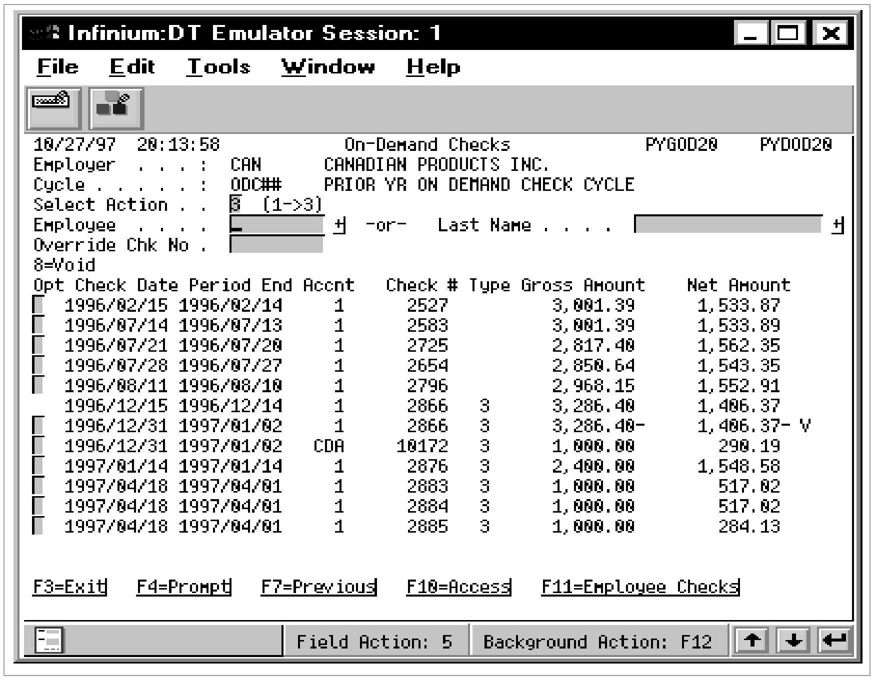


Figure 6-13: On-Demand Checks screen

11 The system displays the reversing entry. Notice that the reversing entry uses the prior year on-demand check date of December 31 of the previous calendar year.

12 Press F3 to exit from the function.

Step 4: Generating the Prior Year On-Demand Check Register

You can generate a prior year On-Demand Check Register at any time. This register contains information about all on-demand checks posted since the last time you ran the register for this cycle.

Follow these steps to print the On-Demand Checks Register.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Print On-Demand Check Register* [PODR]. The system displays the screen shown in Figure 6-14.

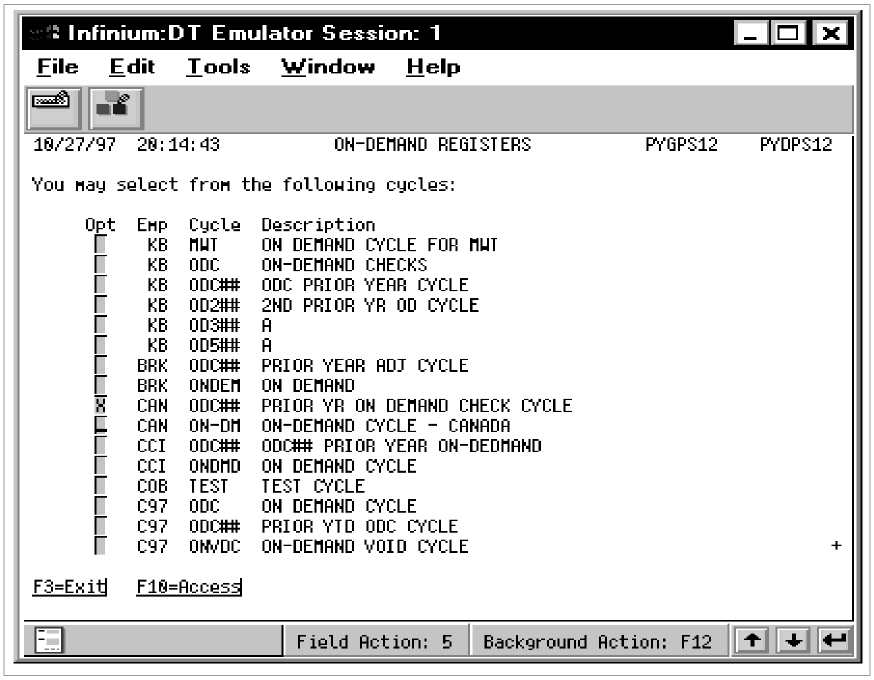


Figure 6-14: On-Demand Registers selection screen

4 Select your prior year on-demand check cycle.

5 Press Enter and the system displays the screen shown in Figure 6-15.

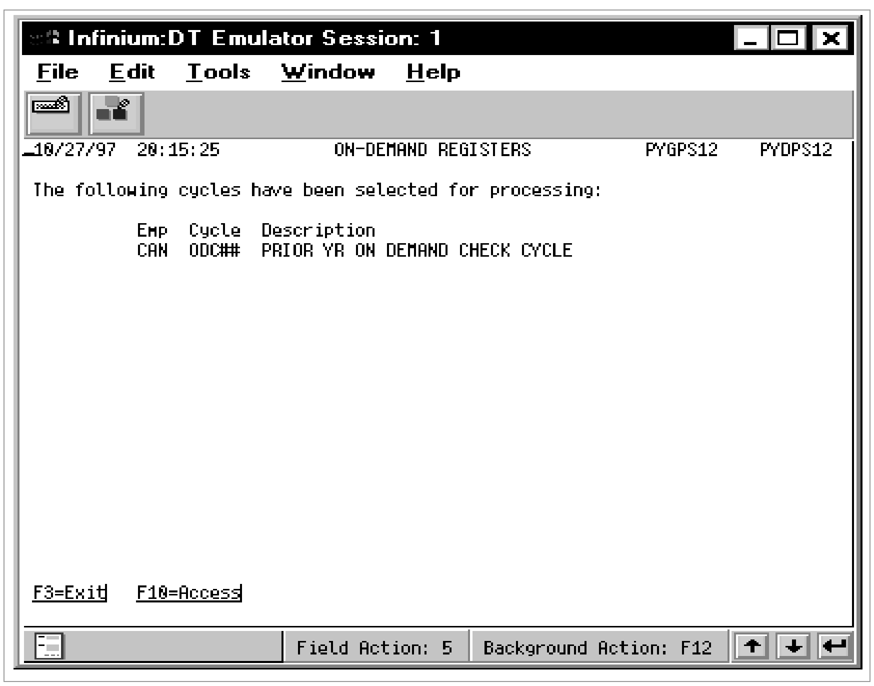


Figure 6-15: On-Demand Registers confirmation screen

6 Press Enter to generate the report.

After the system generates this report, it clears the related data from the work files. Therefore, you cannot run this function again to regenerate the same data on the report.

Step 5: Recreating the T4, T4A or RL-1 Work Files

If you created the T4, T4A or RL-1 work files before you adjusted employee prior year information, then you must rerun the *Create Workfile* options to ensure that each work file contains the most up-to-date employee information.

Detailed information on creating each work file is included in subsequent parts of this guide.

Step 6: Rerunning Reports

Because you have updated prior year fields, you may want to rerun prior fourth quarter or prior year reports. For example, you may want to generate:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

To generate the prior fourth quarter registers, select the appropriate menu option from the *Quarterly Functions* options and type **0** in the *Quarter* field to specify the fourth quarter of the prior year.

For more information on generating the registers, please refer to the *Infinium PY Guide to Management Functions*.

Step 7: Closing to General Ledger (if necessary)

If necessary, send data from the prior year adjustment on-demand cycle to the General Ledger interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Notes

Chapter 7 Processing T4 Slips

7

The chapter consists of the following topics:

Overview of T4 Processing

You can produce T4 reports at any time during the calendar year to verify your system setup. If you implemented Infinium PY during the year, you can also use T4 reports to verify the accuracy of converted employee data. You generally produce final T4 slips and XML documents for the prior tax year in January and February.

Key fields on income and deduction controls affect tax calculations during the year and direct amounts to specific boxes when you produce T4 slips. Refer to steps 1, 2 and 3 below to verify the setup of your incomes and deductions.

T4 Processing Steps

You complete the following steps to produce T4 slips and XML documents:

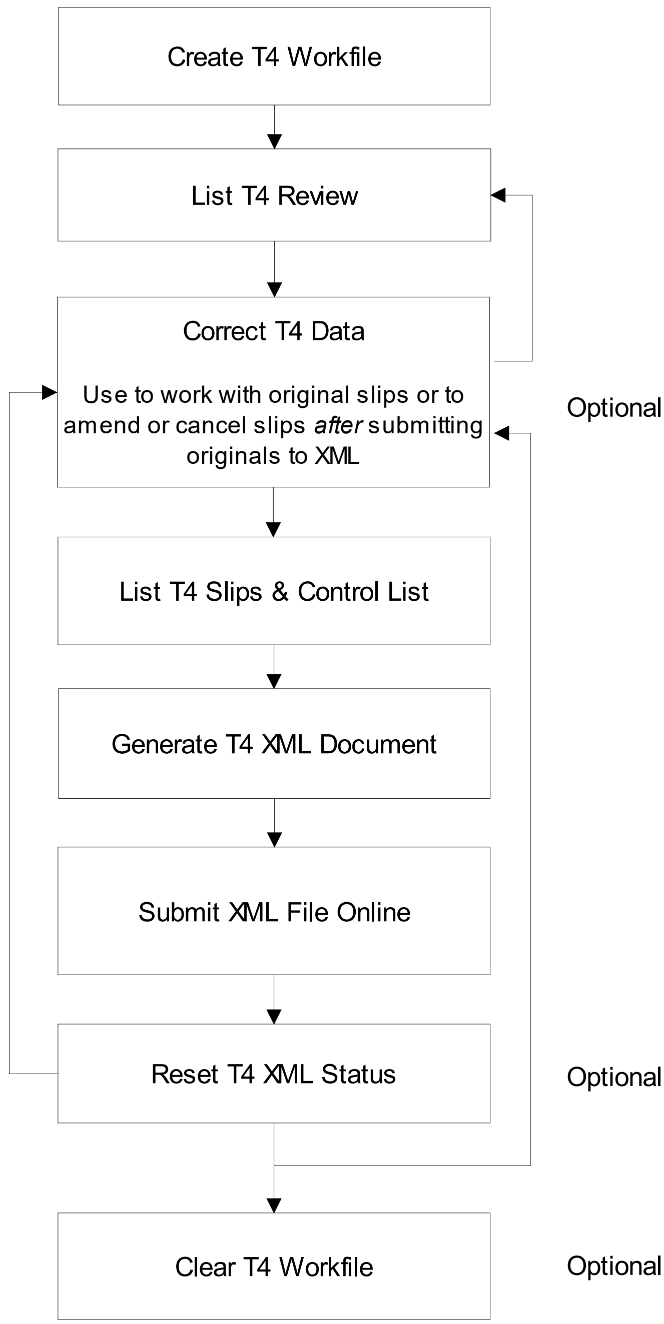


Figure 7-1: T4 Processing Steps

T4 Processing Functions

Function	Description
Create T4 Workfile	Extracts data from payroll files based on specified criteria and consolidates data for T4 processing in the T4 work file, PYPT4.
List T4 Review	Generates a listing of all original, amended and canceled T4 slips to be issued for the designated year. You can select records still in progress or records already sent to an XML document. You can execute the function as many times as necessary. The multi-part report lists employees alphabetically, the employee number, social insurance number and income and contributions allocated to the appropriate T4 box.
Correct T4 Data	Allows you to change data to be printed on the employee's T4 slip. Allows you to amend and cancel slips that you have already sent to an XML document. This function makes changes to the work file generated by the *Create T4 Workfile* function. Print the T4 review list to verify your changes.
List T4 Slips & Control List	Prints T4 slips and an accompanying control list. The control list is similar to the T4 review list.
Generate T4 XML Document	Produces an XML document in directory PYCANXML, which is stored in the Integrated File System (IFS) for the iSeries. Generates the document for original, amended or canceled slips.
Reset T4 XML Status	Resets the status of records from **Sent to XML** to **In progress**. Use this function if you perform a test of the *Generate T4 XML Document* function before you create the final document or if the government rejects your document and requests that you resend the file.

Function	Description
Clear T4 Workfile	Deletes records of a single employer or a group of employers for the specified year from the T4 work file, PYPT4, and also deletes the record from the employer tax payments file, PYPT4P, for the specified year. Do not execute this function if your T4 slips are on magnetic media and you expect to file amended or canceled slips for the existing tax year.

T4 Slip Processing Steps

You must complete the following steps to produce T4 slips:

1. Review and update income controls for T4 processing (optional)
2. Review and update deduction controls for T4 processing (optional)
3. Review and update employer controls for T4 processing (optional)
4. Create the T4 work file
5. Print the T4 Review List
6. Correct the T4 data, if necessary
7. Print the T4 slips and control lists
8. Clear the T4 work file (optional)

Working with Wage Loss Replacement Plans

Many Canadian employers have one or more Wage Loss Replacement Plans (WLRPs). The employer has a reduced employment insurance premium factor for those employees covered by the plan(s).

An employer must submit tax information to the government under separate employment insurance account numbers (SBRN) for employees covered by a plan versus employees not covered by a plan. If an employee changes

WLRP classification during the tax year, the employee's taxable earnings for each employment insurance account must be reported on separate T4 slips.

Infinium PY automatically prints a separate T4 slip for each account number an employee is assigned to during the calendar year if you update the *WLRP Exclusion* field on the employee's Update Employee Payroll Data (CAN) screen each time the employee is assigned to a new employment insurance account.

Refer to the “Processing Wage Loss Replacement Plans” appendix in this guide or the *Infinium Payroll Guide to Controls* for additional information on how to set up the *CUIC employment insurance deduction control, assign employees to the proper WLRP account code, and reporting.

Creating Printer Controls

Before processing your T4 slips, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your T4 slip data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your T4 information on related reports. The following table provides you with the printer file names of the T4 slips and the T4 listings.

T4 Printer File Names

Listings	Printer File Name
***Create T4 Work File* Function**	
T4 Exception List - Part I	PYTT4
T4 Exception List - Part II	PYTT4C
T4 Exception List - Part III for employees with WLRP code 1 (for 2012 and earlier)	PYTT4CB
T4 Exception List - Part IV for employees with WLRP codes 1 through 9 (codes 2 through 9 for 2012 and earlier)	PYTT4CC
T4 Exception List - Part V (T4 Pension Adjustment Amount Custom	PYTT4CU1

T4 Printer File Names

Listings	Printer File Name
Changes)	
***List T4 Review* Function**	
T4 Review List - Part I	PYTT4CTL
T4 Review List - Part II	PYTT4CT2
T4 Review List - Part III	PYTT4CT3
***List T4 Slips & Control List* Function**	
T4 Control List - All Parts	Same as T4 Review List
T4 laser slips - copy 1	PYTT4LS1
T4 laser slips - copies 2 and 3	PYTT4LS2

Caution: T4 information contains confidential employee data. You should set up printer controls for the appropriate printer files to ensure that the files print to a specific printer and OUTQ.

Note: We no longer support multi-part continuous feed slips.

For current printer control settings, refer to the sections below:

T4 laser slips - copy 1, PYTT4LS1

```
                    OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN . . . . . > PYTT4LS1      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .  *FILE         NAME, *FILE
  LIBRARY . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH . . . . . . . . . > 88            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120          .001-378.000
  MEASUREMENT METHOD . . . . . .  *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8            3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN . . . . . . . . . > .25           0-57.790
  OFFSET ACROSS . . . . . . . . > 0             0-57.790
BACK MARGIN:
  OFFSET DOWN . . . . . . . . .                 0-57.790
  OFFSET ACROSS . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 88           1-255
```

```
FOLD RECORDS . . . . . . . . . .                   *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                   *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK          40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                   *NO, *YES
SOURCE DRAWER  . . . . . . . . .                   1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                   1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                   CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE           0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                   *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD            *STD, *DEVD, *DRAFT, *NLQ...
                                                                         MORE...
F3=EXIT   F4=PROMPT   F5=REFRESH   F12=CANCEL   F13=HOW TO USE THIS DISPLAY
CONTROL CHARACTER  . . . . . . .                   *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                   1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                   1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                   *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                   NUMBER
  CODE PAGE  . . . . . . . . . .                   NUMBER
DECIMAL FORMAT . . . . . . . . .                   *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                   NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                   NAME
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE           0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                   NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE           0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                   NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                   NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                   NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                   *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD           *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                   1-4
REDUCE OUTPUT  . . . . . . . . .                   *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                   0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                   *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                   *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                   NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0              0-57.790
  OFFSET ACROSS  . . . . . . . .   0              0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                   NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0              0-57.790
  OFFSET ACROSS  . . . . . . . .   0              0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT     *NOCONSTANT, *CONSTANT
```

```
CONVERT LINE DATA  . . . . . . .                      *NO, *YES
IPDS PASS THROUGH  . . . . . . .                      *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                      CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                      *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                      *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                      0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                      1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                      0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                      *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                      1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                      0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                        *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                      *YES, *NO
SPOOL THE DATA . . . . . . . . .                      *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT             NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL            NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > T4_LASER           CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1                  1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                      NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                      NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000              1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0                  0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND            *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *NO                *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO                *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                      *JOB, 1-9
USER DATA  . . . . . . . . . . .                      CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                      *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                      CHARACTER VALUE, *NONE
               + FOR MORE VALUES
USER DEFINED DATA  . . . . . . .



USER DEFINED OBJECT:
  OBJECT . . . . . . . . . . . .                      NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL            NAME, *LIBL, *CURLIB
  OBJECT TYPE  . . . . . . . . .                      *DTAARA, *DTAQ, *FILE...
SPOOL FILE NAME  . . . . . . . .                      NAME, *FILE
EXPIRATION DATE FOR FILE . . . .                      DATE, *NONE, *DAYS
DAYS UNTIL FILE EXPIRES  . . . .                      1-366
USER SPECIFIED DBCS DATA . . . .                      *NO, *YES
DBCS EXTENSION CHARACTERS  . . .                      *YES, *NO
DBCS CHARACTER ROTATION  . . . .                      *NO, *YES
DBCS CHARACTERS PER INCH . . . .                      *CPI, *CONDENSED, 5, 6, 10
DBCS SO/SI SPACING . . . . . . .                      *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                      NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .     *LIBL            NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE              0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                        NAME, *NONE, *PDF
```

```
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                 SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                 *NO
SECURE FROM OTHER OVERRIDES  . .   *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                 *NO, *YES
OPEN SCOPE . . . . . . . . . . .                 *ACTGRPDFN, *JOB
```

T4 laser slips - copies 2 and 3, PYTT4LS2

```
                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTT4LS2      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 88            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .025          0-57.790
  OFFSET ACROSS  . . . . . . . . > .1333         0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 88            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
             + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
```

```
  CODE PAGE  . . . . . . . . . .                   NAME
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE           0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                   NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE           0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                   NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                   NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                   NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                   *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD           *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                   1-4
REDUCE OUTPUT  . . . . . . . . .                   *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                   0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                   *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                   *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                   NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0               0-57.790
  OFFSET ACROSS  . . . . . . . .   0               0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                   NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0               0-57.790
  OFFSET ACROSS  . . . . . . . .   0               0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT     *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                   *NO, *YES
IPDS PASS THROUGH  . . . . . . .                   *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                   CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                   *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                   *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                   0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                   1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                   0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                   *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                   1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                   0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                     *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                   *YES, *NO
SPOOL THE DATA . . . . . . . . .                   *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT          NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL         NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > T4_LASER        CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1               1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                   NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                   NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000           1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0               0-9
```

```
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND       *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                 CHARACTER VALUE, *NONE
               + FOR MORE VALUES
 USER DEFINED DATA  . . . . . . .



 USER DEFINED OBJECT:
   OBJECT . . . . . . . . . . . .                 NAME, *NONE
     LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
   OBJECT TYPE  . . . . . . . . .                 *DTAARA, *DTAQ, *FILE...
 SPOOL FILE NAME  . . . . . . . .                 NAME, *FILE
 EXPIRATION DATE FOR FILE . . . .                 DATE, *NONE, *DAYS
 DAYS UNTIL FILE EXPIRES  . . . .                 1-366
 USER SPECIFIED DBCS DATA . . . .                 *NO, *YES
 DBCS EXTENSION CHARACTERS  . . .                 *YES, *NO
 DBCS CHARACTER ROTATION  . . . .                 *NO, *YES
 DBCS CHARACTERS PER INCH . . . .                 *CPI, *CONDENSED, 5, 6, 10
 DBCS SO/SI SPACING . . . . . . .                 *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                 NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                   NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                 SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                 *NO
SECURE FROM OTHER OVERRIDES  . .   *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                 *NO, *YES
OPEN SCOPE . . . . . . . . . . .                 *ACTGRPDFN, *JOB
```

Verifying Your System Setup

Before you process T4 slips, you should verify the setup of your system including the following:

- Income controls
- Deduction controls
- Employer control

Reviewing Income Controls for T4 Processing

Before you begin year-end processing, you should review your income control records. Specific fields on the last screen of this control record affect the placement of amounts on T4 slips, the data included in the T4 XML document and the calculation of income taxes during the year.

Follow these steps to review or update your income controls:

1. From the Infinium PY main menu select *Master Files.*

2. Select *Update Master Files*.

3. Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4. Type the appropriate prompt information and press Enter four times to display the Update Income Controls screen 4 of 4.

5. Review and update (if necessary) the *T4 Box* and *T4 Code* fields on this screen and press Enter. Use the following information to review or update these fields:

   T4 Box

   Type the value that indicates the T4 box where this income is reported.

   Valid values are:

blank	No box value is required.

OI This income should be reported in the Other Information section of the T4, along with the associated T4 Code value.

If you type **OI** in the *T4 Box* field, you must specify a T4 code in the *T4 Code* field. If you leave the *T4 Box* field blank, you must leave the *T4 Code* field blank also.

T4 Code

This field identifies the T4 code used for printing other information on the T4 slip and filling fields on the T4 XML document.

Valid values are:

30 Housing, board, and lodging

31 Board and housing at a special worksite (See note below)

32 Travel in a prescribed zone

33 Medical travel (creates codes 32 and 33 on the T4 slip)

34 Personal use of employer's auto

36 Interest free and low interest loans

38 Security option benefits - no paragraph

38A Security option benefits under paragraph 110(1)(d) (creates code 38 at the full amount and code 39 at ½ of the amount)

38B Security option benefits under paragraph 110(1)(d.1) (creates code 38 at the full amount and code 41 at ½ of the amount)

38C Security option benefits (creates codes 38 and 86)

38D Security option benefits under paragraph 110(1)(d) (creates codes 38 and 86 at the full amount and code 39 at half the amount)

38E Security option benefits under paragraph 110(1)(d.1) (creates codes 38 and 86 at the full amount and code 41 at half the amount)

40	Other taxable allowances
40A	Public transit pass-employer paid taxable benefit-creates codes 40 and 84
42	Employment commissions
43	Canadian forces personnel and police allowance
53	Deferred Stock Option Benefit (See note below)
57	Employment income – March 15 to May 9, 2020
58	Employment income – May 10 to July 4, 2020
59	Employment income – July 5 to August 29, 2020
60	Employment income – August 30 to September 26, 2020
66	Eligible retiring allowance
67	Non-eligible retiring allowance
69	Status Indian (exempt income) – non-eligible retiring allowances
71	Non-taxable income, Indian status (See note below)
72	Section 122.3 income - employment outside Canada
77	Workers Compensation Benefit Repaid to the Employer
78	Gross earnings
79	Net partner amount of a partnership
80	Fishers - share-person amount
81	Placement or employment agency workers' gross earnings
82	Gross earnings for drivers of taxis or passenger-carrying vehicles
83	Barbers' or hairdressers' gross earnings
87	Volunteer firefighters' exempt earnings

Note: The income for codes **31**, **53**, **66**, **67**, **69**, **71**, **78**, **79, 80**, **81**, **82**, **83**, and **87** must be excluded from Box 14 on the T4 slip. To exclude the income from Box 14, specify **E** in the *T4 Box 14 Exclude* field.

T4 Box 14 Exclude

Use this field to indicate that the income amount should be excluded from Box 14 on the T4 slip. Valid values are:

blank	The income should not be excluded from Box 14 of the T4 slip.
E	The income should be excluded from Box 14 of the T4 slip.

6 Press Enter. The system displays the Update Income Controls prompt screen.

7 Repeat steps 4 through 6 to review another income control or press F3 to return to the Infinium PY main menu.

Reviewing Deduction Controls for T4 Processing

Before you begin year-end processing, review your deduction control records. Specific fields on this control record impact the placement of amounts on the T4 tax slips and also affect calculation of taxes during the calendar year. The fields used for Canadian T4 year-end processing are located on the last screen of the *Update Deduction Controls* function as shown below.

Follow these steps to review or update your deduction controls:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.

4 Type the appropriate prompt information and press Enter two times to display the Update Deduction Controls screen 2 of 4.

5 Use the following information to complete the *Employer Tax ID* field on this screen.

Employer Tax ID

Use this field to identify a pension plan registration number, a charity trust registration number, or an account number for the *CUIC deduction.

- For RPP or DPSP deductions, type the seven-digit pension plan registration number.
- For charity deductions, type the fifteen-character charity trust plan registration number.
- For your *CUIC deduction, type the fifteen-digit account number for employees not covered by a wage loss replacement plan. Complete this field only if you have a wage loss replacement plan.

6 Press Enter two times to display the Update Deduction Controls screen 4 of 4.

7 Review and update, if necessary, the *Tax Calc Flag*, *T4 Box* and *RPP YTD Limit?* fields on this screen and press Enter to update this record. The values you enter in these fields affect placement of amounts on the T4 slip and computation of income taxes.

Tax Calc Flag

Use this field to indicate that the deduction impacts the tax calculations for an employee for *CF or *CQIT processing.

If you enter a value in this field, you must specify a higher priority for this deduction than the priority you assign to your *CF-- and *CQIT deduction control(s). This allows the system to calculate these deductions prior to calculating income tax.

Valid values are:

A	For *CF calculations, alimony payments required by court order to be withheld at source from the employee's salary for the pay period
F	For *CF and *CQIT calculations, contributions to a Registered Pension Plan (RPP)
C	For *CQIT calculations, amounts withheld for the purchase of preferred shares that qualify under the CIP. The system reduces taxable wages by 125% of this amount.
J	For *CQIT calculations, employer portion of private health insurance

P	For *CQIT calculations, multi-employer insurance plan
Q	For *CQIT calculations, Class A shares of Fonds du solidarité to which current maximums apply
U	For *CF calculations, union dues deduction
X	For *CQIT calculations, Class A shares of Fonds du solidarité bought under agreement before May 10, 1996 and frozen at the maximum of $5000
Y	For *CQIT calculations, Class A shares of Fonds de solidarité that can be rolled into an RRSP. The system reduces taxable wages by both the employee and employer contribution amounts.

T4 Box

To report this deduction in a specific box on the T4 slip, type the appropriate value in this field.

Valid values are:

20	Registered pension plan (RPP) contributions
44	Union dues
46	Charitable donations
52	DPSP contributions
OI	Other information (footnotes)

T4 Code

Use this field to indicate the T4 code used for printing other information on the T4 slip or filling fields on the XML document. Valid values are:

blank	No value required
74	Pre-1990 past service contributions while a contributor
75	Pre-1990 past service contributions while not a contributor

Note: Values **74** and **75** are valid for T4 Box **20** only and for pre-1990 past service deductions only, which you identify by typing **1** in the *RPP YTD Limit* field.

If you specify **OI** in the *T4 Box* field, you must enter one of the following:

84	Employee paid public transit pass
85	Employee paid premiums for private health services plans

RPP YTD Limit?

Use this field to identify whether the deduction is a past-services contribution to a Registered Pension Plan (RPP) to which the maximum contribution limit is applied for *CF calculations. The system combines the past and present RPP contribution amounts in T4 Box 20, Registered Pension Plan contributions.

Valid values are:

0	No. This is not a past-service contribution for 1989 or a previous year. The pre-1990 annual limit does not apply.
1	Yes. This is a past-service contribution for 1989 or a previous year. Contribution amounts are limited to the pre-1990 annual limit.

If you type **0** in this field, you must leave the *T4 Code* field blank unless you specify OI in the *T4 Code* field.. If you type **1** in this field, you must type a value in the *T4 Code* field to indicate whether this deduction represents contributions made while the employee was or was not a contributor. You must also type the appropriate values in the *Limit Type* and *Limit Amount* fields on the Update Deduction Controls screen 1.

8. Press Enter. The system displays the Update Deduction Controls prompt screen.

9. Repeat steps 4 through 8 to review another deduction control or press F3 to return to the Infinium PY main menu.

Reviewing the Employer Control for T4 Processing

Before you begin year end processing, review your employer control records.

Follow these steps to review or update your employer:

1. From the Infinium PY main menu select *Master Files*.

2. Select *Update Master Files*.

3 Select *Update Employer Controls* [UCO].

4 Complete the prompt screen and press Enter four times. The system displays the fourth Update Employer Controls screen shown in Figure 7-2.

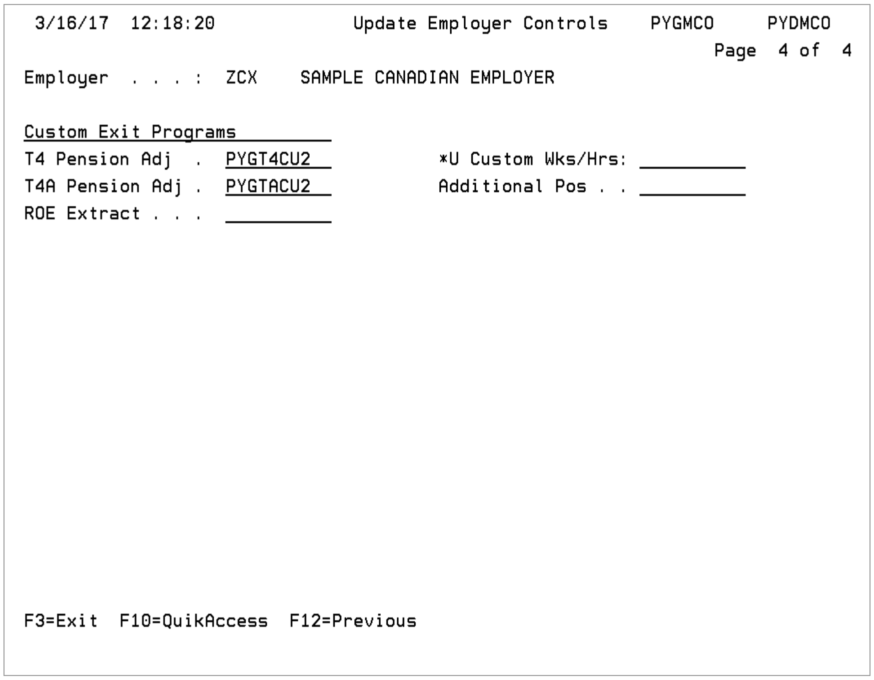


Figure 7-2: Update Employer Controls screen 4 of 4

5 Use the information below to complete the fields on this screen.

T4 Pension Adj

Specify the name of the custom program the system should run when you execute the *Create T4 Workfile* function for this employer.

The system calls the custom program at the end of standard T4 work file creation as the system reads each standard T4 record. The custom program determines the correct pension adjustment amount for the employee's T4 record. The system prints the pension adjustment amount in Box 52 of the T4 slip.

The sample program provided by Infinium Software is PYGT4CU2.

6 Complete the remaining fields according to your company's requirements and press Enter to save your changes.

Reviewing the Employee Canadian Payroll records for T4 Processing

Before you begin year-end processing, review your employee Canadian payroll records to ensure you have updated the records to indicate if you have offered dental coverage to your employees. Complete these steps to review or update your employee Canadian payroll records:

1. From the Infinium PY main menu select *Employee Data*.
2. Select *Update Employee Data*.
3. Select *Update Employee Payroll Data (Canada)* [UPYC].
4. Complete the prompt screen and press Enter three times. The system displays the third Update Employee Payroll Data screen.
5. Use the information below to complete the *Dental Ins. Ofrd* field on this screen.

   Dental Ins. Ofrd

   Use this field to indicate the type of dental insurance offered to the employee.

   Valid values are:

1	No dental insurance or coverage of any kind
2	Payee
3	Payee, spouse, and dependent children
4	Payee and spouse
5	Payee and dependent children

Creating the T4 Work File

After you verify your system setup, you can create the T4 work file. When you execute the *Create T4 Workfile* option, the system extracts data from several payroll files and consolidates the information for T4 processing in a work file named PYPT4.

The main files used to create the T4 work file are:

- Employee Basic Data (PRPMS)
- Employee Payroll Master (PYPMS)
- Employee Incomes (PYPIE)
- Employee Deductions (PYPDE)
- Employee Check Ledger (PYPCL)
- Employee Income Ledger (PYPIL)
- Employee Deduction Ledger (PYPDL)
- Employee Miscellaneous Data (PYPST)
- Employee Miscellaneous Data (Can) (PYPST2)
- Canadian Payroll Master File for Tax Data (PYPCN)

The system uses the Check Ledger, Income Ledger and Deduction Ledger files to determine the employee's incomes and deductions applicable to each province where the employee worked during the calendar year. In addition, the system uses these files to determine which checks were paid under which employment insurance account number.

The Employee Miscellaneous Data record stores tax totals and a wage total for employees who have been paid under an employer's secondary employment insurance account number as indicated on the second screen of the *CUIC Deduction Control record.

Note: The Employee Miscellaneous Data file is not used when you create T4 slips for tax years 2013 and later.

The Employee Miscellaneous Data (Can) record holds tax totals and a wage total for employees who have been paid under additional employment insurance account numbers recorded on the last screen of the *CUIC Deduction Control record.

Note: For tax years 2013 and later, the Employee Miscellaneous Data (Can) file contains data for all WLRP codes.

The system uses the Check Ledger, Income Ledger, Deduction Ledger and Miscellaneous Data files primarily in cases when an employee must receive multiple T4s due to a change in:

- Provinces during the tax year
- Wage Loss Replacement Plan (WLRP) assignments during the tax year

The system uses the *T4A employee?* field in the Canadian employee Payroll Master file to identify employees who should receive a T4A slip.

The system clears information previously created in the work file for the specified employer and year. Before the information is cleared, the system displays a warning message to inform you that records will be deleted. You can cancel the process or continue.

Exception Reports

The *Create T4 Workfile* function produces the T4A Exception List and a multiple part T4 Exception List. Sample reports are shown later in this section.

Part I T4A Exception List

If the system finds any T4A incomes while it is processing T4 slips, the T4A incomes are identified in this report. The majority of T4A payments should be processed in a separate employer for retired employees as Canadian law requires separate administration of pension funds. However, a T4A employee can be rehired into an employer of active employees and can then have a rollover of incomes to pension plans, which causes the processing of T4A slips within a predominantly T4 employer.

This T4A Exception List provides you with a list of employees who have been paid T4 and T4A incomes in the tax year. This report includes:

- Employee’s name and social insurance number
- Total amount of *CF deduction(s) reported for both T4 and T4A incomes
- Total amount of *CF deduction(s) reported for T4A incomes
- Total amount of *CF deduction(s) less the T4A income amount

Part II T4 Exception List

If any T4 Box amounts are negative and the system has changed them to zero (0) in the work file, they are identified here.

If the system finds more than six amounts to be included in the *Other Information Amount* or *Other Information Code* fields in the T4 work file, it prints an appropriate exception message.

If the system determines that any of the T4 box amounts are larger than the maximum allowed size for the T4 slip and/or the XML document, it prints an appropriate exception message.

If the system determines that the employee earned more than the maximum pensionable earnings and worked in more than one province or WLRP account during the year, it prints an exception message.

Part III T4 Exception List

This report is used only for tax years 2012 and earlier.

If any T4 Box amounts are negative and the system has changed them to zero (0) in the work file, they are identified here.

If the system finds more than six amounts to be included in the *Other Information Amount* or *Other Information Code* fields in the T4 work file, it prints an appropriate exception message.

If the system determines that any of the T4 box amounts are larger than the maximum allowed size for the T4 slip and/or the XML document, it prints an appropriate exception message.

Information for employees with WLRP code 1 is included here.

Part IV T4 Exception List

If any T4 Box amounts are negative and the system has changed them to zero (0) in the work file, they are identified here.

If the system finds more than six amounts to be included in the *Other Information Amount* or *Other Information Code* fields in the T4 work file, it prints an appropriate exception message.

If the system determines that any of the T4 box amounts are larger than the maximum allowed size for the T4 slip and/or the XML document, it prints an appropriate exception message.

For tax years 2012 and earlier, information for employees with WLRP codes 2 through 9 is included here.

For tax years 2013 and later, information for employees with WLRP codes 1 through 9 is included here.

Building the T4 Work File

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4 Exception List. The only users who should be allowed access to the *Create T4 Workfile* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Complete the following steps to build the T4 work file:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4 Processing*.
4. Select *Create T4 Workfile* [CTW] to display the Create T4 Workfile screen.
5. Complete this screen using the following field information and press Enter to create the work file.

   Employer

   Type your employer code or leave this field blank if you are processing an employer group.

   Employer group

   If you are creating the T4 work file by employer group, leave the *Employer* field blank and type the value that identifies the employer group whose records you are processing.

   Tax year

   Type the tax year for which you are processing records. The tax year determines the tax tables that the system will use while building the T4 work file.

Current/prior year

Type **C** to extract data from current year fields. Type **P** to extract data from prior year fields.

For example, if you have closed calendar year 2013, the 2013 income and deduction totals are in the prior year fields. In this case, type **P** to access 2013 information.

Pension adjustment?

Use the *Pension adjustment* field to specify whether you want the system to calculate the employee's pension adjustment. Type **1** if you want the system to calculate the pension adjustment. Otherwise, type **0**.

You type **20** and **52** in the *T4 Box* field of one or more deduction controls to identify Registered Pension Plans and Deferred Profit Sharing Plans to which the pension adjustment applies.

If you entered the name of a custom program in the *T4 Pension Adj* field on the employer control, the system calls this program when it creates the T4 work file. This program can modify or replace the system calculated pension adjustment amount.

Note: If you run the *Create T4 Workfile* function for an employer group, be sure to specify the custom program name for each employer in the group.

The system utilises your pension adjustment custom program after it completes standard T4 work file processing. The system calls the program, PYGT4CU1, to read through all existing T4 records. Then, if you specified a custom program on your employer control, the system calls that custom program as each record is read. A sample custom program, PYGT4CU2, is provided for your IS staff. It can be copied or modified.

QC: Add J, P to Box 26?

Specify yes to add the Quebec Box J and Box P amounts to the Box 26 amount after the *CQPP taxable base is retrieved for Quebec employees. Otherwise, specify no.

For 2013, specify no if you include amounts for Quebec boxes J and P as fringe incomes in your checks and you include these fringe incomes in the wage base accumulator used for *CQPP.

Dental Ins. Offered

Use this field to indicate that the type of dental insurance offered to your employees.

Valid values are:

1	No dental insurance or coverage of any kind
2	Payee
3	Payee, spouse, and dependent children
4	Payee and spouse
5	Payee and dependent children

This value is updated in the T4 Work File, PYPT4, for any employees who do not already have a value in the *Dental Ins. Ofrd* field on their payroll master record. For employees who do have a value in the *Dental Ins. Ofrd* field on their payroll master record, that value is updated to the T4 work file.

6 Press Enter. The system displays a message indicating that records will be deleted.

7 Press F24 to continue creating the file and return to the Infinium PY main menu.

```
PYGT4      PYTT4                           T 4 A   E X C E P T I O N   L I S T    - PART I                           PAGE   1
MM/DD/YY   HH:MM:SS                                 FOR THE YEAR YYYY              C=Current Year
Employer  . . . . . :  ZCX                     SAMPLE CANADIAN EMPLOYER
QC:Add J,P to Box 26?  1=Yes
                                                 T4               T4A         T4
                      EMPLOYEE   SOC. INS.     BEFORE             LESS      AFTER        T4A TYPE
NAME                   NUMBER     NUMBER        BOX C            BOX C      BOX C
        PROV     *CF$      PROV     *CF$      PROV     *CF$      PROV     *CF$      PROV     *CF$      PROV     *CF$      PROV     *CF$
-----------------------------------------------------------------------------------------------------------------------------------
CARLSON,BRIAN                 1242  454676891        877.91        550.55        327.36     T4-T4A
        BC          .00                 .00                 .00                 .00                 .00                 .00                 .00
ZAN,TERRY                     5075  221321326        934.27        227.27        707.00     T4-T4A
        ON          .00                 .00                 .00                 .00                 .00                 .00                 .00
BOX C CHANGE TOTALS:     2 T4A'S                    1812.18        777.82       1034.36
```

```
PYGT4      PYTT4C                              T 4   E X C E P T I O N   L I S T- PART II                              PAGE  1
MM/DD/YY   HH:MM:SS                                    FOR THE YEAR YYYY         C=Current Year
Employer  . . . . . :  ZCX                       SAMPLE CANADIAN EMPLOYER
QC:Add J,P to Box 26?  1=Yes
                  EMPLOYEE   SOC. INS.
NAME               NUMBER     NUMBER   PROV EXCEPTION CONDITION
-----------------------------------------------------------------------------------------------------------------------------------
                                            T4 CODE 35  IS NOT VALID FOR INCOME CODE *FPKV - VALUE IGNORED.
                                            USE FUNCTION UPDATE INCOME CONTROLS TO CORRECT CONTROL FILE VALUES.
*************************
BRUNSWICK,NELSON       1222  525252524  NB  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                            ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
*************************
LOVERLY,POLLY A        1746  123456790  ON  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                            ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
*************************
NEELON,NELLY         5765  147852362  AB  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                            ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
*************************
NEELON,NORMAN         5766  231654872  ON  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                             ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
 *************************
 EDWARDS,PAULA         80174  011552023  PE  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                             ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
 *************************
 QUINTET,PHRED         80299  234567899  QC  THIS EMPLOYEE HAS MORE THAN SIX OTHER INFORMATION CODES & AMOUNTS
                                             ADDITIONAL T4 SLIPS WILL BE PRINTED TO REPORT THE ADDITIONAL CODES & AMOUNTS.
 *************************
 KATZ,SYLVIA            1236  254879125      EMPLOYEE WORKED IN MULTIPLE PROVINCES OR WLRPS AND CPP/QPP WAGES EXCEED ANNUAL MAX
                                             MANUAL ADJUSTMENT OF BOX 26 WAGES MAY BE REQUIRED ON SOME T4 SLIPS
 *************************
```

```
PYGT4B     PYTT4CB                              T 4   E X C E P T I O N   L I S T- PART III                               PAGE    1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY
EMPLOYER: ZC1 ENTERPRISE ABC INC.               FOR EMPLOYEES WITH WLRP CODE 1
                  EMPLOYEE   SOC. INS. PR WL
NAME               NUMBER     NUMBER   OV RP EXCEPTION CONDITION
-------------------------------------------------------------------------------------------------------------------------------------
*************************
VACHON,SUZANE           1222              1  GROSS INCOME IS NEGATIVE "        615.80-" - NO T4 CREATED FOR THIS WLRP VALUE
*************************
CARLSON,BRIAN           1242  454676891 BC 1  BOX 14-EMPLOYMENT INCOME      OF       363.36  IS MORE THAN WORKFILE AMT       327.36
                                              VALUE IS NOW $0 FOR THIS WLRP. REVIEW AND MAKE MANUAL CORRECTIONS.
*************************
NEELON,NED              5764  321258741 ON 1  BOX 16-EE CPP AMOUNT           WAS NEGATIVE        2.84- IS NOW 0 IN THE T4 WORKFILE
NEELON,NED              5764  321258741 ON 1  BOX 22-INCOME TAX DEDUCTED     WAS NEGATIVE       37.61- IS NOW 0 IN THE T4 WORKFILE
*************************
NEELON,NORMAN           5766  231654872 ON 1  BOX 16-EE CPP AMOUNT          OF        87.39  IS MORE THAN WORKFILE AMT       327.36
                                              VALUE IS NOW $0 FOR THIS WLRP. REVIEW AND MAKE MANUAL CORRECTIONS.
NEELON,NORMAN           5766  231654872 ON 1  BOX 22-INCOME TAX DEDUCTED    OF       293.70  IS MORE THAN WORKFILE AMT       256.27
                                              VALUE IS NOW $0 FOR THIS WLRP. REVIEW AND MAKE MANUAL CORRECTIONS.
```

~ ~ ~ ~ ~

```
*************************
**********************  TOTALS FOR NEGATIVE AMOUNTS CHANGED TO 0
**********************    TOTALS FOR :       BOX 16-EE CPP AMOUNT                                 2.84-
**********************    TOTALS FOR :       BOX 22-INCOME TAX DEDUCTED                          37.61-
EMPLOYER: ZC1 ENTERPRISE ABC INC.               FOR EMPLOYEES WITH WLRP CODE 1
                  EMPLOYEE   SOC. INS. PR WL
NAME               NUMBER     NUMBER   OV RP EXCEPTION CONDITION
PYGT4B     PYTT4CB                              T 4   E X C E P T I O N   L I S T- PART III                               PAGE    2 ---------------
---------------------------------------------------------------------------------------------------------------------
*************************
**********************  TOTALS FOR AMOUNTS THAT WERE LARGER IN THE NEW WLRP THAN IN BASE WORKFILE-CHANGED TO 0 IN NEW WLRP
**********************    TOTALS FOR :       BOX 14-EMPLOYMENT INCOME      NEW WLRP:       2,652.24  WORKFILE:          327.36
**********************    TOTALS FOR :       BOX 16-EE CPP AMOUNT          NEW WLRP:          87.39  WORKFILE:          327.36
**********************    TOTALS FOR :       BOX 18-EE UIC AMOUNT          NEW WLRP:          35.02  WORKFILE:             .00
**********************    TOTALS FOR :       BOX 22-INCOME TAX DEDUCTED    NEW WLRP:         293.70  WORKFILE:          256.27
**********************    TOTALS FOR :       BOX 55-EE QPIP AMOUNT         NEW WLRP:           9.52  WORKFILE:             .00
**********************    TOTALS FOR :       BOX 56-EE QPIP EARNINGS       NEW WLRP:       2,288.88  WORKFILE:             .00
```

```
PYGT4C     PYTT4CC                              T 4   E X C E P T I O N   L I S T- PART IV                                PAGE   1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY          C=Current Year
Employer  . . . . . . :  ZCX                      SAMPLE CANADIAN EMPLOYER         For Employees With WLRP Codes 1-9
QC:Add J,P to Box 26?  1=Yes
                  EMPLOYEE   SOC. INS. PR WL
NAME               NUMBER     NUMBER   OV RP EXCEPTION CONDITION
-----------------------------------------------------------------------------------------------------------------------------------
*************************
QUELLER,MULTI-WL      11819  256778994       Employee worked in multiple provinces or WLRPs and CPP/QPP wages exceed annual max
                                             Manual adjustment of Box 26 wages may be required on some T4 slips
*************************
**********************  TOTALS FOR NEGATIVE AMOUNTS CHANGED TO 0
*************************
**********************  TOTALS FOR AMOUNTS THAT WERE LARGER IN THE NEW WLRP THAN IN BASE WORKFILE-CHANGED TO 0 IN NEW WLRP

                                                                                                                                  ..
```

```
PYGT4CU1    PYTT4CU1                             T 4   E X C E P T I O N   L I S T  - PART V                              PAGE
MM/DD/YY    HH:MM:SS                                     FOR THE YEAR YYYY
EMPLOYER ZC1                                       ENTERPRISE ABC INC.
** NOTE: FOR 1995, THE FIRST PENSION PLAN NUMBER SHOULD BE THE ONE WHERE THE EMPLOYEE RECEIVED THE LARGEST PENSION ADJUSTMENT
                                            ------------ B E F O R E------------        ------------  A F T E R  ------------
                      EMPLOYEE              PENSION    PENSION  PENSION    PENSION        PENSION  PENSION  PENSION    PENSION
NAME                   NUMBER    EAN  PROV  PLAN #1    PLAN #2  PLAN #3    ADJ AMT        PLAN #1  PLAN #2  PLAN #3    ADJ AMT
-----------------------------------------------------------------------------------------------------------------------------------
QUEBEC,CATHERINE           1045   0    QC                                      .00                                         .00
QUEBEC,CATHERINE           1045   1    QC                                      .00                                         .00
COLUMBIA,BRIDGET           1080   1    BC                                      .00                                         .00
ONTARIO,CONNIE-C           1095   0    ON                                      .00                                         .00
VACHON,SUZANE              1199   0    BC                                      .00                                         .00
VACHON,SUZANE              1199   0    QC                                      .00                                         .00
VACHON,SUZANE              1199   1    BC                                      .00                                         .00
BERTA,MARINA               1200   0    BC                                      .00                                         .00
BERTA,MARINA               1200   0    QC                                      .00                                         .00
BRUNSWICK,NELSON           1222   0    NB                                      .00                                         .00
ZACHERY,ZOE Z              1224   1    ZZ                                      .00                                         .00

                                                         ~ ~ ~ ~ ~

**********************    TOTALS FOR EMPLOYER                                  .00                                         .00
**********************    TOTALS FOR REPORT:                                   .00                                         .00
```

Printing the T4 Review List

After you create the T4 work file and before you print your actual T4 slips, you should print the T4 Review List to verify your data. If your employer has multiple employment insurance account numbers, the T4 Review List includes a separate set of reports for each account number. Employees who receive multiple T4 slips appear multiple times on this report.

The T4 Review List is subdivided into segments. Each segment contains the information for a maximum of 200 T4 slips and is identified at the top of each page. Segment totals are also provided.

The T4 Review List has multiple parts. A sample T4 Review List showing all of the parts is found later in this section.

Using Part I

Part I of the T4 Review List contains the following information:

- Employee Name
- Box 10 Province
- Employee Number
- Box 12 Social Insurance Number
- Slip Type
- Box 14 Total Income
- Box 16 Employee’s CPP Contributions
- Box 17 Employee’s QPP Contributions
- Box 18 Employee’s EI Premiums
- Box 20 Employee’s RPP Contributions
- Box 22 Income Tax Deducted
- Box 24 EI Insurable Earnings
- Box 26 CPP/QPP Pensionable Earnings
- Box 28 CPP/QPP Exempt and EI Exempt

Using Part II

Part II of the T4 Review List contains the following information:

- Employee Name
- Province
- Employee Number
- Box 44 Union Dues
- Box 46 Charitable Donations
- Box 52 Pension Adjustment
- Box 50 Registration Number for Pension Plan or DPSP
- Box 55 PPIP Contribution
- Box 56 PPIP Income
- Box 28 PPIP Exempt

Using Part III

Part III of the T4 Review List contains the following information:

- Employee Name
- Province
- Employee Number
- Other Information: Code 01
- Other Information: Amount 01
- Other Information: Code 02
- Other Information: Amount 02
- Other Information: Code 03
- Other Information: Amount 03
- Other Information: Code 04
- Other Information: Amount 04
- Other Information: Code 05
- Other Information: Amount 05
- Other Information: Code 06
- Other Information: Amount 06

- Employment Code

Generating the T4 Review List

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4 Review List. The only users who should be allowed access to the *List T4 Review* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Complete the following steps to generate the T4 Review List:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4 Processing*.
4. Select *List T4 Review* [PTRL] to display the List T4 Review screen.
5. Use the following field information to complete this screen and press Enter.

Employer

Type your employer code or leave this field blank if you are printing the review list for an employer group.

Employer group

If you want to print the T4 Review List by employer group, leave the *Employer* field blank and type the value that identifies the employer group whose review list you are printing.

Tax year

Type the tax year of the records you are reviewing. Make sure that the year you type in this field is the same year you used in the *Create T4 Workfile* option.

Slip type

Specify the type of slip to be included on the review list. Valid values are:

O	Original
A	Amended

C	Canceled
B	Both amended and canceled
Blank	All slips

Status

Specify the status of the slips to be included on the review list. Valid values are:

X	Original slips with in progress status only
A	Amended slips with in-progress status only
C	Canceled slips with in-progress status only
B	Both amended and canceled slips in progress
L	Records were written to XML with sent-to-XML status
Blank	All slips

From change date

Specify the earliest date for information to be included on the review list. Leave blank to include all records that meet the other selection criteria.

The system compares this date with the most recent change date for records in the T4 work file. The system processes records with a change date that is the same as or later than this date.

If you created the T4 work file and made no changes, the system compares this date to the date you ran the *Create T4 Workfile* function.

To change date

Specify the latest date for information to be included on the review list. Leave blank to include all records that meet the other selection criteria.

The system compares this date with the most recent change date for records in the T4 work file. The system processes records with a change date that is the same as or earlier than this date.

If you created the T4 work file and made no changes, the system compares this date to the date you ran the *Create T4 Workfile* function.

6 Press Enter.

```
PYGT4PRT   PYTT4CTL                       T 4   R E V I E W   L I S T   -   P A R T   I                                    PAGE   1
MM/DD/YY   HH:MM:SS                                      FOR THE YEAR YYYY              SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.                   STATUS:   *All                FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001
SEGMENT   1
                BOX10            BOX12   T       BOX14    BOX16    BOX17    BOX18      BOX20      BOX22     BOX24     BOX26   BOX28
                     EMPLOYEE  SOC. INS. Y       TOTAL    C.P.P.   Q.P.P.    E.I.     R.P.P.     INCOME     E.I.     CPP/QPP PP  EX
NAME            PROV  NUMBER    NUMBER   P      INCOME    CONTR.   CONTR.   CONTR.    CONTR.       TAX      INCOME    INCOME  EX  EI
----------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA      QC      80170 723598736 O 11164659.71       .00  1910.70   596.70       .00 2687044.89       .00
BERTA,MARINA     QC       1200 890011505 O    31132.44       .00  1534.39   476.32       .00    7210.15       .00
BRUNSWICK,NELSON NB       1222 525252524 O      975.79     41.64      .00    18.25       .00     145.60       .00
  * EXTRA SLIP *                                   .01
COLUMBUS,BRITTAN BC      80172 112244553 O     1360.00     60.66      .00    25.43    500.00     232.16       .00
SEGMENT TOTALS:          5 T4 SLIPS        11198127.95            3445.09             500.00                  .00
                         4 EMPLOYEES                      102.30            1116.70            2694632.80                   .00
ACCOUNT TOTALS:          5 T4 SLIPS        11198127.95            3445.09             500.00                  .00
                         4 EMPLOYEES                      102.30            1116.70            2694632.80                   .00
```

```
PYGT4PRT   PYTT4CT2                      T 4   R E V I E W   L I S T   -   P A R T   I I                                  PAGE   1
MM/DD/YY   HH:MM:SS                                         FOR THE YEAR YYYY               SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.                      STATUS:   *All                 FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001                                                                 Note: Pension Adjustment rounded to nearest dollar
SEGMENT   1
                                      BOX44    BOX46     BOX52    BOX50     BOX55     BOX56     BOX28
                     EMPLOYEE         UNION    CHARIT.   PENSION  REGIST     PPIP      PPIP      PPIP
INIT/SURNAME    PROV  NUMBER           DUES     DONAT.    ADJUST  NUMBER    CONTR.    INCOME    EXMPT
------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA       QC       80170     1641.16       .00       .00            237.12  99999.99
BERTA,MARINA      QC        1200         .00       .00       .00            129.51  31132.44
BRUNSWICK,NELSON  NB        1222         .00       .00       .00               .00       .00
  * EXTRA SLIP *
COLUMBUS,BRITTAN  BC       80172       13.60       .00       .00               .00       .00
SEGMENT TOTALS:                      1654.76                 .00            366.63
                                                   .00                             131132.43
ACCOUNT TOTALS:                      1654.76                 .00            366.63
                                                   .00                             131132.43
```

```
PYGT4PRT   PYTT4CT3                      T 4   R E V I E W   L I S T   -   P A R T   I I I                               PAGE    1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY             SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.                  STATUS:   *All               FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001
SEGMENT   1
                                ---------------------------------- OTHER INFORMATION ----------------------------------
                     EMPLOYEE   CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT  EMPLOY
INIT/SURNAME    PROV  NUMBER     01         01   02        02   03        03   04        04   05        05   06        06    CODE
-----------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA      QC      80170   40     121.26  84     243.78  81     245.43  82     248.46  83     251.49  85      32.55
BERTA,MARINA     QC       1200
BRUNSWICK,NELSON NB       1222   30      30.99  32      32.32  33      32.32  34      34.34  36      36.36  38      38.38
  * EXTRA SLIP *                 40      40.99  42      42.42
COLUMBUS,BRITTAN BC      80172   74     500.00
SEGMENT TOTALS:                         693.24         318.52         277.75         282.80         287.85          70.93
SEGMENT TOTALS BY CODE: | 30         30.99 | 32         32.32  | 33         32.32  | 34         34.34  | 36         36.36
                        | 38         38.38 | 40        162.25  | 42         42.42  | 74        500.00  | 81        245.43
                        | 82        248.46 | 83        251.49  | 84        243.78  | 85         32.55  |
ACCOUNT TOTALS:                         693.24         318.52         277.75         282.80         287.85          70.93
```

Correcting T4 Data

After you have reviewed the T4 Review List, you may find some employee information that requires correcting. Use either of the following two methods to correct T4 data:

- Correct T4 data through cycle processing

  If the correction can be made through a regular or prior year adjustment cycle (for example, voiding a check or entering fringe benefit incomes), use cycle processing options to make the correction.

  You can correct T4 data through a regular payroll cycle if the calendar year is not closed. If the calendar year is closed, you can correct the T4 data through a prior year adjustment cycle. When you post the cycle that contains the corrections, the system reflects the adjustment in the employee's pay history. Refer to Chapters 5 and 6 for information on how to run prior year adjustment cycles and prior year adjustment on-demand check cycles.

  After you post the correction cycle, you can clear the T4 work file by using the *Clear T4 Workfile* function. This action clears both employee T4 data and employer T4 tax payment data.

  You then must re-run the *Create T4 Workfile* and *List T4 Review* functions. The *Create T4 Workfile* function clears only employee T4 data before re-creating it.

- Manually correct T4 data

  If the correction cannot be made through cycle processing or the field you need to correct can be accessed only by directly changing the work file, use the *Correct T4 Data* function. The corrections you make through this function are not reflected in the employee's pay history.

  After you make your corrections through this function, you should re-run the *List T4 Review* option to verify your manual changes.

Entering Manual Corrections to T4 Data

Follow these steps to make manual corrections to T4 data using the *Correct T4 Data* function:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4 Processing*.

4 Select *Correct T4 Data* [UTD] to display the Correct T4 Data prompt screen.

5 Use the information below to complete the fields on this screen.

Employer

Type the value that represents your employer.

Employee or Last Name

In the *Employee* field, type the number of the employee whose data you are processing or press F4 to display the list of employee numbers and select the appropriate number.

You can also use the *Last Name* field to locate the appropriate employee. Use one of the following options:

- Type the last name of the employee whose data you are processing and press F4 to display a list of all employees with that last name. Select the appropriate employee.
- Press F4 without entering a last name to display the full list of employee names. Select the appropriate employee.
- Type the beginning letters of the employee’s last name and press F4. The system displays a list of employee names that begin with those letters. Select the appropriate employee.

  Type the letters at the beginning of the field and not randomly within the field.

6 Press Enter to display the Correct T4 Data selection screen

On this screen you can do the following:

- Change a T4 record by typing **2** next to the record.

  You can change a record only when the status is **In progress** and the slip type is **Orig or Amend**.
- Delete a T4 record by typing **4** next to the record.

  You can delete a record only when the status is **In progress**.
- Display a T4 record by typing **5** next to the record.

- Copy this record to create an amended, **Amend**, T4 record by typing **6** next to the record.

  You can amend a record only when the status is **Sent to XML** and the record has not been amended or canceled. When you amend a record, the system creates a new record with a status code of A, Amended.

- Copy this record to create a canceled, **Cancel**, T4 record by typing **7** next to the record.

  You can cancel a record only when the status is **Sent to XML** and the record has not been amended or canceled. When you cancel a record, the system creates a new record with a status code of C, Canceled.

7 Type **2** in *O* next to the T4 record to change and press Enter to display the first Correct T4 Data screen.

8 Type the information that you want to change in the T4 work file. You can press Help to review information for each field or refer to the table in the "T4 Box Information" section near the end of this chapter for information on the source of the data in each field. In addition, use the information below to complete these fields.

Postal code

Use this field to make changes to the employee postal code. The postal code prints on the T4 slip and is reported on the XML document.

For Canadian addresses, type the employee's Canadian postal code in the format alpha, numeric, alpha, numeric, alpha, numeric, for example, A9A9A9. For US addresses, type the employee's USA zip code. Where the employee's country code is neither CAN nor USA, type the foreign postal code.

In all cases, left justify the value and pad with spaces on the right.

Country

The system displays the residence country of the employee in this field. A value defaults into the T4 work file based on the *Country* field in the Basic Data record of each employee.

Valid values are:

CAN	Canada
USA	United States
xxx	Other valid country

If the employee lives in a country other than Canada or the United States, **XXX** listed above represents the alphabetical code for the employee's residence country as outlined in the publication entitled "International standard (ISO) 3166 CODES for the representation of names of countries."

When you set up the code value you enter in this field for code type **CTR** using the *Update Employer Codes* function, the system prints the description associated with the country code value on line 4 of the employee's T4 slip to facilitate mailing of the slip.

If you update the country code value in the T4 work file and do not define the country using code type **CTR**, the system prints the code value you specify in the T4 work file on the T4 slip instead of a description.

The system includes the country code value on the XML document.

24. EI Earnings

Use this field to indicate the amount of EI earnings to be reported on the T4 slip and XML document for the employee. Make manual changes as necessary.

The amount of the EI earnings is usually the same as the amount reported in Box 14. Exceptions occur when the employee works in multiple provinces or multiple EI account numbers (WLRP code values) and exceeds the annual EI maximum wages.

If this field contains an amount equal to or greater than the maximum annual earnings for the tax year, the system converts the Box 24 earnings to the maximum when displaying it for update and when printing it on review lists, control lists, and T4 slips, and when generating the T4 XML records.

26. Pens Earnings

You must complete Box 26 in the situations described below. Infinium tracks these special situations by comparing the earnings from Box 14 against the year-to-date earnings for the *CCPP or *CQPP deduction.

Canada Pension Plan (CPP):

- As of tax year 2011, the Box 26 earnings are always printed on the slip and reported on the XML document.
- If the Box 26 earnings are over the maximum, Box 26 is reported as the maximum on the slip and on the XML document.

Box 14 earnings and CPP base earnings may differ if you include any of the following types of remuneration in Box 14, Employment income:

- Remuneration paid to the employee:
  - Before and during the month the employee turned 18
  - After the month the employee turned 70
  - During the months the employee received a disability pension under the Canada or Quebec Pension Plan
  - After a retirement pension becomes payable under either the Canada or Quebec Pension Plan
- Remuneration paid to the employee while the employee was engaged in excluded employment
- Amounts for a clergy member's residence from which you did not deduct CPP contributions
- Remuneration paid to a Status Indian on a reserve before an election was made to cover the employee under the Canada Pension Plan

Quebec Pension Plan (QPP):

Regardless of the employee's province of residence, complete Box 26 if the employee is subject to QPP. The Ministere du Revenu du Quebec considers certain benefits and earnings to be pensionable earnings for employees working in Quebec, such as:

- Private health benefit premiums
- Assumed earnings (persons 55 years of age or over whose working time is reduced by reason of phased retirement may still choose, in accordance with their employers, to make contributions to the Quebec Pension Plan (QPP) on all or a part of the amount of the reduction in remuneration)

29. Employment Cde

Use this field to type a special employment code for the employee.

Valid values are:

Blank	Not applicable
11	Placement Agency - Self employed
12	Taxi Drivers or other passenger carrying vehicle
13	Barber or Hairdressers

14	Withdrawal from a prescribed salary deferral arrangement plan
15	Seasonal Agricultural Workers Program
16	Detached employee – social security agreement
17	Fishers - Self-employed

Note: You can define the employment code for an employee on the Update Employee Payroll Data (CAN) screen 2. When you run the *Create T4 Workfile* function, the value in the Payroll master automatically defaults into the *Employment Code* field in the T4 work file.

EI Wage Base

This field contains the beginning amount of wages that the system used when calculating the EI deduction, before it checked to see if the employee had exceeded the maximum annual wages subject to EI.

EI Tax Base

This field contains the amount of wages that the system used when calculating the EI deduction, after it checked to see if the employee had exceeded the maximum annual wages subject to EI.

If the annual employee wages are larger than the annual maximum wages for EI, this amount should be equal to the annual maximum.

9 Press Enter to display the Correct T4 Data screen 2 of 4.

10 Type the information that you want to change in the T4 work file. You can press Help to review information for each field or refer to the tables in the “Reviewing the T4 Slip” section near the end of this chapter for information on the source of the data in each field.

56. PPIP Earnings

The system identifies the employee’s PPIP insurable earnings for the calendar year in this field. This field is currently only used by employees who work in the province of Quebec.

The system enters zero into this field and leaves box 56 blank on the T4 slip when:

- There are no insurable earnings
- Insurable earnings are the same as employment income in box 14, or

- Insurable earnings are over the maximum for the year

Exceptions can occur when the employee changes provinces or employment insurance accounts (WLRP codes) during the calendar year.

You can compare the values in the *PPIP Wage Base* and *PPIP Tax Base* fields to the value in the *56. PPIP Earnings* field, as needed.

PPIP Wage Base

The system displays the employee's total PPIP insurable earnings for the current calendar year in this field.

PPIP Tax Base

The system displays the employee's PPIP insurable earnings for the calendar year in this field, up to the statutory annual maximum for the associated calendar year.

11 Press Enter to display the Correct T4 Data screen 3 of 4.

12 Type the information that you want to change in the T4 work file. You can press Help to review information for each field or refer to the tables in the "Reviewing the T4 Slip" section near the end of this chapter for information on the source of the data in each field.

13 Press Enter to display the Correct T4 Data screen 4 of 4.

14 Type the information that you want to change in the T4 work file. You can press Help to review information for each field or refer to the tables in the "Reviewing the T4 Slip" section near the end of this chapter for information on the source of the data in each field.

WARNING! After you use the *Correct T4 Data* function to manually update information in the T4 work file, you must run the *List T4 Review* and *List T4 Slips and Control List* functions and then the *Generate T4 XML Document* function to reflect the changes you made.

Do not run the *Create T4 Workfile* function or the *Clear T4 Workfile* function prior to re-running the *List T4 Review* and *List T4 Slips and Control List* functions and then the or *Generate T4 XML Document* function or you will lose the changes that you made.

Printing T4 Slips and Control Lists

Before you print your actual T4 slips, you can print the information on regular computer paper for final review. If the T4 output on the plain paper is accurate, you can load your actual T4 slips into the printer and release the printer file to print again. To do this, you must set up the T4 printer control to save the T4 slips spool file. This technique allows you to avoid re-running the *List T4 Slips and Control List* function.

Note: We no longer support multi-part continuous feed slips.

Creating Printer Controls

Before processing your T4 slips, you or one of your IS staff members should create printer controls for the T4 slips and reports to ensure the confidentiality of the information. Refer to the section entitled “Creating Printer Controls” in the beginning of this chapter for details.

Using the T4 Control List

When you print your T4 slips, the system automatically generates a T4 Control List that shows the information that is reported on the T4 slips.

Like the T4 Review List, the T4 Control List is subdivided into segments. Each segment contains the information for a maximum of 200 T4 slips and is identified at the top of each page. Segment totals are also provided. A sample T4 Control List is found later in this section.

Generating T4 Slips

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4 Control List. The only users who should be allowed access to the *List T4 Slips and Control List* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

The system generates two sets of T4 slips:

- The first set contains the employer copy of the slips with information for two employees printed on each slip. You send this set of slips to the government if you are not using electronic submission. You can also use a copy of this set as your reference copy.

  Note: If you are not using electronic submission, ensure that you print two copies of this set: one for the government and one for your records.

- The second set of laser slips contains the employee copy of the slips with information for one employee printed per slip. You give these slips to the employee. Each laser slip equates to one printed page.

Complete the following steps to generate T4 slips and the T4 Control List:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4 Processing.*

4 Select *List T4 Slips and Control List* [PTFCL] to display the List T4 Slips and Control List screen.

5 Use the following information to complete this screen.

Employer

Type your employer code or, if you are processing records by employer group, leave this field blank and enter the code value that identifies your employer group.

Employer group

Type the code value that identifies the employer group for which you are processing records, or leave this field blank if you are processing by employer.

Tax year

Type the tax year. This must be the same as the year you entered in the field on the Create T4 Workfile screen.

Slip type

Specify the type of slip to generate. The system selects only from records with an **In progress** status. Valid values are:

O	Original

A Amended

6 Press Enter to exit from this screen. The system uses batch processing to generate your T4 slips and the accompanying control list. Refer to the following pages to review a sample of the control list.

Multiple T4 Slips

There may be occasions when employees will receive more than one T4 slip in the same province and for the same employment insurance account number. This generally occurs when an employee:

- Requires more than six entries in the Other Information section of the T4 slip.
- Has Employment Income (Box 14) or Income Tax (Box 22) larger than 99,999,999.99.
- Has any of the Other Information amounts larger than 9,999,999.99.

Refer to the “Understanding the T4 Other Information Section” topic later in this chapter for a summary of the codes that you can report in the Other Information section of the T4 slip.

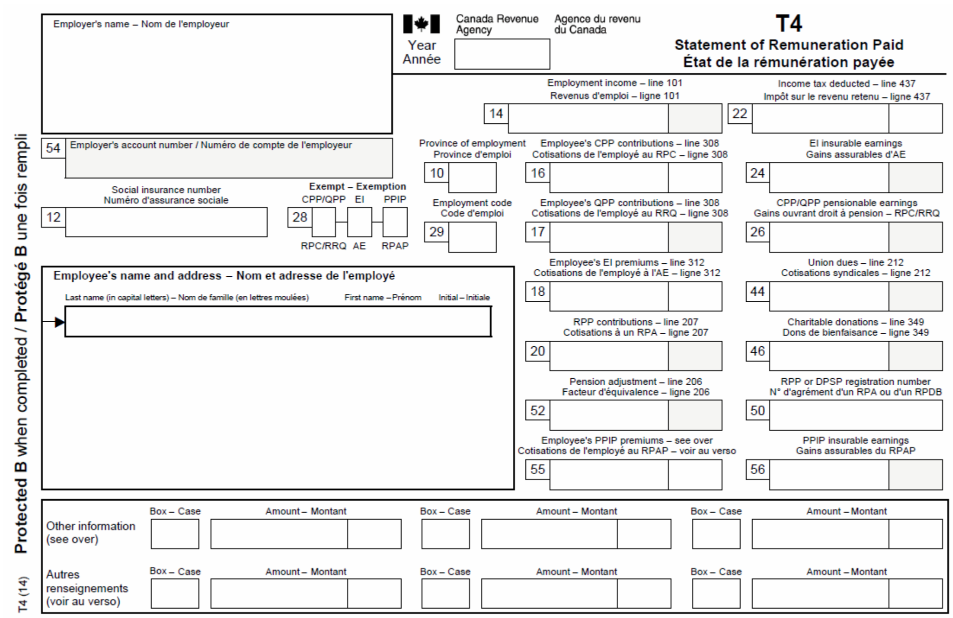
```
PYGT4PRT   PYTT4CTL                     T 4   C O N T R O L   L I S T   -   P A R T   I                                  PAGE    1
MM/DD/YY   HH:MM:SS                                    FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001
SEGMENT   1
                BOX10            BOX12   T        BOX14    BOX16    BOX17    BOX18      BOX20      BOX22      BOX24      BOX26   BOX28
                     EMPLOYEE  SOC. INS. Y        TOTAL    C.P.P.   Q.P.P.    E.I.      R.P.P.     INCOME      E.I.      CPP/QPP PP  EI
NAME            PROV  NUMBER    NUMBER   P       INCOME    CONTR.   CONTR.   CONTR.     CONTR.       TAX      INCOME     INCOME  EX  EX
-----------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA      QC      80170 723598736 O 11164659.71       .00  1910.70   596.70        .00  2687044.89        .00
BERTA,MARINA     QC       1200 890011505 O    31132.44       .00  1534.39   476.32        .00     7210.15        .00
BRUNSWICK,NELSON NB       1222 525252524 O      975.79     41.64      .00    18.25        .00      145.60        .00
  * EXTRA SLIP *                                   .01
COLUMBUS,BRITTAN BC      80172 112244553 O     1360.00     60.66      .00    25.43     500.00      232.16        .00
SEGMENT TOTALS:          5 T4 SLIPS        11198127.95            3445.09              500.00                    .00
                         4 EMPLOYEES                      102.30           1116.70             2694632.80                    .00
ACCOUNT TOTALS:          5 T4 SLIPS        11198127.95            3445.09              500.00                    .00
                         4 EMPLOYEES                      102.30           1116.70             2694632.80                    .00
```

```
PYGT4PRT   PYTT4CT2                      T 4   C O N T R O L   L I S T   -   P A R T   I I                        PAGE    1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001                                                        Note: Pension Adjustment rounded to nearest dollar
SEGMENT   1
                                      BOX44    BOX46     BOX52    BOX50     BOX55     BOX56     BOX28
                     EMPLOYEE         UNION    CHARIT.   PENSION  REGIST     PPIP      PPIP      PPIP
INIT/SURNAME    PROV  NUMBER           DUES     DONAT.    ADJUST  NUMBER    CONTR.    INCOME    EXMPT
-----------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA       QC       80170     1641.16        .00       .00           237.12       .00
BERTA,MARINA      QC        1200         .00        .00       .00           129.51       .00
BRUNSWICK,NELSON  NB        1222         .00        .00       .00              .00       .00
  * EXTRA SLIP *
COLUMBUS,BRITTAN  BC       80172       13.60        .00       .00              .00       .00
SEGMENT TOTALS:                      1654.76                  .00           366.63
                                                    .00                                  .00
ACCOUNT TOTALS:                      1654.76                  .00           366.63
                                                    .00                                  .00
```

```
PYGT4PRT   PYTT4CT3                       T 4   C O N T R O L   L I S T   -   P A R T   I I I                            PAGE    1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZC1       ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001
SEGMENT   1
                                -----------------------------------  OTHER INFORMATION -----------------------------------
                     EMPLOYEE   CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT CODE    AMOUNT  EMPLOY
INIT/SURNAME    PROV  NUMBER     01         01   02        02   03        03   04        04   05        05   06        06    CODE
------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA      QC      80170   40     121.26  84     243.78  81     245.43  82     248.46  83     251.49  85      32.55
BERTA,MARINA     QC       1200
BRUNSWICK,NELSON NB       1222   30      30.99  32      32.32  33      32.32  34      34.34  36      36.36  38      38.38
  * EXTRA SLIP *                 40      40.99  42      42.42
COLUMBUS,BRITTAN BC      80172   74     500.00
SEGMENT TOTALS:                         693.24         318.52         277.75         282.80         287.85          70.93
SEGMENT TOTALS BY CODE: | 30         30.99 | 32         32.32  | 33         32.32  | 34         34.34  | 36         36.36
                        | 38         38.38 | 40        162.25  | 42         42.42  | 74        500.00  | 81        245.43
                        | 82        248.46 | 83        251.49  | 84        243.78  | 85         32.55  |
ACCOUNT TOTALS:                         693.24         318.52         277.75         282.80         287.85          70.93
```

Reviewing the T4 Slip

Use the following information to review the format of the current T4 slip and identify the sources of the data on your T4 slips. A sample of the current T4 slip is provided below.



Employer's name – Nom de l'employeur
Canada Revenue Agency / Agence du revenu du Canada
T4
Statement of Remuneration Paid
État de la rémunération payée
Year / Année
14 Employment income – line 101 / Revenus d'emploi – ligne 101
22 Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437
54 Employer's account number / Numéro de compte de l'employeur
10 Province of employment / Province d'emploi
16 Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308
24 EI insurable earnings / Gains assurables d'AE
12 Social insurance number / Numéro d'assurance sociale
28 Exempt – Exemption: CPP/QPP, EI, PPIP / RPC/RRQ, AE, RPAP
29 Employment code / Code d'emploi
17 Employee's QPP contributions – line 308 / Cotisations de l'employé au RRQ – ligne 308
26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ
Employee's name and address – Nom et adresse de l'employé
Last name (in capital letters) – Nom de famille (en lettres moulées) | First name – Prénom | Initial – Initiale
18 Employee's EI premiums – line 312 / Cotisations de l'employé à l'AE – ligne 312
44 Union dues – line 212 / Cotisations syndicales – ligne 212
20 RPP contributions – line 207 / Cotisations à un RPA – ligne 207
46 Charitable donations – line 349 / Dons de bienfaisance – ligne 349
52 Pension adjustment – line 206 / Facteur d'équivalence – ligne 206
50 RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB
55 Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso
56 PPIP insurable earnings / Gains assurables du RPAP
Other information (see over) / Autres renseignements (voir au verso): Box – Case | Amount – Montant | Box – Case | Amount – Montant | Box – Case | Amount – Montant
Protected B when completed / Protégé B une fois rempli
T4 (14)

Figure 7-3: Sample T4 Form

Understanding T4 Box Information

Use the following information to locate the source of the data in Infinium PY for each box on the current T4 slip.

T4 Slip for Current Tax Year

The information in this box ...		Was extracted from these files:
	Year	*Tax Year* field on the List T4 Slips and Control List screen
	Void	not supported by Infinium PY
10	Province of employment	Employee Payroll Master (PYPMS)

The information in this box ...		Was extracted from these files:
12	Social insurance number	Employee Basic Data (PRPMS)
14	Employment income before deductions	Employee Payroll Master (PYPMS) Employee Check Ledger (PYPCL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
16	Employee's CPP contributions	*CCPP Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
17	Employee's QPP contributions	*CQPP Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
18	Employee's EI premiums	*CUIC Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
20	Registered pension plan contributions	Deduction Control *T4 Box* field is **20** Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL)
22	Income tax deducted	*CF _ _ Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
24	EI insurable earnings	*CUIC Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)

The information in this box ...		Was extracted from these files:
26	CPP/QPP pensionable earnings	*CCPP and *CQPP Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2) Amounts are always printed, even when **0.00**.
28	Exempt (CPP/QPP, EI, and PPIP)	*CCPP, *CQPP, *CUIC, and *CQPI An **X** is placed in this box if you type **1** in the *No Tax Status* field on the employee's deduction authorisation record (PYPDE).
29	Employment Code	Canadian Payroll Master File for Tax Data (PYPCN)
44	Union dues	Deduction Control *T4 Box* field is **44** Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL)
46	Charitable donations	Deduction Control *T4 Box* field is **46** Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL)
50	Pension plan or DPSP registration number	Deduction Control *T4 Box* field is **20** or **52** Type the pension plan or DPSP registration number in the *Employer Tax ID* field on the second screen of the appropriate deduction control.
52	Pension adjustment	If the *Pension adjustment?* field on the Create T4 Workfile screen is **1**, the system adds RPP (deduction control *T4 Box* field is **20**) and DPSP (deduction control *T4 Box* field is **52**) amounts together for this field. Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) You can specify a custom program on the employer control record to alter the system-generated amount.

The information in this box ...		Was extracted from these files:
54	Business number	Employer Control (PRPCO) or *CUIC Deduction Control (PYPDC) **Note:** As indicated in the *Employers' Guide – Filing the T4 Slip and Summary* (RC4120), this account number is printed only on the employer copy of the slips and does not appear on the two copies of the T4 slip that are produced for the employees.
55	PPIP premium	For 2006 and after, *CQPI Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
56	PPIP earnings	For 2006 and after, *CQPI Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL) Employee Miscellaneous Data (PYPST) Employee Miscellaneous Data (Can) (PYPST2)
	Other Information	Refer to the table below for a summary of the codes that you can report in the Other Information section of the T4 slip.

Understanding the T4 Other Information Section

Use the following information to review the codes that you can report in the Other Information section of the T4 slip.

T4 Slip for Current Tax Year – Other Information

The information for this code ...		Was extracted from these files:
30	Housing, board, and lodging	Income Control *T4 Code* field is **30** Employee Income (PYPIE) Employee Income Ledger (PYPIL)

The information for this code ...		Was extracted from these files:
31	Special work site	Income Control *T4 Code* field is **31** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14
32	Travel in a prescribed zone	Income Control *T4 Code* field is **32** Employee Income (PYPIE) Employee Income Ledger (PYPIL) Income reported against code 33 is automatically added to and reported for code 32.
33	Medical Travel	Income Control *T4 Code* field is **33** Employee Income (PYPIE) Employee Income Ledger (PYPIL) Income reported against code 33 is automatically added to and reported for code 32.
34	Personal use of employer's automobile	Income Control *T4 Code* field is **34** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
36	Interest free and low-interest loan	Income Control *T4 Code* field is **36** Employee Income (PYPIE) Employee Income Ledger (PYPIL) Income reported against code 37 is automatically added to and reported for code 36.
38	Stock option benefits	Income Control *T4 Code* field is **38**, **38A 38B, 38C, 38D,** or **38E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) If income is reported against codes 38A or 38B, 38C, 38D, or 38E it is automatically added to and reported for code 38.
40	Other taxable allowances and benefits	Income Control *T4 Code* field is **40** Employee Income (PYPIE) Employee Income Ledger (PYPIL)

The information for this code ...		Was extracted from these files:
42	Employment commissions	Income Control *T4 Code* field is **42** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
43	Canadian forces personnel and police allowance	Income Control *T4 Code* field is **43** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
53	Deferred Stock Option Benefit	Income Control *T4 Code* field is **53** and *T4Box 14 Exclude* field is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
57	Employment income – March 15 to May 9, 2020	Income Control *T4 Code* field is **57** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
58	Employment income – May 10 to July 4, 2020	Income Control *T4 Code* field is **58** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
59	Employment income – July 5 to August 29, 2020	Income Control *T4 Code* field is **59** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
60	Employment income – August 30 to September 26, 2020	Income Control *T4 Code* field is **60** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
66	Eligible retiring allowances	Income Control *T4 Code* field is **66** and *T4Box 14 Exclude* field is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
67	Non-eligible retiring allowances	Income Control *T4 Code* field is **67** and *T4Box 14 Exclude* field is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.

The information for this code ...		Was extracted from these files:
69	Status Indian (exempt income) – non-eligible retiring allowances	Income Control *T4 Code* field is **69** and *T4Box 14 Exclude* field is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
71	Status Indian employee	Income Control *T4 Code* field is **71** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
72	Section 122.3 income – employment outside Canada	Income Control *T4 Code* field is **72** Employee Income (PYPIE), Employee Income Ledger (PYPIL)
77	Workers Compensation Benefit Repaid to the Employer	Income Control *T4 Code* field is **77** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
78	Gross earnings	Income Control *T4 Code* field is **78** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
79	Net partner amount of a partnership	Income Control *T4 Code* field is **79** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.
80	Fishers – share-person amount	Income Control *T4 Code* field is **80** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14.

The information for this code ...		Was extracted from these files:
81	Placement or employment agency workers' gross earnings	Income Control *T4 Code* field is **81** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14
82	Drivers of taxis or other passenger-carrying vehicles gross earnings	Income Control *T4 Code* field is **82** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14
83	Barbers' or hairdressers' gross earnings	Income Control *T4 Code* field is **83** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14
87	Volunteer firefighters' exempt earnings	Income Control *T4 Code* field is **87** and *T4 Box 14 Exclude* is **E** Employee Income (PYPIE) Employee Income Ledger (PYPIL) This income should not be included in Box 14

Clearing the T4 Work File

When you clear the T4 work file the system removes records from the T4 work file (PYPT4) and the employer tax payments file (PYPT4P) for the specified employer or employer group and year.

WARNING! Save your work file to an XML document before you clear the work file.

If you plan to generate an XML document, do not clear the work file. Proceed to the “Generating the T4 XML Document Data” chapter.

Complete the following the steps to clear the T4 work file if you are not generating an XML document:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN*).

3 Select *T4 Processing*.

4 Select *Clear T4 Workfile* [CTW2] to display the Clear T4 Workfile screen.

5 Use the field information below to fill in either the *Employer* or the *Employer group* field.

Employer

Type the code value that identifies the employer whose records you are removing from the T4 work file.

Employer group

Type the code value that identifies the employer group whose records you are removing from the T4 work file.

Tax year

Specify the tax year for which you are clearing the work file.

6 Press Enter. The system displays a message indicating that records will be deleted.

Press F24 to continue deleting the records and return to the Infinium PY main menu.

Notes

Chapter 8 Generating the T4 XML Document Data

8

This chapter provides you with information to help you generate T4 XML document data. Before you can generate your document, you must create the T4 work file. Refer to the “Processing T4 Slips” chapter for details.

The chapter consists of the following topics:

Commonly Asked Questions

Review these questions and answers before you create your T4 XML document file.

1 Can I execute the *Generate T4 XML Document* option more than once?

Yes. You can execute this function as many times as needed, but you will have to execute the *Reset T4 XML Status* function each time to return the records to a status that allows them to be included in processing. Remember that the system clears the XML document file that you specify in the *File name/Sequence* field each time you execute this function.

2 How should my IS or technical staff verify that the information in the document is correct?

Use the *Display XML Document* function to view the data in the XML file.

Use the *Validate an XML Document* function to validate the XML file before submitting it to CRA. To validate an XML document your technical staff must download the most current XML schema from the CRA Web site, and they must have access to a validating parser.

3 Do I have to clear the XML document file manually before I execute the *Generate T4 XML Document* function again?

No. The system automatically clears this file each time you execute the *Generate T4 XML Document* function.

4 How do I generate an XML document that contains only amended T4 slips?

Use the *Correct T4 Data* function to select the employee records that you must amend, and make the necessary changes to the employee information. Execute the *List T4 Slips and Control List* function to print the amended slip. Execute the *Generate T4 XML Document* function and specify **A** in the *Report type code* field.

5 How do I generate an XML document that contains only canceled T4 slips?

Use the *Correct T4 Data* function to select the employee records that you must cancel. Execute the *List T4 Review* function to print a listing of the canceled slips. Execute the *Generate T4 XML Document* function, and specify **A** in the *Report type code* field.

Overview of T4 XML Processing

You follow these steps to generate a file of T4 XML document data:

1. Set up default values for your XML documents.
2. Enter employer tax payments.
3. Generate the T4 XML document.
4. Validate the XML document.
5. Clear the T4 work file. (Optional)

WARNING! Before you begin the above steps, you must complete all of the steps documented in the “Processing T4 Slips” chapter with the exception of clearing the T4 work file.

Do not clear the T4 work file until you generate the T4 XML document.

You must review authority information in the “Working with Documents on the Integrated File System” chapter of the *HR/PY Technical Guide* before generating XML documents.

Setting Default Values for the XML Document

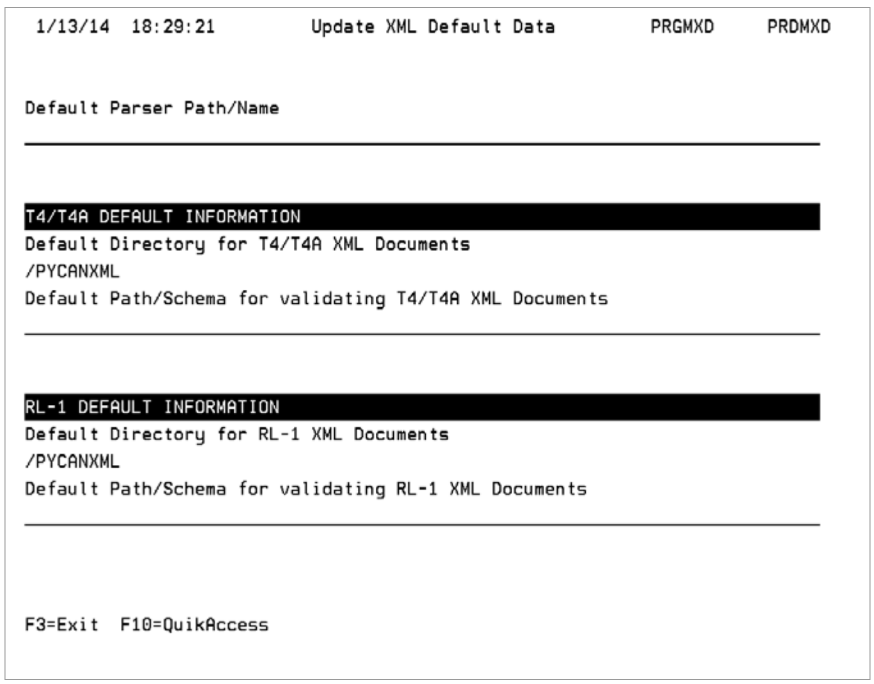
You can use the *Update XML Default Data* function to define the default information to be used when you generate the XML document file. You can also use the *Display XML Default Data* function to view this default information.

Follow the steps below to define XML document default information.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update XML Default Data - Canada* [UXDD]. The system displays the Update XML Default Data screen similar to Figure 8-1.



```
 1/13/14  18:29:21         Update XML Default Data         PRGMXD     PRDMXD

Default Parser Path/Name

T4/T4A DEFAULT INFORMATION
Default Directory for T4/T4A XML Documents
/PYCANXML
Default Path/Schema for validating T4/T4A XML Documents

RL-1 DEFAULT INFORMATION
Default Directory for RL-1 XML Documents
/PYCANXML
Default Path/Schema for validating RL-1 XML Documents

F3=Exit  F10=QuikAccess
```

Figure 8-1: Update XML Default Data screen

4 Use the information below to complete the fields on this screen.

Default Parser Path/Name

Type the name of the default validating parser the system must use to validate XML documents.

Consult your IT department for the name and directory path of a validating parser on your system. When you type the name and directory path for the parser here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

Note: You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.

Default Directory for T4/T4A XML Documents

The default directory to T4 and T4A XML documents is PYCANXML.

Default Path/Schema for validating T4/T4A XML Documents

Type the name of the default schema the system must use to validate XML documents for T4 and T4A processing.

The most current T4/T4A schema can be downloaded from the CRA web site. LAYOUT-TOPOLOGIE.XSD is the current name of the schema.

Consult your IT department for the name and directory path of the current schema on your system. When you type the schema name here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

Note: You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.

Default Directory for RL-1 XML Documents

The default directory to RL-1 XML documents is PYCANXML.

Default Path/Schema for validating RL-1 XML Documents

Type the path and schema to be used as the default for XML documents.

Note: Revenu Quebec does not currently allow employers to download a schema.

5 Press Enter.

Entering Employer Tax Payments

Use this function only if you are generating T4 records. You use this function to enter the tax payments made by your employer to the Canada Pension Plan and Employment Insurance governmental entities. The system requires this information in the T4 summary record for each employer on your T4 XML document.

Complete the following steps to update tax payment information for your employer:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4 Processing*.

4 Select *Enter Employer Tax Payments* [EETP]. The system displays the screen shown in Figure 8-2.

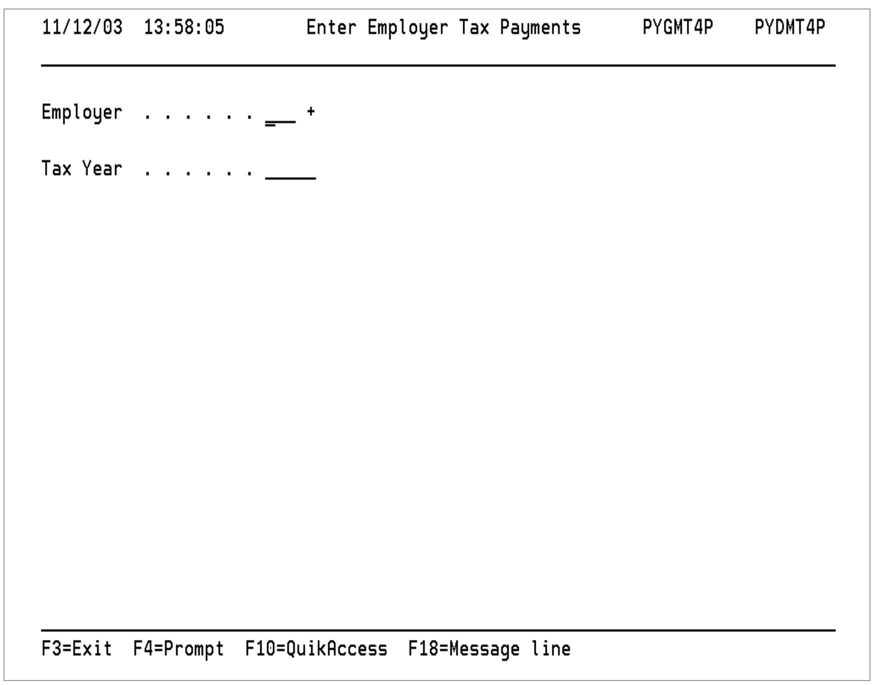


Figure 8-2: Enter Employer Tax Payments prompt screen

5 Complete the prompt screen using the field information below.

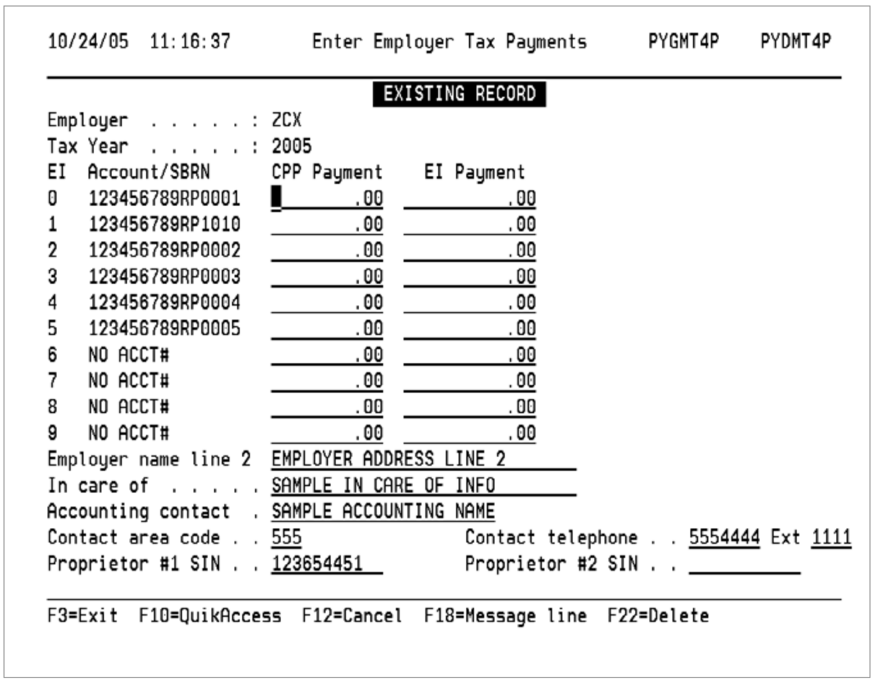
Employer

Specify the value that identifies the employer whose tax payment history you are updating.

Tax Year

Type the tax year for which you are entering employer tax payment information.

6 Press Enter. The system displays the screen shown in Figure 8-3.



```
10/24/05  11:16:37        Enter Employer Tax Payments      PYGMT4P    PYDMT4P

                                   EXISTING RECORD
Employer  . . . . . : ZCX
Tax Year  . . . . . : 2005
EI  Account/SBRN      CPP Payment    EI Payment
0   123456789RP0001           .00           .00
1   123456789RP1010           .00           .00
2   123456789RP0002           .00           .00
3   123456789RP0003           .00           .00
4   123456789RP0004           .00           .00
5   123456789RP0005           .00           .00
6   NO ACCT#                  .00           .00
7   NO ACCT#                  .00           .00
8   NO ACCT#                  .00           .00
9   NO ACCT#                  .00           .00
Employer name line 2  EMPLOYER ADDRESS LINE 2
In care of  . . . . . SAMPLE IN CARE OF INFO
Accounting contact  . SAMPLE ACCOUNTING NAME
Contact area code . . 555                Contact telephone . . 5554444 Ext 1111
Proprietor #1 SIN . . 123654451          Proprietor #2 SIN . .

F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line  F22=Delete
```

Figure 8-3: Enter Employer Tax Payments screen

7 Use the following information to complete the fields on this screen.

EI Account/SBRN

The system displays your account numbers based on information you entered into the employer control and *CUIC deduction control records. You enter employment insurance accounts on the *CUIC deduction control record only if you have more than one employment insurance account number within your employer.

CPP Payment

Type the employer’s Canada Pension Plan payment for each applicable EI (employment insurance) account number.

EI Payment

Type the employer’s employment insurance payment for each applicable EI account number.

Employer name line 2

Type a value in this field if you require an additional line to enter the employer name. The first line of the employer’s name is found in the employer control record.

In care of

Use this field to enter “In Care of” or “Attention” information.

Accounting contact

Type the accounting contact’s first name followed by the surname. Omit titles such as Ms., Mrs. or Mr.

Contact area code

Type the accounting contact’s area code.

Contact telephone, Ext

Type the accounting contact’s telephone number and extension number, if applicable.

Proprietor #1 SIN, Proprietor #2 SIN

If the employer is not incorporated, type the social insurance number of the first and, if necessary, the second proprietor or primary partner.

8 Press Enter. The system displays the Enter Employer Tax Payments prompt screen.

9 Repeat steps 5 through 8 to enter tax payments for another employer or press F3 to return to the Infinium PY main menu.

Generating the T4 XML Document File

When you use the *Generate T4 XML Document* function, the system does the following:

- Produces an XML document compliant with Canada Revenue Agency (CRA) specifications for reporting via magnetic media of employee annual income and deduction information to the Canadian government
- Produces a report that shows the information in the XML document
- Clears existing information in the T4 XML document file if the file exists
- Creates or updates a new XML document file with the most current T4 XML document information
- Updates the T4 work file, PYPT4, records by performing the following actions:
  - Changes the *Status* field to a value of **L** for **Sent to XML**
  - Completes the *Tape/XML Create* and *Most Recent Change* fields with the date and time the user executes the *Generate T4 XML Document* function and specifies the user executing the function

You must transfer the XML document to magnetic media, diskette or CD, and send it to CRA.

Creating Printer Controls

Before you generate the T4 XML document file, check with your IS staff to ensure that the appropriate printer controls have been created for the control list.

The following table lists the printer files the system uses when you run the *Generate T4 XML Document* function. You must set up printer controls for these in Infinium Application Manager if you prefer to use a different output queue or printer than you normally use. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

Printer File Names for the *Generate T4XML Document* Function

This listing . . .	Uses this printer file name:
T4 XML Register - Part I	PYTT4XML

Printer File Names for the *Generate T4XML Document* Function

This listing . . .	Uses this printer file name:
T4 XML Register - Part II	PYTT4XM2
T4 XML Register - Part III	PYTT4XM3

Generating T4 XML Document Data

Caution: Since the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4 XML register. The only users who should be allowed access to the *Generate T4 XML Document* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Complete the steps below to generate T4 XML document data.

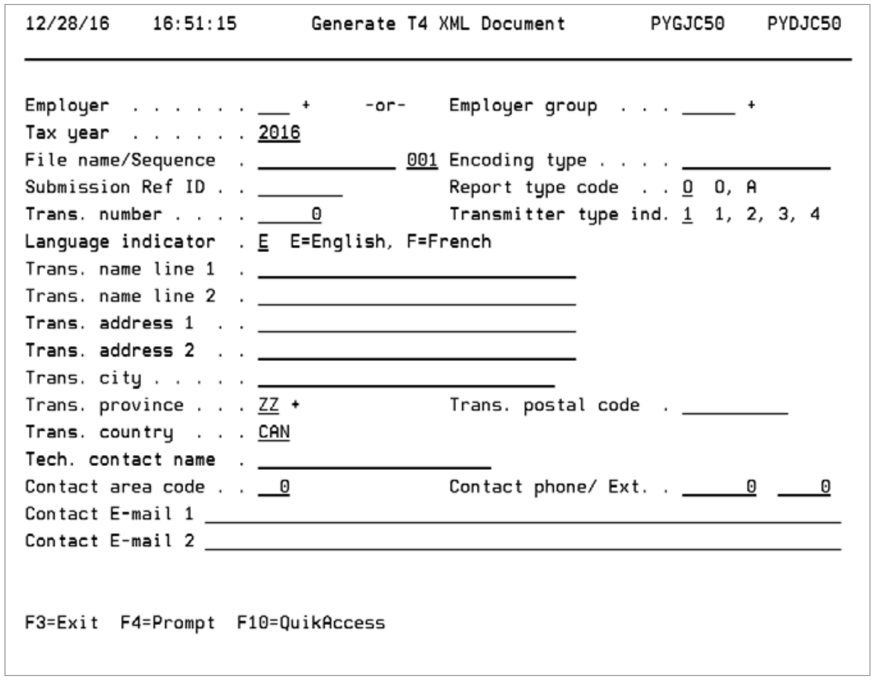
1 Contact your IS department to load the media onto the media device.

2 From the Infinium PY main menu select *Tax Operations*.

3 Select *Tax Liability Reporting (CAN).*

4 Select *T4 Processing*.

5 Select *Generate T4 XML Document* [GT4XD] to display the Generate T4 XML Document screen similar to Figure 8-4.



```
12/28/16    16:51:15       Generate T4 XML Document        PYGJC50    PYDJC50

Employer  . . . . . . ___ +     -or-    Employer group  . . . _____ +
Tax year  . . . . . . 2016
File name/Sequence  . _____________ 001 Encoding type . . . . ______________
Submission Ref ID . . ________          Report type code  . . 0  O, A
Trans. number . . . . _____0            Transmitter type ind. 1  1, 2, 3, 4
Language indicator  . E  E=English, F=French
Trans. name line 1  . ______________________________
Trans. name line 2  . ______________________________
Trans. address 1  . . ______________________________
Trans. address 2  . . ______________________________
Trans. city . . . . . ____________________________
Trans. province . . . ZZ +              Trans. postal code  . __________
Trans. country  . . . CAN
Tech. contact name  . ______________________
Contact area code . . __0               Contact phone/ Ext. . ______0  ____0
Contact E-mail 1 ____________________________________________________________
Contact E-mail 2 ____________________________________________________________


F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 8-4: Generate T4 XML Document screen

6 Use the information below to fill in the appropriate fields on this screen.

The system adds the information that you enter in the transmitter name, address and contact fields on this screen to the transmitter information section of the XML document.

Employer

Specify the value that identifies the employer whose T4 information you are generating, or enter a value in the *Employer group* field.

Employer group

Specify the value that identifies the employer group whose T4 information you are generating, or enter a value in the *Employer* field.

Tax year

Type the calendar year for which you are reporting T4 information. This year must be the same as the year you specify when you create your T4 work file.

File name

Type the file name for the XML document. You can use any alphanumeric combination to create your file name. The system combines this file name with the sequence number followed by .XML for the name of the XML document.

If the document name is not found, the system creates it. If the document name is found, the system replaces it.

Sequence

Type the sequence number for the XML document.

The system combines this file name with the sequence number followed by .XML for the name of the XML document.

If the document name is not found, the system creates it. If the document name is found, the system replaces it.

Your first submission for the year must be **001**. If you send a second submission, type **002.**

Encoding type

Type the value that indicates the character encoding set to use when you save your data.

Submission Ref ID

Type the transmission number that identifies this submission for CRA. The Canada Revenue Agency (CRA) requires the transmitter to create a unique value to identify each submission that is filed with CRA. It can be any combination of letters and numbers. You may avoid confusion if you establish a guideline for how the ID is to be assigned.

For example, assign **T403001O** or **OT403001** to your first submission of original T4s for a given year and **T403001A** or **AT403001** to your first submission of amended and canceled T4s for the same year.

Report type code

Type the value for the report you are generating. The system selects only records whose status is **In progress**. Valid values are:

O	Original
A	Amended and canceled

Trans. number

Type your transmitter number. This number is assigned by the Canada Revenue Agency (CRA).

Transmitter type ind.

Use this field to indicate the type of transmitter for the document. Valid values are:

1	You are submitting returns on your own behalf.
2	You are submitting returns on the behalf of others.
3	You are submitting for yourself and on behalf of others by using a purchased software package.
4	You are a software vendor.

Language indicator

Identify the language of communication. Valid values are:

E	English
F	French

Trans. name line 1

Type the first line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. name line 2

Type the second line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. address 1

Type the first line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. address 2

Type the second line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. city

Type the name of the transmitter's city as indicated on the magnetic media transmittal form.

Trans. province

Type the province of the transmitter as indicated on the magnetic media transmittal form. You can use the standard two-character abbreviations for Canadian provinces or US states. If the transmitter is a not a resident of Canada or the United States, type **ZZ**.

Trans. postal code

Type the postal code of the transmitter as indicated on the magnetic media transmittal form.

Trans. country

Specify the country where the transmitter is located as indicated on the magnetic media transmittal form. Valid values are:

CAN	Canada
USA	United States

For countries other than Canada and the US, use the alphabetic country code specified in the *International Standard (ISO) 3166 Codes for the representation of names of countries* document.

If the transmitter is a resident of a country other than Canada or the United States, type the name of that country.

Tech. contact name

Type the technical contact's first name followed by the surname. Omit titles such as Ms., Mrs. and Mr.

The technical contact is the person who could assist Revenue Canada if a technical problem related to loading or accessing the information on the media occurs.

Contact area code

Type the area code for the technical contact.

Contact phone/Ext.

Type the telephone number and extension for the technical contact.

Contact E-mail 1

Type the contact's e-mail address.

Contact E-mail 2

Type the e-mail address of a second contact.

7 Press Enter to copy the T4 data to the XML document.

Reviewing the T4 XML Control List

The information in the T4 Control List is the same as the information in Parts 1 through 3 of the T4 Review List. The T4 Control List includes only the information reported on the media.

```
PYGT4XML   PYTT4XML                         T 4   X M L   R E G I S T E R   P A R T   I                             PAGE    1
MM/DD/YY   HH:MM:SS                                      FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZC1                                       ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001
                                         T
                     EMPLOYEE  SOC. INS. Y      TOTAL    C.P.P.   Q.P.P.     E.I.   R.P.P.      INCOME       E.I.     CPP/QPP PP EX
INIT/SURNAME    PROV NUMBER     NUMBER   P     INCOME    CONTR.   CONTR.   CONTR.   CONTR.         TAX      INCOME     INCOME  EX EI
-------------------------------------------------------------------------------------------------------------------------------------
A  BACH          QC      80170 723598736 O 11164659.71      .00  1910.70   596.70      .00    2687044.89      .00          .00 0  0
M  BERTA         QC       1200 890011505 O    31132.44      .00  1534.39   476.32      .00       7210.15      .00          .00 0  0
NJ BRUNSWICK     NB       1222 525252524 O      975.79    41.64      .00    18.25      .00        145.60      .00          .00 0  0
  * EXTRA RECORD *                                 .01
B  COLUMBUS      BC      80172 112244553 O     1360.00    60.66      .00    25.43   500.00        232.16      .00          .00 0
ACCOUNT TOTALS:          5 T4 SLIPS        11198127.95           3445.09            500.00                    .00
                    123.00 CPP PAYMENT                   102.30            1116.70             2694632.80                 .00
                    123.00 EI PAYMENT
```

```
PYGT4XML   PYTT4XM2                          T 4   X M L   R E G I S T E R   P A R T   I I                              PAGE   1
 MM/DD/YY   HH:MM:SS                                       FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZC1                                        ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001                                                             Note: Pension Adjustment rounded to nearest dollar
                                                                  PEN ADJ
                     EMPLOYEE         UNION     CHARIT.   PENSION  REGIST     PPIP      PPIP      PPIP
INIT/SURNAME    PROV  NUMBER           DUES      DONAT.    ADJUST  NUMBER    CONTR.    INCOME    EXMPT
-----------------------------------------------------------------------------------------------------------------------------------
A  BACH          QC      80170      1641.16         .00       .00            237.12       .00       0
M  BERTA         QC       1200          .00         .00       .00            129.51       .00       0
NJ BRUNSWICK     NB       1222          .00         .00       .00               .00       .00       0
  * EXTRA RECORD *
B  COLUMBUS      BC      80172        13.60         .00       .00               .00       .00       0
ACCOUNT TOTALS:                     1654.76                   .00            366.63
                                                    .00                                 .00
```

```
PYGT4XML   PYTT4XM3                         T 4   X M L   R E G I S T E R   P A R T   III                                 PAGE    1
MM/DD/YY   HH:MM:SS                                      FOR THE YEAR YYYY           SLIP TYPE: O Originals
EMPLOYER ZC1                                       ENTERPRISE ABC INC.
ACCOUNT  123456789RP0001
                                ----------------------------------- OTHER INFORMATION -----------------------------------
                     EMPLOYEE   CODE     AMOUNT CODE     AMOUNT CODE     AMOUNT CODE     AMOUNT CODE     AMOUNT CODE     AMOUNT  EMPLOY
INIT/SURNAME    PROV  NUMBER     01          01   02         02   03         03   04         04   05         05   06         06    CODE
-----------------------------------------------------------------------------------------------------------------------------------
A  BACH          QC      80170   40     121.26  84     243.78  81     245.43  82     248.46  83     251.49  85      32.55    00
M  BERTA         QC       1200   00        .00  00        .00  00        .00  00        .00  00        .00  00        .00    00
NJ BRUNSWICK     NB       1222   30      30.99  32      32.32  33      32.32  34      34.34  36      36.36  38      38.38    00
  * EXTRA RECORD *               40      40.99  42      42.42  00        .00  00        .00  00        .00  00        .00
B  COLUMBUS      BC      80172   74     500.00  00        .00  00        .00  00        .00  00        .00  00        .00    00
ACCOUNT TOTALS:                         693.24         318.52         277.75         282.80         287.85          70.93
ACCOUNT TOTALS BY CODE: | 30         30.99 | 32         32.32  | 33         32.32  | 34         34.34  | 36          36.36
                        | 38         38.38 | 40        162.25  | 42         42.42  | 74        500.00  | 81         245.43
                        | 82        248.46 | 83        251.49  | 84        243.78  | 85         32.55  |
```

Resetting the T4 XML Status

Use the *Reset T4 XML Status* function to reset the status of your T4 records from **Sent to XML** to **In progress**. Reset the status if you perform a test of the *Generate T4 XML Document* function before you create the final document or if the government rejects your document and requests that you resend the file.

You use the *Report Type Code* and *XML Create Date* fields to specify which records should be reset if you submitted more than one type of information on the XML file.

You cannot reset the status of original records if the file contains any records with an **In progress** status. You must delete records with an **In progress** status from the work file and re-create them after you re-create and submit the document.

You cannot reset amended or canceled records that were sent in a previous XML document if you have other amended or canceled records that are **In progress**.

Complete the following steps to reset the status of the T4 records from **Sent to XML** to **In progress**:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4 Processing.*
4. Select *Reset T4 XML Status* [RT4XS] to display the Reset T4 XML Status screen similar to Figure 8-5.

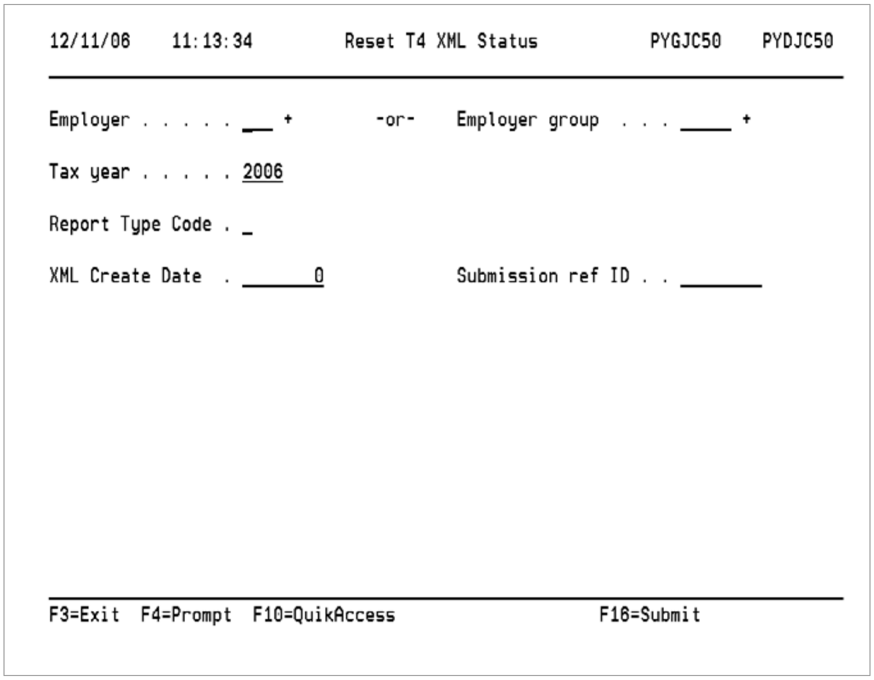


Figure 8-5: Reset T4 XML Status screen

5 Use the following information to complete the fields on this screen. You use the *Report Type Code* and *XML Create Date* fields to indicate which records to reset.

For example, to reset the status of the original document records sent, you use a slip type of **O**, original, and the date on which you created the original tape or XML document. To reset the status of amended or canceled slips sent on a later date, you use a slip type of **A**, amended, and the date on which you created the XML document for the amended and/or canceled slips.

Employer

Specify the value that represents your employer. You must specify a value in either the *Employer* or *Employer group* field but not both.

Employer group

Specify the value that represents your employer group. You must specify a value in either the *Employer* or *Employer group* field but not both.

Tax year

Type the tax year for the slips whose status you are resetting. The system resets the status of records with this tax year only.

Report Type Code

Type the value that indicates the type of T4 slips whose status you are resetting. The system selects only those records with a **Sent to XML** status. Valid values are:

O Original slips only

You cannot reset the status of original records if the file contains any records with an **In progress** status. You must delete all original, amended, or canceled records with an **In progress** status from the work file and re-create them after you re-create and submit the file.

A Amended and canceled slips only

You cannot reset the status of amended records if the file contains any active amended or canceled records with an **In progress** status. You must delete any amended records with an **In progress** status from the work file and re-create them after you re-create and submit the file.

XML Create Date

Type the original XML document creation date for the T4 records that you are processing.

Submission Ref. ID

Type the submission reference ID assigned to the slips that were written to an XML document on the associated date. A submission reference ID is not applicable for original slips that were filed on tape.

When you reset original slips, leave this field blank. When you reset amended and canceled slips, type the submission reference ID that was used when the slips were written to the XML document.

You can view the submission reference ID by using the *Correct T4 Data* function to display the data for one or more of the applicable employees.

6 Press F16 to submit.

After you reset the status of your T4 records from **Sent to XML** to **In progress**, you can perform one of the following actions:

- Use the *Generate T4XML Document* function to re-create your XML file with no changes to the existing slips.

- Use the *Correct T4 Data* function to make changes to the existing slips. Then, follow the steps in the “Processing T4 Slips” chapter in this guide to review your changes and re-create your XML file.

Displaying a T4 XML Document

Viewing XML Documents

Use the *Display XML Document* function to display the contents of your XML file. The *Display XML Document* function is not available when you use the Web version of this payroll application.

Follow the steps below to display an XML document.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4 Processing.*
4. Select *Display XML Document* [DXD] to display the Display XML Document screen similar to Figure 8-6.

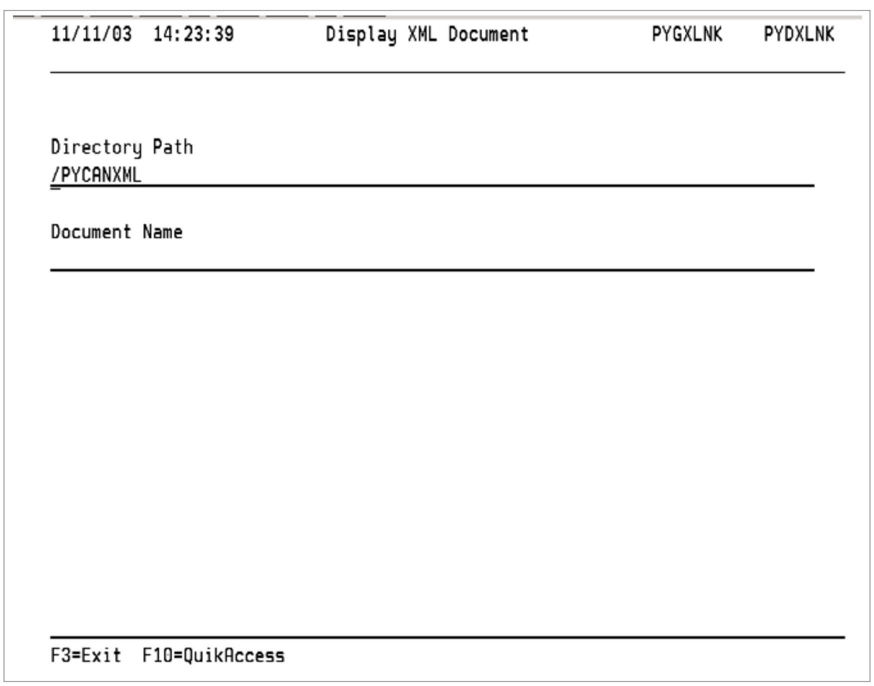


Figure 8-6: Display XML Document screen

5 Use the information below to verify the directory path and name of your XML document.

Directory Path

Type the directory path where the XML document is stored.

The default directory path is stored in the XML default data file, PRPXD.

The system automatically generates T4 XML documents to the /PYCANXML/ path.

Document Name

Type the name of the XML document you want to view. Leave blank to view all documents in the specified directory.

6 Press Enter.

Viewing XML Documents on the Web

If you are using the payroll system on the Web, you can view your XML documents by using:

- Standard PC functions from a mapped network drive
- Operations Navigator from the root directory

Use the *Display XML Default Data* function to identify the directory where the XML documents are located.

Validating the T4 XML Document

You can check the format of your information to be sure it is correct before you send it to the Canada Revenue Agency (CRA). A schema is used with your parser to validate your file. Verify that the validation feature in your parser is active before checking your file.

To validate your XML document, the following must exist:

- The XML document name
- The document path where the XML document is stored
- A valid schema
- A validating parser

You can download the current T4 schema from the CRA Web site. Consult your IT department for the name and directory path of a validating parser on your system. You can use the *Update XML Default Data* function to identify the name and directory path of the schema and parser to use as the default.

Validating XML Documents

Use the *Validate XML Document* function to verify your XML document. The *Validate XML Document* function is not available when you use the Web version of this payroll application.

Follow the steps below to validate your T4 XML documents.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4 Processing*.
4. Select *Validate XML Document* [VXD] to display the Validate XML Document screen similar to Figure 8-7.

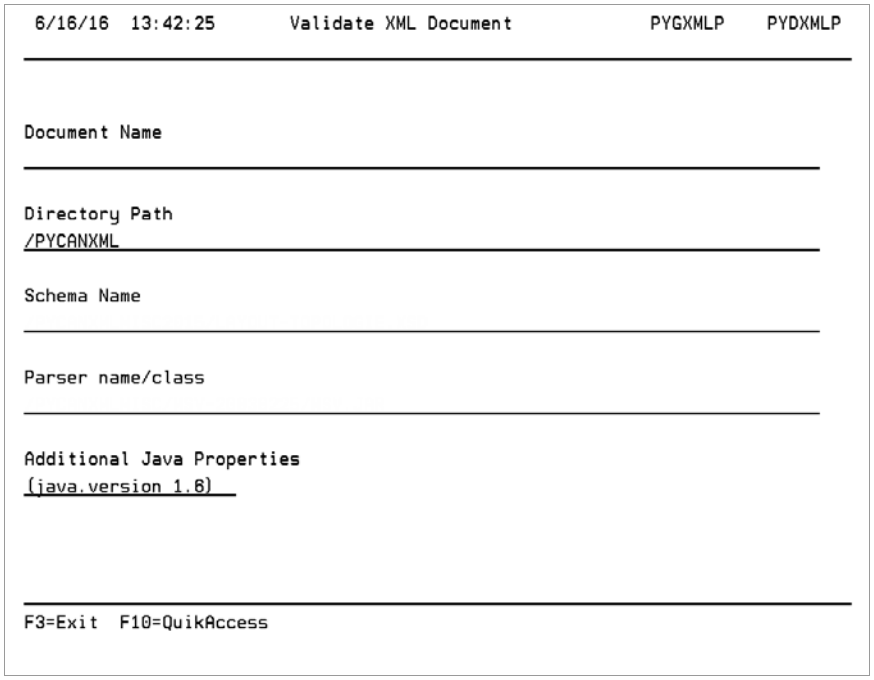


Figure 8-7: Validate XML Document screen

5 Use the information below to complete the fields on this screen.

Note: You can type text in these fields with or without a leading forward slash (/). The system needs a leading slash to build the system command properly and adds the slash if it is missing from the value you type.

Document Name

Type the name of the XML document to be validated. The document name is assigned when you use the *Generate T4 XML Document* function.

The directory path where documents generated by the *Generate T4 XML Document* function are stored is the default directory. Use the *Display XML Document* function to verify existing document names.

Directory Path

Type the directory path where the XML document is stored. The value stored in the XML default data file, PRPXD, is the default directory path.

The system automatically generates T4 XML documents to directory path /PYCANXML.

Schema name

Type the name of the schema the system must use to validate the XML document. You can download the most current T4 schema from the CRA Web site.

Consult your IT department for the name and directory path of the current schema on your system. You can use the *Update XML Default Data* function to save the name and directory path for the schema as future default information.

Parser name/class

Type the name of the parser the system must use to validate the XML document. Consult your IT department for the name and directory path of a validating parser on your system. You can use the *Update XML Default Data* function to save the name and directory path for the parser for future default information.

Note: You complete the *Parser name/class* field only if you are not using the Infor Infinium Application Manager validation functionality.

Additional Java Properties

Type the name of the java version that is installed on your IBM i and should be used when executing the RUNJVA command. When this field is filled with something other than blanks, the field value is inserted into the PROPERTIES portion of the RUNJVA command. The system default value is **(java.version 1.6)**.

For example: If the file name is FILE01 and the directory is /DIRECTORY01, the schema is /SCHEMA01.XSD, the parser is /PARSER01.JAR, and the java version is 1.6, the system builds the command as:

```
RUNJVA CLASS('/PARSER01.JAR')
    PARM('file:/SCHEMA01.XSD' 'file:/DIRECTORY01/FILE01.xml')
    PROP((java.version 1.6))
```

6 Press Enter.

Notes

Chapter 9 Processing T4A Slips

9

This chapter provides you with information about how to generate a T4A slip for employees or former employees who receive a pension plan distribution, retiring allowance, annuity or other types of qualifying supplementary income. Employees or former employees who receive a T4A slip are sometimes referred to as T4A recipients in this chapter.

The chapter consists of the following topics:

Overview of T4A Processing

You can produce T4A reports at any time during the calendar year to verify your system setup. If you implemented Infinium PY during the year, you can also use T4A reports to verify the accuracy of converted employee data. You generally produce final T4A slips for the prior tax year in January and February.

Key fields on income and deduction controls affect tax calculations during the year and direct amounts to specific boxes when you produce T4A slips. Refer to steps 1, 2 and 3 below to verify the setup of your incomes and deductions.

T4A Processing Steps

You must complete the following steps to produce T4A slips:

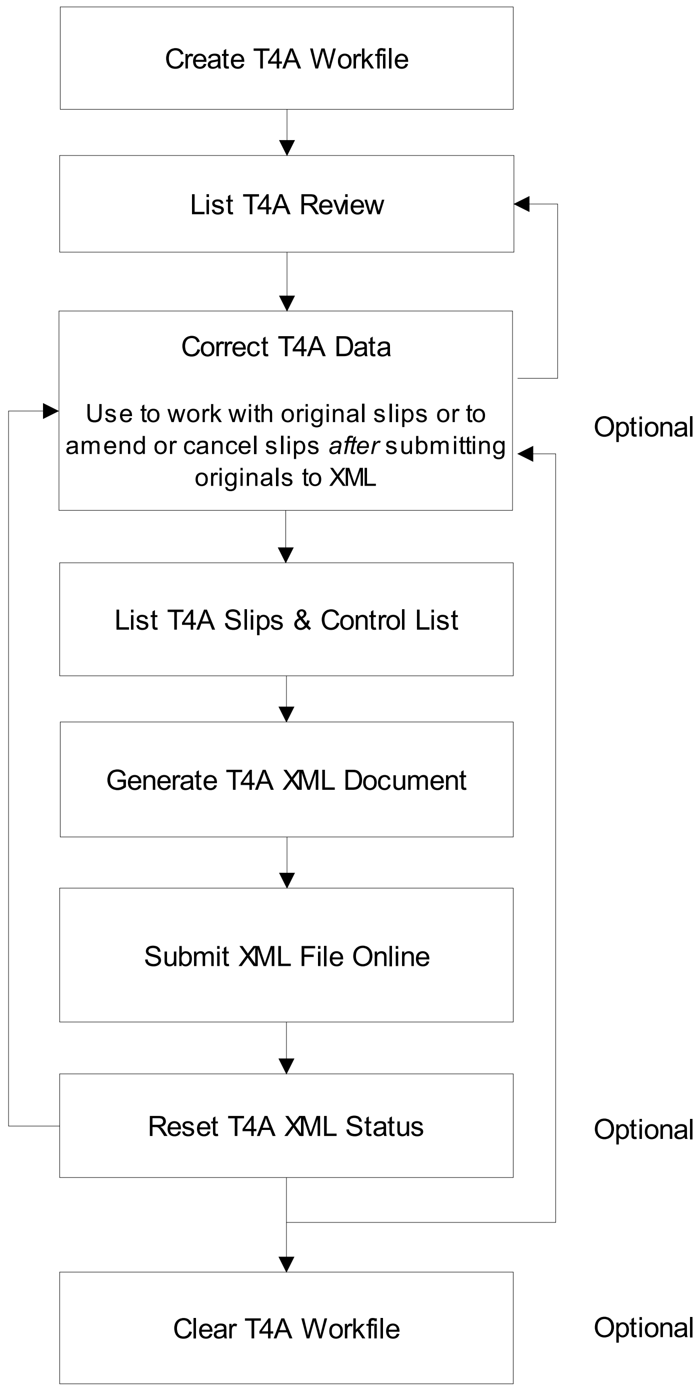


Figure 9-1: T4A Processing Steps

T4A Processing Functions

Function	Description
Create T4A Workfile	Extracts data from payroll files based on specified criteria and consolidates data for T4A processing in the T4A work file, PYPT4A.
List T4A Review	Generates a listing of all original, amended and canceled T4A slips to be issued for the designated year. You can select records still in progress or records already sent to an XML document. You can execute the function as many times as necessary. The multi-part report lists employees alphabetically, the employee number, social insurance number and income and contributions allocated to the appropriate T4A box.
Correct T4A Data	Allows you to change data to be printed on the employee's T4A slip. Allows you to amend and cancel slips that you have already sent to an XML document. This function makes changes to the work file generated by the *Create T4A Workfile* function. Print the T4A review list to verify your changes.
List T4A Slips & Control List	Prints T4A slips and an accompanying control list. The control list is similar to the T4A review list.
Generate T4A XML Document	Produces an XML document in directory PYCANXML, which is stored in the Integrated File System (IFS) for the iSeries. Generates the document for original, amended or canceled slips.
Reset T4A XMLStatus	Resets the status of records from **Sent to XML** to **In progress**. Use this function if you perform a test of the *Generate T4A XML Document* function before you create the final document or if the government rejects your document and requests that you resend the file.

Function	Description
Clear T4A Workfile	Deletes records of a single employer or a group of employers for the specified year from the T4A work file, PYPT4A, for the specified year. Do not execute this function if your T4A slips are on magnetic media and you expect to file amended or canceled slips for the existing tax year.

T4A Slip Processing Steps

Complete the following steps to produce T4A slips:

1. Review and update income controls for T4A processing (optional)
2. Review and update deduction controls for T4A processing (optional)
3. Review and update the employer control record for T4A processing (optional)
4. Process T4A slips for employees who have received only retirement income or both retirement and regular income in the same calendar year
5. Create the T4A work file
6. Print the T4A Review List
7. Correct the T4A work file, if necessary
8. Generate T4A slips and control list
9. Generate the T4A XML document
10. Reset the T4A XML Status (optional)
11. Clear the T4A work file (optional)

Creating Printer Controls

Before processing your T4A slips, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your T4A slip data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your T4A information on related reports. The following table provides you with the printer file names of the T4A slips and the T4A listings.

T4A Printer File Names

Listings	Printer File Name
***Create T4A Workfile* Function**	
T4A Exception List - Part I	PYT4AC
T4A Exception List - Part II	PYT4ACU1
***List T4A Review* Function**	
T4A Review List - Part I	PYT4ACTL
T4A Review List - Part II	PYT4ACT2
T4A Review List - Part III	PYT4ACT4
***List T4A Slips & Control List* Function**	
T4A Control List - All Parts	Same as T4A Review List
T4A laser slips - copy 1	PYT4ALS1
T4A laser slips - copies 2-3	PYT4ALS2

Caution: T4A information contains confidential employee data. You should set up printer controls for the appropriate printer files to ensure that the files print to a specific printer and OUTQ.

Note: We no longer support multi-part continuous feed slips.

For current printer control settings, refer to the sections below:

T4A laser slips - copy 1, PYT4ALS1

```
                     OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYT4ALS1      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 88            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .25           0-57.790
  OFFSET ACROSS  . . . . . . . . > 0             0-57.790

BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 88            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
```

```
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                 NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                 NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                 *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD         *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                 1-4
REDUCE OUTPUT  . . . . . . . . .                 *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                 0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                 *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                 *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                 *NO, *YES
IPDS PASS THROUGH  . . . . . . .                 *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                 CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                 *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                 0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                   *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                 *YES, *NO
SPOOL THE DATA . . . . . . . . .                 *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT        NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > T4ALASER      CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1             1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                 NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                 NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000         1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0             0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND       *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
```

```
USER DEFINED OPTION  . . . . . .                          CHARACTER VALUE, *NONE
               + FOR MORE VALUES
 USER DEFINED DATA  . . . . . . .



 USER DEFINED OBJECT:
   OBJECT . . . . . . . . . . . .                          NAME, *NONE
     LIBRARY  . . . . . . . . . .      *LIBL               NAME, *LIBL, *CURLIB
   OBJECT TYPE  . . . . . . . . .                          *DTAARA, *DTAQ, *FILE...
 SPOOL FILE NAME  . . . . . . . .                          NAME, *FILE
 EXPIRATION DATE FOR FILE . . . .                          DATE, *NONE, *DAYS
 DAYS UNTIL FILE EXPIRES  . . . .                          1-366
 USER SPECIFIED DBCS DATA . . . .                          *NO, *YES
 DBCS EXTENSION CHARACTERS  . . .                          *YES, *NO
 DBCS CHARACTER ROTATION  . . . .                          *NO, *YES
 DBCS CHARACTERS PER INCH . . . .                          *CPI, *CONDENSED, 5, 6, 10
 DBCS SO/SI SPACING . . . . . . .                          *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                          NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .      *LIBL               NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .    *NONE                 0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .



WORKSTATION CUSTOMIZING OBJECT                            NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .      *LIBL               NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                          SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                          *NO
SECURE FROM OTHER OVERRIDES  . .    *NO                   *NO, *YES
OVERRIDE SCOPE . . . . . . . . .    *ACTGRPDFN            *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                          *NO, *YES
OPEN SCOPE . . . . . . . . . . .                          *ACTGRPDFN, *JOB
```

T4 laser slips - copies 2 and 3, PYT4ALS2

```
                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYT4ALS2        NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE           NAME, *FILE
  LIBRARY  . . . . . . . . . . .                   NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                   NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS          *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 88              .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120             .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL         *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8               3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15              5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .25             0-57.790
  OFFSET ACROSS  . . . . . . . . > 0               0-57.790
```

```
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                    0-57.790
  OFFSET ACROSS  . . . . . . . .                    0-57.790
OVERFLOW LINE NUMBER . . . . . . > 88               1-255
FOLD RECORDS . . . . . . . . . .                    *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                    *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK           40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                    *NO, *YES
SOURCE DRAWER  . . . . . . . . .                    1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                    1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                    CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE            0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                    *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD             *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                    *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                    1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                    1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                    *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                    NUMBER
  CODE PAGE  . . . . . . . . . .                    NUMBER
DECIMAL FORMAT . . . . . . . . .                    *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                    NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                    NAME
    LIBRARY  . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE            0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                    NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE            0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                    NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                    NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                    NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                    *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD            *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                    1-4
REDUCE OUTPUT  . . . . . . . . .                    *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                    0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                    *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                    *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                    NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL          NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0                0-57.790
  OFFSET ACROSS  . . . . . . . .   0                0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                    NAME, *FRONTOVL, *NONE
```

```
    LIBRARY  . . . . . . . . . . .    *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0              0-57.790
  OFFSET ACROSS  . . . . . . . .   0              0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT    *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                  *NO, *YES
IPDS PASS THROUGH  . . . . . . .                  *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                  CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                  *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                  *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                  0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                  1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                  0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                  *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                  1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                  0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                    *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                  *YES, *NO
SPOOL THE DATA . . . . . . . . .                  *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT         NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .    *LIBL         NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > T4ALASER       CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1              1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                  NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                  NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000          1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0              0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND        *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *NO            *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO            *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                  *JOB, 1-9
USER DATA  . . . . . . . . . . .                  CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                  *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                  CHARACTER VALUE, *NONE
               + FOR MORE VALUES
 USER DEFINED DATA  . . . . . . .



 USER DEFINED OBJECT:
   OBJECT . . . . . . . . . . . .                  NAME, *NONE
     LIBRARY  . . . . . . . . . .    *LIBL         NAME, *LIBL, *CURLIB
   OBJECT TYPE  . . . . . . . . .                  *DTAARA, *DTAQ, *FILE...
 SPOOL FILE NAME  . . . . . . . .                  NAME, *FILE
 EXPIRATION DATE FOR FILE . . . .                  DATE, *NONE, *DAYS
 DAYS UNTIL FILE EXPIRES  . . . .                  1-366
 USER SPECIFIED DBCS DATA . . . .                  *NO, *YES
 DBCS EXTENSION CHARACTERS  . . .                  *YES, *NO
 DBCS CHARACTER ROTATION  . . . .                  *NO, *YES
 DBCS CHARACTERS PER INCH . . . .                  *CPI, *CONDENSED, 5, 6, 10
 DBCS SO/SI SPACING . . . . . . .                  *YES, *NO, *RIGHT
 DBCS CODED FONT:
   DBCS CODED FONT  . . . . . . .                  NAME, *SYSVAL
     LIBRARY  . . . . . . . . . .    *LIBL         NAME, *LIBL, *CURLIB
```

```
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                   NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                 SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                 *NO
SECURE FROM OTHER OVERRIDES  . .   *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                 *NO, *YES
OPEN SCOPE . . . . . . . . . . .                 *ACTGRPDFN, *JOB
```

Processing Employees with Retirement and Regular Income

When employees receive both earned income (reported on the T4 slip) and pension income (reported on the T4A slip), you can use one of the two methods described below to accommodate this situation.

Establishing a Separate Pension Employer

In this method you set up a separate employer for employees who receive pension income and assign employees receiving pension income to the special pension employer. To do so, complete the following steps:

1. Create a separate pension employer.
2. Type **1** in the *Can. T-4A Only* field on the T4A employer control record.
3. When employees retire, terminate them from their active employer and hire or transfer them into the pension employer.

When you use this method, the system creates two separate *CF income tax deduction records for each employee, one in the active employer and the other in the pension employer. The system uses tax information from the active employer for T4 slips and tax information from the pension employer for T4A slips.

Note: In order for the employee to receive a T4A tax statement, the *T4A employee?* field in the Payroll Master record must be set to **A**.

Refer to the *Infinium Payroll Guide to Controls* for information on how to set up an employer. Refer to the *Infinium Human Resources Guide to Processing* for details on how to hire, terminate and transfer employees.

Processing Pension and Regular Employees in the Same Employer

In this method you process employees who receive both regular and pension during the same calendar year in the same employer. Type **0** in the *Can. T-4A Only* field on the employer control record.

When you process T4A slips, the system reports *CF (income tax) information for T4A employees based on the T4A checks issued to them during the reporting tax year. The system identifies T4A checks as those checks with T4A income. You distinguish T4A incomes using the *T4A Box* field on the applicable income controls. All checks for T4A employees must contain at least one T4A income regardless of whether the income generates actual pay for the employee. If the check does not contain at least one T4A income, you can use the *Correct T4A* function to adjust the data.

Note: You must process T4 and T4A incomes in separate checks. Combining T4 and T4A incomes on the same check may cause unpredictable results.

Verifying Your System Setup

Before you process T4A slips, you should verify the setup of your system including the following:

- Income controls
- Deduction controls
- Employer control

Reviewing Income Controls for T4A Processing

Before you begin year-end processing, review your income control records. Specific fields on this control record impact the placement of amounts on the T4A tax slips and may also impact calculation of taxes during the calendar year. The fields used for Canadian T4A year-end processing are located on the last screen of the *Update Income Controls* function as shown below.

Follow these steps to review or update your income controls:

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files*.

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4 Enter the appropriate information on the prompt screen and press Enter four times to display the Update Income Controls screen 4 of 4.

5 Review and update (if necessary) the *T4A Box* field on this screen and press Enter. Use the following information to complete this field:

T4A Box

Type the value that identifies the T4A box where this income is reported. You cannot enter values in both the *T4 Box* and *T4A Box* fields for the same income.

Valid values are:

blank	This income should be reported in the T4A Box entered in the T4A Code.

OI	This income should be reported in the Other Information section of the T4A, along with the associated T4A Code value.

If you type **OI** in the *T4A Box* field, you must specify an Other Information T4A code in the *T4A Code* field. If you leave the *T4A Box* field blank, you can enter only the valid codes for incomes in the *T4A Code* field.

T4A Code

Specify the T4A code used for printing information on the T4A slip and completing fields in the XML document.

6 Press Enter. The system displays the Update Income Controls prompt screen.

7 Repeat steps 4 through 6 to review another income control or press F3 to return to the Infinium PY main menu.

Reviewing Deduction Controls for T4A Processing

Before you begin year-end processing, review your deduction controls. Specific fields on this control record impact the placement of amounts on the T4A tax slips and also affect calculation of taxes during the calendar year. The fields used for Canadian T4A year-end processing are located on the last screen of the *Update Deduction Controls* function as shown below.

Follow these steps to review or update your deduction controls:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.

4 Type the appropriate prompt information and press Enter two times to display theUpdate Deduction Controls screen 2 of 4.

5 Use the following information to complete the *Employer Tax ID* field on this screen.

Employer Tax ID

Use this field to identify a pension plan registration number, a charity trust registration number, or an account number for the *CUIC deduction.

- For RPP or DPSP deductions, type the seven-digit pension plan registration number.
- For charity deductions, type the fifteen-character charity trust plan registration number.
- For your *CUIC deduction, type the fifteen-digit account number for employees not covered by a wage loss replacement plan. Complete this field only if you have a wage loss replacement plan.

6 Press Enter two times to display theUpdate Deduction Controls screen 4 of 4.

7 Review and update (if necessary) the fields on this screen and press Enter to update this control. Use the following information to complete the fields required for Canadian T4A processing.

Tax Calc Flag

Use this field to indicate that the deduction impacts the tax calculations for an employee for *CF or *CQIT processing.

If you enter a value in this field, you must specify a higher priority for this deduction than the priority you assign to your *CF-- and *CQIT deduction control(s). This allows the system to calculate these deductions prior to calculating income tax.

Valid values are:

A	For *CF calculations, alimony payments required by court order to be withheld at source from the employee’s salary for the pay period
C	For *CQIT calculations, amounts withheld for the purchase of preferred shares that qualify under the CIP. The system reduces taxable wages by 125% of this amount.
F	For *CF and *CQIT calculations, contributions to a Registered Pension Plan (RPP), Registered Retirement Savings Plan (RRSP), and amounts withheld as contributions under a retirement compensation arrangement
J	For CQIT calculations, employer portion of private health insurance
P	For *CQIT calculations, multi-employer insurance plan

Q	For *CQIT calculations, Class A shares of Fonds du solidarité to which current maximums apply
U	For *CF calculations, union dues deduction
X	For *CQIT calculations, Class A shares of Fonds du solidarité bought under agreement before May 10, 1996 and frozen at the maximum of $5000. Not valid after May 10, 1996.
Y	For *CQIT calculations, Class A shares of Fonds de solidarité that can be rolled into an RRSP. The system reduces taxable wages by both the employee and employer contribution amounts.

T4A Box

Type the value that indicates where this deduction is reported.

Valid values are:

OI	This deduction should be reported in the Other Information section of the T4A along with the associated T4A code value.

If you type **OI** in the *T4A Box* field, you must specify a value in the *T4A Code* field. If you leave the *T4A Box* field blank, you must also leave the *T4A Code* field blank.

T4A Code

Use this field to indicate the T4A code used for printing other information on the T4A slip or completing fields in the T4A XML document. You must complete the *T4A Box* field when you type a value in this field.

8 Press Enter. The system displays the Update Deduction Controls prompt screen.

9 Repeat steps 4 through 8 to review another deduction control or press F3 to return to the Infinium PY main menu.

Reviewing the Employer Control for T4A Processing

The *Can. T-4A Only* field on the employer control record determines which files the system uses to report federal tax information.

Follow these steps to review or update your employer control:

1. From the Infinium PY main menu select *Master Files*.

2. Select *Update Master Files*.

3. Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.

4. At the prompt screen, type your employer code and press Enter to proceed to the Update Employer Controls screen.

5. Use the information below to fill in the *Can. T-4 Only* field.

   Can. T-4A Only

   Use this field to identify whether the company employs only T4A employees or both T4 and T4A employees. Generally, employees who receive regular earned income should be processed in a different employer than your T4A pension employer.

   Valid values are:

1	This employer includes T4A pension employees only. When T4A year-yend processing takes place, the system extracts the entire income tax withheld amount for the tax year from each employee's *CF (income tax) deduction record.
0	This employer includes both T4 and T4A employees. When T4A year-end processing is run, the system extracts the income tax withheld amount from only the checks that include T4A income that were issued to the employee during the tax year being reported.

6. Press Enter twice to continue to the Update Employer Controls screen 3.

7. Use the information below to fill in the *T4A Pension Adj* field.

   T4A Pension Adj

   Use the *T4A Pension Adj* field to specify the name of the custom program that the system should run when you use the *Create T4A Workfile* function for this employer.

   The system calls the custom program at the end of standard T4A work file creation as the system reads each standard T4A record. You can use a custom program to determine the correct pension adjustment amount for the T4A recipient's record.

The sample program PYGTACU2 is provided for use by your IS staff.

8 If applicable, in the *T4A Pension Adj* field type the name of your custom program. Press Enter to update this record.

Reviewing the Employee Canadian Payroll records for T4A Processing

Before you begin year-end processing, review your employee Canadian payroll records to ensure you have updated the records to indicate if you have offered dental coverage to your employees. Complete these steps to review or update your employee Canadian payroll records:

1 From the Infinium PY main menu select *Employee Data*.

2 Select *Update Employee Data*.

3 Select *Update Employee Payroll Data (Canada)* [UPYC].

4 Complete the prompt screen and press Enter three times. The system displays the third Update Employee Payroll Data screen.

5 Use the information below to complete the *Dental Ins. Ofrd* field on this screen.

Dental Ins. Ofrd

Use this field to indicate the type of dental insurance offered to the employee.

Valid values are:

1	No dental insurance or coverage of any kind
2	Payee
3	Payee, spouse, and dependent children
4	Payee and spouse
5	Payee and dependent children

Creating the T4A Work File

When you execute the *Create T4A Workfile* function, the system extracts data from several payroll files, consolidates the information for T4A processing, and creates the work file PYPT4A. The system also generates the exception reports described below.

The main files used to create the T4A work file are:

- Employee Basic Data (PRPMS)
- Employee Payroll Master (PYPMS)
- Employee Incomes (PYPIE)
- Employee Deductions (PYPDE)
- Employee Check Ledger (PYPCL)
- Employee Income Ledger (PYPIL)
- Employee Deduction Ledger (PYPDL)
- Employee Miscellaneous Data (PYPST)
- Employee Miscellaneous Data (Can) (PYPST2)
- Canadian Payroll Master File for Tax Data (PYPCN)

The system clears information previously created in the work file for the specified employer and year. Before the information is cleared, the system displays a warning message to inform you that records will be deleted. You can cancel the process or continue.

Building the T4A Work File

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4A Exception List. The only users who should be allowed access to the *Create T4A Workfile* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Complete the following steps to build the T4A work file:

1. From the Infinium PY main menu select *Tax Operations.*

2. Select *Tax Liability Reporting (CAN).*

3 Select *T4A Processing.*

4 Select *Create T4A Workfile* [T4AWF]. The system displays the Create T4A Workfile screen.

5 Complete this screen using the field information below and then press Enter to create the work file.

Employer

Type the value that identifies the employer whose records you are processing or leave this field blank if you are processing records by employer group.

Employer group

Type the code value that identifies the employer group whose records you are processing or leave this field blank if you are processing by employer.

Tax year

Type the tax year being reported.

Current/prior year

Type the code that specifies whether you are processing current year or prior year information. Valid values are:

C	Extract information from current year fields.
P	Extract information from prior year fields.

For example, when you close calendar year 2001, the system moves 2001 income and deduction totals to the prior year fields. Therefore, if the calendar year for which you are reporting T4A information is closed, you must type **P** in this field.

No Tax T4A's

Use this field to identify for which T4A employees the system should generate a T4A slip. You identify T4A employees by typing **A** in the *T4A employee?* field on the Update Employee Payroll Data (CAN) screen 2.

Valid values are:

1	Generate T4A slips for all T4A employees who have T4A income, regardless of whether or not the employee had income tax deducted or earned up to $500.00.

0	Generate T4A slips only for T4A employees who earned more than $500.00 or had income tax deducted.

Dental Ins. Offered

Use this field to indicate that the type of dental insurance offered to your employees.

Valid values are:

1	No dental insurance or coverage of any kind
2	Payee
3	Payee, spouse, and dependent children
4	Payee and spouse
5	Payee and dependent children

This value is updated in the T4A Work File, PYPT4A, for any employees who do not already have a value in the *Dental Ins. Ofrd* field on their payroll master record. For employees who do have a value in the *Dental Ins. Ofrd* field on their payroll master record, that value is updated to the T4A work file.

6 Press Enter. The system displays a message indicating that records will be deleted.

7 Press F24 to continue creating the file and return to the Infinium PY main menu.

Generating Exception Reports

The system automatically generates two exception reports when you run the *Create T4A Workfile* function. Sample reports are shown on the following pages.

Part I T4A Exception List

If any T4A monetary amounts are negative, the system automatically changes the amount to zero (0) in the work file and identifies the affected employees in this report.

If the system determines that any of the T4A box amounts are larger than the maximum allowed size for the T4A slip, it prints an appropriate exception message.

Part II T4A Exception List

The T4A Pension Adjustment custom calculations are identified here.

```
PYGT4A     PYT4AC                              T4A   E X C E P T I O N    L I S T - P A R T  I                       PAGE    1
MM/DD/YY   HH:MM:SS                                           FOR THE YEAR YYYY
EMPLOYER CAN
                      EMPLOYEE   SOC. INS.
NAME                   NUMBER     NUMBER    EXCEPTION CONDITION
-------------------------------------------------------------------------------------------------------------------------------------
*************************
                                               ******** END OF REPORT ***********
```

```
PYGT4A     PYT4ACU1                             T4A   E X C E P T I O N    L I S T - P A R T  II                        PAGE    1
MM/DD/YY   HH:MM:SS                    T 4 A  PENSION ADJUSTMENT AMOUNT CUSTOM CHANGES FOR THE YEAR YYYY
EMPLOYER ZC1  SAMPLE CANADIAN COMPANY
** NOTE: AS OF 1995, THE FIRST PENSION PLAN NUMBER SHOULD BE THE ONE WHERE THE EMPLOYEE RECEIVED THE LARGEST PENSION ADJUSTMENT
                                            ------------ B E F O R E------------       ------------  A F T E R  ------------
                      EMPLOYEE              PENSION   PENSION  PENSION    PENSION        PENSION  PENSION  PENSION    PENSION
NAME                   NUMBER               PLAN #1   PLAN #2  PLAN #3    ADJ AMT        PLAN #1  PLAN #2  PLAN #3    ADJ AMT
-------------------------------------------------------------------------------------------------------------------------------------
RETIREE,ROGER R           80416                 1234                          44.00                                       44.00
**********************    TOTALS FOR EMPLOYER                                 44.00                                       44.00
**********************    TOTALS FOR REPORT:                                  44.00                                       44.00
               ****** END OF REPORT  ************
```

Printing the T4A Review List

Prior to printing the actual slips, you should print the T4A Review List. This report provides you with a review of the information that will appear on the T4A recipient's slip. The report provides subtotals by account. The T4A Review List consists of multiple parts. Sample reports are shown starting on page 9-31.

The T4A Review List is subdivided into segments. Each segment contains the information for a maximum of 300 T4A slips and is identified at the top of each page. Segment totals are also provided.

Using Part I

Part I contains the following information:

- Employee's name
- Province
- Employee Number
- Box 012 Social Insurance Number
- Slip Type
- Box 016 Pension or Superannuation
- Box 018 Lump Sum Payments
- Box 020 Self-Employed Commissions
- Box 022 Income Tax Deducted
- Box 024 Annuities
- Box 048 Service Fees

Using Part II

Part II contains the following information:

- Employee's name
- Province

- Employee Number
- Other Information: Code 01
- Other Information: Amount 01
- Other Information: Code 02
- Other Information: Amount 02
- Other Information: Code 03
- Other Information: Amount 03
- Other Information: Code 04
- Other Information: Amount 04
- Other Information: Code 05
- Other Information: Amount 05
- Other Information: Code 06
- Other Information: Amount 06
- Other Information: Code 07
- Other Information: Amount 07
- Other Information: Code 08
- Other Information: Amount 08
- Other Information: Code 09
- Other Information: Amount 09
- Other Information: Code 10
- Other Information: Amount 10
- Other Information: Code 11
- Other Information: Amount 11
- Other Information: Code 12
- Other Information: Amount 12

Using Part III

Part III contains the following information:

- Employee’s name
- Province
- Employee Number

- Recipient Business Number (BN)
- Plan Registration Number

Generating the T4A Review List

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4A Review List. The only users who should be allowed access to the *List T4A Review* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Follow the steps below to print the T4A Review List.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4A Processing*.

4 Select *List T4A Review* [T4ARL]. The system displays the screen shown in Figure 9-2.

```
12/11/03    16:05:31          List T4A Review            PYGJC50    PYDJC50
________________________________________________________________________________

Employer  . . . . ___ +        -or-    Employer group  . . . _____ +

Tax year . . . . . 2003

Slip Type  . . . . _

Status . . . . . . _

From Change Date . _______0
To Change Date . . _______0











________________________________________________________________________________
F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 9-2: List T4A Review screen

5 Use the information below to complete the fields on this screen.

Employer

Type your employer code or leave this field blank if you are printing the review list for an employer group.

Employer group

If you want to print the T4A Review List by employer group, leave the *Employer* field blank and type the value that identifies the employer group whose review list you are printing.

Tax year

Type the tax year of the records you are reviewing. Make sure that the year you type in this field is the same year you used in the *Create T4A Workfile* option.

Slip Type

Specify the type of slip to be included on the review list. Valid values are:

O	Original
A	Amended
C	Canceled
B	Both amended and canceled
Blank	All slips

Status

Specify the status of the slips to be included on the review list. Valid values are:

X	Original slips with in-progress status only
A	Amended slips with in-progress status only
C	Canceled slips with in-progress status only
B	Both amended and canceled slips in progress
T	Written to tape with sent-to-tape status
L	Records were written to XML with sent-to-XML status
Blank	All slips

From change date

Specify the earliest date for information to be included on the review list. Leave blank to include all records that meet the other selection criteria.

The system compares this date with the most recent change date for records in the T4A work file. The system processes records with a change date that is the same as or later than this date.

If you created the T4A work file and made no changes, the system compares this date to the date you ran the *Create T4A Workfile* function.

To change date

Specify the latest date for information to be included on the review list. Leave blank to include all records that meet the other selection criteria.

The system compares this date with the most recent change date for records in the T4A work file. The system processes records with a change date that is the same as or earlier than this date.

If you created the T4A work file and made no changes, the system compares this date to the date you ran the *Create T4A Workfile* function.

6 Press Enter.

Note: If you type **0** (No) in the *No Tax T4A's* field on the Create T4A Workfile screen, employees who earned less than $500 in T4A income are not included on this list.

```
PYGT4APRT  PYT4ACTL                    T 4 A   R E V I E W   L I S T   -   P A R T   I                                  PAGE    1
MM/DD/YY   16:21:31                                   FOR THE YEAR YYYY             SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER           STATUS:   *All                FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001                                                       Note: Pension Adjustment rounded to nearest dollar
SEGMENT   1
                                  BOX 012 T        BOX 016    BOX 018      BOX 020    BOX 022         BOX 024      BOX 048
                      EMPLOYEE  SOC. INS. Y       PENSION/   LUMP SUM    SELF-EMPL.   INCOME TAX    ANNUITIES      SERVICE
NAME             PROV  NUMBER     NUMBER  P      SUPERANN.   PAYMENTS      COMM.      DEDUCTED                       FEES
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227 321122780 O        1794.32        .00          .00       340.98          .00          .00
RETIRED,BOX 16 -  BC       1228 321122830 O            .00    1800.00          .00       180.00          .00          .00
SEGMENT TOTALS:      2 T4A SLIPS                   1794.32                     .00                       .00
                                                              1800.00                    520.98                       .00
  Segment Totals By Code printing on Part II
  Segment Totals By Code printing on Part II
ACCOUNT TOTALS:      2 T4A SLIPS                   1794.32                     .00                       .00
                                                              1800.00                    520.98                       .00
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

```
PYGT4APRT  PYT4ACT2                   T 4 A   R E V I E W   L I S T   -   P A R T   I I                              PAGE    1
MM/DD/YY   16:21:31                                  FOR THE YEAR YYYY              SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER          STATUS:   *All                 FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001
SEGMENT   1
                                --------------------------------- - OTHER INFORMATION - ---------------------------------
                     EMPLOYEE  CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE    AMOUNT
INIT/SURNAME    PROV  NUMBER    01         01     02        02     03        03     04        04     05        05     06        06
                                07         07     08        08     09        09     10        10     11        11     12        12
-------------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 - BC       1227  32       150.49  34        25.25 126        74.74 136      136.00 162        75.75 194       194.16
                               195       195.00
RETIRED,BOX 16 - BC       1228  32       250.00  34        25.25
SEGMENT TOTALS:                          400.49            50.50            74.74          136.00            75.75           194.16
                                         195.00              .00              .00             .00              .00              .00
SEGMENT TOTALS BY CODE:| 32           400.49 | 34          50.50  |126          74.74  |136          136.00|162           75.75
                      |194           194.16 |195          195.00  |                   |                    |
ACCOUNT TOTALS:                          400.49            50.50            74.74          136.00            75.75           194.16
                                         195.00              .00              .00             .00              .00              .00
ACCOUNT TOTALS BY CODE:| 32           400.49 | 34          50.50  |126          74.74  |136          136.00|162           75.75
                      |194           194.16 |195          195.00  |                   |                    |
```

```
PYGT4APRT  PYT4ACT4                      T 4 A   R E V I E W   L I S T   -   P A R T   I I I                              PAGE
MM/DD/YY   16:21:31                                     FOR THE YEAR YYYY              SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER             STATUS:   *All                 FROM DATE: *BEGINNING  TO DATE: *END
ACCOUNT  123456789RP0001
SEGMENT   1
                                       RECIPIENT                 PLAN
                       EMPLOYEE        BUSINESS              REGISTRATION
NAME             PROV   NUMBER         NUMBER(BN)               NUMBER
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227        000000000000000        2224447
RETIRED,BOX 16 -  BC       1228        000000000000000        2224447
SEGMENT TOTALS:      2
  Segment Totals By Code printing on Part II
  Segment Totals By Code printing on Part II
ACCOUNT TOTALS:      2
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

Correcting T4A Data, If Necessary

After you have reviewed the T4A Review List, you may find some employee information that requires correcting. Use either of the following two methods to correct T4A data:

- Correct T4A data through cycle processing

  If the correction is one that can be made through a regular payroll cycle or the prior year adjustment cycle (for example, voiding a check or entering fringe benefit incomes), then process the correction through cycle processing.

  You can correct T4A data through a regular payroll cycle if the calendar year is not closed. If the calendar year is closed, you can correct the T4A data through a prior year adjustment cycle. When you post the cycle that contains the corrections, the system reflects the corrections in the employee's pay history. Refer to the "Posting Prior Year Adjustments" and "Processing Prior Year On Demand Checks" parts for detailed information on how to use the prior year adjustment cycle and prior year adjustment on-demand cycle.

  After you post the correction cycle, you must re-run the *Create T4A Workfile* and *List T4A Review* functions.

- Manually correct T4A data

  If the adjustment cannot be made through cycle processing or if the field you need to correct can be accessed only by directly changing the T4A work file, you must use the *Correct T4A Data* function. The adjustments that you make through the *Correct T4A Data* function are not reflected in the employee's pay history.

  After you make your adjustments by using the *Correct T4A Data* function, you should re-run the *List T4A Review* function to verify the manual changes you made to the T4A work file.

WARNING! After you use the *Correct T4A Data* function to manually update information in the T4A work file, you must run the *List T4A Review* and *List T4A Slips & Control List* functions and then the *Generate T4A XML Document* function to reflect the changes you made.

Do not run the *Create T4A Workfile* function or the *Clear T4A Workfile* function prior to re-running the *List T4A Review* and *List T4A Slips & Control List* functions and then the *Generate T4A XML* Document function. You will lose all the changes you made.

Entering Manual Corrections to T4A Data

Follow the steps below to make manual corrections to T4A data using the *Correct T4A Data* function.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4A Processing*.

4 Select *Correct T4A Data* [CT4AD]. The system displays the Correct T4A Data prompt screen.

5 Complete the prompt screen and press Enter to display the Correct T4A Data selection screen.

On this screen you can do the following:

- Change a T4A record by typing **2** next to the record.

  You can change a record only when the status is **In progress** and the slip type is **Orig** or **Amend**.

- Delete a T4A record by typing **4** next to the record.

  You can delete a record only when the status is **In progress**.

- Display a T4A record by typing **5** next to the record.
- Copy this record to create an amended, **Amend**, T4A record by typing **6** next to the record.

  You can amend a record only when the status is **Sent to XML** and the record has not been amended or canceled. When you amend a record, the system creates a new record with a status code of **A**, amended.

- Copy this record to create a canceled, **Cancel**, T4A record by typing **7** next to the record.

  You can cancel a record only when the status is **Sent to XML** and the record has not been amended or canceled. When you cancel a record, the system creates a new record with a status code of **C**, canceled.

6 Type **2** in *O* next to the T4A record to change and press Enter to display the first Correct T4A Data screen.

7 Type the information that you want to change in the T4A work file. You can press Help to review information for each field or refer to the table in the “T4A Box Information” section near the end of this chapter for information on the source of the data in each field.

8 Update the fields on this screen as appropriate for your organization.

WLRP Exclusion

Type the value that represents the WLRP (Wage Loss Replacement Plan) with which this employee is associated.

Valid values are:

0	This employee is included in the employer’s main WLRP, or no WLRP plan exists.
1	This employee is excluded from the main WLRP.
2 to **9**	This employee is included in an alternate WLRP.

Employers with Wage Loss Replacement Plans must enter their reduced unemployment insurance premium rate on the *CUIC deduction control.

Postal code

When the system builds the T4A work file, it automatically removes the space from between the third and fourth digits of the value stored in the *Postal Code* field in the employee Basic Data record. The T4A XML document cannot contain blanks between postal code characters.

Country Code

Use this field to indicate the residence country of the T4A recipient. The value in this field defaults into the T4A work file from the *Country* field in the Basic Data record of each T4A recipient.

Valid values are:

CAN	Canada
USA	United States
xxx	Other valid country

If the T4A recipient lives in a country other than Canada or the United States, **XXX** listed above represents the alphabetical code for the recipient’s residence country as outlined in the publication entitled “International standard (ISO) 3166 CODES for the representation of names of countries.”

When you set up the code value you enter in this field for code type **CTR** using the *Update Employer Codes* function, the system prints the description associated with the country code value on line 4 of the recipient’s T4A slip to facilitate mailing of the slips.

If you update the country code value in the T4A work file and do not define the country using code type **CTR**, the system prints the code value you specify in the T4A work file on the T4A slip instead of a description.

The system includes the country code value on the T4A XML document.

012 SIN number

Use this field to make changes to the recipient's SIN number.

This is the Social Insurance Number that is displayed on the slip, for the recipient.

The Social Insurance Number is also written to the XML document record for the recipient, if XML filing is done.

014 Recipient number

Use this field to enter the recipient's pension or recipient number.

This field is initially filled with the employee number but may be changed.

016 Pension income

Use this field to adjust the recipient's pension or superannuation amount.

018 Lump sum income

Use this field to adjust the recipient's lump sum payment amount.

020 Commissions

Use this field to make changes to the amount of the recipient's self-employed commissions.

022 Tax deducted

Use this field to make changes to the recipient's income tax deducted.

024 Annuities

Use this field to adjust the recipient's annuities amount.

036 Pension plan #1

Use this field to enter the registered number, issued by Revenue Canada, for the plan where the most amount of pension adjustment was reported for the recipient.

048 Fees for Services

Use this field to make changes to the recipient's fees for services.

9 Press Enter to display the Correct T4A Data screen 2 of 3.

10 Use the following information to update the fields on this screen.

Other Code 1 through 14

Specify the code number associated with the amount in the corresponding *Other Amount* field.

Other Amount 1 through 14

Type an amount associated with the value in the corresponding *Other Code* field.

11 Press Enter to display the Correct T4A Data screen 3 of 3.

12 Use the following information to complete the fields on this screen.

Other Code 15 through 25

Specify the code number associated with the amount in the corresponding *Other Amount* field.

Other Amount 15 through 25

Type an amount associated with the value in the corresponding *Other Code* field.

013 Recipient Account

Type the recipient's account number assigned by Canada Revenue.

Store zeros in the entire field if:

- The recipient does not provide a business number.
- The business number does not apply, as in the case of an individual.

The first nine digits of the recipient business number print in Box 13 of the T4A slip, if not zero.

Recipient Name 1, Recipient Name 2

Use these fields to type the first and second lines of the recipient's name.

If you are not a government filer, leave these fields blank.

13 Press Enter to save your changes and return to the Correct T4A Data prompt screen.

14 You can update information for another T4A recipient or press F3 to return to the Infinium PY main menu.

WARNING! After you use the *Correct T4A Data* function to manually update information in the T4A work file, you must run the *List T4A Review* and *List T4A Slips and Control List* functions and then the *Generate T4A XML Document* function to reflect the changes you made.

Do not run the *Create T4A Workfile* function or the *Clear T4A Workfile* function prior to re-running the *List T4A Review* and *List T4A Slips and Control List* functions and then the *Generate T4A XML Document* function. You will lose the changes that you made.

Printing T4A Slips and Control List

Before you print your actual T4A slips, you can print the information on regular computer paper for review. If the T4A output on the plain paper is accurate, you can load your actual T4A slips into the printer and release the printer file to print again. To do this, you must set up the T4A printer control to save the T4A slips spool file. This technique allows you to avoid re-running the *List T4A Slips & Control List* function.

Creating Printer Controls

Before processing your T4A slips, you or one of your IS staff members should create printer controls for the T4A slips and reports to ensure the confidentiality of the information. Refer to the section entitled “Creating Printer Controls” in the beginning of this chapter for details.

Using the T4A Control List

When you print your T4A slips, the system automatically generates a T4A Control List that shows the information that is reported on the T4A slips. The report provides subtotals by account.

Like the T4A Review List, the T4A Control List is subdivided into segments. Each segment contains the information for a maximum of 300 T4A slips and is identified at the top of each page. Segment totals are also provided. A sample T4A Control List is found later in this section.

Generating T4A Slips

When you print T4A slips, the system automatically generates a control list that shows the information the system will print on the employees’ T4A slips. The information in the T4A Control List is the same as the information in the T4A Review List.

The system generates two sets of T4A slips:

- The first set contains the employer copy of the slips with information for two employees printed on each slip. You send this set of slips to the government if you are not using electronic submission. You can also use a copy of this set as your reference copy.

Note: If you are not using electronic submission, ensure that you print two copies of this set: one for the government and one for your records.

- The second set of laser slips contains the employee copy of the slips with information for one employee printed per slip. You give these slips to the employee. Each laser slip equates to one printed page.

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4A Control List. The only users who should be allowed access to the *List T4A Slips & Control List* option are those who perform the processing for the option. You should remove this option from the menus of all other users.

Follow the steps below to generate T4A slips and the T4A Control List.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *T4A Processing*.

4 Select *List T4A Slips & Control List* [T4AF]. The system displays the screen shown in Figure 9-3.

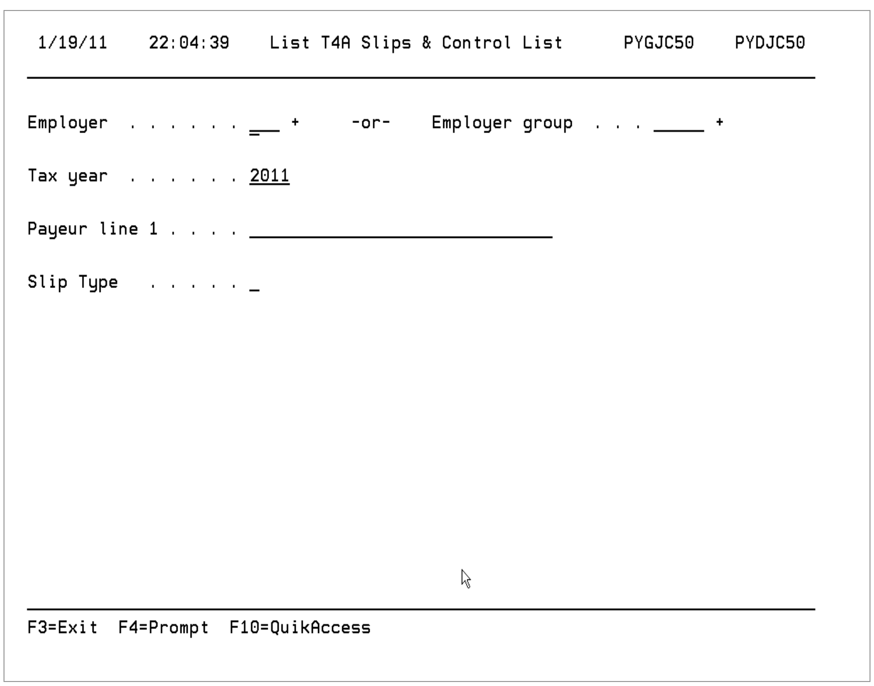


Figure 9-3: List T4A Slips & Control List screen

5 Complete this screen using the field information below and press Enter.

Employer or Employer group

Type the value that identifies the employer whose record you are processing or leave the *Employer* field blank and type the code value that identifies the employer group.

Tax year

Type the tax year for which you are processing records.

Payeur line 1

Type the name of the payer.

If you leave the *Payeur line 1* field blank, the system retrieves the payeur's name from the *Name* field in the Employer Control record.

Slip type

Specify the type of slip to generate. The system selects only from records with an **In progress** status. Valid values are:

O	Original
A	Amended

6 Press Enter. The system uses batch processing to generate your T4A slips and the accompanying control list. Refer to the following pages to review a sample of the control list.

Multiple T4A Slips

There may be occasions when employees receive more than one T4A slip. This occurs when an employee requires more than twelve entries in the Other Information section of the T4A slip.

```
PYGT4APRT  PYT4ACTL                      T 4 A   C O N T R O L   L I S T   -   P A R T   I                               PAGE    1
MM/DD/YY   16:34:27                                     FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001                                                         Note: Pension Adjustment rounded to nearest dollar
SEGMENT   1
                                  BOX 012 T        BOX 016    BOX 018      BOX 020    BOX 022        BOX 024      BOX 048
                      EMPLOYEE  SOC. INS. Y       PENSION/   LUMP SUM    SELF-EMPL.   INCOME TAX    ANNUITIES      SERVICE
NAME             PROV  NUMBER     NUMBER  P      SUPERANN.   PAYMENTS      COMM.      DEDUCTED                      FEES
-------------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227 321122780 O        1794.32         .00          .00       340.98          .00          .00
RETIRED,BOX 16 -  BC       1228 321122830 O            .00     1800.00          .00       180.00          .00          .00
SEGMENT TOTALS:      2 T4A SLIPS                   1794.32                      .00                       .00
                                                               1800.00                    520.98                       .00
  Segment Totals By Code printing on Part II
  Segment Totals By Code printing on Part II
ACCOUNT TOTALS:      2 T4A SLIPS                   1794.32                      .00                       .00
                                                               1800.00                    520.98                       .00
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

```
PYGT4APRT  PYT4ACT2                T 4 A   C O N T R O L   L I S T   -   P A R T   I I                   PAGE    1
MM/DD/YY   16:34:27                                FOR THE YEAR YYYY            SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001
SEGMENT   1
                                ---------------------------------- - OTHER INFORMATION - ----------------------------------
                     EMPLOYEE  CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE     AMOUNT
INIT/SURNAME    PROV  NUMBER    01          01     02         02     03         03     04         04     05         05     06         06
                                07          07     08         08     09         09     10         10     11         11     12         12
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 - BC       1227  32         150.49  34        25.25 126        74.74 136       136.00 162        75.75 194       194.16
                               195         195.00
RETIRED,BOX 16 - BC       1228  32         250.00  34        25.25
SEGMENT TOTALS:                            400.49            50.50            74.74           136.00            75.75           194.16
                                           195.00              .00              .00              .00              .00              .00
SEGMENT TOTALS BY CODE:| 32             400.49 | 34           50.50  |126           74.74  |136           136.00|162            75.75
                       |194             194.16 |195          195.00  |                     |                    |
ACCOUNT TOTALS:                            400.49            50.50            74.74           136.00            75.75           194.16
                                           195.00              .00              .00              .00              .00              .00
ACCOUNT TOTALS BY CODE:| 32             400.49 | 34           50.50  |126           74.74  |136           136.00|162            75.75
                       |194             194.16 |195          195.00  |                     |                    |
```

```
PYGT4APRT  PYT4ACT4                      T 4 A   C O N T R O L   L I S T   -   P A R T   I I I                           PAGE    1
MM/DD/YY   16:34:27                                     FOR THE YEAR YYYY             SLIP TYPE: O Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001
SEGMENT   1
                                       RECIPIENT                 PLAN
                       EMPLOYEE        BUSINESS              REGISTRATION
NAME             PROV   NUMBER         NUMBER(BN)               NUMBER
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227        000000000000000        2224447
RETIRED,BOX 16 -  BC       1228        000000000000000        2224447
SEGMENT TOTALS:      2
  Segment Totals By Code printing on Part II
  Segment Totals By Code printing on Part II
ACCOUNT TOTALS:      2
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

Reviewing the T4A Slips

Use the following information to review the format of the current T4A slip and identify the sources of the data on your T4A slips. A sample of the current T4A slip is provided below.

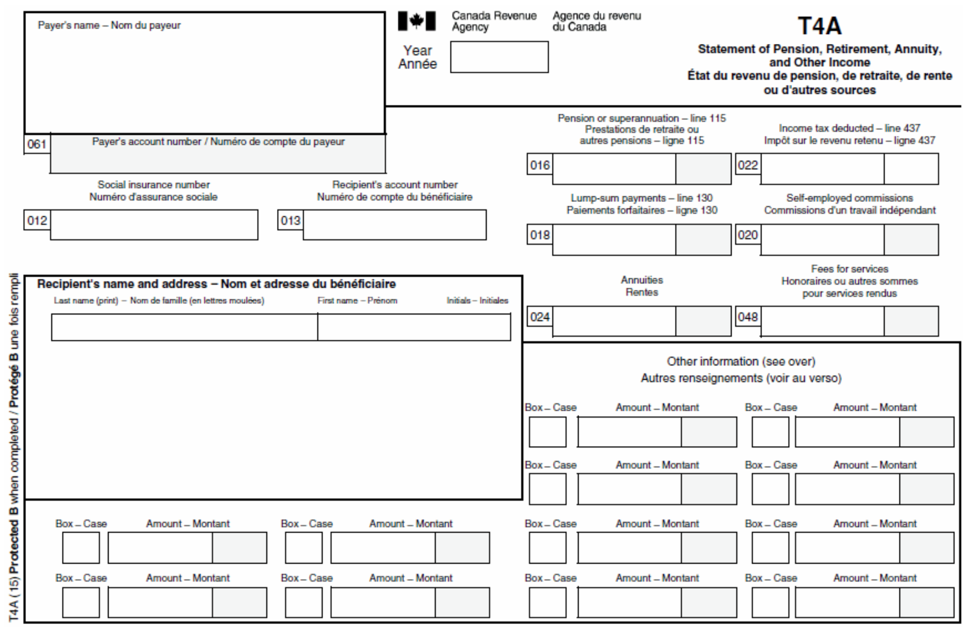

Payer's name – Nom du payeur
Canada Revenue Agency
Agence du revenu du Canada
Year
Année
T4A
Statement of Pension, Retirement, Annuity, and Other Income
État du revenu de pension, de retraite, de rente ou d'autres sources
061 Payer's account number / Numéro de compte du payeur
Pension or superannuation – line 115
Prestations de retraite ou autres pensions – ligne 115
016
Income tax deducted – line 437
Impôt sur le revenu retenu – ligne 437
022
Social insurance number
Numéro d'assurance sociale
012
Recipient's account number
Numéro de compte du bénéficiaire
013
Lump-sum payments – line 130
Paiements forfaitaires – ligne 130
018
Self-employed commissions
Commissions d'un travail indépendant
020
Recipient's name and address – Nom et adresse du bénéficiaire
Last name (print) – Nom de famille (en lettres moulées)
First name – Prénom
Initials – Initiales
Annuities
Rentes
024
Fees for services
Honoraires ou autres sommes pour services rendus
048
Other information (see over)
Autres renseignements (voir au verso)
Box – Case
Amount – Montant
T4A (15) **Protected B** when completed / **Protégé B** une fois rempli

Figure 9-4: Sample T4A Slip

Understanding T4A Box Information

Use the following information to locate the source of the data in Infinium PY for each box on the current T4A slip.

T4A Slip for Current Tax Year

The information in this box . . .		Was extracted from these files:
012	Social insurance number	Employee Basic Data (PRPMS)
013	Recipient account number	Enter manually, if necessary

T4A Slip for Current Tax Year

The information in this box . . .		Was extracted from these files:
016	Pension or superannuation	Income Control *T4A Code* field is **016** Employee Incomes (PYPIE)
018	Lump-sum payments	Income Control *T4A Code* field is **018** Employee Incomes (PYPIE)
020	Self-employed commissions	Income Control *T4A Code* field is **020** Employee Incomes (PYPIE)
022	Income tax deducted	*CF- - Deduction Control Employee Deductions (PYPDE) Employee Deduction Ledger (PYPDL)
024	Annuities	Income Control *T4A Code* field is **024** Employee Incomes (PYPIE)
048	Fees for Services	Income Control *T4A Code* field is **048** Employee Incomes (PYPIE)
061	Payer’s Business Number	Employer Control (PRPCO) or *CUIC deduction control (PYPDC)
	Other Information	Income Control *T4A Box* field is **OI** and the *T4A Code* field specifies an income defined by Revenu Canada Employee Incomes (PYPIE) Deduction Control *T4A Box* field is **OI** and the *T4A Code* field specifies a deduction defined by Revenu Canada Employee Deductions (PYPDE)

Clearing the T4A Work File

WARNING! Save your work file to media before you clear the work file.

If you plan to generate a T4A XML document, do not clear the work file. Instead, proceed to the “Generating the T4A XML Document Data” chapter.

Follow the steps below to clear the T4A work file.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4A Processing*.
4. Select *Clear T4A Workfile* [T4ACL]. The system displays the screen shown in Figure 9-5.

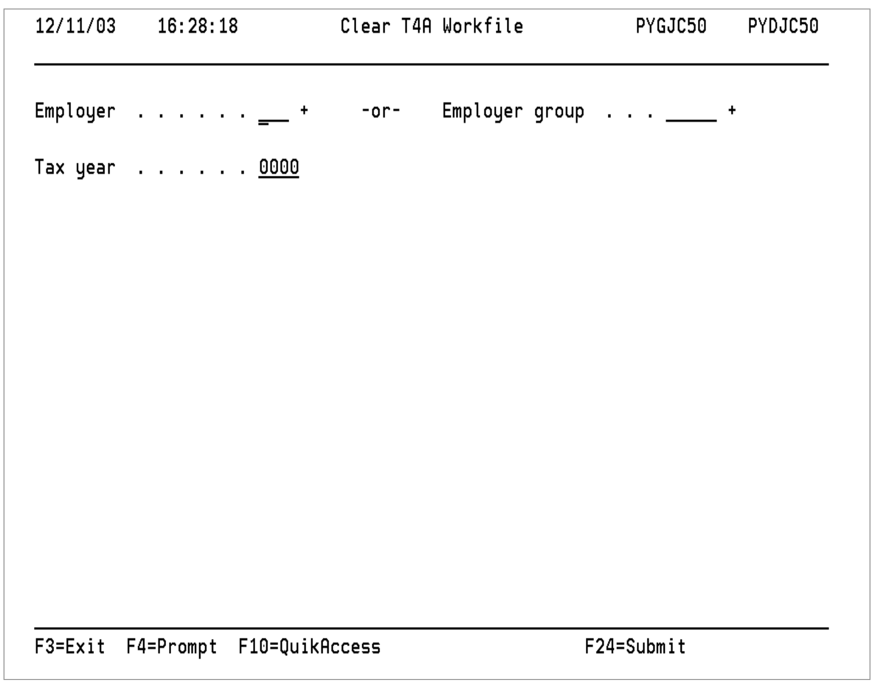


Figure 9-5: Clear T4A Workfile screen

5. Use the information below to complete this screen.

   Employer or *Employer group*

   Type values in either the *Employer* or the *Employer group* fields.

Tax year

Specify the year for which you are clearing the work file.

6 Press Enter. The system displays a message indicating that records will be deleted.

Press F24 to continue deleting the records and return to the Infinium PY main menu. The system removes information from the T4A work file for the specified employer and year.

Notes

Chapter 10 Generating the T4A XML Document Data

10

This chapter provides you with information to help you generate T4A XML document data. Before you can generate your document, you must create the T4A work file. Refer to the chapter entitled “Processing T4A Slips” for details.

The chapter consists of the following topics:

Commonly Asked Questions

Review these questions and answers before you create your T4A XML document file.

1 Can I execute the *Generate T4A XML Document* function more than once?

Yes. You can execute this function as many times as needed, but you will have to execute the *Reset T4A XML Status* function each time to return the records to a status that allows them to be included in processing. Remember that the system clears the XML document file that you specify in the *File name/Sequence* field each time you execute this function.

2 How should my IS or technical staff verify that the information in the document is correct?

Use the *Display XML Document* function to view the data in the XML file.

Use the *Validate an XML Document* function to validate the XML file before submitting it to CRA. To validate an XML document your technical staff must download the most current XML schema from the CRA Web site, and they must have access to a validating parser.

3 Do I have to clear the XML document file manually before I execute the *Generate T4A XML Document* function again?

No. The system automatically clears this file each time you execute the *Generate T4A XML Document* function.

4 How do I generate an XML document that contains only amended T4A slips?

Use the *Correct T4A Data* function to select the employee records that you must amend, and make the necessary changes to the employee information. Execute the *List T4A Slips and Control List* function to print the amended slip. Execute the *Generate T4A XML Document* function, and specify **A** in the *Report type code* field.

5 How do I generate an XML document that contains only canceled T4A slips?

Use the *Correct T4A Data* function to select the employee records that you must cancel. Execute the *List T4A Review* function to print a listing of the canceled slips. Execute the *Generate T4A XML Document* function, and specify **A** in the *Report type code* field.

Overview of T4A XML Processing

Complete the steps below to generate a file of T4A XML document data.

1. Set up default values for your XML documents.
2. Enter employer tax payments.
3. Generate the T4A XML document.
4. Validate the XML document.
5. Clear the T4A work file. (Optional)

WARNING! Before you begin the above steps, you must complete all the steps documented in the “Processing T4A Slips” chapter with the exception of clearing the T4A work file.

Do not clear the T4A work file until you generate the T4A XML document.

You must review authority information in the “Working with Documents on the Integrated File System” chapter of the *HR/PY Technical Guide* before generating XML documents.

Setting Default Values for the XML Document

You can use the *Update XML Default Data* function to define the default information to be used when you generate the XML document file. You can also use the *Display XML Default Data* function to view this default information.

Follow the steps below to define XML document default information.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update XML Default Data* [UXDD]. The system displays the Update XML Default Data screen similar to Figure 10-1.

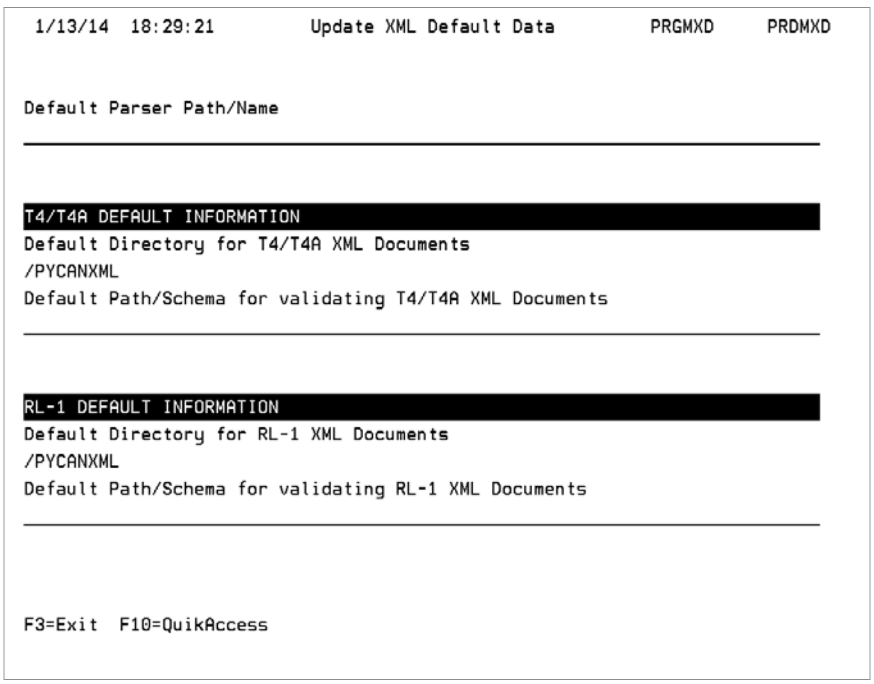


Figure 10-1: Update XML Default Data screen

4 Use the information below to complete the fields on this screen.

Default Parser Path/Name

Type the name of the default validating parser the system must use to validate XML documents.

Consult your IT department for the name and directory path of a validating parser on your system. When you type the name and directory path for the parser here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

Note: You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.

Default Directory for T4/T4A XML Documents

The default directory to T4 and T4A XML documents is PYCANXML.

Default Path/Schema for validating T4/T4A XML Documents

Type the name of the default schema the system must use to validate XML documents for T4 and T4A processing.

The most current T4/T4A schema can be downloaded from the CRA web site. LAYOUT-TOPOLOGIE.XSD is the current name of the schema.

Consult your IT department for the name and directory path of the current schema on your system. When you type the schema name here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

Note: You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.

Default Directory for RL-1 XML Documents

The default directory to RL-1 XML documents is PYCANXML.

Default Path/Schema for validating RL-1 XML Documents

Type the path and schema to be used as the default for XML documents.

Note: Revenu Quebec does not currently allow employers to download a schema.

5 Press Enter.

Entering Additional Payer Information

Use this function only if you are generating a T4A XML document. You use this function to enter additional information for your employer that is required in the summary record for each employer on the T4A XML document. The system automatically defaults information from the *Name* field on the employer control into the first line of the employer record.

Complete the steps below to enter or update additional payer information for your employer.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (CAN).

3 Select *T4A Processing*.

4 Select *Enter Additional Payer Info* [EAPI]. The system displays the screen shown in Figure 10-2.

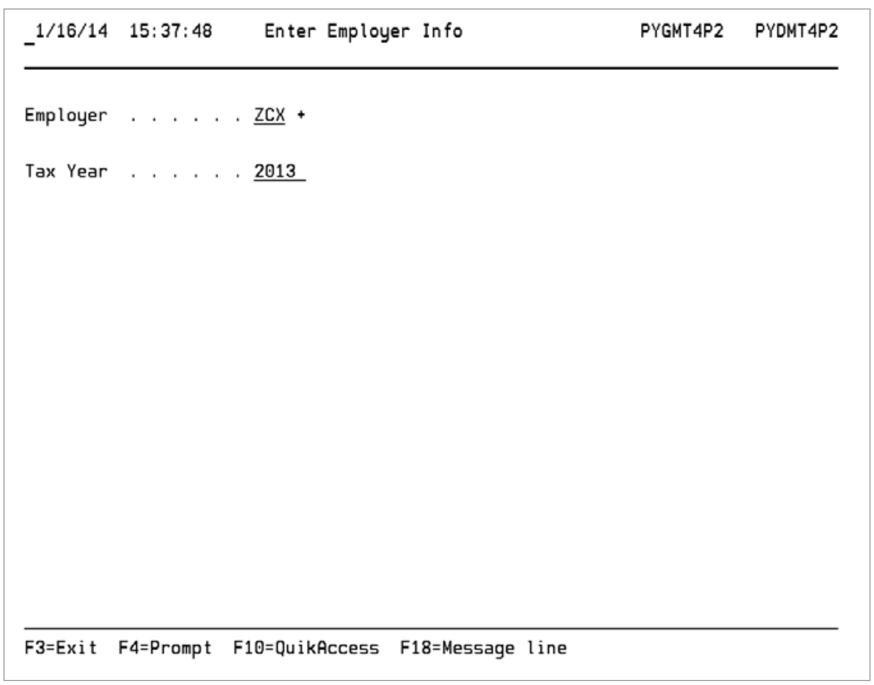


Figure 10-2: Enter Employer Info prompt screen

5 Complete the prompt screen using the field information below.

Employer

Type the value that identifies the employer whose records you are processing.

Tax Year

Type the year for which you are processing records.

6 Press Enter. The system displays the screen shown in Figure 10-3.

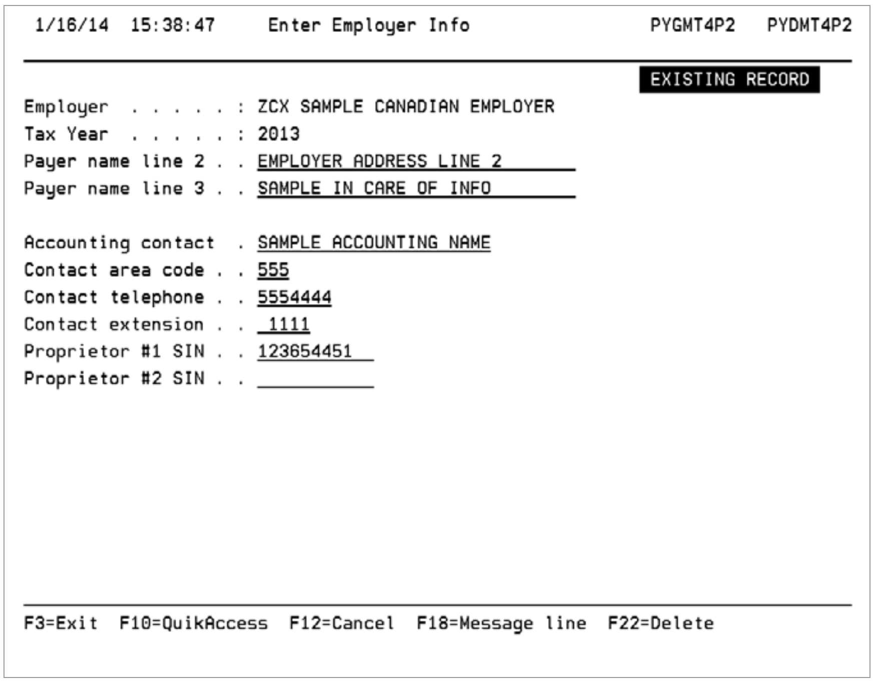


Figure 10-3: Enter Employer Info screen

7 Use the following information to complete the fields on this screen.

Payer name line 2

Use this field to enter a second line of information to identify your employer. The first line of the employer's name is found in the employer control record.

Payer name line 3

Use this field to enter a third line of information to identify your employer. You generally enter "In Care Of" or "Attention" information.

Accounting contact

Type the accounting contact's first name followed by his or her surname. Omit titles such as Ms., Mrs. or Mr.

Contact area code

Type the accounting contact's area code.

Contact telephone

Type the accounting contact's telephone number.

Contact extension

Type the accounting contact's extension number, if applicable.

Proprietor #1 SIN, Proprietor #2 SIN

If the employer is not incorporated, type the Social Insurance Number of the first and, if necessary, the second proprietor or primary partner.

8. Press Enter. The system displays the Enter Employer Info prompt screen.
9. Repeat steps 5 through 8 to enter payer information for another employer or press F3 to return to the Infinium PY main menu.

Generating the T4A XML Document File

When you use the *Generate T4A XML Document* function, the system does the following:

- Produces an XML document compliant with the Canada Revenue Agency specifications for reporting via magnetic media of employee annual income and deduction information to the Quebec government
- Produces a report that shows the information in the XML document
- Clears existing information in the T4A XML document file if the file exists
- Creates or updates a new XML document file with the most current T4A XML document information
- Updates the T4A work file, PYPT4A, records by performing the following actions:
  - Changes the *Status* field to a value of **L** for **Sent to XML**
  - Completes the *Tape/XML Create* and *Most Recent Change* fields with the date and time the user executes the *Generate T4A XML Document* function and specifies the user executing the function

You must transfer the XML document to magnetic media, diskette or CD, and send it to Revenu Quebec.

Creating Printer Controls

Before you generate the T4A XML document file, check with your IS staff to ensure that the appropriate printer controls have been created for the control list.

The following table lists the printer files the system uses when you run the *Generate T4A XML Document* function. You must set up printer controls for these in Infinium Application Manager if you prefer to use a different output queue or printer than you normally use. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

Printer File Names for the *Generate T4AXML Document* Function

This listing . . .	Uses this printer file name:
T4A XML Listing - Part I	PYT4ACTL

Printer File Names for the *Generate T4AXML Document* Function

This listing . . .	Uses this printer file name:
T4A XML Listing - Part II	PYT4ACT2
T4A XML Listing - Part III	PYT4ACT4

Generating T4A XML Document Data

Caution: Since the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the T4A XML register. The only users who should be allowed access to the *Generate T4A XML Document* function are those that perform the processing for the option. You or one of your IS staff members should remove this option from the menus of all other users.

Complete the steps below to generate T4A XML document data.

1. Contact your IS department to load the media onto the media device.
2. From the Infinium PY main menu select *Tax Operations*.
3. Select *Tax Liability Reporting (CAN).*
4. Select *T4A Processing*.
5. Select *Generate T4A XML Document* [GT4AXD] to display the Generate T4A XML Document screen similar to Figure 10-4.

```
12/28/16    16:56:49      Generate T4A XML Document       PYGJC50    PYDJC50

Employer  . . . . . . ZCX +     -or-    Employer group  . . . _____ +
Tax year  . . . . . . 2016
File name/Sequence  . TRA123456     001 Encoding type . . . . UTF-8
Submission Ref ID . . 00000001          Report type code  . . 0  0, A
Trans. number . . . . 123456            Transmitter type ind. 1  1, 2, 3, 4
Language indicator  . E  E=English, F=French
Trans. name line 1  . TRANSMITTER
Trans. name line 2  . NAME
Trans. address 1  . . TRANSMITTER ADDRESS
Trans. address 2  . . T-ADDRESS
Trans. city . . . . . TRANS
Trans. province . . . ZZ +              Trans. postal code  . A1B2C3
Trans. country  . . . CAN
Tech. contact name  . NAME
Contact area code . . 111               Contact phone/ Ext. . 5551212  12345
Contact E-mail 1 CONTACT@EMAIL.COM
Contact E-mail 2 ____________________________________________________________


F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 10-4: Generate T4A XML Document screen

6 Use the information below to fill in the appropriate fields on this screen.

The system adds the information that you enter in the transmitter name, address and contact fields on this screen to the transmitter information section of the XML document.

Employer

Specify the value that identifies the employer whose T4A information you are generating, or enter a value in the *Employer group* field.

Employer group

Specify the value that identifies the employer group whose T4A information you are generating, or enter a value in the *Employer* field.

Tax year

Type the calendar year for which you are reporting T4A information. This year must be the same as the year you specify when you create your T4A work file.

File name

Type the file name for the XML document. You can use any alphanumeric combination to create your file name. The system combines this file name with the sequence number followed by .XML for the name of the XML document.

If the document name is not found, the system creates it. If the document name is found, the system replaces it.

Sequence

Type the sequence number for the XML document.

The system combines this file name with the sequence number followed by .XML for the name of the XML document.

If the document name is not found, the system creates it. If the document name is found, the system replaces it.

Your first submission for the year must be **001**. If you send a second submission, type **002.**

Encoding type

Type the value that indicates the character encoding set to use when you save your data.

Submission Ref ID

Type the transmission number that identifies this submission for CRA. The Canada Revenue Agency (CRA) requires the transmitter to create a unique value to identify each submission that is filed with CRA. It can be any combination of letters and numbers. You may avoid confusion if you establish a guideline for how the ID is to be assigned.

For example, assign **TA03001O** or **OTA03001** to your first submission of original T4As for a given year and **TA03001A** or **ATA03001** to your first submission of amended and canceled T4As for the same year.

Report type code

Type the value for the report you are generating. The system selects only records whose status is **In progress.** Valid values are:

O	Original
A	Amended and canceled

Trans. number

Type your transmitter number. This number is assigned by the Canada Revenue Agency (CRA).

Transmitter type ind.

Use this field to indicate the type of transmitter for the document. Valid values are:

1	You are submitting returns on your own behalf.
2	You are submitting returns on the behalf of others.
3	You are submitting for yourself and on behalf of others by using a purchased software package.
4	You are a software vendor.

Language indicator

Identify the language of communication. Valid values are:

E	English
F	French

Trans. name line 1

Type the first line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. name line 2

Type the second line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. address 1

Type the first line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. address 2

Type the second line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. city

Type the name of the transmitter's city as indicated on the magnetic media transmittal form.

Trans. province

Type the province of the transmitter as indicated on the magnetic media transmittal form. You can use the standard two-character abbreviations for Canadian provinces or US states. If the transmitter is a not a resident of Canada or the United States, type **ZZ**.

Trans. postal code

Type the postal code of the transmitter as indicated on the magnetic media transmittal form.

Trans. country

Specify the country where the transmitter is located as indicated on the magnetic media transmittal form. Valid values are:

CAN	Canada
USA	United States

For countries other than Canada and the US, use the alphabetic country code specified in the *International Standard (ISO) 3166 Codes for the representation of names of countries* document.

If the transmitter is a resident of a country other than Canada or the United States, type the name of that country.

Tech. contact name

Type the technical contact’s first name followed by the surname. Omit titles such as Ms., Mrs. and Mr.

The technical contact is the person who could assist Revenue Canada if a technical problem related to loading or accessing the information on the media occurs.

Contact area code

Type the area code for the technical contact.

Contact phone/Ext.

Type the telephone number and extension for the technical contact.

Contact E-mail 1

Type the contact’s e-mail address.

Contact E-mail 2

Type the e-mail address of a second contact.

7 Press Enter to copy the T4A data to the XML document.

Reviewing the T4A XML Listing

The information in the T4A XML Listing is the same as the information in Parts 1 through 3 of the T4A Register. The T4A Listing includes only the information reported on the media.

```
PYGTAXML   PYT4ACTL                      T 4 A   X M L   L I S T I N G   -   P A R T   I                                  PAGE    1
MM/DD?YY   15:28:32                                      FOR THE YEAR YYYY            SLIP TYPE:   Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001                                                         Note: Pension Adjustment rounded to nearest dollar
SEGMENT   0
                                  BOX 012 T        BOX 016    BOX 018     BOX 020    BOX 022        BOX 024      BOX 048
                      EMPLOYEE  SOC. INS. Y       PENSION/   LUMP SUM    SELF-EMPL.   INCOME TAX    ANNUITIES      SERVICE
NAME             PROV  NUMBER     NUMBER  P      SUPERANN.   PAYMENTS      COMM.      DEDUCTED                       FEES
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227 321122780 O        1794.32          .00          .00       340.98          .00          .00
RETIRED,BOX 16 -  BC       1228 321122830 O            .00      1800.00          .00       180.00          .00          .00
ACCOUNT TOTALS:      2 T4A SLIPS                   1794.32                       .00                       .00
                                                                1800.00                    520.98                       .00
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

```
PYGTAXML   PYT4ACT2                      T 4 A   X M L   L I S T I N G   -   P A R T   I I                               PAGE     1
MM/DD/YY   15:28:32                                     FOR THE YEAR YYYY            SLIP TYPE:   Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001
SEGMENT   0
                                --------------------------------- - OTHER INFORMATION - ---------------------------------
                     EMPLOYEE  CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE       AMOUNT CODE     AMOUNT
INIT/SURNAME    PROV  NUMBER    01          01     02         02     03         03     04         04     05         05     06         06
                                07          07     08         08     09         09     10         10     11         11     12         12
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 - BC       1227  32        150.49  34        25.25 126        74.74 136       136.00 162        75.75 194       194.16
                               195        195.00
RETIRED,BOX 16 - BC       1228  32        250.00  34        25.25
ACCOUNT TOTALS:                           400.49            50.50            74.74           136.00            75.75           194.16
                                          195.00              .00              .00              .00              .00              .00
ACCOUNT TOTALS BY CODE:| 32           400.49 | 34           50.50  |126           74.74  |136          136.00|162           75.75
                       |194           194.16 |195          195.00  |                    |                    |
```

```
PYGTAXML   PYT4ACT4                      T 4 A   X M L   L I S T I N G   -   P A R T   I I I                         PAGE    1
MM/DD/YY   15:28:32                                     FOR THE YEAR YYYY            SLIP TYPE:   Originals
EMPLOYER ZCX       SAMPLE CANADIAN EMPLOYER
ACCOUNT  123456789RP0001
SEGMENT   0
                                       RECIPIENT                  PLAN
                       EMPLOYEE        BUSINESS              REGISTRATION
NAME             PROV   NUMBER         NUMBER(BN)               NUMBER
-----------------------------------------------------------------------------------------------------------------------------------
RETIRED,BOX 16 -  BC       1227        000000000000000        2224447
RETIRED,BOX 16 -  BC       1228        000000000000000        2224447
ACCOUNT TOTALS:      2 T4A Slips
  Account Totals By Code printing on Part II
  Account Totals By Code printing on Part II
```

Resetting the T4A XML Status

Use the *Reset T4A XML Status* function to reset the status of your T4A records from **Sent to XML** to **In progress**. Reset the status if you perform a test of the *Generate T4A XML Document* function before you create the final document or if the government rejects your document and requests that you resend the file.

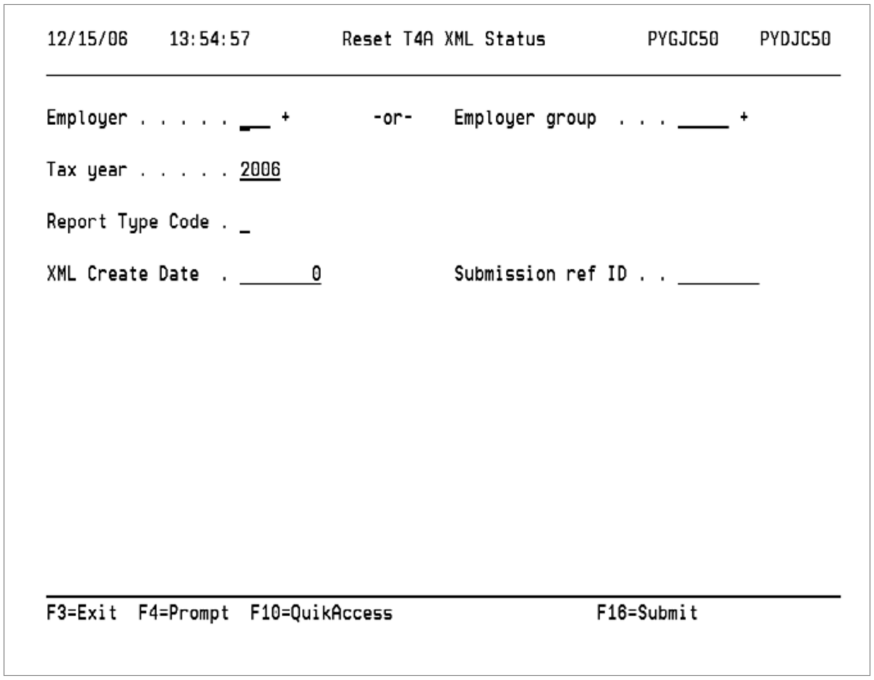
You use the *Slip Type* and *XML Create Date* fields to specify which records should be reset if you submitted more than one type of information on the XML file.

You cannot reset the status of original records if the file contains any records with an **In progress** status. You must delete records with an **In progress** status from the work file and re-create them after you re-create and submit the document.

You cannot reset amended or canceled records that were sent in a previous XML document if you have other amended or canceled records that are **In progress**.

Complete the following steps to reset the status of the T4A records from **Sent to XML** to **In progress**:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4A Processing.*
4. Select *Reset T4A XML Status* [RT4AXS] to display the Reset T4A XML Status screen similar to Figure 10-5.



```
12/15/06    13:54:57        Reset T4A XML Status        PYGJC50    PYDJC50

Employer . . . . . __ +        -or-    Employer group  . . . ____ +

Tax year . . . . . 2006

Report Type Code . _

XML Create Date  . _______0            Submission ref ID . . _______

F3=Exit  F4=Prompt  F10=QuikAccess                       F16=Submit
```

Figure 10-5: Reset T4A XML/Tape Status screen

5 Use the following information to complete the fields on this screen. You use the *Report Type Code* and *XML Create Dt* fields to indicate which records to reset.

For example, to reset the status of the original document records sent, you use a slip type of **O**, original, and the date on which you created the original XML document. To reset the status of amended or canceled slips sent on a later date, you use a slip type of **A**, amended, and the date on which you created the XML document for the amended and/or canceled slips.

Employer

Specify the value that represents your employer. You must specify a value in either the *Employer* or *Employer group* field but not both.

Employer group

Specify the value that represents your employer group. You must specify a value in either the *Employer* or *Employer group* field but not both.

Tax year

Type the tax year for the slips the whose status you are resetting. The system resets the status of records with this tax year only.

Report Type Code

Type the value that indicates the type of T4A slips whose status you are resetting. The system selects only those records with a **Sent to XML** status. Valid values are:

O Original slips only

You cannot reset the status of original records if the file contains any records with an **In progress** status. You must delete all original, amended, or canceled records with an **In progress** status from the work file and re–create them after you re-create and submit the file.

A Amended and canceled slips only

You cannot reset the status of amended records if the file contains any active amended or canceled records with an **In progress** status. You must delete any amended records with an **In progress** status from the work file and re-create them after you re-create and submit the file.

XML Create Date

Type the original XML document creation date for the T4A records that you are processing.

Submission Ref. ID

Type the submission reference ID assigned to the slips that were written to an XML document on the associated date. A submission reference ID is not applicable for original slips that were filed.

When you reset original slips, leave this field blank. When you reset amended and canceled slips, type the submission reference ID that was used when the slips were written to the XML document.

You can view the submission reference ID by using the *Correct T4A Data* function to display the data for one or more of the applicable employees.

6 Press F16 to submit.

After you reset the status of your T4A records from **Sent to XML** to **In progress**, you can perform one of the following actions:

- Use the *Generate T4AXML Document* function to re-create your XML file with no changes to the existing slips.

- Use the *Correct T4A Data* function to make changes to the existing slips. Then, follow the steps in the “Processing T4A Slips” chapter in this guide to review your changes and re-create your XML file.

Displaying a T4A XML Document

Viewing XML Documents

Use the *Display XML Document* function to display the contents of your XML file. The *Display XML Document* function is not available when you use the Web version of this payroll application.

Follow the steps below to display an XML document.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4A Processing.*
4. Select *Display XML Document* [DXD2] to display the Display XML Document screen similar to Figure 10-6.

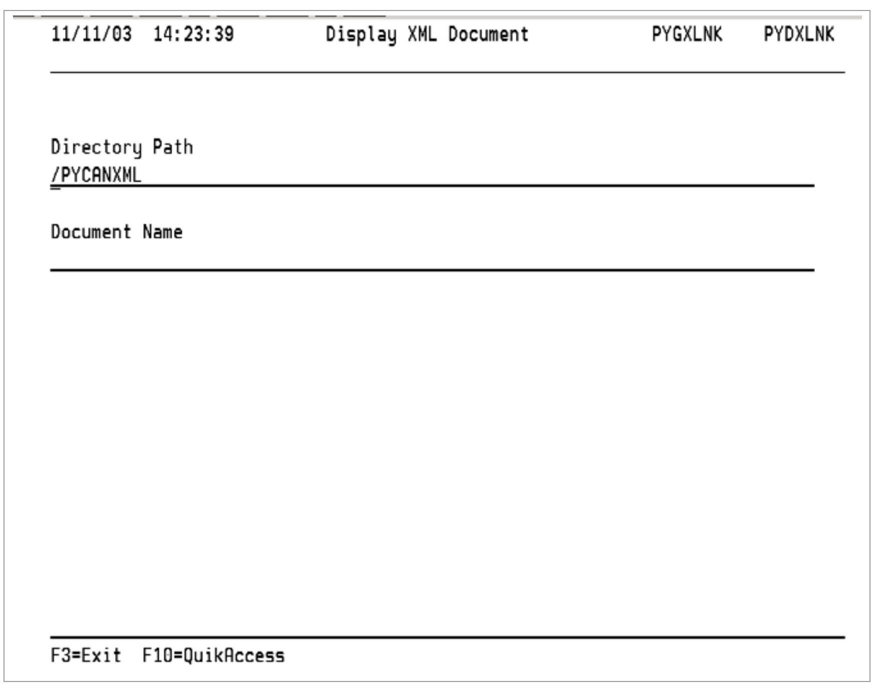


Figure 10-6: Display XML Document screen

5 Use the information below to verify the directory path and name of your XML document.

Directory Path

Type the directory path where the XML document is stored.

The default directory path is stored in the XML default data file, PRPXD.

The system automatically generates T4A XML documents to the /PYCANXML/ path.

Document Name

Type the name of the XML document you want to view. Leave blank to view all documents in the specified directory.

6 Press Enter.

Viewing XML Documents on the Web

If you are using the payroll system on the Web, you can view your XML documents by using:

- Standard PC functions from a mapped network drive
- Operations Navigator from the root directory

Use the *Display XML Default Data* function to identify the directory where the XML documents are located.

Validating the T4A XML Document

You can check the format of your information to be sure it is correct before you send it to the Canada Revenue Agency (CRA). A schema is used with your parser to validate your file. Verify that the validation feature in your parser is active before checking your file.

To validate your XML document, the following must exist:

- The XML document name
- The document path where the XML document is stored
- A valid schema
- A validating parser

You can download the current T4A schema from the CRA Web site. Consult your IT department for the name and directory path of a validating parser on your system. You can use the *Update XML Default Data* function to identify the name and directory path of the schema and parser to use as the default.

Validating XML Documents

Use the *Validate XML Document* function to verify your XML document. The *Validate XML Document* function is not available when you use the Web version of this payroll application.

Follow the steps below to validate your T4A XML documents.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *T4A Processing*.
4. Select *Validate XML Document* [VXD2] to display the Validate XML Document screen similar to Figure 10-7.

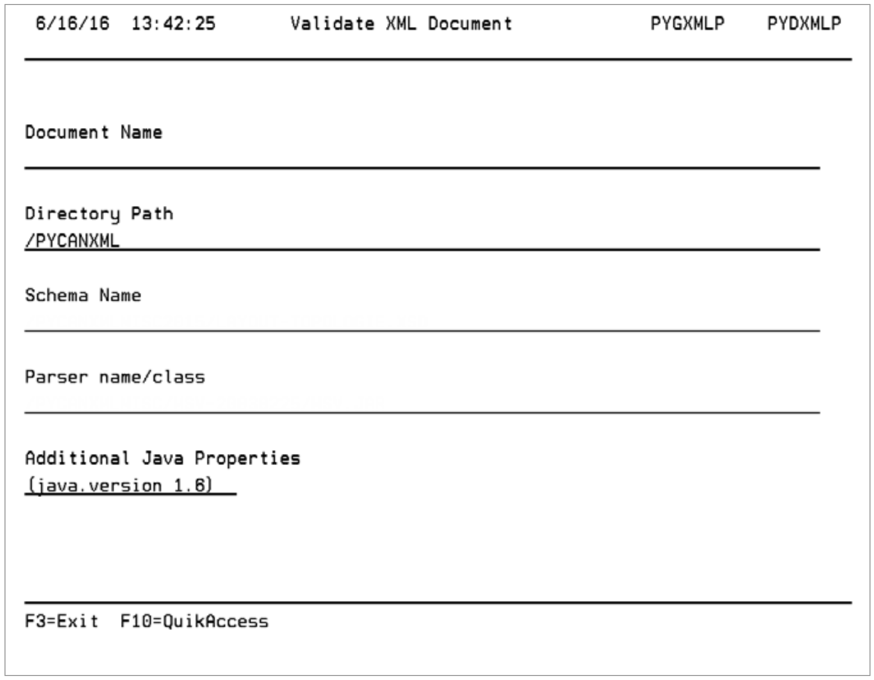


Figure 10-7: Validate XML Document screen

5 Use the information below to complete the fields on this screen.

Note: You can type text in these fields with or without a leading forward slash (/). The system needs a leading slash to build the system command properly and adds the slash if it is missing from the value you type.

Document Name

Type the name of the XML document to be validated. The document name is assigned when you use the *Generate T4A XML Document* function.

The directory path where documents generated by the *Generate T4A XML Document* function are stored is the default directory. Use the *Display XML Document* function to verify existing document names.

Directory Path

Type the directory path where the XML document is stored. The value stored in the XML default data file, PRPXD, is the default directory path.

The system automatically generates T4A XML documents to directory path /PYCANXML.

Schema name

Type the name of the schema the system must use to validate the XML document. You can download the most current T4A schema from the CRA Web site.

Consult your IT department for the name and directory path of the current schema on your system. You can use the *Update XML Default Data* function to save the name and directory path for the schema as future default information.

Parser name/class

Type the name of the parser the system must use to validate the XML document. Consult your IT department for the name and directory path of a validating parser on your system. You can use the *Update XML Default Data* function to save the name and directory path for the parser for future default information.

Note: You complete the *Parser name/class* field only if you are not using the Infor Infinium Application Manager validation functionality.

Additional Java Properties

Type the name of the java version that is installed on your IBM i and should be used when executing the RUNJVA command. When this field is filled with something other than blanks, the field value is inserted into the PROPERTIES portion of the RUNJVA command. The system default value is **'(java.version 1.6)'**.

For example: If the file name is FILE01 and the directory is /DIRECTORY01, the schema is /SCHEMA01.XSD, the parser is /PARSER01.JAR, and the java version is 1.6, the system builds the command as:

```
RUNJVA CLASS('/PARSER01.JAR')
       PARM('file:/SCHEMA01.XSD' 'file:/DIRECTORY01/FILE01.xml')
       PROP((java.version 1.6))
```

6 Press Enter.

Notes

Chapter 11 Processing RL-1 Slips

11

In this chapter you learn how to generate RL-1 slips for employees who work in the province of Quebec.

The chapter consists of the following topics:

Commonly Asked Questions

Review these questions and answers before you process your RL-1 slips.

1 Why do I get more than one RL-1 slip for some of my employees?

The RL-1 slips have only four boxes available for printing additional information codes and amounts. If an employee has more than four additional information codes, Revenu Quebec wants additional slips to be generated and filled with only the identification information and the extra additional information codes and amounts.

2 Why do I see only one record in the workfile when my employee received two RL-1 slips because the employee had more than four additional information codes?

The system stores only one record in the RL-1 workfile for the employee and all the additional information codes and amounts are stored on that record. When you print the slips and the system determines that more than one slip is needed, it generates the additional slip numbers and stores all of them on the same work file record. You can use the *Correct RL-1 Data* function to view all of the slip numbers that were generated for an employee at the bottom of page 1.

3 What happens when I amend RL-1 information for an employee who was given more than one RL-1 slip because the employee had more than four additional codes to report?

When you amend the information for an employee, the system automatically amends the information for all the related slips at the same time. If the employee received two slips, the system automatically creates two amended slips.

You can use the *Correct RL-1 Data* function to view all of the newly issued amended slip numbers at the bottom of page 1, and you can view the original slip numbers at the bottom of page 2.

4 What happens when I cancel RL-1 information for an employee who was given more than one RL-1 slip because the employee had more than four additional codes to report?

When you cancel the record for an employee, the system automatically cancels all the related slips at the same time. If the employee received two slips, the system automatically cancels both slips.

5 What do I do if the employee received two original slips because the employee had five additional information codes to report, but now I need to amend the information and the employee will have only four additional information codes, so the employee needs to receive only one amended slip?

The system processes the first slip and any additional slips as a group, so in this situation, you must first cancel the original slip information for the first two slips then create a new slip that contains the smaller number of additional information codes.

6 How do I assign slip numbers to the RL-1 workfile records?

You enter a starting slip number on the submission screen when you run the *Generate RL-1 XML Document* function. The system assigns slip numbers to original or amended RL-1 work file records before writing the information to the XML document.

7 How do I print the employee copy of the RL-1 slip?

Starting with tax year 2014, you must print your RL-1 slips after you generate your XML document because unique employee slip numbers are required and are assigned when the XML document is generated.

When you run the *List RL-1 Slips & Control List* function, you must enter the nine-digit slip number values for the slips that you want to print in the *From Slip Number* and *To Slip Number* fields. You can find the slips numbers to use by looking at the RL-1 XML Control List - Part I listing that is created when you generate your XML document.

The *List RL-1 Slips & Control List* function prints slips for work file records that have a status of **Sent to XML** and where the assigned slip numbers fall within the *From Slip Number* and *To Slip Number* values that you type on the submission screen.

Overview of RL–1 Processing

You can produce RL-1 reports at any time during the calendar year to verify your system setup. If you implemented Infinium PY during the year, you can also use RL-1 reports to verify the accuracy of converted employee data. You generally produce final RL-1 slips and the XML document for the prior tax year in January and February.

Key fields on income and deduction controls affect tax calculations during the year and direct amounts to specific boxes when you produce RL-1 slips. Refer to the “Verifying Your System Setup” section in this chapter to verify the setup of your incomes and deductions.

RL-1 Processing Steps

You complete the following steps to produce RL-1 slips and XML documents:

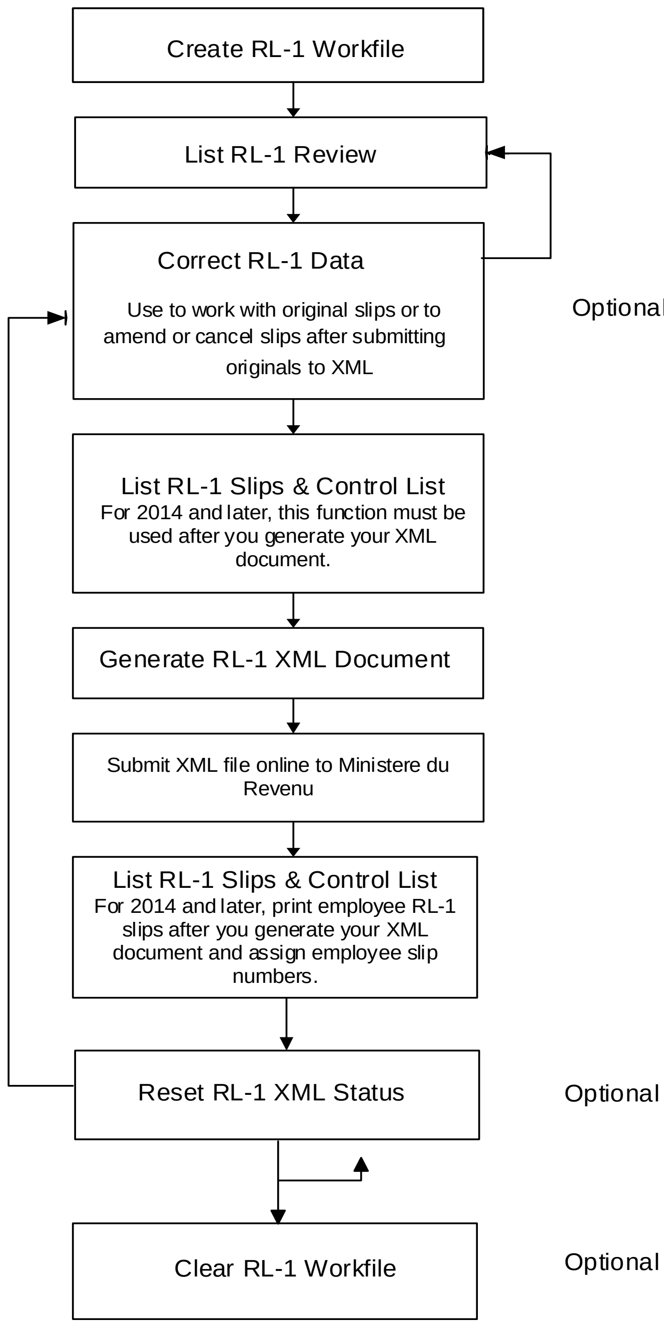


Figure 11-1: RL-1 Processing Steps

RL-1 Processing Functions

Function	Description
Create RL-1 Workfile	Extracts data from payroll files based on specified criteria and consolidates data for RL-1 processing in the RL-1 work file, PYPQ1.
List RL-1 Review	Generates a listing of all original, amended, and canceled RL-1 slips to be issued for the designated year. You can select records still in progress or records already sent to XML. You can execute the function as many times as necessary. The multi-part report lists employees alphabetically, the employee number, social insurance number, and income and contributions allocated to the appropriate RL-1 box.
Correct RL-1 Data	Allows you to change data to be printed on the employee's RL-1 slip. Allows you to amend and cancel slips that you have already sent to XML. This function makes changes to the workfile, generated by the *Create RL-1 Workfile* function.

Function	Description
List RL-1 Slips & Control List	Prints RL-1 slips and an accompanying control list. Laser RL-1 slips use printer file PYTQ1LS2. When there are more than four codes and amounts to be printed in the "Other Information" boxes on the slip, the system generates an additional slip for the employee containing these codes and amounts. The control list is similar to the RL-1 review list. Infinium supports filing RL-1 information with the government only by using an XML document; therefore, each employee slip is assigned a unique slip number that must be reported on the XML document. For 2013 amended slips only, you must execute this function to complete the RL-1 *Slip Number* field before you generate the XML document for amended slips. For 2013 amended slips only, the system completes the RL-1 *Slip Number* field for each processed record. You do not need to re-use this function to resend the XML document at the request of the government. The RL-1 *Slip Number* field still contains the number assigned before the initial XML document run. For 2014 and later, you must run the *Generate RL-1 XML Document* function to assign slip numbers before you run this function to print the slips. When you run the *List RL-1 Slips & Control List* function for 2014 and later, the system prints slips for work file records that have a status of **Sent to XML** and where the assigned slip numbers fall within the *From Slip Number* and *To Slip Number* values that you type on the submission screen.

Function	Description
Generate RL-1 XML Document	For 2014 and later, each time you execute this function, the system completes the RL-1 *Slip Number* field for each processed record, for original and amended records. For 2013 amended slips only, you must execute the *List RL-1 Slips & Control List* function to complete the RL-1 *Slip Number* field before you generate the XML document for amended slips. If you need to regenerate the XML document after you have printed the employee slips, you must be careful to use the correct starting slip number so that your previously printed slips match the data you are filing in the XML document. Produces the RL-1 XML document in the /PYCANXML folder on the IFS, according to Quebec specifications for reporting employee annual income and deduction information via magnetic media to the Quebec government. Produces a corresponding report of the information contained in the XML document file. Generates the XML document for original, amended, or canceled slips. Refer to publications from Revenue Quebec for current information.
Reset RL-1 XML Status	Resets the status of records from **Sent to XML** to **In progress**. Use this function if you perform a test of the *Generate RL-1 XML Document* function before you create the final XML document or if the government rejects your submission and requests that you resend the file.

Function	Description
Clear RL-1 Workfile	Deletes records of a single employer or a group of employers from the RL-1 work file, PYPQ1. Do not execute this function if your RL-1 slips are on magnetic media and you expect to file amended or cancelled slips for the existing tax year.

Creating Printer Controls

Before processing your RL-1 slips, you or a member of your IS staff should verify the printer control(s) for the spool file(s) that contains your RL-1 slip data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your RL-1 information on related reports. The following table provides you with the printer file names of the RL-1 slips and the RL-1 listings.

RL-1 Printer File Names

Listings	Printer File Names
Create RL-1 Workfile	
RL-1 Exception List	PYTQ1
***List RL-1 Review* Function**	
RL-1 Review List - Part I	PYTQ1CTL
RL-1 Review List - Part II	PYTQ1CT2
RL-1 Review List - Part III	PYTQ1CT3
RL-1 Review List - Part IV	PYTQ1CT4
RL-1 Review List - Part V	PYTQ1CT5

Listings	Printer File Names
Create RL-1 Workfile	
***List RL-1 Slips & Control List* Function**	
RL-1 Control List - All Parts	Same as the RL-1 Review List
RL-1 laser slips	PYTQ1LS2

Note: We print additional slips for an employee when there are more than four “other information” codes to report.

Note: The printing of paper RL-1 slips is supported only for tax year 2014 and beyond on the RL-1.P slips that are ordered from Revenu Quebec.

For current printer control settings, refer to the section below:

RL-1 laser slips, PYTQ1LS2

```
                     OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTQ1LS2      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . . > *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *SCS          *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 66            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 84            .001-378.000
  MEASUREMENT METHOD . . . . . . > *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 6             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 10            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .0625         0-57.790
  OFFSET ACROSS  . . . . . . . . > 0             0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 66            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
```

```
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                 NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                 NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                 *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > 0             *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                 1-4
REDUCE OUTPUT  . . . . . . . . . >               *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                 0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                 *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                 *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                 *NO, *YES
IPDS PASS THROUGH  . . . . . . .                 *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                 CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                 *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                 0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                   *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                 *YES, *NO
SPOOL THE DATA . . . . . . . . .                 *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT        NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > RL1_2COPY     CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1             1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                 NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                 NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > *NOMAX        1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0             0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND       *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *YES          *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                 CHARACTER VALUE, *NONE
               + FOR MORE VALUES
```

```
USER DEFINED DATA  . . . . . . .



USER DEFINED OBJECT:
  OBJECT . . . . . . . . . . . .                     NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OBJECT TYPE  . . . . . . . . .                     *DTAARA, *DTAQ, *FILE...
SPOOL FILE NAME  . . . . . . . .                     NAME, *FILE
EXPIRATION DATE FOR FILE . . . .                     DATE, *NONE, *DAYS
DAYS UNTIL FILE EXPIRES  . . . .                     1-366
USER SPECIFIED DBCS DATA . . . .                     *NO, *YES
DBCS EXTENSION CHARACTERS  . . .                     *YES, *NO
DBCS CHARACTER ROTATION  . . . .                     *NO, *YES
DBCS CHARACTERS PER INCH . . . .                     *CPI, *CONDENSED, 5, 6, 10
DBCS SO/SI SPACING . . . . . . .                     *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                     NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                       NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                     SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                     *NO
SECURE FROM OTHER OVERRIDES  . .   *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                     *NO, *YES
OPEN SCOPE . . . . . . . . . . .                     *ACTGRPDFN, *JOB
```

Verifying Your System Setup

Before you process RL-1 slips, you should verify the setup of your system including the following:

- Income controls
- Deduction controls
- Employer control

Reviewing Income Controls for RL-1 Processing

Before you begin year end processing, review your income control records. The values you enter in the *RL-1 Box, RL-1 Code* and *RL-1 Tax Exempt* fields on this control record impact the placement of amounts on the RL-1 slips. The fields used for Quebec year end processing are located on the last screen of the *Update Income Controls,* shown below.

Complete the following steps to review or update your income controls:

1. From the Infinium PY main menu select *Master Files.*
2. Select *Update Master Files*.
3. Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.
4. Enter the appropriate prompt information and press Enter four times to display the Update Income Controls screen 4 of 4.
5. Review and update (if necessary) the values in the *RL-1 Box, RL-1 Code* and *RL-1 Tax Exmpt* fields on this screen and press Enter to update the record. Use the following information to complete these fields.

   RL-1 Box

   Type the value that identifies the RL-1 box where this income is reported.

   Valid values are:

K	Trips made by residents of designated remote areas (Box K on the RL-1)

L Other benefits (Box L on the RL-1 if the *T4 Code* field is blank)

Note: If you type **X** in the *RL-1 Tax Exmpt* field, the system does not include this income in Box L (Autres Avangtages/Other Benefits) and backs this income out of Box A (Revenus D'Emploi/ Employment Income Before Source Deductions). For example, in 2006, transit passes provided by the employer are considered non-taxable in Quebec and should be excluded from Box A.

M Commissions included in the amount in Box A (Box M on the RL-1)

O Other taxable income not included in Box A (Box O on the RL-1)

Q Security option subject to an election, not included in Box A (Box Q on the RL-1)

R Tax-exempt income paid to an employee of Indian status (Box R on the RL-1)

S Tips Received (Box S on the RL-1)

T Tips Allocated (Box T on the RL-1)

U Phased Retirement not included in Box A (Box U on the RL-1)

V Meals and accommodations (Box V on the RL-1)

W Use of motor vehicle for personal purposes (Box W on the RL-1

RL-1 Code

This field identifies the RL-1 code used for printing additional information amounts associated with one of the boxes in the upper portion of the RL-1 slip.

The system automatically generates codes and amounts in the Other Information section only for Box L (Other Benefits), Box O (Other Income), or two special codes allowed with a blank box value. You can manually type values for codes related to other boxes when you use the *Correct RL-1 Data* function.

There are specific valid codes for this field. Press F4 to display a list from which you can select a valid value.

RL-1 Tax Exmpt

Use this field to indicate that the income amount is tax exempt and should not be included in Box A of the RL-1 slip. If you specify a RL-1 box and also enter a value in the *RL-1 Tax Exempt* field, the income will not be added to the specified RL-1 box.

Valid values are:

blank	The income is not tax exempt.
X	The income is tax exempt and will not be included in Box A of the RL-1 slip

Note: This processing is currently active only when you specify L in the *RL-1 Box* field. Use this field to exclude tax-exempt incomes from Box L and to reduce the total earnings amount reported in Box A.

6 Press Enter. The system displays the Update Income Controls prompt screen.

7 Repeat steps 4 through 6 to review another income control or press F3 to return to the Infinium PY main menu.

Reviewing Deduction Controls for RL-1 Processing

Before you begin year-end processing, review your deduction control records. The values you enter in the *RL-1 Box* and *RL-1 Code* fields on the deduction control record impact the placement of amounts on the RL-1 tax slip. Values in the *Tax Calc Flag* field impact the calculation of Quebec income tax (*CQIT).

The fields used for RL-1 processing are located on the last screen of the *Update Deduction Controls* function as shown below.

Complete the following steps to review or update your deduction controls:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.

4 Type the appropriate prompt information and press Enter two times to display the Update Deduction Controls screen 2 of 4.

5 Use the following information to complete the *Employer Tax ID* field on this screen.

Employer Tax ID

Use this field to identify a pension plan registration number, a charity trust registration number, or an account number for the *CUIC deduction.

- For RPP or DPSP deductions, type the seven-digit pension plan registration number.
- For charity deductions, type the fifteen-character charity trust plan registration number.
- For your *CUIC deduction, type the fifteen-digit account number for employees not covered by a wage loss replacement plan. Complete this field only if you have a wage loss replacement plan.

6 Press Enter two times to display the Update Deduction Controls screen 4 of 4.

7 Review and update the values in the *Tax Calc Flag, RL-1 Box* and *RL-1 Code* fields on this screen. Use the following information to update these fields.

Tax Calc Flag

Use this field to indicate that the deduction impacts the tax calculations for an employee for *CF or *CQIT processing.

If you enter a value in this field, you must specify a higher priority for this deduction than the priority you assign to your *CF-- and *CQIT deduction control(s). This allows the system to calculate these deductions prior to calculating income tax.

Valid values are:

A	For *CF calculations, alimony payments required by court order to be withheld at source from the employee's salary for the pay period
F	For *CF and *CQIT calculations, contributions to a Registered Pension Plan (RPP)

C	For *CQIT calculations, amounts withheld for the purchase of preferred shares that qualify under the CIP. The system reduces taxable wages by 125% of this amount.
J	For *CQIT calculations, employer portion of private health insurance
P	For *CQIT calculations, multi-employer insurance plan
Q	For *CQIT calculations, Class A shares of Fonds du solidarité to which current maximums apply
U	For *CF calculations, union dues deduction
X	For *CQIT calculations, Class A shares of Fonds du solidarité bought under agreement before May 10, 1996 and frozen at the maximum of $5000
Y	Class A shares of Fonds de SolidaritU that can be rolled into RRSP. The system reduces taxable wages by both the employee and employer contribution amounts.

RL-1 Box

To report this deduction in a specific box on the RL-1 slip, type the appropriate value in this field.

Valid values are:

D	Registered Pension Plan (RPP) contributions
F	Union dues
J	Employer portion of a private health services insurance premium reported as a taxable benefit
N	Charitable donations
P	Employer portion of a premium for a multi-employer private health services insurance plan reported as a taxable benefit
Q	Employer portion of deferred salary and wages

RL-1 Code

This field identifies the RL-1 code used for printing additional information amounts associated with one of the boxes in the upper portion of the RL-1 slip.

The system automatically generates codes and amounts in the Other Information section only for Box D or 2 special codes allowed with a blank box value.

You can manually type values for codes related to other boxes when you use the *Correct RL-1 Data* function.

There are specific valid codes for this field. Press F4 to display a list from which you can select a valid value.

8 Press Enter to update this record and return to the Update Deduction Controls prompt screen.

9 Follow steps 4 through 8 to update RL-1 information for other deductions or press F3 to return to the Infinium PY main menu.

Reviewing the *CQIT Deduction Control

Before you create your RL-1 work file, verify that the employer tax identification number is entered correctly on your Quebec income tax deduction record (*CQIT).

Complete the following steps to review or update the Quebec Income Tax deduction control:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.

4 Type the value that identifies your employer in the *Employer* field, type ***CQIT** in the *Deduction* field and press Enter two times to display the Update Deduction Controls screen 2 of 3.

5 Use the following information to verify the identification number for your Quebec employer.

Quebec Tax ID

Type the complete business identification number assigned to your organisation by the province of Quebec. The system uses this number in RL-1 slips and reports.

The business identification number for Quebec employers is sixteen characters long. It consists of ten digits followed by **RS** followed by four digits of the employer’s file number.

Quebec Ent# (NEQ)

Type the 10-character Quebec Enterprise Number (NEQ) assigned by the Registraire des entreprises (REQ) or the clerk of the Superior Court. Leave this field blank if you do not have the number.

Creating the RL–1 Work File

After you verify your system setup, you can create the RL-1 work file. When you execute the *Create RL-1 Workfile* function, the system extracts data from several payroll files and consolidates the information for RL-1 slip processing in a work file named PYPQ1.

The main files used to create this work file are:

- Employee Basic Data (PRPMS)
- Employee Payroll Master (PYPMS)
- Employee Incomes (PYPIE)
- Employee Deductions (PYPDE)
- Employee Check Ledger (PYPCL)
- Employee Income Ledger (PYPIL)
- Employee Deduction Ledger (PYPDL)
- Canadian Payroll Master File for Tax Data (PYPCN)

Building the RL-1 Work File

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the *Create RL-1 Workfile* function. The only users who should be allowed access to the *Create RL-1 Workfile* function are those who perform the processing for the function. You should remove this function from the menus of all other users.

Complete the following steps to build the RL-1 work file:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *RL-1 Processing*.
4. Select *Create RL-1 Workfile* [CRW] to display the Create RL-1 Workfile screen.
5. Use the following information to complete the fields on this screen.

Employer

Type the value that identifies the employer whose RL-1 information you are extracting.

Employer group

Type the code value that identifies the group of employers whose RL-1 information you are extracting.

Tax year

Type the year of the tax reporting data you are processing.

This value determines which tax tables the system uses to create the work file, if special processing is required. However, the system uses the value in the *Current/prior year* field to retrieve employee income and deduction data for the RL-1 slip.

Current/prior year

Use this field to identify which employee income and deduction totals the system should include in the work file. For example, when you close the 2013 calendar year, the system moves the 2013 employee income and deduction data into prior year fields. Therefore, if you have closed your calendar year, you must type **P** in this field.

Valid values are:

C	Use information in the current year fields.
P	Use information in the prior year fields.

Employee Number

If you are extracting RL-1 information for a specific employer, use this field to extract data for only one employee. Type the employee's number or press F4 to display and select from a list of employees in the specified employer. Leave this field blank to include all employees in the RL-1 work file.

Last Name

If you are extracting RL-1 information for a specific employer, use this field to extract data for only one employee. Type some or all of the employee's last name and then press F4 to display and select from a list of employees in the specified employer.

Add Box J, P to Box G?

Specify yes to add the Box J and Box P amounts to the Box G amount after the system retrieves the *CQPP taxable base. Otherwise, specify no.

For 2013, specify no if you include amounts for Boxes J and P as fringe incomes in your checks and you include these fringe incomes in the wage base accumulator used for *CQPP.

6 Press Enter. If RL-1 work file records already exist for prior years or the current year, the system displays a warning message that it will overwrite the existing work file records.

7 Press F24 to override the warning, submit the request to build the work file, and return to the Infinium PY main menu.

Using the RL-1 Exception Report

The *Create RL-1 Workfile* function produces the RL-1 Exception List. This report indicates problems that were found during processing, such as an employee with a Box A amount larger than the maximum amount that can be reported on the RL-1 slip or XML document.

After reviewing the exception report, you can use the *Correct RL-1 Data* function to correct the reported problems.

Printing the RL–1 Review List

After you create the RL-1 work file and before you print your actual RL-1 slips, you should print the RL-1 Review List. Use the review list to verify the information that will be printed on your employees' RL-1 slips.

The RL-1 Review List has multiple parts. A sample RL-1 Review List showing all parts is shown later in this section.

Using Part I

Part I contains the following information:

- Employee Name
- Employee Number
- Social Insurance Number
- RL-1 Slip Type
- Box A Total Income
- Box B QPP Contributions
- Box C Employment Insurance Contribution
- Box D Registered Pension Plan Contribution
- Box E Quebec Income Tax Withheld
- Box F Union Dues
- Box G QPP Income

Using Part II

Part II contains the following information:

- Employee Name
- Employee Number
- Box H QPIP Contribution
- Box I QPIP Earnings

- Box J Employer Taxable Benefits
- Box K All Travel
- Box L Other Benefits
- Box M Employee Commissions
- Box N Charitable Donations
- Box O Other Income

Using Part III

Part III contains the following information:

- Employee Name
- Employee Number
- Box P Multi-Employer Insurance Plan
- Box Q Deferred Salary
- Box R Income on Reserve
- Box S Reported Tips
- Box T Allocated Tips
- Box U Phased Retirement
- Box V Board/Food and Lodging
- Box W Motor Vehicle

Using Part IV

Part IV contains the following information:

- Employee Name
- Employee Number
- Box O Code
- Code: B-1 CPP Contribution
- Other Miscellaneous 1 Code Value
- Other Miscellaneous 2 Code Value
- Original Slip Number (if amended)
- Slip Type

- Slip Status
- Most Recent Change Date

Using Part V

Part V contains the following information:

- Employee Name
- Employee Number
- Other Information Code 1 through 6
- Other Information Amount 1 through 6

Generating the RL-1 Review List

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the RL-1 Review List. The only users who should be allowed access to the *List RL-1 Review* function are those who perform the processing for the function. You should remove this function from the menus of all other users.

Follow the steps below to print the RL-1 Review List.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *RL-1 Processing*.
4. Select *List RL-1 Review* [PRRL] to display the List RL-1 Review screen.
5. Use the following information to complete the fields on this screen.

   Employer

   Specify the value that represents your employer. You must specify a value in either the *Employer* or *Employer group* field but not both.

   Employer group

   Specify the value that represents your employer group. You must specify a value in either the *Employer* or *Employer group* field but not both.

Tax year

Type the tax year for which you are processing RL-1 slips.

The tax year determines which tax table to use for generating the report if special processing is required. The system also uses this field to determine which records to process when you have records for more than one year in the work file.

You must type the same tax year that you specify for the *Create RL-1 Workfile* function.

Slip Type

Type the value that indicates the type of RL-1 slips to process. Value values are:

O	Original slips only
A	Amended slips only
C	Canceled slips only
blank	All slips

Status

Use this field to limit RL-1 processing to slips with a specific status. Valid values are:

X	Original slips with **In progress** status only
A	Amended slips with **In progress** status only
C	Canceled slips with **In progress** status only
L	All slips with **Sent to XML** status
blank	All slips

From Change Date

Type the starting date for records to process. Leave this field blank to process all records that meet the other selection criteria.

The system compares the date that you type in this field with the most recent change date of records in the RL-1 work file. The system processes records with a change date that is equal to or greater than the value in the *From Change Date* field, if other selection criteria are satisfied. If you just created the work file and made no changes to it, the system compares the date you executed the *Create RL-1 Workfile* function to the date you specify in this field.

To Change Date

Type the ending date for records to process. Leave this field blank to process all records that meet the other selection criteria.

The system compares the date that you type in this field with the most recent change date of records in the RL-1 work file. The system processes records with a change date that is equal to or less than the value in the *To Change Date* field, if other selection criteria are satisfied. If you just created the work file and made no changes to it, the system compares the date you executed the *Create RL-1 Workfile* function to the date you specify in this field.

6 Press Enter.

For tax year 2013 only, the system calculates the Box G amount for employees who have an amount in Box B but $0 in Box G and prints the calculated amount on the reports with the character * on the right.

For tax year 2014 and beyond, the system reports the Box G amount as 0 for employees who reach the maximum pensionable wages in a different province before working in Quebec and reports the CPP pensionable wages by using Other Code G-2. The total of Box G and Other Code G-2 should not exceed the maximum pensionable wages for the year.

```
PYGQ1PRT   PYTQ1CTL                   R L - 1   R E V I E W       L I S T  -  P A R T   I                         PAGE   1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY            SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.             STATUS:   *All               FROM DATE: *BEGINNING  TO DATE: *END
QUEBEC ID #:  1245678904RS0001
                                          T     BOX A        BOX B        BOX C        BOX D        BOX E        BOX F        BOX G
                    EMPLOYEE    SOC. INS. Y      TOTAL        QPP          E.I.        R.P.P.       QUEBEC       UNION        Q.P.P.
NAME                 NUMBER      NUMBER   P     INCOME       CONTR.       CONTR.       CONTR.      INC. TAX      DUES         INCOME
------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA             80170   723598736 O 1165405.09      1910.70       596.70          .00   2678871.06    111641.16
                    ** ERROR: THE BOX A AMOUNT  11,165,405.09 IS TOO LARGE FOR SLIPS/TAPE AND HAS BEEN TRUNCATED.
                    YOU MUST DELETE THE EMPLOYEE FROM THE WORKFILE AND FILE A MANUAL RL 1 SLIP.
DUMAS MORISSETTE,J      80298   267607935 O     866.64       329.91       105.06       420.00      1023.27        68.67      6866.64
GARNEAU,MARINA          80181   890011513 O     929.19       293.01        92.70       519.24       820.62          .00      6058.92
PERONNE,LINDA           80179   503094963 O     966.64      1910.70       596.70      4529.24     12079.43          .00
QUARTIER,PHINEAS        80300   987357480 O   53000.00      1910.70       596.70      1271.94      9460.86          .00
QUENCH,QUENTIN A        80421   321456857 O     360.00        14.49         5.51          .00        19.31         3.60
QUINTET,PHRED           80299   234567899 O     937.41       238.53        76.80       653.67       741.39          .00      5020.47
SMITH,JONES              2652   418225744 O    1800.00        82.44        27.54          .00       238.50        18.00
EMPLOYEES TOTALS:       8 SLIPS             1224264.97                  2097.71                 2703254.44                 17946.03
                                                            6690.48                   7394.09                 111731.43
```

```
PYGQ1PRT   PYTQ1CT2                 R L - 1   R E V I E W       L I S T  -   P A R T   II                          PAGE   1
 MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY             SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.             STATUS:   *All                FROM DATE: *BEGINNING  TO DATE: *END
QUEBEC ID #:  1245678904RS0001
                                   BOX H         BOX I         BOX J         BOX K         BOX L         BOX M         BOX N         BOX O
                     EMPLOYEE       QPIP          QPIP      ER TAXBL           ALL         OTHER      EMPLOYEE    CHARITABLE         OTHER
NAME                   NUMBER    CONTRIB.      EARNINGS      BENEFITS        TRAVEL      BENEFITS         COMM.     DONATIONS        INCOME
-------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA             80170      237.12    1165405.09           .00           .00           .00           .00           .00             .
                    ** ERROR: SEE MESSAGE ON REPORT I
DUMAS MORISSETTE,J      80298       28.56       6866.64           .00           .00           .00           .00           .00       6000.00
GARNEAU,MARINA          80181       25.20       6058.92         62.55           .00           .00           .00         75.00       5192.28
PERONNE,LINDA           80179      237.11      57482.02        100.00           .00           .00           .00           .00      56615.38
QUARTIER,PHINEAS        80300      237.11      57603.86           .00           .00           .00           .00           .00       4603.86
QUENCH,QUENTIN A        80421        1.50        360.00           .00           .00           .00           .00           .00             .
QUINTET,PHRED           80299       20.88       5020.47           .00           .00           .00           .00         75.00       4153.83
SMITH,JONES              2652        7.49       1800.00           .00           .00           .00           .00           .00           .00
EMPLOYER TOTALS:                   794.97                      162.55                         .00                      150.00
                                             1300597.00                         .00                         .00                    76565.35
```

```
PYGQ1PRT   PYTQ1CT3                    R L - 1    R E V I E W        L I S T  -   P A R T    III                         PAGE   1
 MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY            SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.             STATUS:   *All                FROM DATE: *BEGINNING  TO DATE: *END
QUEBEC ID #:  1245678904RS0001
                                  BOX P         BOX Q         BOX R         BOX S        BOX T        BOX U        BOX V        BOX W
                     EMPLOYEE   MULT ER      DEFERRED        INCOME      REPORTED    ALLOCATED       PHASED   BOARD/FOOD        MOTOR
NAME                   NUMBER  INS PLAN        SALARY    ON RESERVE          TIPS         TIPS   RETIREMENT   & LODGING       VEHICLE
-------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA             80170       .00           .00           .00           .00          .00          .00          .00          .00
                    ** ERROR: SEE MESSAGE ON REPORT I
DUMAS MORISSETTE,J      80298       .00           .00           .00           .00          .00          .00          .00          .00
GARNEAU,MARINA          80181       .00           .00           .00           .00          .00          .00          .00          .00
PERONNE,LINDA           80179       .00           .00           .00           .00          .00          .00          .00          .00
QUARTIER,PHINEAS        80300       .00           .00           .00           .00          .00          .00          .00          .00
QUENCH,QUENTIN A        80421       .00           .00           .00           .00          .00          .00          .00          .00
QUINTET,PHRED           80299     70.77           .00           .00           .00          .00          .00          .00          .00
SMITH,JONES              2652       .00           .00           .00           .00          .00          .00          .00          .00
EMPLOYER TOTALS:                  70.77                         .00                        .00                       .00
                                                  .00                         .00                       .00                       .00
```

```
PYGQ1PRT   PYTQ1CT4                  R L - 1   R E V I E W        L I S T  -   P A R T    IV                          PAGE   1
 1/19/12   18:43:09                                    FOR THE YEAR YYYY            SLIP TYPE:   *All
EMPLOYER . :  ZC1                                      STATUS:   *All               FROM DATE: *BEGINNING  TO DATE: *END
QUEBEC ID #:  1245678904RS0001
                     EMPLOYEE  BOX O    CODE: B-1  OTHER MISC 1      OTHER MISC 2         ORIG SLIP# SLIP   SLIP          MOST RECENT
NAME                   NUMBER   CODE    CPP CONTR. CODE  VALUE       CODE  VALUE          (IF AMEND) TYPE   STATUS        CHANGE DATE
------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA             80170                  00                                                    Orig   Sent to XML   20/12/2012
DUMAS MORISSETTE,J      80298                  00                                                    Orig   Sent to XML   20/12/2012
GARNEAU,MARINA          80181                 .00                                                    Orig   Sent to XML   20/12/2012
PERONNE,LINDA           80179                 .00                                                    Orig   Sent to XML   20/12/2012
QUARTIER,PHINEAS        80300                 .00                                                    Orig   Sent to XML   20/12/2012
QUENCH,QUENTIN A        80421                 .00                                                    Orig   Sent to XML   20/12/2012
QUINTET,PHRED           80299                 .00                                                    Orig   Sent to XML   20/12/2012
SMITH,JONES              2652                 .00                                                    Orig   Sent to XML   20/12/2012
EMPLOYER TOTALS:                              .00
```

```
PYGQ1PRT   PYTQ1CT5                   R L - 1   R E V I E W          L I S T  -   P A R T    V                          PAGE   1
 MM/DD/YY   HH:MM:SS                                        FOR THE YEAR YYYY             SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.              STATUS:   *All                FROM DATE: *BEGINNING  TO DATE: *END
QUEBEC ID #:  1245678904RS0001
                               ------------------------------------- OTHER INFORMATION -------------------------------------
                     EMPLOYEE  CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT
NAME                   NUMBER   01          01   02          02   03          03   04          04   05          05   06          06
------------------------------------------------------------------------------------------------------------------------------------
BACH,AMANDA             80170  G-2      400.00
DUMAS MORISSETTE,J      80298  G-2      400.00 A-8       80.00 CA        10.51 CB        12.51 CC        15.51 RA        10.00
GARNEAU,MARINA          80181
PERONNE,LINDA           80179
QUARTIER,PHINEAS        80300
QUENCH,QUENTIN A        80421
QUINTET,PHRED           80299
SMITH,JONES              2652
EMPLOYER TOTALS:                        800.00           80.00           10.51           12.51.          15.51  25       10.00
TOTAL BY CODE: G-2         800.00 | A-8          80.00 | CA          10.51 | CB                        12.51 | CC          15.51
               RA           10.00 | RB           00.00 | RC          00.00 | RD                        00.00 | RG          00.00
               RH           00.00 | RI           00.00 | RJ          00.00 | RK                        00.00 | RL          00.00
```

Correcting RL–1 Data

After you have checked the RL-1 Review List, you may find some employee information that requires correcting. Use either of the following two methods to correct RL-1 data:

- Correcting RL-1 data through cycle processing

  If the correction can be made through a regular or prior year adjustment cycle (for example, voiding a check or entering fringe benefit incomes), use cycle processing options to make the correction.

  You can correct RL-1 data through a regular payroll cycle if the calendar year is not closed. If the calendar year is closed, you can correct the RL-1 data through a prior year adjustment cycle. When you post the cycle that contains the corrections, the system reflects the adjustment in the employee's pay history. Refer to the "Posting Prior Year Adjustments" and "Processing Prior Year On Demand Checks" parts for information on how to run prior year adjustment cycles and prior year adjustment on-demand check cycles.

  After you post the correction cycle, you must re-run the *Create RL-1 Workfile* and *List RL-1 Review* functions.

- Using the *Correct RL-1 Data* function to correct RL-1 data manually

  If you cannot make the correction through cycle processing or you can access the field that you need to correct only by directly changing the work file, use the *Correct RL-1 Data* function. The corrections you make through this function are not reflected in the employee's pay history.

  After you send RL-1 information to the government, you can also use this function to amend or cancel slips that you previously submitted to the Ministere du Revenu.

  When you make corrections through this function, or generate amends and/or cancels, you should execute the *List RL-1 Review* function again to verify your manual changes.

Entering Manual Corrections to RL-1 Data

Follow the steps below to make manual corrections to RL-1 data by using the *Correct RL-1 Data* function.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN).*

3 Select *RL-1 Processing.*

4 Select *Correct RL-1 Data* [CRD] to display the Correct RL-1 Data prompt screen.

5 Use the following information to fill in the fields on this screen.

Employer

Specify the value that identifies your employer.

Employee

Specify the number of the employee whose RL-1 information you want to change. If you are unsure of the number, use the *Last name* field to identify the employee.

Last name

Type some or all of the last name of the employee whose RL-1 information you want to change and then press F4. On the Employee Locate screen, type any character in the *Opt* field adjacent to the employee to select the employee for processing and return to the prompt screen.

6 Press Enter to display the Correct RL-1 Data selection screen.

7 Type a value in the *O* field next to the record to select for processing. Valid values are:

2	Update the record. This value is valid only when the status of the record is **In progress** and the slip type is **Orig** or **Amend**.
4	Delete the record. This value is valid only when the status of the record is **In progress**.
5	Display the record.

6	Copy this record to create an **Amend** record. This value is valid only when the status of the record is **Sent to XML** and the record has not been amended or canceled.
7	Copy this record to create a **Cancel** record. This value is valid only when the status of the record is or **Sent to XML** and the record has not been amended or canceled.

8 Press Enter to display the Correct RL-1 Data screen 1.

9 Use the fields on this screen to change the employee's address information in the RL-1 work file. The system enters default information into the fields on this screen from the employee's basic data record. Press F22 to delete an employee from the work file if the Box A amount exceeds $9,999,999.99.

Address - country

Use this field to indicate the residence country of the employee. The description in this field defaults into the RL-1 work file from the description associated with the code value in the *Country* field in the Basic Data record of each employee. You define country code values using code type **CTR** in the *Update Employer Codes* function.

The system prints the country name on address line 4 of each employee's RL-1 slip to facilitate mailing of the slip.

If the employee's residence country is other than Canada or the United States, the system includes the country name on the RL-1 XML document.

10 Press Enter to display the Correct RL-1 Data screen 2.

11 Use the fields on this screen to change the values in RL-1 boxes. The system enters default information into these fields based on values in certain fields on the income and deduction controls as described in the first two sections of this chapter.

For tax year 2013 only, the system calculates a Box G amount for employees who have an amount in Box B but $0 in Box G. The system calculates the Box G amount by dividing the QPP amount by the applicable tax rate and displays the calculated amount on the page with the character * on the right.

For tax year 2014 and beyond, the system reports the Box G amount as 0 for employees who reach the maximum pensionable wages in a different province before working in Quebec and reports the CPP pensionable wages by using Other Code G-2. The total of Box G and Other Code G-2 should not exceed the maximum pensionable wages for the year.

For more information about the fields on this screen, refer to the "Understanding RL-1 Box" Information section later in this chapter.

12 Press Enter to display the Correct RL-1 Data screen 3.

13 Use the following information to work with the fields on this screen.

Other Code 1 - 14

Specify the additional information code associated with the corresponding *Other Amount* field.

There are specific valid codes for this field. Press F4 to display a list from which you can select a valid value.

All codes create an entry in the "other information" boxes on the RL-1 slip and on the XML document. When there are more than four codes to report, the system generates multiple slips for an employee when printing RL-1 slips and when writing information for the slips to the XML document.

Other Amount 1 - 14

Use this field to type the amount for the corresponding *Other Code* field.

Refer to the Revenu Québec *Guide to Filing the RL- 1 Slip* for instructions.

14 Press Enter to display the Correct RL-1 Data screen 4.

15 Use the following information to work with the fields on this screen.

Other Code 15 - 25

Specify the additional information code associated with the corresponding *Other Amount* field.

There are specific valid codes for this field. Press F4 to display a list from which you can select a valid value.

Other Amount 15 - 25

Use this field to type the amount for the corresponding *Other Code* field.

Refer to the Revenu Québec *Guide to Filing the RL- 1 Slip* for instructions.

Other Misc Code 1 and 2

Specify the additional information code associated with the corresponding *Other Misc Value* field.

This field is for codes that require a character value instead of an amount.

For example, code 200 requires entry of the name of the currency used.

Other Misc Value 1 and 2

Specify the additional information value associated with the corresponding *Other Misc Code* field.

This field is for a character value associated with a specific code.

For example, code 200 requires entry of the name of the currency used.

16 Press Enter to save your changes. The system displays the Correct RL-1 Data prompt screen.

17 You can update RL-1 information for another employee or press F3 to return to the Infinium PY main menu.

WARNING! After you use the *Correct RL-1 Data* function to update information manually in the RL-1 work file, you must execute the *List RL-1 Review, List RL-1 Slips & Control List*, or *Generate RL-1XML Document* functions to reflect the changes you made.

Do not execute the *Create RL-1 Workfile* function or the *Clear RL-1 Workfile* function prior to re- executing the *List RL-1 Review, List RL-1 Slips & Control List*, or *Generate RL-1XML Document* functions. You will lose the changes you made.

Printing RL–1 Slips and Control List

Note: The printing of paper RL-1 slips is supported only for tax year 2014 and beyond on the RL-1.P slips that are ordered from Revenu Quebec.

Before you print your actual RL-1 slips, you can print the information on regular computer paper for final review. If the RL-1 output on the plain paper is accurate, you can load your actual RL-1 slips into the printer and release the printer file to print again. To do this, you must set up the RL-1 printer control to save the RL-1 slips spool file. This technique allows you to avoid re-running the *List RL-1 Slips & Control List* function.

When you print RL-1 slips, the system automatically generates a control list that includes the information that appears on each employee's RL-1 slip. The control list appears in a format similar to the review list.

Creating Printer Controls

Before processing your RL-1 slips, you or one of your IS staff members should create printer controls for the slips and reports to ensure the confidentiality of the information. Refer to the section entitled "Creating Printer Controls" in the beginning of this chapter for details.

Generating RL-1 Slips

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the RL-1 Control List. The only users who should be allowed access to the *List RL-1 Slips & Control List* function are those who perform the processing for the function. You should remove this function from the menus of all other users.

Complete the following steps to generate RL-1 slips and the RL-1 Control List:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (CAN)*

3 Select *RL-1 Processing.*

4 Select *List RL-1 Slips & Control List* [PRCL] to display the List RL-1 Slips & Control List screen.

5 Use the following information to fill in the fields on this screen.

Employer or Employer group

Specify values that identify either your employer, if you are processing RL-1 slips by employer, or your employer group if you are processing RL-1 slips by employer group.

Tax year

Type the tax year of the RL-1 information you are reporting. This must be the same as the year you entered in the field on the Create RL-1 Workfile screen.

Slip Type

Type a value to specify whether to process original or amended RL-1 slips. The system selects only from records with an `In progress` status. Valid values are:

O	Original slips only
A	Amended slips only

Starting Slip #

For 2013 amended slips only, specify a starting RL-1 number to be used, if you are submitting RL-1 information to the government electronically as an XML document.

The number assigned by the Ministère du Revenu is an eight-digit number. The system calculates the appropriate ninth digit (check digit) needed in the workfile.

If you submit RL-1 information to the government electronically as an XML document, the system-generated RL-1 number must be printed on the RL-1 slip in the boxes above the pre-printed number. This same number is also included on the RL-1 XML document for each employee record.

From Slip Number

Specify the first slip number to be printed, including the check digit, after slip numbers have been assigned by the *Generate RL-1 XML Document* function.

The system reads the records in the work file and selects records that are greater than or equal to the From Slip Number and less than or equal to the *To Slip Number*.

Note: For 2013, the system uses this value only to select original slips. The system ignores this value for 2013 amended slips and prints only amended slips that are still **In Progress**.

To Slip Number

Specify the last slip number to be printed, including the check digit, after slip numbers have been assigned by the *Generate RL-1 XML Document* function.

The system reads the records in the work file and selects records that are greater than or equal to the *From Slip Number* and less than or equal to the *To Slip Number*.

Note: For 2013, the system uses this value only to select original slips. The system ignores this value for 2013 amended slips and prints only amended slips that are still **In Progress**.

6 Press Enter. The system uses batch processing to process your request and returns you to the Infinium PY main menu. Refer to the following pages for a sample of the control list.

For tax year 2013 only, the system calculates the Box G amount for employees who have an amount in Box B but $0 in Box G and prints the calculated amount on the reports with the character * on the right. The system also prints the calculated amount on the RL-1 Slip for these employees.

For tax year 2014 and beyond, the system reports the Box G amount as 0 for employees who reach the maximum pensionable wages in a different province before working in Quebec and reports the CPP pensionable wages by using Other Code G-2. The total of Box G and Other Code G-2 should not exceed the maximum pensionable wages for the year.

PYGQ1PRT PYTQ1CTL R L - 1 C O N T R O L L I S T - P A R T I PAGE 1
MM/DD/YY HH:MM:SS FOR THE YEAR YYYY SLIP TYPE: O Orig
EMPLOYER . : ZC1 ENTERPRISE ABC INC.
QUEBEC ID #: 1245678904RS0001

NAME	EMPLOYEE NUMBER	SOC. INS. NUMBER	TYP	BOX A TOTAL INCOME	BOX B QPP CONTR.	BOX C E.I. CONTR.	BOX D R.P.P. CONTR.	BOX E QUEBEC INC. TAX	BOX F UNION DUES	BOX G Q.P.P. INCOME
DUMAS MORISSETTE,J	80298	267607935	O	866.64	329.91	105.06	420.00	1023.27	68.67	6866.64
SLIP #: 000021000										
GARNEAU,MARINA	80181	890011513	O	929.19	293.01	92.70	519.24	820.62	.00	6058.92
SLIP #: 000021011										
PERONNE,LINDA	80179	503094963	O	966.64	1910.70	596.70	4529.24	12079.43	.00	
SLIP #: 000021022										
QUARTIER,PHINEAS	80300	987357480	O	53000.00	1910.70	596.70	1271.94	9460.86	.00	
SLIP #: 000021033										
QUENCH,QUENTIN A	80421	321456857	O	360.00	14.49	5.51	.00	19.31	3.60	
SLIP #: 000021044										
QUINTET,PHRED	80299	234567899	O	937.41	238.53	76.80	653.67	741.39	.00	5020.47
SLIP #: 000021055										
SMITH,JONES	2652	418225744	O	1800.00	82.44	27.54	.00	238.50	18.00	
SLIP #: 000021066										
EMPLOYER TOTALS:	7 SLIPS			58859.88	4779.78	1501.01	7394.09	24383.38	90.27	17946.03

```
 PYGQ1PRT   PYTQ1CT2                 R L - 1    C O N T R O L        L I S T  -   P A R T    II                          PAGE    1
 MM/DD/YY   HH:MM:SS                                       FOR THE YEAR YYYY            SLIP TYPE: O Orig
 EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
 QUEBEC ID #:  1245678904RS0001
                                    BOX H        BOX I        BOX J        BOX K        BOX L        BOX M        BOX N        BOX O
                     EMPLOYEE        QPIP         QPIP     ER TAXBL          ALL        OTHER     EMPLOYEE   CHARITABLE        OTH23
 NAME                  NUMBER    CONTRIB.     EARNINGS     BENEFITS       TRAVEL     BENEFITS        COMM.    DONATIONS       INCOME
 -----------------------------------------------------------------------------------------------------------------------------------
 DUMAS MORISSETTE,J     80298       28.56      6866.64          .00          .00          .00          .00          .00      6000.00
 SLIP #   000021000
 GARNEAU,MARINA         80181       25.20      6058.92        62.55          .00          .00          .00        75.00      5192.28
 SLIP #   000021011
 PERONNE,LINDA          80179      237.11     57482.02       100.00          .00          .00          .00          .00     56615.38
 SLIP #   000021022
 QUARTIER,PHINEAS       80300      237.11     57603.86          .00          .00          .00          .00          .00      4603.
 SLIP #   000021033
 QUENCH,QUENTIN A       80421        1.50       360.00          .00          .00          .00          .00          .00          .
 SLIP #   000021044
 QUINTET,PHRED          80299       20.88      5020.47          .00          .00          .00          .00        75.00      4153.86
SLIP #   000021055
 SMITH,JONES             2652        7.49      1800.00          .00          .00          .00          .00          .00          .00
SLIP #   000021066
 EMPLOYER TOTALS:                  557.85                    162.55                      .00                     150.00
                                             135191.91                       .00                       .00                  76565.35
```

```
PYGQ1PRT   PYTQ1CT3                 R L - 1   C O N T R O L       L I S T -  P A R T   III                        PAGE   1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY            SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                                    BOX P        BOX Q        BOX R        BOX S       BOX T       BOX U       BOX V       BOX W
                     EMPLOYEE     MULT ER     DEFERRED       INCOME     REPORTED   ALLOCATED      PHASED  BOARD/FOOD       MOTOR
NAME                   NUMBER    INS PLAN       SALARY   ON RESERVE         TIPS        TIPS  RETIREMENT   & LODGING     VEHICLE
------------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J      80298         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021000
GARNEAU,MARINA          80181         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021011
PERONNE,LINDA           80179         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021022
QUARTIER,PHINEAS        80300         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021033
QUENCH,QUENTIN A        80421         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021044
QUINTET,PHRED           80299       70.77          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021055
SMITH,JONES              2652         .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021066
EMPLOYER TOTALS:                    70.77                       .00                      .00                     .00
                                                   .00                       .00                     .00                     .00
```

```
PYGQ1PRT   PYTQ1CT4                     R L - 1    C O N T R O L       L I S T  -   P A R T    IV                         PAGE   1
  1/19/12   19:12:07                                        FOR THE YEAR 2011             SLIP TYPE: O Orig
 EMPLOYER . :  ZC1
 QUEBEC ID #:
                      EMPLOYEE  BOX O    CODE: B-1  OTHER MISC 1      OTHER MISC 2         ORIG SLIP# SLIP   SLIP         MOST RECENT
 NAME                   NUMBER   CODE    CPP CONTR. CODE  VALUE       CODE  VALUE          (IF AMEND) TYPE   STATUS       CHANGE DATE
 -------------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J      80298
SLIP #   000021000
GARNEAU,MARINA          80181
SLIP #   000021011
PERONNE,LINDA           80179
SLIP #   000021022
QUARTIER,PHINEAS        80300
SLIP #   000021033
QUENCH,QUENTIN A        80421
SLIP #   000021044
QUINTET,PHRED           80299
SLIP #   000021055
SMITH,JONES              2652
SLIP #   000021066
EMPLOYER TOTALS:
```

```
PYGQ1PRT   PYTQ1CT5                    R L - 1    C O N T R O L         L I S T  -   P A R T    V                              PAGE   1
 MM/DD/YY   HH:MM:SS                                      FOR THE YEAR YYYY             SLIP TYPE: O Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                                -------------------------------------- OTHER INFORMATION --------------------------------------
                      EMPLOYEE  CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT
 NAME                   NUMBER   01          01   02          02   03          03   04          04   05          05   06          06
 -----------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J       80298
SLIP #   000021000
GARNEAU,MARINA           80181
SLIP #   000021011
PERONNE,LINDA            80179
SLIP #   000021022
QUARTIER,PHINEAS         80300
SLIP #   000021033
QUENCH,QUENTIN A         80421
SLIP #   000021044
QUINTET,PHRED            80299
```

Reviewing the RL–1 Slip

Use the following information to review the format of the current RL-1 slip and identify the sources of the data on your RL-1 slips.

Understanding RL-1 Box Information

Use the information in the following table to locate the source of the data in boxes on the current RL-1 slip. In the right-hand column, descriptions have been omitted for the following file names to save space:

- PYPIC - Income Control record
- PYPDC - Deduction Control record

The table includes references to employee income and deduction ledger files. These check history files are used primarily when an employee works part of the year in Quebec and the remainder in another province.

RL-1 Slip for Current Tax Year

The information in this box . . .			Was extracted from these files:
	French Description	**English Description**	
A	Revenus d’emploi	Employment income before source deductions	Employee Payroll Master (PYPMS) Employee Check Ledger (PYPCL)
B	Cotisations au RRQ	Contributions to the Quebec Pension Plan (QPP)	*CQPP and *CCPP Deduction Controls Employee Deduction (PYPDE)
C	Cot. d’assurance-emploi	Employment Insurance premiums	*CUIC Deduction Control Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
D	Cotisations à un RPA	Contributions to a Registered Pension Plan (RPP)	PYPDC *RL-1 Box* field is **D** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
E	Impôt du Québec retenu	Quebec Income Tax withheld at source	*CQIT Deduction Control Employee Deduction (PYPDE)

RL-1 Slip for Current Tax Year

The information in this box . . .			Was extracted from these files:
	French Description	**English Description**	
F	Cotisations syndicales	Union dues	PYPDC *RL-1 Box* field is **F** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
G	Salaire admissible au RPQ	Pensionable earnings under the Quebec Pension Plan	*CQPP Deduction Control Employee Deduction (PYPDE)
H	Cotisations au RQAP	Contributions to Quebec parental insurance plan (QPIP)	*CQPI Deduction Control Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
I	Salaire admissable au RQAP	Insurable salary and wages under Quebec parental insurance plan (QPIP)	*CQPI Deduction Control Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
J	Régime privé d’ass.-maladie	Contributions paid by the employer under a private health services plan	PYPDC *RL-1 Box* field is **J** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
K	Voyages (région éloignée)	Trips made by residents of designated remote areas	PYPIC *RL-1 Box* field is **K** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
L	Autres avantages	Other benefits	PYPIC *RL-1 Box* field is **L** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
M	Commissions	Commissions included in the amount in Box A	PYPIC *RL-1 Box* field is **M** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
N	Dons de bienfaisance	Charitable donations	PYPDC *RL-1 Box* field is **N** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
O	Autres revenus	Other taxable income not included in Box A	PYPDC *RL-1 Box* field is **O** Employee Income (PYPIE) EE Income Ledger (PYPIL)
P	Régime d’ass. interentreprises	Contributions to a multi-employer insurance plan	PYPDC *RL-1 Box* field is **P** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)

RL-1 Slip for Current Tax Year

The information in this box . . .			Was extracted from these files:
	French Description	**English Description**	
Q	Salaires différés	Deferred salary or wages	PYPIC *RL-1 Box* field is **Q** Employee Income (PYPIE) Employee Income Ledger (PYPIL) PYPDC *RL-1 Box* field is **Q** Employee Deduction (PYPDE) EE Deduction Ledger (PYPDL)
R	Revenu situé dans un réserve	Tax-exempt income paid to an employee on an Indian reserve or premises	PYPIC *RL-1 Box* field is **R** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
S	Pourboires reçus	Tips received	PYPIC *RL-1 Box* field is **S** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
T	Pourboires attribués	Tips allocated	PYPIC *RL-1 Box* field is **T** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
U	Retraite progressive	Phased retirement	PYPIC *RL-1 Box* field is **U** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
V	Nourriture et logement	Meals and accommodations	PYPIC *RL-1 Box* field is **V** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
W	Véhicle à moteur	Use of a motor vehicle for personal purposes	PYPIC *RL-1 Box* field is **W** Employee Income (PYPIE) Employee Income Ledger (PYPIL)
	Code (case O)	Box O code	PYPIC *RL-1 Code* field
	Renseignments complémentaires	Other Information Code and amounts	PYPIC *RL-1 Code* field is filled with a value Employee Income (PYPIE) Employee Income Ledger (PYPIL) PYPDC *RL-1 Code* field is filled with a value Employee Deduction (PYPDE) Employee Deduction Ledger (PYPDL)

Clearing the RL–1 Work File

Use this function to clear the RL-1 work file, PYPQ1, after you are certain the government has received your RL-1 slips.

WARNING! Save your work file to media before you clear the work file.

If you plan to generate a RL-1 XML document, do not clear the work file. Instead, proceed to the “Generating the RL-1 XML Document Data chapter.

Complete the following steps to clear the RL-1 work file only if you are not planning to generate amended or canceled slips:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *RL-1 Processing.*
4. Select *Clear RL-1 Workfile* [CRW2] to display the Clear RL-1 Workfile screen.
5. Use the field information below to complete either the *Employer* or the *Employer group* fields.

   Employer

   Type the value that identifies the employer whose records you are removing from the RL-1 work file.

   Employer Group

   Type the code value that identifies the group of employers whose records you are removing from the RL-1 work file.

   Tax year

   Type the year for which you are clearing tax reporting slips.
6. Press Enter. The system removes information for the specified employer(s) from the RL-1 work file and returns you to the Infinium PY main menu.

Chapter 12 Generating the RL-1 XML Document Data

12

This chapter provides you with information to help you generate RL-1 XML document data. Before you can generate your document, you must create the RL-1 work file. Refer to the chapter entitled “Processing RL-1 Slips” for details.

The chapter consists of the following topics:

Commonly Asked Questions

Review these questions and answers before you create your RL-1 XML document file.

1 Can I execute the *Generate RL-1 XML Document* function more than once?

Yes. You can execute this function as many times as needed, but you will have to execute the *Reset RL-1 XML/Tape Status* function each time to return the records to a status that allows them to be included in processing. Remember that the system clears the XML document file that you specify in the *File name/Sequence* field each time you execute this function.

2 How should my IS or technical staff verify that the information in the document is correct?

Use the *Display XML Document* function to view the data in the XML document.

3 Do I have to clear the XML document file manually before I execute the *Generate RL-1 XML Document* function again?

No. The system automatically clears this file each time you execute the *Generate RL-1 XML Document* function.

4 How do I generate an XML document that contains only amended RL-1 slips?

Use the *Correct RL-1 Data* function to select the employee records that you must amend, and make the necessary changes to the employee information. Execute the *List RL-1 Slips and Control List* function to print the amended slip and assign the applicable slip number to the amended records. Execute the *Generate RL-1 XML Document* function, and specify **4** in the *Type of Package* field.

5 How do I generate an XML document that contains only canceled RL-1 slips?

Use the *Correct RL-1 Data* function to select the employee records that you must cancel. Execute the *List RL-1 Review* function to print a listing of the canceled slips. Execute the *Generate RL-1 XML Document* function, and specify **6** in the *Type of Package* field.

6 Why do I need to execute this function before I print my employee RL-1 slips?

The RL-1 slip number is a required field on the XML document, and the slip numbers reported in the XML document must be printed on the paper RL-1 slips, in a standard location.

Remember that the system regenerates the RL-1 slip numbers in the work file and XML document file based on the value that that you specify in the *Starting Slip #* field each time you execute this function, for original and amended slips. The system ignores the *Starting Slip #* field for canceled slips because the existing number is the one that is being canceled.

Overview of RL-1 XML Processing

Complete the steps below to generate a file of RL-1 XML document data.

1. Set up default values for your XML documents.
2. Generate the RL-1 XML document.
3. Validate the XML document.
4. Optional. Clear the RL-1 work file. (Optional)

WARNING! Before you begin the above steps, you must complete all the steps documented in the “Processing RL-1 Slips” chapter with the exception of clearing the RL-1 work file.

For 2014 and beyond, you must generate your XML document and assign the slip numbers before you print your slips.

Do not clear the RL-1 work file until you generate the RL-1 XML document and print your slips.

You must review authority information in the “Working with Documents on the Integrated File System” chapter of the *HR/PY Technical Guide* before generating XML documents.

Setting Default Values for the XML Document

You can use the *Update XML Default Data* function to define the default information to be used when you generate the XML document file. You can also use the *Display XML Default Data* function to view this default information.

Follow the steps below to define XML document default information.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update XML Default Data - Canada* [UXDD]. The system displays the Update XML Default Data screen similar to Figure 12-1.

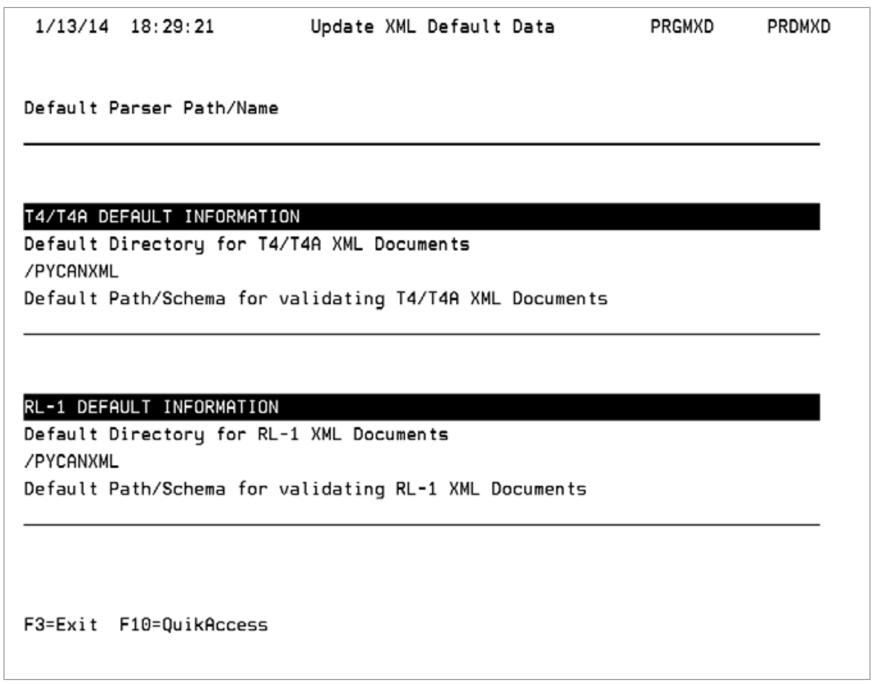


Figure 12-1: Update XML Default Data screen

4 Use the information below to complete the fields on this screen.

Default Parser Path/Name

Type the name of the default validating parser the system must use to validate XML documents.

Consult your IT department for the name and directory path of a validating parser on your system. When you type the name and directory path for the parser here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

Note: You complete the *Default Parser Path/Name* field only if you are not using the Infor Infinium Application Manager validation functionality.

Note: You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.

Default Directory for T4/T4A XML Documents

The default directory to T4 and T4A XML documents is PYCANXML.

Default Path/Schema for validating T4/T4A XML Documents

Type the name of the default schema the system must use to validate XML documents for T4 and T4A processing.

The most current T4/T4A schema can be downloaded from the CRA web site. LAYOUT-TOPOLOGIE.XSD is the current name of the schema.

Consult your IT department for the name and directory path of the current schema on your system. When you type the schema name here, the system enters the default value in the appropriate place on the Validate an XML Document screen.

***Note:** You can type the name with or without a leading forward slash (/). The system needs a leading / to build the system command properly and adds the / if it is missing from the value you type.*

Default Directory for RL-1 XML Documents

The default directory to RL-1 XML documents is PYCANXML.

Default Path/Schema for validating RL-1 XML Documents

Type the path and schema to be used as the default for XML documents.

Note: Revenu Quebec does not currently allow employers to download a schema.

5 Press Enter.

Generating the RL-1 XML Document File

When you use the *Generate RL-1 XML Document* function, the system does the following:

- Generates the RL-1 slip numbers in the work file based on the *Starting Slip #* field and stores them in the employee work file records.
- Produces an XML document compliant with the Revenu Quebec specifications for reporting via magnetic media of employee annual income and deduction information to the Quebec government
- Produces a report that shows the information in the XML document
- Clears existing information in the RL-1 XML document file if the file exists
- Creates or updates a new XML document file with the most current RL-1 XML document information
- Updates the RL-1 work file, PYPQ1, records by performing the following actions:
  - Changes the *Status* field to a value of **L** for **Sent to XML**
  - Completes the *Tape Create* and *Most Recent Change* fields with the date and time the user executes the *Generate RL-1 XML Document* function and specifies the user executing the function

You must send the XML document to Revenu Quebec online.

Creating Printer Controls

Before you generate the RL-1 XML document file, check with your IS staff to ensure that the appropriate printer controls have been created for the XML control list.

The following table lists the printer files the system uses when you run the *Generate RL-1 XML Document* function. You must set up printer controls for these in Infinium Application Manager if you prefer to use a different output queue or printer than you normally use. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

Printer File Names for the *Generate RL-1 XML Document* Function

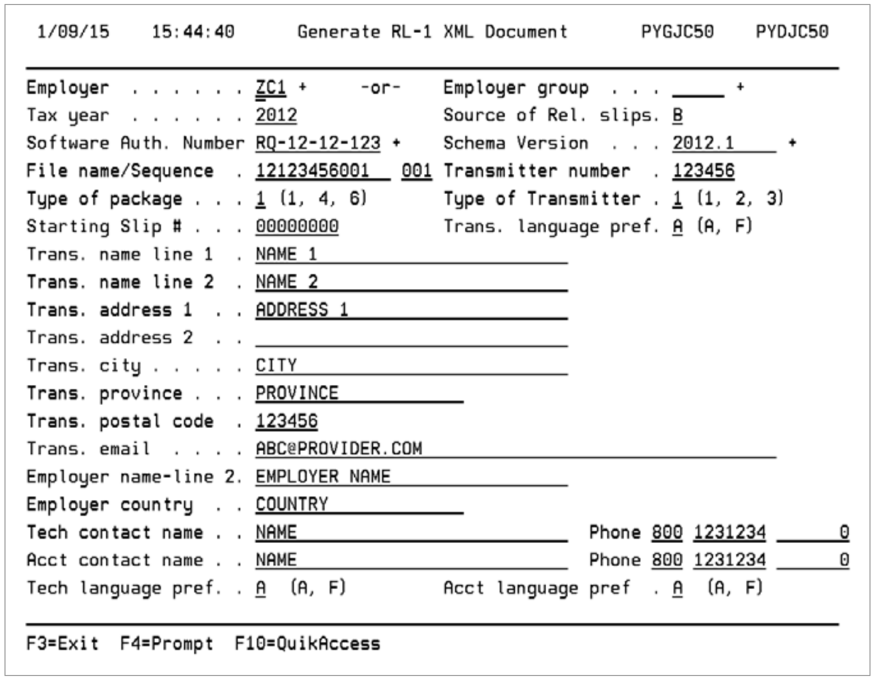
This listing . . .	Uses this printer file name:
Print Releve Control List - Part I	PYTQ1CTL
Print Releve Control List - Part II	PYTQ1CT2
Print Releve Control List - Part III	PYTQ1CT3
Print Releve Control List IV	PYTQ1CT4
Print Releve Control List V	PYTQ1CT5

Generating RL-1 XML Document Data

Caution: Since the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the RL-1 XML register. The only users who should be allowed access to the *Generate RL-1 XML Document* function are those who perform the processing for the option. You should remove this option from the menus of all other users.

Complete the steps below to generate RL-1 XML document data.

1. Contact your IS department to load the media onto the media device.
2. From the Infinium PY main menu select *Tax Operations*.
3. Select *Tax Liability Reporting (CAN).*
4. Select *RL-1 Processing*.
5. Select *Generate RL-1 XML Document* [GRL1XD] to display the Generate RL-1 XML Document screen similar to Figure 12-2.



```
 1/09/15    15:44:40      Generate RL-1 XML Document       PYGJC50    PYDJC50

Employer . . . . . . ZC1 +     -or-   Employer group  . . . _____ +
Tax year . . . . . . 2012             Source of Rel. slips. B
Software Auth. Number RQ-12-12-123 +  Schema Version  . . . 2012.1     +
File name/Sequence  . 12123456001  001 Transmitter number  . 123456
Type of package . . . 1 (1, 4, 6)     Type of Transmitter . 1 (1, 2, 3)
Starting Slip # . . . 00000000        Trans. language pref. A (A, F)
Trans. name line 1  . NAME 1
Trans. name line 2  . NAME 2
Trans. address 1  . . ADDRESS 1
Trans. address 2  . .
Trans. city . . . . . CITY
Trans. province . . . PROVINCE
Trans. postal code  . 123456
Trans. email  . . . . ABC@PROVIDER.COM
Employer name-line 2. EMPLOYER NAME
Employer country  . . COUNTRY
Tech contact name . . NAME                   Phone 800 1231234      0
Acct contact name . . NAME                   Phone 800 1231234      0
Tech language pref. . A  (A, F)       Acct language pref  . A  (A, F)

F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 12-2: Generate RL-1 XML Document screen

6 Use the information below to fill in the appropriate fields on this screen.

The system adds the information that you enter in the transmitter name, address and contact fields on this screen to the transmitter information section of the XML document.

Employer

Specify the value that identifies the employer whose RL-1 information you are generating, or enter a value in the *Employer group* field.

Employer group

Specify the value that identifies the employer group whose RL-1 information you are generating, or enter a value in the *Employer* field.

Tax year

Type the calendar year for which you are reporting RL-1 information. This year must be the same as the year you specify when you create your RL-1 work file.

Source of Rel. slips

Specify the source of the RL-1 slips.

Valid values are:

A	Slips were obtained from the Ministere du Revenu.
B	Slips are facsimiles obtained from a third party.
C	Slips are facsimiles produced by the transmitter.
D	Any combination of the above.

Software Auth. Number

Type the authorization number issued to the software developer by Revenu Quebec. The number must be in the **RQ-00-99-9999** format.

- **RQ** represents Revenu Quebec.
- The first two digits represent the taxation year.
- The third and fourth digits indicate the type of RL slip.
- The last three digits identify the software developer.

Infinium Software sends test files to Revenu Quebec each year to obtain an authorization number and makes this authorization number available with other documentation with one of the year-end releases.

Schema Version

Type the name of the schema version used when validating the XML document.

Infinium Software validates their test files each year using a specific schema, and the authorization number is valid for use only with that schema.

File name

Type the file name for the XML document. You can use any alphanumeric combination to create your file name. The system combines this file name with the sequence number for the name of the XML document.

Revenu Quebec requires the file name to be AAPPPPPPSSS.XML, where the last two digits in the taxation year replace AA; the six positions in the transmitter number replace PPPPPP; and 001, 002 or 003, and so on., replace SSS to indicate the sequence number of your files. The system replaces the document name if it finds it. If the system does not find the document name, it creates it.

Sequence

Type the sequence number for the XML document.

The system combines this file name with the sequence number for the name of the XML document.

If the document name is not found, the system creates it. If the document name is found, the system replaces it.

Your first submission for the year must be **001**. If you send a second submission, type **002**.

Transmitter number

Type the transmitter number. The Ministere du Revenu assigns the transmitter number when it approves the test file.

This system writes this information the appropriate place on the transmitter record for the document preceded by **NP**.

Type of Package

Specify the type of information on the magnetic medium. The system selects only records with an In progress status.

Valid values are:

1	The document contains original data.
4	The document contains an amended file.
6	The document contains a canceled file.

Revenue Canada indicates whether to use **2** or **8** when resending data for original forms. In general, **2** is used when the entire document must be resent, and **8** is used when only part of the document information must be resent.

Type of Transmitter

Specify the type of transmitter for the tape or document. Valid values are:

1	You are filing for yourself.
2	You are filing on behalf of other filers.
3	You are filing for yourself and on behalf of other filers.

Starting Slip #

Specify a starting RL-1 number to be used.

The number assigned by the Ministre du Revenu is an eight-digit number. The system calculates the appropriate ninth digit (check digit) needed in the workfile.

When you submit RL-1 information to the government electronically as an XML document, the system-generated RL-1 number is included on the RL-1 XML document for each employee record. This number must also be printed on the RL-1 slip in the boxes above the pre-printed number.

Trans. name line 1

Type the first line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. name line 2

Type the second line of the transmitter's name as indicated on the magnetic media transmittal form.

Trans. address 1

Type the first line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. address 2

Type the second line of the transmitter's address as indicated on the magnetic media transmittal form.

Trans. city

Type the name of the transmitter's city as indicated on the magnetic media transmittal form.

Trans. province

Type the province of the transmitter as indicated on the magnetic media transmittal form. You can use the standard two-character abbreviations for Canadian provinces or US states. If the transmitter is a not a resident of Canada or the United States, type **ZZ**.

Trans. postal code

Type the postal code of the transmitter as indicated on the magnetic media transmittal form.

Trans. Email

Type the e-mail address of the person responsible for the XML document.

Trans. Language pref

Specify the preferred language for e-mail communications. Valid values are:

A	English
F	French

Employer name – line 2

Specify the second line of the employer's name. The system writes this information to the appropriate place on the RL-1 summary record for the XML document.

If this information must be different for each employer in an employer group, do not use employer group processing. Create each employer separately, and enter the different second name for each employer.

Employer country

Specify the name of the country if the employer is resident in a country other than Canada or the United States.

If the employer is a resident in Canada or the United States, leave this field blank, and the system uses the province or state code on the employer control record.

The system writes this information to the appropriate place on the RL-1 summary record for the XML document.

If this information must be different for each employer in an employer group, do not use employer group processing. Create each employer separately, and enter the different country name for each employer.

Tech contact name

Specify the name of the technical contact. Type the first name followed by the surname. Omit titles such as Mr., Mrs., and Miss.

The system writes the technical contact name to the appropriate place on the transmitter record for the XML document.

Tech: area - phone # - ext

Type the technical contact's area code, telephone number and extension.

Acct contact name

Type the name of the accounting contact. Type the first name followed by surname. Omit titles such as Mr., Mrs., and Miss.

The system writes the accounting contact name to the appropriate place on the transmitter record for the XML document.

Acct: area – phone # - ext

Type the accounting contact's area code, telephone number and extension.

Tech language pref

Specify the preferred language of the technical contact.

Valid values are:

A	English
F	French

Acct language pref

Specify the preferred language of the accounting contact.

Valid values are:

A	English
F	French

7 Press Enter to copy the RL-1 data to the XML document.

For tax year 2013 only, the system calculates the Box G amount for employees who have an amount in Box B but $0 in Box G and prints the calculated amount on the reports with the character * on the right. The system also writes the calculated amount on the XML document for these employees.

For tax year 2014 and beyond, the system reports the Box G amount as 0 for employees who reach the maximum pensionable wages in a different province before working in Quebec and reports the CPP pensionable wages by using Other Code G-2. The total of Box G and Other Code G-2 should not exceed the maximum pensionable wages for the year.

Reviewing the RL-1 XML Listing

The information in the RL-1 XML Listing is the same as the information in Parts 1 through 5 of the RL-1 Register. The RL-1 Listing includes only the information reported on the media.

```
PYGQ1XML   PYTQ1CTL              R L - 1   X M L   C O N T R O L   L I S T -  P A R T   I                        PAGE   1
MM/DD/YY   HH:MM:SS                                     FOR THE YEAR YYYY         PACKAGE TYPE: 1 Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                                          T     BOX A        BOX B        BOX C        BOX D        BOX E        BOX F        BOX G
                    EMPLOYEE    SOC. INS. Y      TOTAL        QPP           E.I.       R.P.P.       QUEBEC       UNION        Q.P.P.
NAME                 NUMBER      NUMBER   P     INCOME       CONTR.       CONTR.       CONTR.      INC. TAX      DUES         INCOME
-----------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J       80298   267607935 O     866.64       329.91       105.06       420.00      1023.27        68.67      6866.64
SLIP #:  000021000
GARNEAU,MARINA           80181   890011513 O     929.19       293.01        92.70       519.24       820.62          .00      6058.92
SLIP #:  000021011
PERONNE,LINDA            80179   503094963 O     966.64      1910.70       596.70      4529.24     12079.43          .00
SLIP #:  000021022
QUARTIER,PHINEAS         80300   987357480 O   53000.00      1910.70       596.70      1271.94      9460.86          .00
SLIP #:  000021033
QUENCH,QUENTIN A         80421   321456857 O     360.00        14.49         5.51          .00        19.31         3.60
SLIP #:  000021044
QUINTET,PHRED            80299   234567899 O     937.41       238.53        76.80       653.67       741.39          .00      5020.47
SLIP #:  000021055
SMITH,JONES               2652   418225744 O    1800.00        82.44        27.54          .00       238.50        18.00
SLIP #:  000021066
EMPLOYER TOTALS:         7 SLIPS               58859.88                   1501.01                   24383.38                  17946.03
                                                            4779.78                    7394.09                    90.27
```

```
PYGQ1XML   PYTQ1CT2            R L - 1   X M L   C O N T R O L   L I S T -  P A R T   II                     PAGE   1
MM/DD/YY   HH:MM:SS                                 FOR THE YEAR YYYY         PACKAGE TYPE: 1 Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                                     BOX H        BOX I        BOX J        BOX K        BOX L        BOX M        BOX N        BOX O
                     EMPLOYEE         QPIP         QPIP     ER TAXBL          ALL        OTHER     EMPLOYEE   CHARITABLE        OTHER
NAME                   NUMBER     CONTRIB.     EARNINGS     BENEFITS       TRAVEL     BENEFITS        COMM.    DONATIONS       INCOME
-------------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J      80298        28.56      6866.64          .00          .00          .00          .00          .00      6000.00
SLIP #   000021000
GARNEAU,MARINA          80181        25.20      6058.92        62.55          .00          .00          .00        75.00      5192.28
SLIP #   000021011
PERONNE,LINDA           80179       237.11     57482.02       100.00          .00          .00          .00          .00     56615.38
SLIP #   000021022
QUARTIER,PHINEAS        80300       237.11     57603.86          .00          .00          .00          .00          .00      4603.86
SLIP #   000021033
QUENCH,QUENTIN A        80421         1.50       360.00          .00          .00          .00          .00          .00          .00
SLIP #   000021044
QUINTET,PHRED           80299        20.88      5020.47          .00          .00          .00          .00        75.00      4153.83
SLIP #   000021055
SMITH,JONES              2652         7.49      1800.00          .00          .00          .00          .00          .00          .00
SLIP #   000021066
EMPLOYER TOTALS:                    557.85                    162.55                      .00                     150.00
                                             135191.91                      .00                      .00                   76565.35
```

```
PYGQ1XML   PYTQ1CT3              R L - 1   X M L   C O N T R O L   L I S T -   P A R T   III                        PAGE   1
 MM/DD/YY   HH:MM:SS                                    FOR THE YEAR YYYY         PACKAGE TYPE: 1 Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                                     BOX P        BOX Q        BOX R        BOX S       BOX T       BOX U       BOX V       BOX W
                     EMPLOYEE      MULT ER     DEFERRED       INCOME     REPORTED   ALLOCATED      PHASED  BOARD/FOOD       MOTOR
NAME                   NUMBER     INS PLAN       SALARY   ON RESERVE         TIPS        TIPS  RETIREMENT  & LODGING      VEHICLE
------------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J      80298          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021000
GARNEAU,MARINA          80181          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021011
PERONNE,LINDA           80179          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021022
QUARTIER,PHINEAS        80300          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021033
QUENCH,QUENTIN A        80421          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021044
QUINTET,PHRED           80299        70.77          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021055
SMITH,JONES              2652          .00          .00          .00          .00         .00         .00         .00         .00
SLIP #   000021066
EMPLOYER TOTALS:                     70.77                       .00                      .00                     .00
                                                  .00                       .00                     .00                     .00
```

```
PYGQ1XML   PYTQ1CT4              R L - 1   X M L   C O N T R O L   L I S T -  P A R T   IV                           PAGE   1
MM/DD/YY   HH:MM:SS                                      FOR THE YEAR YYYY         PACKAGE TYPE: 1 Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                     EMPLOYEE  BOX O    CODE: B-1  OTHER MISC 1      OTHER MISC 2         ORIG SLIP# SLIP   SLIP         MOST RECENT
NAME                   NUMBER   CODE    CPP CONTR. CODE  VALUE       CODE  VALUE          (IF AMEND) TYPE   STATUS       CHANGE DATE
------------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J       80298
SLIP #   000021000
GARNEAU,MARINA           80181
SLIP #   000021011
PERONNE,LINDA            80179
SLIP #   000021022
QUARTIER,PHINEAS         80300
SLIP #   000021033
QUENCH,QUENTIN A         80421
SLIP #   000021044
QUINTET,PHRED            80299
SLIP #   000021055
SMITH,JONES               2652
SLIP #   000021066
EMPLOYER TOTALS:
```

```
PYGQ1XML   PYTQ1CT5              R L - 1   X M L   C O N T R O L   L I S T -  P A R T   V                       PAGE   1
MM/DD/YY   HH MM SS                                      FOR THE YEAR YYYY          PACKAGE TYPE: 1 Orig
EMPLOYER . :  ZC1       ENTERPRISE ABC INC.
QUEBEC ID #:  1245678904RS0001
                               ------------------------------------- OTHER INFORMATION -------------------------------------
                     EMPLOYEE  CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT CODE      AMOUNT
NAME                   NUMBER   01          01   02          02   03          03   04          04   05          05   06          06
-----------------------------------------------------------------------------------------------------------------------------------
DUMAS MORISSETTE,J      80298
SLIP #   000021000
GARNEAU,MARINA          80181
SLIP #   000021011
PERONNE,LINDA           80179
SLIP #   000021022
QUARTIER,PHINEAS        80300
SLIP #   000021033
QUENCH,QUENTIN A        80421
SLIP #   000021044
QUINTET,PHRED           80299
SLIP #   000021055
SMITH,JONES              2652
SLIP #   000021066
EMPLOYER TOTALS:                             .00              .00              .00              .00              .00              .00
TOTAL BY CODE:                     |                     |                     |                                |
```

Resetting the RL-1 XML Status

Use the *Reset RL-1 XML Status* function to reset the status of your RL-1 records from **Sent to XML** to **In progress**. Reset the status if you perform a test of the *Generate RL-1 XML Document* function before you create the final document or if the government rejects your document and requests that you resend the file.

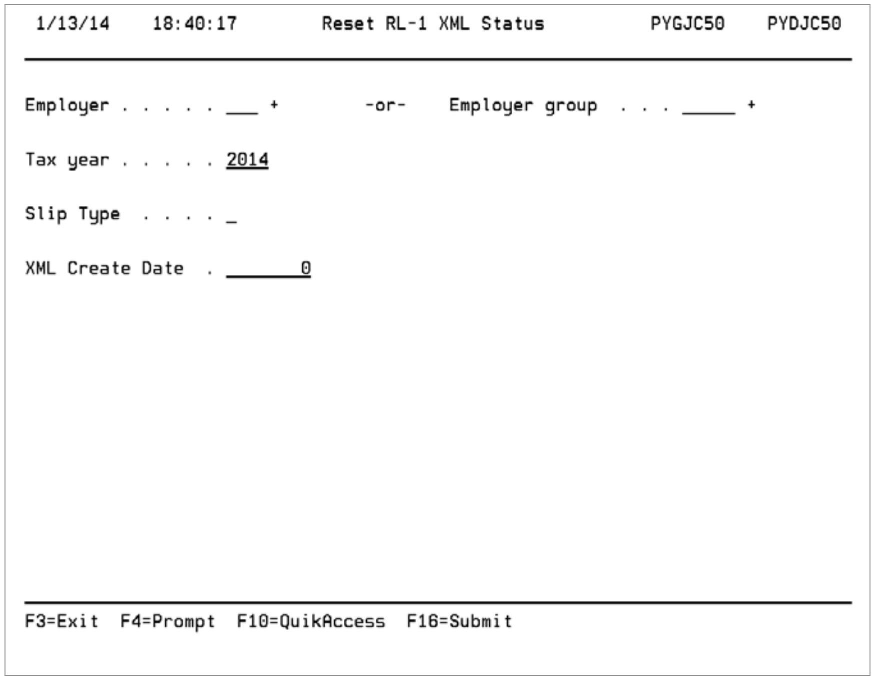
You use the *Slip Type* and *XML Create Date* fields to specify which records should be reset if you submitted more than one type of information on the XML document.

You cannot reset the status of original records if the file contains any records with an **In progress** status. You must delete records with an **In progress** status from the work file and re-create them after you re-create and submit the document.

You cannot reset amended or canceled records that were sent in a previous XML document if you have other amended or canceled records that are **In progress**.

Complete the following steps to reset the status of the RL-1 records from **Sent to XML** to **In progress**:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *RL-1 Processing.*
4. Select *Reset RL-1 XML Status* [RRTS] to display the Reset RL-1 XML Status screen similar to Figure 12-3.



```
1/13/14    18:40:17        Reset RL-1 XML Status         PYGJC50    PYDJC50

Employer . . . . . ___ +        -or-    Employer group  . . . _____ +

Tax year . . . . . 2014

Slip Type  . . . . _

XML Create Date  . _______0

F3=Exit  F4=Prompt  F10=QuikAccess  F16=Submit
```

Figure 12-3: Reset RL-1 XML Status screen

5 Use the following information to complete the fields on this screen. You use the *Slip Type* and *XML Create Date* fields to indicate which records to reset.

For example, to reset the status of the original document records sent, you use a slip type of **O**, original, and the date on which you created the original XML document. To reset the status of amended or canceled slips sent on a later date, you use a slip type of **A**, amended, and the date on which you created the XML document for the amended slips.

Employer

Specify the value that represents your employer. You must specify a value in either the *Employer* or *Employer group* field but not both.

Employer group

Specify the value that represents your employer group. You must specify a value in either the *Employer* or *Employer group* field but not both.

Tax year

Type the tax year for the slips whose status you are resetting. The system resets the status of records with this tax year only.

Slip Type

Type the value that indicates the type of RL-1 slips whose status you are resetting. The system selects only those records with a **Sent to XML** status. Valid values are:

O	Original slips only. You cannot reset the status of original records if the work file contains any records with an In progress status. You must delete all original, amended, or canceled records with an In progress status from the work file and re-create them after you re-create and submit the XML document.
A	Amended slips only. You cannot reset the status of amended records if the work file contains any active amended records with an In progress status. You must delete any amended records with an In progress status from the work file and re-create them after you re-create and submit the XML document.
C	Canceled slips only. You cannot reset the status of canceled records if the work file contains any active canceled records with an In progress status. You must delete any active canceled records with an In progress status from the work file and re-create them after you re-create and submit the XML document.

XML Create Date

Type the original XML document creation date for the RL-1 records that you are processing.

6 Press F16 to submit.

After you reset the status of your RL-1 records from **Sent to XML** to **In progress**, you can perform one of the following actions:

- Use the *Generate RL-1 XML Document* function to re-create your XML document with no changes to the existing slips.
- Use the *Correct RL-1 Data* function to make changes to the existing slips. Then, follow the steps in the “Processing RL-1 Slips” chapter in this guide to review your changes and re-create your XML document.

Displaying a RL-1 XML Document

Viewing XML Documents

Use the *Display XML Document* function to display the contents of your XML document. The *Display XML Document* function is not available when you use the Web version of this payroll application.

Follow the steps below to display an XML document.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN).*
3. Select *RL-1 Processing.*
4. Select *Display XML Document* [DXDRL1] to display the Display XML Document screen similar to Figure 12-4.

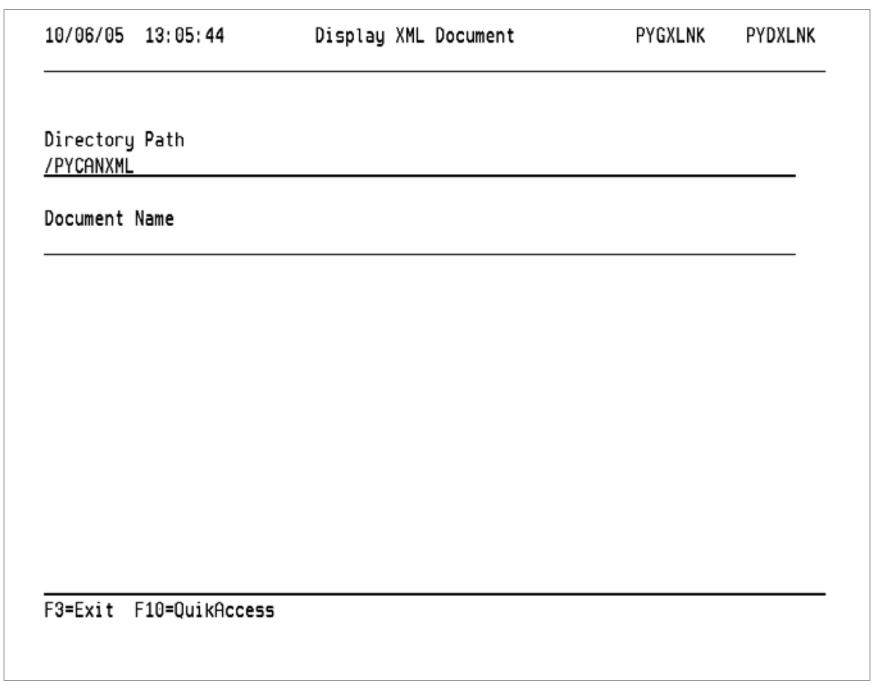


Figure 12-4: Display XML Document screen

5 Use the information below to verify the directory path and name of your XML document.

Directory Path

Type the directory path where the XML document is stored.

The default directory path is stored in the XML default data file, PRPXD.

The system automatically generates RL-1 XML documents to the /PYCANXML/ path.

Document Name

Type the name of the XML document you want to view. Leave blank to view all documents in the specified directory.

6 Press Enter.

Viewing XML Documents on the Web

If you are using the payroll system on the Web, you can view your XML documents by using:

- Standard PC functions from a mapped network drive
- Operations Navigator from the root directory

Use the *Display XML Default Data* function to identify the directory where the XML documents are located.

Notes

Chapter 13 Generating the Statement of Payroll Report

13

You generate the Statement of Payroll report to list workers' compensation information for Canadian employers.

The chapter consists of the following topics:

Overview of Workers' Compensation Reporting

In this chapter you will learn how to generate the Statement of Payroll to list workers' compensation information for Canadian employees. You must follow these steps to generate the Statement of Payroll:

- Identify construction worker employees (optional)
- Set up income reporting groups (optional)
- Create the workers' compensation work file
- Print the Statement of Payroll
- Correct the workers' compensation work file (optional)
- Reprint the Statement of Payroll (optional)
- Clear the workers' compensation work file

Understanding Workers' Compensation Reporting

You utilise the functions described in this chapter to generate a detailed report of employee payroll information to use when completing the employer workers' compensation report required by your province. You specify a date range for the information on your report; it can cover any period of time including a pay period, month, quarter or year. You can also generate a workers' compensation report for construction workers if your province requires weekly assessable earnings limits for construction workers and if you pay these employees on a weekly basis. Newfoundland allows workers' compensation processing for per pay period calculations of assessable earnings for all workers who do not work year round.

You must create a work file of employee earnings information before you can generate the Statement of Payroll report. The work file contains the assessable or insurable earnings that you use to determine the workers' compensation premium amount owed by your employer in each applicable province. Before you create the work file, you must determine whether to include all or part of your employee earnings in the assessable wage totals. You must also identify construction worker employees if your province requires weekly assessable earnings limits for construction workers.

If all employee earnings are assessable, you can skip the section entitled "Setting up Income Reporting Groups" and go to the following section entitled "Creating the Workers' Compensation Work File." If you must exclude some of your employees’ earnings from the total assessable wages in the work file, you must define income reporting groups. Follow the steps in the section entitled “Setting up Income Reporting Groups.”

If your province requires you to submit a separate workers’ compensation report for construction workers, follow the steps in the “Identifying Construction Workers” section that follows.

After you create the workers’ compensation work file, you can print the Statement of Payroll report for all or for specified provinces. If necessary, you can make changes to the information in the work file and reprint the report until the information is accurate. After you print the final Statement of Payroll, you can clear the information in the work file for one or all employers. You can create a new work file immediately or at a later time.

Identifying Construction Workers

If your province requires you to compute assessable earnings for construction workers using a weekly limit, follow the steps listed below to identify construction workers in your organisation. Infinium PY automatically computes and applies weekly assessable earnings limits to construction workers in provinces with this requirement when you use the *Create Workers' Comp. Workfile* function.

Follow these steps to identify construction workers in your organization:

1 From the Infinium PY main menu, select *Employee Data.*

2 Select *Update Employee Data.*

3 Select *Update Payroll Data (Canada)* [UPYC]. The system displays the screen shown in Figure 13-1.

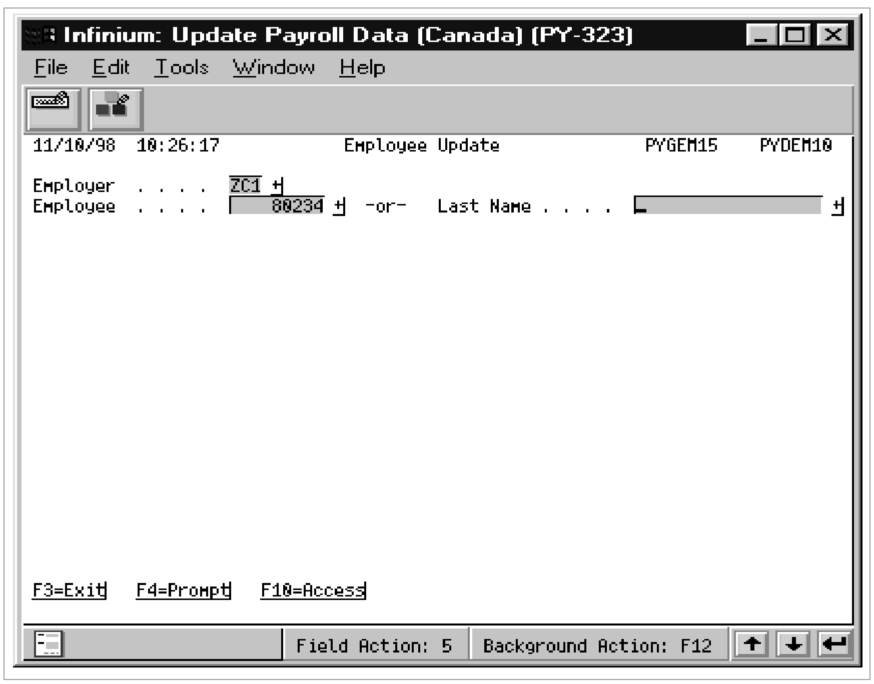


Figure 13-1: Employee Update prompt screen

4 Complete the fields as follows.

Employer

Type the value that represents your employer.

Employee

Type the number of the construction worker employee. You must enter a value in this field or in the *Last Name* field.

Press F4 to display a list of employees. You can use the *Locate* field at the top of the Employee Locate screen to instantly locate an employee in the list. Type any character in the *Opt* field to select an employee from the list and return to the Employee Update prompt screen.

Last Name

Type the employee's last name. If you are unsure, you can type some or all of the employee's last name and press F4 to display a list of employees. Type any character in the *Opt* field to select an employee from the list and return to the Employee Update prompt screen.

5 Press Enter. The system displays the Update Employee Payroll Data screen 1.

6 Press Enter. The system displays the Update Employee Payroll Data (CAN) screen 2 as shown in Figure 13-2.

```
 4/09/02  11:51:10   Update Employee Payroll Data (CAN)    PYGMMS     PYDMMS
                                                              Page  2 of  2
Employer  . . . :  ZCX       SAMPLE CANADIAN EMPLOYER-DIANE
Employee. . . . :      80206 ALPHONSE AVERAGE
Province  . . . .  ON  +                WLRP Exclusion  .  3  (0->9)
T4A employee? . .  _                    LSVC-Federal  . .    5000.00
Employment Code .  __                   LSVC-Provincial .  ________.00
Last ROE P/E Date  ________             LSVC-Prov. Other.  ________.00
Non-Resident? . .  0  (0=No 1=Yes)      Tipped Employee .  0  (0=No 3=Yes)
Commissioned? . .  1  (0=No 1=Yes)      Const. Worker . .  1  (0=No 1=Yes)
FEDERAL                                 QUEBEC
No Tax Status?  .  0  (0=No 1=Yes)      No Tax Status?  .  0  (0=No 1=Yes)
Net Claim = 0?  .  0  (0=No 1=Yes)      QC-Net Claim = 0?  0  (0=No 1=Yes)
Net Claim Amount.  12345.00             Net Claim Amount.  ________
Additional Tax  .  1234567.00           Additional Tax  .  1234567.00
HD Annual Ded.  .  _______.00           HD Annual Ded.  .  _______.00
Tax Off. Ded. . .  _______.00           Tax Off. Ded. . .  _______.00
Tax Off. Credit .  _______.00           Tax Off. Credit .  _______.00
TD1 "Y" Factor  .  _______.00           Power Saw?  . . .  0  (0=No 1=Yes)
Annual Income . .  987654321.00
Expenses  . . . .  1234567.00

F3=Exit   F4=Prompt   F10=Access   F12=Previous   F16=Update/End   F22=Delete
```

Figure 13-2: Update Employee Payroll Data screen 2 of 2

7 Use the following information to update the field on this screen.

Employment Code

Type a special employment code for the employee.

Valid values are:

Blank or **0**	Not applicable
11	Placement agency - self employed
12	Driver of taxi or other passenger-carrying vehicle
13	Barber or hairdresser
14	Withdrawal from a prescribed salary deferral arrangement plan
15	Seasonal Agriculture Workers Program
16	Detached employee – social security agreement
17	Fishers – self-employed

Const. Worker

Use this field to identify employees in your organisation that are classified as construction workers for workers' compensation reporting purposes. Valid values are:

0	The employee is not a construction worker.
1	The employee is a construction worker.

8 Press Enter. The system saves the updated information and displays the Employee Update prompt screen.

9 Follow steps 4 through 8 to update information for another employee or press F3 to return to the Infinium PY main menu.

Setting Up Income Reporting Groups

You use income reporting groups to exclude selected incomes from the workers' compensation work file and Statement of Payroll report. You can skip this step if you want to include all incomes in your workers' compensation work file and Statement of Payroll report.

You can assign one or more incomes to an income reporting group. You can use the same income reporting group for multiple provinces or you can define a different group for each province depending on the specific guidelines that each province establishes for determining assessable earnings.

You set up income reporting groups using the following two steps:

1. Create the income reporting group code value(s) for code type **IRG** using the *Update Employer Codes* option. You can create one income reporting group for all provinces or separate groups for provinces that have differing definitions of assessable earnings.

2. Attach incomes to the income reporting group using the *Update Income Reporting Group* function. Assign each income that you want to exclude from assessable earnings to the appropriate income reporting group.

Each step is described in detail below.

Step 1: Creating Income Reporting Group Code Values

You create a code value for as many income reporting groups as you need for your workers' compensation reports.

Follow the steps below to create an income reporting group code value.

1. From the Infinium PY main menu select *Master Files*.

2. Select *Update Master Files*.

3. Select *Update Employer Codes* [UCD]. The system displays the screen shown in Figure 13-3.

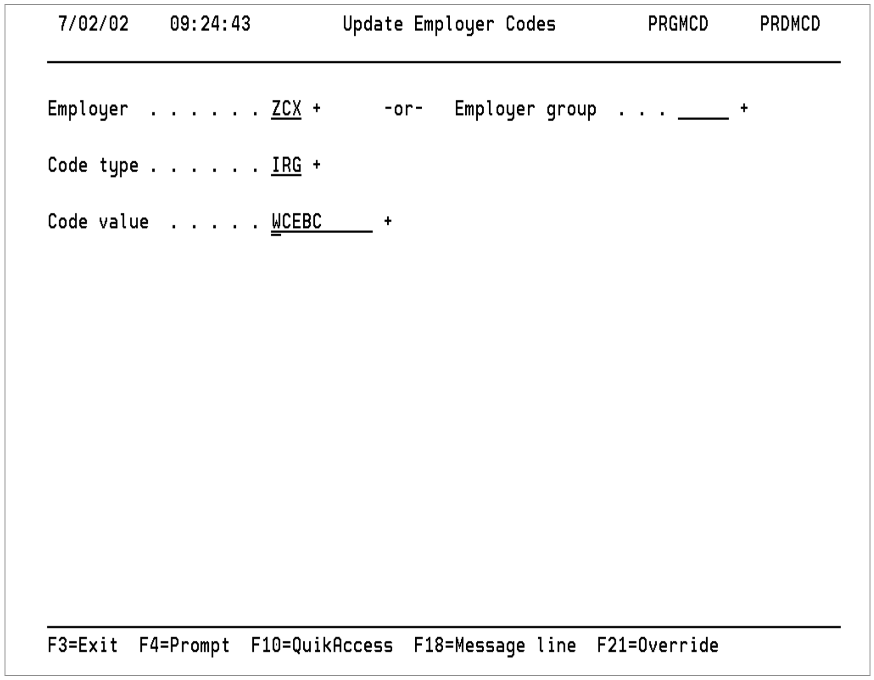


Figure 13-3: Update Employer Codes prompt screen

4 Complete the fields as follows.

Employer

Type the value that represents your employer or leave the *Employer* field blank and type a value in the *Employer group* field.

Employer group

Type the value that represents the group of employers for whom you are defining income reporting group code values. See the “Setting up and Maintaining Employer Codes” chapter in the *Infinium Payroll Guide to Controls* for information on how to establish employer groups. You must enter a value in this field or in the *Employer* field.

Code type

Type **IRG** to create income reporting group code values.

Code value

Type a value of up to five alphanumeric characters.

5 Press Enter. The system displays the screen shown in Figure 13-4.

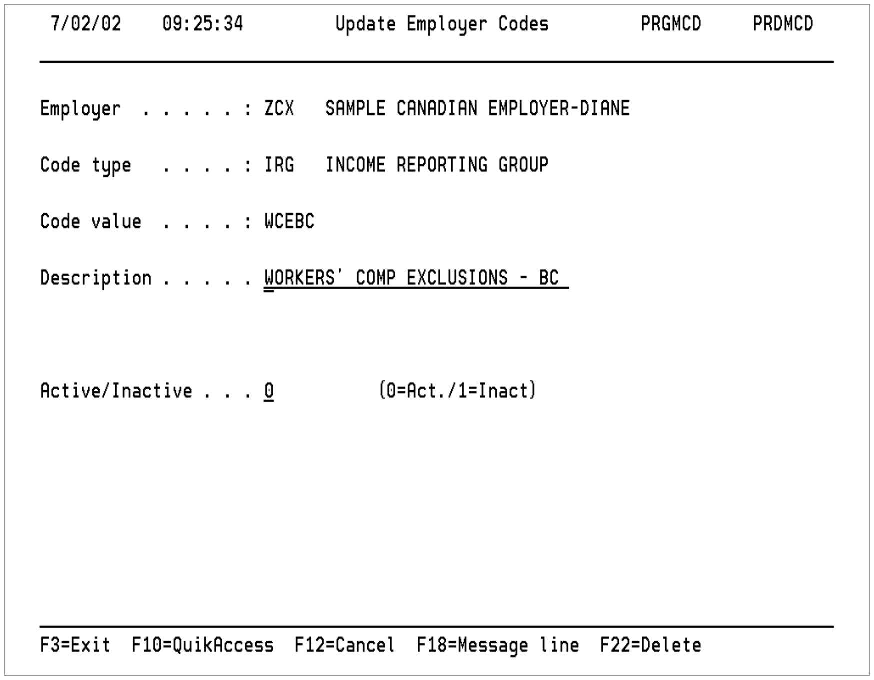


Figure 13-4: Update Employer Codes screen

6 Use the following information to complete the field on this screen.

Description

Type a description of the income reporting group.

7 Press Enter. The system displays the Update Employer Codes prompt screen.

8 Follow steps 1 through 6 to define additional income reporting groups or press F3 to return to the Infinium PY main menu.

Step 2: Attaching Incomes to the Income Reporting Group

In this step you assign to the income reporting groups that you created in step 1 all incomes that you want to exclude from the assessable earnings totals in the workers' compensation work file.

Follow these steps to assign incomes to an income reporting group.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files*.

3 Select *Update Income Reporting Groups* [UIRG]. The system displays the screen shown in Figure 13-5.

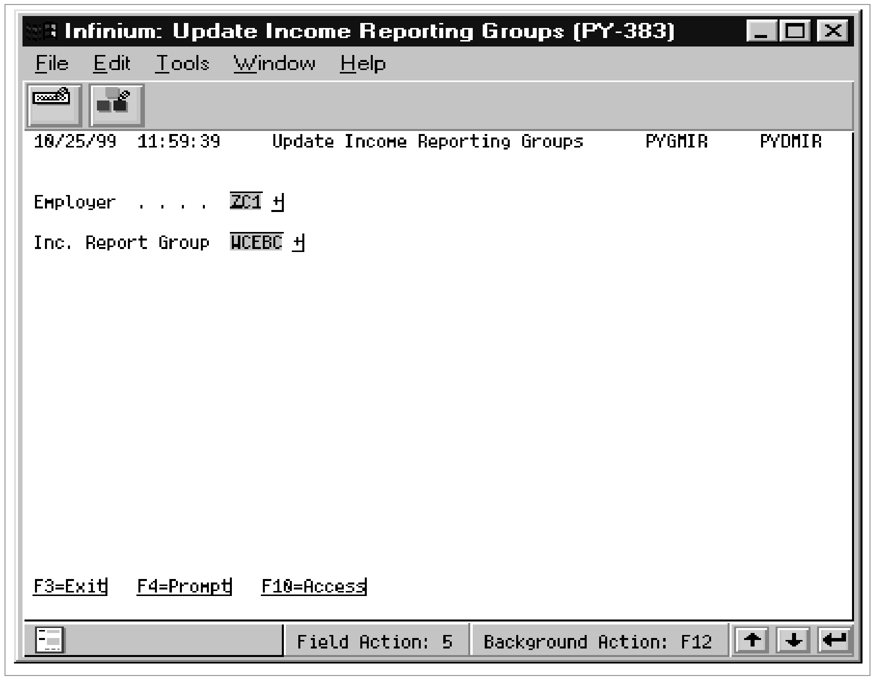


Figure 13-5: Update Income Reporting Groups prompt screen

4 Complete the fields as follows.

Employer

Type the employer code.

Inc Report Group

Type the income reporting group code value you created in Step 1 or press F4 to display a list of income reporting groups from which you can select the appropriate code value.

5 Press Enter and the system displays the screen shown in Figure 13-6.

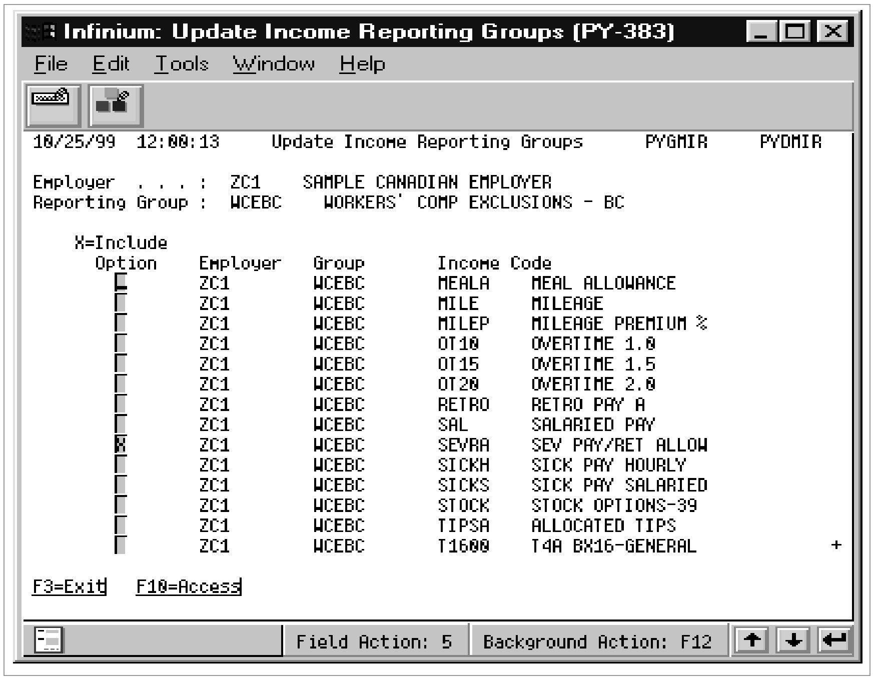


Figure 13-6: Update Income Reporting Groups screen

6 Type **X** in the *Option* field next to each income that you want to include in the specified income reporting group.

7 Press Enter. The system saves your selections and displays the Update Income Reporting Groups prompt screen.

8 Follow steps 1 through 7 to assign incomes to additional income reporting groups or press F3 to return to the Infinium PY main menu.

Creating the Workers’ Compensation Work File

When you execute the *Create Workers’ Comp. Workfile* function, the system extracts data from payroll history files and creates a work file of consolidated information for the Statement of Payroll. The technical name of the work file is PYPWC.

Extracting Information for Multiple Employers

You can extract data for one or for all provinces within a specific employer. You can also add employers to the work file one by one by extracting multiple times without removing data from the work file between each extraction.

For example, you have three employers in your Infinium HR/PY database, but you want to extract workers’ compensation data for only two of them. You run the *Create Workers’ Comp. Workfile* function for company **001**. You then run this function again for company **003** without first using the *Clear Workers’ Comp. Workfile* option to remove company **001** information from the work file. The system adds information for company **003** to the information already in the work file for company **001**. The work file now includes data for employees in both employers, but excludes information for employees in company **002**.

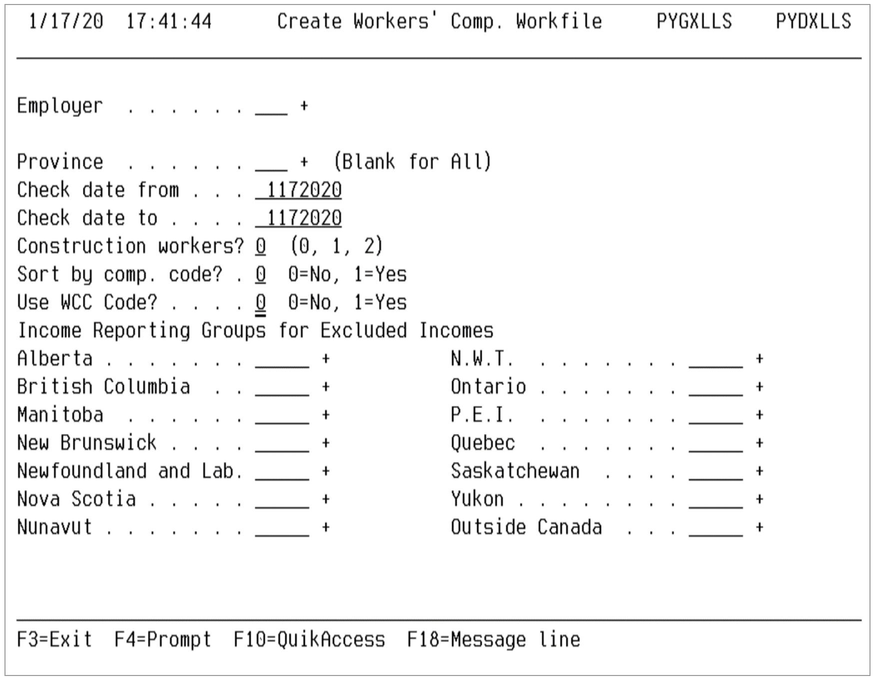
You can generate separate Statement of Payroll reports for each employer, or you can generate one Statement of Payroll report that includes employers **001** and **003**. When you include more than one employer in the report, the system automatically sorts the report by employer. Within each employer, it groups employees alphabetically by province.

Building the Workers’ Compensation Work File

Follow these steps to build your workers’ compensation work file:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN)*.
3. Select *Workers’ Comp. Processing*.

4 Select *Create Workers' Comp. Workfile* [CWCW]. The system displays the screen shown in Figure 13-7.



```
 1/17/20  17:41:44      Create Workers' Comp. Workfile     PYGXLLS    PYDXLLS

Employer  . . . . . . ___ +

Province  . . . . . . ___ +  (Blank for All)
Check date from . . . _1172020
Check date to . . . . _1172020
Construction workers? 0  (0, 1, 2)
Sort by comp. code? . 0  0=No, 1=Yes
Use WCC Code? . . . . 0  0=No, 1=Yes
Income Reporting Groups for Excluded Incomes
Alberta . . . . . . . _____ +          N.W.T.  . . . . . . . _____ +
British Columbia  . . _____ +          Ontario . . . . . . . _____ +
Manitoba  . . . . . . _____ +          P.E.I.  . . . . . . . _____ +
New Brunswick . . . . _____ +          Quebec  . . . . . . . _____ +
Newfoundland and Lab. _____ +          Saskatchewan  . . . . _____ +
Nova Scotia . . . . . _____ +          Yukon . . . . . . . . _____ +
Nunavut . . . . . . . _____ +          Outside Canada  . . . _____ +

F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 13-7: Create Workers' Comp. Workfile screen

You must type values in the *Employer, Check date from, Check date to, Construction workers?* and *Sort by comp. code?* fields.

5 Follow these steps to fill in the fields on this screen.

Employer

Type the value that identifies your employer.

Province

Type the value that identifies the specific province whose employees' information you want to include in the workers' compensation work file. Leave this field blank to include employee information in your work file for all provinces processed within the specified employer.

If you specify a province, the system selects earnings from only those payroll cheques that include the federal/provincial income tax deduction of the specified province. For example, if you type **ON** in the *Province* field on the Create Workers' Comp. Workfile screen, the system includes assessable earnings from only those cheques that include the ***CFON** deduction.

The work file may include information for an employee whose current home and work provinces are not the specified province. This occurs if the employee had cheques with the federal/provincial income tax deduction for the specified province within the time period that you selected for the work file.

For example, one of your employees lives and works in Alberta for the first four months of the year and then moves to a new work location in British Columbia. If after the employee moves you create a workers' compensation work file for Alberta that includes the first three months of the year, the relocated employee's earnings are included in that file even if the employee currently lives and works in British Columbia.

Continuing the example in the previous paragraph, if you create a workers' compensation work file for the first six months of the year and leave the province blank, the system allocates the relocated employee's earnings in the work file between Alberta and British Columbia based on the earnings included in payroll cheques with the ***CFAB** and ***CFBC** deductions for the specified time period.

Check date from

Type the first date of the time period that you want to include in the work file. The system includes earnings for pay periods with cheque dates on or after the specified date.

Check date to

Type the last date of the time period that you want to include in the work file. The system includes earnings for pay periods with cheque dates on or before the specified date.

Construction workers?

Indicate if construction workers should be included in the work file. The system computes weekly maximum assessable earnings limits for construction workers in provinces that have this requirement.

You type **1** in the *Const. Worker* field in the employee Payroll Data record to identify construction workers. Refer to the "Identifying Construction Workers" section in this document for further information on how to update this field in employee records.

Valid values are:

0	No, do not include construction workers in the work file but include all other employees.
1	Yes, include only construction workers in the work file.

2 Include both construction workers and non-construction workers in the work file.

If your province requires weekly assessable earnings limits for construction workers and you type **2** in this field, the system applies weekly limits to construction worker employees and annual limits to all other employees.

Sort by comp. code?

Indicate if you want the system to sort employees by the value in the *Workers Comp.* field in their Basic Data record. If you type **1**, when you print the Statement of Payroll report, the system first groups employees by province and then by their workers' compensation code value. It provides subtotals of employee earnings and hours for each workers' compensation code value and for each province.

You define values for the *Workers Comp.* field using code type **WCC**. This is an optional grouping code that can default from each employee's assigned position. Refer to the *Infinium HR Guide to Controls* for information on how to set up position controls.

Valid values are:

0 No, do not sort by workers' compensation code value.

1 Yes, sort by workers' compensation code value.

Note: You can use the NAICS code on the Position File instead of the Workers' Comp Code on the employee Basic Data record by using the *Use WCC Code?* field.

Use WCC Code?

Specify whether the Workers' Comp Code in the work file is retrieved from the workers' compensation code on the Employee Basic data record or from the NAICS code in the Position file that the employee is assigned to at the time the work file is created.

Valid values are:

0 Use the NAICS code value in the employee's Position file.

1 Use the workers' compensation code value on the Employee's Basic Data record.

Note: Use code type NAI to define the code values for some or all positions. Use code type WCC to define workers' compensation code values for some or all employees.

Excluding Incomes from the Work File

You use the province fields in the lower portion of the screen to enter income reporting groups that identify the incomes that are to be excluded from the earnings totals in the workers' compensation work file for each province.

Follow the steps in the "Setting up Income Reporting Groups" section to define income reporting groups.

Leave the fields next to the provinces blank to include all incomes in the earnings totals in the work file.

6 Press Enter. The system produces the following message at the bottom of the screen and returns you to the Infinium PY main menu:

Building submission request...

The system uses batch processing to extract information from employee records and create the workers' compensation work file. You use the *List Statement of Payroll* function described in the next section to print a report of the information in the work file.

Printing the Statement of Payroll

You use the *List Statement of Payroll* function to generate the Statement of Payroll report. The report lists employees alphabetically in the province(s) where they worked during the time period that you specified when you created your workers' compensation work file. If you elected to sort employees by their workers' compensation code value, the employees are grouped by their **WCC** code value within each province where they worked.

The system compares the total earnings in the work file to the statutory maximum assessable earnings limit for each province stored on the Infinium PY tax tables. The system prints assessable earnings and earnings in excess of the provincial maximum in separate columns on the report. The system prints the maximum assessable earnings limit for each province in the upper-right corner of the statement.

Follow these steps to print the Statement of Payroll report:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting (CAN)*.

3 Select *Workers' Comp. Processing*.

4 Select *List Statement of Payroll* [PSOP]. The system displays the screen shown in Figure 13-8.

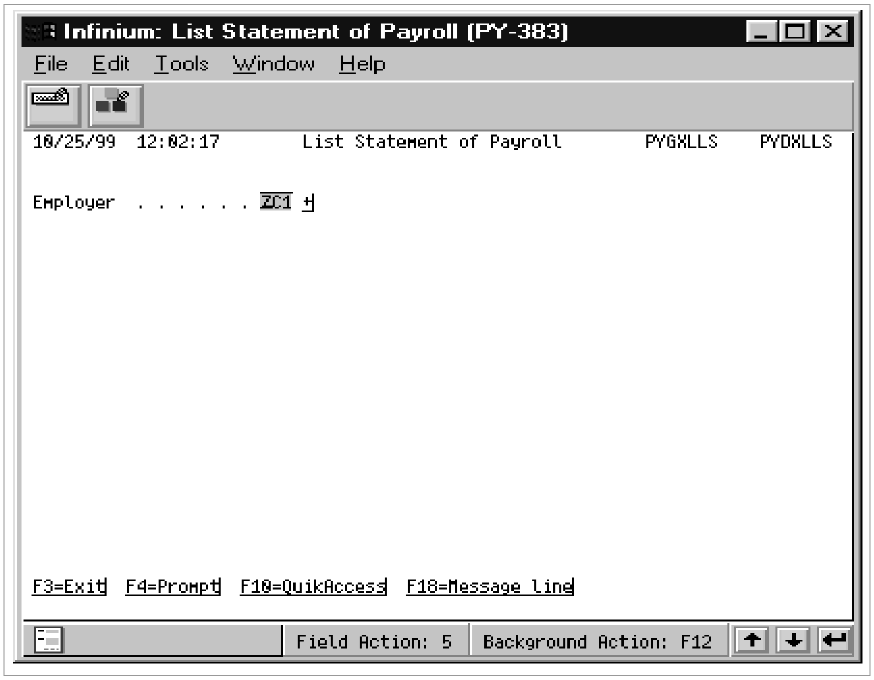


Figure 13-8: List Statement of Payroll screen

5 Type the value that represents your employer in the *Employer* field. You can leave this field blank to print a report containing information for all employers in your work file.

6 Press Enter. The system produces the following message at the bottom of the screen and returns you to the Infinium PY main menu:

Building submission request...

The system uses batch processing to generate the Statement of Payroll report. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print this report using options on these screens.

The weeks worked print instead of the hours worked for the province of Newfoundland only. The constant **WKS** prints next to the amount if the number of weeks is being printed. If hours print instead of weeks, nothing appears beside the amount.

A sample of the Statement of Payroll report is provided on the next page.

```
PYGWCSOP   PYTWCSOP                  S T A T E M E N T   O F   P A Y R O L L                                      PAGE     1
10/08/00   14:35:44
EMPLOYER ZC1     FROM:  1/07/2000             SAMPLE CANADIAN COMPANY
PROVINCE NF       TO:  30/09/2000             PROVINCE OF BRITISH COLUMBIA                                        54,200.00
                          EMPLOYEE     SOC INS    YTD TOTAL    YTD ASSESS.  YTD EXCESS   PERIOD TOTAL      PERIOD         PERIOD
NAME                       NUMBER       NUMBER     EARNINGS      EARNINGS      EARNINGS      EARNINGS    ASSESSABLE       EXCESS
                                                 & HOURS/WKS                               & HOURS/WKS      EARNINGS      EARNINGS
-----------------------------------------------------------------------------------------------------------------------------------
MISC-NF,MONICA              1255     111222352   5,150.00          2,625.00       2,525.00   5,150.00        2,625.00     2,525.00
                                                     3.00 WKS                                    3.00 WKS
PROVINCE TOTALS:               1 EMPLOYEES       5,150.00                         2,525.00                   2,625.00
                                                                   2,625.00                  5,150.00                     2,525.00
                       ACTUAL HOURS/WEEKS            3.00                                        3.00
                      AVERAGE HOURS/WEEKS            3.00                                        3.00



EMPLOYER TOTALS:               6 EMPLOYEES       14,458,593.00                14,397,723.56                60,869.44
                                                                  60,869.44               14,458,593.00              14,397,723.50
                       ACTUAL HOURS                   .00                                         .00
                      AVERAGE HOURS                   .00                                         .00
                       ACTUAL WEEKS                  3.00                                        3.00
                      AVERAGE WEEKS                  3.00                                        3.00
                                               ***** E N D   O F   R E P O R T *****
```

Verifying Information on the Statement of Payroll Report

After you print the Statement of Payroll report, you should review it carefully to ensure that the calculated results are correct. You can use the information provided below to research the following:

- the maximum assessable earnings limit for each province
- employee earnings history

Verifying Maximum Assessable Limits

The system stores the workers' compensation maximum assessable earnings limit for each province on the Infinium PY tax tables. It references this information to calculate employee assessable earnings and excess earnings on the Statement of Payroll report.

Follow these steps to view provincial tax table information.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Table Functions*.
3. Select *Display Tax Tables*.
4. Select *Display Canada Provincial Tax* [DCPT]. The system displays the screen shown in Figure 13-9.

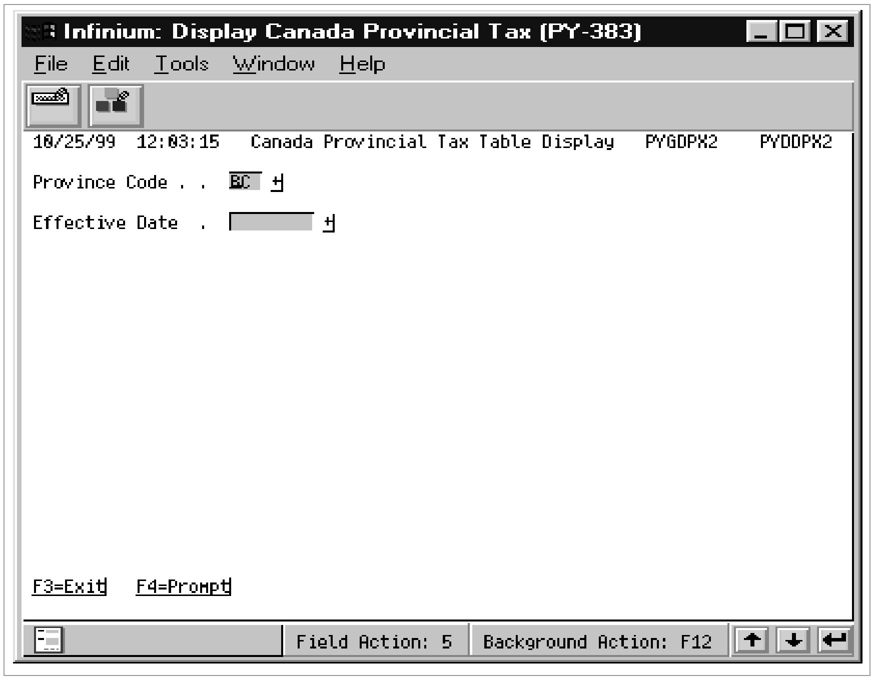


Figure 13-9: Canada Provincial Tax Table Display prompt screen

5 Use the following information to fill in the fields on this screen.

Province Code

Type the value that identifies the province whose tax table information you want to display. Press F4 to display a list of provinces and their various tax tables.

Effective Date

Leave this field blank to see the current tax table. Type an effective date to view a tax table that precedes or follows the current table.

The system stores the current and several prior versions of the tax table for each province. It uses the cheque date that you assign to each payroll cycle to select the appropriate table. Press F4 to display a list of the various tax tables for the specified province. The system identifies the effective date of each tax table for the specified province along with the date and name of the user who entered each table. ***S2000** indicates that a Infinium release updated the tax table.

6 Press Enter. The system displays the screen shown in Figure 13-10.

```
11/08/00  10:53:45   Canada Provincial Tax Table Display   PYGDPX2    PYDDPX2
Province BC    PROVINCE OF BRITISH COLUMBIA       Effective Date    1/01/2001
*S2000                                            Entry Date       10/31/2000

 P R O V I N C I A L   T A X A T I O N
Labour Tax Credit Rate         .1500
Labour Tax Credit Maximum      2000.00

ANNUAL TAXABLE INCOME (A)       Rate    Constant
EXCEEDING     NOT EXCEEDING       V        KP
      .00       30335.00      .084000       .00
 30335.00       60670.00      .119000   1061.00
 60670.00       70000.00      .167000   3973.00
 70000.00       85000.00      .187000   5373.00
 85000.00       and over      .197000   6223.00

Non-Refundable Tax Credit       8000.00  Tax Credit Rate  .084000

 W O R K E R S '   C O M P E N S A T I O N
Maximum Assessable Earnings  58500.00


F3=Exit
```

Figure 13-10: Canada Provincial Tax Table Display screen

7 Use the following information to interpret the information on this screen.

Maximum Assessable Earnings

The system generally displays the workers' compensation maximum assessable earnings value for the specified province at the bottom of the first tax table screen. If you do not see the information on the first screen, press Enter to view the next tax table screen. The actual amounts displayed on this screen change according to each Province's annual tax updates.

8 Press F3 to exit from this screen. The system displays the Canada Provincial Tax Table Display prompt screen.

9 You can select a different tax table or press F3 to return to the Infinium PY main menu.

Verifying Employee Data

The system extracts data from the employee files listed in the following table to create the workers' compensation work file. It uses information in the work file to generate the Statement of Payroll report. You can use the *Display Check History* function to review detailed information in the employee check ledger, income ledger and deduction ledger files for each pay period.

Sources of Data on the Statement of Payroll Report

Report Column	Source File	Comments
Name, Employee Number, Soc Ins Number	Employee Basic Data (PRPMS)	
YTD Total Earnings & Hours/WKS, YTD Assess. Earnings, YTD Excess Earnings	Employee Income Ledger (PYPIL) Employee Check Ledger (PYPCL)	By province and employee, the Total column lists non-excluded earnings and associated hours processed in pay cycles whose cheque date is between January 1 and the specified To date. For Newfoundland, weeks are printed instead of hours. The system compares year-to-date dollar balances for non-excluded incomes to the workers' compensation assessable earnings limits in the Infinium PY provincial tax tables. For non-construction workers, earnings up to the annual maximum are included in the Assessable Earnings column; earnings that exceed the annual maximum are included in the Excess Earnings column.
Period-to-Date Total Earnings & Hours/WKS, Period-to-Date Assess. Earnings, Period-to-Date Excess Earnings	Employee Income Ledger (PYPIL) Employee Check Ledger (PYPCL)	By province and employee, the system lists earnings and hours for non-excluded incomes processed in pay cycles whose cheque date is between the specified from and to dates. For Newfoundland, weeks are printed instead of hours. For non-construction workers, period earnings up to the annual maximum are included in the Assessable Earnings column; earnings that exceed the annual maximum are included in the Excess Earnings column.

Use the information in the “Correcting Workers’ Compensation Data” section to correct discrepancies in the Statement of Payroll report.

Correcting Workers’ Compensation Data

If after you review the Statement of Payroll you identify employees whose information must be corrected, you can use one of the following methods to make the corrections:

- Adjust workers’ compensation data through standard cycle processing

  If the adjustment can be made through a regular payroll cycle, an on-demand cycle or a prior year adjustment cycle, it is advantageous to process it through standard *Cycle Operations* functions. For example, you can use standard cycle operations functions to void a check or enter fringe benefit incomes. The benefit of running the adjustment through *Cycle Operations* is that the system will reflect the adjustment in the employee’s pay history.

  You must then re-run the *Create Workers’ Comp. Workfile* option to update the work file with changed information for the affected employer and re-run the *List Statement of Payroll* option to obtain a report that includes the updated information.

- Manually adjust workers’ compensation data

  If you cannot make the necessary adjustments through cycle processing or if you can access the field you need to update only by directly changing the work file, you must use the *Correct Workers’ Comp. Data* option. The adjustments that you enter through this option do not update the employee’s pay history.

  Refer to the following section for information on making manual changes to the data in the workers’ compensation work file.

Manually Correcting Workers’ Compensation Data

Follow the steps below to update information in the workers’ compensation work file.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (CAN)*.
3. Select *Workers’ Comp. Processing*.

4 Select *Correct Workers’ Comp. Data* [CWCD]. The system displays the Correct Workers' Compensation Data prompt screen.

Correct Workers’ Compensation Data Prompt Screen

5 Use the following information to fill in the fields on this screen.

Employer

Type the value that identifies the employer of the employee whose information you want to change.

Employee or Last Name

In the *Employee* field, type the number of the employee whose data you are updating or press F4 to display the list of employee numbers and select the appropriate number.

You can also use the *Last Name* field to locate the appropriate employee. Use one of the following options:

- Type the last name of the employee whose data you are updating and press F4 to display a list of all employees with that last name. Select the appropriate employee.
- Press F4 without entering a last name to display the full list of employee names. Select the appropriate employee.
- Type the beginning letters of the employee’s last name and press F4. The system displays a list of employee names that begin with those letters. Select the appropriate employee.

  Type the letters at the beginning of the field and not randomly within the field.

Province

Type the code value that represents the province of the employee for whom you are updating earnings and hours data.

6 Press Enter. The system displays the Correct Workers' Compensation screen.

Correct Workers’ Compensation Data Screen

7 Use the following information to update the fields on this screen.

Total income

Type the employee's total non-excluded income for the selected time period and province. Non-excluded incomes are assessable types of incomes that you did not exclude from the workers' compensation work file.

Assessable earnings

Type the employee's assessable earnings up to the provincial limit for the selected time period and province.

Excess earnings

Type the employee's total excess earnings for the selected time period and province.

Hours

Type the hours associated with the employee's non-excluded earnings for the selected time period and province.

YTD Total earnings

Type the employee's total non-excluded earnings in pay periods with cheque dates from January 1 to the specified To date for the specified province.

YTD Assessable earnings

Type the employee's assessable earnings up to the provincial limit for pay periods with cheque dates from January 1 to the specified To date.

YTD Excess earnings

Type the total of the employee's earnings that exceed the provincial maximum assessable earnings limit for pay periods with cheque dates from January 1 to the specified To date.

YTD Hours

Type the hours associated with the employee's non-excluded earnings for pay periods with cheque dates from January 1 to the specified To date.

8 Press Enter. The system saves your changes and displays the Correct Workers' Compensation Data prompt screen.

9 You can update additional information or press F3 to return to the Infinium PY main menu.

Reprinting the Statement of Payroll

You must reprint the Statement of Payroll if you made corrections to the workers’ compensation work file through the *Correct Workers’ Comp Data* option or if you re-extracted information after making changes to it using standard *Cycle Operations* functions.

Follow the steps in the “Printing the Statement of Payroll” section to reprint the Statement of Payroll report.

Clearing the Workers’ Compensation Work File

Use the *Clear Workers’ Comp. Workfile* option to remove information for one or all employers from the workers’ compensation work file.

If you have made manual corrections to the data in your work file using the *Correct Workers’ Comp. Data* function and you want to use the modified information in the future for reporting and analysis, ensure that you save the work file to tape before you clear the work file. You cannot recreate this data without making the same manual modifications as you made originally to this work file.

If you made no manual updates to the work file information, you can create it again in the future using the *Create Workers’ Comp. Workfile* function as long as you have not removed detailed payroll history information for the selected time period from your Infinium HR/PY database.

Follow these steps to clear the worker’s compensation work file:

1. Complete the Infinium PY main menu select *Tax Operations.*
2. Select *Tax Liability Reporting (CAN)*.
3. Select *Workers’ Comp. Processing*.
4. Select *Clear Workers’ Comp. Workfile* [CWCW2]. The system displays the screen shown in Figure 13-11.

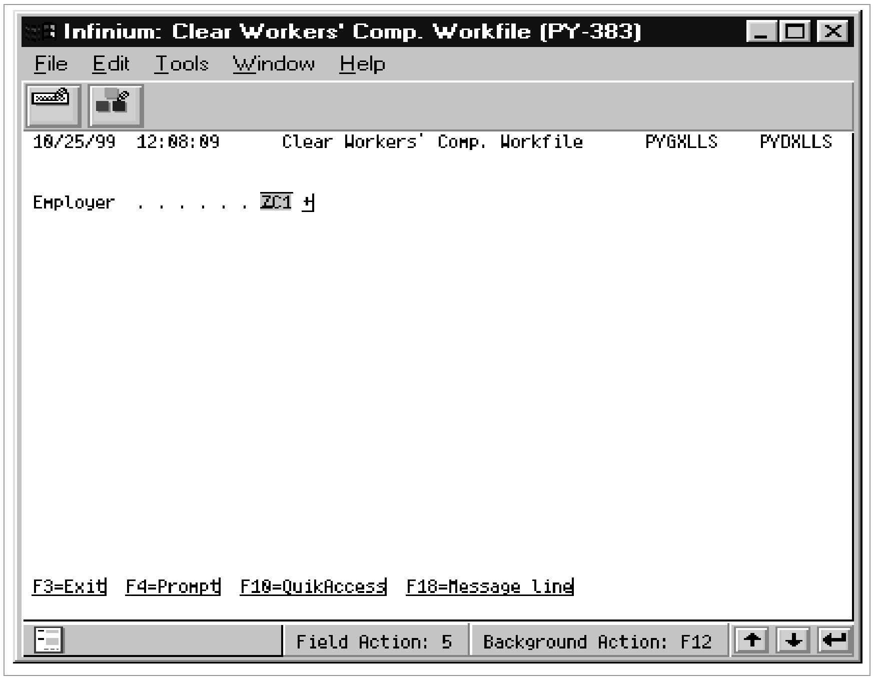


Figure 13-11: Clear Workers' Comp. Workfile screen

5 Use the following information to fill in the field on this screen.

Employer

To remove information for one employer from the work file, type the value that represents that employer. The system does not remove information for other employers if it is already in the work file.

To remove information for all employers from the work file, leave this field blank.

6 Press Enter. The system produces the following message at the bottom of the screen and returns you to the Infinium PY main menu:

Building submission request...

The system uses batch processing to remove information from the work file for the selected employer(s).

Notes

Appendix A Processing Wage Loss Replacement Plans

A

This appendix illustrates how to set up key control files and employee records if your employer has one or more Wage Loss Replacement Plans (WLRP). WLRP plans reduce your organization's employer premium factor for employment insurance tax. The federal government assigns a separate account number to each Wage Loss Replacement Plan it approves.

Refer to the *Infinium Payroll Guide to Controls* for complete information on how to set up the controls described in this appendix. Refer to the *Infinium Payroll Guide to Processing* for complete information on how to enter employee information into the system and process pay cycles.

The chapter consists of the following topics:

Overview of WLRPs

The standard employer contribution for employment insurance (EI) is the employee's EI contribution multiplied by a factor of 1.4. However, many Canadian employers maintain self-funded private employment insurance programs called Wage Loss Replacement Plans (WLRPs).

Employers who offer a WLRP have a reduced EI premium factor (for example 1.24) for those employees covered by the WLRP. The standard premium of 1.4 applies to those employees not covered by the plan.

Furthermore, an employer can have different reduced premium factors for different types of employees within the organization. For example, the employer can have a premium factor of 1.2 for Union A employees and a premium factor of 1.3 for Union B employees.

An employer with one or more Wage Loss Replacement Plans normally has a separate EI account number for each group of employees for which it has a different employment insurance premium factor. If you have a WLRP, use the following information to review your controls and employee payroll data records to ensure that they are set up correctly to accommodate your needs.

This chapter uses the following four scenarios:

Example 1

Employer has a WLRP. Full time employees are covered and part-time employees are not.

Example 2

Employer has a WLRP. Full time employees are covered; part-time employees are not. The employer pays a reduced premium factor of 1.2 for full time Union A workers and 1.3 for full time Union B workers.

Example 3

Employer has a WLRP. All employees are covered.

Example 4

Employer does not have a WLRP.

Setting Up WLRP Data

You must complete the following steps to set up wage loss replacement plans on your system:

- Enter account information on your employer control
- Update the *CUIC deduction control
- Assign employees to a WLRP
- Verify Employment Insurance data on Infinium PY tax tables

Entering Account Information on the Employer Control

Follow these steps to enter Employment Insurance account information on your employer control:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Employer Controls* [UCO].

4 Type the value that identifies your employer and press Enter. The system displays the Update Employer Controls screen similar to Figure A-1.

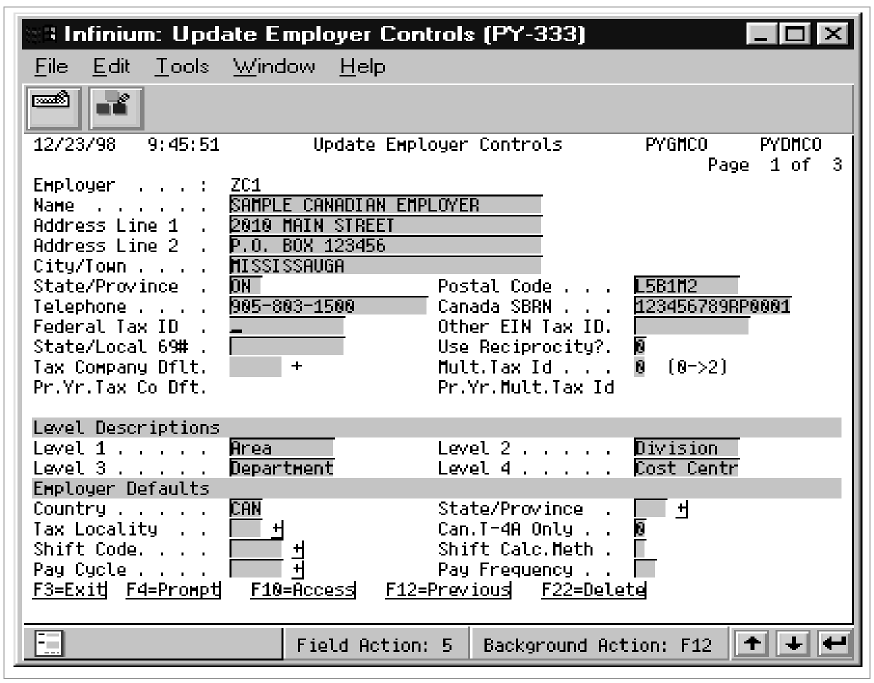


Figure A-1: Update Employer Controls screen 1

Use the information below to fill in the *Canada SBRN* field for each of the four examples.

Example 1

Type the EI account number for your covered employees in the *Canada SBRN* field.

Example 2

Type the EI account number for one of your reduced EI premium factor employee groups in the *Canada SBRN* field. You should assume that the above screen shows the account number for Union A workers.

Examples 3 & 4

Type the EI account number in the *Canada SBRN* field.

Entering WLRP Information on the *CUIC Deduction Control

You use the *CUIC deduction control to enter reduced employer premium factors and account numbers for employment insurance. You enter your primary reduced employer premium factor on screen 2; you enter additional reduced employer premium factors and account numbers on screen 4.

This section provides information on how to enter Wage Loss Replacement Plan data on an existing *CUIC deduction control. Refer to the *Infinium Payroll Guide to Controls* for complete information on how to set up deduction controls.

Follow the steps below to review or update WLRP information on your *CUIC deduction control:

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files.*
3. Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.
4. Type the value that identifies your employer in the *Employer* field and type ***CUIC** in the *Deduction* field. Press Enter twice to display the Update Deduction Controls screen as shown in Figure A-2.

```
 6/26/12  19:25:33        Update Deduction Controls        PYGMDC     PYDMDC
                                                                Page  2 of  4
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER
Deduction . . . :  *CUIC    EMPLOYMENT INSUR.
Method  . . . . :  4  Tax Calculation

   Special Reports                       Level Restrictions
Cycle Report  . .  DC002 +              Area        . . .  _____ +
Monthly Report  .  DM002 +              Division    . . .  _____ +
Quarterly Report.  _____ +              Department  . . .  _____ +
Annual Report . .  DA002 +              Cost Centr  . . .  _____ +
On Demand Report.  _____ +
                                        Exclude From GL Accrual A (A,X,C,N)
                   Employer Data

Gen. ER Portion .  1 (0=No 1=Yes)
Premium Factor  .      1.5000
Employer Tax ID .  123456789RP1010

Debit Account . .  _____________________________________________ +
Credit Account  .  _____________________________________________ +

F3=Exit  F4=Prompt  F10=Access  F12=Previous
```

Figure A-2: Update Deduction Controls screen 2

Entering Data for Your Primary Reduced Factor Account

5 Use the information below to fill in information for your primary reduced factor Employment Insurance account. Refer the appropriate fields on this screen for each of the four examples.

Example 1

Premium Factor

Type the employer’s reduced employment insurance premium factor for full time employees covered by the WLRP.

Employer Tax ID

Type the account number you use to report tax information for part-time employees not covered by the Wage Loss Replacement Plan.

Example 2

Premium Factor

Type the reduced premium factor for the EI account number that you entered in the Employer Control record. In this example, you enter the employer’s factor for Union A employees.

You enter the reduced EI premium factor for Union B employees on screen 4 of the *CUIC deduction control.

Employer Tax ID

Type the EI account number for your non-covered part-time employees in the *Employer Tax ID* field. The system retrieves the standard premium factor (1.4) from the Tax Table Controls for the non-covered employees.

You enter the account number for Union B employees on screen 4 of the *CUIC deduction control.

Example 3

Premium Factor

Type the employer's reduced employment insurance premium factor that applies to all employees.

Employer Tax ID

Leave this field blank. The system uses the employer tax identification number on the employer control as the EI account number for all employees.

Example 4

Premium Factor and Employer Tax ID

Leave these fields blank. The system retrieves the standard 1.4 premium factor from the Tax Table Controls and uses the employer tax identification number on the employer control as the EI account number for all employees.

6 Press Enter two times to display the Update Deduction Controls screen 4 (Update *CUIC Account Codes screen) shown in Figure A-3.

```
 6/26/12  19:26:01        Update *CUIC Account Codes       PYGMCUI    PYDMCUI
                                                                 Page  4 of  4
Employer  . . . :  ZCX    SAMPLE CANADIAN EMPLOYER

2=Change   4=Delete
          Acct                                      *CUIC
     Opt  Code    Description         Rate      Account Number
      _    2   WLRP 2                1.3070   123456789RP0002
      _    3   WLRP 3                1.2810   123456789RP0003
      _    4   WLRP 4                1.2780   123456789RP0004
      _    5   WLRP 5                1.2670   123456789RP0005
      _    _   ADD TYPE               .0000
      _    _   ADD TYPE               .0000
      _    _   ADD TYPE               .0000
      _    _   ADD TYPE               .0000










F3=Exit
```

Figure A-3: Update *CUIC Account Codes screen

Entering Additional Account Numbers and Reduced Factors

7 You can enter up to eight additional reduced employment insurance premium factors and associated account numbers on this screen. You assign each reduced premium factor and associated account number to an account code on this screen. You assign the account code to employees to whom the reduced premium factor applies.

Example 2

To set up the WLRP for Union B employees, type **2** in the first *Acct Code* field on this screen. Type one or more words in the adjacent *Description* field to identify the group of employees to whom account code 2 applies. Type the reduced premium factor of 1.2 in the adjacent *Rate* field and the EI account number in the adjacent **CUIC Account Number* field.

8 Press Enter to update this record.

Updating Account Code Information

To update information for an established account code, type **2** in the *Opt* field next to the code and then change the data on the screen. Press Enter to update the *CUIC deduction control with your changes.

To delete an established account code, type **4** in the *Opt* field next to the code you want to delete and then press Enter to remove the code from your *CUIC deduction control. Ensure that you update the Payroll Data records of employees who were assigned to the deleted account code before you process the next pay cycle for the affected employees.

Assigning Employees to a Wage Loss Replacement Plan

Follow the steps below to assign an employee to a wage loss replacement plan:

1 From the Infinium PY main menu select *Employee Data*.

2 Select *Update Employee Data*.

3 Select *Update Payroll Data (Canada)* [UPYC]. The system displays the Update Payroll Data (Canada) prompt screen.

4 Type in the values that represent the employee and employer and press Enter. The system displays the Update Employee Payroll Data screen 1. Complete the fields on this screen as needed.

5 Press Enter. The system displays the second Update Employee Payroll data (CAN) screen shown in Figure A-4.

```
  4/09/02  11:51:10   Update Employee Payroll Data (CAN)    PYGMMS     PYDMMS
                                                                Page  2 of  2
Employer  . . . :  ZCX       SAMPLE CANADIAN EMPLOYER-DIANE
Employee. . . . :      80206 ALPHONSE AVERAGE
Province  . . . .  ON  +                WLRP Exclusion  .  3  (0->9)
T4A employee? . .  _                    LSVC-Federal  . .     5000.00
Employment Code .  __                   LSVC-Provincial .  ________.00
Last ROE P/E Date  ________             LSVC-Prov. Other.  ________.00
Non-Resident? . .  0  (0=No 1=Yes)      Tipped Employee .  0  (0=No 3=Yes)
Commissioned? . .  1  (0=No 1=Yes)      Const. Worker . .  1  (0=No 1=Yes)
FEDERAL                                 QUEBEC
No Tax Status?  .  0  (0=No 1=Yes)      No Tax Status?  .  0  (0=No 1=Yes)
Net Claim = 0?  .  0  (0=No 1=Yes)      QC-Net Claim = 0?  0  (0=No 1=Yes)
Net Claim Amount.  12345.00             Net Claim Amount.  ________
Additional Tax  .  1234567.00           Additional Tax  .  1234567.00
HD Annual Ded.  .  _______.00           HD Annual Ded.  .  _______.00
Tax Off. Ded. . .  _______.00           Tax Off. Ded. . .  _______.00
Tax Off. Credit .  _______.00           Tax Off. Credit .  _______.00
TD1 "Y" Factor  .  _______.00           Power Saw?  . . .  0  (0=No 1=Yes)
Annual Income . .  987654321.00
Expenses  . . . .  1234567.00

F3=Exit   F4=Prompt   F10=Access   F12=Previous   F16=Update/End   F22=Delete
```

Figure A-4: Update Employee Payroll Data (CAN) screen 2

6 Use the following information to review or update employee WLRP data on this screen.

WLRP Exclusion

Use this field to identify whether an employee is included in a Wage Loss Replacement Plan and to identify which plan is applicable to the employee. Accept the default value of **0** if your employer does not have a Wage Loss Replacement Plan.

Valid values are:

0	The employee is included in the Wage Loss Replacement Plan whose reduced employer premium factor is entered on screen 2 of the *CUIC deduction control.
1	The employee is excluded from the Wage Loss Replacement Plan. The system uses the standard employer premium factor on the Infinium PY tax table.
2-9	The employee is included in one of the Wage Loss Replacement Plans defined on screen 4 of the *CUIC deduction control.

The following information describes how to select the appropriate value for the *WLRP Exclusion* field for each of the four examples.

Example 1

Type **0** in the *WLRP Exclusion* field of full-time employees to include them in the plan. The system calculates their employer EI contribution using the reduced rate entered on screen 2 of the *CUIC deduction control. The system assigns the employees to the account number entered in the *Canada SBRN* field on the employer control.

Type **1** in the *WLRP Exclusion* field of part-time employees to exclude them from the plan. The system calculates their employer EI contribution using the standard rate on the Infinium PY tax table and assigns these employees to the account number entered on screen 2 of the *CUIC deduction control.

Example 2

Type **0** in the *WLRP Exclusion* field of Union A employees to include them in the plan and assign them to the EI account number entered on the Employer Control record.

Type **1** in the *WLRP Exclusion* field of part-time employees to exclude them from the plan.

Type **2** in the *WLRP Exclusion* field of Union B employees to include them in the plan and assign them to the EI account number and reduced premium factor you entered on screen 4 of the *CUIC Deduction Control record as shown in Figure A-3.

Example 3

Accept the default value of **0** in the *WLRP Exclusion* field of all employees to include all of them in the plan.

Example 4

Since the employer does not have a WLRP, accept the default value of **0** in the *WLRP Exclusion* field of all employees.

7 Press Enter twice to save your changes.

8 Repeat steps 4 through 6 to update WLRP information for another employee or press F3 to return to the Infinium PY main menu.

Reviewing Employment Insurance Tax Table Information

To verify information in the Infinium PY tax table pertaining to Canadian employment insurance, complete the following steps:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Table Functions*.
3. Select *Display Tax Tables*.
4. Select *Display Canada Federal Tax* [DCFTT].
5. To view the current tax table, leave the *Effective Date* field on the prompt screen blank and press Enter twice to view the second Canada Federal Tax Table Display screen, similar to the screen in Figure A-5.

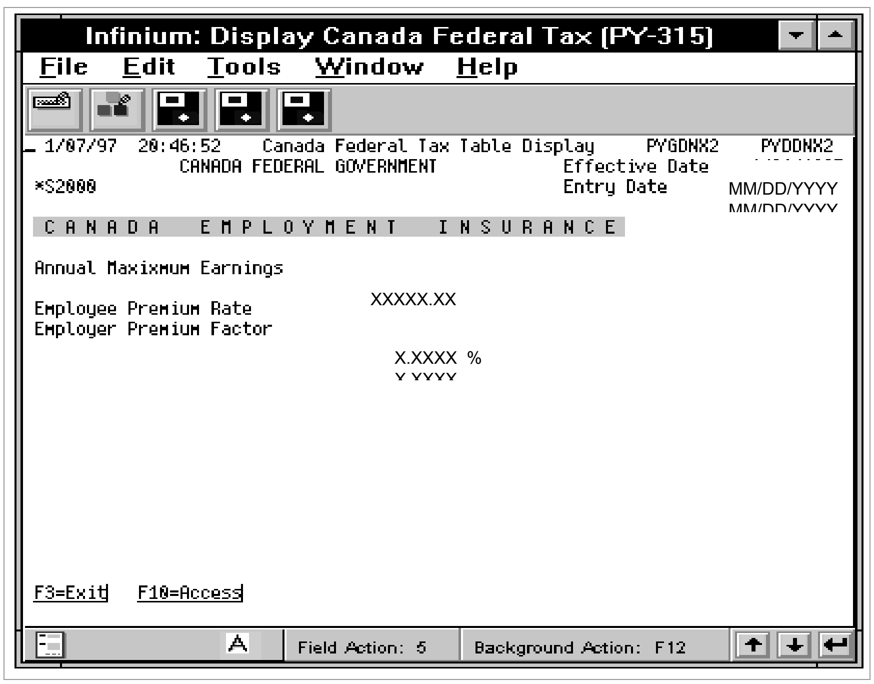


Figure A-5: Canada Federal Tax Table Display screen

6. Use the following information to understand how the system utilizes the data on this screen.

Employee Premium Rate

The system uses this field to calculate the employee contribution to employment insurance for all employees, regardless of whether they are covered by or excluded from a Wage Loss Replacement Plan.

Employer Premium Rate

In organizations with a Wage Loss Replacement Plan, the system uses this field to calculate the employer contribution to employment insurance for excluded employees when you type **1** in the *WLRP Exclusion* field for those employees.

In organizations without a Wage Loss Replacement Plan, the system uses the employer premium factor on this screen to calculate the employer contribution to employment insurance for all employees regardless of the value in their *WLRP Exclusion* field.

Notes