User Reference

International Payroll - R12

By CMiC

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International Payroll – R12

International and US Payroll

Enterprise provides the ability to process and post payrolls from both American and international companies. As such, the US Payroll and International Payroll modules are similar and share many screens in common. However, there are some key differences between the two.

The International Payroll guide is not exhaustive and only documents these differences. Therefore, this guide should be regarded as supplemental to the US Payroll guide. For any screens in the Enterprise Payroll software that are not documented here, please refer to the US Payroll guide.

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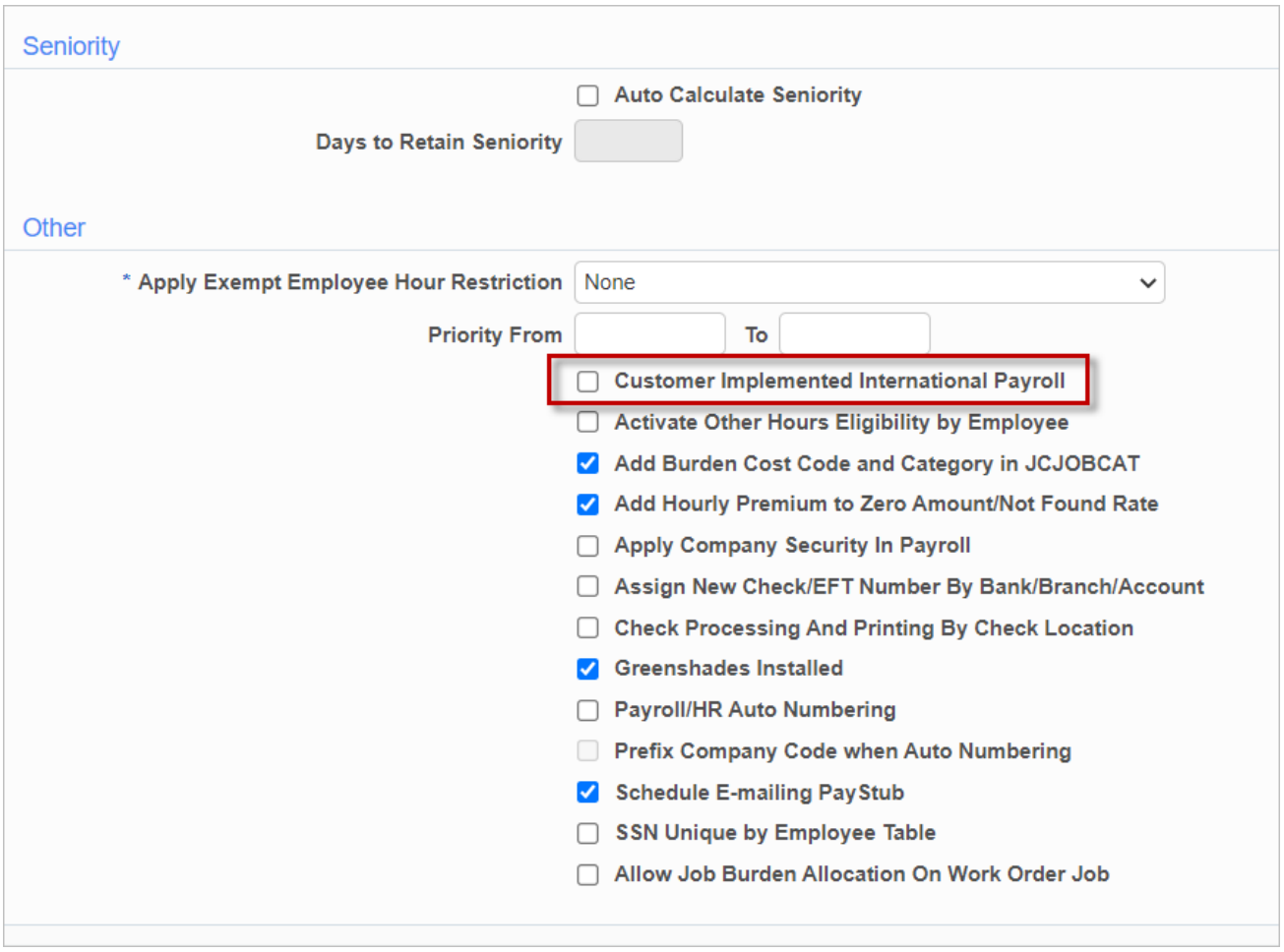
Setting Up Users for International Payroll



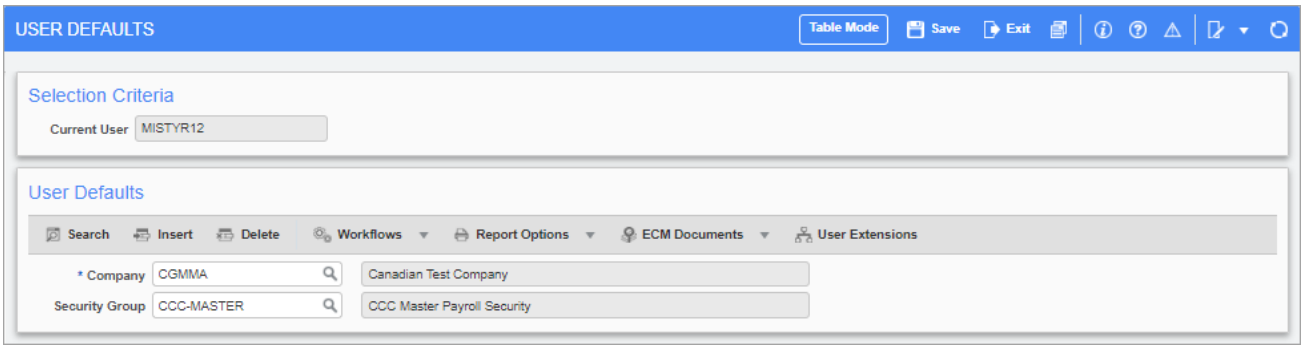
To set up a user for International Payroll, go to the Payroll tab of the System Options screen (standard Treeview path > System Data > Setup > System Options - Payroll tab). There, users will find the 'Customer Implemented International Payroll' checkbox, as highlighted above. Checking this box has several important effects on the Employee Profile and Employee History screens:

- Users can now access all employee records for all companies and all countries, without changing the user's User Defaults in International Payroll.

- The Payroll Company and Home Company fields now display all companies from all countries, along with their country codes. These fields can also now be saved as different companies.
- All tax-related information is now hidden from International Payroll screens.

This checkbox therefore allows for moving employee records between companies of different countries.

User Defaults



Pgm: PYSET – User Defaults; standard Treeview path: International Payroll > Setup > User Defaults

Prior to entering company data, use this screen to select the default company and security group. If using both the US and International Payroll modules, different default companies should be selected for each module.

Security groups must be set up via the Payroll Security menu in the System Data module (standard Treeview path: System Data > Security > Payroll Security). Once set, this menu does not need to be revisited unless a different default company and security group need to be specified.

Company

Enter/select a code for the default company. This company will default for the user in all International Payroll screens.

Security Group

Enter/select a code for the default security group. This security group will default for all newly created employees that are entered by this user.

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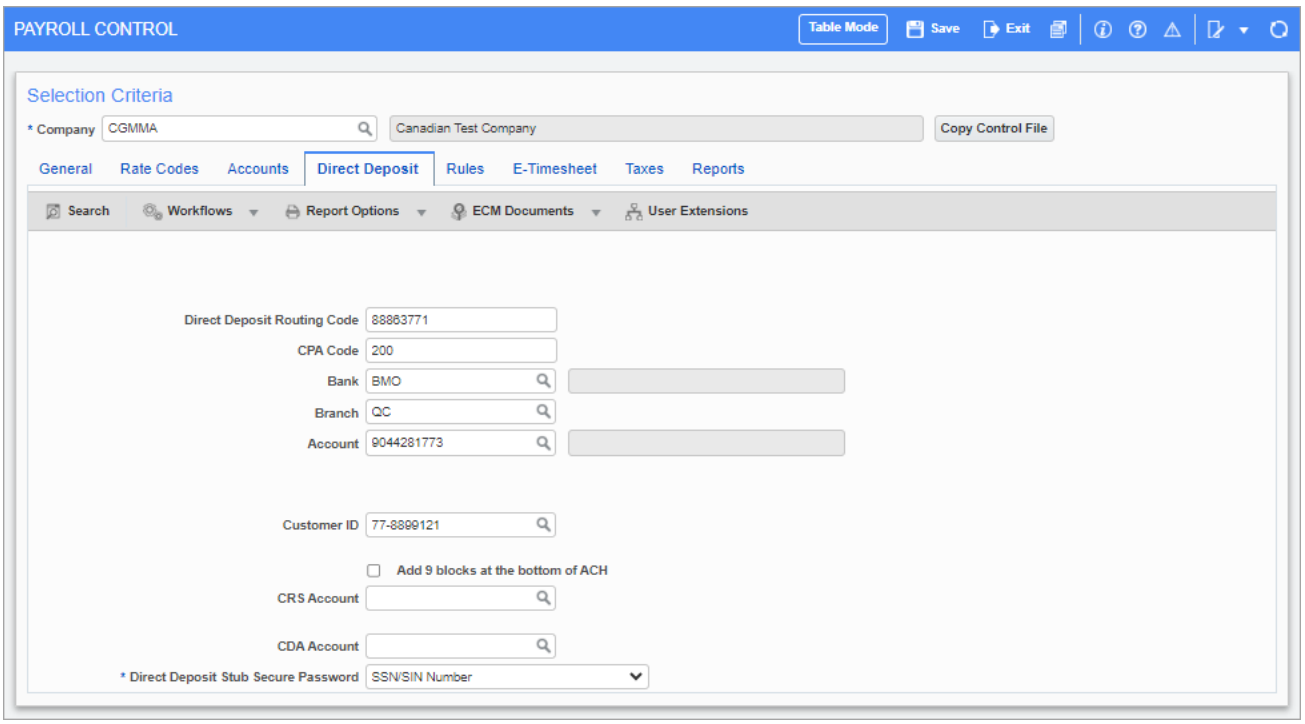
Company

Payroll Control

Direct Deposit - Tab



Pgm: PYCOMPRO – Payroll Control; standard Treeview path: International Payroll > Setup > Company > Control – Direct Deposit tab

This screen is functionally similar to the Direct Deposit tab in the US Payroll module. However, many of the fields differ, as detailed below.

If the company being set up does not use direct deposit payments, the fields in this tab can be left blank.

Direct Deposit Routing Code

Enter the eight-digit routing code provided by the financial institution.

CPA Code

Enter the Canadian Payment Association code.

Bank, Branch, Account

Enter/select the bank code, branch code, and bank account for return payments.

Customer ID

Enter/select the customer identification code provided by financial institution.

CRS Account

Enter/select the account used for check reconciliation services.

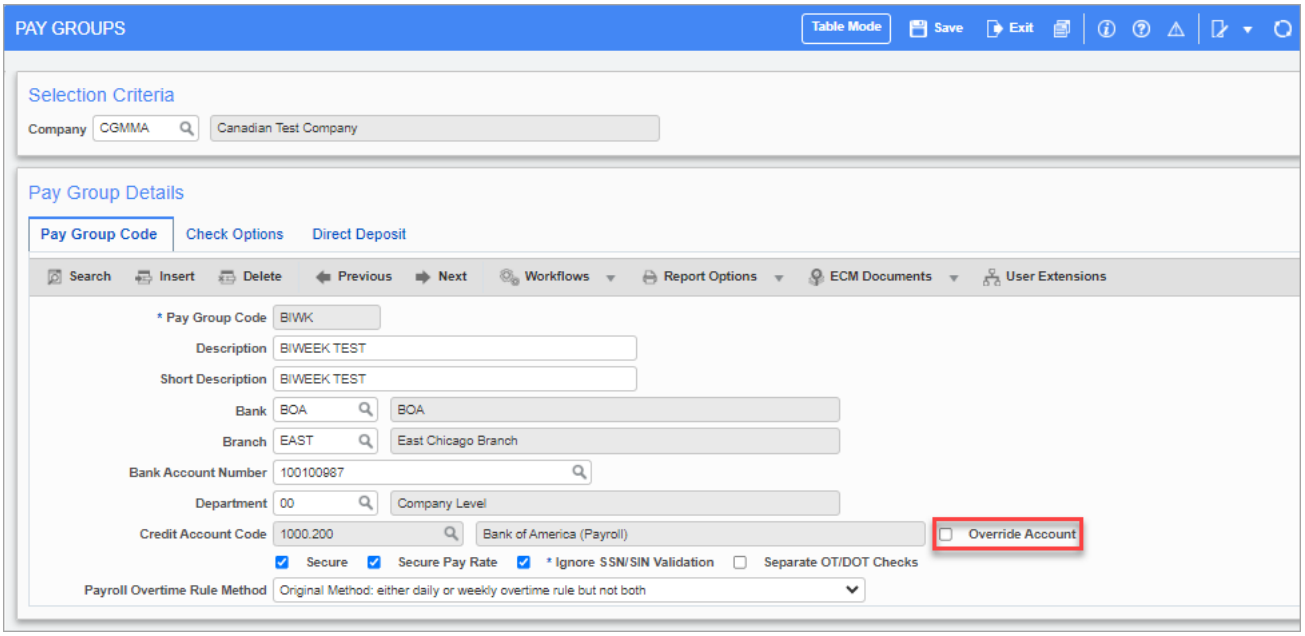
CDA Account

Enter/select the account used to post reconciled checks when using check reconciliation services.

Direct Deposit Stub Secure Password

Select how the password for the direct deposit stub is generated.

Overriding the Account on Pay Groups



Pgm: PYPAYGRP – Pay Groups; standard Treeview path: International Payroll > Setup > Company > Pay Groups – Pay Group Code tab

Sometimes a company will post a payroll at the end of the month, but they do not want the pay to go to the employee's bank because payments are only released after approval and could be delayed for three to five business days. In this case, the company may want to override the cash account so that payroll can be deposited into the company control account.

This can be done using the 'Override Account' checkbox on the Pay Groups screen to allow users to override the cash account. The user can override the account on the Pay Group screen without changing it on the global Bank Account Setup screen. For more details, please see Pay Groups in the US Payroll reference guide.

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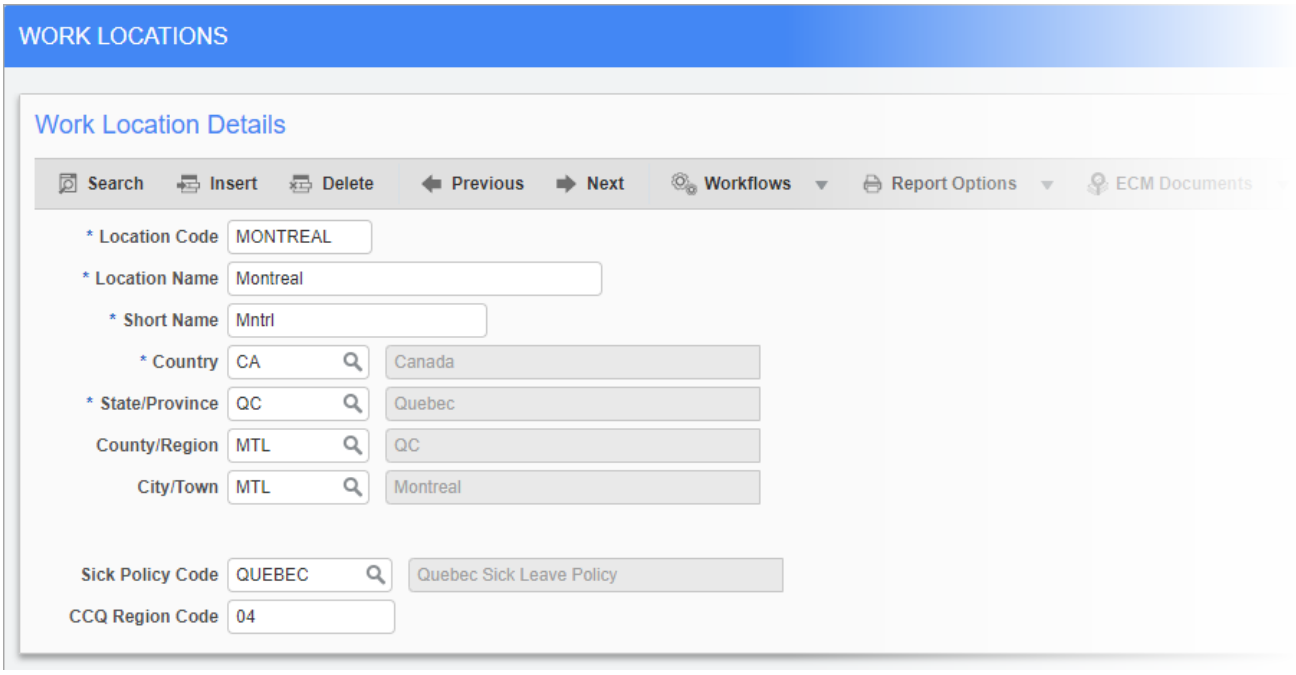
Local Tables

Work Locations



Pgm: PYWRKLOC – Work Locations; standard Treeview path: Payroll > Setup > Local Tables > Work Locations

This screen shares most of its fields with the corresponding Work Location screen in the US Payroll module. The key difference here is that the Vertex Geo Code field is replaced with the CCQ Region Code field. Vertex software is not used to calculate taxes in the International Payroll module. Instead, calculation is done by Enterprise itself and all tax rates and codes are pre-populated and updated by CMiC.

CCQ Region Code

Enter the Commission de la Construction du Quebec (CCQ) code for this work location.

If the work location is not in Quebec, then leave this field blank.

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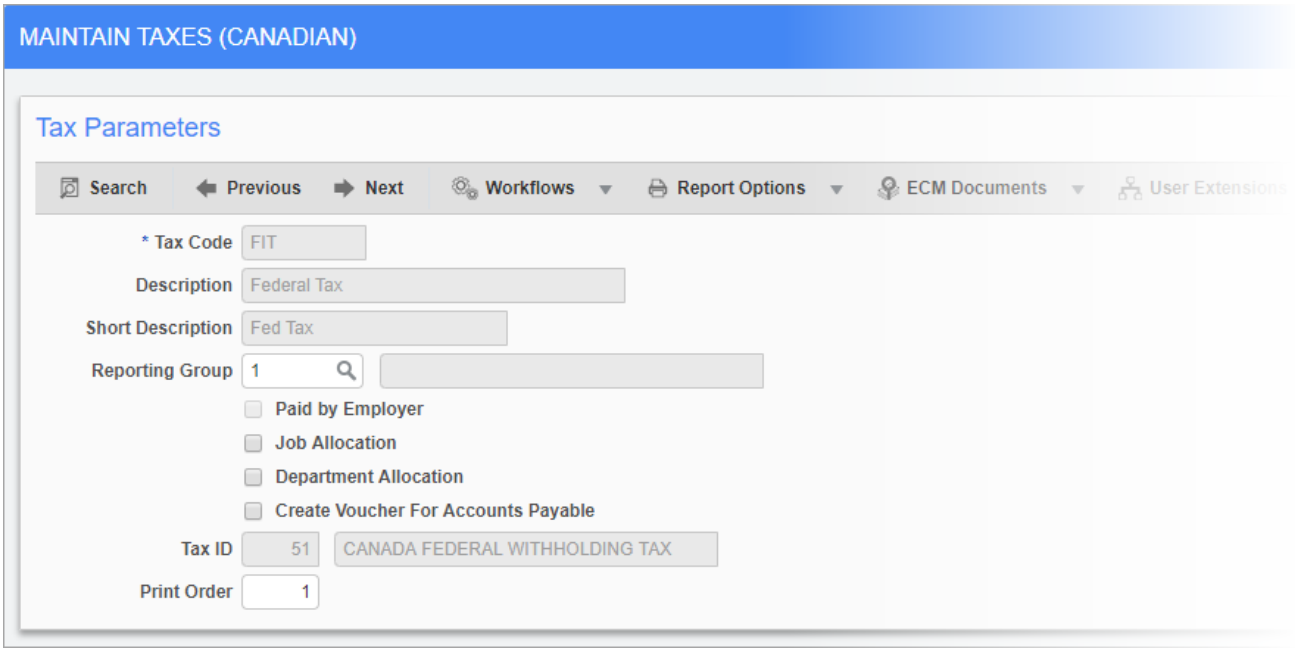
Administration

Since taxation in the United States differs from that in other countries, most of the functional differences between the US Payroll and International Payroll modules occur in the Taxes sub-menu.

Taxes



Pgm: PYTAXCA – Maintain Taxes (Canadian); standard Treeview path: International Payroll > Administration > Taxes > Taxes

The Maintain Taxes screen is used to create taxes, as well as view taxes that come pre-defined in the International Payroll module. These pre-populated taxes have several fields that are display-only.

Tax Code

Enter the code for the tax. This field is display-only for pre-populated taxes.

Description, Short Description

The full and short descriptions of the tax appear here. These fields are display-only for all taxes.

Reporting Group

Enter/select the reporting group for the tax. Reporting groups allow different taxes, benefits, and deductions to be grouped together for reporting purposes.

Leave this field blank to provide detailed display of all items individually on checks and pay stubs.

Paid by Employer – Checkbox

If this box is checked the tax is paid for by the employer. This field is display-only for all taxes, which means that only pre-populated taxes can be paid for by employers.

Job Allocation – Checkbox

If the 'Paid by Employer' box is checked, then check this box to cost the tax to the job worked by the employee.

Department Allocation – Checkbox

Check this box to cost the tax to the department of the employee.

Create Voucher for Accounts Payable – Checkbox

If checked, payroll processing creates and posts the voucher in Accounts Payable for the tax vendor. Tax vendors can be assigned in the Accounting screen.

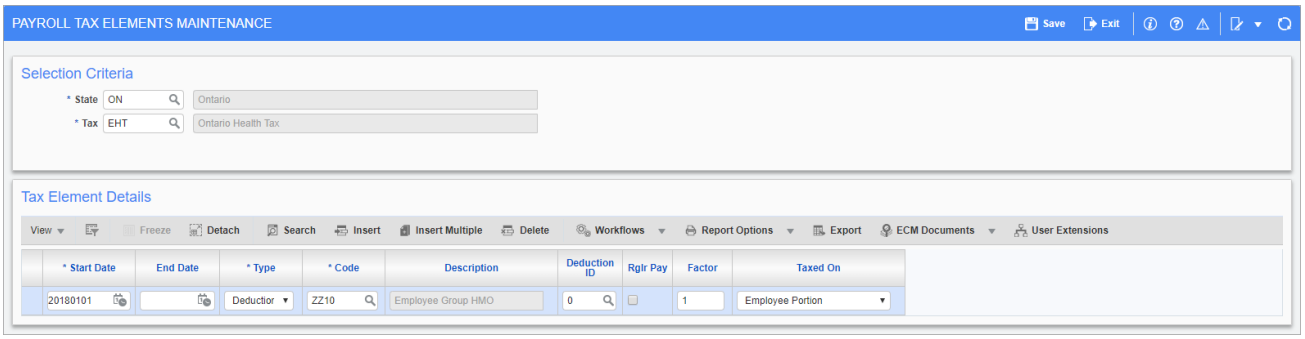
Tax ID

The ID number for the tax appears here. This field is display-only for all taxes.

Print Order

Enter the print order number for the tax. This number determines the order in which the tax is calculated.

Elements



Pgm: PYTAXELM – Payroll Tax Elements Maintenance; standard Treeview path: International Payroll > Administration > Taxes > Elements

The Tax Elements screen is used to define those elements (i.e. benefits, deductions, and expenses) that should be included in the total gross wages from which taxes are calculated during payroll processing.

Selection Criteria – Section

State

Enter/select the state code for state taxes or “ALL” for federal taxes.

Tax

Enter/select the tax code.

Tax Element Details – Section

Start Date, End Date

Enter/select the range of the tax element. To leave the element turned on, leave the End Date field blank.

Type

Select whether the tax element is a benefit, deduction, or expense.

Code

Enter/select the tax element code. The name of the tax element appears in the Description field.

Deduction ID

Enter/select the ID number that matches the deduction with a recognized, government-approved deduction taxation category.

This field is mandatory for deductions and should be left blank for benefits and expenses.

Regular Pay – Checkbox

Check this box if the element is calculated as part of regular pay. This box should be checked for benefits only. This box should not be checked for expenses, deductions, or non-standard benefits, such as bonuses, that are only calculated periodically. In the latter case the system applies a flat rate of tax to the benefit amount.

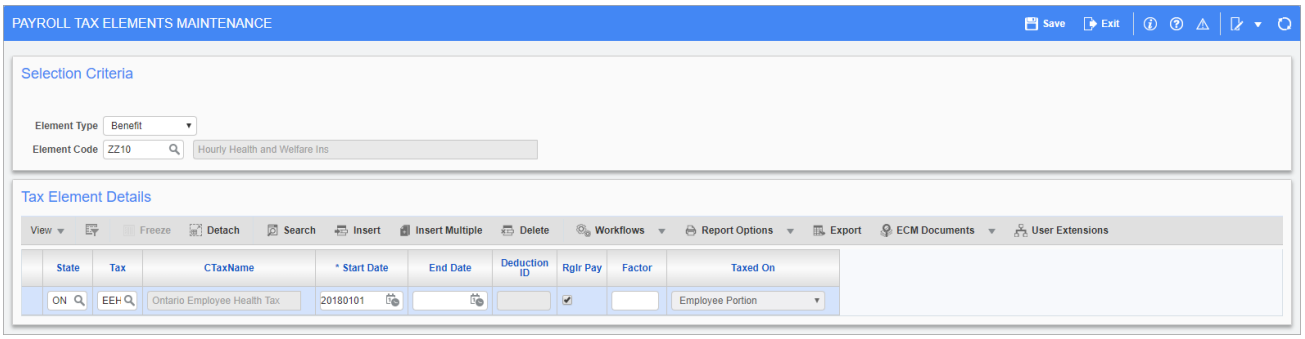
Factor

Enter the appropriate factor or leave this field blank if the whole amount of the previously specified element should be included in the tax calculation.

Taxed On

Select whether the element is taxed on the employer or the employee portion.

Elements By Transaction



Pgm: PYTAXELM – Payroll Tax Elements Maintenance; standard Treeview path: International Payroll > Administration > Taxes > Element By Transactions

This screen allows tax elements to be sorted and viewed by transaction. The Tax Element Details section is identical to the one in the Elements screen documented above.

Accounting

The Payroll Taxes Accounting screen is used to assign tax codes to debit and credit accounts.

Tax Code

Enter/select the tax code. The name of the tax appears in the Tax Description field.

Credit Department, Debit Department

Enter/select the company departments to credit and debit the tax amount. If either of these fields are blank, they default to the employee department. The names of the departments appear in the Credit Department Name and Debit Department Name field.

Credit Account, Debit Account

Enter/select the account credited and debited by the system when the tax is processed. These are typically the liability and expense accounts, respectively, associated with the tax. Leave the Debit Account field blank if the employee pays the tax. If this is the case, the system debits the cash/bank account for the tax because it records the payment by the employee.

The names of the accounts appear in the Credit Account Description and Debit Account Description fields, respectively.

Vendor

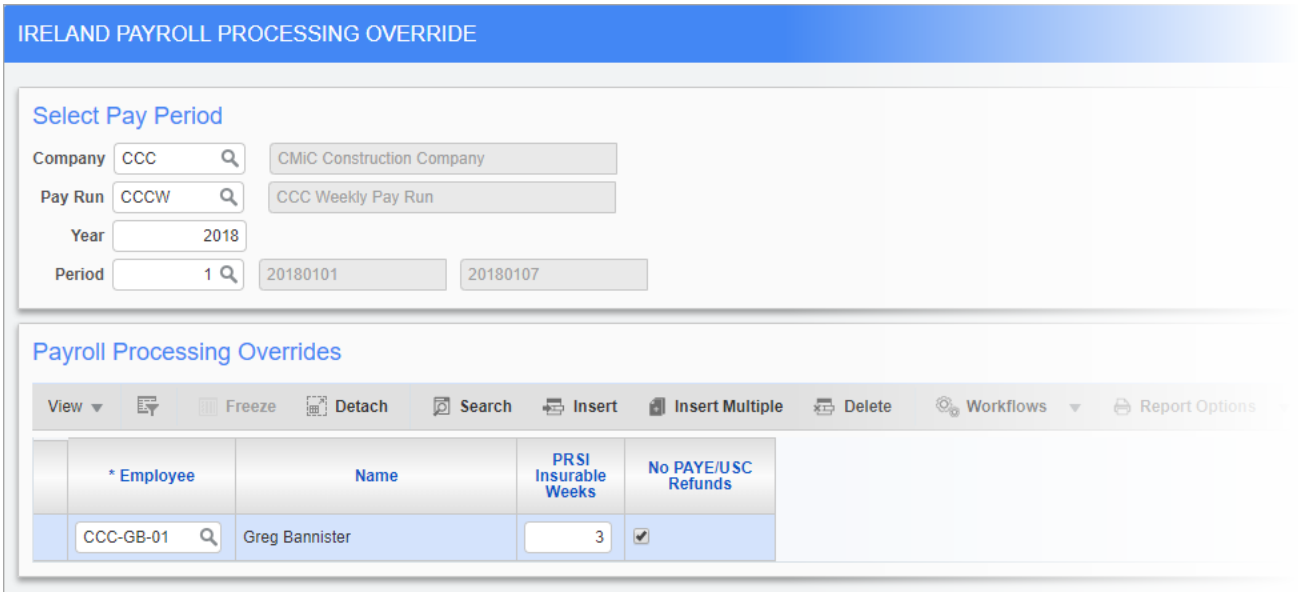
Enter/select the vendor for the tax.

Comments

Enter any comments to be displayed in the description for the tax vouchers created.

Processing

Ireland Payroll Processing



Pgm: PYPROCORIDE_IE – Ireland Payroll Processing Override; standard Treeview path: International Payroll > Processing > Ireland Payroll Processing Override

Select Pay Period – Section

Company, Pay Run, Year, Period

Enter the company, pay run, year, and period to be processed.

Payroll Processing Overrides – Section

Employee

Enter/select the employee whose payroll is being overridden.

PRSI Insurable Weeks

Enter the number of weeks that the employee is eligible for pay related social insurance.

No PAYE/USC Refunds – Checkbox

Check this box to disallow Pay As You Earn and Universal Social Charge refunds for the employee.

Government Forms

- ROE Form
- T4 Forms
- T4 Mapping Parameters
- T4 Summary Report
- P60 Ireland Report
- UK RTI Feeds
- Employee Dental Care Maintenance

ROE Form

ROE PARAMETERS SCREEN

Save Exit

Select Parameter

FEIN Number 77-8899121 CCC Company Main FEIN

Company CCC CMiC Construction Company

Business No.

Pay Year 2023 Period 1 12312022 01142023

Employee Pick List Edit

From Employee

To Employee

* Recall Date Not Returning

Terminated Since 12082023

* Reason Code A00 Shortage of Work / End of Contract or Season

* Comm. Preferred English

ROE Issue Date

Print Report

Contact's First Name Contact's Last Name

Contact's Number Ext.

Issuer Name

Issuer's Number Ext.

Comments

File to be Exported ROE_15122023.BLK Note: File will be generated in DOWNLOADS folder

Box 17A

Print

Pgm: PYROELSR – ROE Parameters Screen; standard Treeview path: International Payroll > Government Forms > ROE Form

The Record of Employment (ROE) screen should be completed by Canadian employers for employees receiving insurable earnings who experience an interruption of earnings. The form provides information on employment history and is important in establishing claims for employment insurance (EI) benefits.

Completing the screen and pressing the [**Print**] button creates an XML formatted ROE form which can be uploaded to Service Canada.

Company

Enter/select the company. The corresponding FEIN appears in the FEIN Number field.

Business Number

Enter/select the business number for the company.

Pay Year, Period

Enter the pay year and period during which the interruption of earnings took place.

From Employee, To Employee

Enter/select the range of employees whose earnings were interrupted. To complete the form for a single employee, enter the same code in both the From and To fields. To complete the form for the full range of employees, leave both these fields blank.

Employee Pick List

Enter/select a pick list to process a specific group of employees. Employee pick lists are created in the Pick List screen (standard Treeview path: International Payroll > Setup > Local Tables > Employee Pick List). This screen is also located in the US Payroll module; for more information, refer to the Employee Pick List section in the US Payroll guide. For convenience, the [**Edit**] button is available to launch the Pick List pop-up directly from the ROE Form screen to edit or create employee pick lists.

Recall Date

Select whether the employees selected in the From Employee and To Employee fields are due to return to work.

Terminated Since

Enter/select the date the employee range was terminated.

Reason Code

Select the reason for the interruption of earnings.

Comm. Preferred

Select whether the employees should be contacted in English or French.

ROE Issue Date

Enter/select the date the ROE is issued.

Print Report – Checkbox

Check this box to print the report along with the XML file when the [**Print**] button is pressed. Checking this box disables all fields below it on this screen.

Contact's First Name, Contact's Last Name, Contact's Number, Ext

Enter the first name, last name, phone number, and phone extension of the contact.

Issuer Name, Issuer's Number, Ext

Enter the name, phone number, and phone extension of the person issuing the ROE form.

Comments

Enter any further comments here.

File to be Exported

Enter the file path of the XML file. The screen pre-populates this field when the Company field is filled. The file extension is "BLK" by default.

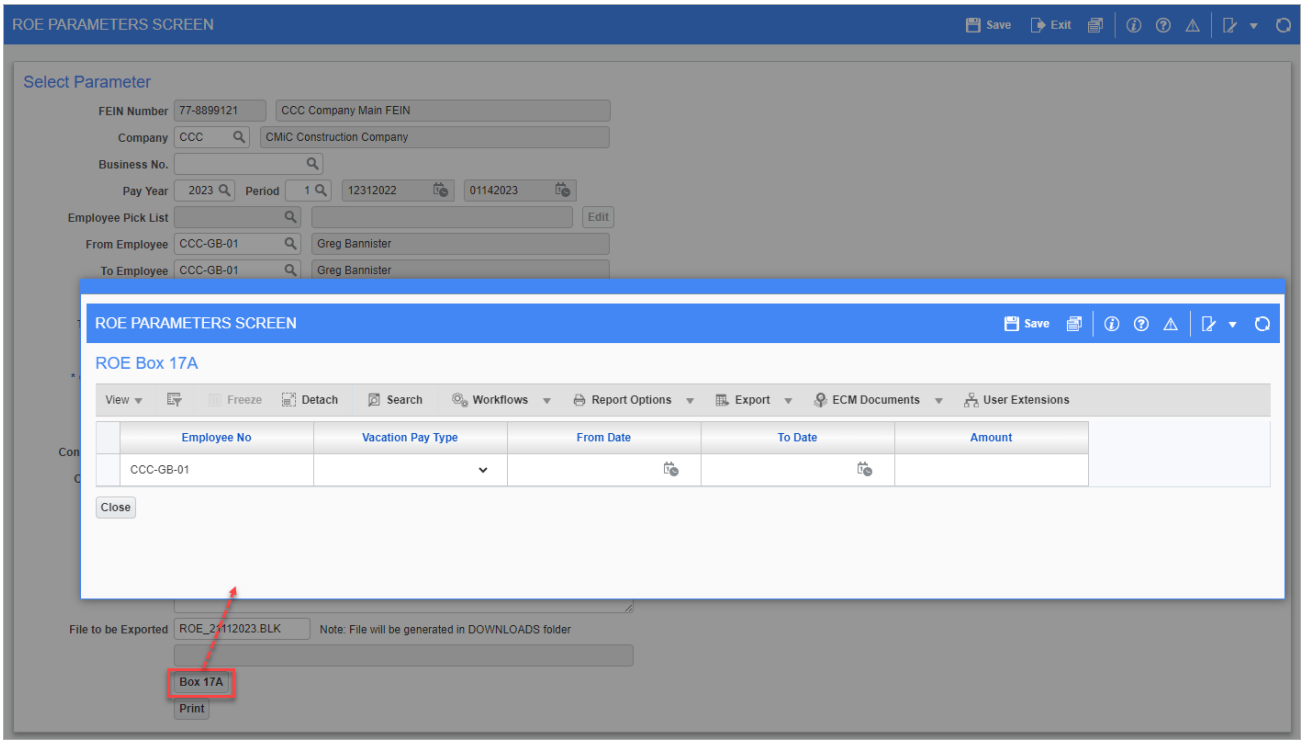
[**Box 17A**] – Button

Press this button to launch the ROE Parameters pop-up screen, which is used to input any vacation pay the employer has paid or will pay to the employee due to the interruption of earnings. For more information on this screen, please see ROE Parameters Pop-Up – ROE Box 17A below.

[**Print**] – Button

Press this button after the screen has been completed to create the XML ROE file. The file is exported to the file path entered in the File to be Exported screen.

ROE Parameters Pop-Up – ROE Box 17A



Pop-up launched from the [Box 17A] button on the ROE Parameters screen

This pop-up is launched from the [**Box 17A**] button on the ROE Parameters screen, and is used to input any vacation pay the employer has paid or will pay to the employee due to the interruption of earnings.

Employee No

This is a read-only field showing the employee code and defaults from the ROE Parameters screen.

Vacation Pay Type

Select one of the following types of vacation pay from the drop-down list:

- **Included with each pay**: This type includes vacation pay that is usually paid as a percentage of the employee's earnings for a pay period and should not be reported in Block 17A. Do not include comments regarding this pay in Block 18.

- **Paid because no longer working**: This type includes any vacation pay that is payable to the employee due to a layoff or termination of employment. Include any amount in the Amount field. Do not include comments regarding this pay in Block 18, such as "17A $$ is included in 15C P.P. 1.".
- **Paid for a vacation leave period**: This type includes any vacation pay that is paid by the employer for a specific period of leave, when the employee plans to take a vacation leave after the date specified in Block 11 and the leave was granted by the employer. For paper ROEs, the dates of the vacation leave should be included in Block 18. For ROE Web online, the dates should be entered in the appropriate fields. Include any vacation pay paid for that specific period of leave in the Amount field.
- **Anniversary vacation pay (Paid on a specific date each year)**: This type includes any vacation pay that is paid on a specific date (or dates) each year, such as an anniversary date. For paper ROEs, the date of the anniversary should be included in Block 18. For ROE Web online, the date should be entered in the appropriate field. Include any amount in the Amount field.

From Date, To Date

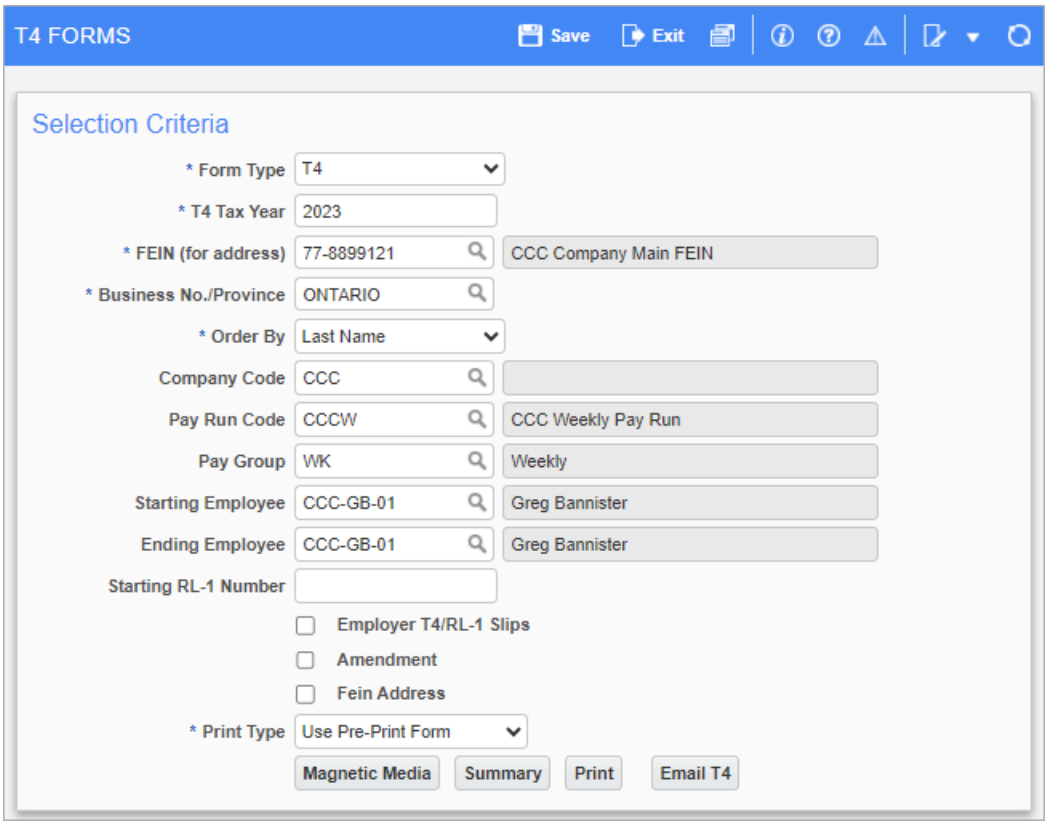
Enter/select the start and end dates of the vacation period.

Amount

Enter the vacation pay the employer has paid or will pay to the employee.

Note: Do not report any amount if the Vacation Pay Type selected is 'Included with each pay'.

T4 Forms



Pgm: PY1070CA – T4 Forms; standard Treeview path: International Payroll > Government Forms > T-4 Forms

The T4 form is used by employers to declare what salaried employees have been paid before deductions. It displays CPP, QPP, EI, and any other contributions deducted from pay checks during the tax year.

Form Type

Select the type of form to be completed.

T4 Tax Year

Enter the tax year being processed.

FEIN (for address)

Enter/select the company FEIN.

Business No./Province

Enter/select the business number corresponding to the FEIN entered above.

Order By

Select how employees should be ordered on the printed form.

Company Code

Enter/select the company code.

Pay Run Code, Pay Group

Enter/select the pay run and pay group to be processed.

Starting Employee, Ending Employee

Enter/select the range of employees whose earnings were interrupted. To complete the form for a single employee, enter the same code in both of these fields. To complete the form for the full range of employees, leave both of these fields blank.

Starting RL-1 Number

If completing a RL-1 form, enter the starting number here.

Employer T4/RL-1 Slips – Checkbox

Check this box to return T4 or RL-1 slips for the employer.

Amendment – Checkbox

Check this box if the information entered in this screen is to amend an already entered form.

Fein Address – Checkbox

Check this box to use the address listed for the FEIN of the company entered above.

Print Type

Select whether to print or pre-print the T4 form.

[**Magnetic Media**] – Button

Press this button to bring up the T4 Forms pop-up screen, which is used for generating T4 XML files. An XML file is required by the CRA for the electronic filing of returns. For more information on this screen, please see T4 Forms – Pop-up below.

[**Summary**] – Button

Press this button to bring up a summary of pension registration by provinces for the company.

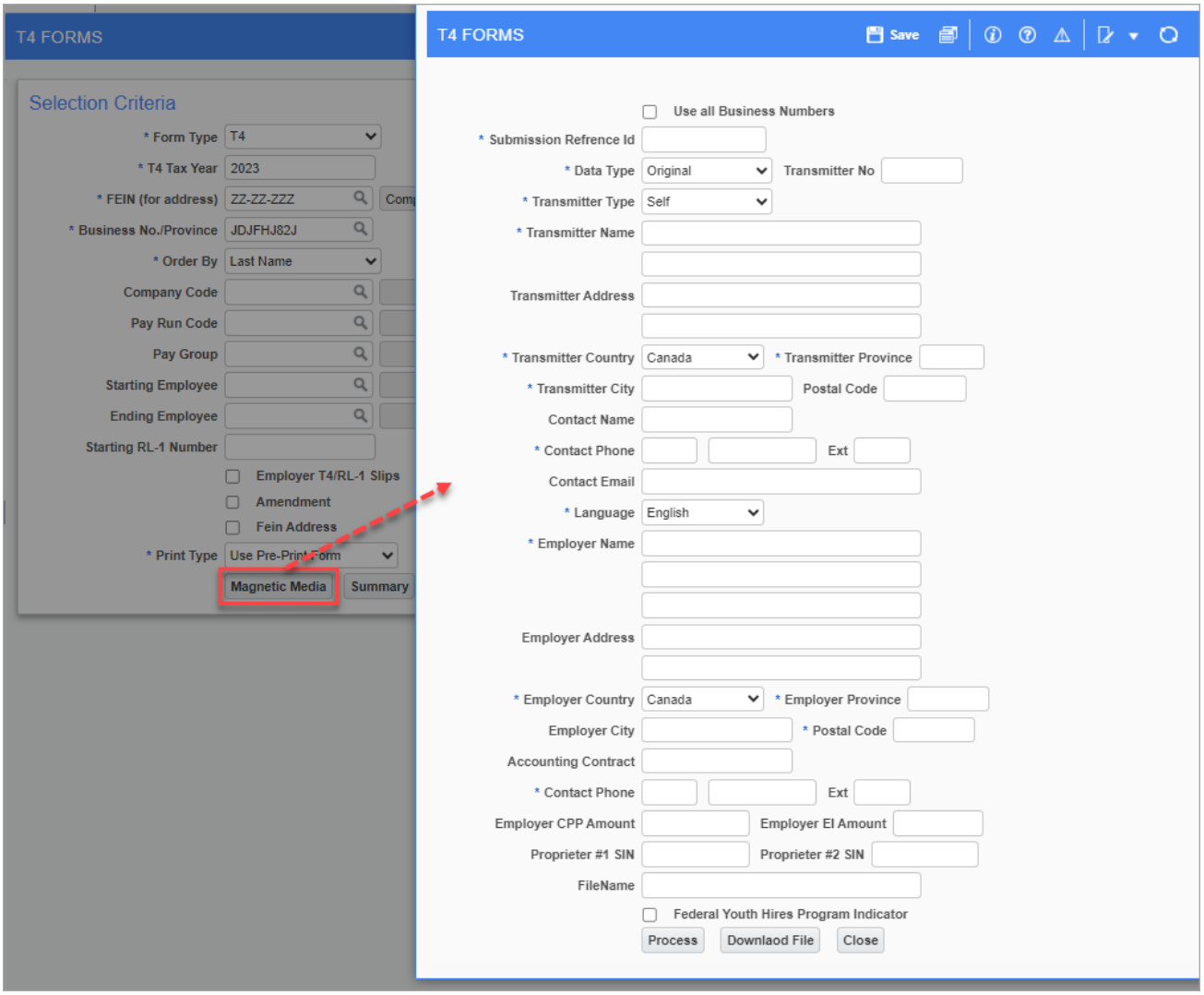
[**Print**] – Button

Press this button to print the complete report.

[**Email T4**] – Button

Press this button to email the T4 form to the employee.

T4 Forms – Pop-up



Pgm: PY1070CA – T4 Forms; pop-up launched from the [Magnetic Media] button on the T4 Forms screen

This pop-up is launched via the [**Magnetic Media**] button on the T4 Forms screen. This pop-up is used for generating T4 XML files for the purpose of electronic document filing with the CRA.

Use all Business Numbers – Checkbox

Check the 'Use all Business Numbers' box to use all business numbers on this form.

Submission Reference Id

Enter a user-defined number to identify each submission filed with the CRA.

Data Type

Select the data type from the drop-down list to identify the form as either an Original, Amendment, or Test form.

Transmitter Number

Enter the identification number assigned by the CRA for companies who file information electronically.

Transmitter Type

Select one of the following transmitter types from the drop-down list to identify the user of the T4 form:

- Self
- Others
- Self using software
- Vendor

Transmitter Name, Transmitter Address

Enter the name/address of the transmitter of T4 form.

Transmitter Country

Select "Canada" or "USA" as the country in which the transmitter is located.

Transmitter Province

Enter the province or territory in Canada where the transmitter is located or the state in the USA where the transmitter is located.

Transmitter City

Enter the city where the transmitter is located.

Postal Code

Enter the mailing code used by the postal service in the country where the transmitter is located. Lowercase letters will be converted to uppercase.

Contact Name

Enter the name of the person to contact regarding the information on the T4 form.

Contact Phone, Ext

Enter the phone number and extension of the contact, broken down into its area code and local number.

Contact Email

Enter the email address of the contact.

Language

Select "English" or "French" as the official language for communication purposes.

Employer Name, Employer Address

Enter the legal name/address of the employer.

Employer Country

Select "Canada" or "USA" as the country in which the employer is located.

Employer Province

Enter the province or territory in Canada where the employer is located or the state in the USA where the employer is located.

Employer City

Enter the city where the employer is located.

Postal Code

Enter the mailing code used by the postal service in the country where the employer is located. Lowercase letters will be converted to uppercase.

Accounting Contract

Enter the employer's accounting contract information.

Contact Phone, Ext

Enter the phone number and extension of the employer, broken down into its area code and local number.

Employer CPP Amount

Enter the amount of CPP paid by the employer on behalf of the detached employee. A detached employee is an employee that is temporarily assigned or posted to another country for a specific period of time.

Employer EI Amount

Enter the amount of EI paid by the employer on behalf of the detached employee. A detached employee is an employee that is temporarily assigned or posted to another country for a specific period of time.

Proprietor #1 SIN

Enter the SIN number of the first proprietor or principal owner. This applies to employers that are Canadian-controlled private corporations or unincorporated.

Proprietor #2 SIN

Enter the SIN number of the second proprietor or second principal owner. This applies to employers that are Canadian-controlled private corporations or unincorporated.

File Name

Enter a file name for the T4 form.

Federal Youth Hires Program Indicator– Checkbox

Check this box if the employer is part of an associated group of employers for purposes of the Federal Youth Hires Program.

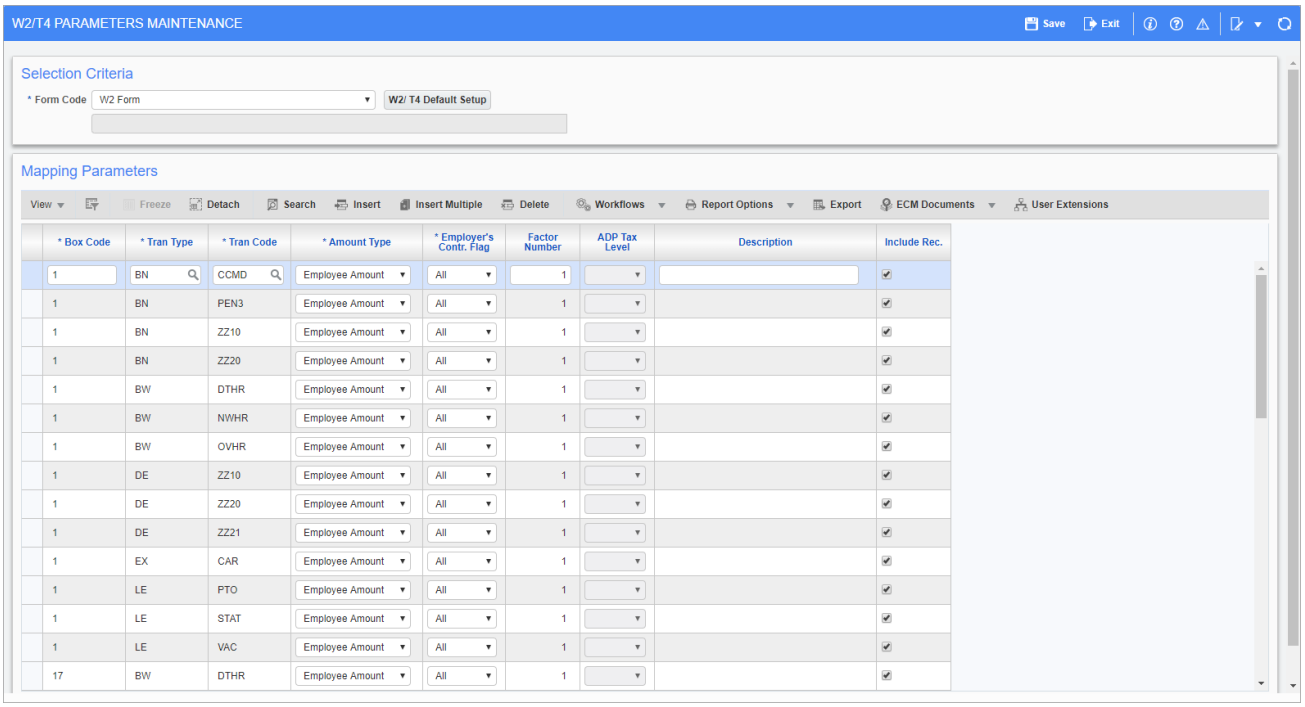
[**Process**] – Button

Press this button to generate the T4 form.

[**Download File**] – Button

Press this button to download the T4 form as a TXT file.

T4 Mapping Parameters



* Box Code	* Tran Type	* Tran Code	* Amount Type	* Employer's Contr. Flag	Factor Number	ADP Tax Level	Description	Include Rec.
1	BN	CCMD	Employee Amount	All	1			✓
1	BN	PEN3	Employee Amount	All	1			✓
1	BN	ZZ10	Employee Amount	All	1			✓
1	BN	ZZ20	Employee Amount	All	1			✓
1	BW	DTHR	Employee Amount	All	1			✓
1	BW	NWHR	Employee Amount	All	1			✓
1	BW	OVHR	Employee Amount	All	1			✓
1	DE	ZZ10	Employee Amount	All	1			✓
1	DE	ZZ20	Employee Amount	All	1			✓
1	DE	ZZ21	Employee Amount	All	1			✓
1	EX	CAR	Employee Amount	All	1			✓
1	LE	PTO	Employee Amount	All	1			✓
1	LE	STAT	Employee Amount	All	1			✓
1	LE	VAC	Employee Amount	All	1			✓
17	BW	DTHR	Employee Amount	All	1			✓

Pgm: PYW2MAP – W2/T4 Parameters Maintenance; standard Treeview path: International Payroll > Government Forms

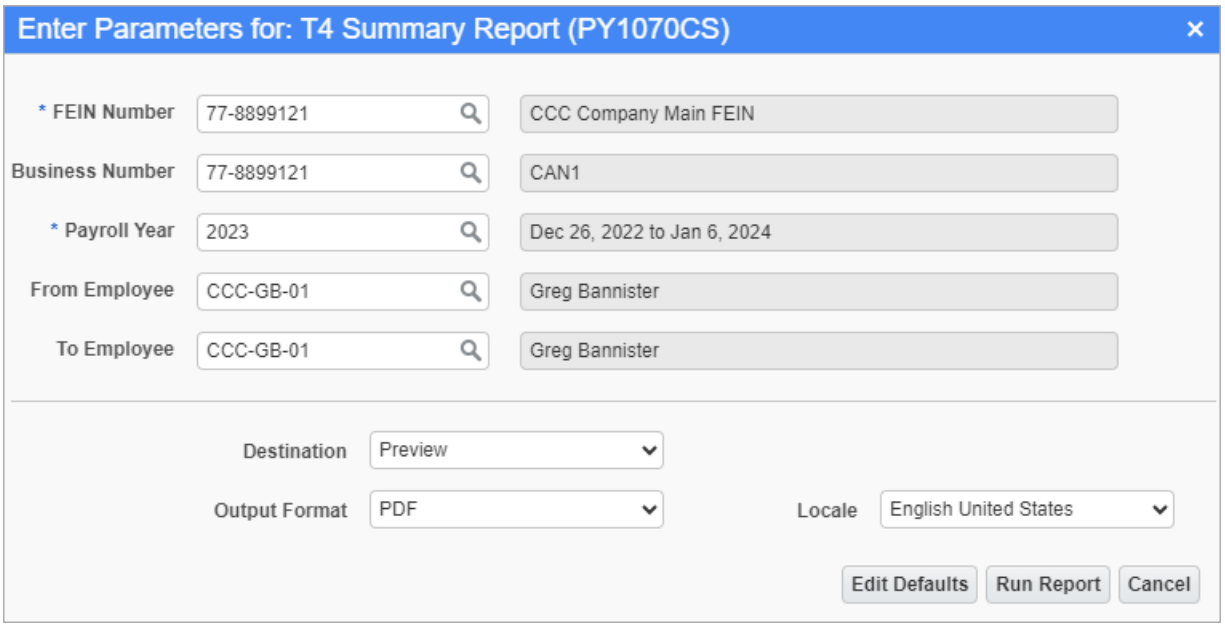
This screen is used to map standard payroll screens such as the W2, T4, T4A, ROE, and ADP with the payroll detail supplied by the system. The International Payroll module comes with a standard setup for each of these screens, but it is possible to make modifications and additions to any nonstandard detail.

The [**W2/T4 Default Setup**] button brings up the setup according to the rules defined for taxes for each of the transaction codes on the system. This process can be run at any time and updates any missing transaction types.

This screen is documented further in the Greenshades guide.

NOTE: The ADP Tax level field is only available for “ADP – Periodic” and “ADP - Quarterly” codes.

T4 Summary Report



Pgm: PY1070CS –T4 Summary Report; standard Treeview path: International Payroll > Government Reports > T4 Summary Report

The T4 Summary Report screen creates a report of all T4 reports that exist for the entered selection criteria.

FEIN Number

Enter/select the company FEIN.

Business Number

Enter/select the business number for the corresponding company.

Payroll Year

Enter/select the relevant payroll tax year.

From Employee, To Employee

Enter/select the range of employees to include in the report. To complete the form for a single employee, enter the same code in both the From and To fields. To complete the form for the full range of employees, leave both these fields blank.

Destination

Select a destination for the report from the drop-down menu (e.g., Preview, Email, Printer, File, Cold Storage, etc.). The destination selected determines which fields become enabled in the pop-up window.

Output Format

Select an output format from the drop-down menu (e.g. PDF, HTML, Excel, RTF, CSV, etc.). The selection made here will determine the format of the report being generated.

Locale

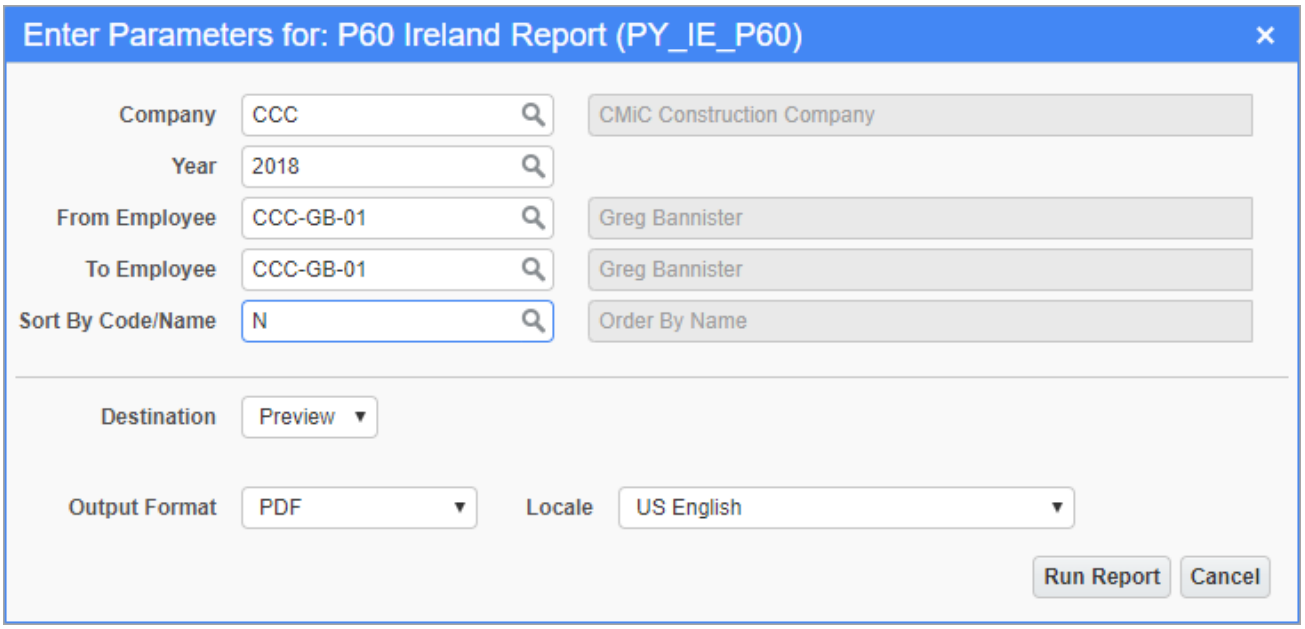
Select a locale from the drop-down menu to define the way in which the report will print the date and time.

[**Edit Defaults**] – Button

To edit a report's parameters, the Report Definition screen launched using the [**Edit Defaults**] button is used. Access to the [**Edit Defaults**] button limited to users with the Configuration Privilege 'UIREPPRMMD - UI Report: Allow User To Modify Report Parameters Definition'.

NOTE: The UIREPPRMMD configuration privilege can only be granted at the site/client level, and it is not necessary to enter a privilege level in the Edit Privilege Levels section, as it is automatically set to the site/client level.

P60 Ireland Report



Pgm: PY_IE_P60 – P60 Ireland Report; standard Treeview path: International Payroll > Government Reports > P60 Ireland Report

The P60 report is an end of year statement issued at the end of the tax year to tax payers. It details employees' taxable income, as well as any deductions made by Pay At Year End (PAYE), Pay Related Social Insurance (PRSI), and other burdens for the tax year. It is the equivalent of the T4 form used in Canadian taxation and the W2 form used in the US.

This screen creates a report of all P60 reports that exist for the entered selection criteria.

Company

Enter/select the company code.

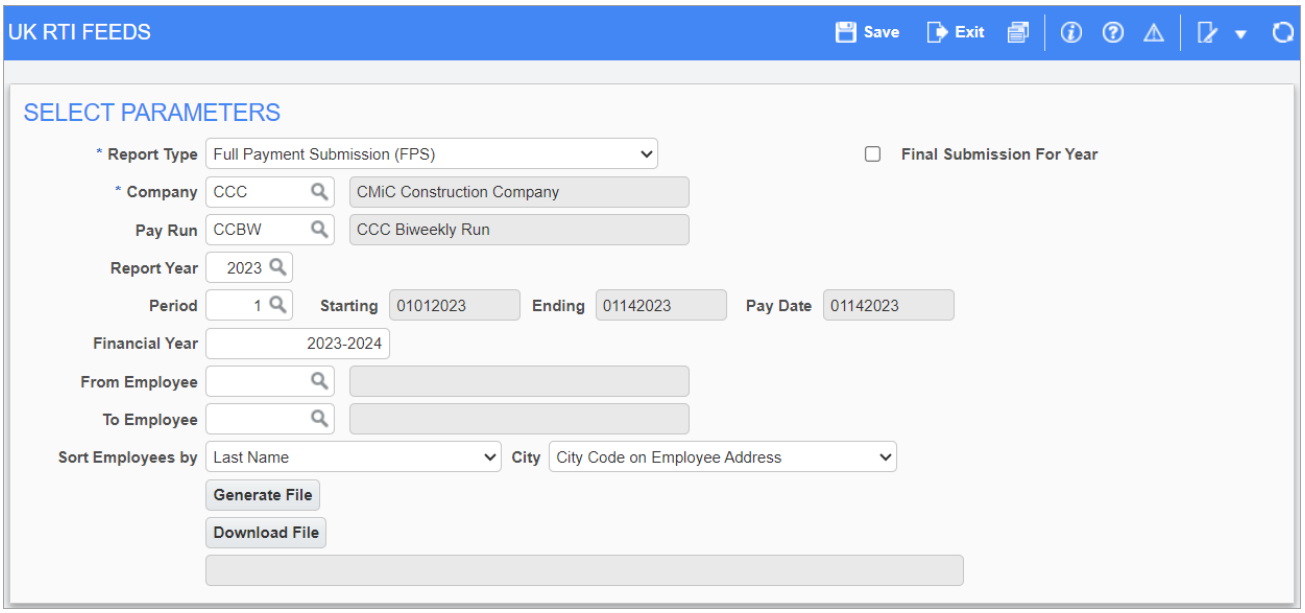
Year

Enter the relevant tax year.

From Employee, To Employee

Enter/select the range of employees for which to print the report. To print the report for a single employee, enter the same code in both fields. To print reports for the full range of employees, leave both fields blank.

UK RTI Feeds



Pgm: PYUKRTIPARM – UK RTI Feeds; standard Treeview path: International Payroll > Government Forms > UK Forms

A Real-Time Information (RTI) feed is used by employers in the UK for tax purposes. An RTI report is required every time employees are paid and is used regularly throughout the tax year. Users can generate full payment submission (FPS) reports and/or employer payment summary (EPS) reports, as well as P11D, P11D(b), P9D, and P60 government reports.

Report Type

Select one of the following government report types from the drop-down menu:

- Full Payment Submission (FPS)
- Employer Payment Summary (EPS)
- Employer Payment Summary Final (EPSF)
- Employer Alignment Submission (EAS)
- P11D File
- P11D(b) File
- P9D File
- P60 File

Final Submission For Year – [Checkbox]

Check this box if this is the final report of the financial tax year.

Company

Enter/select the company code.

Pay Run

Enter/select the pay run to be processed.

Report Year

Enter/select the report year.

Period

Enter/select the pay period to include on the report.

Financial Year

This field's value defaults from the Report Year field and is editable. This is the 12-month period used in the UK for tax purposes.

From Employee, To Employee

Enter/select the range of employees. To complete the form for a single employee, enter the same code in both the From and To fields. To complete the form for the full range of employees, leave both these fields blank.

Sort Employees by

Select Employee Code, Last Name, or SSN from the drop-down menu to sort the report.

City

Select one of the following address lines to include on the report:

- Address Line 2
- Address Line 3
- City Code on Employee Address

- Address Last Filled Line
- No Action

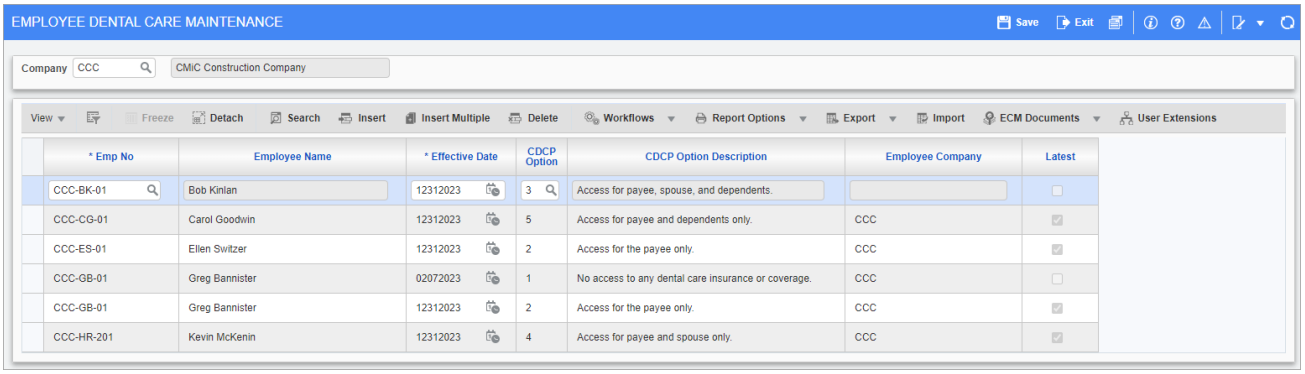
[**Generate File**] – Button

Press this button to generate the RTI report.

[**Download File**] – Button

Press this button to download the RTI report as a TXT file.

Employee Dental Care Maintenance



Pgm: PYEMPCDCP – Employee Dental Care Maintenance; standard Treeview path: International Payroll > Government Forms > Employee Dental Care Maintenance

This screen is used by Canadian employers who are required by the Canada Revenue Agency (CRA) to provide details regarding dental coverage offered to their employees. This information will assist in verifying eligibility for the Canada Dental Benefit. Employers are required to specify whether the employee or any of their family members were eligible for dental care insurance or any form of dental services coverage as of December 31 when submitting the T4 and T4A. This information is reported in box 45 of the T4 and T4A.

The Employee Dental Care Maintenance utility streamlines importing employee data through a CSV file. The file should include three key values: Employee Number, Effective Date, and CDCP Code. For more information on how to import employee data, please refer to [Canadian Dental Care Plan Reporting in 2023].

Use this screen to add a new row for an employee, update the CDCP code, and delete a row if necessary. Users can also import a file with new CDCP codes for the upcoming year or continue to modify existing records.

Company

Enter/select the company code.

Emp No.

Enter/select an employee number.

Effective Date

Enter/select the last period end date or Dec 31 of the T4 year.

CDCP Option

Enter/select a CDCP code from the CDCP LOV. These codes are regulated by the CRA and categorize employees' dental care eligibility:

1. No access to any dental care insurance or coverage.
2. Access for the payee only.
3. Access for payee, spouse, and dependents.
4. Access for payee and spouse only.
5. Access for payee and dependents only.

When importing data without a CDCP code specified, the program automatically assigns a value of 1 to each employee, indicating they are not eligible for dental care coverage.

In the event the employer chooses not to import values, the T4 XML file creation will default to assigning a value of 1 on the T4 slip for every employee.

However, if the employer imports and populates CDCP values within the Employee Dental Care Maintenance screen, this data is considered the source of truth. The CDCP values from this screen will be extracted into the T4 and T4A slips, as well as the XML files, ultimately printing the assigned CDCP values on the respective T4 and T4A slips.

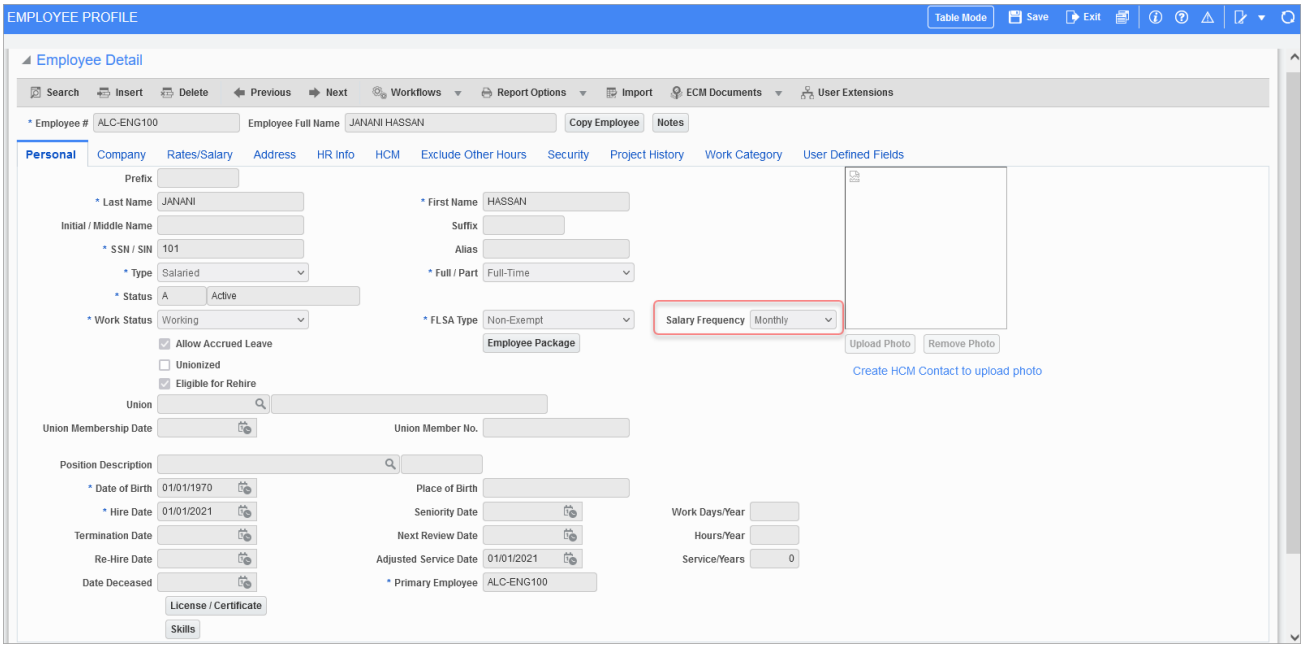
Latest – Checkbox

This read-only field is applied to an employee's most current record. The record with the 'Latest' box checked will take precedence when printing the T4 form.

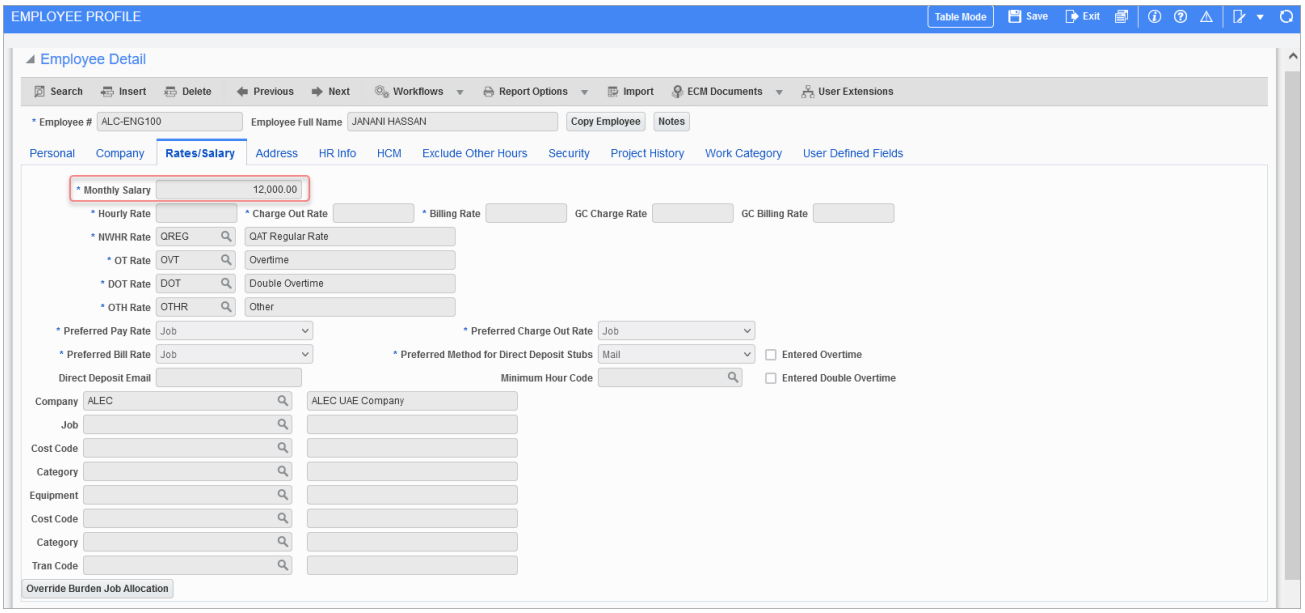
Calculations for Dubai Region

Employee Setup for Base Wage Calculation – Dubai Region

Employee Profile



Pgm: PYEMPLOY – Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile – Personal tab



Pgm: PYEMPLOY – Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile – Rates/Salary tab

CMiC includes calculation support for the Dubai region on the International Payroll module. The definition of the base wage in Dubai is a monthly salary which includes monthly allowances. Full wage includes basic salary plus all the employee benefits/allowances. Benefits are calculated as allowances.

The international Employee Profile screen has an option to allow users to define salary as monthly for the Middle East region to avoid rounding issues. The annual salary is changed to salary frequency, as shown in the screenshot above, and two options are provided in the Salary Frequency field: “Annual” (the default option) and “Monthly”. The Employee Package screen can be viewed from the Employee Profile screen.

Prerequisites

EMPLOYEE PACKAGE

Save Exit

PACKAGES

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Status	Code	Vendor	Description	Plan Code	Plan Option	Effective Date	Eligible Amount	Amount	Life-To-Date Total Amount	End Date
Base	Wage		Basic Salary			01/01/2021		12,000.00		
Elected	FDLA	AETNA	ALEC Engrs-Food Benefit	ALEC	ALEC	01/01/2021		600.00		
Elected	GNLW	AETNA	ALEC Engrs-General Benefit	ALEC	ALEC	01/01/2021		3,000.00		
Elected	HSLW	AETNA	ALEC Engrs-Housing Benefit	ALEC	ALEC	01/01/2021		1,500.00		
Elected	MDLW	AETNA	ALEC Engrs-Medical Benefit	ALEC	ALEC	01/01/2021		2,000.00		
Elected	SCLW	AETNA	ALEC Engrs-School Benefit	ALEC	ALEC	01/01/2021		1,200.00		
Elected	TRNS	AETNA	ALEC Engrs-Transportation	ALEC	ALEC	01/01/2021		1,200.00		
								21,500.00		

NON-PACKAGES

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

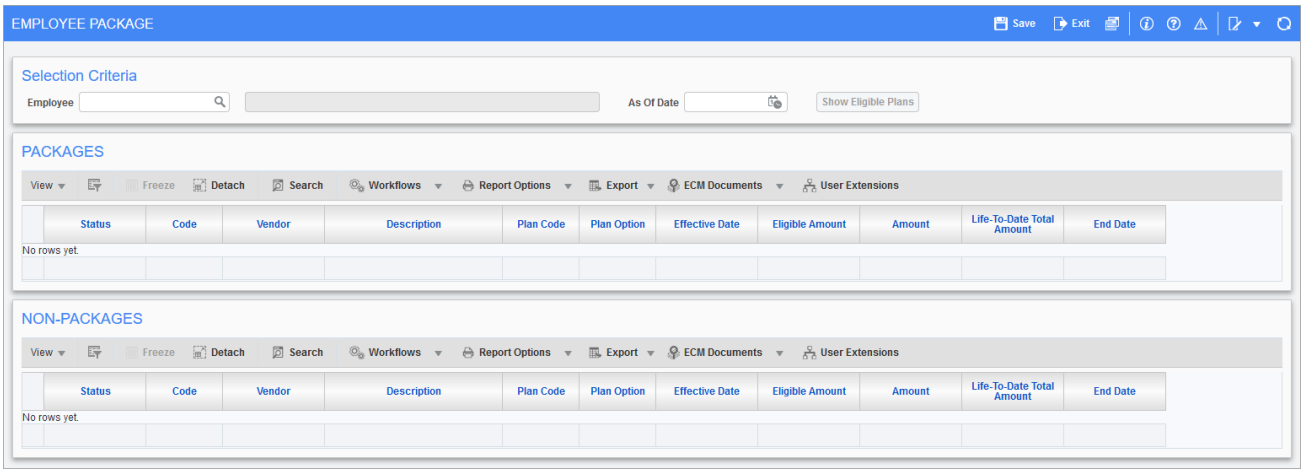
Status	Code	Vendor	Description	Plan Code	Plan Option	Effective Date	Eligible Amount	Amount	Life-To-Date Total Amount	End Date
Elected	CARW	AETNA	ALEC Engrs-Car Benefit	ALEC	ALEC	01/01/2021		1,000.00		
								1,000.00		

The employee package must include the employee monthly salary and the benefit paid to the employee. Therefore, the employee must have both their benefits that are included in the package and those that are not. The non-package allowances are comprised of company contributions and provisions not paid to the employee.

Those benefits can be elected to the employee in the HR module.

Benefits that are marked as a “Package” are displayed in the Packages section of the Employee Package screen shown above. All non-package benefits are displayed in the Non-Packages section.

Employee Package for Companies in the UAE

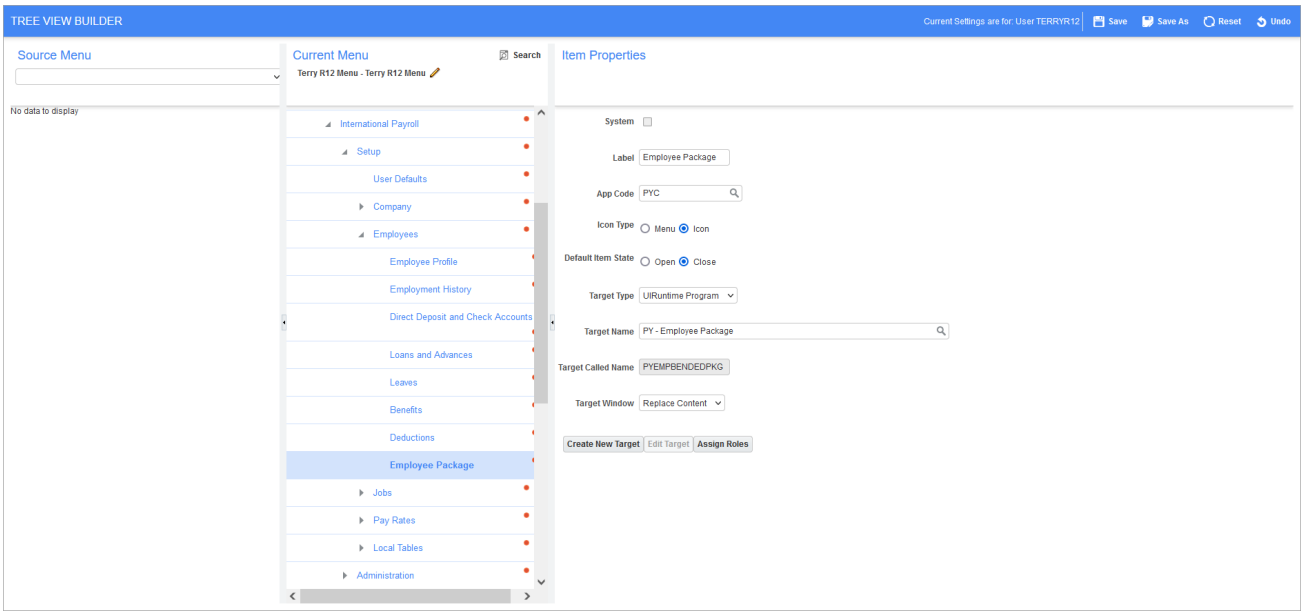


Pgm: PYEMPBENDEDPKG – Employee Package; standard Treeview path: International Payroll > Setup > Employees > Employee Package

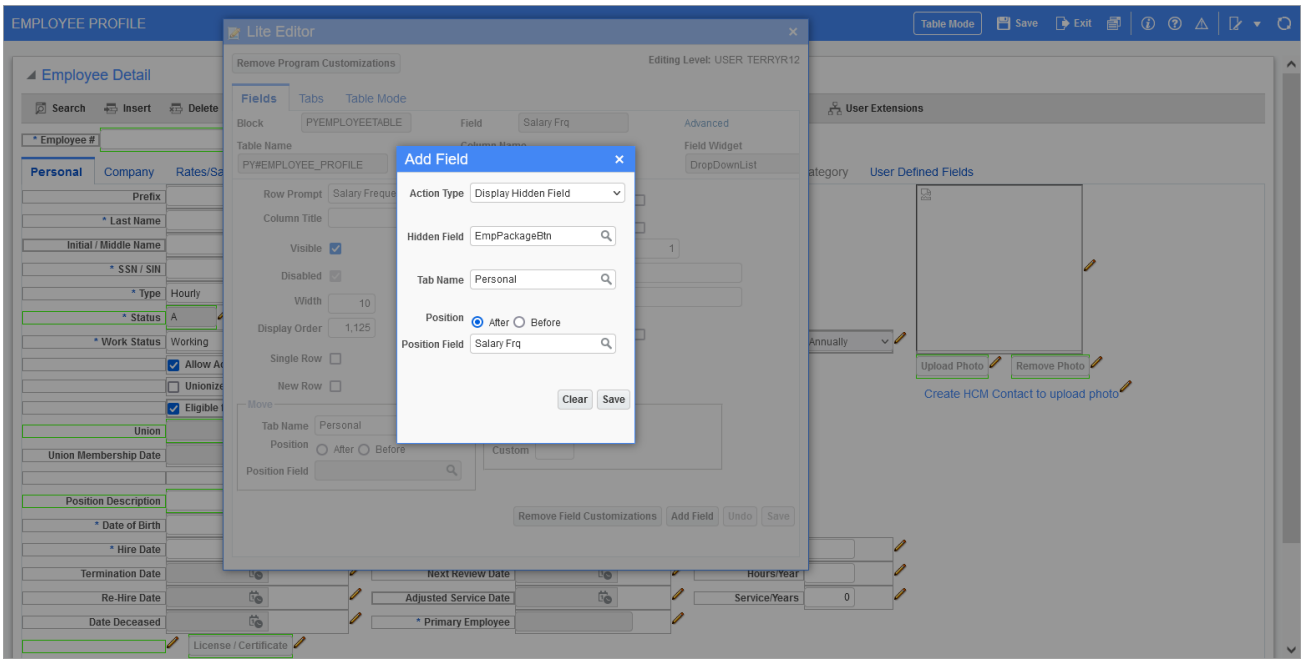
The Employee Package screen displays both package and non-package allowances and all active benefits without an end date. The amount displayed is based on the employee pay run frequency. Benefits are elected for each employee in the Election by Employee screen found under Human Resources > Benefit Administration > Benefit/Deduction Administration on the Treeview.

NOTE: This functionality is available for US Payroll and International Payroll.

The Employee Package screen can be added to the Treeview using the Treeview Builder tool, as shown in the screenshot below.



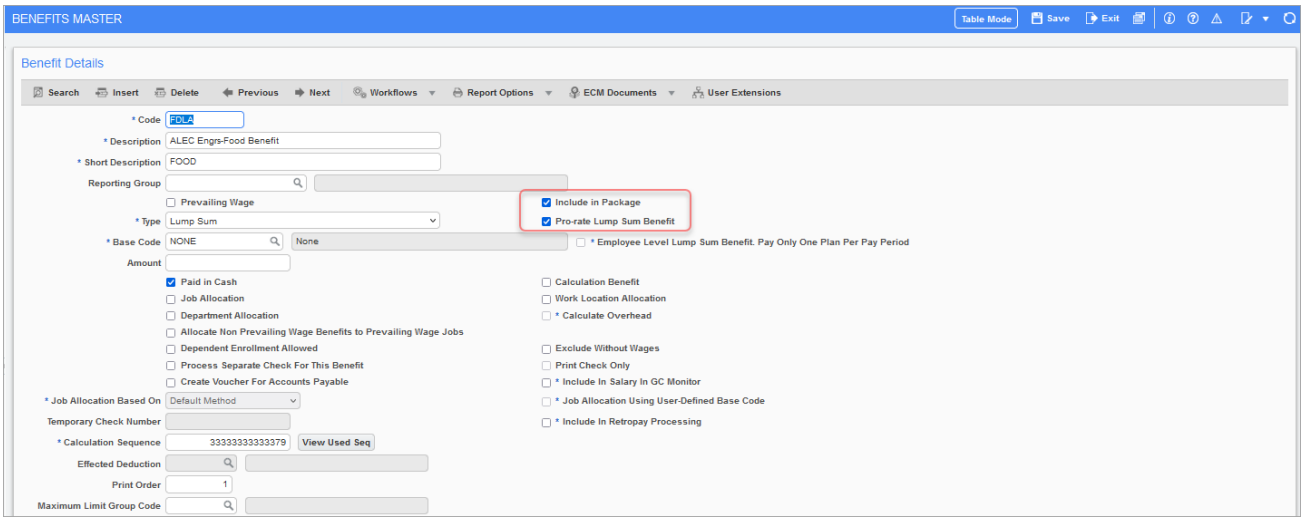
It can also be accessed through the [**Employee Package**] button found on the Employee Profile and Employment History screens. This button will display a screen with the employee total base wage and both package and non-package allowances. By default, this button is a hidden field, known as EmpPackageBtn, and must be added to the screens via the Lite Editor, as shown in the screenshot below.



With the Employee Package screen, the Hour Types screen can be based on types of packages, as described in Overtime Rate Calculation on Wages, Partial Packages, and Full Packages. It is also used alongside the Benefits Master screen through the 'Include in Package' and 'Pro-Rate Lump Sum Benefit' checkboxes, as described in Pro-ration of Lump Sum Benefits.

Pro-ration of Lump Sum Benefits

Overview



International Payroll includes the functionality of pro-ration for employees hired or terminated mid period. Employees are paid monthly allowances for travel, food, and housing, depending on the camp in which they are housed. These allowances may change mid month if the employee changes jobs/camps or if the employee changes their employment situation.

In the Master Benefit screen, shown above, the 'Pro-rate Lump Sum Benefit' checkbox can be used to indicate that the benefit calculations will pro-rate based on the start date of the employee. If the lump sum benefit will be part of the package calculation, check the 'Include in Package' checkbox.

NOTE: This functionality is available for US Payroll and International Payroll.

In order to use this calculation method, the following pre-requisites need to be met:

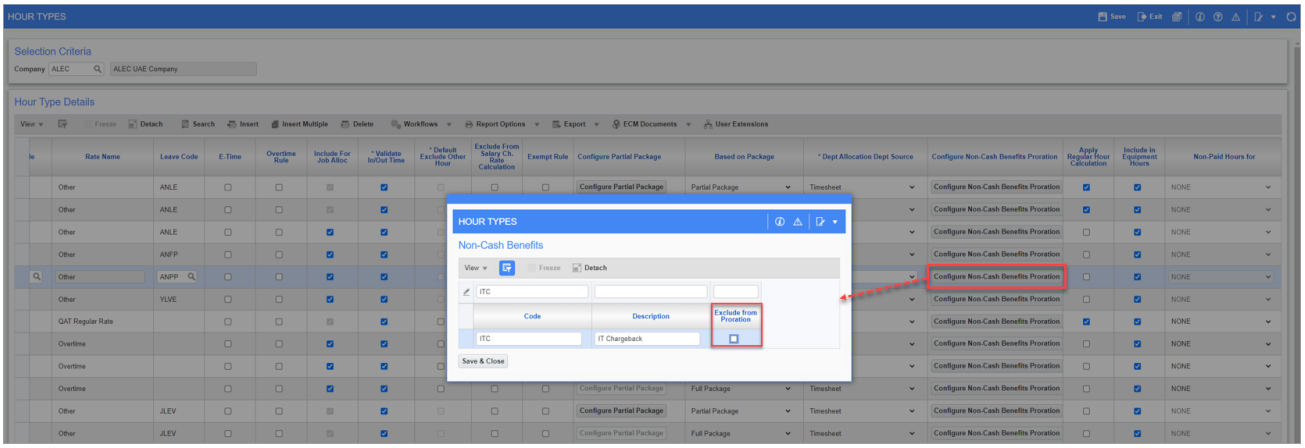
1. Alternative work days must be set up for seven working days for the Dubai region.
2. To pro-rate for a lump sum benefit, the 'Pro-rate Lump Sum Benefit' box should be checked.

Cash and Non-Cash Lump Sum Benefits

If a non-packaged percentage benefit needs to be calculated, the cash or non-cash lump sum benefits calculation method can be used. In order to use this calculation method, the following pre-requisites need to be met:

1. Alternative work days must be set up for seven working days for the Dubai region.
2. For cash and non-cash lump sum benefits, the 'Include in Package' and 'Pro-rate Lump Sum Benefit' checkboxes should be unchecked as these type of benefits should not be part of a package or pro-rated.
3. For non-cash lump sum benefits, the 'Paid in Cash' checkbox should be unchecked.
4. For cash lump sum benefits, the 'Paid in Cash' checkbox should be checked.

Non-Cash Benefits Pro-ration



Non-Cash Benefits pop-up launched from the [Configure Non-Cash Benefits Pro-ration] button on the Hour Types screen

Non-cash benefits require distinct pro-ration rules that vary for accrued and non-accrued leave scenarios. Additionally, some non-cash benefits may pro-rate only for accrued leave, exempting non-accrued leave from pro-ration. Users can include or exclude non-cash benefits from pro-ration and adjustment using the [**Configure Non-Cash Benefits Pro-ration**] button on the Hour Types screen (standard Treeview path: International Payroll > Setup > Company > Hour Types). To exclude a non-cash benefit from pro-ration, check the 'Exclude from Pro-ration' box.

Annual Leave Processing

The Hour Type screen has the option to calculate annual leave based on either “Wage”, “Partial Package”, or “Full Package”. The UAE and its regions have various types of leaves paid for employees. Some of them are regulated by the UAE labour law, such as annual leave. For annual leave, the worker must receive their basic salary in addition to a housing allowance if such an allowance is stipulated in the contract.

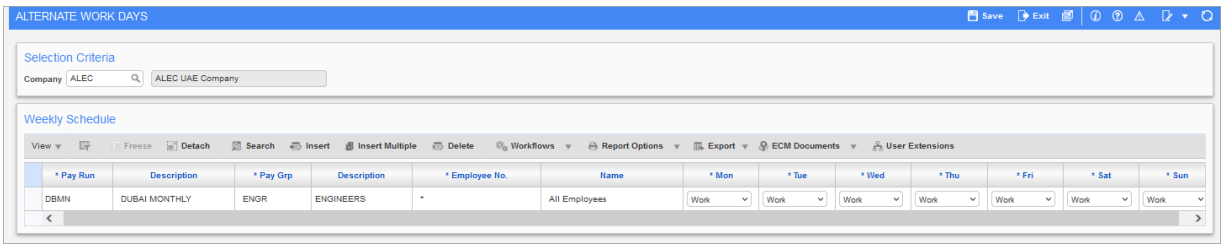
Employees are entitled to an annual leave of:

- 2.5 days per month, if they have completed six months of service, but not one year.
- 30 days, if they have completed one year of service.

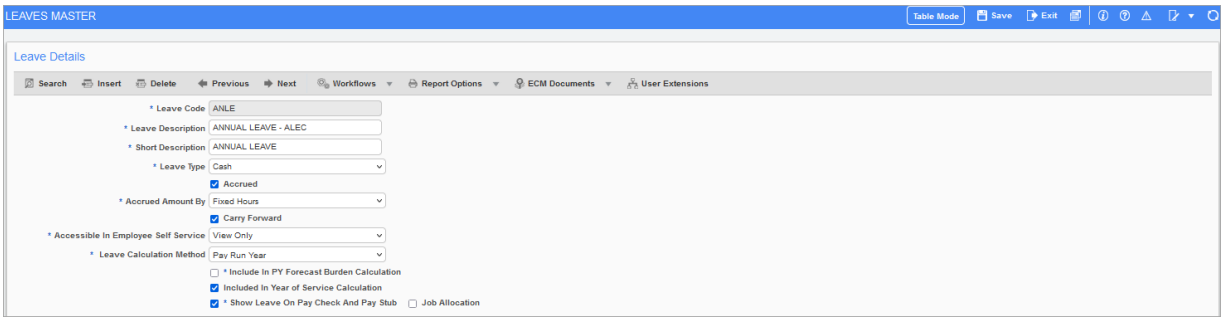
The calculation of the duration of annual leave will include official holidays specified by law or by agreement and any other leaves caused by sickness if they fall within the annual leave.

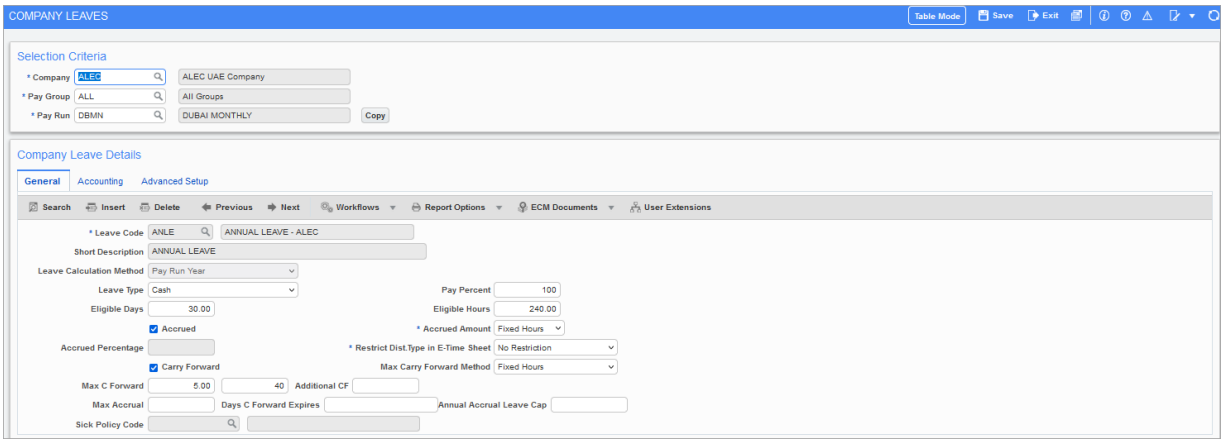
In order to use this calculation method, the following pre-requisites need to be met:

1. Alternate workdays must be setup for seven working days as per Dubai region.

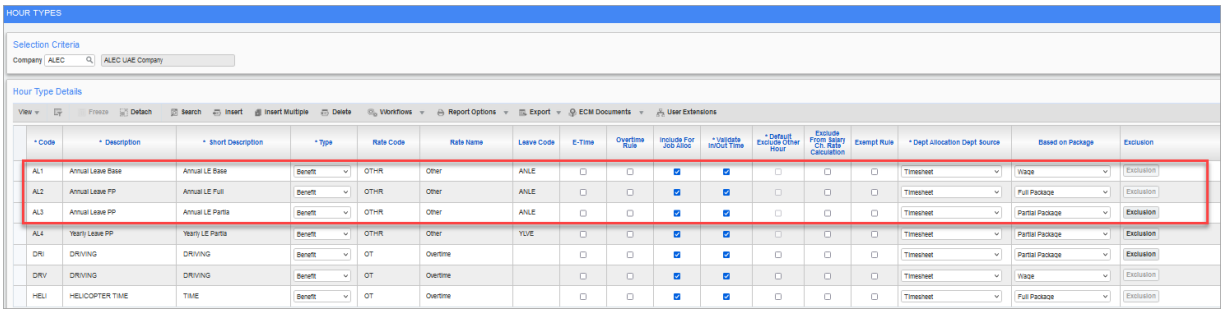


2. Annual leave setup is required, as shown in the example below.

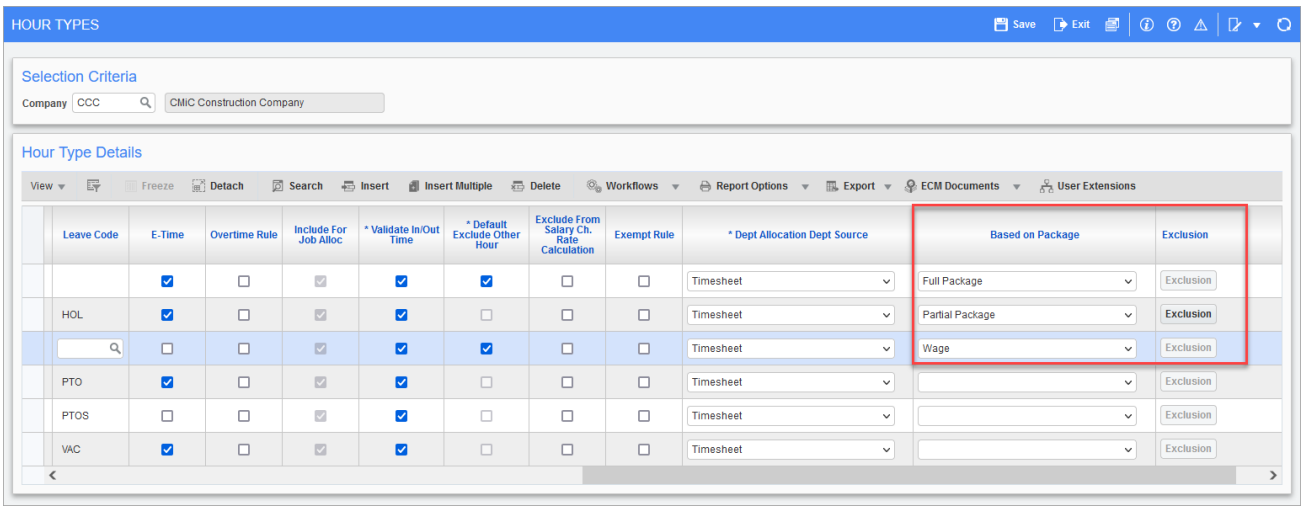




3. The Hour Types screen should be setup to have annual leaves based on wage, partial package, and full package just like AL1, AL2, and AL3 below.



Overtime Rate Calculation on Wages, Partial Packages, and Full Packages



The Hour Types screen has two columns, Based on Package and Exclusion, that can be added to the screen using the Lite Editor if overtime rates based on packages need to be calculated.

The Alternate Work Days screen is required to be setup for 7 days a week and setup for overtime packages on the Hour Types screen is required in order to proceed with an overtime rate calculation for packages.

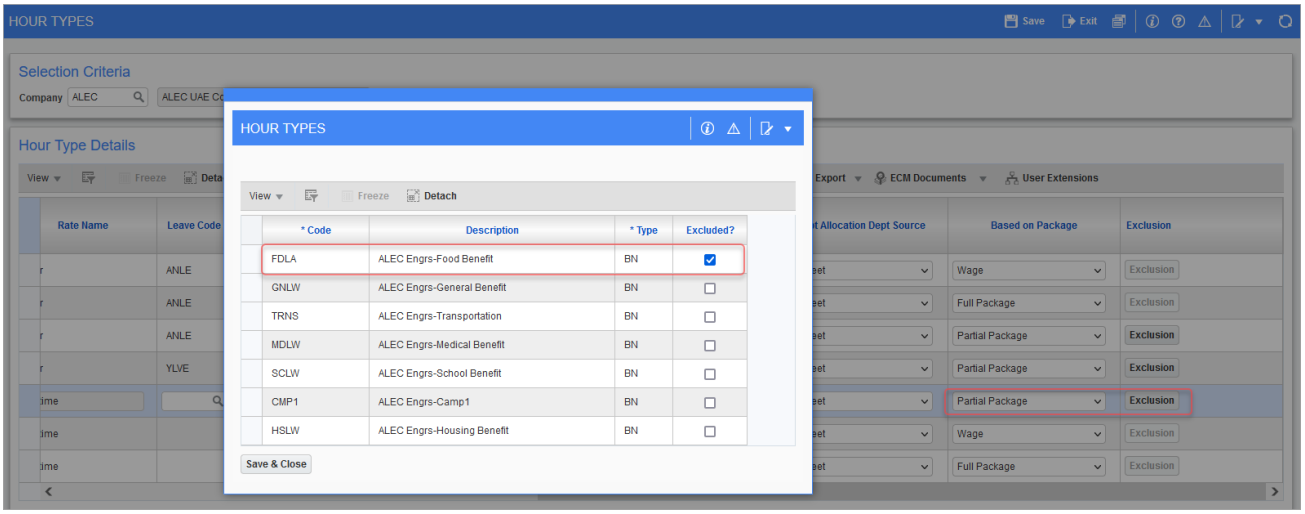
The Based on Package column is a drop-down list that shows three types of packages: "Wage", "Partial Package" (which allows the exclusion of benefits), and "Full Package".

The [**Exclusion**] button opens a pop-up window to select which benefits to exclude for a partial package.

When the Based on Package column is set to “Wage”, the other type of overtime calculation are based on the employee’s basic salary. This type of calculation does not include any allowances in the overtime rate calculation.

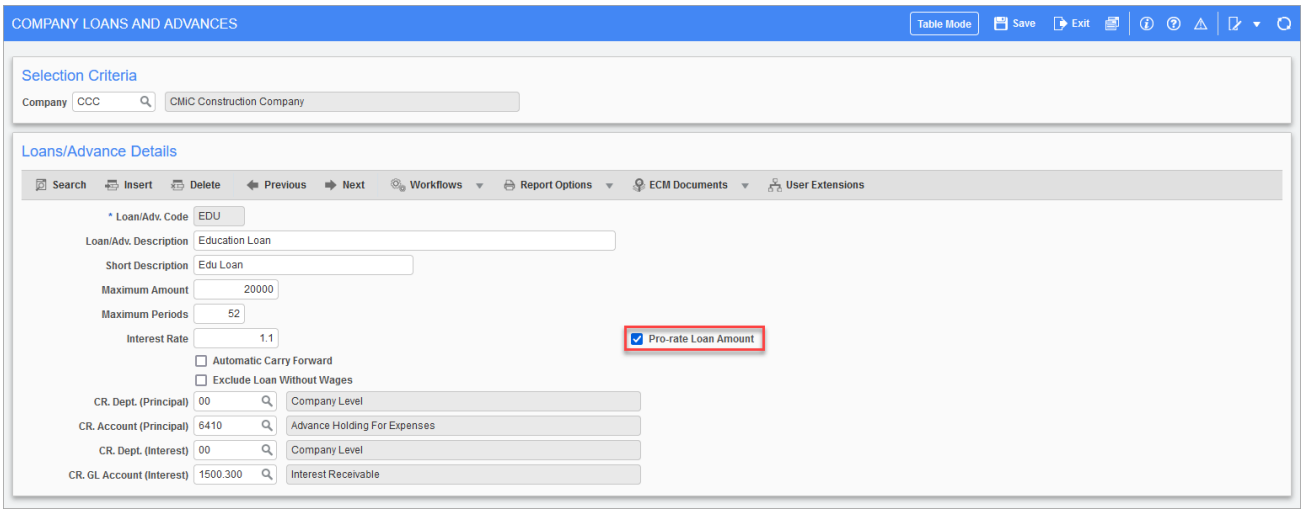
When the Based on Package column is set to “Partial Package”, CMiC payroll allows users to set up overtime based on the employee’s gross wages with the ability to include specific

allowances. As shown below, the employee continues to receive all allowances except food in the overtime rate calculation.



When the Based on Package column is set to “Full Package”, the calculation will include all allowance benefits employees receive in their monthly pay that are marked as package allowance. Any benefit that has the box checked for 'Include in Package' will be included in the overtime rate calculation.

Pro-rate Loans and Advances



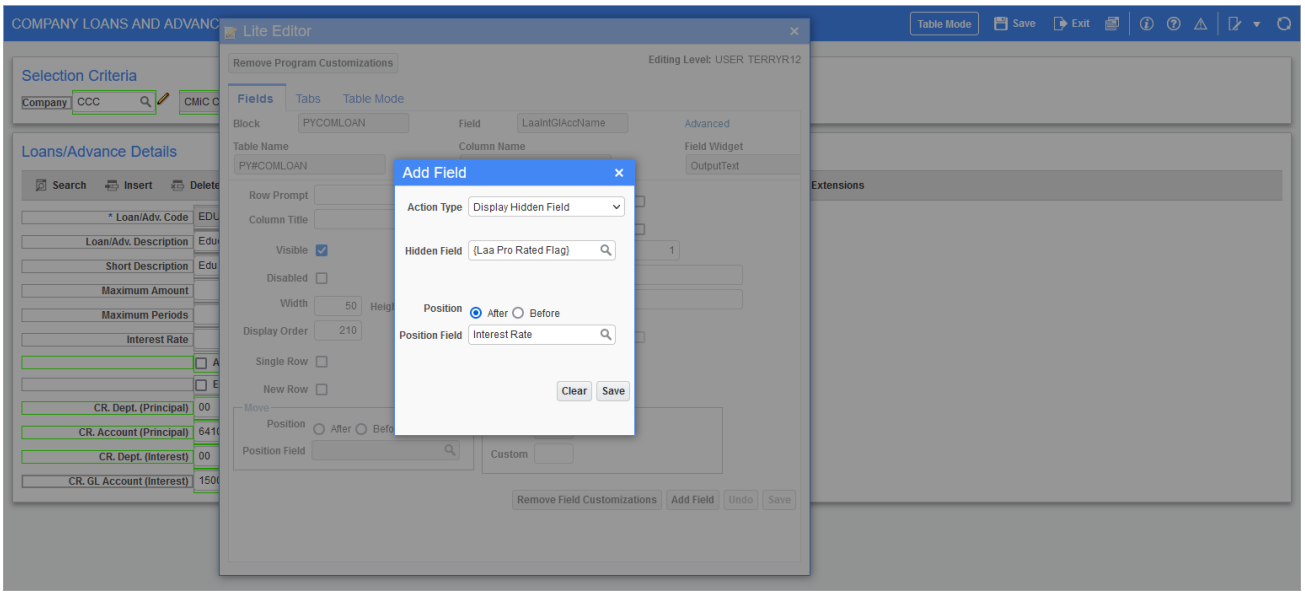
The 'Pro-rate Loan Amount' checkbox can be used to pro-rate loans and advances for the Dubai region. When this checkbox is checked, loans and advances will pro-rate based on the

number of days the loan started. The employee's loan start date that has been set on the Employee Loans and Advances screen is used at the time of calculating the total number of days in the loan procedure for the Dubai region.

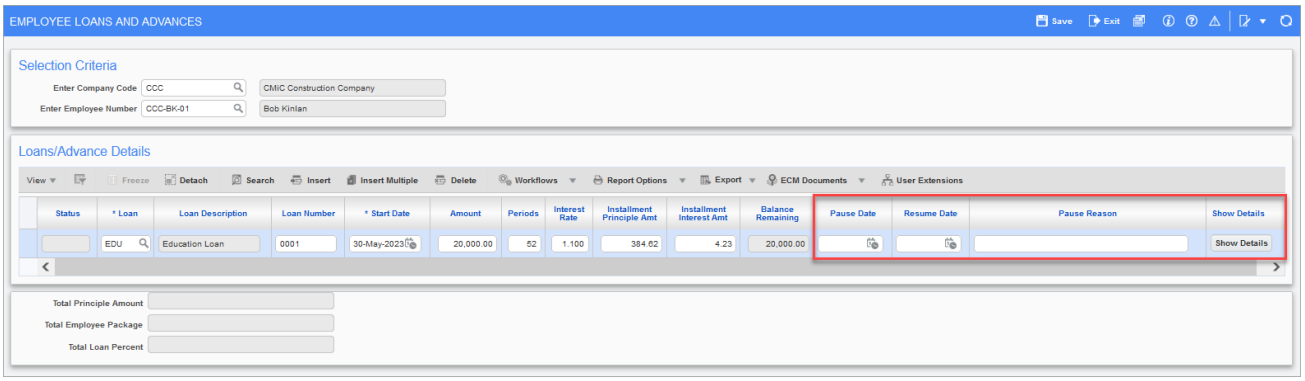
For example, an employee's hire date is January 1st, 2021 and their loan start date is on January 15th, 2021. The loan calculates from January 15th to January 31st for the monthly period.

NOTE: This functionality is available for US Payroll and International Payroll.

In order to access this checkbox, it needs to be added to the Company Loans and Advances screen from the Lite Editor. Alternative work days for the selected company should also be set up for seven working days as per the Dubai region.



Pause Loan Installment



Pgm: PYEMPLAA - Employee Loans and Advances; standard Treeview path: International Payroll > Setup > Employees > Loans and Advances

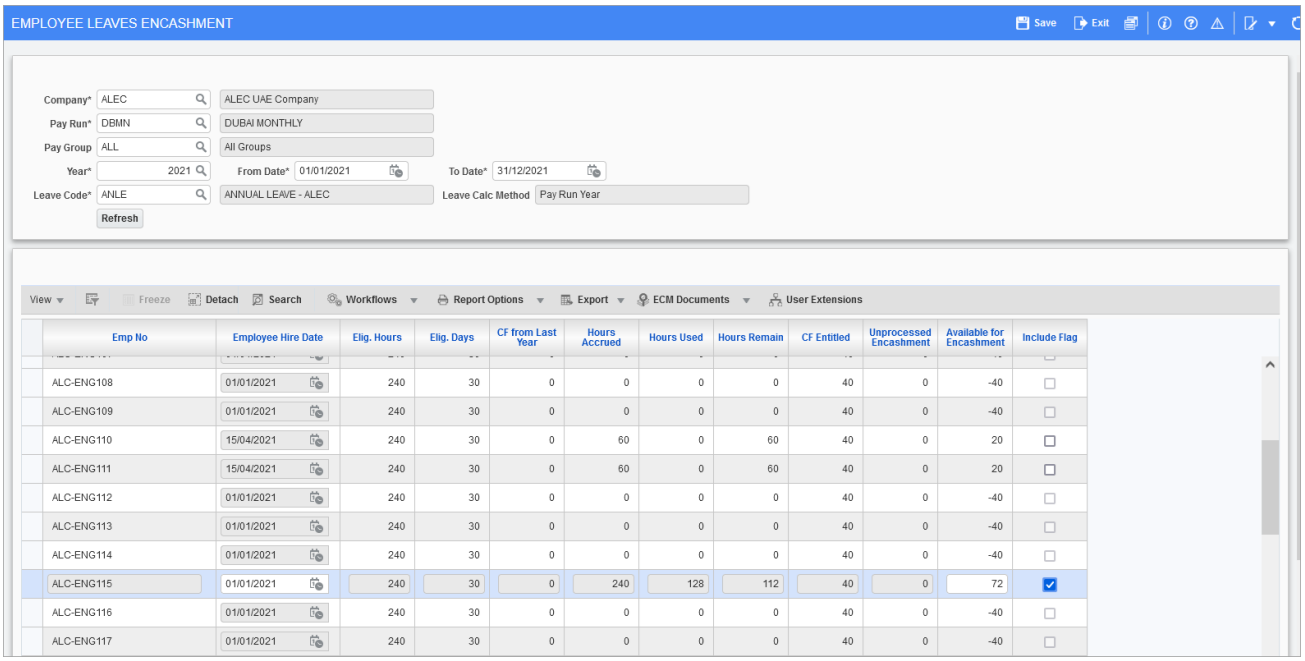
The Employee Loans and Advances screen has a Pause Date, Resume Date, Pause Reason, and [**Show Details**] button. It does not allow the loan start date, pause date, and resume date to be on the same date.

NOTE: An error message is displayed to stop the user from entering the same pause or resume date as the start date.

When a date is entered in the Pause Date column, the loan is paused and will not be calculated until the date entered in the Resume Date column is reached. When the 'Pro-rate

Loan Amount checkbox is checked, the loan will calculate on a per day basis. When it is unchecked, it will either be at full amount or none depending on the pause and resume dates selected.

Employee Leaves Encashment



Emp No	Employee Hire Date	Elig. Hours	Elig. Days	CF from Last Year	Hours Accrued	Hours Used	Hours Remain	CF Entitled	Unprocessed Encashment	Available for Encashment	Include Flag
ALC-ENG108	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG109	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG110	15/04/2021	240	30	0	60	0	60	40	0	20	
ALC-ENG111	15/04/2021	240	30	0	60	0	60	40	0	20	
ALC-ENG112	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG113	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG114	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG115	01/01/2021	240	30	0	240	128	112	40	0	72	☑
ALC-ENG116	01/01/2021	240	30	0	0	0	0	40	0	-40	
ALC-ENG117	01/01/2021	240	30	0	0	0	0	40	0	-40	

Pgm: PYEMPLEVENCASH – Employee Leaves Encashment; standard Treeview path: International Payroll > Utilities > Employee Leaves Encashment

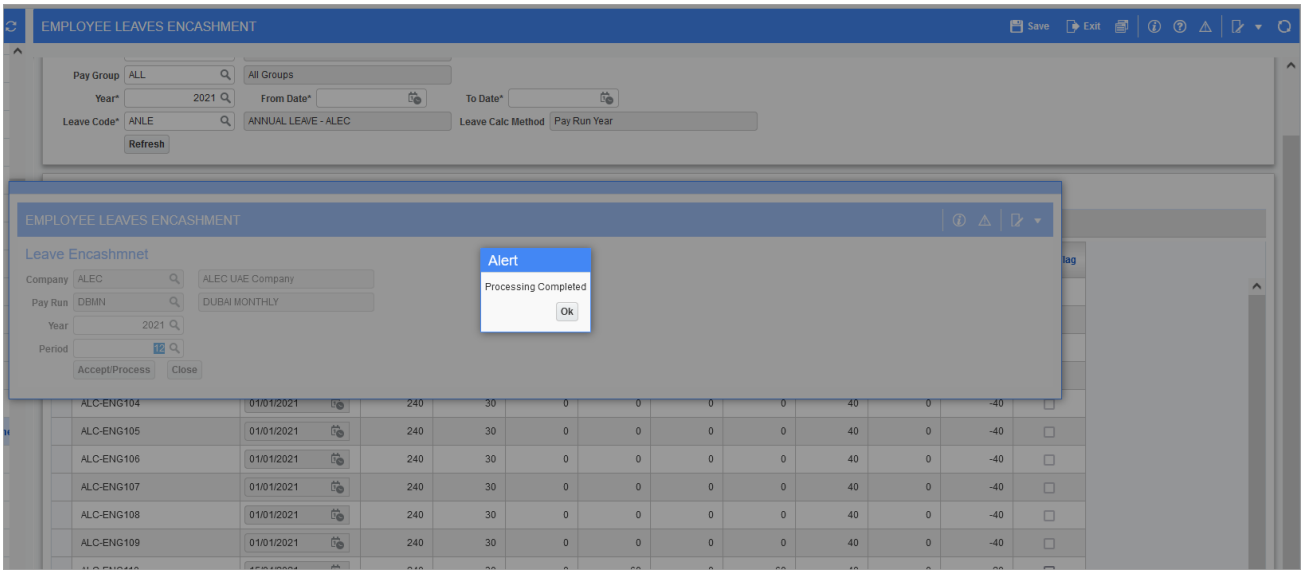
The Employee Leaves Encashment utility screen can be run, prior to payroll processing for the period, to determine how many employees' yearly leave cycles have been completed and how much leave encashment the employee is due. The utility screen checks if the employee anniversary date falls in the period entered on the header and only displays the balances of those employees in the detail section.

To use this screen, it can be added to the Treeview using the Treeview Builder tool if necessary. Alternate workdays should be set to seven working days as per the Dubai region, and the employee must have worked for a year. If they did not use their leaves, then the utility screen will pay the employee for the leave days in cash.

The utility allows users to select all employees who have a remaining balance and all employees that need to encash their leave amount.

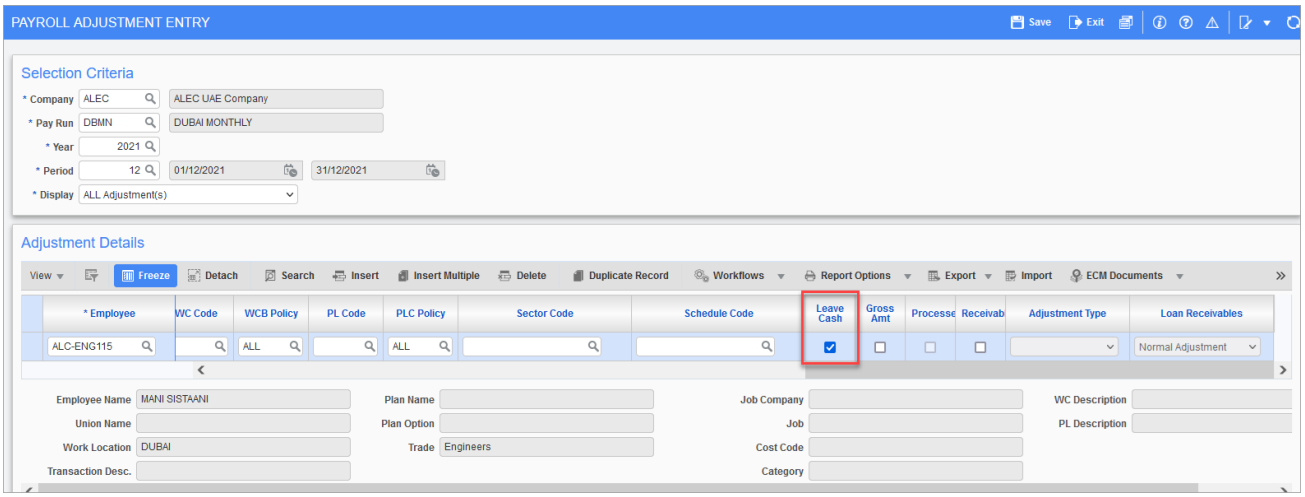
Once employees have been selected, the [**Submit**] button will display a pop-up window to insert the data into the adjustment table, as shown in the screenshot above. The pop-up window will be displayed to choose the pay year and period for leave processing. The pop-up window will default the current open period for the company and pay run from the Selection Criteria section of the screen.

The Sub Period field is used to support companies that require sub-payroll processing and is not mandatory for leave processing. The Sub Period field is hidden by default and can be added to the pop-up window using the Lite Editor. For more information on sub-periods,please refer to the Pay Periods section in the US Payroll Guide.



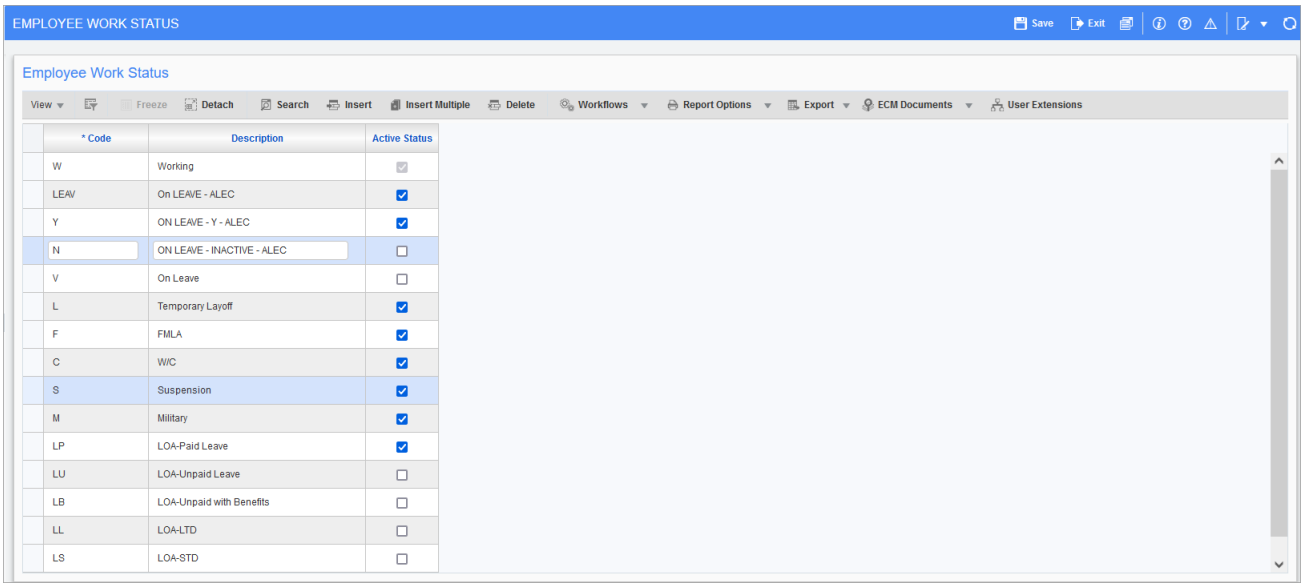
After clicking on the [**Accept/Process**] button, an Alert pop-up window will confirm that the process has completed, as shown in the screenshot above, and the data will be inserted into

the Payroll Adjustment Entry screen with the 'Leave Cash' box checked.

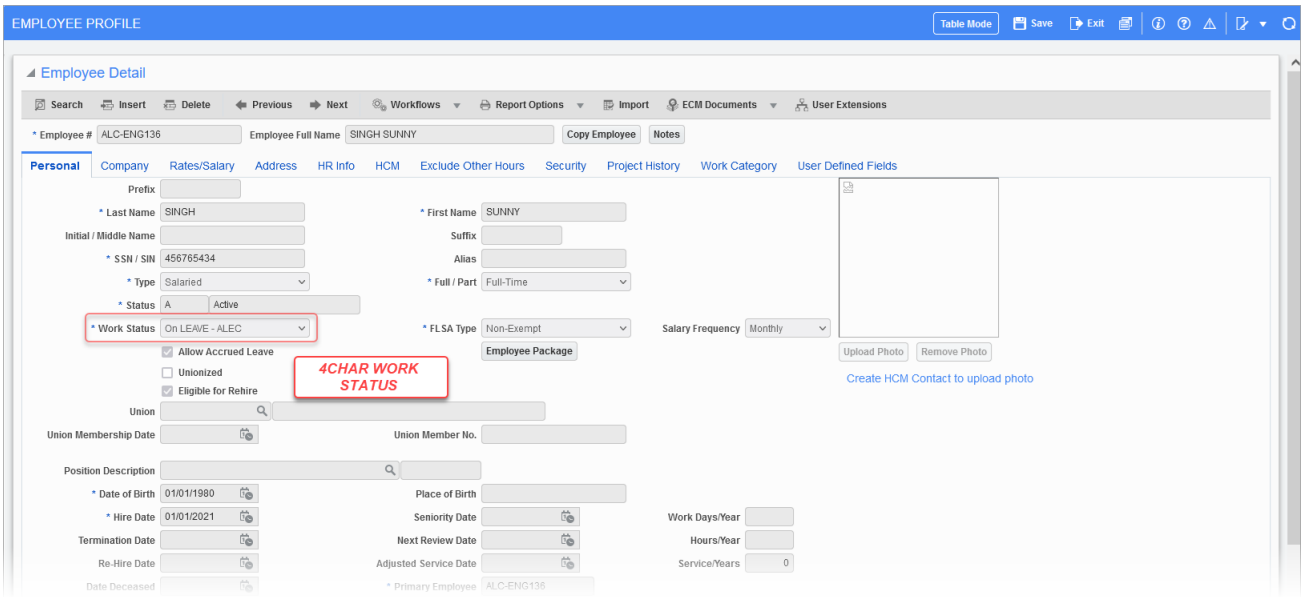


The data can be reviewed by the user and adjusted if needed once verified in the Payroll Adjustment Entry screen.

Unpaid Leave Calculation



Pgm: PYEMPSUBSTATUS - Employee Work Status; standard Treeview path: International Payroll > Setup > Employees > Employee Work Status

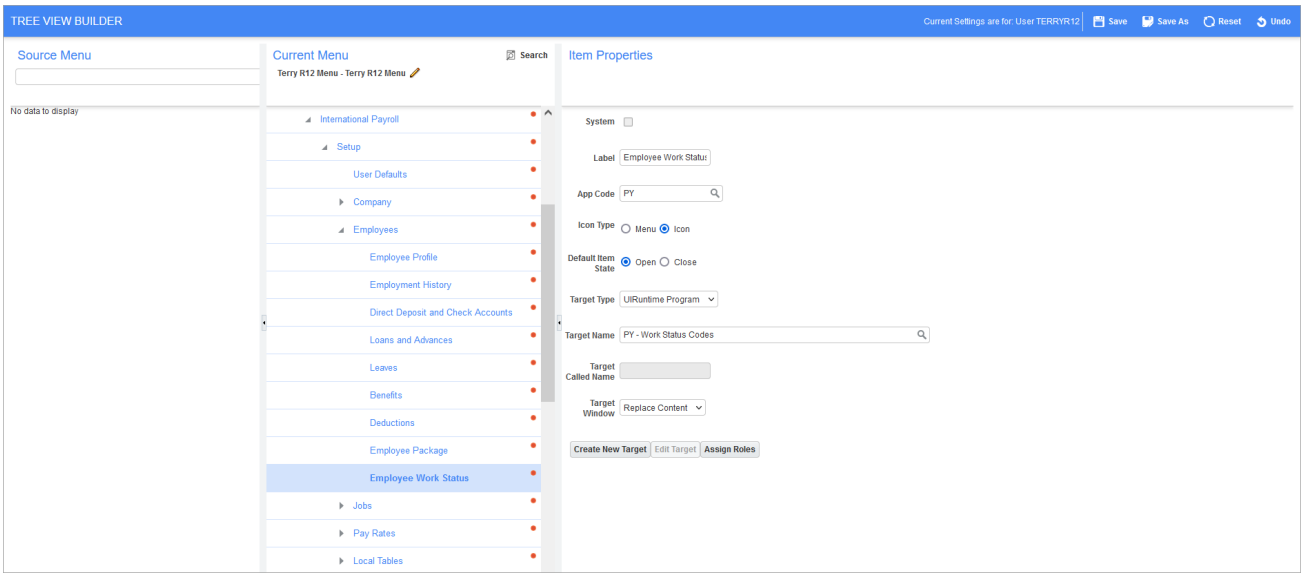


Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

When an employee is on unpaid leave, they receive no paid wages or allowances. The Employee Work Status field on the Employee Profile screen will allow users to put an employee on permanent unpaid leave for a longer period instead of entering unpaid leave timesheets. The employee can be active but on an unpaid leave for as long as required.

NOTE: This functionality is available for US Payroll and International Payroll.

If needed, the Employee Work Status screen can be added to the Treeview using the Treeview Builder tool, as shown in the screenshot below.



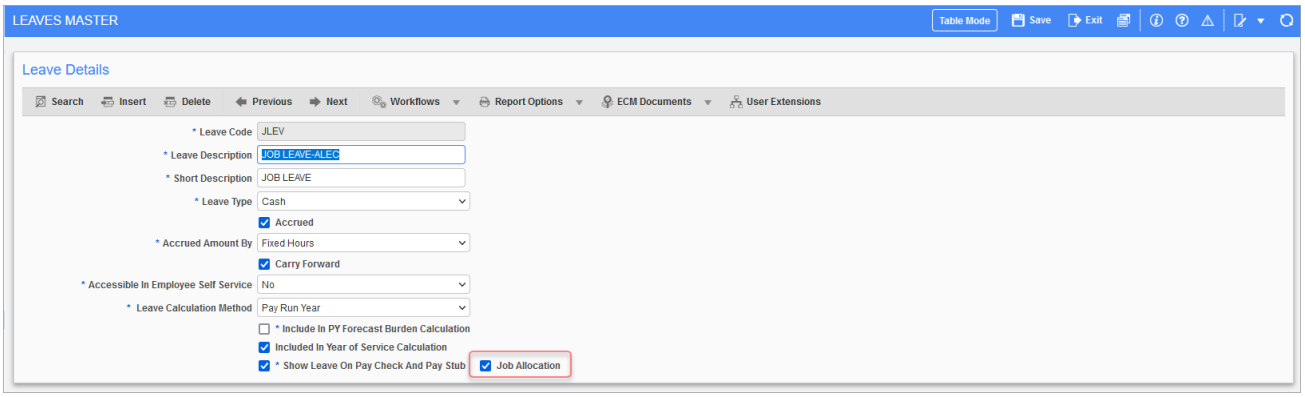
Before changing the work status for the employee, create a new inactive work status on the Employee Work Status screen. The “N” code has the 'Active Status' box unchecked, and the “W” code cannot be changed as it is system defined.

The work status code can be up to four characters and can be used on the Employee Profile screen.

The processing looks up the new “Active” status from the setup table for work status. If the work status has an unchecked 'Active Status' box, then it will not be included for processing.

NOTE: Timesheet entry will be modified in the next patches to warn users if the employee work status is inactive.

Leave Accruals



Some leaves are accrued in a certain region and must be charged to the job. The leave accrual must also accrue based on worked hours in a period for salaried employees. The worked hours are paid wage hours and not the timesheet hours.

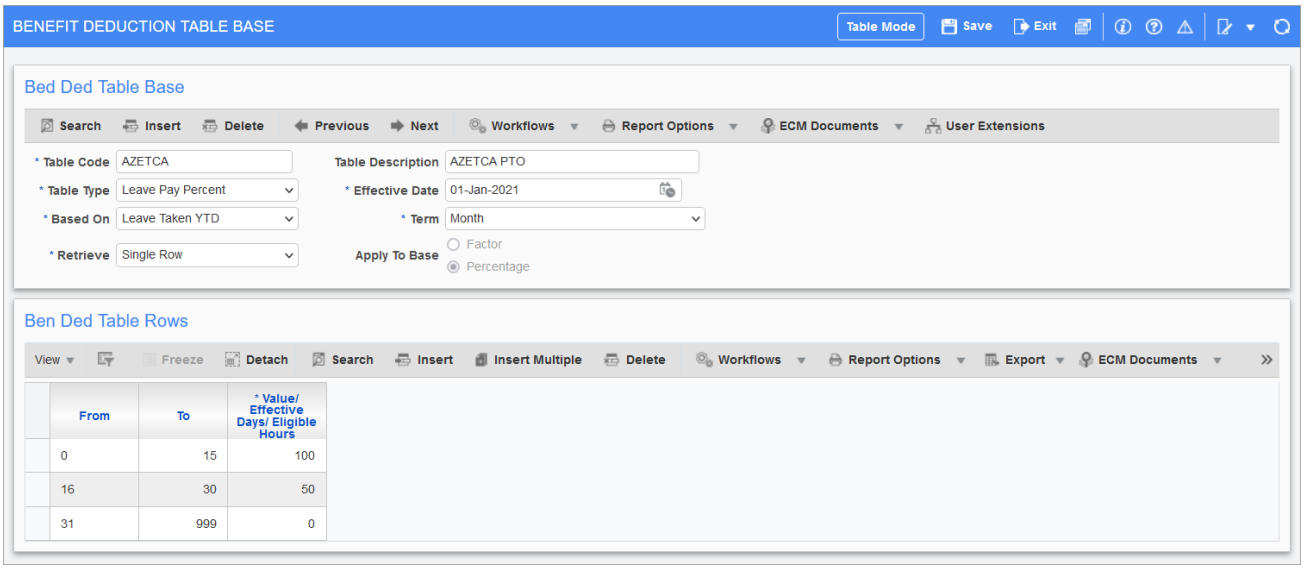
To enable this:

1. Alternate work days should be set to seven working days as per the Dubai region working days.
2. The 'Job Allocation' checkbox needs to be added via the Lite Editor on the Leaves Master screen and checked.

The 'Job Allocation' checkbox is only enabled when the 'Accrued' box is checked. The payroll processing has been modified to allocate the accrued leave on jobs similar to other burdens. Accrual must be allocated to the job charged on leaves only.

NOTE: This functionality is available for US Payroll and International Payroll.

Leave Pay Percent for the Dubai Region



Pgm: PYBDTAB – Benefit Deduction Table Base; standard Treeview path: International Payroll > Administration > Leaves > Table Bases

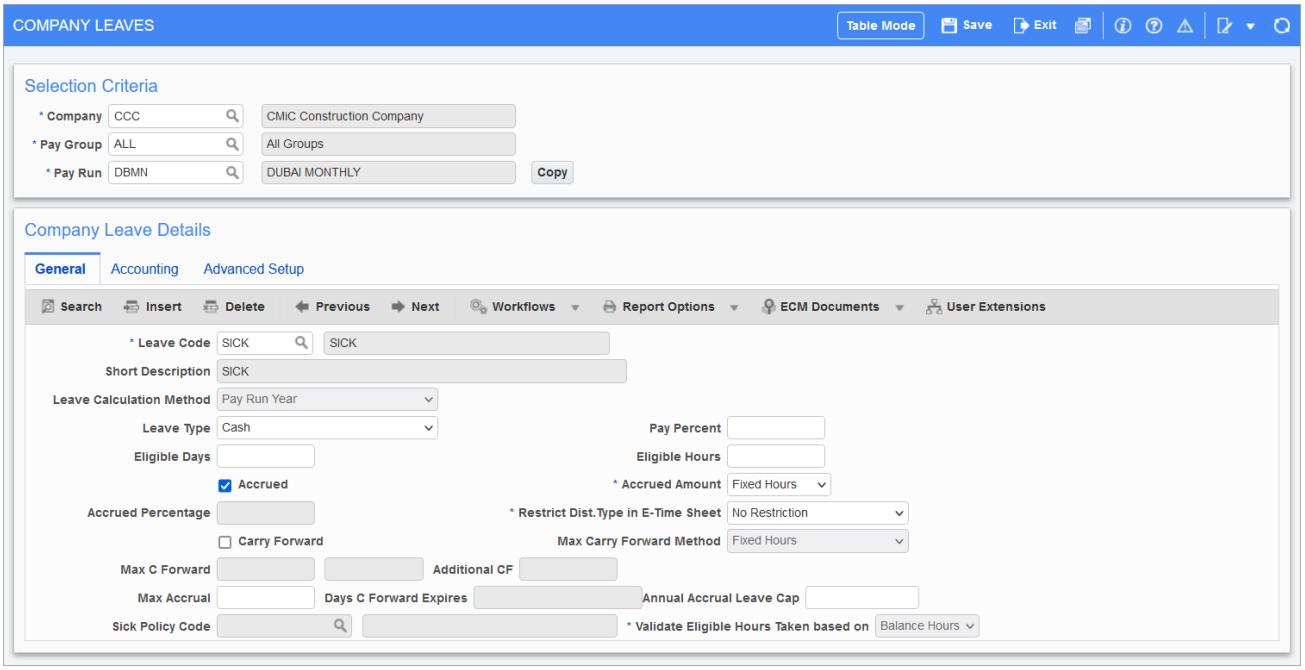
For the Benefit Deduction Table Base screen, a pay percent based on leave taken by year to date for the Dubai Region is available. The Table Type field must be set to the "Leave Pay

Percent" option, the Based On field should be set to the "Leave Taken YTD" option, and the Apply to Base field should have the 'Percentage' radio button selected.

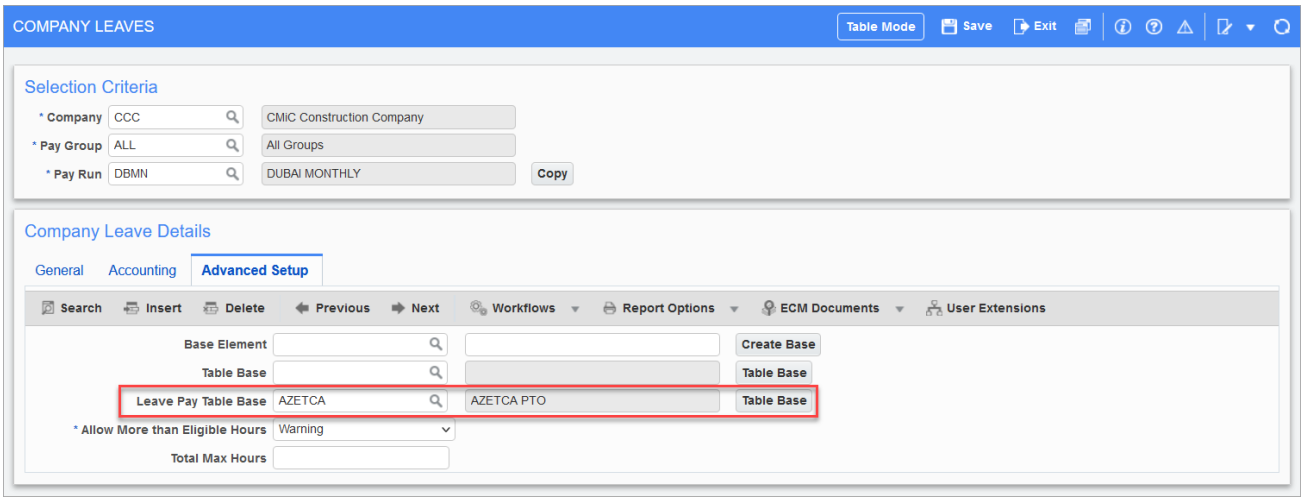
The employee is entitled to a sick leave of no more than 90 days per year, only after three months of continuous service following the probation period.

The 90 days of sick leave can be continuous or intermittent, and the salary is paid as follows:

- Full payment for the first 15 days
- Half payment for the next 30 days
- No payment for the rest of 45 days



Pgm: PYCOMLEV – Company Leaves; standard Treeview path: International Payroll > Administration > Leaves > Company - General tab



Pgm: PYCOMLEV – Company Leaves; standard Treeview path: International Payroll > Administration > Leaves > Company - Advanced tab

On the Company Leaves screen users can assign the payment policy to the leave. The Leave Pay Table Base LOV under the Advanced Setup tab only displays table bases setup as “Leave Pay Percent” on the Benefit Deduction Table Base screen. Users can also click the [**Table Base**] button to create a new table from the Company Leaves screen.

NOTE:

- If users assign a value for the Leave Pay Table Base field, then it will take precedence over the Pay Percent field on the General tab.
- Payroll processing for salaried employees has been modified to pay employees based on the new table base rules.
- The Timesheet screen considers the new table base rule to populate the rate accordingly when the leave is entered.

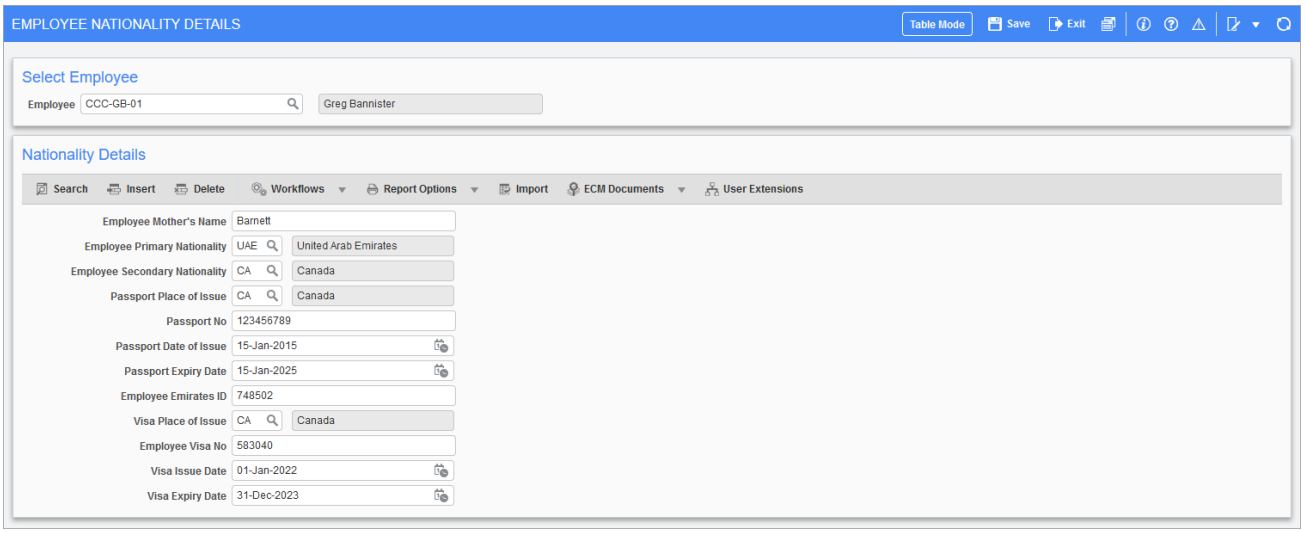
Employee Nationality, Employee Religion, and Airport Destination

The Employee Nationality, Employee Religion, and Airport Destination screens are available to be added to International Payroll, as well as other different fields integrated within HR and

Payroll. They are not in Standard Menu and need to be added from the Treeview Builder. Any fields related to these screens need to be made visible through the Lite Editor.

NOTE: The countries available for use on these screens are managed on the Countries screen located under the Setup > Local Tables > Geographies submenu for International Payroll. If multiple countries need to be added, the standard CMiC Import feature on the Toolbar can be used.

Employee Nationality



Pgm: PYEMPNATIONAL - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Employee Nationality

The Employee Nationality screen is used to store applicant/employee nationality or Visa information. The screen can also be accessed using the [**Employee Nationality**] button on the Employee Profile and Employee History screens. The button is hidden by default and can be added via the Lite Editor.

NOTE: Validation for Pyen_Passport_Place_Issue and Pyen_Visa_Place_Issue have been removed, as well as table mode and import have been removed.

The following describes the fields available on the screen:

Employee

Enter the employee/applicant number.

Employee Mother's Name

The maiden name of the employee's mother.

Employee Primary Nationality

The employee's primary nationality (may be by birth).

Employee Secondary Nationality

The employee's secondary nationality by migration.

Passport Place of Issue

The country where the passport was issued.

Passport No

The employee's passport number.

Passport Date of Issue

The date the passport was issued.

Passport Expiry Date

The passport's expiry date.

Employee Emirates ID

The employee's Emirates ID.

Visa Place of Issue

The country the Visa was issued.

Employee Visa No

The employee's Visa number.

Visa Issue Date

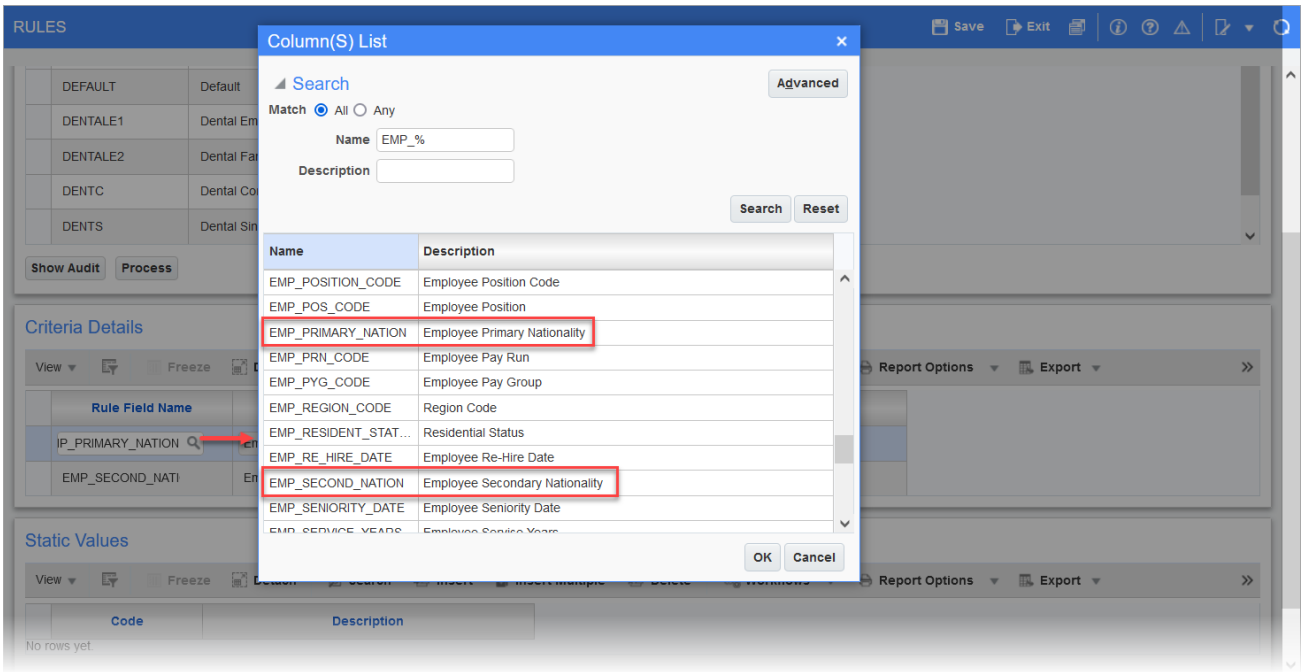
The date the Visa was issued.

Visa Expiry Date

The Visa's expiry date.

Human Resources Integration with Employee Nationality

HR Benefit Eligibility Rules



Pgm: HRRULADM - Rules; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Rules

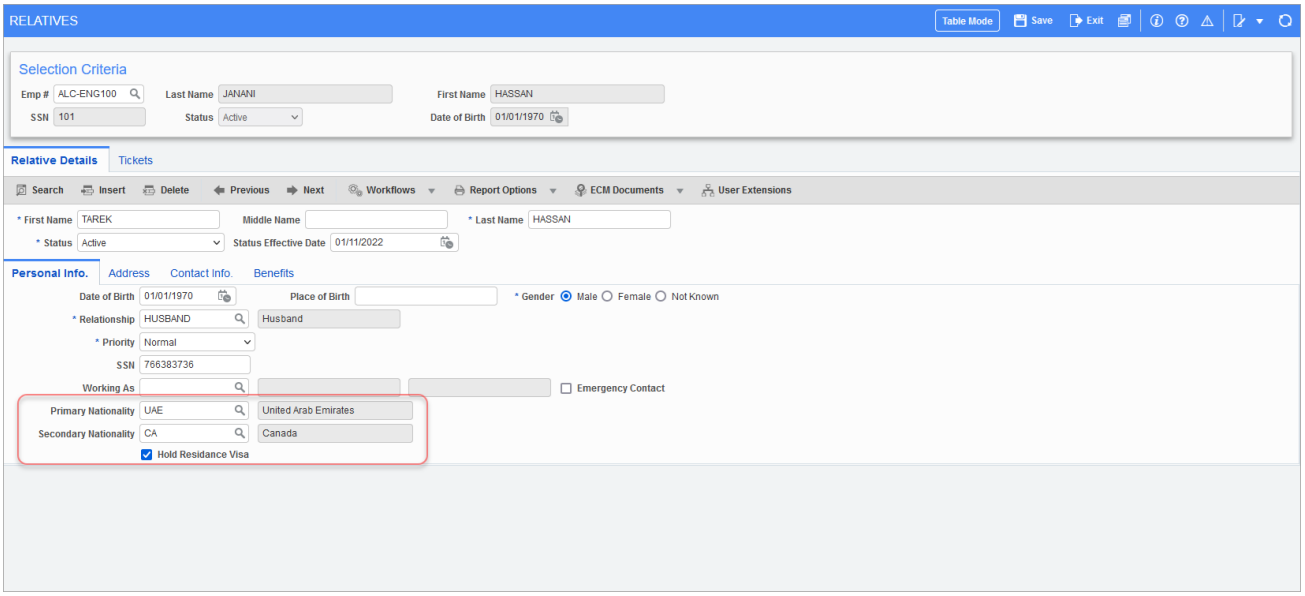
The EMP_PRIMARY_NATIONALITY, EMP_SECOND_NATIONALITY, and EMP_MONTHLY_SALARY fields are available in the Human Resource Rules screen (located under the Benefit Administration > Benefit/Deduction Administration submenu) to allow users to set up benefit eligibility rules.

The three fields can be found under the Criteria Details section of the Rules screen in the Rule Field Name LOV. The Rule Value field will show the list of countries in the LOV.

NOTE: The list of countries for EMP_PRIMARY_NATIONALITY and EMP_SECOND_NATIONALITY is limited based on the Employee Nationality screen.

Static values of EMP_PRIMARY_NATIONALITY and EMP_SECOND_NATIONALITY will only show the country selected in the LOV of the Criteria Details section.

HR Employee Relatives



Pgm: HREMPREL - Relatives; standard Treeview path: Human Resources > Personnel > Employee Relatives

The below fields are available to add to the Employee Relatives screen using the Lite Editor:

Primary Nationality

The employee's primary nationality that may be by birth.

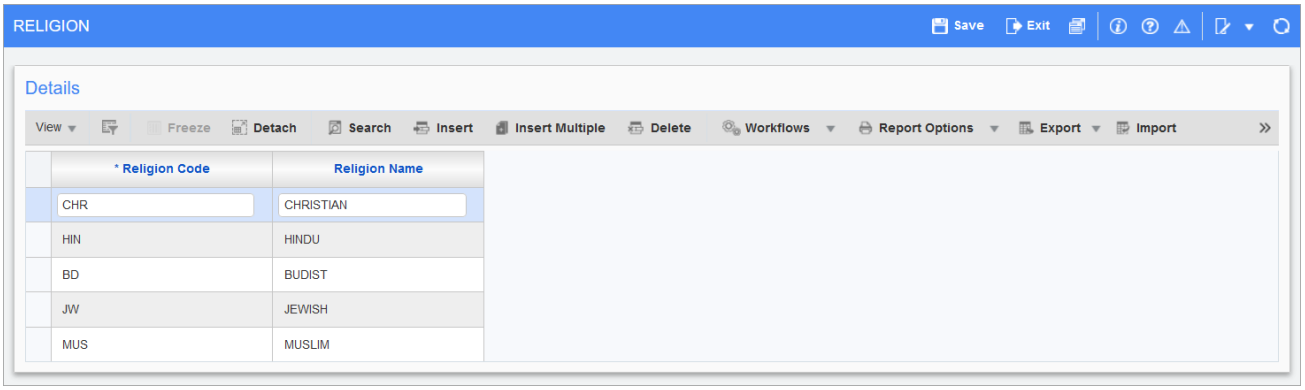
Secondary Nationality

The employee's secondary nationality by migration.

Hold Residance Visa – Checkbox

Check this box for relatives if they have a residence Visa and are living with the employee.

Employee Religion



Pgm: PYRELIGION - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Employee Religion

The screen allows users to add or import data for different religions using the Religion Code and Religion Name fields. This information is needed in the Dubai Region for the foreman to maintain a proper schedule. For example, if a Friday schedule is needed for Muslims for Friday prayer.

The Religion Code and Religion Name fields can also be added to the Employee Profile and Employee History screens via the Lite Editor.

Human Resources Integration with Employee Religion

The Human Resources Control File screen allows users to set the default probation month using the End of Probation field under the General tab. This field is hidden by default and needs to be added via the Lite Editor. The data can be set up using the drop-down menu to select the frequency option of “Weeks”, “Months”, or “Not Applicable”.

NOTE: Upon updating the End of Probation field on the Human Resources Control File, an alert with the message, “Do you want to update all employees with the new probation?” will be displayed upon clicking the [**Save**] button.

On the Employee Profile screen, users are able to calculate the probation based on the hire or re-hire date, and the Probation Date field can be enabled via the Lite Editor.

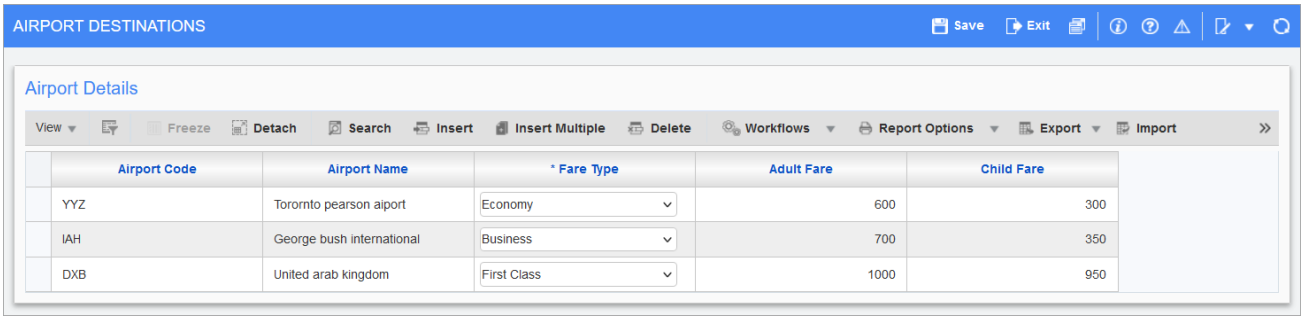
When the frequency is set up as "Months", the formula is:

End Of Probation Date = add_months(Hire Date, Probation Period)

When the frequency is set up as "Weeks", the formula is:

End Of Probation Date = Hire Date + (Probation Period * 7)

Airport Destination



Pgm: PYAIRPORTS - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Airport Destinations

This screen allows users to set up airports in countries. The Airport Code, Airport Name, Airport Fare Type, and Airport Fare Type Name fields are also available on the HR tab, (next to the 'Able to Travel' checkbox) of the Employee Profile screen and the HR Info tab (next to the 'Able to Travel' checkbox) of the Employee History screen. These fields are hidden by default and can be added to the screens via Lite Editor. The field information can also be found on the Tickets tab of the Employee Relatives screen.

The following describes the fields available on the screen:

Airport Code

This is the code set up by the user for the airport.

Airport Name

This is the name of the airport.

Fare Type

This is the type of fare with the following drop-down menu options:

- Economy
- Business

- First Class

Adult Fare

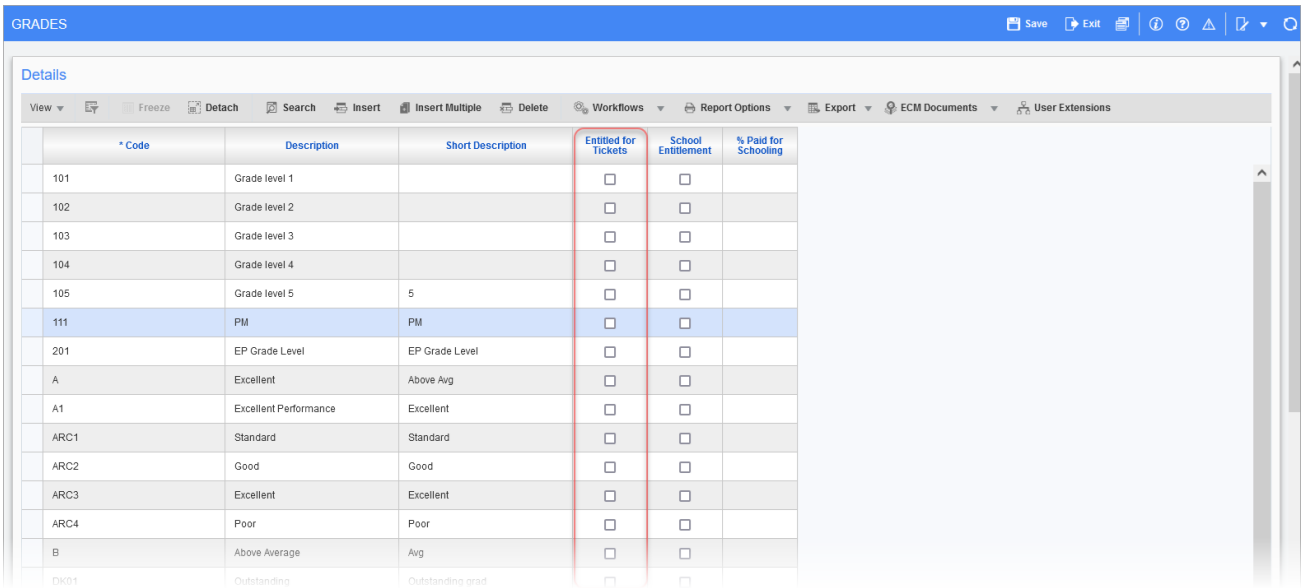
This is the average adult fare for the associated airport code.

Child Fare

This is the average child fare for the associated airport code.

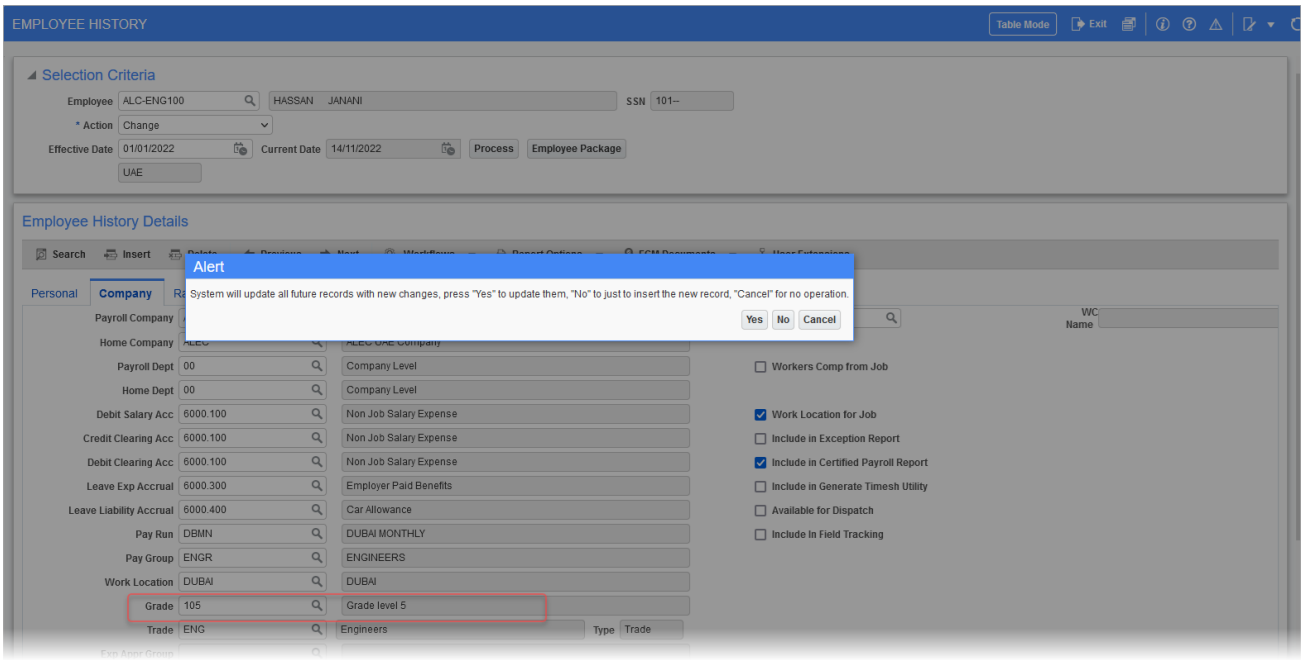
Other Screens Integrated with Airport Destination

Grades



Pgm: PYGRADES - Grades; standard Treeview path: International Payroll > Setup > Local Tables > Grades

The 'Eligible for Tickets' checkbox can be added to the Grades screen via Lite Editor. The grade code that has the 'Eligible for Tickets' box checked can then be assigned to an employee using the Grade field found on the Company tab of the Employee History screen.

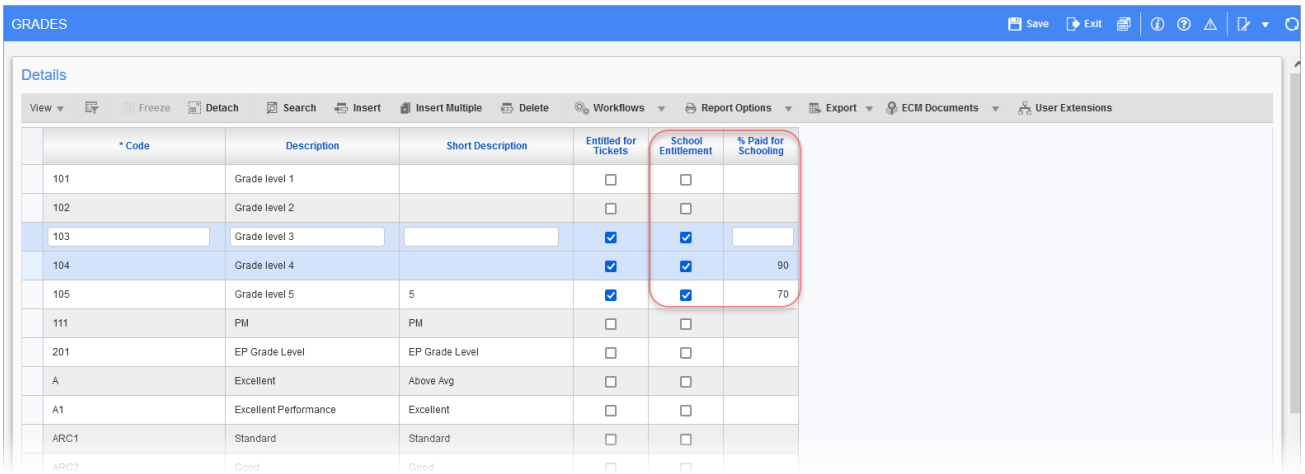


The School Entitlment and % Paid for Schooling fields can also be added to the Grades screen using the Lite Editor and are used against schooling fees for employees by employee grade. This allows users to set up the schooling entitlement.

An example of how they are currently used:

New hires will be elected as per grade:

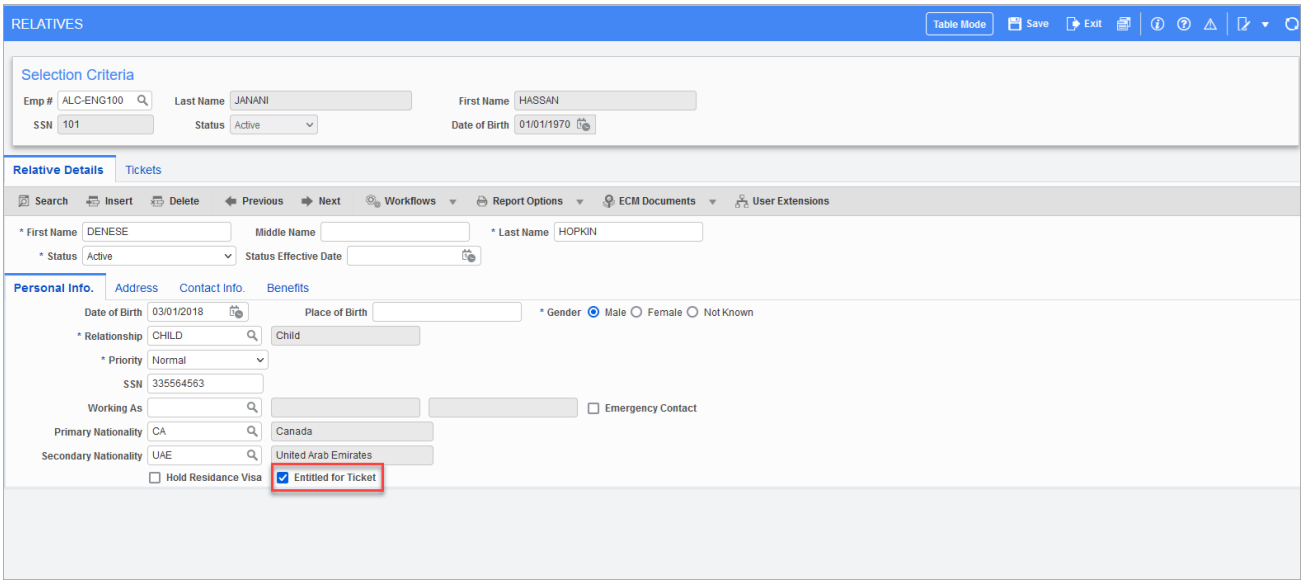
- D1, D2 to D5 = 70%
- E1 higher = 90%
- C5 below = NA



Pgm: PYGRADES - Grades; standard Treeview path: International Payroll > Setup > Local Tables > Grades

The School Eligibility % field can also be added to the HR Info tab of the Employee Profile screen and to the HR Info tab of the Employee History screen using the Lite Editor. When a grade is selected on the Employee History screen, the School Eligibility % field on the HR Info tab populates automatically.

Employee Relative



Pgm: HREMPREL - Relatives; standard Treeview path: Human Resources > Personnel > Employee Relatives

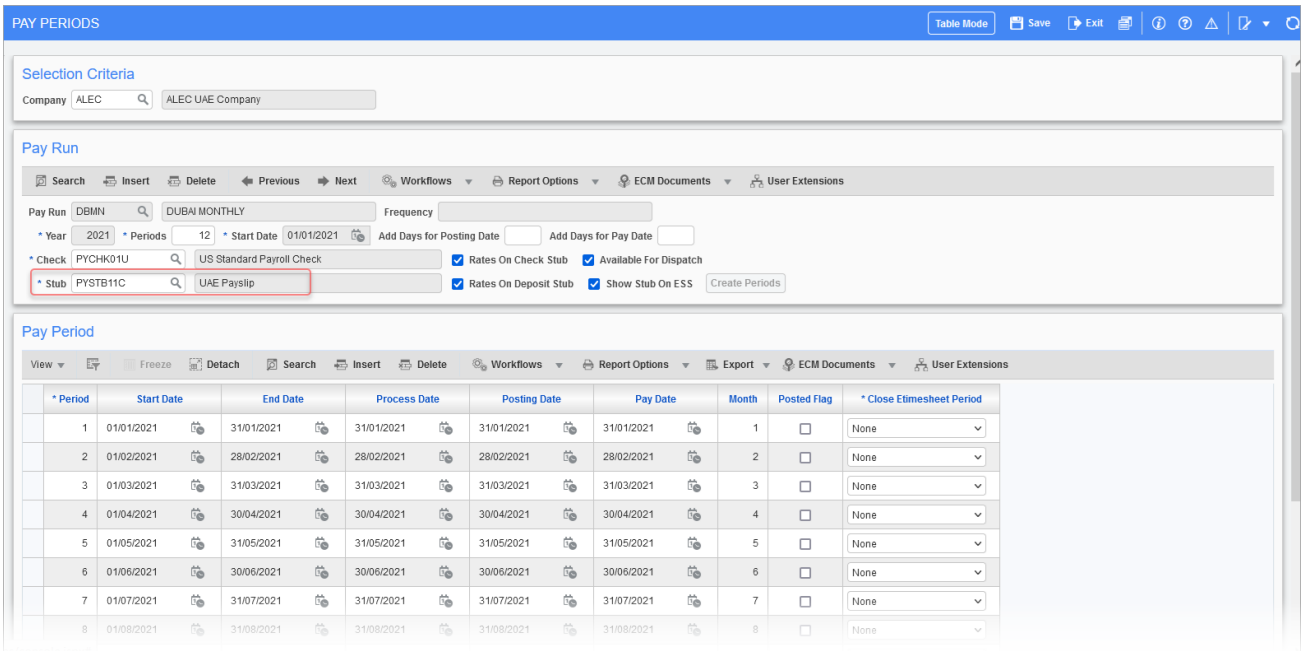
The Employee Relative screen displays the ticketing cost based on the employee's airport destination.

The Tickets tab on the Employee Relatives screen displays all employee relatives' names with their relationship, and the cost of the fare from the Airport Destination table when the relationship type is entitled to the tickets. The 'Ticket Entitled' checkbox allows users to set up whether or not the relative is entitled to a ticket.

The adult fare is shown for all relationships except child and the 'Ticket Entitled' checkbox can be added via the Lite Editor on the Relative Details tab.

NOTE: When a relative holds a residence Visa they are automatically entitled for the ticket, therefore they will have a cost on the Fare field of the Tickets tab.

Pay Stub PYSTB11C for the Dubai Region



The PYSTB11C pay stub has an Earnings section and a Deduction section. The Earnings section prints all wages, leaves, expenses, and benefits. The Deduction section prints all deductions, loan principles, and advance transactions.

To use this pay stub, the employee's Split Type field must be set to "Direct Deposit" on the Direct Deposit and Check Accounts screen. Then, on the Pay Periods screen, the Stub field should be set to "PYSTB11C", as shown in the above screenshot.

This stub can be printed from the Check Printing screen and the Pay Stub Printing screen. Once the report is run through one of the printing screens, it will print in the following format:

NOTE: Non-cash benefits should not be on the stub.

ALEC UAE Company
Al Meydan Road
DUBAI EM 125212

PAYSLIP

COMPANY				DATE	EMPLOYEE NAME			
ALEC UAE Company (ENGINEERS - ENGR)				28/02/2021	direct deposit (8766546789)			
EMPLOYEE NO.	OCCUPATION	PAYPOINT	GRADE		DEPARTMENT	PAY METHOD	BANK	BANK ACCOUNT NO.
ALC-DIRECTDEPO	ENG	00			Company Level	TBD	002	10000200

EARNINGS					DEDUCTIONS		
DESCRIPTION	DAYS/HRS	RATE	AMOUNT	YEAR TO DATE	DESCRIPTION	AMOUNT	YEAR TO DATE
REGULAR WAGES	0.00	48.39	0.00	12,000.00	TELEPHONE	200.00	500.00
REGULAR WAGES	-48.00	50.00	-2,571.42	-2,571.42			
REGULAR WAGES	224.00	53.57	12,000.00	12,000.00			
OVERTIME WAGES	4.00	75.00	300.00	300.00			
DOUBLE TIME	4.00	100.00	400.00	400.00			
ANNUAL LEAVE	48.00	53.57	2,571.42	2,571.42			
ANNUAL LEAVE	0.00		1,607.14	1,607.14			
FOOD	0.00		471.43	1,071.43			
GENERAL	0.00		2,357.14	5,357.14			
HOUSING	0.00		1,178.57	2,678.57			
PERCENTAGE	0.00		127.00	247.00	TOTAL DEDUCTIONS		200.00
SCHOOL	0.00		942.86	2,142.86	NET PAY		21,012.76
TRANSPORT	0.00		942.86	2,142.86			
VEHICLE	0.00		785.71	1,785.71			
CAR	0.00		100.05	100.05			
TOTAL EARNINGS				21,212.76			
DATE ENGAGED	01/01/2021						

The top section displays information in the following order:

1. Company Name
2. Period End Date
3. Employee Full Name
4. Employee Number
5. Occupation

6. Pay Point - This is pulled from the Employee Profile screen. If there's a job setup for the employee it will display the job, otherwise it will display the payroll department of the employee.
7. Employee Grade From Profile
8. Employee Payroll Department Name
9. Pay Method
10. Employee Bank Name From Paycheck Table
11. Employee Bank Account Number From Paycheck Table

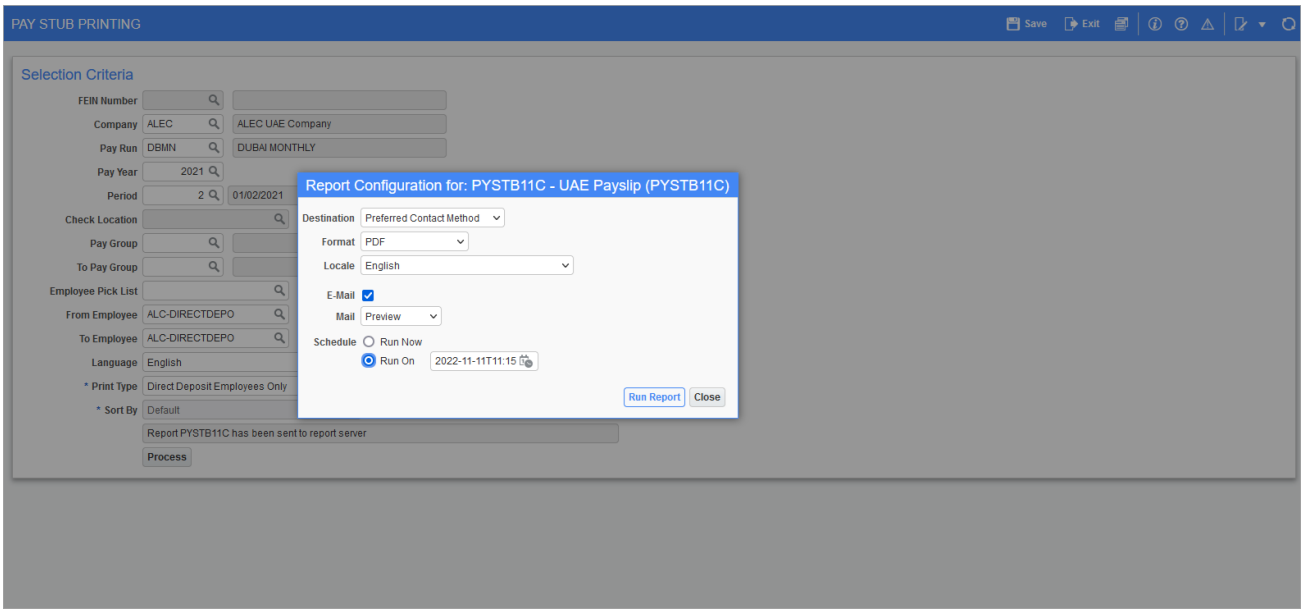
The Earnings section displays information in the following order:

1. The short description for the transaction code
2. Total number of hours worked
3. Per day rate calculated based on the total package allowance
4. Total amount paid for the period per transaction
5. Total year to date paid per transaction
6. Date engaged "hire date"

The Deductions section displays information in the following order:

1. The short description for the transaction code
2. Total amount paid for the period per transaction
3. Total year to date paid per transaction

The stub can also be scheduled to be emailed to the employee by checking the 'E-mail' box when running the report in the Pay Stub Printing screen.



This stub can also be printed with sub-periods by using the Sub Period field in the Pay Stub Printing screen. This field is hidden by default and can be added using the Lite Editor. For more information on sub-periods, please refer to the Pay Periods section in the US Payroll Guide.

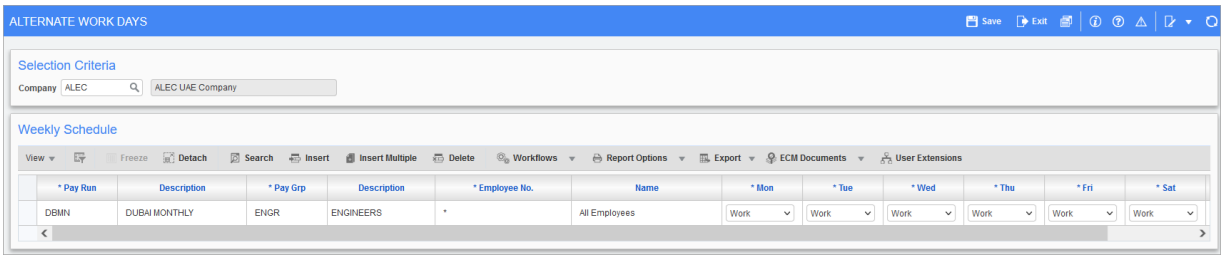
Overriding the Cash Account for Dubai

Overview

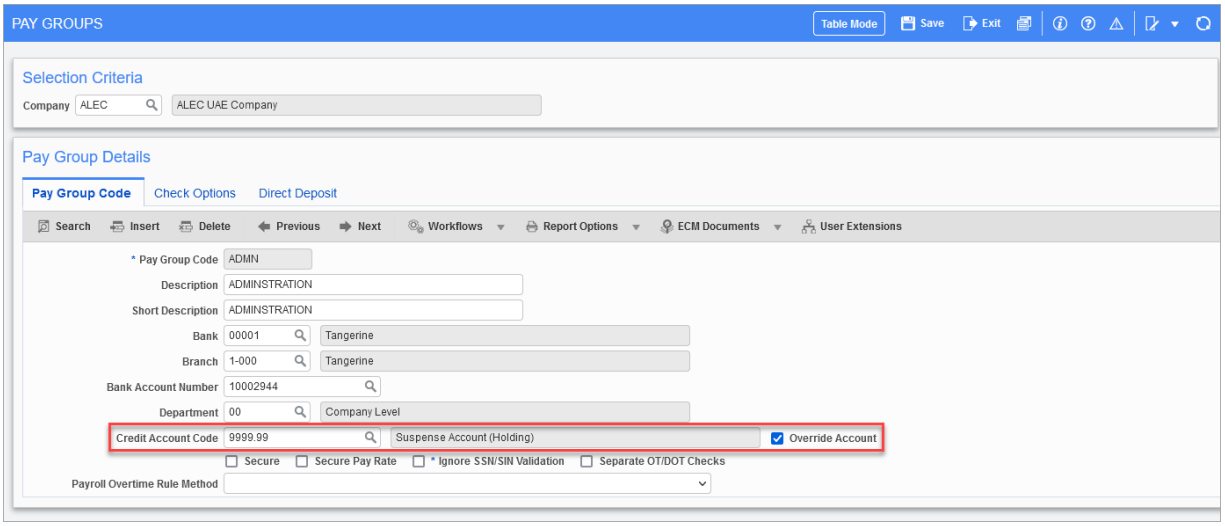
During the Payroll process for the Dubai region, if the cash account needs to be overridden, the 'Override Account' checkbox on the Pay Groups screen can be checked. This will allow the account on the Pay Groups screen to be overridden without changing it on the global Bank Account Setup screen. When the 'Override Account' box is checked, the user can select a credit account code and when it's unchecked, it will populate its original account before the change.

Process

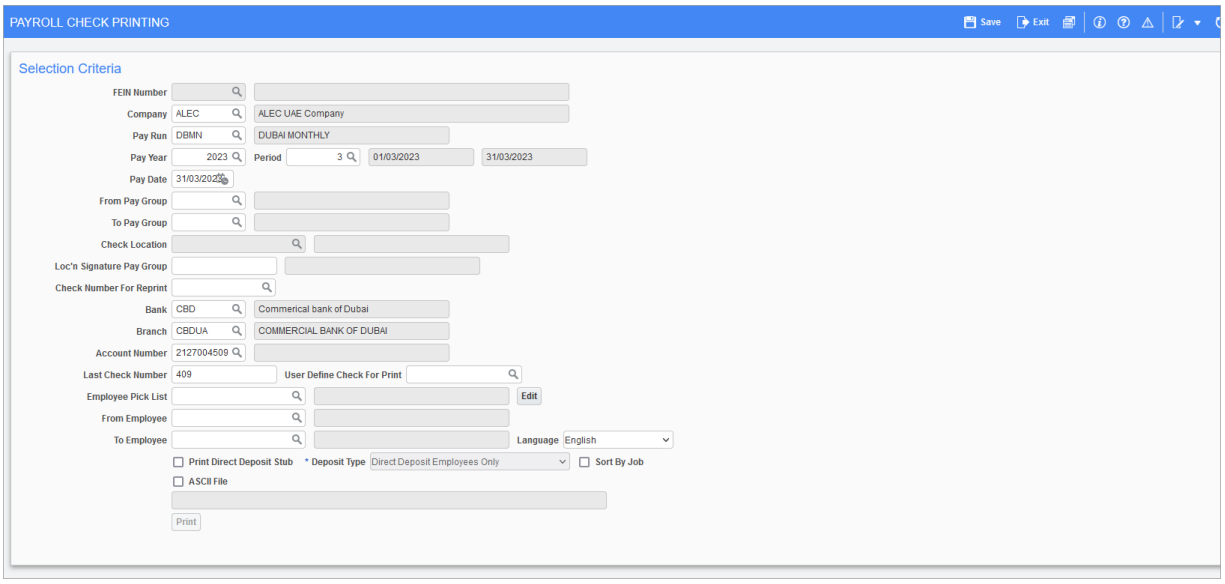
1. Alternate work days under company is required to be set to 7 working days as per Dubai region working days.



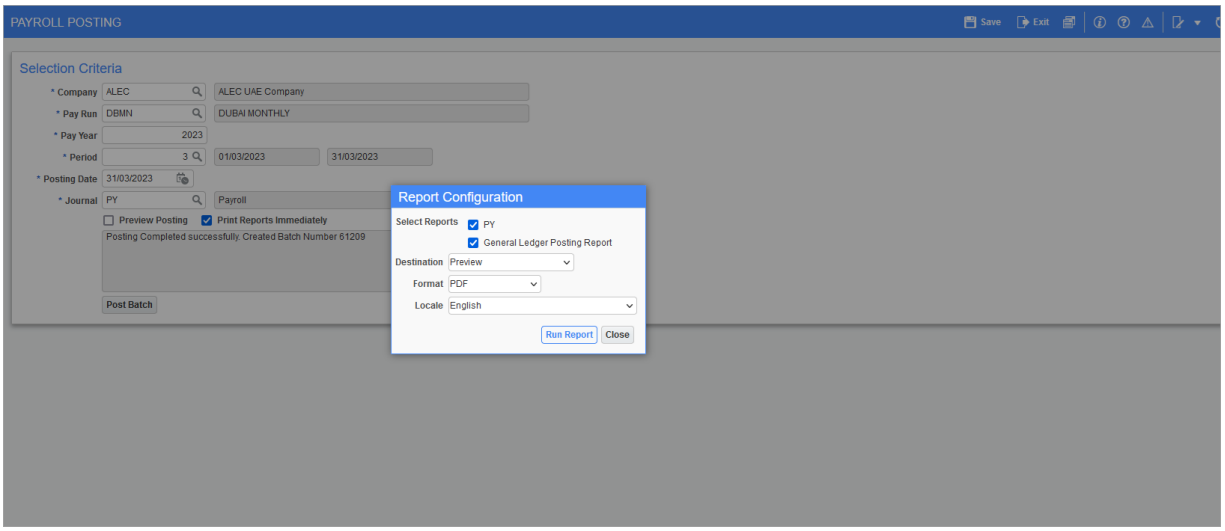
2. Check the 'Override Account' checkbox and select an account on the Pay Groups screen. In the example below, it's the Suspense Holding Account (9999.99).



3. Print all checks after payroll processing and check processing.



4. Post payroll and verify that the GL posting report includes the credit account selected on the Pay Groups screen

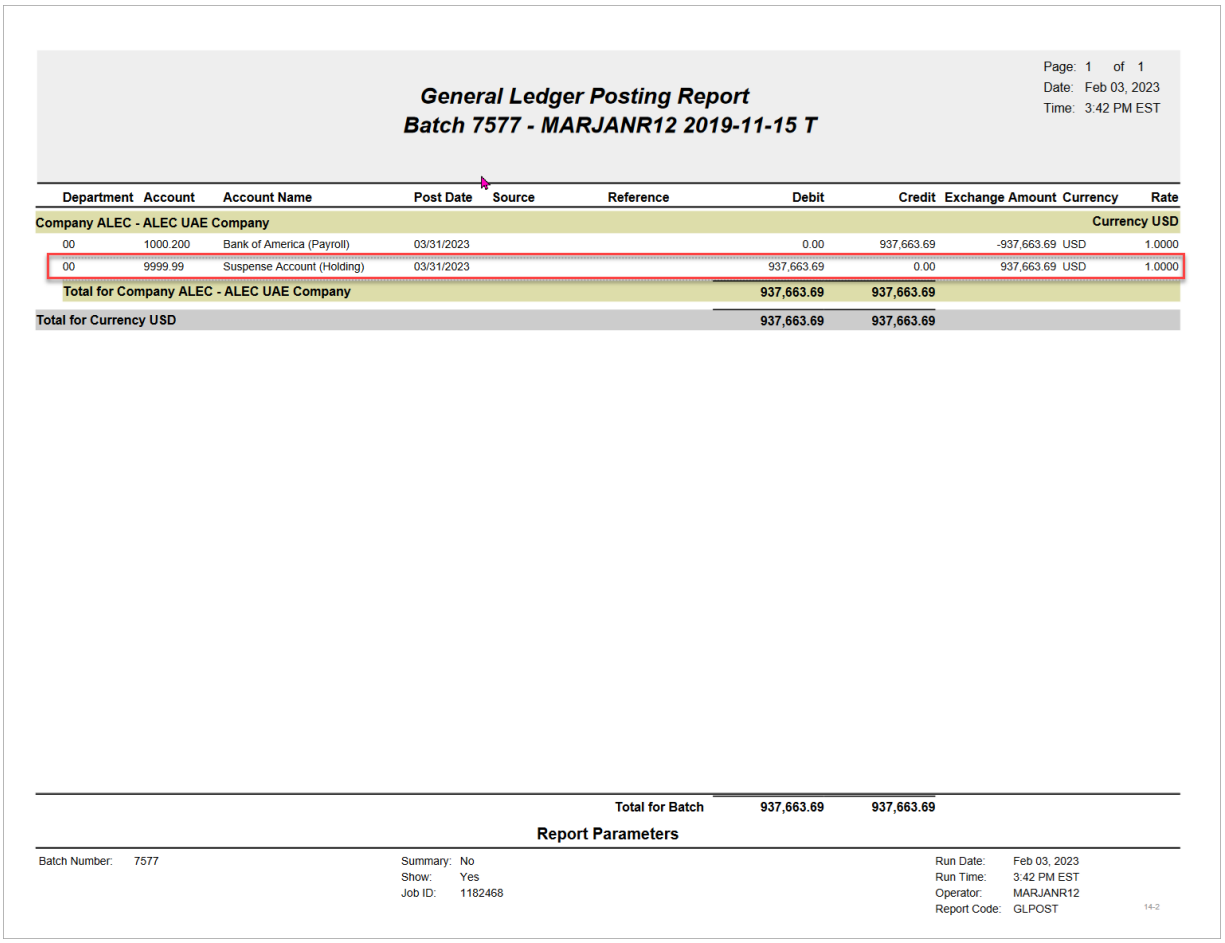


Page: 1 of 1
Date: Feb 03, 2023
Time: 3:27 PM EST

General Ledger Posting Report
Batch 61209

Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
Company ALEC - ALEC UAE Company										**Currency USD**
00	1000.200	Bank of America (Payroll)	31/03/2023	PYDBMN 2023 3	ALEC DBMN	30.00	0.00	30.00	USD	1.0000
00	1500.200	Retainage Receivable	31/03/2023	PYDBMN 2023 3	ALEC DBMN	0.00	11,000.00	-11,000.00	USD	1.0000
00	1500.300	Interest Receivable	31/03/2023	PYDBMN 2023 3	ALEC DBMN	0.00	36.84	-36.84	USD	1.0000
00	5200.100	Job Cost Expenses	31/03/2023	PYDBMN 2023 3	ALEC DBMN	2,916.66	0.00	2,916.66	USD	1.0000
00	6000.100	Non Job Salary Expense	31/03/2023	PYDBMN 2023 3	ALEC DBMN	658,610.00	0.00	658,610.00	USD	1.0000
00	6000.300	Employer Paid Benefits	31/03/2023	PYDBMN 2023 3	ALEC DBMN	403,003.38	0.00	403,003.38	USD	1.0000
00	6000.400	Car Allowance	31/03/2023	PYDBMN 2023 3	ALEC DBMN	0.00	112,750.04	-112,750.04	USD	1.0000
00	6001.100	Workers Compensation	31/03/2023	PYDBMN 2023 3	ALEC DBMN	240.00	0.00	240.00	USD	1.0000
00	6400.400	Advance Holding For Expenses	31/03/2023	PYDBMN 2023 3	ALEC DBMN	0.00	3,349.47	-3,349.47	USD	1.0000
00	9999.99	Suspense Account (Holding)	31/03/2023	PYDBMN 2023 3	ALEC DBMN	0.00	937,663.69	-937,663.69	USD	1.0000
Total for Company ALEC - ALEC UAE Company						**1,064,800.04**	**1,064,800.04**			
Total for Currency USD						**1,064,800.04**	**1,064,800.04**			

5. For further validation, you can manually enter General Journal transactions, then post and print the report.



Page: 1 of 1
Date: Feb 03, 2023
Time: 3:42 PM EST

General Ledger Posting Report
Batch 7577 - MARJANR12 2019-11-15 T

Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
Company ALEC - ALEC UAE Company										**Currency USD**
00	1000.200	Bank of America (Payroll)	03/31/2023			0.00	937,663.69	-937,663.69	USD	1.0000
00	9999.99	Suspense Account (Holding)	03/31/2023			937,663.69	0.00	937,663.69	USD	1.0000
Total for Company ALEC - ALEC UAE Company						**937,663.69**	**937,663.69**			
Total for Currency USD						**937,663.69**	**937,663.69**			
					Total for Batch	**937,663.69**	**937,663.69**			

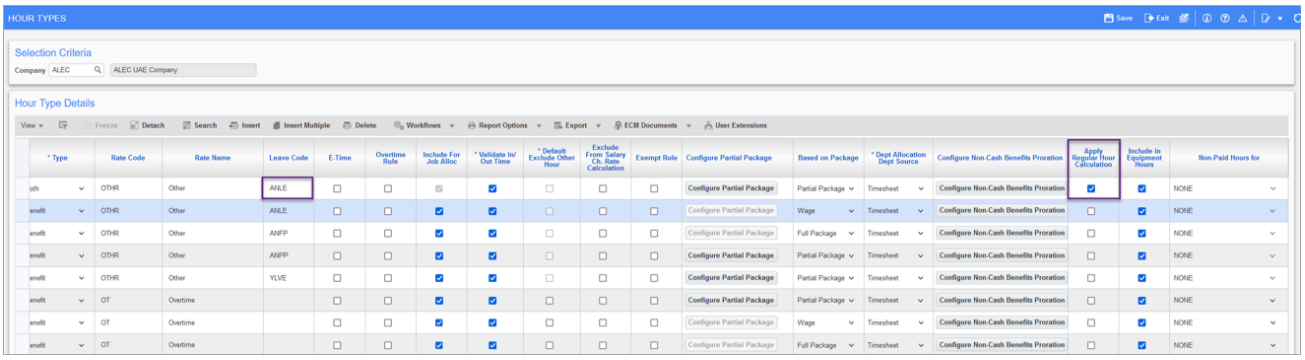
Report Parameters

Batch Number: 7577
Summary: No
Show: Yes
Job ID: 1182468
Run Date: Feb 03, 2023
Run Time: 3:42 PM EST
Operator: MARJANR12
Report Code: GLPOST
14-2

Advance Basic Wage and Advance Leave Payments

Users in the UAE have the option of calculating regular hours based on actual workdays and can enable advanced payments with month-specific calculations. These options allow users to include missing hours or advance leave payments in the next month's period or sub-period with accurate pay scale calculations.

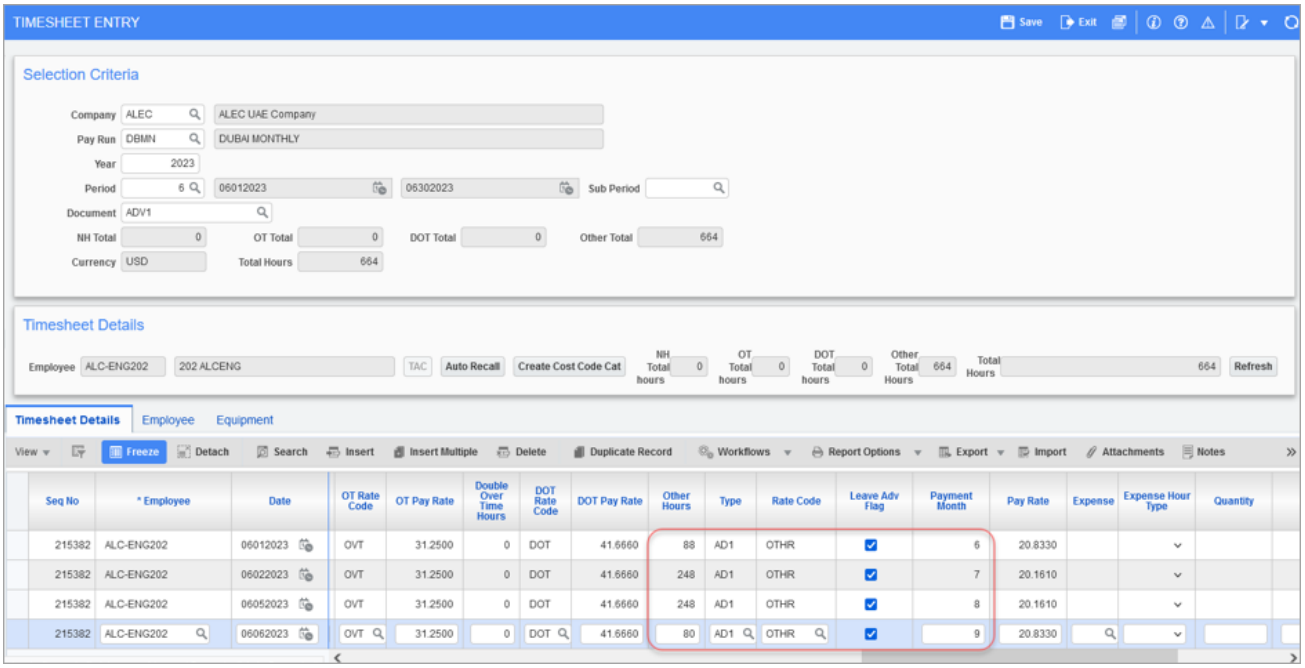
For example, if an employee is hired and joined in the last week of August, and if the current payroll period is September, then the user can create a timesheet with a specific number of missing hours for August. The system will calculate the pay rate using a 31-day month, to be paid in addition to the September pay (which will calculate on a 30-day month rate).



Pgm: PYHRTYPE – Hour Types; standard Treeview path: International Payroll > Setup > Company > Hour Types

Users can check the 'Apply Regular Hour Calculation' checkbox on the Hour Types screen to base the non-overtime hours calculations for BW or BN transaction types on the actual work-days in the month.

This field is required to enable the 'Leave Advance Flag' checkbox and Payment Month field in the Timesheet Entry screen, as shown in the screenshot below.



Pgm: PYTIMSTM – Timesheet Entry; standard Treeview path: International Payroll > Timesheet > Timesheet Entry

On the Timesheet Entry screen, the following fields are hidden by default and can be added using the Lite Editor. They are also available when importing data using the [**Import**] button on the Block Toolbar of the Timesheet Entry screen, as well as when importing timesheets from Oracle using the Timesheet Import Multiuser screen.

Leave Advance Flag– Checkbox

Check this box to consider the pay type transaction as an advance leave payment. The leave payment will be processed in the current payroll period.

Payment Month

Enter the payment month number. This field is used to ensure the accurate calculation of month-specific regular hours in the pay scale calculation and is used for both missing hours and leave advance calculations. For example, enter an "8" for the month of August to ensure calculations use 31 days.

This field is only enabled when the 'Apply Regular Hour Calculation' checkbox is enabled for hours entered in the Other Hours field.

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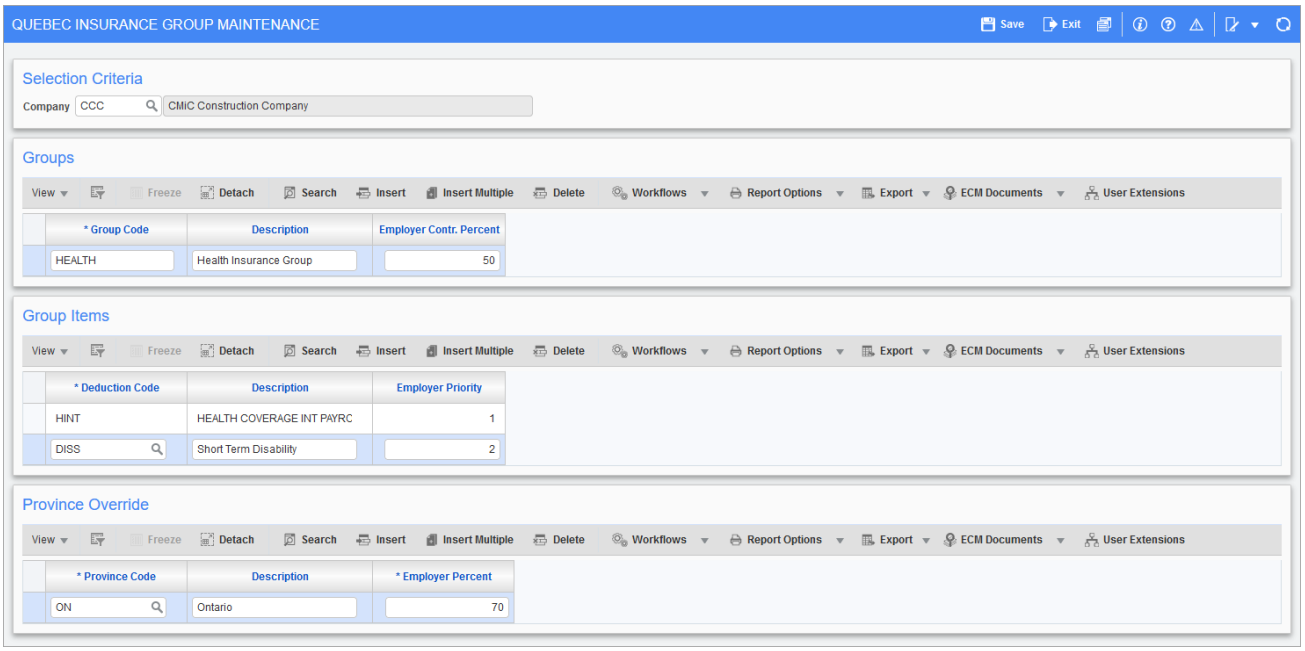
Quebec Insurance Group Maintenance



Pgm: PYQCINSGRP – Quebec Insurance Group Maintenance; standard Treeview path: International Payroll > Administration > Deductions > Quebec Insurance Group Maintenance

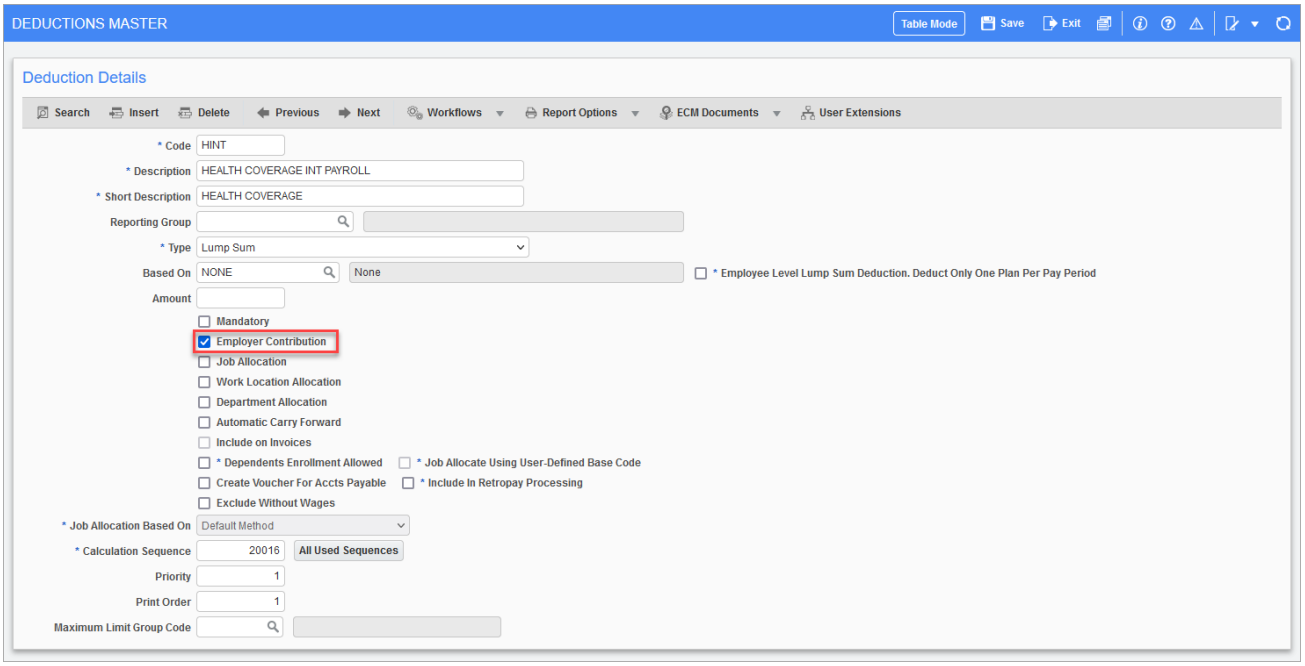
The employer contribution of the deductions in the insurance group can be determined with the ability to group a set of related deductions into an insurance group. The user can specify the employer contribution for the group expressed as a percentage, specify the priority order when allocating the employer portion, and specify if each deduction in the group is subject to employer contribution. The amount paid by the employee is not tax deductible, but the amount paid by the employer can be subject to tax.

An insurance group can be set up in the Administration > Deductions > Quebec Insurance Group Maintenance screen, which can be added to the Treeview if needed using the Treeview Builder tool. The employer maximum contribution is specified as a percentage of the total employee insurance premium. The deductions in the group are assigned a priority to specify the order in which the deductions will be distributed, allocating as much as it can to each until the maximum is reached or there are no more deductions.

The Quebec Insurance Group Maintenance screen has a section called Province Override where the Province and Employer Contr. Percentage columns are available. This gives users the ability to change the employer contribution based on the work province of the employee. By default, the company pays 70% of the insurance prime in the province of Quebec, and pays 100% of the insurance prime outside the province of Quebec.

The user can enter alternate percentage values for other provinces against the company and group code selected. No changes are needed under the Group Items section, which display a list of deductions for the selected Group Code.

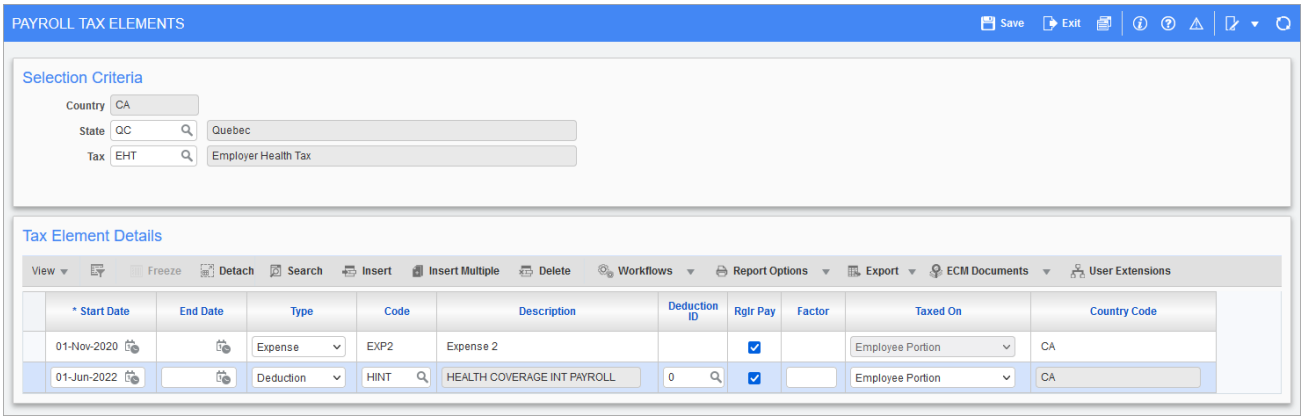
The existing Employer Contr. Percent column on the Groups section will be considered as a Quebec percentage, whereas for the other provinces, the user will be able to enter different percentages in the Province Override section. If the override values are available for the work province of the employee, then the system will take that percentage, otherwise the system will take the percentage from the Groups section.



Pgm: PYDEDUCT – Deductions Master; standard Treeview path: International Payroll > Administration > Deductions > Master

The deductions are set up at the master, company, and employee level if necessary. The Employer Contribution checkbox on the Deductions Master screen, shown above, will indic-

ate if the deduction has an employer contribution, or if the deduction is only paid by the employee. Please see the US Payroll guide for further details on deductions.

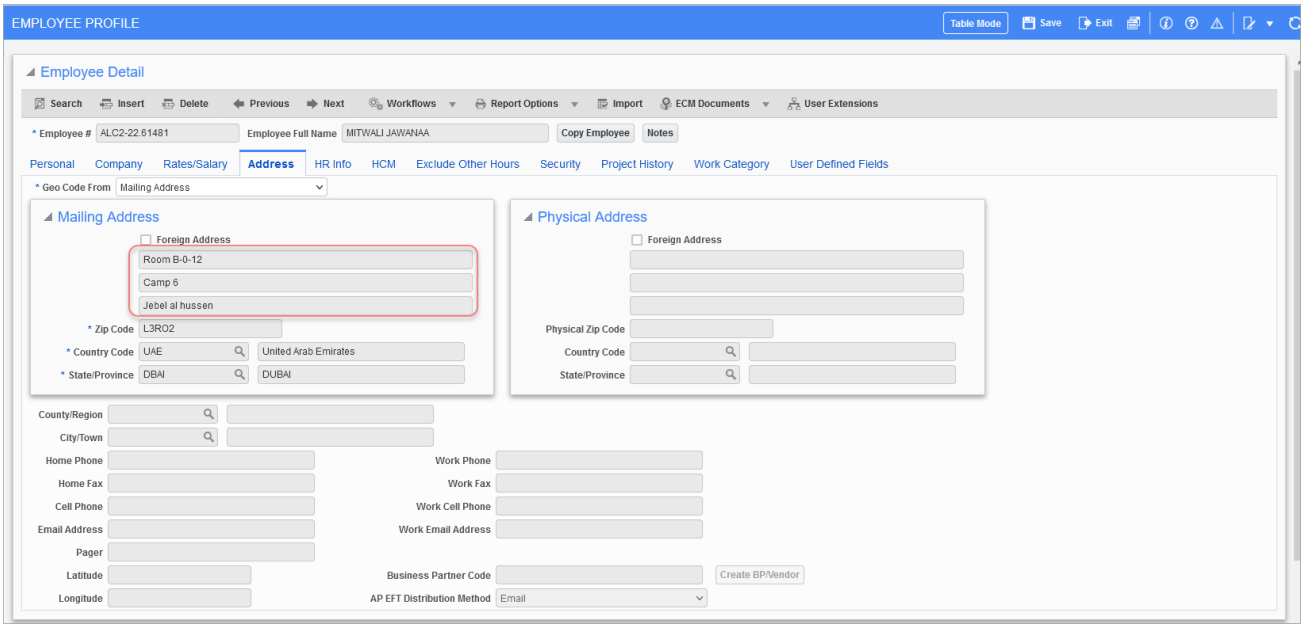


Pgm: PYTAXELM – Payroll Tax Elements; standard Treeview path: International Payroll > Administration > Taxes > Elements

In the Payroll Tax Elements and Tax Elements by Transaction screens show above, the user can specify whether the employee deduction is tax deductible or whether the employer portion is subject to tax. A deduction code can only have one or the other selected but not both. Please see the US Payroll guide for further details on the Payroll Tax Elements and Tax Elements by Transaction screens.

During payroll processing, the maximum for the insurance group is determined by the percentage defined for the group multiplied by the total amount of the employee portion of the deductions.

Process Benefits Based on Camp Information in the Employee Profile



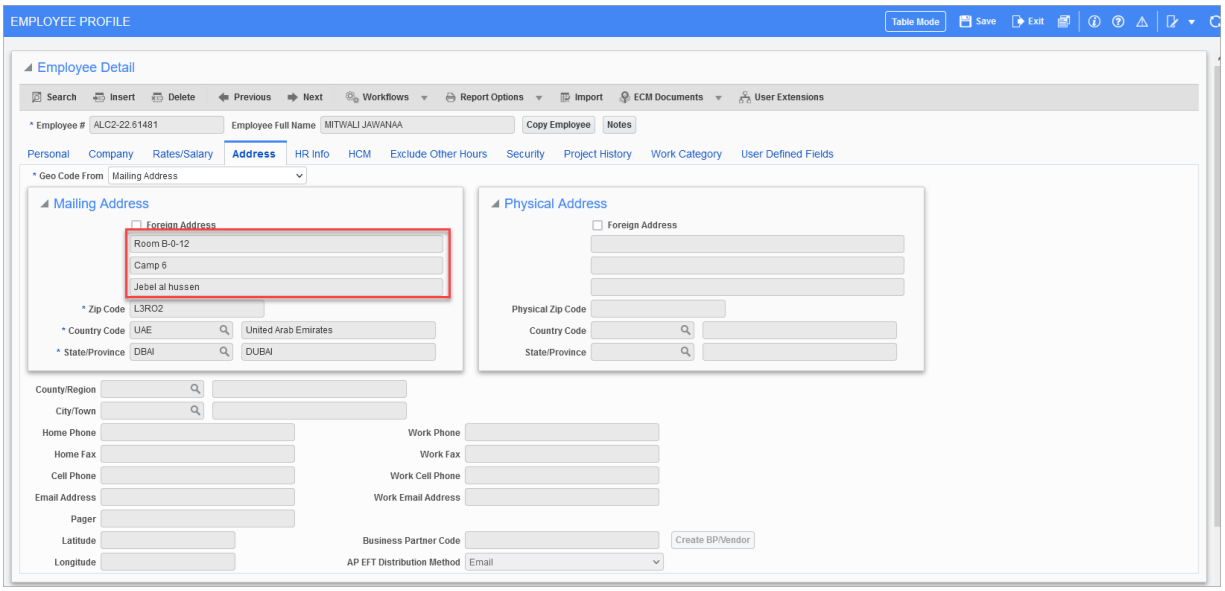
Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

The following three address fields are available on the Address tab of the Employee Profile screen to allow users to process benefits based on camp information by adding the fields to the Human Resources Benefit Eligibility Rule table.

- EMP_ADDRESS1 represents Room Number and Block
- EMP_ADDRESS2 represents Camp Number/Name
- EMP_ADDRESS3 represents Area

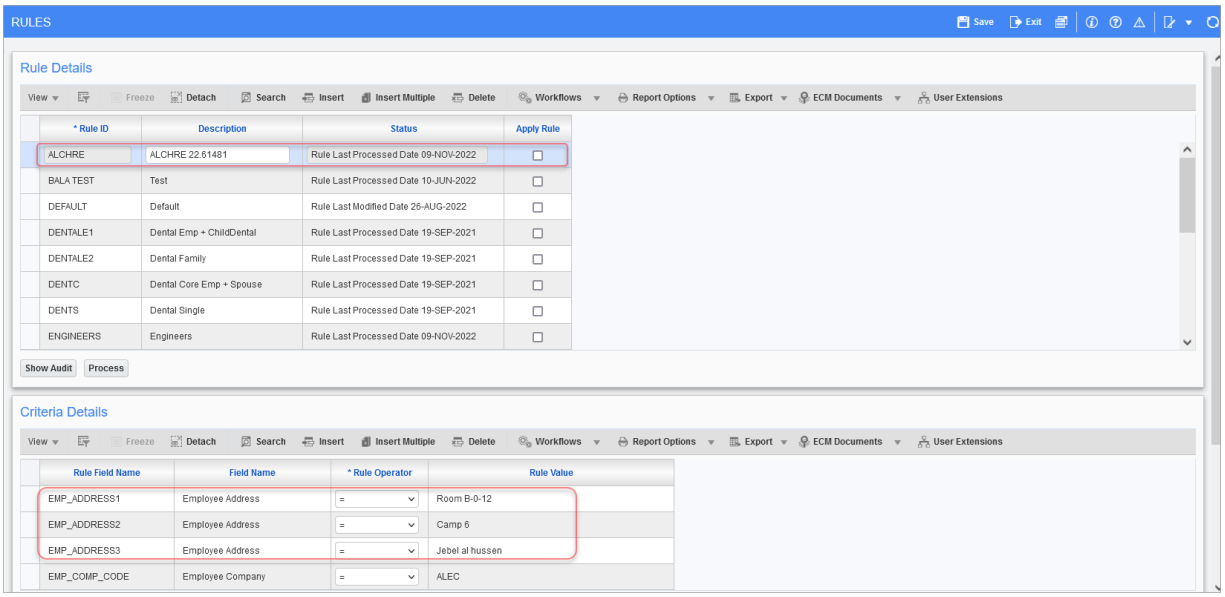
The following steps show how to set up the benefits/deductions rules:

1. Set up the Employee Profile screen by entering values for the three address fields.



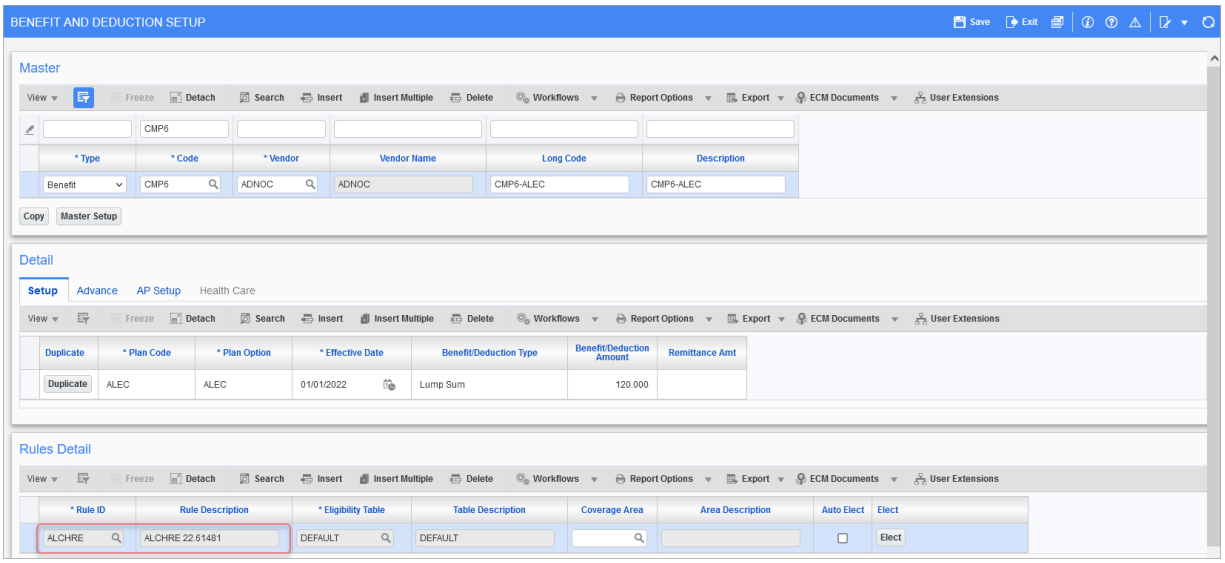
Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

2. Create a rule and assign the address fields to the proper value from the LOV that were set in the Employee Profile screen.



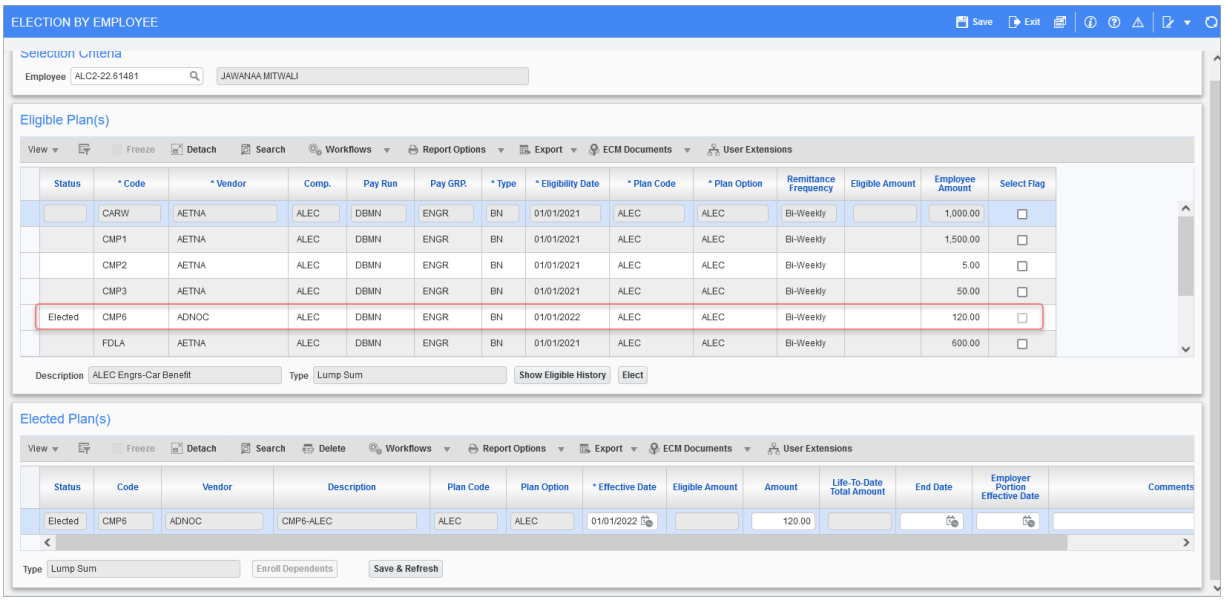
Pgm: HRRULADM - Rules; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Rules

3. Assign the benefits/deductions to the rule created in step 2.



Pgm: HRBDADM - Benefit and Deduction Setup; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Benefit/Deduction

4. Navigate to the Human Resources Rules screen and process the rule.
5. Navigate to election by employee, select the employee with those address fields, and elect the plans for them to activated.



Pgm: HRELGADM - Election by Employee; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Election by Employee

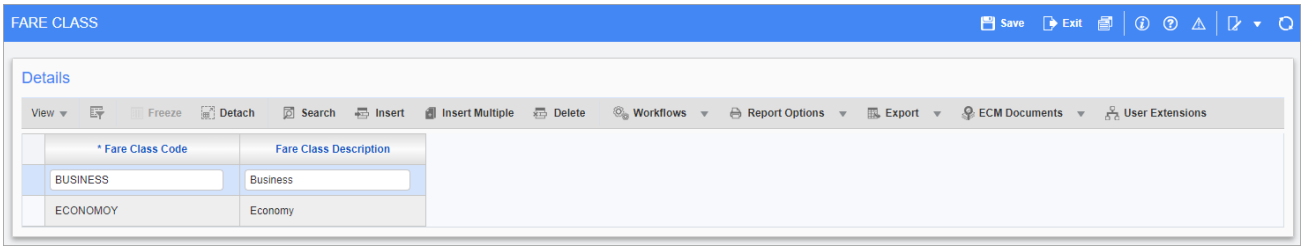
Flight Benefits

In the UAE and nearby countries within the MENA region, employment offer letters usually include annual flight allowances as almost 90% of employees are expats. The following screens are used to calculate an employee's flight benefits eligibility based on their hiring date and grade:

- Fare Class
- Fare Type
- Employee Ticket

These screens can be added to the Treeview using the Treeview Builder tool, using the following target names: "PY- Fare Class", "PY- Fare Type", and "PY - Employee Tickets". For more information, please refer to the Treeview Builder section in the Getting Started guide.

Fare Class



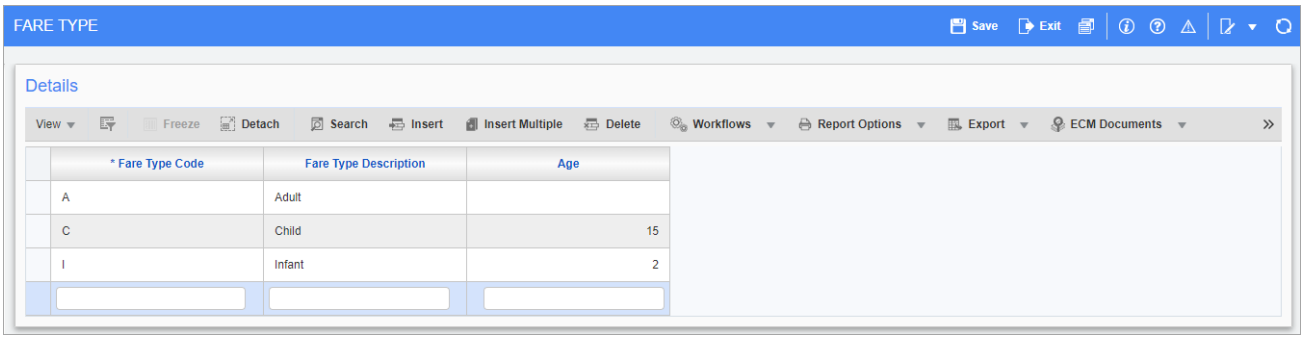
Pgm: PYFARECLASS – Fare Class; standard Treeview path: International Payroll > Setup > Employees > Fare Class

The Fare Class screen is used to maintain airline classes, such as business, economy, or premium economy, as part of the Flight Benefits feature.

Fare Class Code, Fare Class Description

Enter a fare class code and description.

Fare Type



Pgm: PYFARETYPE – Fare Type; standard Treeview path: International Payroll > Setup > Employees > Fare Type

The Fare Type screen is used to maintain the airline fare types, such as family, child, or infant, as part of the Flight Benefits feature.

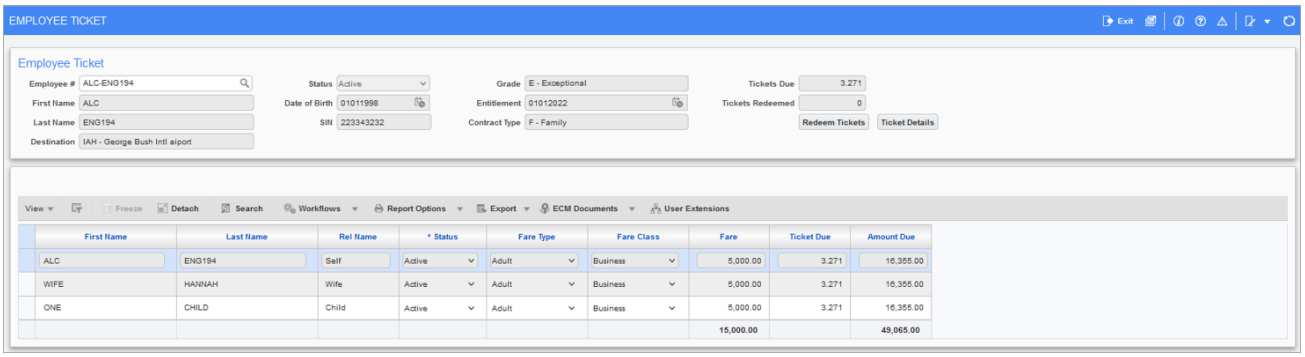
Fare Type Code, Fare Type Description

Enter a fare type code and description.

Age

Enter a maximum age value for the fare type. This value is used to calculate the accrual amount by month and the payment amount based on the dependent's age. The calculation will also use the dependent's date of birth to determine the correct fare amount.

Employee Ticket



Pgm: PYEMPTCKT – Employee Ticket; standard Treeview path: International Payroll > Setup > Employees > Employee Ticket

The Employee Ticket screen is used to view and/or redeem an employee's flight tickets, as part of the Flight Benefits feature. An employee's dependents are entitled to tickets if they have the 'Entitled for Ticket' checkbox checked on the Personal Info tab of the Relatives screen (standard Treeview path: Human Resources > Personnel > Employee Relatives).

Employee #

Enter/select the employee number.

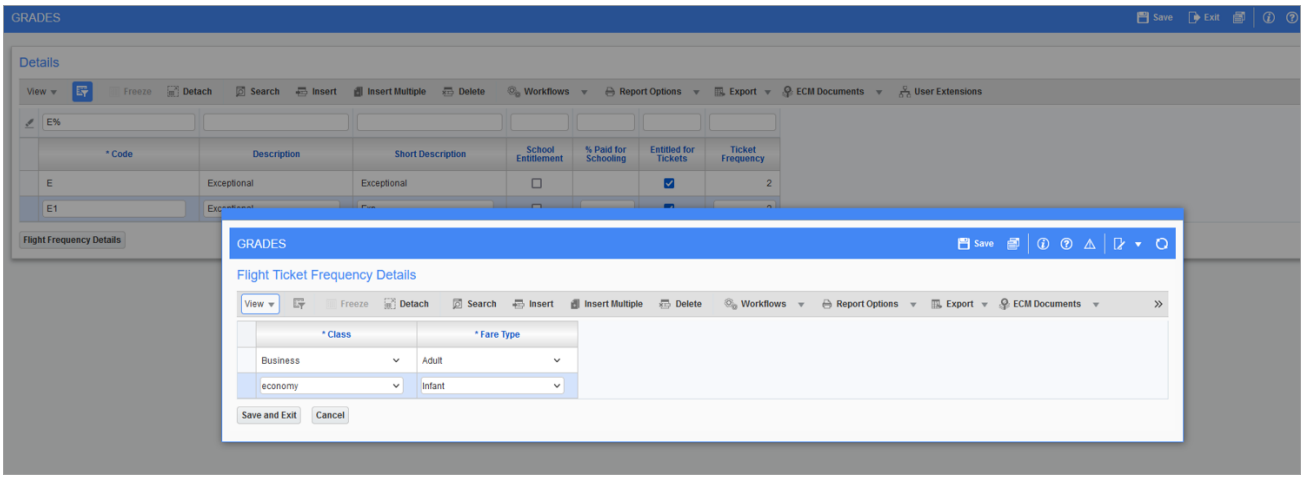
Destination

This field is read-only. Users can set a default airport destination in the Nearest International Airport in your Hometown field on the HR Info tab of the Employee Profile screen. Airport destinations and destination ticket details are maintained in the Airport Destination screen (standard Treeview path: International Payroll > Setup > Employees > Airport Destination).

NOTE: The Nearest International Airport in your Hometown field is hidden by default and can be added using the Lite Editor. The Airport Destination screen can be added to the Treeview using the Treeview Builder tool, using the following target name: "PY- Airport Destination".

Grade

This field is read-only. An employee's grade is set on the Company tab of the Employee Profile screen and is used to determine their fare classes, fare types, and frequency of the tickets received within the year. These details are set in the Ticket Frequency field and in the Flight Ticket Frequency Details pop-up launched from the [**Flight Frequency Details**] button in the Grades screen (standard Treeview path: International Payroll > Setup >Local Tables > Grades).



Flight Ticket Frequency Details pop-up launched from the [Flight Frequency Details] button in the Grades screen

For example, as shown in the screenshot above, an employee may be eligible for two tickets a year per family member, with adults eligible for business class fares and infants eligible for economy class fares.

NOTE: The Ticket Frequency field and [**Flight Frequency Details**] button are hidden by default and can be added using the Lite Editor.

Entitlement

This field is read-only. Ticket eligibility is based on the employee hire or re-hire date, as set on the Personal tab of the Employee Profile screen (standard Treeview path: International Payroll > Setup > Employees > Employee Profile).

Contract Type

This field is read-only. The total number of tickets an employee will receive is based on their employee contract type, as set on the HR Info tab in the Employee Profile screen (standard Treeview path: International Payroll > Setup > Employees > Employee Profile).

Contract Type	Ticket Eligibility
S – Single	Only one
M – Married	Two
F – Family	Up to a set maximum, per family member (as defined in the Employee Relatives

Contract Type	Ticket Eligibility
	screen)

NOTE: Users can modify the maximum number of tickets for the "Family" contract type in the Employee Contract Type screen (standard Treeview path: International Payroll > Setup > Employees > Employee Contract. This screen can be added to the Treeview using the Treeview Builder tool, using the following target name: "PY - Employee Contract Type".

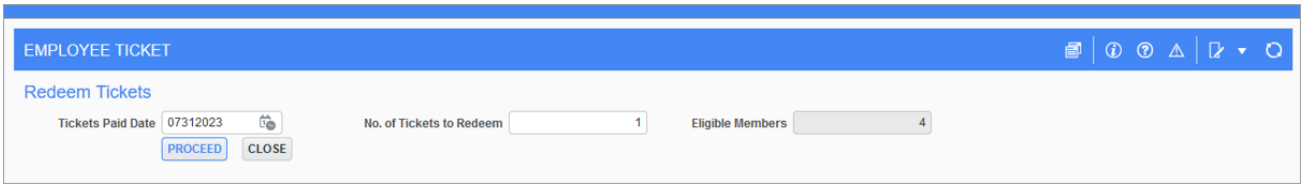
Tickets Due

This field is read-only. This amount reflects the current balance of the employee's accrued eligible ticket amount, and is based on eligibility and date factors.

Tickets Redeemed

This field is read-only. This amount reflects the number of tickets already redeemed by the employee.

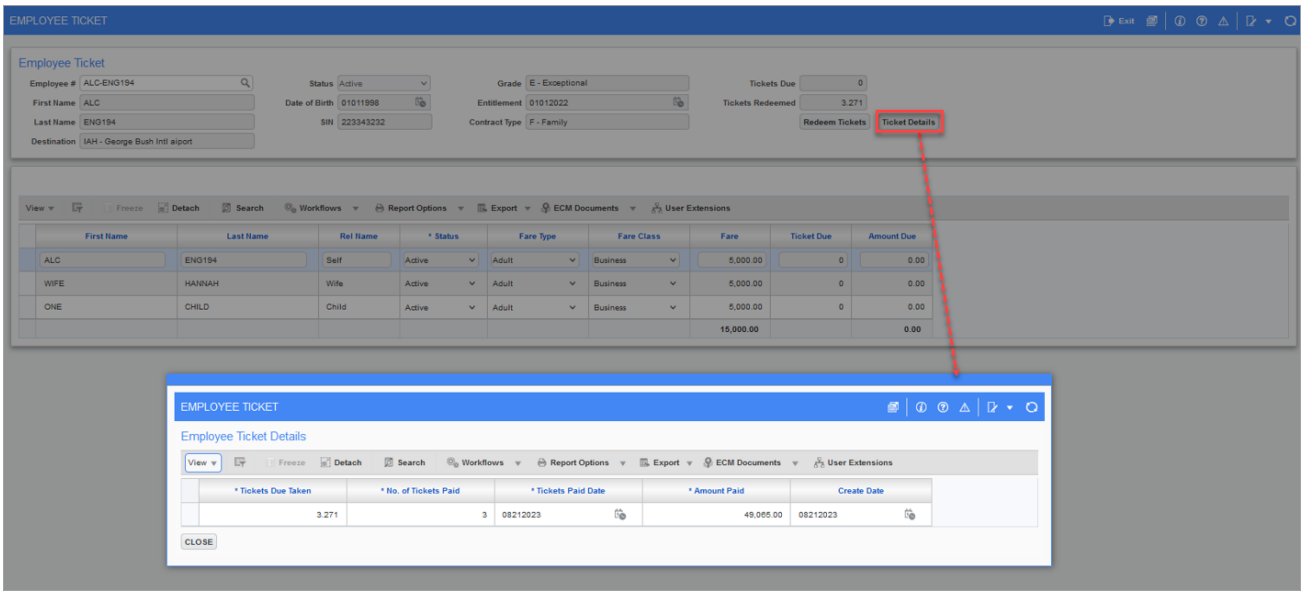
[**Redeem Tickets**] – Button



Redeem Tickets pop-up launched from the [Redeem Tickets] button

Press this button to launch the Redeem Tickets pop-up, as shown in the screenshot above. Enter/select the current date and enter the number of tickets per eligible members. Press [**Proceed**] to redeem.

[**Ticket Details**] – Button



Employee Ticket pop-up launched from the [Ticket Details] button

Press this button to launch the Employee Ticket Details pop-up, as shown in the screenshot above. The amount paid is calculated using the following formula:

Amount Paid = Tickets Due Taken x (Employee Fare Amount + Dependent Fare Amounts).

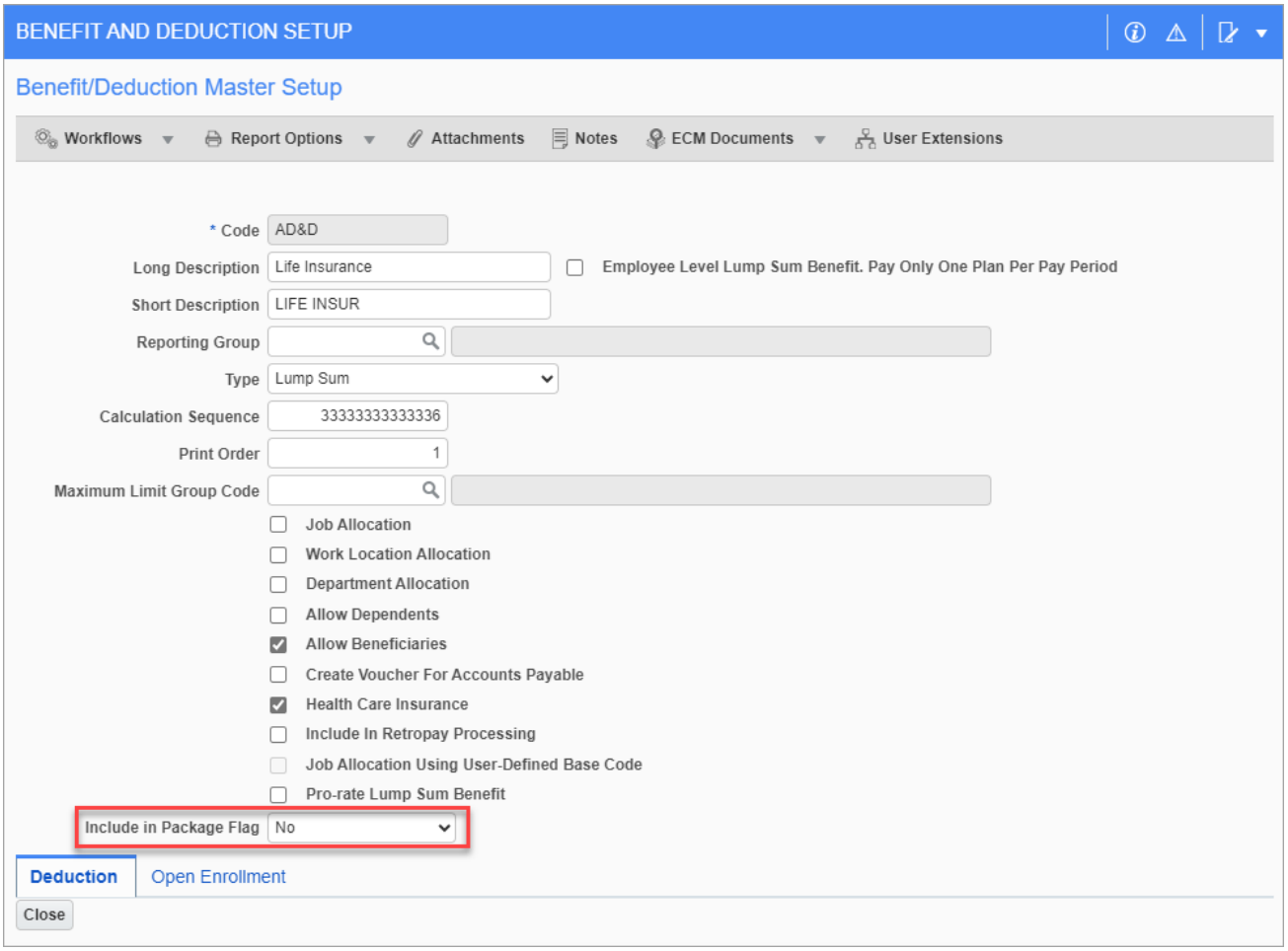
Detail – Section

This section displays a breakdown of the total fare amounts for the employee and their relatives. Only relatives eligible for tickets are displayed in this section.

The following formula is used to calculate the amount due:

Amount Due = Ticket Due x Fare Amount

Include Benefit and Deduction in Package



Benefit/Deduction Master Setup pop-up; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Benefit/Deduction – [Master Setup]

Users can decide whether to include certain benefits and deductions in employee package calculations. Selecting to include a benefit or deduction will trigger distinct accounting and calculation procedures when an employee is on leave.

NOTE: This functionality is available for US Payroll and International Payroll.

The Include in Package Flag field, as shown in the screenshot above, is available on the Benefit/Deduction Master Setup pop-up launched from the [**Master Setup**] button on the Benefit and Deduction Setup screen. The Include in Package field is also available on the

Deductions Master screen (standard Treeview path: Human Resources > Benefit Administration > Deductions > Master) and as a checkbox on the Benefits Masters screen (standard Treeview path: Human Resources > Benefit Administration > Benefits> Master). This field is hidden by default and can be added using Lite Editor.

Employee package definitions are defined in the Hour Types screen. For more information, please refer to Overtime Rate Calculation on Wages, Partial Packages, and Full Packages.

The default value for this field is "No". For selected deductions, users have the additional option of selecting "Not Applicable".

For wage type packages, the values "No" and "Not Applicable" have the same functionality.

For full or partial type packages, the "Not Applicable" value will overwrite the package definition in the Hour Types screen. For example, when an employee is taking leave, the deduction code will ignore the package definition and be calculated as a flat amount.

Standard CA Stub Formats

Overview

The following are examples of standard CA stub formats which are available for Enterprise and Cloud clients.

CMiC Standard Pay Stub (Detail) (PYSTB01U)

Company	CMiC Canada R12 TEST	**Pay Period**	240114	**To**	240120
Employee	Maxime Fontaine				
	QC H4Z 7P0				

Employee Number 688

Trans	Pay Amount	Adjustments	Description	YTD Pay	YTD Adj	YTD Total
NWHR	3,846.15	0.00	Normal Hour *QC*	3,846.15	0.00	3,846.15
OMER	-561.54	0.00	OMERS	-561.54	0.00	-561.54
FIT	-652.19	0.00	Federal Tax *ALL*	-652.19	0.00	-652.19
PWHT	-761.06	0.00	Provincial Witholding Tax *QC*	-761.06	0.00	-761.06
QEI1	-48.85	0.00	Employement Insurance EMPLY *A	-48.85	0.00	-48.85
QPP1	-241.85	0.00	QPP Premium EMPLY *QC*	-241.85	0.00	-241.85
QPI1	-19.00	0.00	QC Parental Insur. Plan EMPLY	-19.00	0.00	-19.00
DPST	1,561.66	0.00	Direct Deposit			
	1,561.66	0.00	Net Pay	1,561.66	0.00	1,561.66
	3,846.15	0.00	Taxable Gross	3,846.15	0.00	3,846.15

Direct Deposit **Paycheck Record**

Canadian Laser 8.5" x 3.5" – 3 (PYSTB03C)

Employee Name: Maxime Fontaine

Employee No: 688

Union:

SIN: 550-161-350

Contract No:

Period Start Date : 240114

Period End Date : 240120

Trade: 1000

CMiC Canada R12 TEST
4850 Keele St
Toronto
ON M3J 3L7M 1T4
UAE

Ch/DD	Date	A/C #	Amount
215	20-Jan-24	666331549	1,561.66

TAXABLE EARNINGS AND BENEFITS					TAXES & DEDUCTIONS		
DESCRIPTION	RATE	HOURS	AMOUNT	YTD	DESCRIPTION	AMOUNT	YTD
REGULAR WAGES		48.00	3,846.15	3,846.15	Fed Tax	652.19	652.19
* TOTAL *		48.00	3,846.15	3,846.15	PWHT QC	761.06	761.06
					QPIP1 QC	19.00	19.00
					QEI1	48.85	48.85
					QPP1 QC	241.85	241.85
					OMERS	561.54	561.54
					TOTAL	2,284.49	2,284.49
Gross Taxable:			3,846.15	3,846.15	Net Pay:		1,561.66

Canadian Laser 8.5" x 5.5" – 2 (PYSTB02C)

Employee Name: Maxime Fontaine
Employee No: 688
Union:
SIN: XXX-XXX-XX0
Contract No:
Period Start Date : 240114
Period End Date : 240120
Trade: 1000

CMiC Canada R12 TEST
4850 Keele St
Toronto
ON M3J 3L7M 1T4
UAE

Ch/DD	Date	A/C #	Amount
215	20-Jan-24	66633154 9	1,561.66

TAXABLE EARNINGS AND BENEFITS				TAXES & DEDUCTIONS		
DESCRIPTION	HOURS	AMOUNT	YTD	DESCRIPTION	AMOUNT	YTD
REGULAR WAGES	48.00	3,846.15	3,846.15	Fed Tax	652.19	652.19
* TOTAL *	48.00	3,846.15	3,846.15	PWHT QC	761.06	761.06
				QPIP1 QC	19.00	19.00
				QEI1	48.85	48.85
				QPP1 QC	241.85	241.85
				OMERS	561.54	561.54
				TOTAL	2,284.49	2,284.49
Gross Taxable:		3,846.15	3,846.15	**Net Pay:**		1,561.66

Canadian Standard Paystub (PYSTB08C)

CMiC Canada R12 TEST 4850 Keele St Toronto ON M3J 3L7M 1T4	Company: 30 Employee ID: 688 Employee Name: Fontaine, Maxime	Trade: 1000 Union: Dept: 00	Pay Period: 3 Start Date: 2024-01-14 End Date: 2024-01-20

EARNINGS					DEDUCTIONS					
DESCRIPTION	RATE	HOURS	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE
Taxable:					Fed Tax	652.19	652.19	After-Tax:		
REGULAR WAGES		48	3,846.15	3,846.15	PWHT QC	761.06	761.06	OMERS	561.54	561.54
TOTAL		48	3,846.15	3,846.15	QPIP1 QC	19.00	19.00	**TOTAL**	561.54	561.54
					QEI1	48.85	48.85			
					QPP1 QC	241.85	241.85			
					TOTAL	1,722.95	1,722.95			

	YTD Amounts	Total this Record		
Total Gross	3,846.15	3,846.15	Total Net:	1,561.66
Taxable Gross	3,846.15	3,846.15	Pay Date:	Jan 20, 2024
Pensionable Earning	0.00	0.00	EFT Number:	215
CPP Contribution	0.00	0.00		
Insurable Earning	0.00	0.00		
EI Premiums	0.00	0.00		

CMiC Canada R12 TEST
4850 Keele St
Toronto ON M3J 3L7M 1T4

EFT Date
20-Jan-2024

Canadian Standard Paystub with Address (PYSTB01C)

Employee Name: MAXIME FONTAINE
Employee No: 688
Union:
Contract No:
Period Start Date : 240114
Period End Date : 240120
Trade: 1000

CMiC Canada R12 TEST
4850 Keele St

Toronto
ON M3J 3L7M 1T4
UAE

Ch/DD #	Date	A/C #	Amount
215	20-Jan-24	66633154	1,561.66

TAXABLE EARNINGS AND BENEFITS					TAX & DEDUCTIONS		
DESCRIPTION	RATE	HOURS	AMOUNT	YTD	DESCRIPTION	AMOUNT	YTD
REGULAR WAGES		48.00	3,846.15	3,846.15	Fed Tax	652.19	652.19
* TOTAL *		48.00	3,846.15	3,846.15	PWHT QC	761.06	761.06
					QPIP1 QC	19.00	19.00
					QEI1	48.85	48.85
					QPP1 QC	241.85	241.85
					OMERS	561.54	561.54
					TOTAL	2,284.49	2,284.49
Gross Taxable:			**3,846.15**	**3,846.15**		**Net Pay :**	**1,561.66**

CMiC Canada R12 TEST
4850 Keele St
ON M3J 3L7M 1T4
UAE

M. Fontaine
QC H4Z 7P0

PY Standard Pay Stub – 3 Paragraphs (PYSTB07U_3P)

EMPLOYEE NAME	UNION	Trade	Project	PERIOD END DATE
Maxime Fontaine		1000		240120

EARNINGS					DEDUCTIONS					
DESCRIPTION	RATE	HOURS	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE
REGULAR WAGES		48	3,846.15	3,846.15	Fed Tax	652.19	652.19	*TOTAL*		
* TOTAL *		48	3,846.15	3,846.15	PWHT QC	761.06	761.06			
					QPIP1 QC	19.00	19.00			
					QEI1	48.85	48.85			
					QPP1 QC	241.85	241.85			
					OMERS	561.54	561.54			
					TOTAL	2,284.49	2,284.49			

GROSS EARNINGS	3,846.15	DEDUCTIONS	2,284.49		NET
GROSS EARNINGS TO DATE	3,846.15	DEDUCTIONS TO DATE		2,284.49	1,561.66

CMiC Canada R12 TEST
4850 Keele St

Toronto
ON M3J 3L7M 1T4
UAE

Frequently Asked Questions

Taxes

Are Canadian taxes calculated using Vertex?

Calculation of Canadian taxes is done completely through Enterprise and does not use Vertex software. The tax codes and rates are pre-populated and are updated by CMiC with every tax change.

How can I verify taxes were calculated prior to printing the payroll checks?

The most direct method of verification is to run the Payroll Register Report or the Employee Pay History query for an employee in the current payroll run. Specify the current period only and browse for TX (Tax) Transactions. This can be done to verify the benefits, deductions, leave used, expenses paid, or loan payments made in the period.

Once verified, proceed with the printing of the Payroll Checks and EFT Payments.

What's new in 2023 for Canadian taxes?

There is an important update to Canadian taxes in 2023 regarding the Canadian Dental Care Plan (CDCP) reporting on T4 and T4A tax slips. The Canada Revenue Agency (CRA) will be requiring employers to provide details regarding dental coverage offered to their employees. This information will assist in verifying eligibility for the Canada Dental Benefit. Employers are required to specify whether the employee or any of their family members were eligible for dental care insurance or any form of dental services coverage as of December 31, 2023, when submitting the 2023 T4. To learn more about this update, refer to Canadian Dental Care Plan Reporting in 2023.

What's new in 2024 for Canadian taxes?

There is an important update to Canadian taxes in 2024 regarding the Canada Pension Plan (CPP) and the Quebec Pension Plan (QPP). A second earnings ceiling (YAMPE) will be introduced, requiring both employees and employers to contribute an additional 4% on earnings exceeding the standard limit. Please anticipate adjustments in your 2024 T4 slip, specifically in boxes 16A and 17A, reflecting extra CPP2 and/or QPP2 contributions. To learn more about this new update, refer to Canadian Tax Changes to CPP in 2024.

Transactions

What are the standard transaction types as coded for queries, screens, and reports?

There are several queries and reports that may include a transaction type to represent the type of item being detailed. The standard transaction types used throughout the CMiC Enterprise system are:

- BN – Benefit
- BW – Basic Wage
- DE – Deduction
- EX – Expense
- LE – Leave
- LI – Loan Interest
- LP – Loan Principle
- TX – Tax
- WC – Workers' Compensation

What are the various transaction codes?

Unlike the transaction types which are standard, there are customized transaction codes. Standard codes are used to identify items like normal hours (NWHR) or double overtime (DTHR). Others exist depending on the codes used when setting up items like

the tax codes, benefits, deductions, etc., from the Local Tables sub-menu. As such, they may vary from company to company.

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Quick Guides

Canadian Dental Care Plan Reporting in 2023

New Requirements for T4 and T4A Reporting

What to Expect for 2023

There is an important update to Canadian taxes in 2023 regarding the Canadian Dental Care Plan (CDCP) reporting on T4 and T4A tax slips. The Canada Revenue Agency (CRA) will be requiring employers to provide details regarding dental coverage offered to their employees. A new box 45 has been added to the T4. This information will assist in verifying eligibility for the Canada Dental Benefit. Employers are required to specify whether the employee or any of their family members were eligible for dental care insurance or any form of dental services coverage as of December 31, 2023, when submitting the 2023 T4

Updating Employee's Canadian Dental Care Plan (CDCP) Codes

CMiC has introduced a new screen called the Employee Dental Care Maintenance screen, which is accessible via International Payroll > Government Forms > Employee Dental Care Maintenance. This tool streamlines importing employee data through a CSV file. The file should include three key values: Employee Number, Effective Date, and CDCP Code.

The Effective Date field can be set as the last period end date or Dec 31, 2023 (the T4 year). CDCP codes, regulated by the CRA, categorize employees' dental care eligibility:

1. Not eligible for any dental care insurance or coverage.
2. Payee only.
3. Payee, spouse, and dependent children.

4. Payee and their spouse.
5. Payee and their dependent children.

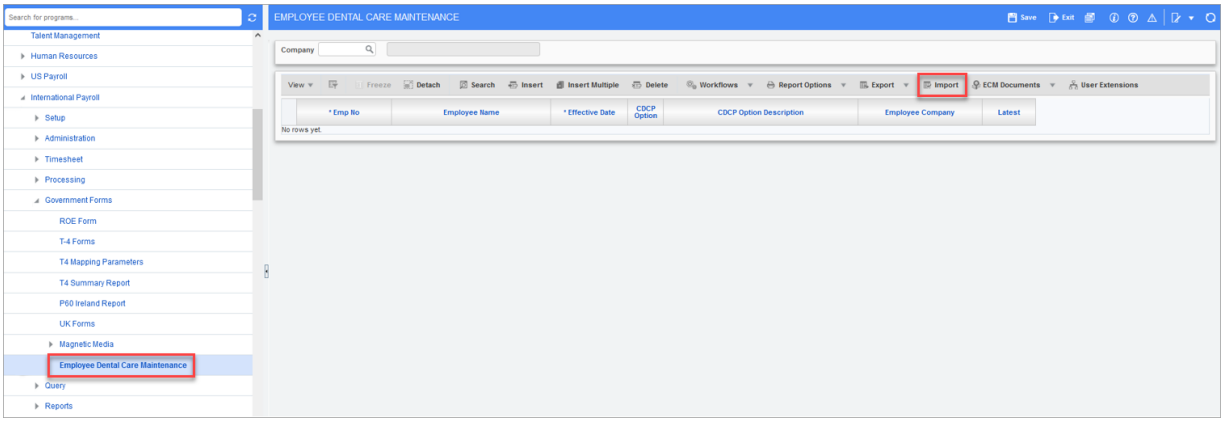
When importing data without a CDCP code specified, the program automatically assigns a value of 1 to each employee, indicating they are not eligible for dental care coverage.

In the event the employer chooses not to import values for 2023, the T4 XML file creation will default to assigning a value of 1 on the T4 slip for every employee. However, if the employer imports and populates CDCP values within the Employee Dental Care Maintenance screen, this data is considered the source of truth. The CDCP values from this screen will be extracted into the T4 and T4A slips, as well as the XML files, ultimately printing the assigned CDCP values on the respective T4 and T4A slips.

Using the New Employee Dental Care Maintenance Screen

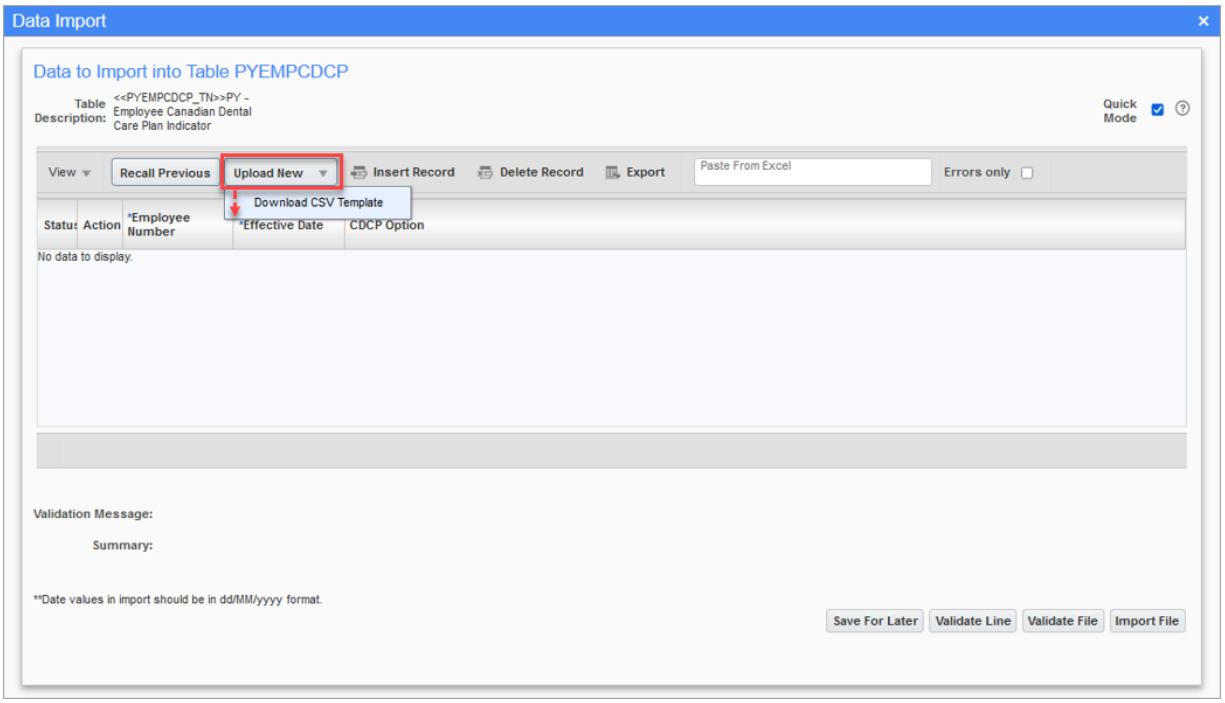
To get started using this new screen, please follow the steps provided below.

1. Navigate to the Employee Dental Care Maintenance screen in the International Payroll module and click on the [**Import**] button to launch the Data Import pop-up window.



Pgm: PYEMPCDCP – Employee Dental Care Maintenance; standard Treeview path: International Payroll > Government Forms > Employee Dental Care Maintenance

2. In the Data Import pop-up window, click the [**Upload New**] button and then select "Download CSV template" from the drop-down menu.

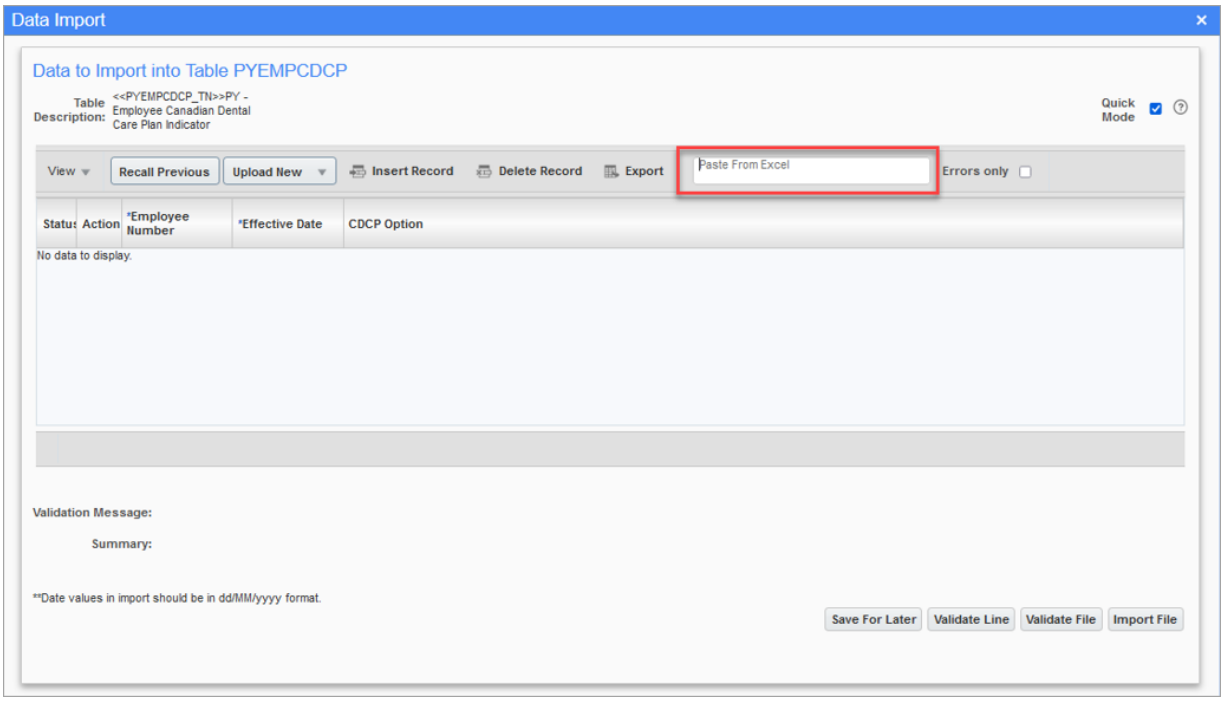


Pop-up window launched from the [Import] button on the Employee Care Maintenance screen

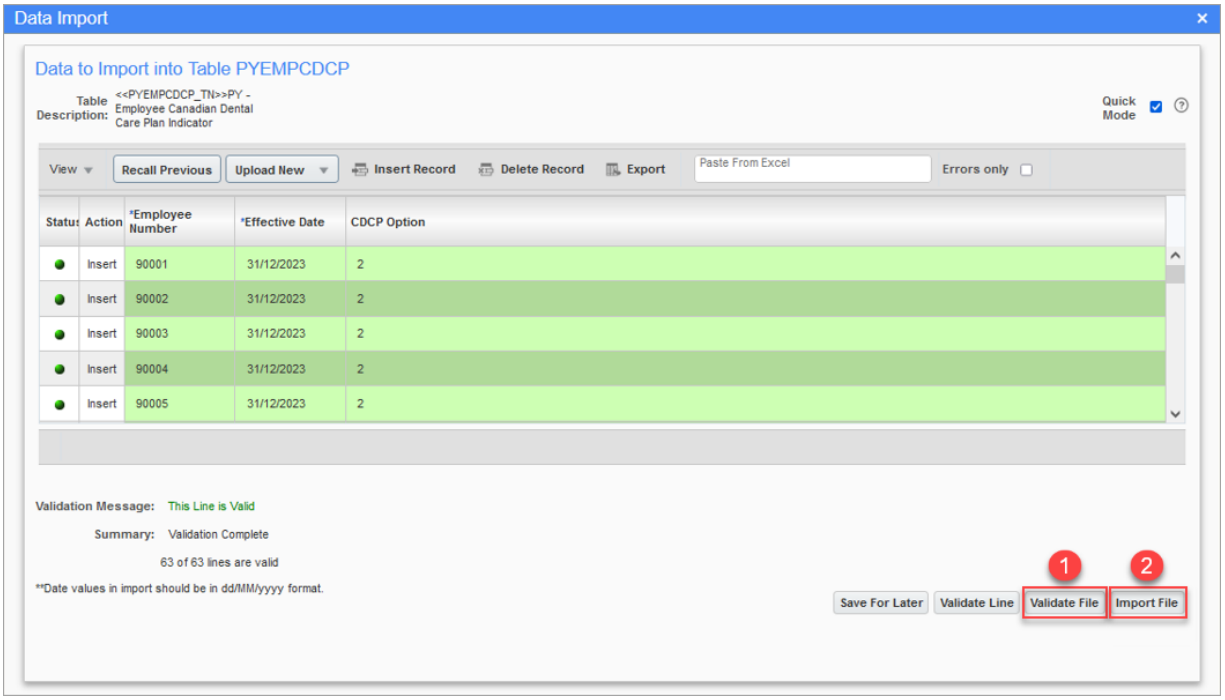
3. The template has three key values: Employee Number, Effective Date, and CDCP Option. Populate the CSV file and then import the file into the Employee Dental Care Maintenance screen.

	A	B	C	D	E	F	G	H	I
1	Employee Number*	Effective Date*	CDCP Option						
2	90001	31/12/2023	2						
3	90002	31/12/2023	2						
4	90003	31/12/2023	2						
5	90004	31/12/2023	2						
6	90005	31/12/2023	2						
7	90006	31/12/2023	2						
8	90007	31/12/2023	3						
9	90008	31/12/2023	3						
10	90009	31/12/2023	3						
11	90010	31/12/2023	3						
12	90011	31/12/2023	3						
13	90012	31/12/2023	3						
14	90013	31/12/2023	3						
15	90014	31/12/2023	3						
16	90015	31/12/2023	3						
17	90016	31/12/2023	3						
18	90017	31/12/2023	3						
19	90018	31/12/2023	4						
20	90019	31/12/2023	4						
21	90020	31/12/2023	4						
22	90021	31/12/2023	4						
23	90022	31/12/2023	4						
24	90023	31/12/2023	4						
25	90024	31/12/2023	4						
26	90025	31/12/2023	4						
27	90026	31/12/2023	4						
28	90027	31/12/2023	4						
29	90028	31/12/2023	4						
30	90029	31/12/2023	4						
31	90030	31/12/2023	4						
32	90031	31/12/2023	4						
33	90032	31/12/2023	4						
34	90033	31/12/2023	3						
35	90034	31/12/2023	3						
36	90035	31/12/2023	3						
37	90036	31/12/2023	3						
38	90037	31/12/2023	3						
39	90038	31/12/2023	2						
40	90039	31/12/2023	2						
41	90040	31/12/2023	2						
42	90041	31/12/2023	2						
43	90042	31/12/2023	2						
44	90043	31/12/2023	5						
45	90044	31/12/2023	5						

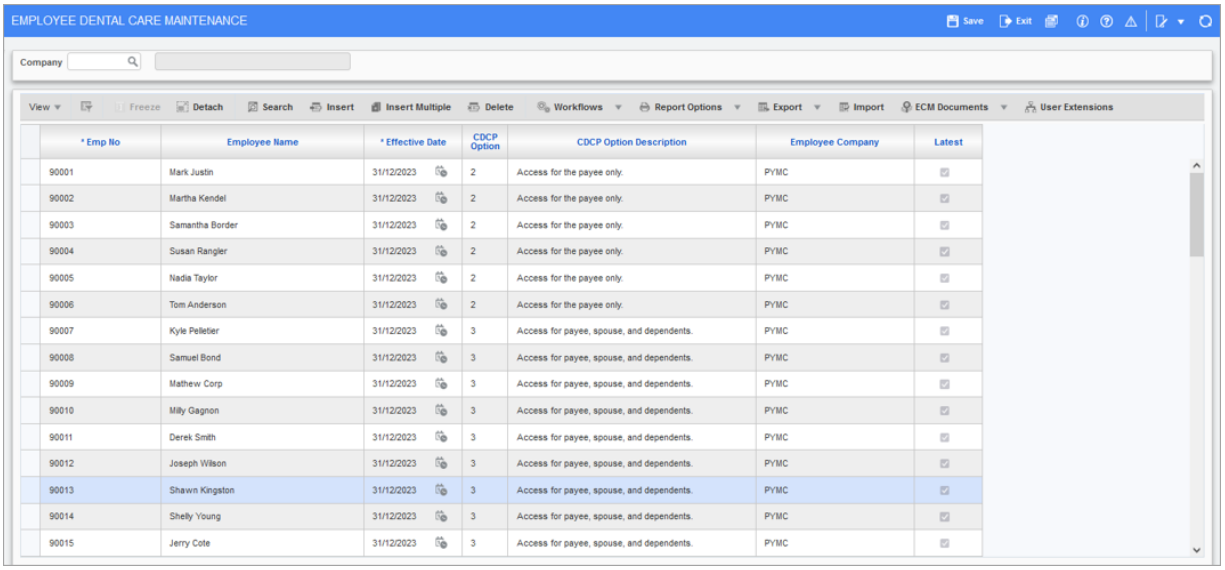
4. Copy the Excel data and paste it in the Paste From Excel field in the Data Import pop-up window.



5. Once the data is pasted, it will populate in the next block. Validate the file and import the data.

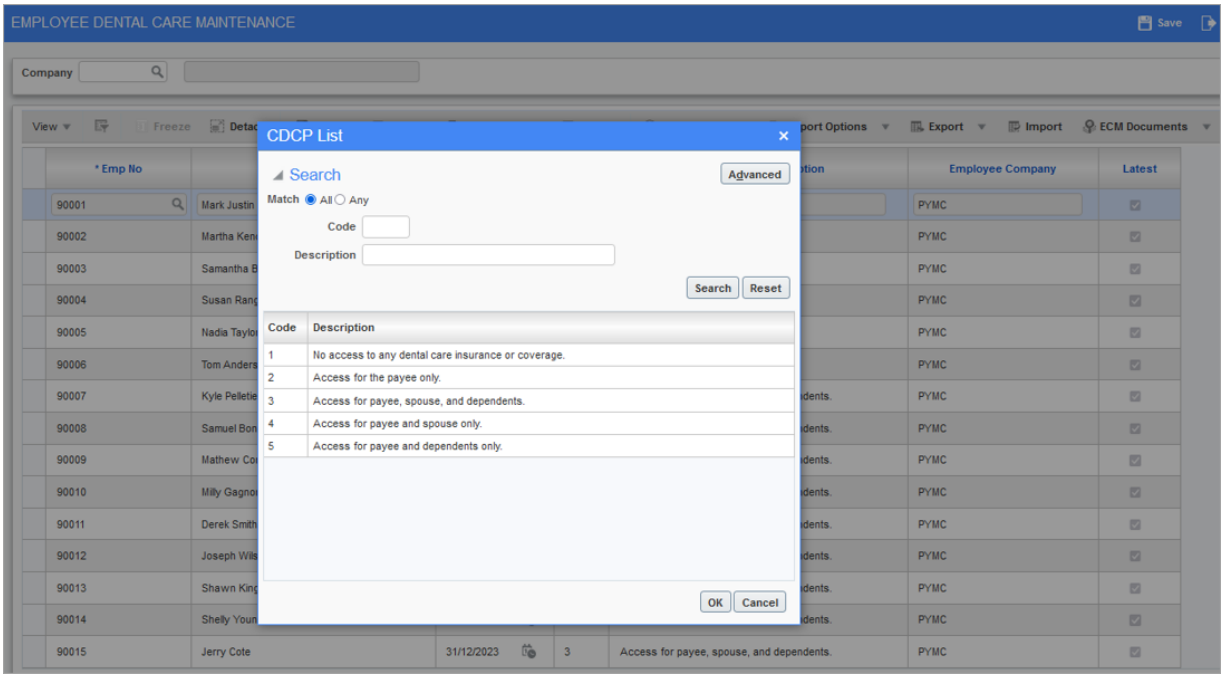


6. After importing the data, the Employee Dental Care Maintenance screen will automatically display the records once the Data import pop-up is closed.



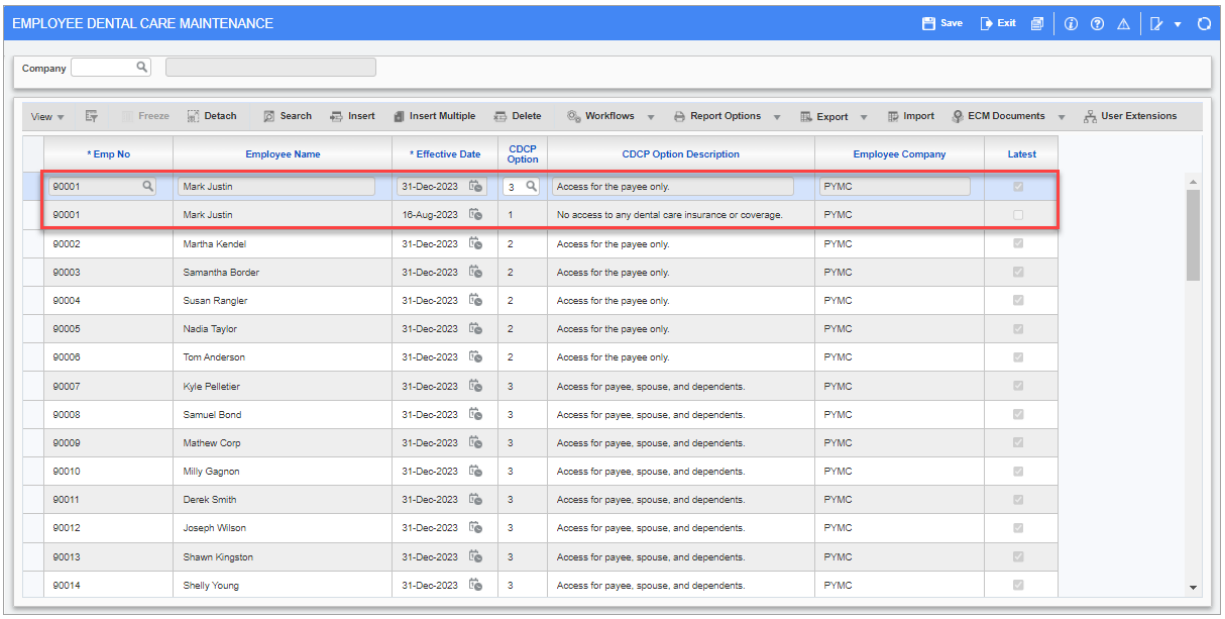
* Emp No	Employee Name	* Effective Date	CDCP Option	CDCP Option Description	Employee Company	Latest
90001	Mark Justin	31/12/2023	2	Access for the payee only.	PYMC	☑
90002	Martha Kendel	31/12/2023	2	Access for the payee only.	PYMC	☑
90003	Samantha Border	31/12/2023	2	Access for the payee only.	PYMC	☑
90004	Susan Rangler	31/12/2023	2	Access for the payee only.	PYMC	☑
90005	Nadia Taylor	31/12/2023	2	Access for the payee only.	PYMC	☑
90006	Tom Anderson	31/12/2023	2	Access for the payee only.	PYMC	☑
90007	Kyle Pelletier	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90008	Samuel Bond	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90009	Mathew Corp	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90010	Milly Gagnon	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90011	Derek Smith	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90012	Joseph Wilson	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90013	Shawn Kingston	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90014	Shelly Young	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90015	Jerry Cote	31/12/2023	3	Access for payee, spouse, and dependents.	PYMC	☑

7. Make any changes to the CDCP codes directly on the screen. There are five options available for selection in the CDCP field's pop-up window for an employee.



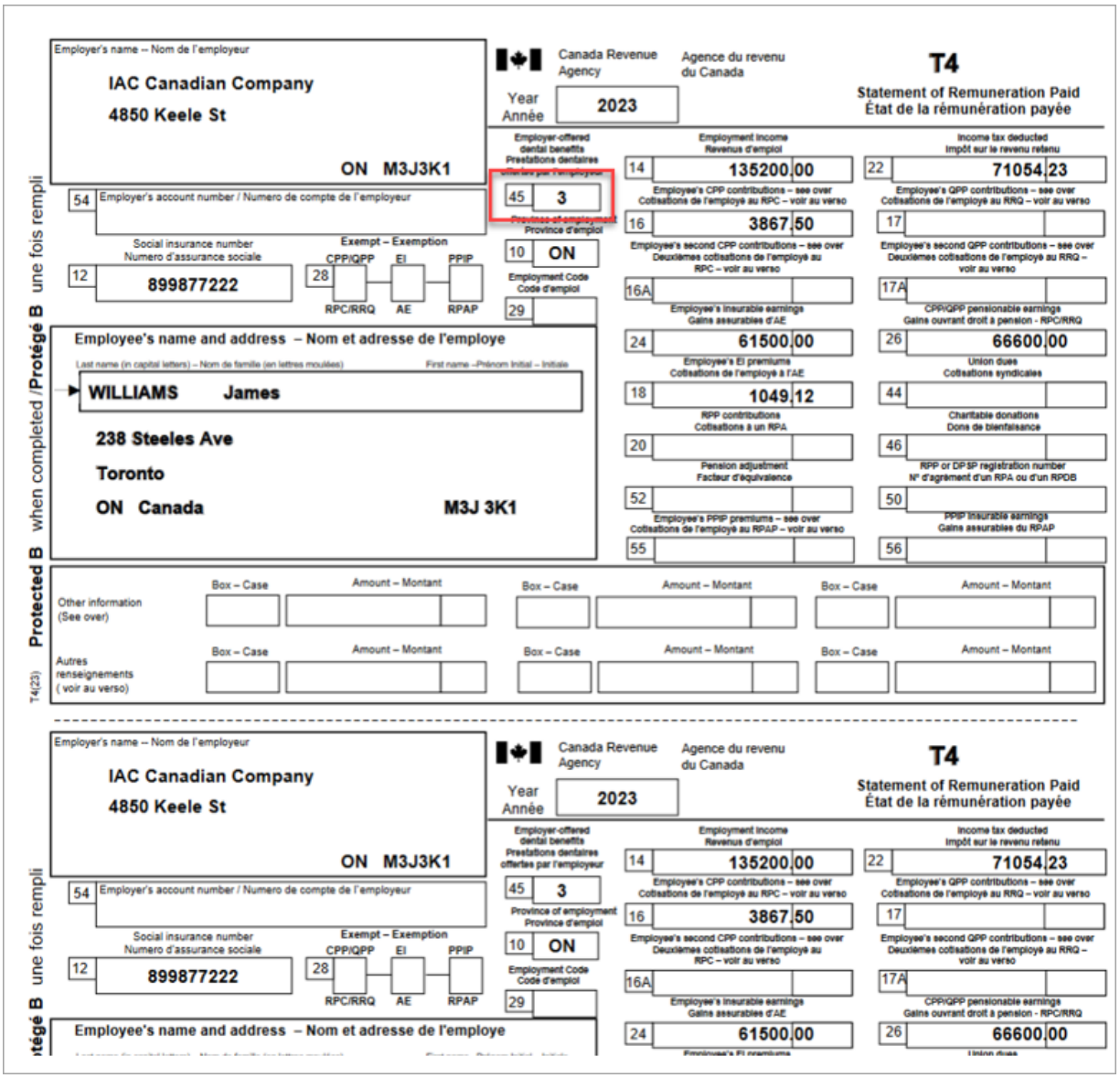
Pop-up window launched from the CDCP field on the Employee Dental Care Maintenance screen

8. If required, users can add a new row for an employee. They can update the CDCP code, specifying a different effective date, and delete a row if necessary. Users can also import a file with new CDCP codes for the upcoming year or continue to modify existing records. The record with the 'Latest' box checked will take precedence when printing the T4 form.



* Emp No	Employee Name	* Effective Date	CDCP Option	CDCP Option Description	Employee Company	Latest
90001	Mark Justin	31-Dec-2023	3	Access for the payee only.	PYMC	☑
90001	Mark Justin	16-Aug-2023	1	No access to any dental care insurance or coverage.	PYMC	☐
90002	Martha Kendel	31-Dec-2023	2	Access for the payee only.	PYMC	☑
90003	Samantha Border	31-Dec-2023	2	Access for the payee only.	PYMC	☑
90004	Susan Rangler	31-Dec-2023	2	Access for the payee only.	PYMC	☑
90005	Nadia Taylor	31-Dec-2023	2	Access for the payee only.	PYMC	☑
90006	Tom Anderson	31-Dec-2023	2	Access for the payee only.	PYMC	☑
90007	Kyle Pelletier	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90008	Samuel Bond	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90009	Mathew Corp	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90010	Milly Gagnon	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90011	Derek Smith	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90012	Joseph Wilson	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90013	Shawn Kingston	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑
90014	Shelly Young	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	☑

9. A sample T4 form with Box 45 completed is shown below.



Employer's name -- Nom de l'employeur
IAC Canadian Company
4850 Keele St
ON M3J3K1

Canada Revenue Agency / Agence du revenu du Canada

T4
Statement of Remuneration Paid
État de la rémunération payée

Year / Année: 2023

54 Employer's account number / Numero de compte de l'employeur

Social insurance number / Numero d'assurance sociale: 12 899877222

Exempt – Exemption: 28 CPP/QPP, EI, PPIP; RPC/RRQ, AE, RPAP

Employer-offered dental benefits / Prestations dentaires offertes par l'employeur: 45 3

Province of employment / Province d'emploi: 10 ON

Employment Code / Code d'emploi: 29

Employee's name and address – Nom et adresse de l'employe
Last name (in capital letters) – Nom de famille (en lettres moulées) | First name – Prénom Initial – Initiale
WILLIAMS James
238 Steeles Ave
Toronto
ON Canada M3J 3K1

Employment income / Revenus d'emploi: 14 135200.00
Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso: 16 3867.50
Employee's second CPP contributions – see over / Deuxièmes cotisations de l'employé au RPC – voir au verso: 16A
Employee's insurable earnings / Gains assurables d'AE: 24 61500.00
Employee's EI premiums / Cotisations de l'employé à l'AE: 18 1049.12
RPP contributions / Cotisations à un RPA: 20
Pension adjustment / Facteur d'équivalence: 52
Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso: 55

Income tax deducted / Impôt sur le revenu retenu: 22 71054.23
Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso: 17
Employee's second QPP contributions – see over / Deuxièmes cotisations de l'employé au RRQ – voir au verso: 17A
CPP/QPP pensionable earnings / Gains ouvrant droit à pension - RPC/RRQ: 26 66600.00
Union dues / Cotisations syndicales: 44
Charitable donations / Dons de bienfaisance: 46
RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB: 50
PPIP insurable earnings / Gains assurables du RPAP: 56

Other information (See over) / Autres renseignements (voir au verso): Box – Case, Amount – Montant

Protected B when completed / Protégé B une fois rempli

T4(23)

Sample T4 Form with Box 45

Canadian Tax Changes to CPP in 2024

What's New in 2024 for Canadian Taxes?

Introducing the CPP2 Additional CPP contributions (CPP2) to boost your retirement savings.

What's Changing?

YAMPE Arrival

Meet YAMPE, a new earnings ceiling set about 7% higher than the current limit. This means more room to contribute for a better CPP plan.

How It Affects You

Extra Contributions

Employees and employers chip in an additional 4% on earnings above the usual limit.

Steady Contributions

After these changes, contribution rates will stay the same for the foreseeable future, ensuring consistency in your retirement planning.

What You'll Notice

Higher Maximum Earnings

Starting January 1, 2024, a second CPP contribution rate and earnings ceiling is being introduced, known as the year’s additional maximum pensionable earnings (YAMPE). It will only affect workers whose incomes are above the first earnings ceiling.

The level of the second earnings ceiling is based on the value of the first earnings ceiling. For 2024, the second earnings ceiling was set at an amount that is 7% higher than the first

earnings ceiling, and for 2025, the second earnings ceiling will be set at an amount that's 14% higher than the first earnings ceiling.

As a result, for 2024, pensionable earnings between $68,500 and $73,200 will be subject to second CPP contributions (CPP2) at an employee/employer rate of 4%, with a maximum contribution of $188 each.

Contribution Rates

Employees and employers maintain a 5.95% contribution rate, with the maximum contributions rising to $3,867.50 each.

Example

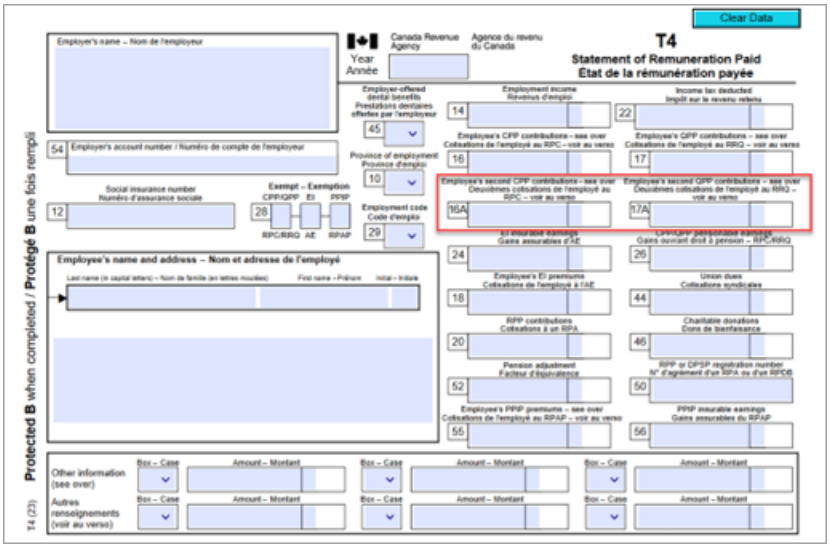
Table 1: CPP Contributions (C, C2) and Deductions (F5)

Month	Pay Period	D	C	D2	C2	F5
Jan.	1		$ 170.49			$ 28.65
	2	$ 170.49	$ 170.49			$ 28.65
Feb.	3	$ 340.98	$ 170.49			$ 28.65
	4	$ 511.47	$ 170.49			$ 28.65
Mar.	5	$ 681.96	$ 170.49			$ 28.65
	6	$ 852.45	$ 170.49			$ 28.65
	7	$ 1,022.94	$ 170.49			$ 28.65
Apr.	8	$ 1,193.43	$ 170.49			$ 28.65
	9	$ 1,363.92	$ 170.49			$ 28.65
May	10	$ 1,534.41	$ 170.49			$ 28.65
	11	$ 1,704.90	$ 170.49			$ 28.65
Jun.	12	$ 1,875.39	$ 170.49			$ 28.65
	13	$ 2,045.88	$ 170.49			$ 28.65
Jul.	14	$ 2,216.37	$ 170.49			$ 28.65
	15	$ 2,386.86	$ 170.49			$ 28.65
Aug.	16	$ 2,557.35	$ 170.49			$ 28.65
	17	$ 2,727.84	$ 170.49			$ 28.65
	18	$ 2,898.33	$ 170.49			$ 28.65
Sept.	19	$ 3,068.82	$ 170.49			$ 28.65
	20	$ 3,239.31	$ 170.49			$ 28.65
Oct.	21	$ 3,409.80	$ 170.49			$ 28.65
	22	$ 3,580.29	$ 170.49			$ 28.65
Nov.	23	$ 3,750.78	$ 116.72		$ 20.00	$ 39.62
	24	$ 3,867.50		$ 20.00	$ 120.00	$ 120.00
Dec.	25	$ 3,867.50		$ 140.00	$ 48.00	$ 48.00
	26	$ 3,867.50		$ 188.00		
Total Contributions			$3,867.50		$ 188.00	

Sample Employee CPP and CPP2 Contributions

The example above shows CPP and CPP2 contributions for an employee earning $3000 per pay period. There are 26 pay periods in the year since this employee is getting paid bi-weekly. The example shows a maximum total CPP contribution of $3,867.50 and a maximum total CPP2 contribution of $188.

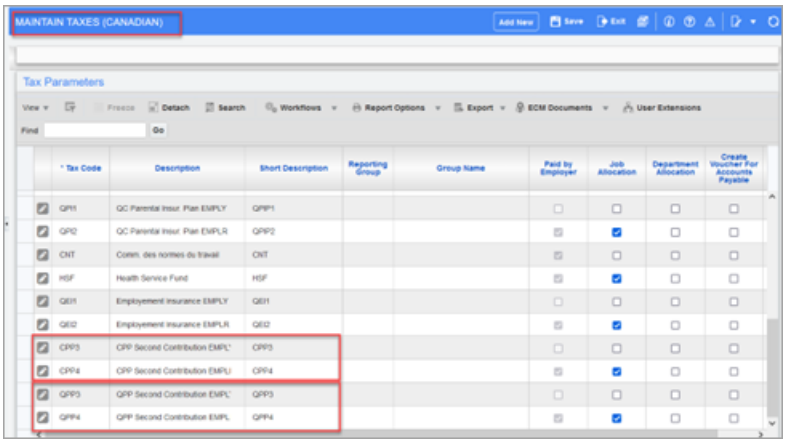
T4 & XML Updates



Sample T4 Form with Boxes 16A and 17A

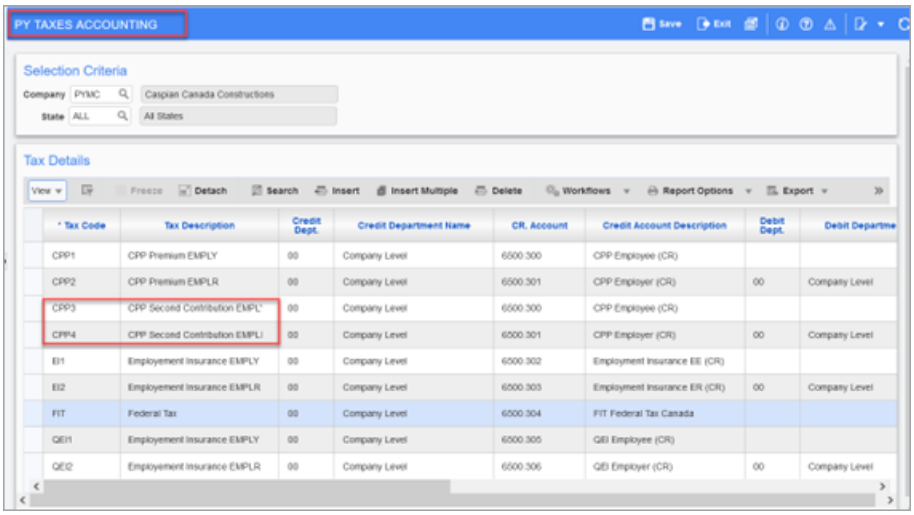
If you've made extra CPP2 contributions, keep an eye out for entries in boxes 16A and 17A on your 2024 T4 slip, arriving before February 2025. The XML file will also include the values to be printed on the T4.

Setup in Payroll System



Pgm: PYTAXCA - Maintain Taxes (Canadian); standard Treeview path: International Payroll > Administration > Taxes> Taxes

The *pytaxes.sql* script facilitates the insertion of CPP3, CPP4, QPP3, and QPP4 values into the master tax setup, as shown in the screenshot above.



Pgm: PYTCACOM - PY Taxes Accounting; standard Treeview path: International Payroll > Administration > Taxes> Accounting

Once these values are inserted in the master tax setup, users will be required to input the values in the PY Taxes Accounting screen, as shown in the screenshot above. Users will specify the respective credit and debit accounts for CPP3, CPP4, QPP3, and QPP4. For more information on this screen, refer to Administration.

When accessing the PY Taxes Accounting screen, users will need to specify the company code. As this tax is federal, users should set "ALL" as the specified state value. This allows for the proper allocation and management of the CPP3 and CPP4 codes within the accounting system.

NOTE: For Quebec, when accessing the PY Taxes Accounting screen, select "QC" as the State value. This allows for the proper allocation and management of the QPP3 and QPP4 codes within the accounting system.

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