KIS Payroll for Windows Help Index

The Index list Help topics available for Payroll for Windows. Use the scroll bar to see entires not currently visible in the Help window.

To lean how to use Help, press F1 or choose Using Help from the Help menu.

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Keyboard

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Payroll for Windows Keys

Use the scroll bar to see more keys.

Tab / Back Tab

Move from one field to the next in a dialog box.

Enter

Execute the selected item in a menu or dialog box. If in a dialog box this is often equivalent to clicking on OK.

Escape

In dialog boxes this is equivalent to clicking on Cancel.

F1

Brings up context sensitive help. If you are in a dialog box pressing F1 will bring up Windows Help with text describing the dialog box.

Payroll for Windows Basic Skills

Use the scroll bar to see more.

Entering Dates

Dates are always entered as ddMMMyy where dd is the day of the month, MMM is the abbreviation of the month and yy is the year (minus 1900).   I.e. 30JAN85 is Jan 30, 1985. Than MMM can be entered in any combination of upper and lower case, but will be converted to upper case when you press OK.   Dates are typically printed as dd-MMM-yy for readability.

Errors

Serious errors that can not be allowed result in an error box describing the error, you then have to press OK and correct the error.   Less serious errors give you the choice of correcting the error by pressing Redo or ignoring the error by pressing Ignore, if you ignore an error, make sure you know what you are doing and check your results carefully.

Entering Numbers

Numbers are entered as decimal quantities such as 12.34 or 1234.   If you put too many decimal places, then the quantity will be rounded on entry.   Negative numbers are generally not allowed, but if absolutely necessary can be entered as -12.34 and then press Ignore on the error message box.   Generally if you press Ignore in response to any error box then you should double check your results very carefully.

Payroll for Windows Commands

Use the scroll bar to see more commands.

This is the Main Menu in Payroll for Windows. It is the "home base" from which you can select the various payroll functions. Selecting an item from the "menu bar" brings up its sub-menu with a list of related functions.

To get help with a command choose the appropriate menu.

- File Menu Commands
  - Open
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- Company Menu Commands
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  - ROE
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  - Pay History

Company
Fonts

File Menu Commands

Use the scroll bar to see more commands.

Open

Open an existing company.   You must open a company before you can process its payroll.

See The File Open Dialog Box

Backup

Backup payroll data files.   This makes a copy of all of the payroll data files for the open company.   The backup copy is insurance in case something happens to the company's data files on the hard disk.

See The File Backup Dialog Box

Recover

Recover payroll data files from a previous backup.   You would select this option if the company's data files on the hard disk had a problem and you need to "turn back the clock".

See The File Recover Dialog Box

New

Create a new company.   This is the first step in setting up your company's payroll data files in Payroll for Windows.

Payroll for Windows starts the new company either with blank settings or those copied from another company.

See The File New Dialog Box

Delete

Delete a company.   This will erase all of the payroll data files for the open company.   You should delete a company only if you do not plan to do any further processing for that company.

See The File - Delete Dialog Box

Exit

Exit from Payroll for Windows.

Company Menu Commands

Use the scroll bar to see more commands.

Identification

Enter the company name, address, etc.

See The Company Identification Dialog Box

General Ledger

Enter the General Ledger accounts that are used by more than one earning or deduction. Additional General Ledger accounts for specific earnings and deductions are entered in Company - Earnings thru Company - Deductions and Employee - Earnings thru Employee - Deductions.

See The Company General Ledger Dialog Box

Control Details

Enter special information to customize Payroll for Windows for the company.

See The Company Control Details Dialog Box

Earnings and Deductions

Select and change the earnings and deductions that should be made available for this company's employees. The earnings and deductions for individual employees are set up in Employee - Earnings thru Employee - Deductions.

For more detail see:
The Earnings and Deductions Summary

Employee Menu Commands

Use the scroll bar to see more commands.

Open

Select an existing employee to be changed.

New

Set up a new employee.   This employee's information can be entered from scratch or may be based on another existing employee.

See The Employee Hire Dialog Box

Terminate

Terminate the open employee.   This marks the employee so that he/she can receive his/her final cheque and then print the ROE (Record of Employment).

See The Employee Terminate Dialog Box

Rehire

Rehire the open employee (only if previously terminated).   This activates the employee so that his/her cheques can be calculated and printed.

See The Employee Rehire Dialog Box

Transfer

Transfer the open employee to either a new employee-#, another RCT-# category or new province.

See The Employee Transfer Dialog Box

Delete

Erases all information for the open employee.   A warning is displayed if there is any money owed by or owed to the employee or if there are any outstanding amounts in the T4 boxes.

See The Employee Delete Dialog Box

Personal Info

Enter the personal information for the open employee.

See The Employee Personal Info Dialog Box

Control Details

Select the control details (status, pay frequency, RCT-# category and province) for the open employee.

See The Employee Control Details Dialog Box

Departments

Select or enter department costing options for the open employee.

See The Employee Departments Dialog Box

UIC History

Enter the UIC history (insured weeks and insurable earnings) for the open employee.

See The Employee UIC History Dialog Box

To-Date Amounts

Enter the opening balances for the items that are used to calculate pay (Vacation-$, Loan from Company, and CPP Deducted) and for running totals on the employee's cheque voucher (Gross Pay and Deductions).

See The Employee To-Date Amounts Dialog Box

Earnings and Deductions

Select and change the earnings and deductions for the open employee. If the earning or deduction item has been activated in Company - Earnings thru Company - Deductions, the calculation method can be selected and the appropriate amounts entered here.

For more detail see:

The Earnings and Deductions Summary

Cheque Menu Commands

Use the scroll bar to see more commands.

Advance

This option will calculate and print the mid-period advance cheques for all the employees in the chosen pay frequency (Bi-Weekly, Monthly, etc.) for which you have entered a Mid-Period Advance Amount in Employee - Control Details.

Related Topics:
Entering Pay Frequency
Entering Pay Period Dates
Entering Cheque Date and Number
Cheque Advance Dialog Box

Regular

This option is used to enter the details for earnings & deductions and to calculate & print the end of period cheques for all the employees in the chosen pay frequency (Weekly, Semi-Monthly, Monthly, etc.). The earnings and deductions for each employee are based on the calculation methods you set up in Employee - Earnings through Employee - Deductions and the earnings & deductions details which you enter in this function.

Related Topics:
Entering Pay Frequency
Entering Pay Period Dates
Entering Cheque Date and Number
Cheque Regular Dialog Box

Termination

This option is the same as Regular... except that any employee whose Status is "Final Cheque" in Employee - Control Details will be selected for a termination cheque, regardless of his/her pay frequency.

Related Topics:
Entering Cheque Date and Number
Cheque Regular Dialog Box

Close Period

This option will print the payroll accounting reports for all employees in the chosen pay frequency and automatically prepare for the next pay period.

Related Topics:
Entering Pay Frequency
Close Period Dialog Box

Report Menu Commands

Use the scroll bar to see more commands.

Employee

Print information about selected employees. The report can include all information or just Personal Information, Earnings & Deductions, UIC History, or T4 Information.

ROE

Enter and print the Record of Employment (ROE) forms for employees who have been terminated and received their final cheques or for employees who will be beginning a work sharing program.

T4

Enter opening balances or adjustments and special identifying information for employees and print T4 slips and the T4 summary work sheet.

Pay History

Print the Pay Journal information for selected employees and selected pay periods or date ranges.

Company

Print the identifying and custom information for the company and the table of earnings and deductions.

Fonts

Select the typeface and size for your printer to be used for reports and the pre-printed forms such as cheques, T4 slips and Record of Employment forms.

Payroll for Windows Procedures

Use the scroll bar to see more procedures.

Creating a New Company

Once you have installed Payroll for Windows, the next step is to enter the information for your company and employees.

1) Select the options for your printer (Chapter 6)
Click Report, then Printer Setup in the menu.
Make your selections and click OK.
Click Report, then Fonts in the menu.
Make your selections and click OK.

2) Create your company (Chapter 2)
Click File, then New in the menu.
Type in your company name in the box provided.
Choose the creation method.
Click OK.

3) Begin entering your company's data (Chapter 3)
Click Company, then Company Information in the menu.

4) Enter your company's data (Chapter 3)
Type the information for your company in the boxes provided.
Press the Tab key or use the mouse to move between boxes.
Click the Next pushbutton for more boxes or OK when done.

5) Create a new employee (Chapter 4)
Click Employee, then New in the menu.
Choose the creation method.
Click OK.

6) Begin entering the employee's information (Chapter 4)
Click Employee, then Personal Information in the menu.

7) Enter the employee's data (Chapter 4)
Type the information for the employee in the boxes provided.
Press the Tab key or use the mouse to move between boxes.
Click the Next pushbutton for more boxes or OK when done.
NOTE: Refer to the Quick Start section below regarding the UIC History and T4 Information.

8) Repeat from step 6) for each employee.

Quick Start

For your convenience, Payroll for Windows has been designed so you can start calculating and printing cheques right away. (Please refer to the Cheque & Voucher Information Packet included with your Payroll for Windows package to order your pay cheques.)

The UIC History (insured weeks and insurable earnings) for the employee does not need to be entered until (or unless) he/she is terminated and a Record of Employment (ROE) is required. Since the UIC History is maintained automatically, after a year of using Payroll for Windows, all the figures will have been stored for him/her.

The opening balances for T4 slips are only required if you install Payroll for Windows part way thru the year.   You can even wait to enter the T4 opening balances (in Report - T4) until you're ready to print the T4's.

Processing

Each employee is put into a pay frequency group (Weekly. Bi-Weekly, Monthly, etc.).   Each pay frequency has a pay period (e.g., March 16-31 for the Semi-Monthly pay frequency). The Pay Period Cycle, below, explains the steps needed to calculate and print the cheques and reports for each pay period.

Special reports, such as T4 slips and Record of Employment (ROE) forms, can be prepared at any time (Chapter 6).

Pay Period Cycle

The normal sequence for each pay period is:
1) Make changes (if required) for your company (Chapter 6).
Click Company, then Company Information in the menu.
2) Make changes (if required) for the employees (Chapter 4).
Click Employee, then Open in the menu.
Click Employee, then Personal Information in the menu.
3) Print (if required) advance cheques (Chapter 5).
Click Cheque, then Advance in the menu.
4) Print regular cheques (Chapter 5).
Click Cheque, then Regular in the menu.
5) Close the pay period (Chapter 5).
Click Cheque, then Close Period in the menu.

You can calculate and print cheques at any time during the pay period.   However, all cheques for the current pay period must be printed before the pay period can be closed and the next pay period's cheques can be calculated and printed.   This control insures that an employee's cheque is not omitted by mistake.

Tax and Program Updates

Revenue Canada Taxation usually changes the formula and factors that are used to calculate the statutory deductions for Income Tax, Canada Pension Plan and Unemployment Insurance on January 1st of each year.   Sometimes, they make changes during the year also.

If you have purchased the Payroll for Windows Priority Support Plan, all program and tax changes will be sent to you automatically for no additional charge.   Included with the disk containing the updated programs is an instruction booklet which:
- explains how to install the update disk,
- lists the changes made to the formula and factors,
- explains procedural changes, if any, and
- describes all new features and improvements in the Payroll for Windows programs.

If you have not yet purchased the Priority Support Plan but have sent in your completed Registration and Client Information form, you will be notified when Revenue Canada, Taxation changes its legislation.   When your payment for the Priority Support Plan is received, the tax and program updates will be sent to you.

Payroll for Windows Glossary

Use the scroll bar to see more items.

Abreviations used in Payroll for Windows:

10	10 periods per year pay frequency
13	13 periods per year pay frequency
22	22 periods per year pay frequency
A	Active employee
AB	Alberta
BC	British Columbia
BW	Bi-weekly pay frequency
CPP	Canada Pension Plan
DPSP	Deferred Pension or Savings Plan
F	Employee marked for final cheque
L	Employee that is on leave
MB	Manitoba
MN	Monthly pay frequency
NB	New Brunswick
NF	Newfoundland
NS	Nova Scotia
NT	North West Territories
ON	Ontario
PE	Prince Edward Island
RCT#	Revenue Canada Taxation Number
RRP	Registered Retirement Plan
SK	Saskatchewan
SM	Semi-monthly pay frequency
T	Terminated employee
UIC	Unemployment Insurance
WK	Weekly pay frequency
YT	Yukon Territory

Select Pay Frequency Dialog Box

When you process cheques, you process all the employees of a certain pay frequency together as a group.   In this box select which pay frequency's employees you want to print cheques for.   Only pay frequencies that currently hold employees are not greyed.   To set an employee's pay frequency, use employee-open to open the employee then employee-control details to set the pay frequency.

Pay Period Dates

This window is displayed if either Pay Frequency - Dates... was selected or if it is the first time this pay frequency was selected.
Enter the starting and ending dates for the current period (01APR90 & 15APR90) for the chosen pay frequency (Semi-Monthly).

Set Cheque Date and Number

Enter the date to be printed on the face of the cheque.

Enter the number of the next cheque to be printed.   This number is automatically increased by 1 for each cheque that is printed.   You would not normally need to change this box after it has been set up for the first time.

Cheque Advance

Used to calculate and print the mid-period advance cheques.
time.

List Box Captions
Employee-#
This column lists the Employee-#'s for all employees that:
1) belong to the selected pay frequency (Bi-Weekly, Monthly, etc.),
2) have an employee status of "Active" or "Final Cheque", and
3) have a Mid-Period Advance Amount in Employee - Control Details.
Employee Name
This column lists the names of the employees.
Status
This column indicates the status of each employee's advance cheque:
blank - cheque amount not yet calculated.
"Hold" - do not want to calculate in this session.
"Calc'ed" - cheque amount has been calculated.
cheque-# - advance cheque has been printed.

Pushbuttons -
Change...
Allows the Mid-Period Advance Amount to be changed for the employee you have selected.
Put "on Hold"
If the current value of the cheque status is blank, "Calculated" or cheque-#, it is changed to "Hold". Usually, you would put an employee "on Hold" if the amount of his/her advance is not yet known.
If the cheque status is "Hold", it's changed to blank so that the cheque amount can be calculated.
Calculate
All employees with a cheque status of blank will be calculated and the cheque status changed to "Calculated". The Mid-Period Advance Amount you have previously set up in Employee - Control Details will become the cheque amount.
Proof...
The "Advance Cheque Proof List" report for all employees will be printed. This report is usually printed only to double-check that all changes were made correctly.
Cheque...
The advance cheques for all employees with a cheque status of "Calculated" will be printed and the cheque status changed to the cheque number. Employees with other statuses will not be affected.
Exit
Returns to the menu bar. The status for each employee is kept on file; you do not have to prepare all advance cheques in a single session.

Change Advance Amount

Allows the Mid-Period Advance Amount to be changed for the employee you have selected.

Enter the new amount you want for the advance cheque. The selected employee's Mid-Period Advance Amount in Employee - Control Details will also be changed for you so that the new advance amount will be on file for the next period.

NOTE: If the amount is changed to zero, the employee will no longer be included in the employee list in Cheque - Advance - Processing. To reinstate the employee, an amount must be entered for the Mid-Period Advance Amount in Employee - Control Details.

Cheque - Regular - Proof

This option is used to print the time cards for a selected employee or all calculated employees and/or the pay advice (cheque voucher) for a selected employee or all calculated employees.   These reports are optional since the pay advice and time card information is printed in the Payroll Journal and Time Card reports in the Close - Period procedure.

Reports
Click the box(es) for the report(s) to be printed.

Selection
Click your choice of employee(s) to be printed.

Cheque - Regular

Used to enter the details for earnings & deductions and to calculate & print the end of period cheques.

List Box Captions
Employee-#
This column lists the Employee-#'s in alphabetical order for all employees that:
1) belong to the selected pay frequency (Bi-Weekly, Monthly, etc.), and
2) have an employee status of "Active" or "Final Cheque".
Employee Name
This column lists the names of the employees.
Status
This column indicates the status of each employee's end of period cheque:
blank - cheque amount not yet calculated.
"Hold" - do not want to calculate in this session
"Calc'ed" - cheque amount has been calculated
"UIC" - same as "Calculated", except the selected employee was set as Part Time in Employee - Deductions - UIC. You must Override... the UIC calculations before the cheque for this employee can be printed. An employee should be set to Part Time only if he/she is not paid on an hourly basis and does not work at least the minimum UIC number of hours in each week. This way, you'll know that the UIC weeks and earnings should be calculated manually each period.
"Error" - same as "Calculated", except the Net Pay for the selected employee is less than zero. You must revise the pay details or Override... before the cheque for this employee can be printed. If the earnings & deductions have been entered correctly, you should activate Company Loan... in Company - Payments and Employee - Payments to record the amount of money to be loaned to the employee so that the total earnings are not less than the total deductions.
cheque-# - end of period cheque has been printed.

Pushbuttons
Ask/Occasional...
This option displays all of the earnings & deductions for the selected employee. Only the earnings & deductions that use the "Ask Amount" or "Occasional Amount" calculation methods are highlighted and can be changed.
Hourly...
This option displays the first of a maximum of 5 hourly time cards. There are 18 sets of boxes for each Hourly time card. Each set of boxes is used to enter the Hours and Rate for the specified Week & Type.
In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form. For each unique Rate and Type, the Hours are totaled for you; the pay Week is ignored.
Piece Work...
This option displays the first of a maximum of 5 Piece Work time cards. There are 18 sets of boxes for each piece work time card. Each set of boxes is used to enter the Pieces and Rate. In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form. For each unique Rate, the Pieces are totaled for you.
Commissions...
This option displays the first of a maximum of 5 commission time cards. There are 18 sets of boxes for each Commission time card. Each set of boxes is used to enter the Sales and % Rate.
In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form. For each unique % Rate, the Sales are totaled for you.
View Pay Advice...

If the selected employee has been calculated, this option displays the employee's pay advice (cheque voucher).   Use the scroll bars to display any portion of the pay advice that is not visible.
Override...
If the selected employee has been calculated, this option displays each earning or deduction that you have set up with an "Automatic Calculation" calculation method.   The amounts can be changed to correct (override) any earnings or deductions that were not calculated correctly for the selected employee.
Put "on Hold"
If the current value of the cheque status is blank or "Calculated", it is changed to "Hold". Usually, you would put an employee "on Hold" if you have not yet received all of the time card information for him/her.
If the cheque status is "Hold", it's changed to blank so that he pay can be calculated.
Calculate
All employees with a cheque status of blank will be calculated and the cheque status changed to "Calculated" (or "UIC" or "Error" if appropriate).   The cheque amount (Net Pay) is determined from the calculation methods set up in Employee - Earnings thru Employee - Deductions and the details of earnings & deductions input in Entry..., Hourly..., Piece Work..., and Commissions....
Proof...
This option is used to print the time cards for a selected employee or all calculated employees and/or the pay advice (cheque voucher) for a selected employee or all calculated employees.   These reports are optional since the pay advice and time card information is printed in the Payroll Journal and Time Card reports in the Close - Period procedure.
Reports
Cheques...
The end of period cheques for all employees with a cheque status of "Calculated" will be printed and the cheque status changed to the cheque number.   Employees with other statuses will not be affected.
Close Period...
This option is active here only if the end of period cheques for all employees in this pay frequency have been printed.   Please refer to Cheque - Close Period for a description of the procedures to follow.
Exit
Returns to the menu bar.   The status for each employee is kept on file; you do not have to prepare all regular cheques in a single session.

Cheque - Regular - Preview

If the selected employee has been calculated, this option displays the employee's pay advice (cheque voucher).   Use the scroll bars to display any portion of the pay advice that is not visible.

Next Employee...
Displays the pay advice for the next employee that has been calculated.

Exit
Returns to Employee - Regular - Processing.

Cheque - Regular - Override

If the selected employee has been calculated, this option displays each earning or deduction that you have set up with an "Automatic Calculation" calculation method. The amounts can be changed to correct (override) any earnings or deductions that were not calculated correctly for the selected employee.

Vacation Accrual - Earnings
Enter the Earnings amount to be multiplied by Vacation Pay % which you have set up in Employee - Earnings - Vacation Accrual. The result will be added to Vacation $ in Employee - To-Date Amounts. The original Earnings amount is the sum of the amounts in the first 6 earnings items.

Vacation Pay - Amount
Enter the Amount to appear as Vacation Pay on the employee's pay advice. The original Amount is the sum of Vacation $ in Employee - To-Date - Amounts plus vacation earnings (Type = "V" - for vacation) in Hourly time cards plus the Vacation Accrual - Earnings for the current pay period.

Union Dues - Earnings
Enter the Earnings amount to be multiplied by the earnings Percentage which you have set up in Employee - Deductions (pre-tax) - Union Dues. The original Earnings amount is the sum of the amounts in the first 6 earnings types.

Union Dues - Hours
Enter the number of Hours to be multiplied by the hourly Rate which you have set up in Employee - Deductions (pre-tax) - Union Dues. The original number of Hours is all hours in Hourly time cards except other earnings (Type = "X" - for other earnings).

CPP - Earnings
Enter the CPP pensionable Earnings amount to be used with the statutory percentage to calculate the CPP deduction. The original Earnings amount is the sum of Employee - Earnings, company portion of Employee - Company Benefits, and Employee - Taxable Benefits less Employee - Deductions (pre-tax).
NOTE: The actual CPP deduction takes into account the annual exemption and annual maximum.

UIC - Earnings
Enter the UIC insurable Earnings amount to be used with the statutory percentage to calculate the UIC deduction. The original Earnings amount is the sum of Employee - Earnings, company portion of Employee - Company Benefits, and Employee - Taxable Benefits less Employee - Deductions (pre-tax).
NOTE: The actual UIC deduction takes into account the maximum for the pay period.

UIC - Weeks
Enter the number of UIC insured Weeks. This number cannot exceed the number of weeks (& part weeks) in the pay period. The original number of Weeks is the maximum number of weeks (& part weeks) in the pay period or is calculated from the information you entered in the Week boxes in Hourly time cards.

Income Tax - Deduction
Enter the tax Deduction amount. The original Deduction amount is calculated automatically.

Advance Recovery - Amount

Enter the Amount to be deducted from the cheque.   The amount should include any amount advanced in Cheque - Advance - Processing and any portion of the Employee - Payments - Company Loan to be recovered from the employee.   The original Amount for Advance Recovery is the mid-period advance amount.

Next Employee...
Saves the entries you made for the current employee and displays the next employee that has been calculated.

Cheque - Regular - Entry

This option displays all of the earnings & deductions for the selected employee. Only the earnings & deductions that use the "Ask Amount" or "Occasional Amount" calculation methods are highlighted and can be changed.

Amount Boxes
Enter the amounts for any "Ask Amount" or "Occasional Amount" earnings and deductions that need to be changed for this employee.
Next Employee...
Saves the entries you made and displays the next employee's earnings & deductions.

Cheque - Regular - Hourly

This option displays the first of a maximum of 5 hourly time cards. There are 18 sets of boxes for each Hourly time card. Each set of boxes is used to enter the Hours and Rate for the specified Week & Type.
In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form. For each unique Rate and Type, the Hours are totaled for you; the pay Week is ignored.

Hours
Enter the number of Hours to be multiplied by the Hourly Rate to calculate the hourly earnings for the specified Week in the pay period and the pay Type. If there are no Hours for the Rate, enter 0 for Hours. This zeroing feature is provided so that the Rate, Week & Type can be carried over from the prior period to the next period, but will not affect the current period.

Rate
Enter the hourly Rate for the number of Hours. The Rate cannot be zero.

Week
Enter the pay Week within the pay period for the Hours and Rate. The Week is used to automatically calculate UIC insured weeks and UIC insurable earnings. The Week cannot be greater than the number of full weeks (plus 1 if the number of days in the period is not evenly divisible by 7), based on the employee's pay frequency. For example, for the Monthly pay frequency, there are 4 full weeks plus 1 part week, giving a maximum week number of 5.

Type
Enter the type of earnings for the Hours and Rate.
R - regular earnings
O - overtime earnings
V - vacation pay. These earnings will be subtracted from Vacation Accrual in Employee - To-Date - Amounts because you are reducing the amount of vacation pay due to the employee.
S - sick pay
H - statutory holiday pay
X - other earnings (such as shift differential). These hours are not included in determining eligible hours for UIC insured weeks or in the Automatic Calculation of Union Dues. The earnings are included for UIC insurable earnings, but are not included in the Automatic Calculation of Union Dues.

Next...
Displays the next Hourly time card for the selected employee.

Previous...
Displays the previous Hourly time card for the selected employee.

Next Employee...
Saves the entries you made for the current employee and displays the first Hourly time card for the next employee.

Cheque - Regular - Piece Work

This option displays the first of a maximum of 5 Piece Work time cards. There are 18 sets of boxes for each piece work time card. Each set of boxes is used to enter the Pieces and Rate.
In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form. For each unique Rate, the Pieces are totaled for you.

Pieces
Enter the number of Pieces to be multiplied by the Rate per piece to calculate the piece work earnings. If there are no Pieces for the Rate, enter 0 for Pieces. This zeroing feature is provided so that the Rate can be carried over from the prior period to the next period, but will not affect the current period.

Rate
Enter the Rate per piece for the number of Pieces. The Rate cannot be zero.

Next...
Displays the next Piece Work time card for the selected employee.

Previous...
Displays the previous Piece Work time card for the selected employee.

Next Employee...
Saves the entries you made for the current employee and displays the first Piece Work time card for the next employee.

Cheque - Regular - Commissions

This option displays the first of a maximum of 5 commission time cards.   There are 18 sets of boxes for each Commission time card.   Each set of boxes is used to enter the Sales and % Rate.   In the Time Cards section of the employee's pay advice (cheque voucher), these earnings are shown in summary form.   For each unique % Rate, the Sales are totaled for you.

Sales
Enter the amount of Sales to be multiplied by the % Rate to calculate the commission earnings.   If there are no Sales for the % Rate, enter 0 for Sales.   This zeroing feature is provided so that the % Rate can be carried over from the prior period to the next period, but will not affect the current period.

% Rate
Enter the % Rate (percentage) for the amount of Sales.   The % Rate cannot be zero.

Next...
Displays the next Commission time card for the selected employee.

Previous...
Displays the previous Commission time card for the selected employee.

Next Employee...
Saves the entries you made for the current employee and displays the first Commission time card for the next employee.

Cheque - Print

The cheques for all employees with a cheque status of "Calc'ed" will be printed and the cheque status changed to the cheque number.   Employees with other statuses will not be affected.

Cheque / Voucher Type
Select the style of pre-printed cheques and/or vouchers to be used for the advance cheques.

Top Margin
Enter the number of inches of blank space to leave at the top of each cheque/voucher.

Left Margin
Enter the number of inches of blank space to leave at the left side.

Sample
Prints a sample cheque/voucher so you can check that the Cheque / Voucher Type and Alignment are correct.

Print
Prints the advance cheques for all employees with a cheque status of "Calc'ed".

Exit
Returns to Cheque - Processing.

Cheque - Close Period

Used to print all of the payroll accounting reports and post the activity for the current period.

This function will print the payroll accounting reports for all employees in the pay frequency (e.g., Semi-Monthly) you choose and prepare for the next pay period. The cheques for all active employees for the current period (e.g., April 1 to April 15) in the pay frequency must have been printed before the next period (e.g., April 16 to April 30) can be opened.
The first step is to select the Pay Frequency for the period to be closed. If Close Period... was clicked in Cheque - Regular, this step is bypassed, because the pay frequency would already have been selected.
The next step is to select the reports that should be printed before the period is closed.

Reports
The Payroll Journal and General Ledger Summary are required reports in order to insure a complete audit trail. The other reports are optional, but recommended. The reports are printed before any of the files are changed by the posting procedure so that any report can be reprinted, if necessary.

Payroll Journal
The Payroll Journal report shows the current period results (numbers) for each of the 39 earnings & deductions for each employee in the pay frequency. The captions for the columns are the Short Titles that were entered in Company - Earnings through Company - Deductions. The totals for all employees in the current period are printed at the bottom of the report. This report must be printed each period as part of the audit trail.

Time Cards
The Time Cards report lists all of the detail earnings entries in the Hourly, Piece Work and Commissions earnings that were entered in Cheque - Regular - Processing. This report could be used to confirm with an employee that all of his/her time card entries were recorded correctly.

General Ledger Detail
The General Ledger Detail report lists all of the transactions that affect the General Ledger. For each General Ledger account number (and optional department code), the details include: employee number and name, cheque number (Advance and/or Regular/Termination), cheque date, earning/deduction title, and amount.

General Ledger Summary
The General Ledger Summary report prints the debit, credit and net amounts for each General Ledger account number (and optional department code). This report is used to post the payroll activity to the General Ledger.

Cheque Register
The Cheque Register lists every cheque (Advance, Regular and/or Termination) for the current pay period in cheque number order. Details include: cheque date, employee number and name, gross amount, and net (cheque) amount. This report is used for your bank reconciliation.

Expense Summary
The Expense Summary prints a summary of the payroll expenses for the current period, allocated by department code, if applicable. The expense categories are: the first 9 Earnings, the company portion of the 5 Company Benefits, and the company portion of CPP and UIC premiums. This is a management report; it is not required for accounting purposes.

Disable Backup
You would normally want to make a "safety" backup on hard disk.   If there is any problem with your computer during the posting, the data files will be corrupted.   With the safety backup on hard disk, you can simply recover the data files from the safety backup and close the period again.
If you disable the safety backup on hard disk and have a computer problem, your only option is to recover from your last floppy disk backup and redo all the work done since the last floppy disk backup was made.
If you are running low on hard disk space and must disable the safety backup, it is strongly recommended that you first select File - Backup to make a current floppy disk backup.

Close Period - Report - Reprint

After the selected reports have been printed, you can Reprint reports (and/or change the report selections), continue with the Posting and closing for the period, or Cancel the procedure and do Cheque - Close Period at a later time.

NOTE: Until you Post, the pay period remains open and you can still recalculate or reprint cheques. Do not Post until you're sure that everything is OK for the current pay period.

When the posting and closing is completed, the next period is opened automatically.

ROE - Terminations

Only employees who have received their final cheques will be included.   A Record of Employment form should be prepared for each of these employees.

Employee-#
This column lists the Employee-#'s in alphabetical order.

Employee Name
This column lists the names of the employees.

Status
This column indicates the status of each employee's Record of Employment form:
blank - ROE has not been printed.
"printed" - ROE has been printed.

ROE...
Displays the first of three input windows for the employee you have selected.   These windows are shown on the following pages.

Exit
Returns to the menu bar.

ROE - Work Sharing

Only employees with a status of "Active" or "On leave" will be included.

Employee-#
This column lists the Employee-#'s in alphabetical order.

Employee Name
This column lists the names of the employees.

Status
This column indicates the status of each employee's Record of Employment form:
blank - ROE has not been printed.
"printed" - ROE has been printed.

ROE...
Displays the first of three input windows for the employee you have selected. These windows are shown on the following pages.

Exit
Returns to the menu bar.

ROE - Screen 1

For a description of the boxes in these windows, please refer to Employment and Immigration Canada's "Employer Guide - How to complete the Record of Employment". For you convenience, the box numbers are displayed with the caption for each box.

Much of the information is supplied automatically by Payroll for Windows. Enter the additional information required for the Record of Employment form.

Next
To display the next window of the 3 input windows, click Next....

Previous
To display the prior window of the 3 input windows, click Previous....

Print
To print the Record of Employment form and return to the employee selection window, click Print.

Cancel
To quit and return to the employee selection window without printing the Record of Employment form, click Cancel.

ROE - Screen 2

For a description of the boxes in these windows, please refer to Employment and Immigration Canada's "Employer Guide - How to complete the Record of Employment". For you convenience, the box numbers are displayed with the caption for each box.

Much of the information is supplied automatically by Payroll for Windows. Enter the additional information required for the Record of Employment form.

Next
To display the next window of the 3 input windows, click Next....

Previous
To display the prior window of the 3 input windows, click Previous....

Print
To print the Record of Employment form and return to the employee selection window, click Print.

Cancel
To quit and return to the employee selection window without printing the Record of Employment form, click Cancel.

ROE - Screen 3

For a description of the boxes in these windows, please refer to Employment and Immigration Canada's "Employer Guide - How to complete the Record of Employment". For you convenience, the box numbers are displayed with the caption for each box.

Much of the information is supplied automatically by Payroll for Windows. Enter the additional information required for the Record of Employment form.

Next
To display the next window of the 3 input windows, click Next....

Previous
To display the prior window of the 3 input windows, click Previous....

Print
To print the Record of Employment form and return to the employee selection window, click Print.

Cancel
To quit and return to the employee selection window without printing the Record of Employment form, click Cancel.

ROE - Printed

Indicates the ROE has been printed and reminds you that the ROE information is not stored on the system and hence will be lost when you exit this screen.

ROE - Not Printed

Indicates the ROE has not been printed and reminds you that the ROE information is not stored on the system and hence will be lost when you exit this screen.

T4

When you select T4 processing, the list box of all employees is displayed so you can select an employee to change, print the T4 slips or T4 summary or close the current T4 year.

Employee-#
This column lists the Employee-#'s in alphabetical order.

Employee Name
This column lists the names of the employees.

Status
This column indicates the status of each employee's T4 slip.
blank - T4 slip has not been printed or it is to be reprinted.
"printed" - T4 slip has been printed.

Change
To change the final balance for any T4 box or to enter text information before printing the T4 slip, click Change....

Setup
To enter the T4 box year-to-date balances as of the date you converted to Payroll for Windows or to enter adjustments, click Setup....

Reprint
To change the selected employee's status from "printed" to blank in order to reprint his/her T4 slip, click Reprint.

T4's
To begin printing T4 slips, click T4's....

Summary
To print the work sheet of the T4 Summary of Remuneration Paid after all T4 slips have been printed, click Summary....

Close
If all T4 slips for all of the employees have been printed, you can close the current T4 year in preparation for the next T4 year.
To close the T4 year, click Close....

T4 - Change

To change the final balance for any T4 box or to enter text information before printing the T4 slip, click Change.... Please refer to Revenue Canada Taxation's "Employer's and trustee's guide" for an explanation of the boxes.

T4 boxes C thru S
Enter the final balance for the selected T4 box.

NOTE: These balances should not normally be changed. The total for each box is added automatically in Payroll for Windows when each pay period is closed. The opening balance, if any, for the year from your old payroll system should be entered in Report - T4 - Setup.

Footnotes
Enter additional notes, if any, to be printed on the employee's T4 slip.

RPP#/DPSP# [T]
Enter the employee's Registered Pension Plan number or Deferred Profit Sharing Plan number, if any.

Exempt CPP [J] / Exempt UIC [J]
Select the employee's exempt or not exempt status as appropriate.

Next Employee
To save the changes you made for the current employee and display the next employee, click Next Employee....

OK
To save the changes you made for the current employee and return to the employee selection window, click OK.

Cancel
To quit and return to the employee selection window without saving the changes for the current employee, click Cancel.

T4 - Summary

To print the work sheet of the T4 Summary of Remuneration Paid after all T4 slips have been printed.

RCT-# Category
Select the RCT-# category, if required.

Remittance for the Year
Enter the total amount (employee and employer portion) that has been remitted to Revenue Canada for the T4 year for CPP, UIC and tax in the selected RCT-# category. You should find this amount on your most recent PD7A form you received from Revenue Canada for the T4 year.

Print
To print the work sheet to be transcribed onto the "T4 Summary of Remuneration Paid", click Print.

Exit
To quit and return to the employee selection window without printing the worksheet, click Exit.

T4 - Setup

To enter the T4 box year-to-date balances as of the date you converted to Payroll for Windows.

NOTE: If you converted to Payroll for Windows during a year, rather than at the beginning of a year, you must enter the balances before you print the T4 slips. However, because Payroll for Windows stores the opening balances separate from the totals accumulated when the pay periods are closed, you do not need to enter the opening balances for an employee before you can prepare his/her pay. Please refer to Company - Control Details - T4 Year for a discussion of setup considerations.

T4 boxes C thru S
Enter the year-to-date balances, if any, from your old payroll system.

Next Employee
To save the changes you made for the current employee and display the next employee, click Next Employee....

OK
To save the changes you made for the current employee and return to the employee selection window, click OK.

Cancel
To quit and return to the employee selection window without saving the changes for the current employee, click Cancel.

T4 - Print

To print T4 slips.

Selection
Choose All employees to print a T4 slip for every employee in the selected RCT-# category, whether or not the T4 slip has already been printed. Choose Unprinted only to print only those employees with a T4 slip status of blank (never printed or to be reprinted). Choose Selected to print a T4 slip for only the employee you have selected in the list box.

RCT-# Category
If a Secondary RCT-# has been entered in Company - Identification, you must choose the RCT-# category. For each employee in the chosen RCT-# category, the appropriate RCT-# will be printed on the T4 slips.

Top Margin
Enter the number of inches of blank space to leave at the top of each T4 slip.

Left Margin
Enter the number of inches of blank space to leave at the left side.

Sample
Prints a sample T4 slip so you can check that the Alignment is correct.

Print
Prints the T4 slips for all selected employees.

Exit
Returns to Report - T4 - Processing.

T4 - Close

If all T4 slips for all of the employees have been printed, you can close the current T4 year in preparation for the next T4 year.

Do NOT make a safety backup
You should only disable the automatic safety backup if you have a current floppy disk backup.

If there is any computer problem when the T4 is being closed and the safety backup has been disabled, you will need to recover from your most recent floppy disk backup and redo all the work that was done since that backup was made.

Close
To close the T4 year, click Close....

The opening balance for the next T4 year for each T4 box for each employee will be set to zero and any balances accumulated in the Cheque - Close Period procedure for the next T4 year will be moved to the current T4 year.
Then, the current T4 Year in Company - Control Details will be increased by one.

Exit
To quit and return to the employee selection window, click Exit.

Report - Employee

The employee function displays a cascading sub-menu of the reports you can print for all or selected employees.

All info
Prints all of the information for the selected employee(s).

Personal Info
Prints the information in the Personal Information, Control Details, Departments and To-Date Amounts windows for the selected employee(s).

Earnings & Deductions
Prints the earning & deduction information which is active for the selected employee(s).

UIC History
Prints the UIC History (insurable earnings and insured weeks) for the selected employee(s).

T4 Information
Prints the T4 information (to-date balances) for the selected employee(s).

After you have chosen the type of Employee report, the next step is to select the employee(s) to be included.

Selections

Initially, all employees are selected. To select specific employees by name, click Selected in the Select Employees group. Then click on the employee(s) you want to print. You can select multiple employees by clicking on each employee to be selected.

To select a class of employees to print, click Selected in the appropriate group and then click the check box(es) you want to include.

To choose all classes or employees in a group, click All.

To unselect every class or employee in a group so you can then click to select the class(es) or employee(s) to include, click Selected. You must select at least one class or employee to include.

Print
To print the report, click Print.

Exit
To quit without printing any more reports, click Exit.

Report - Select Province

Used to select employees from selected provinces. Initially all provinces are selected. Selected deselects all provinces. All selects all provinces. The individual check boxes let you select or deselect individual provinces. Click OK when done or Cancel to ignore what you did.

Report - Select Pay Frequency

Used to select employees from selected pay frequencies.   Initially all pay frequencies are selected.   Selected deselects all pay frequencies.   All selects all pay frequencies.   The individual check boxes let you select or deselect individual pay frequencies.   Click OK when done or Cancel to ignore what you did.

Report - Pay History

Each time a pay period is closed in the Cheque - Close Period procedure, the Payroll Journal information is stored in the pay history file. The pay history function will print a report of this information, selected by your choice of employee(s), date range and/or pay frequency.

Totals of all of the selected records are printed at the bottom of the report.
The next step is to select the employees and pay periods to be printed. Initially, all pay history records are selected. You can narrow the selection to specific employees, a range of period ending dates and/or selected pay frequencies.

Employees
Choose All for all employees or Selected for specific employees. You can select multiple employees by clicking on each employee to be selected.

Dates
Choose All for all pay periods on file or Range to enter the range of pay period ending dates to be considered.
If you want to select a range of dates from as long ago as information is stored up to a certain date, enter blank for the from date and the specified date for the to date.

Pay Frequencies
Choose All for all pay frequencies or Selected to choose the specific pay frequencies to be considered.

Print
To print the Pay History report based on the selections you've made, click Print.

Delete
Because the Payroll Journal information is added to the pay history file every time a pay period is closed, the pay history file will grow in size. To delete obsolete records, first make your selections and then click Delete.

Exit
To quit and return to the menu bar, click Exit

Report - Pay History - Delete

Because the Payroll Journal information is added to the pay history file every time a pay period is closed, the pay history file will grow in size.

NOTE: To double-check that you have made the selections that you really wanted to make, we recommend that you Print the report first.

As an added measure of safety, the number of records that are selected for deletion is displayed and you must confirm your choice before the records are actually deleted.

Typically, you might want to delete any pay history records that are more than 3 years old.
In this example, your selections should be:
Employees - All
Dates - Range
from - blank
to - 3 years ago
Pay Frequencies - All

Report - Printer Setup

The printer setup function is a convenience feature in Payroll for Windows to give quick access to the printer setup window in Windows 3.0.
The most common usage is to change the paper length when switching among payroll reports, pay cheques, T4 slips and Record of Employment forms. For a detailed explanation of the Program Manager - Main - Control Panel - Printers - Configure - Setup window, please refer to page 165 in the Microsoft Windows User's Guide.

Report - Printer Configuration

This panel is specific to your printer.   It sets various parameters that are particular to your printer.

For a detailed explanation of the Program Manager - Main - Control Panel - Printers - Configure - Setup window, please refer to page 165 in the Microsoft Windows User's Guide.

Report - Fonts

When you first install Payroll for Windows or if you change your printer, you must use the fonts function to select the type (font) to be used for printing. For compatibility, there are only two fonts required. The pre-printed forms(pay cheques, T4 slips and Record of Employment forms) are designed for printing at 10 characters per inch (10 cpi). All the other reports (including the voucher of the pay cheque) use 17 characters per inch (17 cpi).

For Forms
Select the Font and Size for 10 characters per inch on your printer. Size is a Window's 3.0 term that means the height of the characters. In general, 10 is a good size.

For Reports
Select the Font and Size for 17 characters per inch on your printer. Size is a Window's 3.0 term that means the height of the characters. In general, 10 is a good size.

Sample
To print a sample on your printer of the type of printing you selected, click Sample.

Because each printer is different, you may need to experiment a bit with your font and size selections before you're satisfied.

OK
To record your choices and return to the menu bar, click OK.

Cancel
To quit without recording your choices, click Cancel.

File - Backup

Data files should be backed up on a regular basis.   This function makes a copy of the open company's payroll data files onto floppy disk.   This "snapshot" can then be used if the payroll data files are corrupted or destroyed since all of the company's data in the computer would be lost.   File - Recover will use the backup copy on floppy disk to restore the company's data files on the hard disk, making a fresh copy which contains all of the information for the company as of the time when the backup was made.   It is a good idea to make a backup copy each day that you use Payroll for Windows.

Select the floppy disk drive on which the backup is to be made.

Enter the number of sets of backup copies you want to maintain for the company in Maximum sets to keep.   Each backup copy is electronically labeled with its set number to insure that the correct set is used when future backups are made.   This special function guarantees that you will have "insurance" copies of the backups you make in case there is a problem with the most current set of backup diskette(s).   The number you enter must be at least 2 and cannot be more than 9.

To confirm your selections and begin the backup process, click OK.

To cancel the backup process, click Cancel.

File - Recover

The recover procedure is to be used if the company's payroll data files in the computer are corrupted or lost.   Recovering from a backup copy replaces the (bad or lost) data files on your hard disk with the (good but older) files from the backup copy.   The data files on your hard disk will be exactly the same as when the backup copy was made, so any work done since the backup will have to be redone.

For your convenience, information as to when the last backup was done is displayed in Most Recent Backup(s).   You can use this information to determine which backup copy to use in the recovery.

Indicate the location of the backup copy from which you will be recovering by selecting the drive (floppy drive A, floppy drive B, or the hard drive).   The hard drive backup is active only if the "safety", temporary backup has been made.   This "safety" backup onto the hard drive is made automatically (if you do not disable it) at critical points during payroll processing -- closing a pay period or closing a T4 year after the T4 slips have been printed.

To confirm your selections and begin the recovery process, click OK.

To cancel the recovery process without affecting the company's payroll data files on the hard disk, click Cancel.

File - Backup - Put Disk

Put the indicated disk in the floppy drive.   Any Payroll backup files on the disk will be replaced.   A blank freshly formatted disk is best.

File - Recover - Put Disk One

Put the first disk of the backup set to be recovered in the floppy disk drive.

File - Recover - Put Disk

Put the indicated disk of the backup set to be recovered in the floppy disk drive.

File - Recover - Interrupt

You have interrupted the recovery procedure by pressing Cancel in a dialog box. This company's data is now corrupted and cannot be used until you perform a successful complete recovery.

File - Recover - Wrong Disk

You placed the wrong disk in the disk drive.   Replace it with the correct disk.

File - Recover - Confirm Disk

This indicates the backup data stored on the first disk being recovered. If it is what you want press OK else press Cancel.

File - File Summary

This is a summary of the file sizes of the files recovered.

File - Disk Used

This indicates the disk you have put in the drive contains more than 75% non-Payroll data. Payroll will not delete non-Payroll data.   Put in a different disk or erase the non-Payroll files from the File Manager and continue.

Error

There is an error in a field you just entered.   The message indicates the problem.

Press Redo to return to the problem field to fix the problem.

Press Ignore to continue with bad data.

Serious Error

There is an error in a field you just entered. The message indicates the problem. The problem will affect future calculations or reports in too serious a manner to be ignored.

Press Redo to return to the problem field to fix the problem.

File - Open

To select a company for payroll processing, click on the name of the company from the "list box".

To confirm your selection, click OK; the name of the company you selected is displayed in the Payroll for Windows title bar.

To cancel your selection and exit from this screen, click Cancel.   If you had previously opened up a company in this session, that company is still the "active" company and its name remains in the Payroll for Windows title bar.

File - Password

This dialog box indicates a password has been set for this company.

To access the company's data, you need to know the password.

File - Access Denied

You entered an incorrect password.   You need to know the correct password to gain access to this company.

File - New

Enter the name of the new company.

To create a new company with a payroll structure that is the same or similar to a company that has already been set up in Payroll for Windows, select Copy general information from an existing company.

To create a new company and set up its payroll structure from scratch, select Establish a blank company.

To begin creating the new company's payroll data files, click OK.

To exit this window without creating a new company, click Cancel.

File - New - Copy

You selected Copy general information from an existing company. The name you entered for the new company is displayed at the top of the list box.

Select the name of the company in the list box that you want to use as the model company for its payroll structure.

To confirm your selection to create the new company, click OK.

To cancel the creation process, click Cancel.

File - Delete

The delete procedure will erase all of the open company's payroll data and remove the company's name from the Company Directory.   It should only be selected if you do not plan to do any further payroll processing for this company.

The name of the company to be deleted is displayed.

To confirm that you want to proceed with the deletion of all of the open company's data files from the hard disk, click OK.

To cancel the delete process without affecting the data files, click Cancel.

Help - About

The Payroll for Windows About Dialog Box.   Click the OK button or press Enter to exit.

Company - Identification

The first section is used to identify the company for T4 slips and Record of Employment reporting.

Name
The original name for the company is entered in File - New when the payroll data files are created. If you want to change the company name, click the Registration... pushbutton at the bottom of the window. The company name prints on T4 slips and Record of Employment forms as well as at the top of each page.

Address
Enter the street address of the company in these two boxes. They will print on the T4 slips and Record of Employment forms. If the street address will fit in a single box, the other may be left blank.

City, Province, Postal Code
Enter the city, province and postal code for the company. This information is required for T4 slips and Record of Employment forms.

Primary RCT-#
Enter the primary Revenue Canada Taxation account number (RCT-#) that was issued to your company by Revenue Canada. This number is required for T4 slips and Record of Employment forms.

Secondary RCT-#
If your company was issued another RCT-# for a government approved "Wage-Loss Replacement Plan" (cost sharing program), enter that number here. Otherwise leave it blank.

UIC Factor
If you have entered a Secondary RCT-#, you must enter the UIC factor which is to be used to calculate the company's portion of UIC premiums for those employees covered by the "Wage-Loss Replacement Plan". This factor, supplied by the government, will be less than the standard UIC factor used for the Primary RCT-#. (For 1990, the standard UIC factor is 1.4)

Registration...
To change the name of the company and/or the license number for the company name, click Registration....

Next
To proceed to the next section, General Ledger Accounts, click Next....

Previous
Since Identification is the first section in Company, the Previous pushbutton is disabled (grayed out).

OK
To record your entries and return to the menu bar, click OK.

Cancel
To return to the menu bar without recording your entries, click Cancel.

Company - General Ledger

General Ledger accounts are used to categorize and summarize the transactions that result from payroll processing each pay period. If you enter the accounts which match the Chart of Accounts in your company's accounting system, the payroll results can be easily posted (transferred) to the General Ledger in your accounting system.

This section is used to enter the General Ledger accounts that are required and are standard for all employees. The other General Ledger accounts are entered in Company - Earnings thru Company - Deductions and Employee - Earnings thru Employee - Deductions.

An account number must be entered for each General Ledger account shown in this window. The only exceptions are 2nd-Tax, 2nd-CPP, and 2nd-UIC which are required only if a Secondary RCT-# was entered in Company - Identification.

The General Ledger account number that you enter must be from 1 to 8 characters long. Any combination of letters, numbers and special characters can be used. Letters will be converted to uppercase automatically.

Assets
Bank Account
Enter the General Ledger account number for your payroll bank account. The net pay for each cheque (advance, regular, and termination) will be credited to this account.
Due from Employees
Enter the General Ledger account number to record loans made to employees and the recovery of the loans.

Liabilities
Vac. Accrual
Enter the General Ledger account number to record the vacation pay calculated and owed to employees. Earnings - Vacation Accrual credits the account and Earnings - Vacation Pay debits the account. You must enter an account number even if you do not plan to accrue the vacation pay for any employee.
Income-Tax
Enter the General Ledger account number to record the tax deductions payable to Revenue Canada under the Primary RCT-#. Any voluntary tax deductions, Deductions - Extra Tax, that employees wish to have deducted are also recorded to this account.
CPP
Enter the General Ledger account number to record the employees' portion of CPP (Canada Pension Plan) deductions and the company's portion of CPP payable to Revenue Canada under the Primary RCT-#.
UIC
Enter the General Ledger account number to record the employees' portion of UIC (Unemployment Insurance Commission) deductions and the company's portion of UIC payable to Revenue Canada under the Primary RCT-#.
2nd-Tax
2nd-CPP
2nd-UIC
These General Ledger account numbers must be entered if the Secondary RCT-# was entered in Company - Identification. They should not be the same as the accounts entered for Tax, CPP, and UIC since these amounts must be remitted separately to Revenue Canada Taxation.

Expenses
CPP

Enter the General Ledger account number to record the expense side of the company's portion of CPP.   Only a single General Ledger expense account is required even if the Secondary RCT-# was entered, since this account accumulates the total expense to the company.
UIC
Enter the General Ledger account number to record the expense side of the company's portion of UIC.   Only a single General Ledger expense account is required even if the Secondary RCT-# was entered, since this account accumulates the total expense to the company.

Next
To proceed to the next section, Control Details, click Next....

Previous
To return to the prior section, Identification, click Previous....

OK
To record your entries and return to the menu bar, click OK.

Cancel
To return to the menu bar without recording your entries, click Cancel.

Company - Control Details

The third item in the Company sub-menu is used to enter special control information and to customize titles for additional boxes for each employee.

Password
If you would like to restrict access to the payroll data files for this company, enter a password of up to 4 characters here.
If the password is not blank, when Company - Open is clicked, the password must be entered before the company can be opened. Be sure to make a note of the password you enter and file it in a safe place. If you forget the password, you will not be able to access this company's payroll data files.

T4 Year
Enter the last 2 digits of the year for which you will use Payroll for Windows to print T4 slips. Each time you print T4 slips and close the T4 year, the T4 Year will be incremented by 1 automatically.
For example, if you are setting up this company to begin payroll processing for November 1, 1990, you will already have prepared the T4 slips for 1989 on your old system. The T4 Year should be "90" so that the balances for January 1st thru October 31st 1990 can be entered. As you process the payroll in Payroll for Windows, the amounts for November 1st thru December 31st 1990 will be recorded automatically. Before February 28, 1991, you should print the 1990 T4 slips and close the T4 year for 1990. Between January 1st and the date you close the 1990 T4 year, the amounts will be recorded in the next T4 year (1991). Then, when you close the 1990 T4 year, the T4 year becomes "91" and the amounts for 1991 (the "old" next T4 year) are moved to the "new" current T4 year.
If you set up the company between January 1st and February 28th in 1991 and have not yet prepared the T4 slips for 1990 on your old system, enter "90" for the T4 Year. Before February 28th, you should enter the balances for January 1st thru December 31st 1990, print the T4 slips and close the T4 year for 1990. Then you can enter the balances from your old system for 1991, if any, into the new current T4 year (now "91"). As you process the payroll in Payroll for Windows in 1991, the amounts will be recorded automatically. Between January 1st and February 28th 1992, you will print the T4 slips for 1991.
If you set up the company between January 1st and February 28th in 1991 and have prepared (or plan to prepare) the T4 slips for 1990 on your old system, enter "91" for the T4 Year because that is the first year that you will be preparing T4 slips using Payroll for Windows. Before printing the T4 slips for 1991, be sure to enter the balances from your old system for 1991, if any, into the current T4 year ("91).

Memo Titles
These boxes are used to enter the titles you want for the 6 memo boxes for each employee. Each title box can contain as many as 15 characters. You may use the preset titles or change them however you like.

Date Titles
These boxes are used to enter the titles you want for the 4date boxes for each employee. Each title box can contain as many as 15 characters. You may use the preset titles or change them however you like.
Two date boxes and titles (Birth date and Start date) are already built into Payroll for Windows and should not be duplicated.

Company - Pay Item

The last 6 items in the Company sub-menu are the earnings & deductions categories. Each item in the sub-menu has a "cascading" sub-menu which appears when you click on the item. This section explains the contents of the window that appears when you click on an item in the cascading sub-menu. The next section explains the purpose of each of the 39 earning and deduction items.

The earnings and deductions in the Company sub-menu are used to select the calculation method, titles and General Ledger expense account for each of the earning or deduction items you would like to enable for the employees in this company. The enabled earning or deduction items can then be used in Employee - Earnings thru Employee - Deductions to specify exactly how the earnings and deductions are to be used for each employee.

The earning and deduction items selected for an employee are used in the Cheque - Regular and Cheque - Termination procedures.

Calculation method

There are 7 possible methods that can be used to calculate the amount for the earning or deduction each pay period. Some calculation methods are not available for every earning or deduction and they are grayed out.
Select the usual (default) calculation method for the selected earning or deduction here.
The calculation method can be changed for any employee if required.

Not used
This earning or deduction is disabled and cannot be used in the calculation of any employee's pay. Select this method if none of the employees require this earning or deduction.

Ask amount each pay
The amount for this earning or deduction can be changed before each employee's pay is calculated. Select this method if the amount tends to change each pay period. Example: payments to employees to reimburse expense claims.

Automatic calculation
The amount for this earning or deduction is calculated automatically based on an internal formula. This method can be selected for Vacation Accrual, Vacation Pay, Union Dues, CPP, UIC, Income Tax and Advance Recovery.

Amount per month
The monthly amount entered for the employee will be pro-rated for the pay period.
Example: an employee is paid weekly and the medical insurance premium is a set amount per month.

Amount per period
The amount entered for the employee is the amount to be used for the earning or deduction each pay period. Salary and Extra Tax are examples of a set amount per pay period.

Occasional Amount
This method is like Ask amount each pay. The difference is that the amount of an earning or deduction with this method is set to zero when the pay period is closed so you don't have to remember to change it back to zero after a pay period when you entered an amount.
Example: employees are paid bonuses on an irregular basis.

Time Card
This method is available only for the Hourly, Piece Work and Commission Earnings. In order to calculate the amount of the earning for each pay, you would enter the hours and hourly rate, pieces and piece rate, or sales and commission percentage.

Long Title

This title is used to identify the earning or deduction on most reports and on the computer screen and can be from 1 to 19 characters long. You can change this title to be more meaningful for your company. For example, Benefit-1 in the Company Benefits category could be changed to "Medical Insurance".

This title will appear in the cascading sub-menu for the earning or deduction category in the Employee sub-menu. However, to maintain a standard point of reference, the cascading sub-menus in the Company sub-menu displays the built-in titles.

Short Title.

This title is the abbreviated title for the Payroll Journal and Pay History reports. It can only be up to 10 characters long. You can also change this title to be more meaningful for your company.

General Ledger Expense Account

If you have selected a Company Benefit item or one of the first 9 Earning items, this box will appear. Enter the General Ledger account where this expense should be debited. The General Ledger account number that you enter must be from 1 to 8 characters long. Any combination of letters, numbers and special characters can be used. Letters will be converted to uppercase automatically.

The General Ledger account must not be blank. You can, however, use the same General Ledger account for different Earning or Company Benefit items if you do not want to track the totals separately.

Next
To proceed to the next earning or deduction, click Next....

Previous
To return to the prior earning or deduction, click Previous....

OK
To record your entries and return to the menu bar, click OK.

Cancel
To return to the menu bar without recording your entries, click Cancel.

For more detail on pay items see:
The Earnings and Deductions Summary

Company - Registration

Use this function to register your company. To register you must have sent in your registration card either by FAX or mail and received your registration number.

Company - Accounting Firm Name

Enter the name of your accounting firm.

Company - Registration - Category

Use this function to register your company. To register you must have sent in your registration card either by FAX or mail and received your registration number.

If you are a normal company select company. If you wish to change the company name, but have not yet received the new registration number, choose not yet registered. If you are an accounting firm planning on providing Payroll to clients choose Accounting Firm. If you are the client of an accounting firm choose Client of Accounting Firm.

Company - Registration - Denied

You entered an incorrect registration number.   Please register your product to obtain a correct registration number.

Company - Registration - Password/License

Enter the name of your accounting firm, the password and the registration number.   You receive this information when you register your product.

Company - Registration - Password

You must send in your registration card to receive a valid password and registration number.

Earnings and Deductions Summary

This section explains each of the 39 earning and deduction items and how they're used to calculate an employee's pay each pay period.
Earnings

Earnings items are payments made to employees that are taxable, CPP pensionable and UIC insurable and will be added to the employee's T4 box [C]. The exception is Vacation Accrual which is not subject to tax, CPP or UIC deductions until it is actually paid to an employee via Vacation Pay.

Salary
Select this item if any employees receive a set amount for salary each pay period.

Hourly
Select this item if any employees are paid based on time cards for hours worked.

Piece Work
Select this item if any employees are paid based on time cards for pieces produced.

Commission
Select this item if any employees are paid a sales commission. The commission can be calculated based on time cards for sales dollars and commission percentage or can be calculated manually.

Other Earnings
Select this item if any employees will receive payments that are subject to tax, CPP or UIC but do not fit in any of the other earnings categories. Example: bonuses.

Prior Period
Select this item if any employees are to paid in a pay period for amounts earned in a prior pay period. Example: retroactive pay.

Vacation Accrual
This item is used to track the amount of vacation pay that each employee has earned. Because every employee must receive time off or vacation pay in lieu of time off, this item should be selected. For salaried employees who take time off in lieu of vacation pay and continue to receive their standard salary and vacation time is recorded manually, this item can be set to Not used in Employee - Earnings - Vacation Accrual.
Automatic calculation will calculate the amount to be accrued by multiplying the employee's vacation percentage by the total of the earnings in the above 6 earnings items.

Allowances
Select this item if any employees will be paid a "taxable allowance". Example: clothing allowance.

Sick Pay
Select this item if any employees are to be paid sick pay and the amount should be shown separately on the employee's pay advice (cheque voucher).

Vacation Pay
This item is used to pay vacation pay to employees and subtract the amount paid from their vacation accrual account. This item should normally be selected. For the salaried employees described in Vacation Accrual above, this item can be set to Not used in Employee - Earnings - Vacation Pay.

Automatic calculation will calculate the vacation pay as the total amount which has been accrued to date. If Vacation - Accrual is also set to Automatic calculation, then the vacation pay will be calculated and paid each period.

Draw
Select this item if any employees will receive a draw (advance) against future earnings and you want to deduct tax, CPP and UIC. You should also select Draw (recovery) in Deductions (pre-tax) in order to recover the amount drawn when future earnings are made.

If you do not want the pay to be subject to tax, CPP and UIC, select Payments - Company Loan instead.

Payments
Payment items are amounts paid to employees that are not subject to deductions for tax, CPP or UIC.

Company Loan
Select this item if any employees will receive a loan from the company. This item is different from Earnings - Draw because no deductions for tax, CPP or UIC will be calculated.

You should also select this item if there is a chance that an employee's pay in any pay period will be negative (the total deductions exceed gross earnings). The company can then loan money to the employee so that the net pay will be zero (a nil pay cheque is printed). The amount of the loan(s) to the employee are tracked automatically.

Expenses
Select this item if any employees will be reimbursed for payments that he/she have made on behalf of the company. The expense payment made to the employee is debited to the General Ledger account set up for the employee in Employee - Payments - Expenses. The credit side of this liability account should be entered in your General Ledger when the expense claim is posted and the General Ledger expense account(s) debited.

Other Payments
Select this item if any employees will receive payments that are not subject to tax, CPP or UIC and do not fit into the above payment categories. These payments are debited to the General Ledger account set up for the employee in Employee - Payments - Other Payments.

Company Benefits
Company benefit items are designed for payments made by the company to an outside agency on behalf of the employee(s) and that are considered to be a taxable benefit (subject to income tax, CPP and UIC) to the employee. A portion of the payment may be deducted from the employee's pay. Example: insurance premiums.

Benefit-1
Benefit-2
Benefit-3
Benefit-4
Benefit-5
There are 5 different items to allow for different titles or different General Ledger expense accounts.

For each item: the company portion will be debited to the General Ledger expense account, the employee portion (if any) will be debited to the General Ledger payroll bank account (deducted from the employee's pay), and the total amount for the item will be credited to the General Ledger liability account which is entered in Employee - Company Benefits - Benefit-x.

The proportion of the payment that the company pays is entered as a percentage in Employee - Company Benefits - Benefit-x. The percentage cannot be zero. If the company does not pay a portion, a Company - Deductions - Other Deduct-x item should be selected instead.
The company portion is a taxable benefit. It is added to the employee's T4 boxes [C] & [O] and is included in taxable income, CPP pensionable earnings and UIC insurable earnings.

For example, if the company pays 40% of a medical insurance premium which is $50 for an employee, $20 is an expense for the company, $30 is deducted from the employee's pay, and $50 is credited to the liability account for the insurance agency for the company to pay when due.

Taxable Benefits
Taxable benefit items are used for amounts that are subject to income tax, UIC and CPP deductions, but are not paid directly to the employee or to an outside agency on behalf of the employee. Taxable benefits are defined by Revenue Canada in the "T4 Guide".

There are no General Ledger accounts for these items because the accounting activity should already have been recorded in the company's accounting system.

Housing
The amount is added to the employee's T4 box [C] and [K], "Housing, board and lodging".

Travel
The amount is added to the employee's T4 box [C] and [L], "Travel in a prescribed area".

Company Auto
The amount is added to the employee's T4 box [C] and [M], "Personal use of Employer's Auto".

Interest
The amount is added to the employee's T4 box [C] and [N], "Interest free and low interest loans".

Other
The amount is added to the employee's T4 box [C] and [O], "Other taxable allowances and benefits".

Deductions (pre-tax)
The pre-tax deduction items are separate from the Deductions category, because the amount of these items reduce the employee's taxable income and are subtracted from the employee's T4 box [C].

Draw (recovery)
Select this item if you have selected Company - Earnings - Draw. It is used to recover the monies advanced to employees against future earnings which have already been subject to income tax, CPP and UIC deductions. The amount will be deducted from the net pay, taxable income, CPP pensionable earnings and UIC insurable earnings. The General Ledger asset account, Due from Employees, will be credited and the payroll bank account will be debited.

RPP/RPF

Select this item if any employees request a deduction for a Registered Pension Plan or a Registered Pension Fund which the company will remit. The amount of the deduction reduces taxable income, but does not affect CPP pensionable earnings or UIC insurable earnings. The General Ledger liability account entered in Employee - Deductions (pre-tax) - RPP/RPF will be credited and the payroll bank account will be debited.
The deduction amount is added to the employee's T4 box [F].

Union Dues
Select this item if any employees require deductions for union dues which the company will remit. The amount of the deduction reduces taxable income, but does not affect CPP pensionable earnings or UIC insurable earnings. The General Ledger liability account entered in Employee - Deductions (pre-tax) - Union Dues will be credited and the payroll bank account will be debited.

The deduction amount is added to the employee's T4 box [Q].
If the "Automatic calculation" method is selected, the union dues deduction is calculated as a base amount plus the total of the earnings in the first 6 Earnings items times a percentage plus the hours entered in Hourly time cards (excluding type "X" which is "other hours") times an hourly rate. The base amount, percentage and hourly rate are entered in Employee - Deductions (pre-tax) - Union Dues for each employee.

Other Reduction
Select this item if any employees have been authorized by Revenue Canada Taxation for "Reducing Tax Deductions at Source - Undue Hardship" for deductions which the company will remit on behalf of the employee. For example, RRSP contributions, alimony, maintenance payments, etc. The amount of the deduction reduces taxable income, but does not affect CPP pensionable earnings or UIC insurable earnings. The General Ledger liability account entered in Employee - Deductions (pre-tax) - Other Reduction will be credited and the payroll bank account will be debited.

Deductions
Deduction items include all deductions from the employee's net pay that do not affect taxable income, CPP pensionable earnings or UIC insurable earnings.

CPP
This item is the statutory Canada Pension Plan deduction and should be selected. The amount is calculated automatically by Payroll for Windows and is added to the employee's T4 box [D].

The CPP deduction is credited to the General Ledger liability account: CPP if the employee's RCT-# category is Primary RCT-#, or 2nd-CPP if Secondary RCT-#.

UIC
This item is the statutory Unemployment Insurance Commission deduction and should be selected. The amount is calculated automatically by Payroll for Windows and is added to the employee's T4 box [E].

The UIC deduction is credited to the General Ledger liability account: UIC if the employee's RCT-# category is Primary RCT-#, or 2nd-UIC if Secondary RCT-#.

Income Tax
This item is the statutory Income Tax deduction and should be selected. The amount is calculated automatically by Payroll for Windows and is added to the employee's T4 box [G].

The income tax deduction is credited to the General Ledger liability account: Income Tax if the employee's RCT-# category is Primary RCT-#, or 2nd-Tax if Secondary RCT-#.

Extra Tax
Select this item if any employees elect to have extra tax deducted each pay period. The amount is added to the employee's T4 box [G].
Revenue Canada requires that this voluntary tax deduction be a multiple of $5 (e.g., $25, $30, $105).

Manual Advances
Select this item if any employees receive advance cheques instead of or in addition to the mid-period advance cheques that are printed in Cheque - Advance and you want to recover the advance (or portion) from the end of period pay cheque.

The amount of the deduction is credited to the General Ledger account entered in Company - General Ledger - Due from Employees. When the advance cheque is written manually, you should debit the amount to the same General Ledger account.

Computer Advances
If employees receive mid-period advances thru Payroll for Windows, this item must be selected to recover the amount of the advance as a deduction from the end of period cheques.

The amount is automatically calculated from the amount in Employee - Control Details - Mid-Period Advance Amount, if the cheque has been printed for the employee.

The deduction is credited to the General Ledger asset account, Company - General Ledger - Due from Employees, and the amount of the advance cheque is debited to the same account, so the net affect is zero unless the amount of the deduction is changed in Cheque - Processing - Override.

Other-Deduct-1
Other-Deduct-2
Other-Deduct-3
Other-Deduct-4
Other-Deduct-5
There are 5 extra items to allow for special deductions. Examples: coffee fund, garnishee, savings bonds.

For each item, the deduction is credited to the General Ledger account entered in Employee - Deductions - Other-Deduct-x. This account would usually be a liability (payable to an outside agency), revenue or expense (to reduce an expense already debited) account.

Employee - Hire

To create a new employee.

New Employee-#

Enter the number you want to use to identify this employee.   This code is 1 to 8 characters long and must be a unique combination of letters, numbers and special characters.   The employee-# is used to sort the employees for reports and list boxes.   It is also printed on T4 slips and Record of Employment forms.

If you have not already assigned employee-#'s for your employees, we suggest that you use the first 3 characters of the last name, then the first 2 characters of the first name and the middle initial.   Use a dash, "-", for any missing letters.   This method will sort the employees into ascending alphabetical order and make them unique.   In case of duplicate employee-#'s, you can add a number in the 7th position.   For example, "John Q. Public" would have an employee-# of PUBJOQ.

Last-name, First-name Middle-Initial

Enter the employee's name.   Revenue Canada Taxation requests that the employee's name be entered last name first, then first name and middle initial.   For example, "John Q. Public" should be Public, John Q.

Model Employee

Select how the employee should be set up initially.

Copy general information from an existing employee
If at least one employee has already been set up for this company, you can select an employee to be used as the model for the new employee.   This is the fastest way to create a new employee because the Control Details, Departments, and Earnings thru Deductions sections will be copied for you.

Set general information to blank
The new employee will be created with all of the boxes set to blank or zero.

OK
To proceed with the creation process, click OK.   You should then select Employee - Personal Info to begin entering the information for this employee.

Cancel
To quit without creating the new employee, click Cancel.

Employee - Hire - Copy

If at least one employee has already been set up for this company, you can select an employee to be used as the model for the new employee.   This is the fastest way to create a new employee because the Control Details, Departments, and Earnings thru Deductions sections will be copied for you.

To select the model employee, double click on the employee's name or click on the employee's name and click OK.   The name of the employee you selected will be displayed at the top of the list box.

To cancel without creating the new employee, click Cancel.

Employee - Terminate

To terminate an employee (mark for the final cheque to be prepared), first select the employee with Employee - Open and then select Terminate. This function is disabled (grayed out) if the open employee does not have a status of "Active" or "On leave". The termination window showing the open employee's number, selected pay frequency and the starting and ending dates of the current pay period is then displayed.

Last Day Worked
Enter the actual last date the employee performed services, as defined for box 12 in "How to complete the Record of Employment", a Revenue Canada Taxation booklet.

Terminate
To change the employee's status to "Final Cheque", click Terminate.

Cancel
To leave the employee's status unchanged, click Cancel.

When this employee's final cheque is calculated in Cheque - Regular or Cheque - Termination, any monies due from/to the employee for vacation pay or company loan will be included. The employee's status changed to "Terminated". You can then print his Record of Employment with Report - ROE - Terminations.

Employee - Rehire

To rehire an employee who had been terminated and will be rejoining the company, first select the employee with Employee - Open and then select Rehire. This function is disabled (grayed out) if the open employee does not have a status of "Terminated".

The rehire window showing the open employee's number is displayed.

Rehire
To blank out the employee's start date, UIC History and Record of Employment information. You should then select Employee - Personal Info to enter the new start date for the employee and make any additional changes since the employee was terminated.

Cancel
To quit without making any changes, click Cancel.

Employee - Delete

Usually, you would delete an employee only if:

- An employee was created with Employee - New by mistake and you haven't yet entered any information for the employee. (If you have already entered the information for the employee and want to change the employee-#, simply select Employee - Transfer.)

- An employee was terminated in a prior year, the T4 slip for that year has been printed, and you do not expect to rehire the employee.

- An employee changed province of employment or RCT-# category and the T4 slip has been printed.

To delete an employee (which removes all information about the employee), first select the employee with Employee - Open and then select Delete. A warning screen is displayed if there is money owing to or owed by the employee or if any of the T4 boxes are not zero. Otherwise, the confirmation window with the selected employee's name and employee-# is displayed.

Delete
To remove all information about this employee, click Delete.

Cancel
To quit without deleting the employee, click Cancel.

Employee - Delete - Warning

Confirm that you wish to delete this employee.   Press Cancel to abort.

Employee - Transfer

To transfer the selected employee, first select the employee with Employee - Open and then select Transfer. You can use transfer to:

- change the selected employee's Employee-# (usually because it was entered incorrectly initially), or
- save the current totals under an alternate employee-# (for T4 reporting) because the province of employment and/or the RCT-# category has been changed.

If the employee's address has changed, you should first select Employee - Personal Info. Otherwise, you will need to change the address for both the original employee-# and the alternate employee-# (so that the T4 slips will be mailed to the current address).

Type of Transfer

Employee-# only
Select this option if you want to change the Employee-# for the employee wherever it occurs (employee master, time cards and pay history).
If you only want to change the employee's name and not the number, select Employee - Personal Info.
Province and/or RCT-#
Select this option if the employee has changed his/her province of employment and/or the employee's RCT-# category has been changed because of the "Wage Loss Replacement Plan". The totals for this employee will be saved under the Alternate Employee-# you enter. The current information is saved so that the employee's T4 slip for the original province and/or original RCT-# category can be printed at the end of the year.

Employee - Transfer - Employee Number

New Employee-#
Enter the new employee number you want the selected employee to have.

OK
To change to the new employee-#, click OK.

Cancel
To leave the employee-# unchanged, click Cancel.

Employee - Transfer - Number - Error

There is an error in the employee number.

Employee - Transfer - Confirm

Confirm that you wish to perform this transfer else click Cancel to abort.

Employee - Transfer - Alternate

Alternate Employee-#
Enter the employee-# you want to use to save the totals for his/her T4 slip. You could use the current employee-#, e.g., "PUBJOQ", and add "-X" to it, making it "PUBJOQ-X". If this is the second time this year that the employee has been transferred, use "-Y" instead, because you use "-X" the first time.

New Province
If the employee's province of employment has been changed, select the new province here.

New RCT-#
If the employee's RCT-# category has been changed, select the new RCT-# here.

OK
To save the current totals for the employee under the Alternate Employee-#, click OK.

Cancel
To quit without transferring, click Cancel.

Employee - Transfer - Error

There was an error performing this transfer.

Employee - Personal Information

To enter or review an employee's personal information, first select the employee with Employee - Open and then select Personal - Info. This is the first of several windows that contain information about the employee.

Name
The original name of the employee is entered in Employee - New when the employee record is created. If you need to change the employee's name, you can do it here. Revenue Canada Taxation requests that the employee's name be entered with the last name first, then first name and middle initial. For example, "John Q. Public" should be Public, John Q..

Address
Enter the employee's street address. The address prints on the pay cheque, T4 slip and Record of Employment form.

City, Province Postal-Code
Enter the employee's city, province and postal code. This is the second line of the address and prints on the pay cheque, T4 slip and Record of Employment form.

SIN
Enter the employee's social insurance number. It must be valid (or zero if unknown.) Revenue Canada Taxation requires a social insurance number for every employee. You cannot print T4 slips or Record of Employment forms for any employee will a zero social insurance number; you must enter the correct social insurance number first. Enter all 9 digits of the social insurance number without any punctuation; for example: "718064124".

Memos
These 6 boxes are used to enter the memo information for the employee. The title (caption) for each box can be changed by selecting Company - Control - Details.

Dates
There are 6 date boxes for the employee. The first 2 (Birth-Date and Start-Date) are pre-defined because they are required in order to calculate statutory deductions. The titles (captions) for the last 4 date boxes can be changed by selecting Company - Control Details.

Each date in Payroll for Windows is entered in the format of "ddMMMyy", where "dd" is the day of the month, "MMM" is the first 3 letters of the name of the month, and "yy" is the last 2 digits of the year. For example, Christmas Day in 1990 is "25DEC90".

Birth-Date
The employee's birth date is used to automatically determine the maximum annual deduction for CPP (Canada Pension Plan).

Start-Date
The employee's start date is the first day the employee began working for the company. If the employee has been rehired, the start date is the first day of work once he/she has been rehired. This date is printed on the Record of Employment form.

Next Employee
To save the entries you made and display the same window for the next employee, click Next Employee....

Next
To save the entries you made and display the next window, Control Details, for the same

employee, click Next....

Previous
Because Personal Info is the first window for the employee, this pushbutton is inactive (grayed out).

OK
To save the entries you made and return to the menu bar, click OK.

Cancel
To return to the menu bar without saving your entries, click Cancel.

Employee - Control Details

To enter or review an employee's control details, first select the employee with Employee - Open and then select Control Details. This is the second of several windows that contain information about the employee and is to determine how the employee's pay is calculated.

Status
The employee's status must be selected when the employee is first set up. After the set up is complete, the usual way the status would be changed is by selecting Employee - Terminate or Employee - Rehire, or setting the status to "On leave" if the employee is on a leave of absence or to "Active" when the employee returns to work.

Active
The employee will receive a regular end of period pay cheque.

Final Cheque
The employee will receive a termination cheque in the current pay period. Then his/her status is automatically changed to "Terminated".

On Leave
The employee is not active and will not receive a pay cheque in the current pay period.

Terminated
The employee has received his termination cheque and will not be paid again unless he is rehired by selecting Employee - Rehire.
Click on the appropriate status for this employee.

RCT-# Category
The employee's RCT-# category must be selected when the employee is first set up. After the set up is complete, his/her RCT-# category should only be changed by selecting Employee - Transfer so that the T4 information will be maintained correctly.

If a secondary RCT-# was entered in Company - Identification because the company participates in a "Wage-Loss Replacement Plan", you must select the appropriate RCT-# category for this employee.

Primary
The employee is not included in the "Wage-Loss Replacement Plan" and the statutory factor will be used when calculating the company portion of the UIC premium.

Secondary
The employee participates in the "Wage-Loss Replacement Plan" and the special reduced factor should be used when calculating the company portion of the UIC premium.

Mid-Period Advance
Enter the amount, if any, that should be advanced to the employee in the middle of each pay period. The advance cheques are printed by selecting Cheque - Advance.

Pay Frequency
Select the frequency (how often) the employee will be paid.
NOTE: The "Other" category is reserved for employees who are paid in a different manner, for example, daily or irregularly. Their pay cheques must be calculated and written manually, but the information can be included in Payroll for Windows so that their T4 slips and Record of Employment forms can be printed.

Province
The employee's province of employment must be selected when the employee is first set up. After the set up is complete, his/her province of employment should only be changed by selecting Employee - Transfer so that the T4 information will be maintained correctly.

Next Employee
To save the entries you made and display the same window for the next employee, click Next Employee....

Next
To save the entries you made and display the next window, Departments, for the same employee, click Next....

Previous
To save the entries you made and display the prior window, Personal Info, for the same employee, click Previous....

OK
To save the entries you made and return to the menu bar, click OK.

Cancel
To return to the menu bar without saving your entries, click Cancel.

Employee - Departments

To enter or review an employee's department options, first select the employee with Employee - Open and then select Departments.   This is the third of several windows that contain information about the employee and is used to determine how the payroll expense for this employee should allocated by department.   Please refer to the Reports Appendix for samples of departmental reports (General Ledger Details, General Ledger Summary, and Payroll Expense Summary).

Department codes can be a maximum of 6 characters (letters and numbers).   The number of different departments in the company is unlimited.   The payroll expense for a single employee may be allocated to up to 4 departments.

No department
The employee's payroll expense will not be allocated to departments.   The department code for this employee will be blank on all reports.

Single department
The employee's payroll expense will be allocated to the single department whose code you enter in the Dept-# box.

Pro-rated departments
The employee's payroll expense will be allocated to the departments you enter in the Dept-# boxes, pro-rated by the percentages you enter in the % of earnings boxes.   The total of the percentages must equal 100%.

Next Employee
To save the entries you made and display the same window for the next employee, click Next Employee....

Next
To save the entries you made and display the next window, UIC History, for the same employee, click Next....

Previous
To save the entries you made and display the prior window, Control Details, for the same employee, click Previous....

OK
To save the entries you made and return to the menu bar, click OK.

Cancel
To return to the menu bar without saving your entries, click Cancel.

Employee - UIC

To enter or review an employee's UIC history, first select the employee with Employee - Open and then select UIC History. This is the fourth of several windows that contain information about the employee and is used to store the insured weeks and insurable earnings for each of the last 52 pay periods for the Record of Employment form.

This information is maintained automatically by Payroll for Windows. However, if you need to prepare a Record of Employment form for the employee and his pay has not been processed for a full year by Payroll for Windows, you should enter the historical information up to when you started to use Payroll for Windows.

When an employee is rehired, by selecting Employee - Rehire, after he/she has been terminated, all of the UIC history for the rehired employee is erased for you automatically.

List Box Captions

Periods Ago
This column identifies how old the entry is. The most recent pay period is "1", one pay period earlier (older) is "2", etc.

Insurable Earnings
This column lists the actual insurable earnings for the respective pay period.

Insurable Weeks
This column lists the actual insured weeks for the respective pay period.

Pushbuttons

Change
To change the amount of insurable earnings and/or insured weeks, first select the pay period you would like to change.

Range
To enter identical values (numbers) for insurable earnings and insured weeks for a range of periods (overwriting any existing information).

Delete
To remove the entry for a period and move the entries for the older periods up one entry, first select the pay period you want to delete.

New
To insert a blank entry for a period and move the entries for the older periods down one entry, first select the pay period you want to insert, then click New....

Next Employee
To save the entries you made and display the same window for the next employee, click Next Employee....

Next
To save the entries you made and display the next window, To-Date Amounts, for the same employee, click Next....

Previous
To save the entries you made and display the prior window, Departments, for the same

employee, click Previous....

OK
To save the entries you made and return to the menu bar, click OK.

Cancel
To return to the menu bar without saving your entries, click Cancel.

Employee - UIC - Range

To enter identical values (numbers) for insurable earnings and insured weeks for a range of periods (overwriting any existing information).

From period
Enter the "Periods Ago" for the beginning of the range.   It must be between 1 and 51.

To period
Enter the "Periods Ago" for the end of the range.   It must be greater than From period and cannot be greater than 52.

Insurable Earnings
Enter the value (number) you want for all of the periods within the range.

Insured Weeks
Enter the value (number) you want for all of the periods within the range.

OK
To set the insurable earnings and insured weeks for all of the periods in the range, click OK.

Cancel
To return to the list box screen without making any changes, click Cancel.

Employee - UIC - Change

To change the amount of insurable earnings and/or insured weeks.   Enter the new amount.
Press OK to confirm or Cancel to abort.

Employee - UIC - Delete

To remove the entry for a period and move the entries for the older periods up one entry, first select the pay period you want to delete.

Employee - UIC - New

To insert a blank entry for a period and move the entries for the older periods down one entry.

After you add the blank entry, you can enter the values (numbers) for the period by clicking Change....

Employee - To-Date Amounts

To enter or review an employee's to-date amounts, first select the employee with Employee - Open and then select To-Date Amounts. This is the fifth of several windows that contain information about the employee and is used to record the running balances used in calculating the employee's pay.

Accruals

Vacation $
Enter the dollar amount of the vacation pay, if any, which has been accrued for the employee before you started using Payroll for Windows.

Loan from Company
Enter the amount of the loans, if any, which the employee owes to the company.

T4 Opening Balance

CPP Deducted
Enter the amount of CPP deductions, this year to date, for the employee.
This is the opening balance for T4 box [D]; it must be entered before the pay is calculated in order to check that the annual limit is not exceeded. The other T4 balances do not need to be entered during set up because they are not required to calculate pay. They must be entered, however, by selecting Report - T4, before the T4 slips are printed.

Year to Date for Pay Advice

Gross Pay
Enter the year to date total of gross pay as of the end of the last pay period. This figure will be used as the opening balance for gross pay which is printed on the employee's pay advice (cheque voucher).

Deductions
Enter the year to date total of deductions (i.e., all amounts deducted from gross pay) as of the end of the last pay period. This figure will be used as the opening balance for deductions which is printed on the employee's pay advice (cheque voucher).

Next Employee
To save the entries you made and display the same window for the next employee, click Next Employee....

Next
To save the entries you made and display the next window, Earnings -Salary, for the same employee, click Next....

Previous
To save the entries you made and display the prior window, UIC History, for the same employee, click Previous....

OK
To save the entries you made and return to the menu bar, click OK.

Cancel
To return to the menu bar without saving your entries, click Cancel.

Employee - Earnings and Deductions

Calculation method

Calculation methods are used to make processing your payroll as convenient as possible. There are 7 possible methods that can be used to calculate the amount for the earning or deduction each pay period. Some calculation methods are not available for every earning or deduction and they are grayed out.

Depending on the earning or deduction selected and the chosen calculation method, additional boxes will appear on the screen. The purpose of these boxes is described in this section and the next section.

Not used
This earning or deduction is disabled and will not be used in the calculation of the employee's pay. No additional information is requested.

Ask amount each pay
The amount for this earning or deduction can be changed before the employee's pay is calculated. Select this method if the amount tends to change each pay period. Example: payments to reimburse expense claims. When the pay is calculated, Payroll for Windows will "ask" you to enter the amount. No additional information is requested because the amount can be changed in Cheque - Regular or Cheque - Termination.

Automatic calculation
The amount for this earning or deduction is calculated automatically based on an internal formula. This method can be selected for Vacation Accrual, Vacation Pay, Union Dues,CPP, UIC, Income Tax and Advance Recovery.
The additional information that is requested is described in the next section.

Amount per month
The monthly amount entered for the employee will be pro-rated for each pay period. Example: the employee is paid weekly and the medical insurance premium is a set amount per month.

> *Amount per Month*
> Enter the monthly amount.
> *Deducted this Month*
> If you set up the employee part way through the month, enter the amount that has already been deducted (or used) so far this month. This running total is updated automatically by Payroll for Windows so that the correct amount is deducted each pay period, even if the number of pay periods in the month changes from month to month.

Amount per period
The amount entered for the employee is the amount to be used for the earning or deduction each pay period. Salary and Extra Tax are examples of a set amount per pay period.

> *Amount per Period*
> Enter the amount to be used each pay period.

Occasional Amount
This method is like Ask amount each pay. The difference is that the amount of an earning or deduction with this method is set to zero when the pay period is closed so you don't have to remember to change it back to zero after a pay period is processed. Example: the employee is paid bonuses on an irregular basis. No additional information is requested because the amount can be entered in Cheque - Regular or Cheque - Termination.

Time Card
This method is available only for the Hourly, Piece Work and Commission Earnings. In order to calculate the amount of the earning for each pay, you would enter the hours and hourly rate, pieces and piece rate, or sales and commission percentage. The additional information that is requested for these earning types is described in the next section.

Next Employee
To save the entries you made and display the same earning or deduction for the next employee, click Next Employee....

Next
To proceed to the next earning or deduction, click Next....

Previous
To return to the prior earning or deduction, click Previous....

OK
To record your entries and return to the menu bar, click OK.

Cancel
To return to the menu bar without recording your entries, click Cancel.

For more detail on pay items see:
The Earnings and Deductions Summary

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.