

User Reference

# International Payroll - R12

By CMiC



## Proprietary Notice

The contents of the CMiC software product, including both this reference guide and the program components, are proprietary to Computer Methods International Corp. (CMiC), are copyright protected and are considered Confidential Information by CMiC. All rights are reserved by CMiC. A copy of the reference guide and the program has been provided to the original licensee under license with CMiC strictly for their own use under the terms of the license. All copies of this reference guide whether in print or electronic format must contain a copy of this Proprietary Notice. Any selling, licensing or other distribution of the contents of either this reference guide or the program components, whether for profit or not, is unlawful and may subject the violator and the original licensee to termination of license, criminal charges, civil action, or any combination of these.

Copyright © 2025

### **Computer Methods International Corp.**

4850 Keele Street

Toronto, Ontario M3J 3K1

Canada

## Risk of Use Notice

The CMiC software product, including both this reference guide and the program components, is licensed on an “AS IS” basis. The entire risk as to the results of its use is with the licensee. Except for with respect to warranties in certain jurisdictions that are imposed by statute and that may not be waived by one or more of the parties, and only to the extent of such warranties in such jurisdictions, Computer Methods International Corp. (CMiC) makes no warranties whatsoever, either expressed or implied, with respect to the quality, performance, merchantability or fitness for any particular purpose of any or all components of this software product, except as provided in the licensee’s license agreement. Except as provided in the licensee’s license agreement, the licensee (and not CMiC or its agents) will be solely responsible for the costs of all service, of any defect in this software product, and of any incidental or consequential damages, including, but not limited to, any interruption of service or loss of business or anticipatory profits, caused or alleged to be caused either directly or indirectly by the software product to the licensee or any other person, even if CMiC has been advised of the possibility of such damages.

“Computer Methods International Corp” and the CMiC logo are registered or unregistered trademarks of Computer Methods International Corp.

# Table of Contents

---

Proprietary Notice .....	ii
Risk of Use Notice .....	ii
<b>Table of Contents .....</b>	<b>iii</b>
<b>International Payroll - R12 .....</b>	<b>1</b>
International and US Payroll .....	1
<b>International Payroll - Setup .....</b>	<b>3</b>
International Payroll - Setting Up Users for International Payroll .....	5
International Payroll - User Defaults .....	7
International Payroll - Company .....	9
Payroll Control .....	9
Direct Deposit – Tab .....	9
Rules – Tab .....	11
Overriding the Account on Pay Groups .....	12
International Payroll - Local Tables .....	13
Work Locations .....	13
International Payroll - Utilities .....	14
Employee Nationality Details .....	14
<b>International Payroll - Administration .....</b>	<b>17</b>
Taxes .....	17
Elements .....	19
Elements By Transaction .....	21
Accounting .....	21

---

<b>International Payroll - Timesheet</b> .....	<b>23</b>
Process Statutory Pay .....	23
Statutory Pay Parameters .....	23
Based On Earnings .....	24
Earnings Look-up .....	24
Processing .....	25
Calculations .....	26
<b>International Payroll - Processing</b> .....	<b>27</b>
Ireland Payroll Processing .....	27
<b>International Payroll - Government Forms</b> .....	<b>29</b>
International Payroll - ROE Form .....	30
ROE Parameters Pop-Up – ROE Box 17A .....	33
International Payroll - T4 Forms .....	35
T4 Forms – Pop-up .....	38
International Payroll - T4 Mapping Parameters .....	42
International Payroll - T4 Summary Report .....	43
International Payroll - P60 Ireland Report .....	45
International Payroll - UK RTI Feeds .....	46
International Payroll - Employee Dental Care Maintenance .....	48
<b>International Payroll - Reports</b> .....	<b>51</b>
Available Reports for International Payroll .....	51
Worker Compensation .....	51
Tax Reports .....	51
Employee Reports .....	53
Payroll Reports .....	53

---

International Payroll - Worker Compensation Premium Due (CA) .....	54
International Payroll - Employment Insurance Report .....	56
International Payroll - Tax Status Report - Federal .....	59
International Payroll - Tax Report - Province - Detail .....	60
International Payroll - Tax Report - Province - Quebec .....	63
International Payroll - Tax Remittance Report .....	64
International Payroll - Health Tax Remittance Report .....	68
International Payroll - Employee Master Listing Report .....	71
International Payroll - Certified Payroll Report (CA) .....	73
International Payroll - Labor and Overhead Distribution Report (CA) .....	74
International Payroll - Detailed Burden Report .....	77
International Payroll - Year-To-Date Earnings (CA) .....	79
<b>International Payroll - Calculations for Dubai Region .....</b>	<b>81</b>
International Payroll - Employee Setup for Base Wage Calculation - Dubai Region .....	81
Employee Profile .....	81
International Payroll - Employee Package for Companies in the UAE .....	84
International Payroll - Pro-ration of Lump Sum Benefits .....	87
Overview .....	87
Cash and Non-Cash Lump Sum Benefits .....	88
Non-Cash Benefits Pro-ration .....	88
International Payroll - Annual Leave Processing .....	89
International Payroll - Overtime Rate Calculation on Wages, Partial Packages, and Full Packages .....	91
International Payroll - Pro-rate Loans and Advances .....	93
Pause Loan Installment .....	94

---

---

International Payroll - Employee Leaves Encashment .....	95
Exclude Benefit Amounts .....	97
International Payroll - Unpaid Leave Calculation .....	98
International Payroll - Leave Accruals .....	100
International Payroll - Leave Pay Percent for the Dubai Region .....	102
International Payroll - Employee Nationality, Employee Religion, and Airport Destination .....	104
Employee Nationality .....	105
Human Resources Integration with Employee Nationality .....	107
Employee Religion .....	109
Human Resources Integration with Employee Religion .....	109
Airport Destination .....	110
Other Screens Integrated with Airport Destination .....	111
International Payroll - Pay Stub PYSTB11C for the Dubai Region .....	114
International Payroll - Overriding the Cash Account for Dubai .....	117
Overview .....	117
Process .....	118
International Payroll - Advance Basic Wage and Advance Leave Payments .....	121
International Payroll - Unpaid Leave During Probation .....	123
Setup .....	124
Probation Period .....	124
Employee Profile .....	125
Human Resources Control File .....	126
Hour Type .....	127
<b>International Payroll - Quebec Insurance Group Maintenance .....</b>	<b>129</b>

---

<b>International Payroll - Process Benefits Based on Camp Information in the Employee Profile</b> .....	<b>132</b>
<b>International Payroll - Flight Benefits</b> .....	<b>135</b>
Fare Class .....	135
Fare Type .....	136
Employee Ticket .....	136
<b>International Payroll - Include Benefit and Deduction in Package</b> .....	<b>141</b>
<b>International Payroll - Automatic Determination of Work Province (Canada)</b> .....	<b>143</b>
Overview .....	143
Setup .....	144
Employee Profile – Tax Tab .....	144
Payroll Control – Taxes Tab .....	145
Examples .....	146
Auto Work Province Calculation Method set to "All hours for the period, including processed cheques" .....	146
Auto Work Province Calculation Method set to "Newly entered hours for the period, excluding processed checks" .....	147
<b>International Payroll - Standard CA Check Formats</b> .....	<b>149</b>
Overview .....	149
Canadian Standard Payroll Cheque (PYCHK01C) .....	150
Canadian Standard Payroll Cheque (PYCHK_CA) .....	151
Canadian Standard Payroll Cheque – CPA 006 (PYCHK01C_006) .....	152
Canadian Standard Paycheck (PYCHK08C) .....	153
PY Standard Pay Check – No Bank info (PYCHK02U_NB) .....	154
PY Standard Pay Check – 3 Paragraphs (PYCHK07U_3P) .....	155
<b>International Payroll - Standard CA Stub Formats</b> .....	<b>157</b>

---

---

Overview .....	157
CMiC Standard Pay Stub (Detail) (PYSTB01U) .....	157
Canadian Laser 8.5" x 3.5" – 3 (PYSTB03C) .....	158
Canadian Laser 8.5" x 5.5" – 2 (PYSTB02C) .....	159
Canadian Standard Paystub (PYSTB08C) .....	160
Canadian Standard Paystub with Address (PYSTB01C) .....	161
PY Standard Pay Stub – 3 Paragraphs (PYSTB07U_3P) .....	162
<b>International Payroll - Frequently Asked Questions .....</b>	<b>163</b>
Taxes .....	163
Transactions .....	164
<b>International Payroll - Quick Guides .....</b>	<b>167</b>
International Payroll - Canadian Dental Care Plan Reporting in 2023 .....	167
New Requirements for T4 and T4A Reporting .....	167
What to Expect for 2023 .....	167
Updating Employee’s Canadian Dental Care Plan (CDCP) Codes .....	167
Using the New Employee Dental Care Maintenance Screen .....	168
International Payroll - Canadian Tax Changes to CPP in 2024 .....	175
What's New in 2024 for Canadian Taxes? .....	175
What's Changing? .....	175
YAMPE Arrival .....	175
How It Affects You .....	175
Extra Contributions .....	175
Steady Contributions .....	175
What You'll Notice .....	175
Higher Maximum Earnings .....	175

Contribution Rates .....	176
Example .....	176
T4 & XML Updates .....	177
Setup in Payroll System .....	177
<b>Index .....</b>	<b>179</b>

This page is intentionally left blank.

# 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.

This page is intentionally left blank.

## International Payroll - Setup

- [International Payroll - Setting Up Users for International Payroll](#)
- [International Payroll - User Defaults](#)
- [International Payroll - Company](#)
- [International Payroll - Local Tables](#)
- [International Payroll - Utilities](#)

This page is intentionally left blank.

# International Payroll - Setting Up Users for International Payroll

**Seniority**

Auto Calculate Seniority

Days to Retain Seniority

**Other**

\* Apply Exempt Employee Hour Restriction

Priority From  To

- Customer Implemented International Payroll
- Activate Other Hours Eligibility by Employee
- Add Burden Cost Code and Category in JCJOB CAT
- Add Hourly Premium to Zero Amount/Not Found Rate
- Apply Company Security In Payroll
- Assign New Check/EFT Number By Bank/Branch/Account
- Check Processing And Printing By Check Location
- Greenshades Installed
- Payroll/HR Auto Numbering
- Prefix Company Code when Auto Numbering
- Schedule E-mailing PayStub
- SSN Unique by Employee Table
- Allow Job Burden Allocation On Work Order Job

Pgm: SYSOPT – System Options; standard Treeview path: System > Setup > System Options – Payroll tab

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:

## International Payroll - R12

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

## International Payroll - 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.

This page is intentionally left blank.

# International Payroll - Company

## Payroll Control

### Direct Deposit – Tab

The screenshot displays the 'PAYROLL CONTROL' application window. At the top, there is a blue header bar with 'Table Mode', 'Save', and 'Exit' buttons. Below this is a 'Selection Criteria' section with a search bar containing 'CGMMA' and a dropdown menu showing 'Canadian Test Company'. A 'Copy Control File' button is also present. The main area features a tabbed interface with 'Direct Deposit' selected. The form contains the following fields and values:

- Direct Deposit Routing Code: 88863771
- CPA Code: 200
- Bank: BMO
- Branch: QC
- Account: 9044281773
- Customer ID: 77-8899121
- Add 9 blocks at the bottom of ACH
- CRS Account: (empty)
- CDA Account: (empty)
- \* Direct Deposit Stub Secure Password: SSN/SIN Number

*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.

## Rules – Tab

The screenshot shows the 'Rules' configuration screen for 'PAYROLL CONTROL'. The interface includes a top navigation bar with 'Table Mode', 'Save', 'Exit', and other icons. Below the title bar, there's a 'Selection Criteria' section with a company filter set to 'YYY' and 'CCCCOPY'. The main area is divided into several sections:

- General Settings:** A list of checkboxes for various rules, such as 'Document Code Required', 'Allow Timesheet Entry for Inactive Employees', 'Include Emp with no Timesheets in Processing', and 'Validate Unposted Timesheet in Processing'.
- SSN Unique By:** A dropdown menu set to 'Company'.
- Allow Negative Expense Claims:** A dropdown menu set to 'Warning'.
- Salaried Pay Rate:** A dropdown menu set to 'Variable (Based On Period Working Days)'.
- More Than Eligible Hours:** A dropdown menu set to 'Warning'.
- Overtime Rule Method:** A dropdown menu set to '1. Original Method: either daily or weekly overtime rule but not both'.
- TD4 Exemption on Timesheet:** A dropdown menu set to 'No'.
- Re-Calculate Charge Rate based on:** A dropdown menu set to 'Employee Salary Paid in Payroll Period'.
- Salary Charge Rate Calc: Method:** A dropdown menu set to '1. Original Method: Prorates full salary wage across all hours'.
- Salary Charge Rate Processing Option:** A dropdown menu.

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

This screen is functionally similar to the Direct Deposit tab in the US Payroll module.

However, the International Payroll module contains an additional field, as detailed below.

### TD4 Exemption on Timesheet

Select the default value for the TD4 Exemption field on the Tax tab of the Employee Profile screen.

## Overriding the Account on Pay Groups

The screenshot shows the 'PAY GROUPS' application window. The 'Selection Criteria' section shows the company 'CGMMA' (Canadian Test Company). The 'Pay Group Details' section is active, showing the 'Pay Group Code' tab. The form contains the following fields and values:

- \* Pay Group Code: BIWK
- Description: BIWEEK TEST
- Short Description: BIWEEK TEST
- Bank: BOA
- Branch: EAST
- Bank Account Number: 100100987
- Department: 00
- Credit Account Code: 1000.200
- Bank of America (Payroll)
- Secure
- Secure Pay Rate
- \* Ignore SSN/SIN Validation
- Separate OT/DOT Checks
- Override Account** (highlighted in red)
- Payroll Overtime Rule Method: Original Method: either daily or weekly overtime rule but not both

*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.

# International Payroll - Local Tables

## Work Locations

**WORK LOCATIONS**

**Work Location Details**

Search Insert Delete Previous Next Workflows Report Options ECM Documents

\* Location Code

\* Location Name

\* Short Name

\* Country

\* State/Province

County/Region

City/Town

Sick Policy Code

CCQ Region Code

*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.

# International Payroll - Utilities

## Employee Nationality Details

* Employee No.	Employee Name	Mothers Name	Primary Nation	Primary Nation Name	Second Nation	Second Nation Name	Passport Issue Place	Passport No.	Passport Issue Date	Passport Exp Date
ALC-ENG100	HASSAN JANANI	MIRA	UAE	United Arab Emirates	UAE	United Arab Emirates	UAE	3746923948	01-Nov-22	01-Nov-25
ALC-ENG101	NASSER AKBARIAN	JENNY	UAE	United Arab Emirates			UAE	445566	01-Jan-21	01-Jan-26
ALC-ENG144	RAK HABIB		IN	INDIA	UAE	United Arab Emirates				
ALC-ENG145	JWANA BEHNMA	JENEIFER	CU	CUBA	UAE	United Arab Emirates	MMAAKLJSHDSWOL	234566643323	01-Jun-23	30-Jun-23
ALC-ENG150	Johnny Dawn		CA	Canada	UAE	United Arab Emirates				
ALC-ENG152	NADINE ALTAEE	ALMA	UAE	United Arab Emirates			UAE	3344555	19-Jan-20	01-Nov-25
ALC-ENG155	HAD 17-2TEST	HAD	CA	Canada	UAE	United Arab Emirates	UAE	345554	01-Feb-23	01-Feb-24
ALC-ENG156	HAD ALECFINALTEST	BAN	IRN	IRAN	UAE	United Arab Emirates	CA	34599383		

*Pgm: PYEMP NATIONALITY\_DETAILS – Employee Nationality Details; standard Treeview path: International Payroll > Utilities > Import Employee Nationality*

This screen is used to manage employee nationality details. The screen includes information such as the employee number, name, and primary/secondary nation names, as well as other personally identifiable information (PII). Data can be added manually or imported and can be exported to an Excel file.

### Employee No.

Enter/select the employee code. Employees are maintained in the Employee Profile screen.

### Mother's Name

Enter the employee's mother's name.

### Primary Nation

Enter/select the country code of the employee's primary nationality. This may be the country of their birth.

### Second Nation

Enter/select the country code of the employee's secondary nationality. This may be due to migration.

**Passport Issue Place**

Enter the country where the employee's passport was issued.

**Passport No., Passport Issue Date, Passport Exp Date**

Enter the employee's current passport number, issue date, and expiry date.

**Emirates ID**

Enter the employee's Emirates ID.

**Visa Issue Place**

Enter the country where the employee's visa was issued.

**Visa No., Visa Issue Date, Visa Exp Date**

Enter the employee's visa number, issue date, and expiry date.

**Labor Card No., Labor Card Issue Date, Labor Card Exp Date**

Enter the employee's labor card number, issue date, and expiry date.

**Previous Employee No.**

Enter the previously assigned unique identifier of the employee.

This page is intentionally left blank.

## International Payroll - 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

The screenshot shows the 'MAINTAIN TAXES (CANADIAN)' interface. At the top, there is a blue header with the title. Below it, the 'Tax Parameters' section is visible. The interface includes a navigation bar with 'Search', 'Previous', 'Next', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The main form contains the following fields and options:

- \* Tax Code:** FIT
- Description:** Federal Tax
- Short Description:** Fed Tax
- Reporting Group:** 1
- Paid by Employer
- Job Allocation
- Department Allocation
- Create Voucher For Accounts Payable
- Tax ID:** 51
- Tax Name:** CANADA FEDERAL WITHHOLDING TAX
- Print Order:** 1

*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.

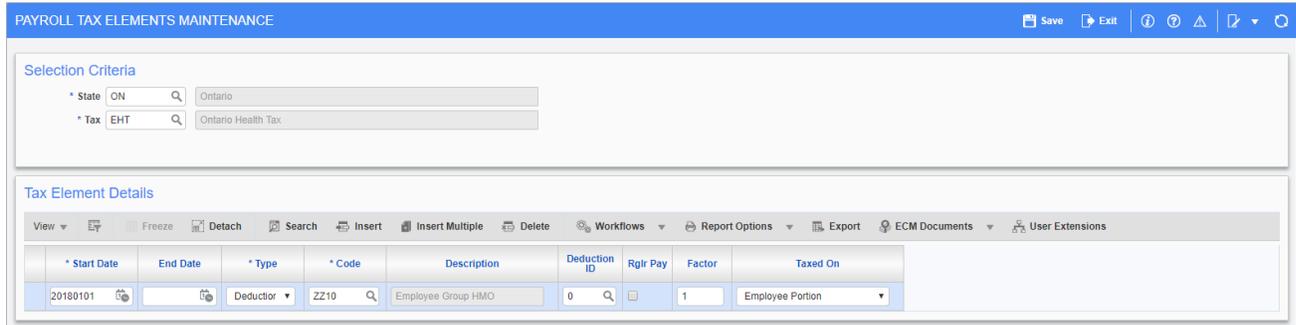
### **Tax ID**

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



**Selection Criteria**

\* State: ON (Ontario)  
 \* Tax: EHT (Ontario Health Tax)

**Tax Element Details**

* Start Date	End Date	* Type	* Code	Description	Deduction ID	Rgtr Pay	Factor	Taxed On
20180101		Deduction	ZZ10	Employee Group HMO	0		1	Employee Portion

*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

---

### State

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

### Tax

Enter/select the tax code.

## Tax Element Details

---

### 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.

# International Payroll - Timesheet

## Process Statutory Pay

**Statutory Pay Parameters**

Company: CCC | CMIC Construction Company

Pay Run: CCCW | CCC Weekly Pay Run

Pay Group: BW | BI-WEEKLY

**Based On Earnings**

From Year: 2024 | Period: 4 | 01222024 | 01282024

To Year: 2024 | Period: 5 | 01292024 | 02042024

**Earnings Lookup**

Year: 2024 | Period: 5 | 01292024 | 02042024

**Processing**

Year: 2024 | Period: 6 | 02052024 | 02112024

Statutory Pay Days: 1

Hour Type Code: HOL | FLOATING HOLIDAY

Rate Code: SHOL | STAT HOLIDAY

Base Code: 401K | 401k Wages

Process

*Pgm: PYSTATPAY - Process Statutory Pay; standard Treeview path: International Payroll >Timesheet > Process Statutory Pay*

This screen is used to process statutory pay for selected hourly employees. Users can base the statutory pay amount on specific wage-earning years and periods. The system will validate the employee's statutory pay eligibility and process the statutory pay amount.

---

**NOTE:** This screen is only available in the International Payroll module.

---

## Statutory Pay Parameters

### Company

Enter/select the payroll company.

### **Pay Run**

Enter/select a pay run for the selected company.

### **Pay Group**

Enter/select a pay group for the selected company.

## **Based On Earnings**

The wage-earning year and period will be used to consider the employee(s) earnings to calculate the statutory pay amount. The system will not calculate statutory pay amounts for employees who have no wages in the specified range.

### **From/To Year**

Enter/select a range of dates for the wage-earning year.

### **From/To Period**

Enter/select a range of dates for the wage-earning period.

## **Earnings Look-up**

The system will validate that the employee(s) had earnings in the selected wage look-up year and period before calculating statutory pay for the last four weeks.

### **Year**

Enter/select a wage look-up year.

### **Period**

Enter/select a wage look-up period.

# Processing

## Year

Enter/select a pay processing year. The system will create an adjustment in the pay processing year for the employee(s) to pay out the statutory pay amount.

## Period

Enter/select a pay processing period. The system will create an adjustment in the pay processing period for the employee(s) to pay out the statutory pay amount.

## Statutory Pay Days

Enter the number of statutory pay days. This number will be used to calculate the statutory pay amount. The default value for this field is "1".

## Hour Type Code

Enter/select an hour type code. This code will be used to create a transaction in the Timesheet Entry screen to pay out the statutory pay amounts to the employee(s).

## Rate Code

Enter/select a rate code. This code will be used to create a transaction in the Timesheet Entry screen to pay out the statutory pay amounts to the employee(s).

## Base Code

Enter/select a base code. This code will be used to calculate the statutory pay amount.

## [Process] – Button

Press this button to process the statutory pay.

Users can process statutory pay for the same Based On dates and same/different Earnings Look-up dates. The system will only process those employees who were not previously processed to avoid double payments.

Statutory pay can be viewed on the Timesheet Edit List Report, as shown below:

 <b>CCC - CMiC Construction Company</b> <b>PAYROLL - TIMESHEET EDIT LIST BY EMPLOYEE</b>														Page: 1 of 1 Date: Nov 12, 2024 Time: 1:11 PM EST				
Date	Comp	TRN Job/Eqp/WO TYP Code	Phase/Equip. Cat.	Cal./Tr./WO Exp	WCB Code	Union/ Batch#	Trade	Work Loc.	Dspt	Account	Tran Stat	Rate Type/ Shift/Void Date	Expense Quantity	Hours	PayRate	Amount	Billable Rate	Billable Amount
Employee: CCC-HF-01 Henry Flynn														NWHR: 300	OVHR: 0	DTHR: 0	OTHR: 7.5	
Period: 24																		
10-Jun-2024	CCC	J A00001	01-3100	2000	5190	21	ZZ20	CHICAG 00 O		5200.100	Y	Normal	0.00	75.00	32.000	2,400.00	32.000	2,400.00
Freshmart Grocery Store - North Chicago														95732		Day Shift		
														Period 24 Total:	75.00	2,400.00	2,400.00	
Period: 25																		
17-Jun-2024	CCC	J A00001	01-3100	2000	5190	21	ZZ20	CHICAG 00 O		5200.100	Y	Normal	0.00	75.00	32.000	2,400.00	32.000	2,400.00
Freshmart Grocery Store - North Chicago														95733		Day Shift		
														Period 25 Total:	75.00	2,400.00	2,400.00	
Period: 26																		
24-Jun-2024	CCC	J A00001	01-3100	2000	5190	21	ZZ20	CHICAG 00 O		5200.100	Y	Normal	0.00	75.00	32.000	2,400.00	32.000	2,400.00
Freshmart Grocery Store - North Chicago														95734		Day Shift		
														Period 26 Total:	75.00	2,400.00	2,400.00	
Period: 27																		
01-Jul-2024	CCC	J A00001	01-3100	2000	5190	21	ZZ20	CHICAG 00 O		5200.100	Y	Normal	0.00	75.00	32.000	2,400.00	32.000	2,400.00
Freshmart Grocery Store - North Chicago														95735		Day Shift		
04-Jul-2024	CCC	G				21	ZZ20	CHICAG 60 O		6000.100	Y	Stat holiday pay	0.00	7.50	32.000	240.00	32.000	240.00
														95735		All Shifts		
														Period 27 Total:	82.50	2,640.00	2,640.00	
														Employee Total:	307.50	9,840.00	9,840.00	
														Grand Total:	307.50	9,840.00	9,840.00	

**Report Parameters**

Company:	CCC	From Document:		From Employee:	CCC-HF-01	Run Date:	Nov 12, 2024
Pay Run Code:	CCCW	To Document:		To Employee:	CCC-HF-01	Run Time:	1:11 PM EST
Pay Group Code:		Rate Used:	Pay	Transaction Status:	Both	Operator:	JANINER12
Year:	2024	Employee Pick List:		Sort By:	Employee Code	Report Code:	PY1010
From Period:	24	Sub Period:					
To Period:	27						

Timesheet Edit List Report with statutory pay line highlighted

# Calculations

The following calculations are used to process statutory pay:

$$\text{Stat hours} = (\text{Total of Regular Hours for previous 4 weeks}) \div 20$$

$$\text{Stat dollars} = (\text{Total of (Regular Hours + Vac Hours) for previous 4 weeks}) \div 20$$

# International Payroll - Processing

## Ireland Payroll Processing

IRELAND PAYROLL PROCESSING OVERRIDE

### Select Pay Period

Company

Pay Run

Year

Period

### Payroll Processing Overrides

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options

* Employee	Name	PRSI Insurable Weeks	No PAYE/USC Refunds
<input type="text" value="CCC-GB-01"/>	Greg Bannister	<input type="text" value="3"/>	<input checked="" type="checkbox"/>

*Pgm: PYPROCORIDE\_IE – Ireland Payroll Processing Override; standard Treeview path: International Payroll > Processing > Ireland Payroll Processing Override*

### Select Pay Period

---

#### Company, Pay Run, Year, Period

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

### Payroll Processing Overrides

---

#### 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.

## International Payroll - Government Forms

- [International Payroll - ROE Form](#)
- [International Payroll - T4 Forms](#)
- [International Payroll - T4 Mapping Parameters](#)
- [International Payroll - T4 Summary Report](#)
- [International Payroll - P60 Ireland Report](#)
- [International Payroll - UK RTI Feeds](#)
- [International Payroll - Employee Dental Care Maintenance](#)

# International Payroll - ROE Form

ROE PARAMETERS SCREEN

 Save
 Exit

**Select Parameter**

FEIN Number

Company

Business No.

Pay Year  Period

Employee Pick List

From Employee

To Employee

\* Recall Date  Expected Date

Terminated Since

\* Reason Code

\* Comm. Preferred

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  Note: File will be generated in DOWNLOADS folder

*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 one of the following options for the expected recall date (i.e., date of return to work) for the employees selected in the From Employee and To Employee fields:

- **Not returning:** Select this option if the selected employees are not expected to return to work.

- **Unavailable:** Select this option if the date of return is unknown.
- **Date of Recall:** Select this option if the date of return is known. Enter/select the date in the Expected Date field.

### **Expected Date**

Enter/select the expected date of recall. This field is only available if the "Date of Recall" option is selected in the Recall Date field.

### **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.

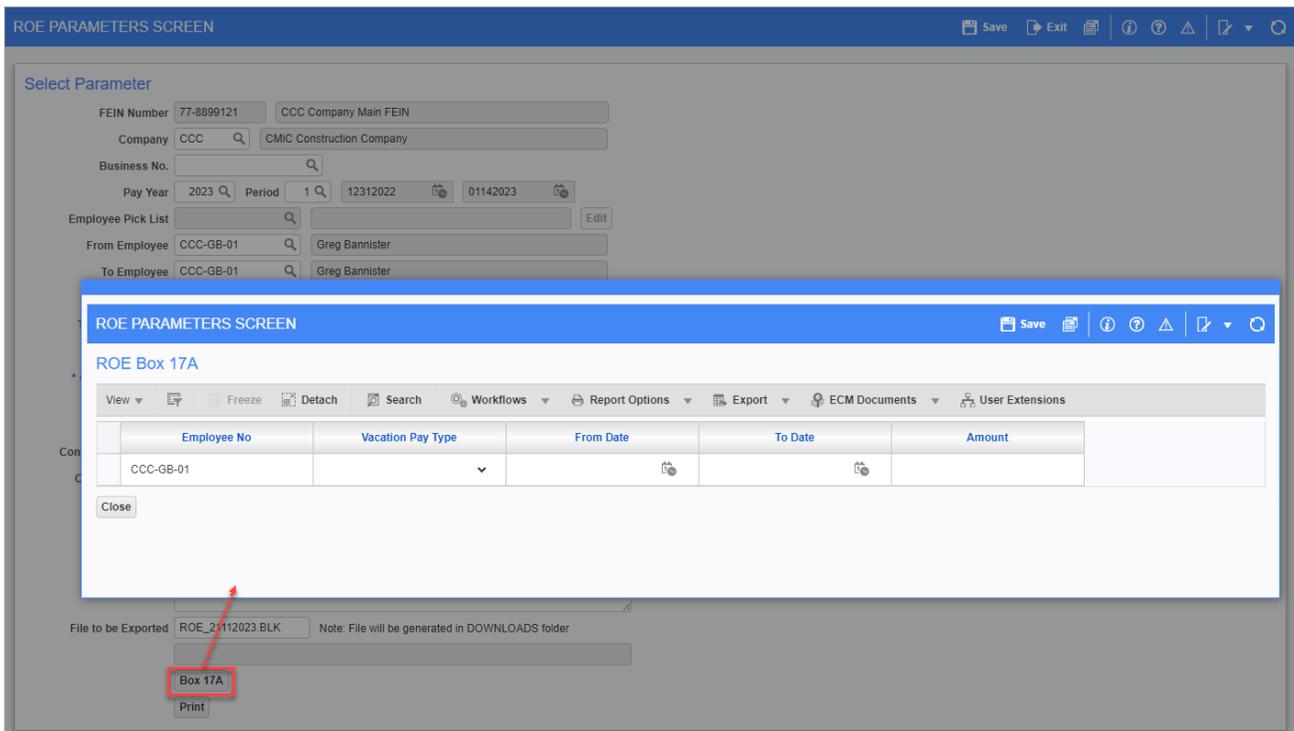
### [Box 17A] – Button

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'.

## International Payroll - T4 Forms

The screenshot shows the 'T4 FORMS' application window. The title bar includes 'T4 FORMS' and standard application icons (Save, Exit, Copy, Help, Undo, Redo). The main content area is titled 'Selection Criteria' and contains the following fields and options:

- \* Form Type: T4 (dropdown)
- \* T4 Tax Year: 2023 (text input)
- \* FEIN (for address): ZZ-ZZ-ZZZ (text input) with a search icon and a dropdown showing 'Company ZZ FEIN'
- \* Business No./Province: ZZ-ZZ-ZZZ (text input) with a search icon
- \* Order By: Last Name (dropdown)
- Company Code: ZZ (text input) with a search icon and a dropdown showing 'CMiC Test Company'
- Pay Run Code: RGWK (text input) with a search icon and a dropdown showing 'RG Weekly'
- Pay Group: BW (text input) with a search icon and a dropdown showing 'BI-WEEKLY'
- Starting Employee: 20122026 (text input) with a search icon and a dropdown showing 'Johnson Jackson'
- Ending Employee: 20122026 (text input) with a search icon and a dropdown showing 'Johnson Jackson'
- Starting RL-1 Number: (empty text input)
- Employer T4/RL-1 Slips
- Amendment
- Fein Address
- \* Print Type: Use Pre-Print Form (dropdown)
- Merge multiple Work Locations in one T4

At the bottom of the form are four buttons: 'Magnetic Media', 'Summary', 'Print', and 'Email T4'.

*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.

**Merge multiple Work Locations in one T4** – Checkbox

Check this box to combine multiple T4 forms from different work locations (i.e., provinces) into one T4 form. When unchecked, the system will generate separate T4 forms for each work location. This field is hidden by default but can be added using Lite Editor.

**[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 Second CPP Amount**

Enter the amount of second CPP (CPP2) contributions 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. For more information on CPP2, please refer to [International Payroll - Canadian Tax Changes to CPP in 2024](#).

### **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.

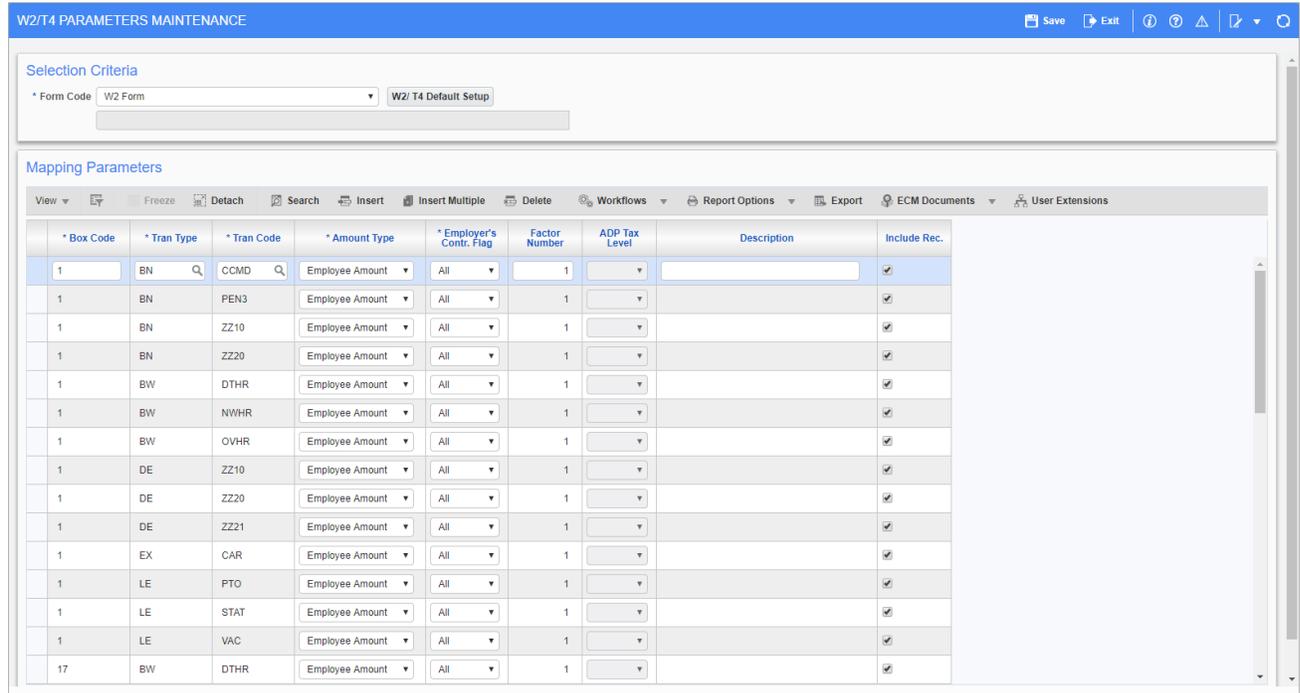
### **[Process]** – Button

Press this button to generate the T4 form.

### **[Download File]** – Button

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

# International Payroll - T4 Mapping Parameters



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.

---

# International Payroll - T4 Summary Report

Enter Parameters for: T4 Summary Report (PY1070CS) ×

<b>* FEIN Number</b>	<input type="text" value="77-8899121"/>	<input type="text" value="CCC Company Main FEIN"/>
<b>Business Number</b>	<input type="text" value="77-8899121"/>	<input type="text" value="CAN1"/>
<b>* Payroll Year</b>	<input type="text" value="2023"/>	<input type="text" value="Dec 26, 2022 to Jan 6, 2024"/>
<b>From Employee</b>	<input type="text" value="CCC-GB-01"/>	<input type="text" value="Greg Bannister"/>
<b>To Employee</b>	<input type="text" value="CCC-GB-01"/>	<input type="text" value="Greg Bannister"/>

Destination

Output Format       Locale

*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.

---

# International Payroll - P60 Ireland Report

Enter Parameters for: P60 Ireland Report (PY\_IE\_P60)
×

Company	<input type="text" value="CCC"/>	Q	<input type="text" value="CMiC Construction Company"/>
Year	<input type="text" value="2018"/>	Q	
From Employee	<input type="text" value="CCC-GB-01"/>	Q	<input type="text" value="Greg Bannister"/>
To Employee	<input type="text" value="CCC-GB-01"/>	Q	<input type="text" value="Greg Bannister"/>
Sort By Code/Name	<input type="text" value="N"/>	Q	<input type="text" value="Order By Name"/>

---

Destination

Output Format       Locale

*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.

# International Payroll - UK RTI Feeds

The screenshot shows the 'UK RTI FEEDS' application window. The title bar contains 'UK RTI FEEDS' and standard window controls. The main area is titled 'SELECT PARAMETERS' and contains the following fields and controls:

- Report Type:** Full Payment Submission (FPS) (dropdown menu)
- Final Submission For Year:**
- Company:** CCC (searchable), CMIIC Construction Company (displayed)
- Pay Run:** CCBW (searchable), CCC Biweekly Run (displayed)
- Report Year:** 2023 (searchable)
- Period:** 1 (searchable)
- Starting:** 01012023
- Ending:** 01142023
- Pay Date:** 01142023
- Financial Year:** 2023-2024
- From Employee:** (searchable)
- To Employee:** (searchable)
- Sort Employees by:** Last Name (dropdown)
- City:** City Code on Employee Address (dropdown)
- Buttons:** Generate File, Download File

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

## International Payroll - R12

- Address Last Filled Line
- No Action

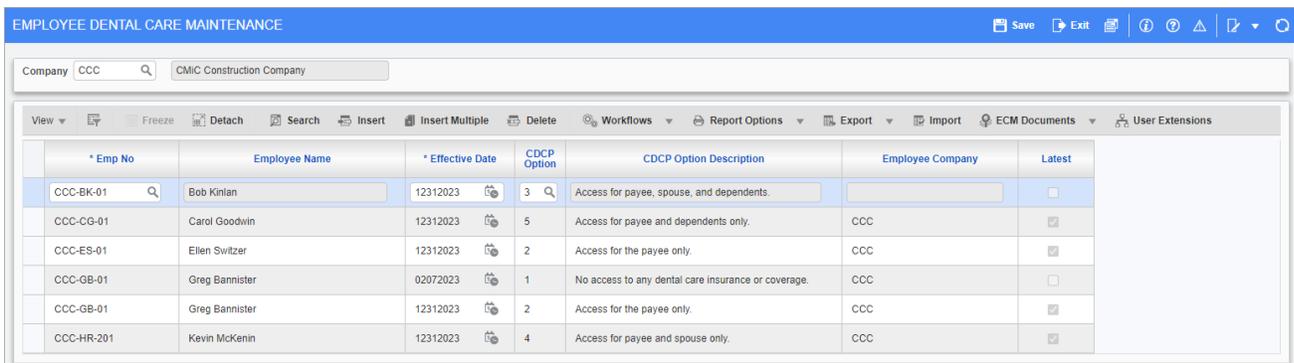
### [Generate File] – Button

Press this button to generate the RTI report.

### [Download File] – Button

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

# International Payroll - Employee Dental Care Maintenance



* Emp No	Employee Name	* Effective Date	CDCP Option	CDCP Option Description	Employee Company	Latest
CCC-BK-01	Bob Kinlan	12312023	3	Access for payee, spouse, and dependents.		<input type="checkbox"/>
CCC-CG-01	Carol Goodwin	12312023	5	Access for payee and dependents only.	CCC	<input checked="" type="checkbox"/>
CCC-ES-01	Ellen Switzer	12312023	2	Access for the payee only.	CCC	<input checked="" type="checkbox"/>
CCC-GB-01	Greg Bannister	02072023	1	No access to any dental care insurance or coverage.	CCC	<input type="checkbox"/>
CCC-GB-01	Greg Bannister	12312023	2	Access for the payee only.	CCC	<input checked="" type="checkbox"/>
CCC-HR-201	Kevin McKenin	12312023	4	Access for payee and spouse only.	CCC	<input checked="" type="checkbox"/>

*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 [International Payroll - 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.

# International Payroll - Reports

## Available Reports for International Payroll

The US Payroll and International Payroll modules are similar and share many screens in common. The reports listed here for International Payroll should be regarded as supplemental to those listed in the US Payroll guide. For any reports that are not documented here, please refer to the Reports section in the US Payroll guide.

### Worker Compensation

#### [Worker Compensation Premium Due \(CA\) \(PY1043CA\)](#)

This screen is used to generate the Workmen's Compensation Premiums Due Report, which lists the workers' compensation (WC) premiums due for specific pay runs and pay run periods in companies. The report includes a description of the WC codes, policy and state/province subtotal amounts, and grand total amounts.

### Tax Reports

#### [Employment Insurance Report \(PY1037CA\)](#)

This screen is used to generate the Employment Insurance Report for a specific year and specific pay periods in companies. The report includes the year's total earnings and EI amounts.

#### [Tax Status Report Federal \(PY1063CA\)](#)

This screen is used to generate the federal tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable

information (PII), taxable wages, and employee and employer withheld or paid federal taxes and earnings.

#### **Tax Report - Province - Detail (PY1061CD)**

This screen is used to generate a detailed provincial tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), gross wages, and employee and employer withheld or paid provincial and health taxes for the selected range of provinces.

#### **Tax Report - Province - Quebec (PY1111CA)**

This screen is used to generate a detailed Quebec tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), gross wages, and employee and employer withheld Quebec-specific taxes for the selected range of provinces.

#### **Tax Remittance Report (PY1090)**

This screen is used to generate the Tax Remittance Report for a specific year and specific pay periods in companies. The report includes total taxable earnings and EI and CPP amounts remitted by both the employee and employer.

#### **Tax Remittance Report (PY1090\_DEPT)**

This screen is used to generate a Tax Remittance Report that is grouped by department to provide a comprehensive breakdown of payroll information that includes additional subtotal and grand total sections for improved clarity and ease of analysis.

#### **Health Tax Remittance Report (PY1092)**

This screen is used to generate the Health Tax Remittance Report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), gross and taxable earnings, total remuneration amounts, and remitted health taxes .

## Employee Reports

### [Employee Master Listing Report \(PY1054CA\)](#)

This screen is used to generate the Employee Master Listing Report, which is a master list of all employees in companies. The report includes personally identifiable information (PII), EEO details, work location and status, and salary/pay details.

## Payroll Reports

### [Certified Payroll Report \(CA\) \(PY1064CA\)](#)

This screen is used to generate the Certified Payroll report for a specific year and pay periods in companies. The report includes company and employee identification, project hours worked for the week, pay rates and fringe amounts, and gross pay and deductions.

### [Labor And Overhead Distribution Report \(CA\) \(PY1059\)](#)

This screen is used to generate the Labor and Overhead Distribution Report for a specific year and pay periods in companies. The report is used to show how labor and overhead costs are allocated and funded in companies, and is used for business analysis, payroll, budgeting, and reporting. The report includes hour and wage distributions for the selected report parameters.

### [Detailed Burden Report \(PY1088\)](#)

This screen is used to generate the Detailed Burden Report for a specific year and pay periods in companies and reports the total and indirect costs of hiring an employee. The report includes labor burden costs and totals for the selected report parameters.

### [Year To Date Earnings \(CA\) \(PY1067CA\)](#)

This screen is used to generate the Year-To-Date Earnings Report for a specific year and pay periods in companies. The report includes employee personally identifiable information (PII) and a breakdown of the federal and provincial/local year-to-date earnings and withheld taxes for selected employees.

# International Payroll - Worker Compensation Premium Due (CA)

Enter Parameters for: Worker Comp. Premium Due (CA) (PY1043CA) ×

FEIN Number	<input type="text"/>	<input type="text"/>	
Company	<input type="text" value="CCC"/>	<input type="text" value="CMiC Construction Company"/>	
Pay Run Code	<input type="text"/>	<input type="text"/>	
Year	<input type="text"/>		
Start Period	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Period	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date	<input type="text" value="mmddyyyy"/>	or Relative Date:	<input type="text"/>
End Date	<input type="text" value="mmddyyyy"/>	or Relative Date:	<input type="text"/>
* Country	<input type="text" value="CA"/>	<input type="text" value="Canada"/>	
State/Province	<input type="text"/>	<input type="text"/>	
Include Employee Details	<input type="text" value="N"/>	<input type="text" value="No"/>	

Destination	<input type="text" value="Preview"/>		
Output Format	<input type="text" value="PDF"/>	Locale	<input type="text" value="English United States (Not Tr.)"/>

*Pgm: PY1043CA – Worker Compensation Premium Due (CA); standard Treeview path: International Payroll > Reports > Worker Compensation > Worker Comp. Premium Due (CA)*

This screen is used to generate the Workmen's Compensation Premiums Due Report, which lists the workers' compensation (WC) premiums due for specific pay runs and pay run periods in companies. The report includes a description of the WC codes, policy and state/-province subtotal amounts, and grand total amounts.

## Country

Enter/select the country code.

The report can be further filtered by Pay Run code, Year, Start/End Period, Start/End Date, and State/Province.

## Include Employee Details

Enter/select "Y" for yes or "N" for no to include employee details on the report.

**NOTE:** Workers' compensation rates and codes must first be set up and configured in order to use this screen. For more information, refer to the Workers' Compensation section in the US Payroll Guide.

<b>PYUS - LOFT Constructions Marjan-USA</b> <b>PAYROLL - WORKMEN'S COMPENSATION PREMIUMS DUE REPORT</b>							Page: 1 of 1	
							Date: Nov 15, 2023	
							Time: 6:11 PM EST	
FEIN Number: PYUS-MD14799001		Company: PYUS - LOFT Constructions Marjan-USA						
Country: US - United States of America								
State: NY - New York								
Policy No: ALL		Effective Date: 01-Jan-2018		End Date:				
Code	Description	Type	Rate	Amount	Gross Earning			
5606	5606	Percentage	0.91	9.10	1,000.00			
		Current		Year To Date				
	WC Earning	WC Amount	Gross Earning	WC Earning	WC Amount	Gross Earning	Excess Earning	
	1,000.00	9.10	1,000.00	1,000.00	9.10	1,000.00	0.00	
				<b>Total for Policy:</b>	<b>9.10</b>	<b>1,000.00</b>		
				<b>Total for State:</b>	<b>9.10</b>	<b>1,000.00</b>		
				<b>Grand Total:</b>	<b>9.10</b>	<b>1,000.00</b>		

Report Parameters:							
FEIN Number:	Start Date:	County Code:	US	Run Date:	Nov 15, 2023		
Company: PYUS	End Date:	State Code:	NY	Run Time:	6:11 PM EST		
Start Year: 2023	Start Period: 1			Operator:	RONGONZ1		
End Year: 2023	End Period: 1			Report Code:	PY1043	22 JUL 2020	
Pay Run: RGWK	Include Employee Details: No						

Sample Workmen's Compensation Premiums Due Report (PY1043CA)

# International Payroll - Employment Insurance Report

Enter Parameters for: Employment Insurance Report (PY1037CA) ×

FEIN Number	<input type="text"/>	<input type="text"/>
Company	<input type="text" value="PYMC"/>	<input type="text" value="Caspian Canada Constructions"/>
* Report Run By	<input type="text" value="P"/>	<input type="text" value="Pay Date Setup on Pay Period Screen"/>
* Pay Run Code	<input type="text" value="CABW"/>	<input type="text" value="Biweekly CA"/>
* Year	<input type="text" value="2024"/>	
From Period	<input type="text" value="1"/>	<input type="text" value="From Jan 1, 2024 To Jan 14, 2024"/>
To Period	<input type="text" value="10"/>	<input type="text" value="From May 6, 2024 To May 19, 2024"/>
From Quarter	<input type="text"/>	<input type="text"/> <input type="text"/>
To Quarter	<input type="text"/>	<input type="text"/> <input type="text"/>
From Date	<input type="text" value="mm/dd/yyyy"/>	or Relative Date: <input type="text"/>
To Date	<input type="text" value="mm/dd/yyyy"/>	or Relative Date: <input type="text"/>
* Report Type	<input type="text" value="S"/>	<input type="text" value="Summary Report"/>

Destination	<input type="text" value="Preview"/>	
Output Format	<input type="text" value="PDF"/>	Locale <input type="text" value="English United States (Not Tr"/>

*Pgm: PY1037CA – Employment Insurance Report; standard Treeview path: International Payroll > Reports > Tax Reports > Employment Insurance Report*

This screen is used to generate the Employment Insurance Report for a specific year and specific pay periods in companies. The report includes the year's total earnings and EI amounts.

---

**NOTE:** Federal, state/province, and local taxes must first be set up in order to use this screen. For more information, refer to Payroll Taxes in the US Payroll Guide.

---

## Report Run By

Enter/select one of the following codes from the Report Run By field's LOV to customize the report:

## International Payroll - R12

- **O**: Actual Posting Dates to GL/JC
- **P**: Pay Date Setup on Pay Period Screen
- **Q**: Quarterly – Defined by Month on Pay Period Screen
- **R**: Pay Period

The report can be further filtered by From/To Period, From/To Quarter, and From/To Date.

### Report Type

Enter/select whether to print a detail or summary report. An example of each type is provided below.

<b>PAYROLL - EMPLOYMENT INSURANCE REPORT</b>					
<b>8967543-RP01 - Caspian Canadian</b>		<b>(Summary)</b>			
		Page: 1 of 1 Date: Apr 09, 2024 Time: 10:02 AM EDT			
<u>Company</u>		<u>This Year Earnings</u>	<u>Earnings</u>	<u>Earnings</u> <b>E I</b> <u>Amount</u>	
PYMC - Caspian Canada Constructions		45,446.40	45,446.40	45,446.40 754.56	
	<b>Total:</b>	<u>45,446.40</u>	<u>45,446.40</u>	<u>45,446.40</u> <u>754.56</u>	
<b>Report Parameters</b>					
Business:		Starting Period:	1	Starting Quarter:	
Company:	PYMC	Ending Period:	10	Run Date:	Apr 09, 2024
Pay Run:	CABW	Starting Date:	01/14/2024	Run Time:	10:02 AM EDT
Year:	2024	Ending Date:	05/19/2024	Operator:	MARJANR12
				Operator:	MARJANR12
				Report Code:	PY1037CA

Sample Employment Insurance Report (Summary) (PY1037CA)

<b>PAYROLL - EMPLOYMENT INSURANCE REPORT</b>						
<b>8967543-RP01 - Caspian Canadian</b>			<b>(Detail)</b>		Page: 1 of 1 Date: Apr 09, 2024 Time: 10:03 AM EDT	
<u>Employee</u>	<u>SIN</u>	<u>This Year Earnings</u>	<u>Earnings</u>	<u>E I</u>		<u>Amount</u>
<b>Company: PYMC - Caspian Canada Constructions</b>						
PYC-BW-HR- Salena Feb14 Cress	797357738	15,148.80	15,148.80	15,148.80		251.52
PYC-BW-HR- Tyler Feb23 Craig	361807100	15,148.80	15,148.80	15,148.80		251.52
PYC-BW-HR- Herman Mar1 Cobb	983259672	15,148.80	15,148.80	15,148.80		251.52
<b>Subtotal for Company PYMC</b>		<b>45,446.40</b>	<b>45,446.40</b>	<b>45,446.40</b>		<b>754.56</b>
<b>Total:</b>		<b>45,446.40</b>	<b>45,446.40</b>	<b>45,446.40</b>		<b>754.56</b>
<b>Report Parameters</b>						
Business:	PYMC	Starting Period:	1	Starting Quarter:		Run Date: Apr 09, 2024
Company:	CABW	Ending Period:	10	Ending Quarter:		Run Time: 10:03 AM EDT
Pay Run:	2024	Starting Date:	01/14/2024	Operator:	MARJANR12	Operator: MARJANR12
Year:		Ending Date:	05/19/2024			Report Code: PY1037CA

Sample Employment Insurance Report (Detail) (PY1037CA)

# International Payroll - Tax Status Report - Federal

*Pgm: PY1063CA – Tax Status Report Federal; standard Treeview path: International Payroll > Reports > Tax Reports > Tax Status Report Federal*

This screen is used to generate the federal tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), taxable wages, and employee and employer withheld or paid federal taxes and earnings.

**NOTE:** Payroll must be processed and posted prior to using this screen. As well, federal, state/province, and local taxes must first be set up in order to use this screen. For more information, refer to Payroll Taxes in the US Payroll Guide.

## Report Run By

Enter/select one of the following values from the Report Run By field's LOV to customize the report:

- Actual Posting Dates to GL/JC
- Check Date

- Pay Date Setup on Pay Period Screen
- Pay Period
- Quarterly – Defined by Month on Pay Period Screen

## International Payroll - Tax Report - Province - Detail

Enter Parameters for: Tax Report - Province - Detail (PY1061CD) ×

FEIN Number	<input type="text"/>	<input type="text"/>
Company	PYMC <input type="text"/>	Caspian Canada Constructions <input type="text"/>
Report Run By	P <input type="text"/>	Pay Date Setup on Pay Period Screen <input type="text"/>
From Province	ON <input type="text"/>	Ontario <input type="text"/>
To Province	ON <input type="text"/>	Ontario <input type="text"/>
Pay Run Code	CABW <input type="text"/>	Biweekly CA <input type="text"/>
Year	2024 <input type="text"/>	
From Period	1 <input type="text"/>	From Jan 1, 2024 To Jan 14, 2024 <input type="text"/>
To Period	1 <input type="text"/>	From Jan 1, 2024 To Jan 14, 2024 <input type="text"/>
From Quarter	<input type="text"/>	<input type="text"/>
To Quarter	<input type="text"/>	<input type="text"/>
From Date	mm/dd/yyyy <input type="text"/>	or Relative Date: <input type="text"/>
To Date	mm/dd/yyyy <input type="text"/>	or Relative Date: <input type="text"/>
From Employee	<input type="text"/>	<input type="text"/>
To Employee	<input type="text"/>	<input type="text"/>

Destination: Preview

Output Format: PDF

Locale: English United States (Not Tr)

Pgm: PY1061CD – Tax Report – Province – Detail; standard Treeview path: International Payroll > Reports > Tax Reports > Tax Report – Province – Detail

This screen is used to generate a detailed provincial tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable

information (PII), gross wages, and employee and employer withheld or paid provincial and health taxes for the selected range of provinces.

---

**NOTE:** The company must have employees created and processed in all provinces in order to use this screen. As well, federal, state/province, and local taxes must first be set up. For more information, refer to Payroll Taxes in the US Payroll Guide.

---

### **Report Run By**

Enter/select one of the following codes from the Report Run By field's LOV to customize the report:

- **O:** Actual Posting Dates to GL/JC
- **P:** Pay Date Setup on Pay Period Screen
- **Q:** Quarterly – Defined by Month on Pay Period Screen
- **R:** Pay Period

The report can be further filtered by From/To Province, From/To Period, From/To Quarter, From/To Date, and From/To Employee.

<b>PAYROLL - TAX STATUS REPORT - PROVINCE (DETAIL)</b>									
<b>Business No: 8967543-RP01 - Caspian Canadian Constructions</b>				Page: 1 of 1 Date: Apr 09, 2024 Time: 10:12 AM EDT					
Employee	Name	Comp	SIN / SSN	Employee				Employer	
				Gross Taxable Wages	Province W/H	Health Tax	Total W/H	Taxable Earnings	Health Tax
<b>Province: ON - Ontario</b>									
PYC-BW-HR-500	Cress, Salena Feb14	PYMC	797357738	1,893.60	63.71	23.08	86.79	1,893.60	36.93
PYC-BW-HR-501	Craig, Tyler Feb23	PYMC	361807100	1,893.60	63.71	23.08	86.79	1,893.60	36.93
PYC-BW-HR-502	Cobb, Herman Mar1	PYMC	983259672	1,893.60	63.71	23.08	86.79	1,893.60	36.93
<b>Subtotal for Province ON</b>				<b>5,680.80</b>	<b>191.13</b>	<b>69.24</b>	<b>260.37</b>	<b>5,680.80</b>	<b>110.79</b>
<b>Total</b>				<b>5,680.80</b>	<b>191.13</b>	<b>69.24</b>	<b>260.37</b>	<b>5,680.80</b>	<b>110.79</b>

<b>Report Parameters</b>									
Business No.:		Year:	2024	Starting Quarter:		Run Date:	Apr 09, 2024		
Company:	PYMC	Starting Period:	1	Ending Quarter:		Run Time:	10:12 AM EDT		
Pay Run:	CABW	Ending Period:	1	Starting Date:	01/14/2024	Operator:	MARJANR12		
From Province:	ON	From Employee:		Ending Date:	01/14/2024	Report Code:	PY1061CD		18.0
To Province:	ON	To Employee:							

Sample Tax Status Report - Province (Detail) (PY1061CD)

# International Payroll - Tax Report - Province - Quebec

×
**Enter Parameters for: Tax Report - Province - Quebec (PY1111CA)**

FEIN Number	<input type="text"/>	<input type="text"/>	
Company	<input type="text" value="PYMC"/>	<input type="text" value="Caspian Canada Constructions"/>	
Report Run By	<input type="text" value="P"/>	<input type="text" value="Pay Date Setup on Pay Period Screen"/>	
From Province	<input type="text" value="QC"/>	<input type="text" value="Quebec"/>	
To Province	<input type="text" value="QC"/>	<input type="text" value="Quebec"/>	
Pay Run Code	<input type="text" value="CABW"/>	<input type="text" value="Biweekly CA"/>	
* Year	<input type="text" value="2023"/>		
From Period	<input type="text" value="1"/>	<input type="text" value="From Jan 1, 2023 To Jan 14, 2023"/>	
To Period	<input type="text" value="1"/>	<input type="text" value="From Jan 1, 2023 To Jan 14, 2023"/>	
From Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>
To Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Date	<input type="text" value="dd-mmm-yyyy"/>	or Relative Date:	<input type="text"/>
To Date	<input type="text" value="dd-mmm-yyyy"/>	or Relative Date:	<input type="text"/>
From Employee	<input type="text"/>	<input type="text"/>	
To Employee	<input type="text"/>	<input type="text"/>	

Destination	<input type="text" value="Preview"/>		
Output Format	<input type="text" value="PDF"/>	Locale	<input type="text" value="English"/>

*Pgm: PY1111CA – Tax Report - Province - Quebec; standard Treeview path: International Payroll > Reports > Tax Reports > Tax Report - Province - Quebec*

This screen is used to generate a detailed Quebec tax status report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), gross wages, and employee and employer withheld Quebec-specific taxes for the selected range of provinces.

---

**NOTE:** Federal, state/province, and local taxes must first be set up in order to use this screen. For more information, refer to Payroll Taxes in the US Payroll Guide.

---

## Report Run By

Enter/select one of the following codes from the Report Run By field's LOV to customize the report:

- **O**: Actual Posting Dates to GL/JC
- **P**: Pay Date Setup on Pay Period Screen
- **Q**: Quarterly – Defined by Month on Pay Period Screen
- **R**: Pay Period

The report can be further filtered by From/To Province, From/To Period, From/To Quarter, From/To Date, and From/To Employee.

## International Payroll - Tax Remittance Report

The screenshot shows the 'TAX REMITTANCE REPORT' window with the following parameters:

- Business No. [ ]
- Company: PVMC | Caspian Canada Constructions
- Report Run By: Pay Date Setup on Pay Period Screen
- Payrun: CABW | Biweekly CA
- EI Code: EI1
- Year: 2024
- Starting Pay Period: 1 | 01012024 | 01142024
- Ending Pay Period: 26 | 12162024 | 12292024
- Starting Quarter: [ ] | Start Date: [ ]
- Ending Quarter: [ ] | End Date: [ ]
- Starting Pay Date/Posting Date: 01142024
- Ending Pay Date/Posting Date: 12292024
- Starting Employee: [ ]
- Ending Employee: [ ]
- Country: [ ]
- Province: [ ]
- ASCII File
- Group By Department
- Print [ ]

Pgm: PY1090 – Tax Remittance Report; standard Treeview path: International Payroll > Reports > Tax Reports > Tax Remittance Report

This screen is used to generate the Tax Remittance Report for a specific year and specific pay periods in companies. The report includes total taxable earnings and EI and CPP amounts remitted by both the employee and employer.

This report can also be grouped by department to provide a comprehensive breakdown of payroll information that includes additional subtotal and grand total sections for improved clarity and ease of analysis.

---

**NOTE:** Federal, state/province, and local taxes must first be set up in order to use this screen. For more information, refer to Payroll Taxes in the US Payroll Guide.

---

### **Report Run By**

Enter/select one of the following values from the Report Run By field's LOV to customize the report:

- Pay Date Setup on Pay Period Screen
- Actual Posting Dates to GL/JC
- Pay Period
- Quarterly – Defined by Month on Pay Period Screen

The report can be further filtered by Starting/Ending Employee and Country.

### **EI Code**

Enter/select the EI code to include in the report.

### **ASCII File – Checkbox**

Check this box to generate an ASCII file of the report.

### **Group By Department – Checkbox**

Check this box to group the payroll information by department. This will generate the enhanced Tax Remittance Report (PY1090\_DEPT) with subtotal and grand total sections.

This checkbox is hidden by default and can be added using Lite Editor.

**NOTE:** Payroll processing must be completed before generating this report and should include employees from different departments.

<b>PYMC - Caspian Canada Constructions</b>											Page: 2 of 2	
<b>PAYROLL - TAX REMITTANCE REPORT</b>											Date: May 28, 2024	
											Time: 5:15 PM EDT	
Number	Name	SIN	Hours	Taxable Earning	Income Tax	EI		CPP		Totals		
						Provincial Tax	Employee	Employer	Employee	Employer	Employee	Employer
Business No.:		Company PYMC - Caspian Canada Constructions			EI Bus#: 8967543-RP01		EI Rate: 1.4		Total Employees: 43			
PYC-BW-SAL401	401, SAL	109354886	80	1,538.46	115.53	65.41	25.54	35.76	83.53	83.53	290.01	119.29
PYC-BW-SAL402	402, SAL	359666419	80	1,538.46	115.53	65.41	25.54	35.76	83.53	83.53	290.01	119.29
PYC-WK-HR-507	NTWKHR-507, HR-507	415928608	80	6,346.15	1,155.82	524.89	105.35	147.49	369.59	369.59	2,155.65	517.08
PYC-WK-SAL-501	YTWKSAL-501, SAL-501	582507232	80	3,770.77	523.87	227.52	62.60	87.64	216.35	216.35	1,030.34	303.99
PYC-WK-SAL-504	SKWKSAL-504, SAL-504	160401717	80	5,019.46	814.33	489.38	83.33	116.66	290.65	290.65	1,677.69	407.31
PYC-WK-SAL-505	PEWKSAL-505, SAL-505	466456051	80	1,230.15	72.80	60.34	20.43	28.59	65.18	65.18	218.75	93.77
PYMC-CABW-NS01	James, Charlie	451799654	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS02	dawn, Wayne	487563214	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS03	03, PYMC-CABW-NS	456982147	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS04	04, PYMC-CABW-NS	745325987	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-PE01	Lewis, Chris	745149873	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
PYMC-CABW-PE02	Chris, Edward	451789621	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
PYMC-CABW-PE03	James, Edward	412547964	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
PYMC-INDI-001	Taio, Chuki	143869212	80	1,346.15	88.88	41.00	22.35	31.29	72.09	72.09	224.32	103.38
PYMC-INDI-002	Kyle, Terrance	658452180	80	0.00	0.00	0.00	39.59	55.42	95.38	95.38	134.97	150.80
PYMC-INDI-003	Terence, Samuel	363697963	80	2,500.00	266.96	147.72	41.50	58.10	140.74	140.74	596.92	198.84
PYMC000000000001	Seyfried, Samantha	363697954	80	3,788.46	527.46	261.91	62.89	88.05	217.40	217.40	1,069.66	305.45
<b>Business Total</b>			<b>3440</b>	<b>136,680.76</b>	<b>18,685.93</b>	<b>10,221.67</b>	<b>2,258.71</b>	<b>3,162.12</b>	<b>6,746.05</b>	<b>6,746.05</b>	<b>37,912.36</b>	<b>9,908.17</b>
<b>Company Total PYMC</b>			<b>3440</b>	<b>136,680.76</b>	<b>18,685.93</b>	<b>10,221.67</b>	<b>2,258.71</b>	<b>3,162.12</b>	<b>6,746.05</b>	<b>6,746.05</b>	<b>37,912.36</b>	<b>9,908.17</b>
<b>Grand Total :</b>			<b>3440</b>	<b>136,680.76</b>	<b>18,685.93</b>	<b>10,221.67</b>	<b>2,258.71</b>	<b>3,162.12</b>	<b>6,746.05</b>	<b>6,746.05</b>	<b>37,912.36</b>	<b>9,908.17</b>

Report Parameters							
Company:	PYMC	Year:	2024	Starting Quarter:		From Employee:	Run Date: May 28, 2024
Business No.:		From Period:	1	Ending Quarter:		To Employee:	Run Time: 5:15 PM EDT
Pay Run:	CABW	To Period:	26	From Date:	Jan 14, 2024		Operator: NEETU
EI Code:	EI1			To Date:	Dec 29, 2024		Report Code: PY1090

Sample Tax Remittance Report (PY1090)

**PYMC - Caspian Canada Constructions  
PAYROLL - TAX REMITTANCE REPORT**

Page: 2 of 3  
Date: May 28, 2024  
Time: 4:31 PM EDT

Number	Name	SIN	Hours	Taxable Earning	Income Tax	EI		CPP		Totals		
						Provincial Tax	Employee	Employer	Employee	Employer	Employee	Employer
<b>Business No.:</b> Company PYMC - Caspian Canada Constructions Dept : 00 EI Bus#: 8967543-RP01 EI Rate: 1.4												
PYC-BW-SAL401	401, SAL	109354886	80	1,538.46	115.53	65.41	25.54	35.76	83.53	83.53	290.01	119.29
PYC-BW-SAL402	402, SAL	359666419	80	1,538.46	115.53	65.41	25.54	35.76	83.53	83.53	290.01	119.29
PYC-WK-HR-507	NTWKHR-507, HR-507	415928608	80	6,346.15	1,155.82	524.89	105.35	147.49	369.59	369.59	2,155.65	517.08
PYC-WK-SAL-501	YTWKSAL-501, SAL-501	582507232	80	3,770.77	523.87	227.52	62.60	87.64	216.35	216.35	1,030.34	303.99
PYC-WK-SAL-504	SKWKSAL-504, SAL-504	160401717	80	5,019.46	814.33	489.38	83.33	116.66	290.65	290.65	1,677.69	407.31
PYC-WK-SAL-505	PEWKSAL-505, SAL-505	466456051	80	1,230.15	72.80	60.34	20.43	28.59	65.18	65.18	218.75	93.77
PYMC-INDI-001	Taio, Chuki	143869212	80	1,346.15	88.88	41.00	22.35	31.29	72.09	72.09	224.32	103.38
PYMC-INDI-002	Kyle, Terrance	658452180	80	0.00	0.00	0.00	39.59	55.42	95.38	95.38	134.97	150.80
PYMC-INDI-003	Terence, Samuel	363697963	80	2,500.00	266.96	147.72	41.50	58.10	140.74	140.74	596.92	198.84
PYMC000000000001	Seyfried, Samantha	363697954	80	3,788.46	527.46	261.91	62.89	88.05	217.40	217.40	1,069.66	305.45
<b>Department Total 00</b>	<b>Employees : 36</b>		<b>2880</b>	<b>122,680.76</b>	<b>17,429.50</b>	<b>9,021.63</b>	<b>2,026.31</b>	<b>2,836.76</b>	<b>5,969.12</b>	<b>5,969.12</b>	<b>34,446.56</b>	<b>8,805.88</b>
<b>Business No.:</b> Company PYMC - Caspian Canada Constructions Dept : 10 EI Bus#: 8967543-RP01 EI Rate: 1.4												
PYMC-CABW-PE01	Lewis, Chris	745149873	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
PYMC-CABW-PE02	Chris, Edward	451789621	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
PYMC-CABW-PE03	James, Edward	412547964	80	2,000.00	179.49	157.84	33.20	46.48	110.99	110.99	481.52	157.47
<b>Department Total 10</b>	<b>Employees : 3</b>		<b>240</b>	<b>6,000.00</b>	<b>538.47</b>	<b>473.52</b>	<b>99.60</b>	<b>139.44</b>	<b>332.97</b>	<b>332.97</b>	<b>1,444.56</b>	<b>472.41</b>
<b>Business No.:</b> Company PYMC - Caspian Canada Constructions Dept : 20 EI Bus#: 8967543-RP01 EI Rate: 1.4												
PYMC-CABW-NS01	James, Charlie	451799654	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS02	dawn, Wayne	487563214	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS03	03, PYMC-CABW-NS	456982147	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
PYMC-CABW-NS04	04, PYMC-CABW-NS	745325987	80	2,000.00	179.49	181.63	33.20	46.48	110.99	110.99	505.31	157.47
<b>Department Total 20</b>	<b>Employees : 4</b>		<b>320</b>	<b>8,000.00</b>	<b>717.96</b>	<b>726.52</b>	<b>132.80</b>	<b>185.92</b>	<b>443.96</b>	<b>443.96</b>	<b>2,021.24</b>	<b>629.88</b>
<b>Company Total PYMC</b>	<b>Employees : 43</b>		<b>3440</b>	<b>136,680.76</b>	<b>18,685.93</b>	<b>10,221.67</b>	<b>2,258.71</b>	<b>3,162.12</b>	<b>6,746.05</b>	<b>6,746.05</b>	<b>37,912.36</b>	<b>9,908.17</b>
<b>Grand Total :</b>	<b>Employees : 43</b>		<b>3440</b>	<b>136,680.76</b>	<b>18,685.93</b>	<b>10,221.67</b>	<b>2,258.71</b>	<b>3,162.12</b>	<b>6,746.05</b>	<b>6,746.05</b>	<b>37,912.36</b>	<b>9,908.17</b>

Sample Tax Remittance Report (PY1090\_DEPT) with highlighted subtotal sections

# International Payroll - Health Tax Remittance Report

Enter Parameters for: Health Tax Remittance Report (PY1092)
×

FEIN Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company	<input type="text" value="PYMC"/>	<input type="text" value="Caspian Canada Constructions"/>	<input type="text"/>
Report Run By	<input type="text" value="P"/>	<input type="text" value="Pay Date Setup on Pay Period Screen"/>	<input type="text"/>
Pay Run Code	<input type="text" value="CABW"/>	<input type="text" value="Biweekly CA"/>	<input type="text"/>
* Year	<input type="text" value="2023"/>	<input type="text"/>	<input type="text"/>
From Period	<input type="text" value="1"/>	<input type="text" value="From Jan 1, 2023 To Jan 14, 2023"/>	
To Period	<input type="text" value="26"/>	<input type="text" value="From Dec 17, 2023 To Dec 30, 2023"/>	
From Date	<input type="text" value="mmddyyyy"/>	or Relative Date:	<input type="text"/>
To Date	<input type="text" value="mmddyyyy"/>	or Relative Date:	<input type="text"/>
From Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>
To Quarter	<input type="text"/>	<input type="text"/>	<input type="text"/>
From Employee	<input type="text"/>	<input type="text"/>	
To Employee	<input type="text"/>	<input type="text"/>	
* Country	<input type="text" value="CA"/>	<input type="text" value="Canada"/>	
* State/Province	<input type="text" value="ON"/>	<input type="text" value="Ontario"/>	

Destination

Output Format

Locale

*Pgm: PY1092 – Health Tax Remittance Report; standard Treeview path: International Payroll > Reports > Tax Reports > Health Tax Remittance Report*

This screen is used to generate the Health Tax Remittance Report for a specific year and specific pay periods in companies. The report includes employee personally identifiable information (PII), gross and taxable earnings, total remuneration amounts, and remitted health taxes .

---

**NOTE:** Federal, state/province, and local taxes must first be set up in order to use this screen. For more information, refer to Payroll Taxes in the US Payroll Guide.

---

## Report Run By

Enter/select one of the following codes from the Report Run By field's LOV to customize the report:

- **O**: Actual Posting Dates to GL/JC
- **P**: Pay Date Setup on Pay Period Screen
- **Q**: Quarterly – Defined by Month on Pay Period Screen
- **R**: Pay Period

The report can be further filtered by From/To Period, From/To Date, From/To Quarter, and From/To Employee.

## Country

Enter/select the country code.

## State/Province

Enter/select the state/province code.

**PYMC - Caspian Canada Constructions  
PAYROLL - HEALTH TAX REMITTANCE REPORT**

Page: 1 of 2  
Date: Apr 09, 2024  
Time: 10:25 AM EDT

Employee Number	Name	SIN	Hours	Gross Earnings	Taxable Earnings	Taxable Allowances	Total Remuneration	Health Tax
Business No.	8967543-RP01	Company	PYMC	Caspian Canada Constructions				
Province	ON	Ontario						
POM-001	Sal Pom , 001	854586585	0	0.00	59,999.94	0.00	0.00	1,170.00
POM-002	SAL 002 , POM	963524123	0	0.00	59,999.94	0.00	0.00	1,170.00
POM-003	SAL 003 , POM	854756963	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-506	PEBWSAL-506 , SAL-506	834746810	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-509	NSBWSAL-509 , SAL-509	605640846	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-510	NSBWSAL-510 , SAL-510	212944086	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-511	NSBWSAL-511 , SAL-511	411089097	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-512	NSBWSAL-512 , SAL-512	089045413	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-513	NLBWSAL-513 , SAL-513	493841399	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-101	QCBWSAL-101 , SAL-101	331191833	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-300	ONBWSAL-300 , SAL-300	430999490	0	0.00	97,000.02	0.00	0.00	1,891.50
PYC-BW-SAL-302	ONBWSAL-302 , SAL-302	600975171	0	0.00	198,500.12	0.00	0.00	3,870.88
PYC-BW-SAL-303	ONBWSAL-303 , SAL-303	365136340	0	0.00	214,367.92	0.00	0.00	4,180.28
PYC-BW-SAL-304	QCBWSAL-304 , SAL-304	587733957	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-305	ONBWSAL-305 , SAL-305	264662347	0	0.00	150,472.92	0.00	0.00	2,934.10
PYC-BW-SAL-306	ONBWSAL-306 , SAL-306	566074191	0	0.00	78,499.98	0.00	0.00	1,530.62
PYC-BW-SAL-307	ONBWSAL-307 , SAL-307	430064124	0	0.00	115,000.08	0.00	0.00	2,242.50
PYC-BW-SAL-308	ONBWSAL-308 , SAL-308	435119722	0	0.00	75,000.12	0.00	0.00	1,462.50
PYC-BW-SAL-309	BCBWSAL-309 , SAL-309	629828211	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-310	NSBWSAL-310 , SAL-310	620621785	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-311	NSBWSAL-311 , SAL-311	532508801	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-312	ONBWSAL-312 , SAL-312	001489087	0	0.00	102,500.06	0.00	0.00	1,998.88
PYC-BW-SAL-313	Morgan , Peter	164309700	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-320	NUBWSAL-320 , SAL-320	724039805	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL-411	Cameron , Janet	958634107	0	0.00	110,000.02	0.00	0.00	2,145.00
PYC-BW-SAL-ON520	Leroux , Mathias	100581909	0	0.00	97,500.00	0.00	0.00	1,901.38
PYC-BW-SAL-QC521	Lassale , Samuel	931870448	0	0.00	0.00	0.00	0.00	0.00
PYC-BW-SAL400	400 , SAL	470428699	0	0.00	50,000.08	0.00	0.00	975.00
PYC-BW-SAL401	401 , SAL	109354886	0	0.00	39,999.96	0.00	0.00	780.00
PYC-BW-SAL402	402 , SAL	359666419	0	0.00	39,999.96	0.00	0.00	780.00
PYC-WK-HR-507	NTWKHR-507 , HR-507	415928608	0	0.00	0.00	0.00	0.00	0.00

Sample Health Tax Remittance Report (PY1092)

# International Payroll - Employee Master Listing Report

Enter Parameters for: Employee Master Listing Report (PY1054CA)
✕

FEIN Number	<input type="text"/>	<input type="text"/>	
Company	<input type="text" value="CCC"/>	<input type="text" value="CMIC Construction Company"/>	
From Employee	<input type="text"/>	<input type="text"/>	
To Employee	<input type="text"/>	<input type="text"/>	
Order By	<input type="text" value="Employee Number"/>		

Destination

Output Format

Locale

*Pgm: PY1054CA – Employee Master Listing Report; standard Treeview path: International Payroll > Reports > Employee Reports > Employee Master Listing Report*

This screen is used to generate the Employee Master Listing Report, which is a master list of all employees in companies. The report includes personally identifiable information (PII), EEO details, work location and status, and salary/pay details.

The report can be further filtered by From/To Employee.

## Order by

Select whether to order the report by employee name or employee number.



**CCC - CMiC Construction Company  
PAYROLL - EMPLOYEE MASTER LISTING REPORT**

Page: 1 of 12  
Date: Apr 08, 2024  
Time: 9:39 AM EDT

Comp. Code	Emp No.	Name	Annual Salary/ Pay Rate	Pay Type	Exemption Amount	Job Code	Work Location
Address & Phone No.		Hire Date	Trade	GL A/C Code	Union Code		
Marital Status		Resident Status	Sex	EI Code	Days/ Year	Hours/ Year	Birth Date
Re-Hire Date		Pay Group	Pay Run	Dr Clearing A/C	Dept Name	Position	
CCC	00001	Smith, Mark	35.00	HOURLY			WESTMINSTER
	IL 60637	United States of America		Eng		6000.100	
	SINGLE	CITIZEN	MALE			6900.101	Company Level
				01-Jun-1980		j	6900.100
CCC	04032024	Doe, John		SALARIED			
	123 Main Street					6000.100	
	MA 02118	United States of America				6900.101	
	SINGLE	CITIZEN	MALE			6900.100	
				03-Apr-2024			
CCC	040324	Bob, Joe		SALARIED			
	IL	United States of America				6000.100	
	SINGLE	CITIZEN	MALE			6900.101	
				03-Apr-2024		6900.100	
CCC	10121212	ww, www	110.00	HOURLY			Chicago
	NY 10006	United States of America		NA		1000.100	
	SINGLE	CITIZEN	MALE			SALARY NON EXEMPT	Company Level
				07-May-2001		CCC Weekly	1000.100
CCC	12	q, q	15.00	HOURLY			Chicago
	NY 10001	United States of America		PRG		1000.100	
	SINGLE	CITIZEN	MALE			BIWEEK TEST	Company Level
				01-Jan-2000		j	1000.100
CCC	1220	Khan, Shahrukh	24.80	HOURLY			BC
	Test, New Hampshire			Test		6000.100	
	NH 03087	United States of America		JAYA WEEKLY		6000.200	Company Level
	MARRIED	CITIZEN	FEMAL			J Biweekly	6000.100
				01-Jan-1990			
CCC	1230	Khan, Salman	52.00	HOURLY			Chicago
	123 Test			Electrician A		6000.100	IBEW Local 21
	IL 60610	United States of America		JAYA WEEKLY		6900.101	Company Level
	SINGLE	CITIZEN	MALE			J Biweekly	6900.100
				01-Jan-1980			

SampleEmployee Master Listing Report (PY1054CA)

# International Payroll - Certified Payroll Report (CA)

×
**Enter Parameters for: Certified Payroll Report (CA) (PY1064CA)**

FEIN Number	<input type="text"/>	<input type="text"/>
Company	<input type="text" value="CCC"/>	<input type="text" value="CMIC Construction Company"/>
* Pay Run Code	<input type="text" value="CCCW"/>	<input type="text" value="CCC Weekly Pay Run"/>
* Year	<input type="text" value="2023"/>	
* Period	<input type="text" value="2"/>	
Job Company	<input type="text"/>	<input type="text"/>
From Job	<input type="text"/>	<input type="text"/>
To Job	<input type="text"/>	<input type="text"/>
Print Address	<input type="text" value="Y"/>	<input type="text" value="Yes"/>

Destination	<input type="text" value="Preview"/>	
Output Format	<input type="text" value="PDF"/>	Locale <input type="text" value="English United States (Not Tr"/>

*Pgm: PY1064CA – Certified Payroll Report (CA); standard Treeview path: International Payroll > Reports > Payroll Reports > Certified Payroll Report (CA)*

This screen is used to generate the Certified Payroll report for a specific year and pay periods in companies. The report includes company and employee identification, project hours worked for the week, pay rates and fringe amounts, and gross pay and deductions.

---

**NOTE:** Payroll configurations and pay runs must first be set up in order to use this screen. For more information, refer to Company Setup in the US Payroll Guide.

---

The report can be further filtered by Job Company and From/To Job.

## Print Address

Enter/select "Y" for yes or "N" for no to include the employees' address on the report.

Name		Hours Worked this Project							Pay Rate	Trade	Gross by Job		Federal EI	CPP Other Ded.	Hrly Fringe Net	Check Benefits Number
Address	Trade, SIN	SAT 01-07	SUN 01-08	MON 01-09	TUE 01-10	WED 01-11	THU 01-12	FRI 01-13			Total	Gross Total				
City, State, Postal Code Flynn, Henry 366 Farland Street Chicago, IL 60637 Elec 444637299	NH	40							40	32.00	2220	1,280.00	0.00	0.00	660.25	100.00
<b>Total For CCC-HF-01</b>		40							40			1,380.00	0.00	5.00		
<b>Total Hours by Day</b>		40							40							
Project Hours					Project Wages											
Regular	Over Time	Double	Other	Total	Regular	Over Time	Double	Other	Total	Benefits						
40				40	1,280.00	0.00	0.00	0.00	1,280.00	100.00						

Sample Certified Payroll report (PY1064CA)

# International Payroll - Labor and Overhead Dis-tribution Report (CA)

**LABOR AND OVERHEAD DISTRIBUTION** Save Exit Help Info Refresh Print

---

**SELECTION CRITERIA**

Fein Number

Company

From Home Company

To Home Company

Report Run By

Pay Run

Year

Sort By  By Job  By Employee

Job Company

From Job  To Job

From Phase  To Phase

From Category  To Category

From Employee  To Employee

From Department  To Department

From Trade  To Trade

Start Period  Start Date  End Period  End Date

Starting Quarter  Start Date  Ending Quarter  End Date

Starting Pay Date/Post Date  Ending Pay Date/Post Date

Include Labor Transfer Adjustment

Pgm: PY1059 – Labor And Overhead Distribution Report; standard Treeview path: International Payroll > Reports > Payroll Reports > Labor And Overhead Distribution Report (CA)

This screen is used to generate the Labor and Overhead Distribution Report for a specific year and pay periods in companies. The report is used to show how labor and overhead costs are allocated and funded in companies, and is used for business analysis, payroll, budgeting, and reporting. The report includes hour and wage distributions for the selected report parameters.

---

**NOTE:** Payroll configurations and pay runs must first be set up in order to use this screen. For more information, refer to Company Setup in the US Payroll Guide.

---

### **Report Run By**

Users can customize the report by selecting one of the following values from the drop-down list:

- Pay Date Setup on Pay Period Screen
- Actual Posting Dates to GL/JC
- Pay Period
- Quarterly – Defined by Month on Pay Period Screen

### **Sort By** – Radio Buttons

Select 'By Job' or 'By Employee' to sort the report. The 'By Job' radio button is selected by default.

The report can be further filtered by Job, Phase, Category, Employee, Department, and Trade.

Check the 'Include Labor Transfer Adjustment' box to include it on the report.

Employee		Hours					Total	Charge Rate	Gross Wage	Fringes	Expenses	Burden Total	Total
Number	Name	Trade	Regular	OverTime	Double	Other							
<b>CMiC</b> <span style="float: right;"><b>CCC - CMiC Construction Company</b></span> <b>PAYROLL - LABOR AND OVERHEAD DISTRIBUTION REPORT</b> <b>- by Job -</b>													Page: 1 of 1 Date: Apr 08, 2024 Time: 9:52 AM EDT
<b>Fein Num: 77-8899121</b> <b>Company: CCC - CMiC Construction Company</b>													
<b>Job: A00001 - Freshmart Grocery Store - North Chicago</b>													
<b>Phase: 01-3100 - Project Management</b>													
<b>Category: 2000 - Subcontract</b>													
CCC-HF-01	Henry Flynn	ZZ20	40.00	0.00	0.00	0.00	40.00	32.000	1,280.00	220.00	136.32	356.32	1,636.32
<b>Total for Category: 2000</b>			<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>		<b>1,280.00</b>	<b>220.00</b>	<b>136.32</b>	<b>356.32</b>	<b>1,636.32</b>
<b>Total for Phase: 01-3100</b>			<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>		<b>1,280.00</b>	<b>220.00</b>	<b>136.32</b>	<b>356.32</b>	<b>1,636.32</b>
<b>Total for Job: A00001</b>			<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>		<b>1,280.00</b>	<b>220.00</b>	<b>136.32</b>	<b>356.32</b>	<b>1,636.32</b>
<b>Job: JB-00001 - New Community Rec Center</b>													
<b>Phase: 16510 - Interior Lighting</b>													
<b>Category: L - Labor</b>													
CCC-HF-01	Henry Flynn	ZZ20	8.00	0.00	0.00	0.00	8.00	32.000	256.00	100.00	27.26	127.26	383.26
CCC-WK-HR101	Francis Chamichael	IE29	8.00	0.00	0.00	0.00	8.00	60.000	480.00	100.00	51.12	151.12	631.12
<b>Total for Category: L</b>			<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>		<b>736.00</b>	<b>200.00</b>	<b>78.38</b>	<b>278.38</b>	<b>1,014.38</b>
<b>Total for Phase: 16510</b>			<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>		<b>736.00</b>	<b>200.00</b>	<b>78.38</b>	<b>278.38</b>	<b>1,014.38</b>
<b>Total for Job: JB-00001</b>			<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>		<b>736.00</b>	<b>200.00</b>	<b>78.38</b>	<b>278.38</b>	<b>1,014.38</b>
<b>GrandTotal For Company CCC</b>			<b>56.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56.00</b>		<b>2,016.00</b>	<b>420.00</b>	<b>214.70</b>	<b>634.70</b>	<b>2,650.70</b>

Report Parameters																												
FEIN Number:	Company:	Pay Run:	Year:	From Job:	To Job:	From Category:	To Category:	From Period:	To Period:	From Cost Code:	To Cost Code:	From Quarter:	To Quarter:	From Date:	To Date:	Job Company:	From Home Company:	To Home Company:	Include Transfers:	Run Date:	Apr 08, 2024	Run Time:	9:52 AM EDT	Operator:	JANINER12	Report Code:	PY1059J	205

Sample Labor and Overhead Distribution Report by Job (PY1059)

# International Payroll - Detailed Burden Report

**DETAILED BURDEN REPORT** Save Exit

**SELECTION CRITERIA**

Business No. [ ] [ ]

Payroll Company CCC [ ] CMiC Construction Company

Sort By  By Job  By Employee

From Employee [ ] [ ]

To Employee [ ] [ ]

Job Company [ ] [ ]

From Job [ ] [ ]

To Job [ ] [ ]

From Phase [ ] [ ]

To Phase [ ] [ ]

From Category [ ] [ ]

To Category [ ] [ ]

Start Date 04012023 [ ] End Date 04082024 [ ]

Print

*Pgm: PY1088 – Detailed Burden Report; standard Treeview path: International Payroll > Reports > Payroll Reports > Detailed Burden Report (CA)*

This screen is used to generate the Detailed Burden Report for a specific year and pay periods in companies and reports the total and indirect costs of hiring an employee. The report includes labor burden costs and totals for the selected report parameters.

---

**NOTE:** Payroll configurations and pay runs must first be set up in order to use this screen. For more information, refer to Company Setup in the US Payroll Guide.

---

## Sort By – Radio Buttons

Select the 'By Job' or 'By Employee' radio button to sort the report. The 'By Job' radio button is selected by default.

The report can be further filtered by From/To Employee, Job Company, From/To Job, From/To Phase, and From/To Category.

		<b>CCC - CMiC Construction Company</b>											Page: 1 of 3	
<b>PAYROLL - DETAILED BURDEN REPORT</b>													Date: Apr 08, 2024	
<b>-by Job-</b>													Time: 10:12 AM EDT	
<u>Emp No.</u>	<u>Name</u>	<u>Trade</u>	<u>Charge Rate</u>	<u>Total Hours</u>	<u>Gross Pay</u>	<u>CPP</u>	<u>EI / QEI</u>	<u>QPI</u>	<u>HSF</u>	<u>CNT</u>	<u>WC</u>	<u>EHT</u>	<u>Fringes Expense</u>	<u>Burden Total</u>
<b>Business Num: 77-8899121</b>		<b>Company: CCC - CMiC Construction Company</b>												
Job: 001122 - JB001		Job Company: CCC - CMiC Construction Company												
Phase: 01130 - Superintendent														
Category: 2000 - Subcontract														
RGUS-ETIME-01	LeBron James	101E	25.00	8.00	0.00									
<b>Total For Category: 2000</b>				<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For Phase: 01130</b>				<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For Job: 001122</b>				<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Job: ASDF - ASDF JOB		Job Company: CCC - CMiC Construction Company												
Phase: 01-3000 - Project Coordinator														
Category: 1000 - Labor														
00001	Mark Smith	101E	35.00	20.00	700.00									
<b>Total For Category: 1000</b>				<b>20.00</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For Phase: 01-3000</b>				<b>20.00</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total For Job: ASDF</b>				<b>20.00</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Job: CCC-JB-101 - CCC-JB-101		Job Company: CCC - CMiC Construction Company												
Phase: 01 - General Conditions														
Category: 1000 - Labor														
RGWK-HRLY-CA01	Michael Preston	101E	30.00	131.00	5,295.00									
RGWK-HRLY-CA02	Andrea Caglia	101E	30.00	40.00	1,200.00									
RGUS-ETIME-01	LeBron James	101E	25.00	4.00	0.00									

Sample Detailed Burden Report by Job (PY1088)

# International Payroll - Year-To-Date Earnings (CA)

Enter Parameters for: Year to Date Earnings (CA) (PY1067CA)
✕

FEIN Number	<input type="text"/>	<input type="text"/>	
Company	<input type="text" value="PYMC"/>	<input type="text" value="Caspian Canada Constructions"/>	
Report Run By	<input type="text" value="P"/>	<input type="text" value="Pay Date Setup on Pay Period Screen"/>	
Pay Run Code	<input type="text" value="CABW"/>	<input type="text" value="Biweekly CA"/>	
* Year	<input type="text" value="2023"/>		
Up To Period	<input type="text" value="26"/>	<input type="text" value="2023-12-30 00:00:00.0"/>	
Up To Quarter	<input type="text"/>		
From Employee	<input type="text"/>		
To Employee	<input type="text"/>		
Up To Date	<input type="text" value="mm/dd/yyyy"/>	or Relative Date: <input type="text"/>	

Destination

Output Format

Locale

*Pgm: PY1067CA– Year-To-Date Earnings (CA); standard Treeview path: International Payroll > Reports > Payroll Reports > Year-To-Date Earnings (CA)*

This screen is used to generate the Year-To-Date Earnings Report for a specific year and pay periods in companies. The report includes employee personally identifiable information (PII) and a breakdown of the federal and provincial/local year-to-date earnings and withheld taxes for selected employees.

**NOTE:** Payroll must be processed and posted prior to using this screen. As well, payroll configurations and pay runs must first be set up in order to use this screen. For more information, refer to Company Setup in the US Payroll Guide.

## Report Run By

Enter/select one of the following codes from the Report Run By field's LOV to customize the report:

- **O:** Actual Posting Dates to GL/JC
- **P:** Pay Date Setup on Pay Period Screen

International Payroll - R12

- **Q:** Quarterly – Defined by Month on Pay Period Screen
- **R:** Pay Period

**Up To Period, Up to Quarter, Up To Date**

Enter/select an ending date for the range of dates to include on the report. Leave these fields blank to include the whole year on the report.

Multiple Companies													Page: 1 of 3	
PAYROLL - YEAR-TO-DATE EARNINGS REPORT													Date: Apr 09, 2024	
													Time: 10:27 AM EDT	
Employee		Income Tax					EI / QEI		CPP / QPP		QPI			
Number	Name	Hours	Gross Earnings	Earnings	Withheld	Prov. Earnings	Withheld	Earnings	Withheld	Earnings	Withheld	Earnings	Withheld	
<b>Business No.: 8967543-RP01</b>		<b>Company: PYMC - Caspian Canada Constructions</b>												
POM-001	Sal Pom , 001	2,080.00	59,999.94	58,946.94	6,011.72	58,946.94	2,534.22	59,999.94	978.12	59,999.94	3,361.80	0.00	0.00	
SIN : 854586585														
POM-002	SAL 002 , POM	2,080.00	59,999.94	58,868.94	5,995.60	58,868.94	2,526.94	59,999.94	978.12	59,999.94	3,361.80	0.00	0.00	
SIN : 963524123														
POM-003	SAL 003 , POM	2,080.00	59,999.94	57,984.94	4,813.12	58,684.86	6,363.10	59,999.94	762.06	59,999.94	3,616.08	59,999.94	296.40	
SIN : 854756963														
PYC-BW-SAL-506	PEBWSAL-506 , SAL-506	2,080.00	63,978.98	63,978.98	7,002.06	63,978.98	5,899.14	63,978.98	1,042.86	63,978.98	3,598.40	0.00	0.00	
SIN : 834746810														
PYC-BW-SAL-509	NSBWSAL-509 , SAL-509	2,080.00	29,590.08	29,590.08	1,678.04	29,590.08	1,435.72	29,590.08	482.56	29,590.08	1,552.46	0.00	0.00	
SIN : 605640846														
PYC-BW-SAL-510	NSBWSAL-510 , SAL-510	2,080.00	59,179.90	59,179.90	6,069.18	59,179.90	5,782.14	59,179.90	964.86	59,179.90	3,312.92	0.00	0.00	
SIN : 212944086														
PYC-BW-SAL-511	NSBWSAL-511 , SAL-511	2,080.00	92,999.92	92,999.92	12,872.34	92,999.92	11,404.64	92,999.92	1,516.06	92,999.92	5,325.32	0.00	0.00	
SIN : 411089097														
PYC-BW-SAL-512	NSBWSAL-512 , SAL-512	2,080.00	149,999.98	149,999.98	26,740.74	149,999.98	21,272.42	149,999.98	2,445.04	149,999.98	8,716.76	0.00	0.00	
SIN : 089045413														
PYC-BW-SAL-513	NLBWSAL-513 , SAL-513	2,080.00	76,161.02	76,161.02	9,454.90	76,161.02	7,270.90	76,161.02	1,241.50	76,161.02	4,323.28	0.00	0.00	
SIN : 493841399														
PYC-BW-SAL-101	QCBWSAL-101 , SAL-101	2,080.00	122,000.06	122,000.06	16,246.36	120,684.98	19,259.68	122,000.06	1,549.60	122,000.06	7,583.94	122,000.06	602.68	
SIN : 331191833														
PYC-BW-SAL-300	ONBWSAL-300 , SAL-300	2,080.00	97,000.02	97,000.02	13,684.06	97,000.02	6,094.40	97,000.02	1,581.32	97,000.02	5,563.22	0.00	0.00	
SIN : 430999490														
PYC-BW-SAL-302	ONBWSAL-302 , SAL-302	2,080.00	198,500.12	198,500.12	40,256.58	198,500.12	23,936.38	198,500.12	3,235.70	198,500.12	11,602.50	0.00	0.00	
SIN : 600975171														
PYC-BW-SAL-303	ONBWSAL-303 , SAL-303	2,080.00	214,367.92	214,367.92	44,861.96	214,367.92	26,916.50	214,367.92	3,494.40	214,367.92	12,546.56	0.00	0.00	
SIN : 365136340														
PYC-BW-SAL-304	QCBWSAL-304 , SAL-304	2,080.00	220,367.94	220,367.94	38,849.72	219,052.86	44,328.84	220,367.94	2,798.90	220,367.94	13,879.58	220,367.94	1,088.62	
SIN : 587733957														
PYC-BW-SAL-305	ONBWSAL-305 , SAL-305	2,080.00	150,472.92	150,472.92	26,862.68	150,472.92	14,932.58	150,472.92	2,452.84	150,472.92	8,744.84	0.00	0.00	
SIN : 264662347														
PYC-BW-SAL-306	ONBWSAL-306 , SAL-306	2,080.00	78,499.98	78,499.98	8,925.02	78,499.98	3,874.00	78,499.98	1,279.72	78,499.98	4,462.38	0.00	0.00	
SIN : 566074191														

Sample Year-To-Date Earnings Report (PY1067CA)

# International Payroll - Calculations for Dubai Region

## Region

## International Payroll - Employee Setup for Base Wage Calculation - Dubai Region

### Employee Profile

The screenshot displays the 'EMPLOYEE PROFILE' window for employee ALC-ENG100, JANANI HASSAN. The 'Personal' tab is active, showing various fields for employee information. The 'Salary Frequency' dropdown menu is highlighted with a red box, showing 'Monthly' as the selected option. Other visible fields include Prefix, Last Name (JANANI), First Name (HASSAN), SSN / SIN (101), Status (Active), Work Status (Working), FLSA Type (Non-Exempt), Date of Birth (01/01/1970), Hire Date (01/01/2021), and Primary Employee (ALC-ENG100).

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

## International Payroll - R12

The screenshot displays the 'EMPLOYEE PROFILE' window for Employee # ALC-ENG100, JANANI HASSAN. The 'Rates/Salary' tab is active, showing various rate fields. The 'Monthly Salary' field is highlighted with a red box and contains the value 12,000.00. Other fields include Hourly Rate, Charge Out Rate, Billing Rate, GC Charge Rate, GC Billing Rate, NWHR Rate (QREG), QAT Regular Rate, OT Rate (OVT), Overtime, DOT Rate (DOT), Double Overtime, OTH Rate (OTHR), Other, Preferred Pay Rate (Job), Preferred Charge Out Rate (Job), Preferred Bill Rate (Job), Preferred Method for Direct Deposit Stubs (Mail), Entered Overtime, Direct Deposit Email, Minimum Hour Code, Entered Double Overtime, Company (ALEC), ALEC UAE Company, Job, Cost Code, Category, Equipment, Cost Code, Category, and Tran Code. An 'Override Burden Job Allocation' button is located at the bottom left.

*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

The screenshot displays the 'EMPLOYEE PACKAGE' application window. It features a blue header bar with 'EMPLOYEE PACKAGE' on the left and 'Save', 'Exit', and other icons on the right. Below the header, there are two main sections: 'PACKAGES' and 'NON-PACKAGES'. Each section contains a table with columns for Status, Code, Vendor, Description, Plan Code, Plan Option, Effective Date, Eligible Amount, Amount, Life-To-Date Total Amount, and End Date. The 'PACKAGES' section lists eight items, including Basic Salary and various ALEC Engrs benefits. The 'NON-PACKAGES' section lists one item, ALEC Engrs-Car Benefit.

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		

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.

# International Payroll - Employee Package for Companies in the UAE

The screenshot shows the 'EMPLOYEE PACKAGE' screen. At the top, there is a blue header bar with the title 'EMPLOYEE PACKAGE' and standard SAP navigation icons. Below the header, the 'Selection Criteria' section includes an 'Employee' search field and an 'As Of Date' field. The main content area is split into two sections: 'PACKAGES' and 'NON-PACKAGES'. Each section contains a table with the following columns: Status, Code, Vendor, Description, Plan Code, Plan Option, Effective Date, Eligible Amount, Amount, Life-To-Date Total Amount, and End Date. Both tables currently display 'No rows yet.'

*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.

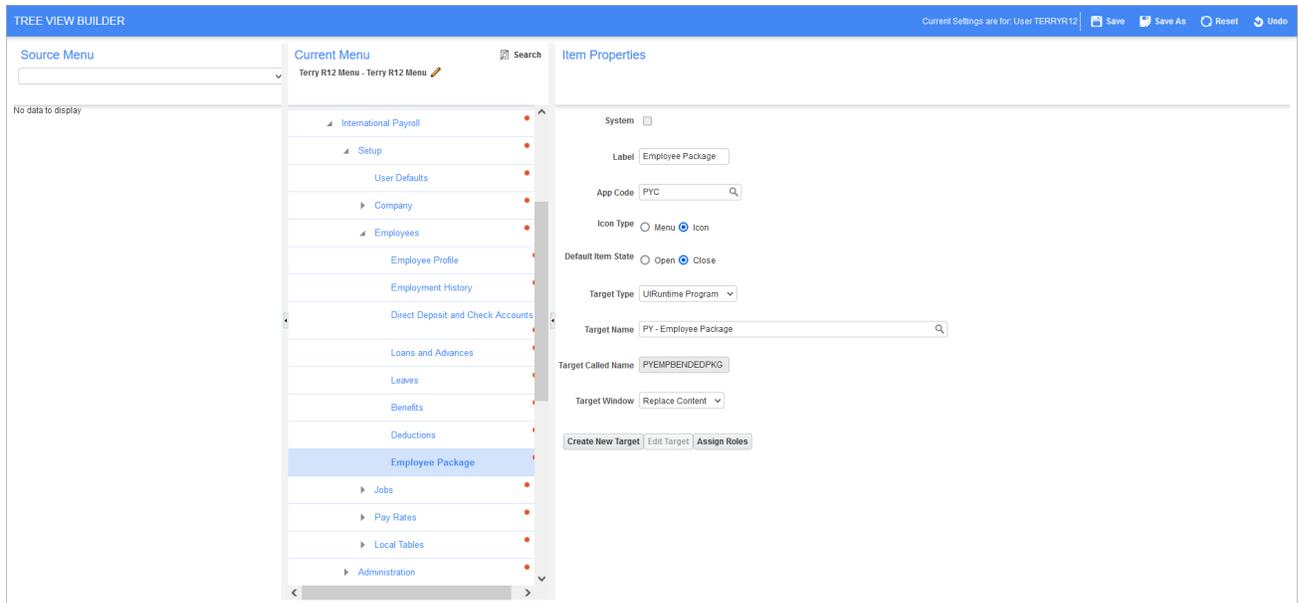
---

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

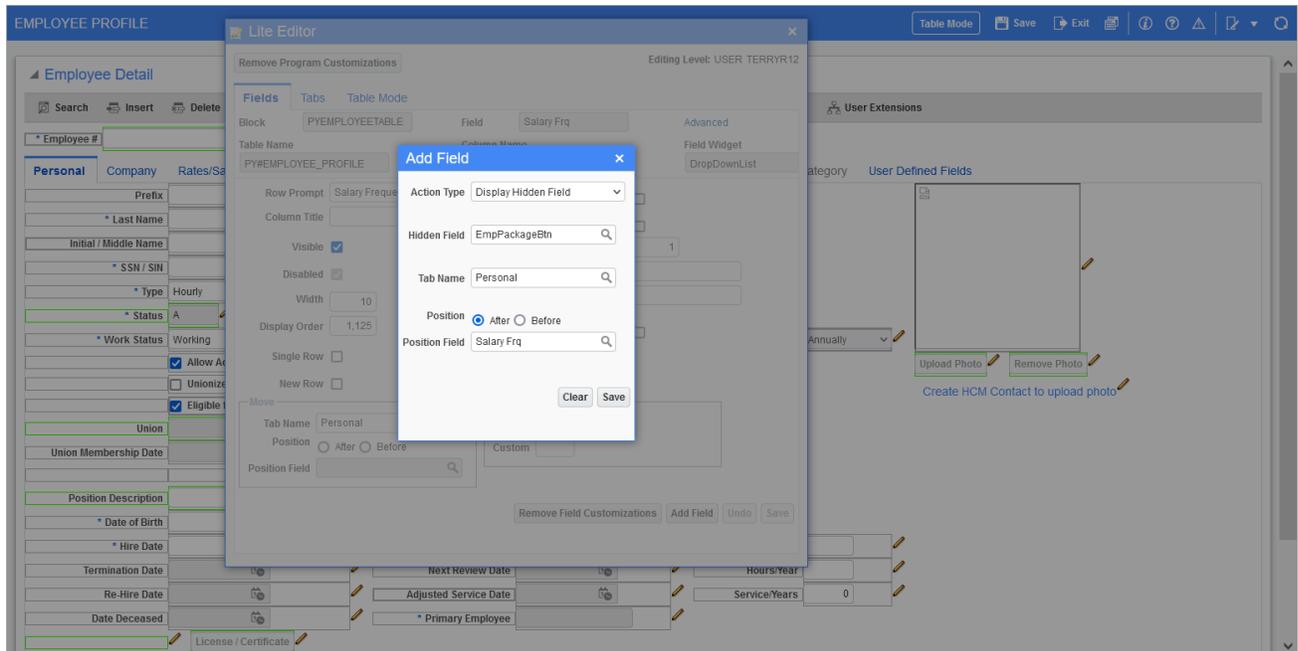
---

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

## International Payroll - R12



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 [International Payroll - 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 [International Payroll - Pro-ration of Lump Sum Benefits](#).

# International Payroll - Pro-ration of Lump Sum Benefits

## Overview

The screenshot displays the 'BENEFITS MASTER' application window. The 'Benefit Details' form is visible, showing the following configuration:

- Code:** ALEC
- Description:** ALEC Engrs-Food Benefit
- Short Description:** FOOD
- Reporting Group:** (Empty)
- Type:** Lump Sum
- Base Code:** NONE
- Amount:** (Empty)
- Include in Package:**  (highlighted)
- Pro-rate Lump Sum Benefit:**  (highlighted)
- Paid in Cash:**
- Job Allocation:**
- Department Allocation:**
- Calculation Benefit:**
- Work Location Allocation:**
- Calculate Overhead:**

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:

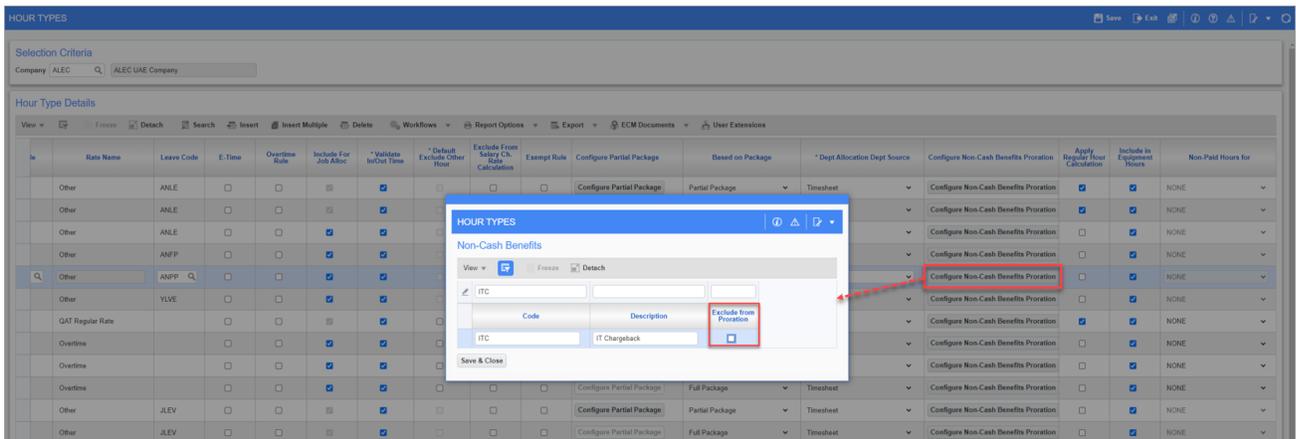
1. Alternative work days must be set up for seven working days for the Dubai region.
2. To pro-rate for a lump sum benefit, the 'Pro-rate Lump Sum Benefit' box should be checked.

## 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 Rate > Hour Types). To exclude a non-cash benefit from pro-ration, check the 'Exclude from Pro-ration' box.

# International Payroll - 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.

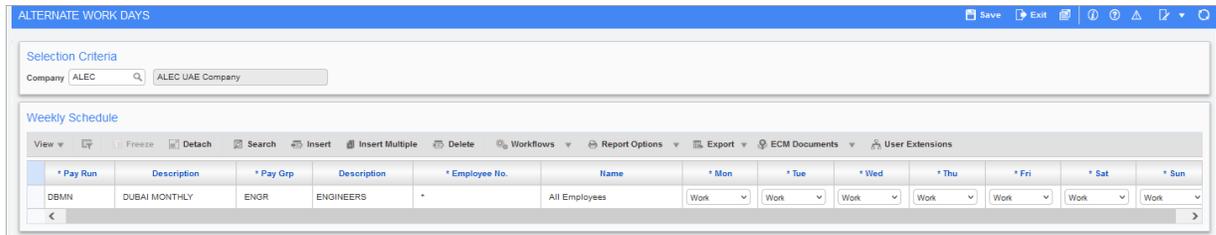
Employees are entitled to an annual leave of:

- 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.

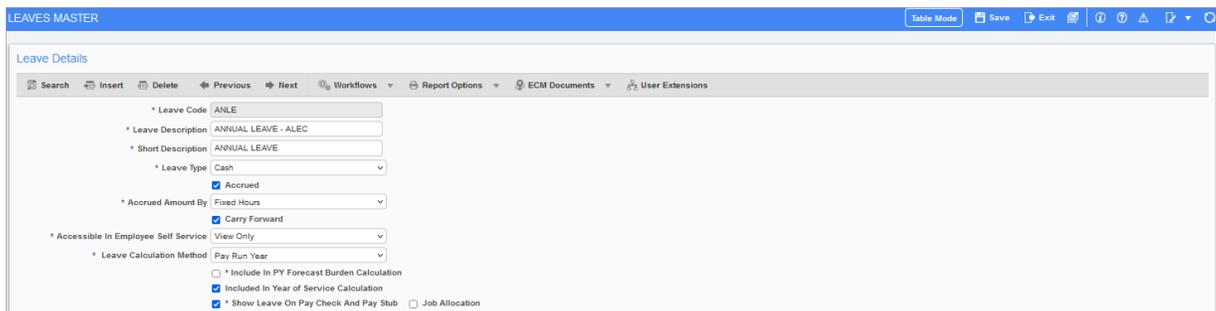
The calculation of the duration of annual leave will include official holidays specified by law or by agreement and any other leaves caused by sickness if they fall within the annual leave.

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.



# International Payroll - R12

**COMPANY LEAVES** Table Mode Save Exit

**Selection Criteria**

\* Company:  ALEC UAE Company  
 \* Pay Group:  All Groups  
 \* Pay Run:  DUBAI MONTHLY Copy

---

**Company Leave Details**

**General** | Accounting | Advanced Setup

Search | Insert | Delete | Previous | Next | Workflows | Report Options | ECM Documents | User Extensions

\* Leave Code:  ANNUAL LEAVE - ALEC  
 Short Description:

Leave Calculation Method:

Leave Type:

Eligible Days:  Pay Percent:   
 Eligible Hours:

Accrued \* Accrued Amount:   
 Carry Forward \* Restrict Dist.Type in E-Time Sheet:   
 Max C Forward:  Additional CF:  Max Carry Forward Method:

Max Accrual:  Days C Forward Expires:  Annual Accrual Leave Cap:   
 Sick Policy Code:

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.

**HOURLY TYPES**

**Selection Criteria**

Company:  ALEC UAE Company

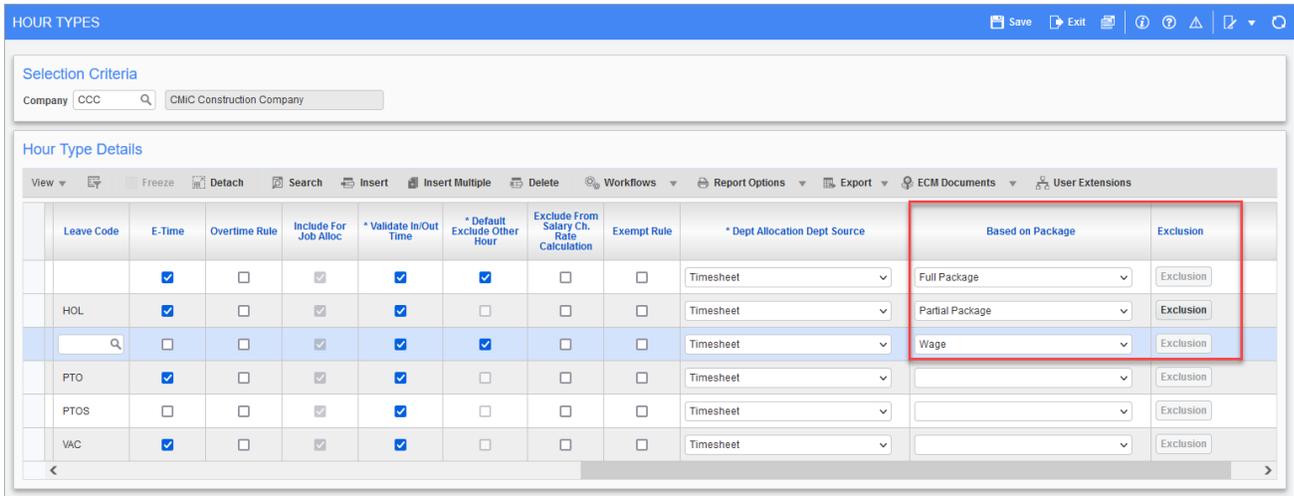
---

**Hour Type Details**

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents | User Extensions

* Code	* Description	* Short Description	* Type	Rate Code	Rate Name	Leave Code	E-Time	Overtime Rule	Includes For Job Role	* Un/eligible In/Out Time	* Default Exempt Hour	Exclude From Salary Calc. Rpt. Calculation	Exempt Rule	* Dept Allocation Dept Source	Based on Package	Exclusion
AL1	Annual Leave Base	Annual LE Base	Benefit	OTH/R	Other	ANLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Wage	Exclusion
AL2	Annual Leave PP	Annual LE Full	Benefit	OTH/R	Other	ANLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Full Package	Exclusion
AL3	Annual Leave PP	Annual LE Part	Benefit	OTH/R	Other	ANLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Partial Package	Exclusion
AL4	Yearly Leave PP	Yearly LE Part	Benefit	OTH/R	Other	YULE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Partial Package	Exclusion
DR1	DRIVING	DRIVING	Benefit	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Partial Package	Exclusion
DRV	DRIVING	DRIVING	Benefit	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Wage	Exclusion
HELI	HELICOPTER TIME	TIME	Benefit	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet	Full Package	Exclusion

# International Payroll - 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.

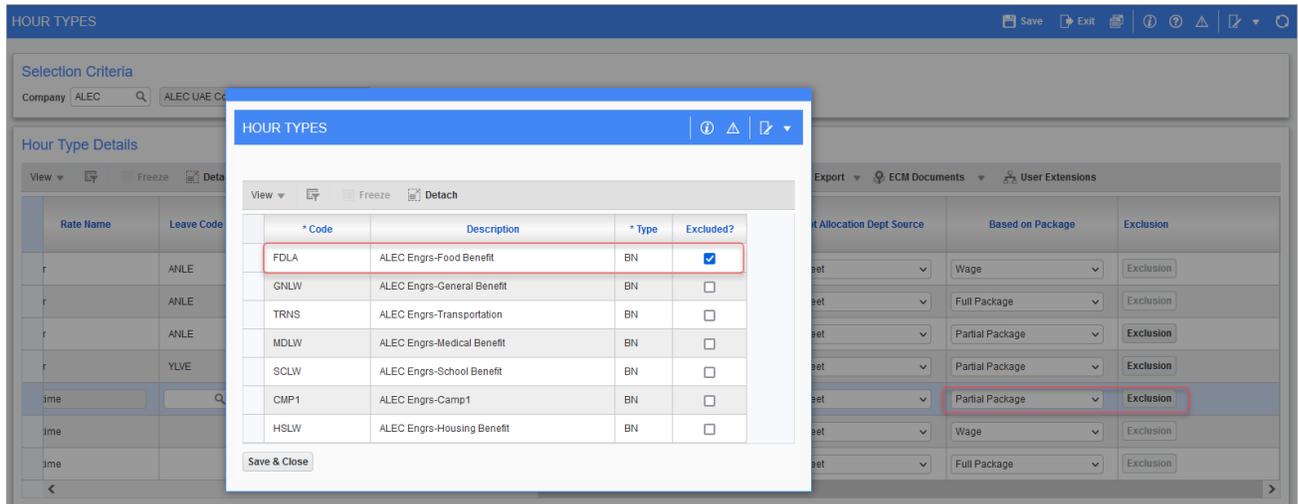
The Based on Package column is a drop-down list that shows three types of packages: "Wage", "Partial Package" (which allows the exclusion of benefits), and "Full Package".

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.

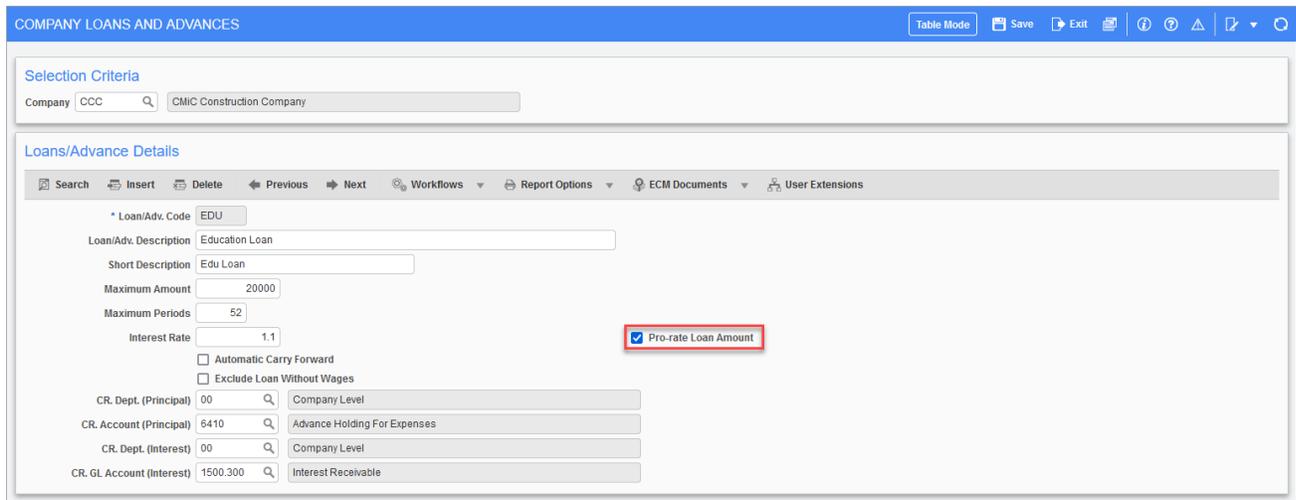
When the Based on Package column is set to "Partial Package", CMiC payroll allows users to set up overtime based on the employee's gross wages with the ability to include specific

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.

# International Payroll - Pro-rate Loans and Advances



COMPANY LOANS AND ADVANCES

Table Mode Save Exit

Selection Criteria

Company CCC CMIC Construction Company

Loans/Advance Details

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Loan/Adv. Code EDU

Loan/Adv. Description Education Loan

Short Description Edu Loan

Maximum Amount 20000

Maximum Periods 52

Interest Rate 1.1

Pro-rate Loan Amount

Automatic Carry Forward

Exclude Loan Without Wages

CR. Dept. (Principal) 00 Company Level

CR. Account (Principal) 6410 Advance Holding For Expenses

CR. Dept. (Interest) 00 Company Level

CR. GL Account (Interest) 1500.300 Interest Receivable

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.

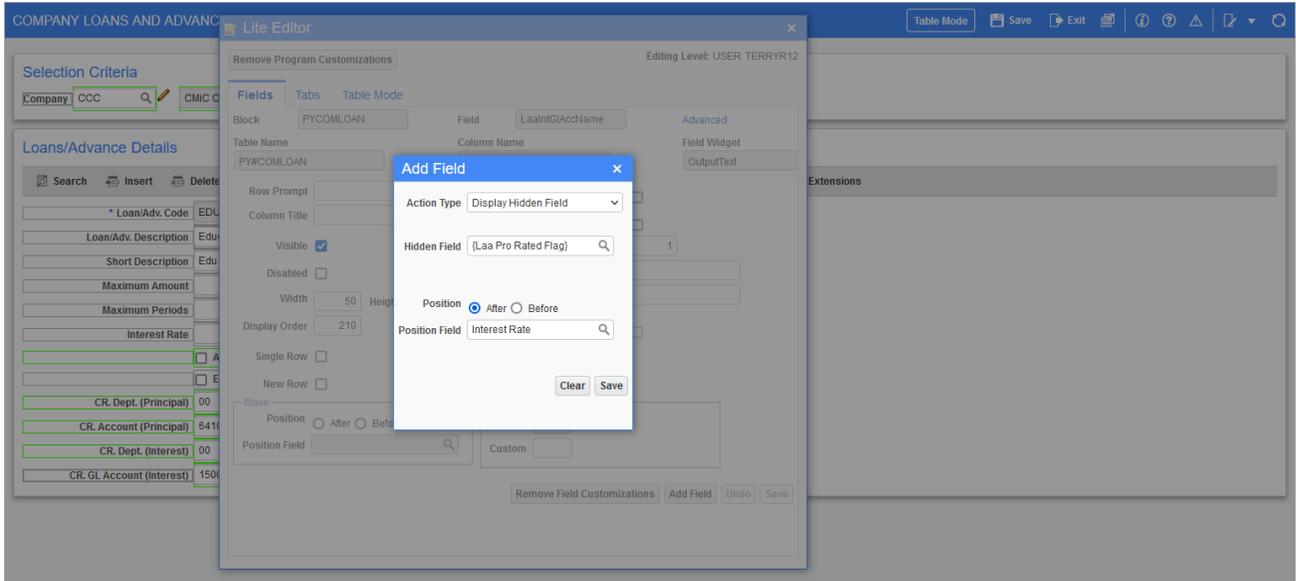
For example, an employee's hire date is January 1st, 2021 and their loan start date is on January 15th, 2021. The loan calculates from January 15th to January 31st for the monthly period.

---

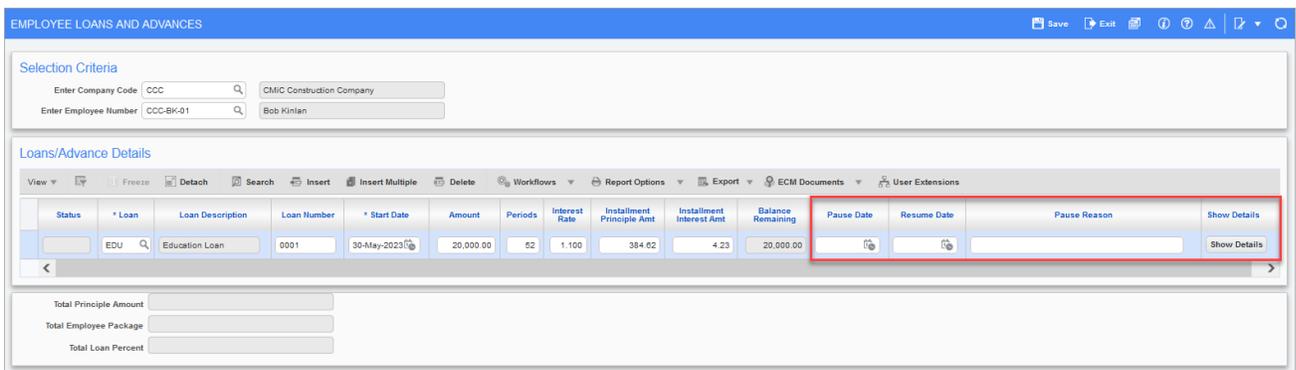
**NOTE:** This functionality is available for US Payroll and International Payroll.

---

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.

## International Payroll - 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	<input type="checkbox"/>
ALC-ENG109	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG110	15/04/2021	240	30	0	60	0	60	40	0	20	<input type="checkbox"/>
ALC-ENG111	15/04/2021	240	30	0	60	0	60	40	0	20	<input type="checkbox"/>
ALC-ENG112	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG113	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG114	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG115	01/01/2021	240	30	0	240	128	112	40	0	72	<input checked="" type="checkbox"/>
ALC-ENG116	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG117	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>

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.

## International Payroll - R12

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

The screenshot shows the 'EMPLOYEE LEAVES ENCASHMENT' utility interface. At the top, there is a blue header bar with the title and navigation icons. Below the header, the main area is titled 'Leave Encashment'. It contains several input fields: 'Company' (ALEC), 'Pay Run' (DBMN), 'Year' (2023), 'Period' (1), and 'Sub Period'. There are also buttons for 'Accept/Process' and 'Close'. The background is slightly dimmed, showing a table of employee data.

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.

This screenshot shows the same 'EMPLOYEE LEAVES ENCASHMENT' utility interface, but with an 'Alert' pop-up window displayed in the center. The alert window has a blue header and contains the text 'Processing Completed' and an 'OK' button. The background interface is dimmed, showing the 'Leave Encashment' form and a table of employee data. The table has columns for employee ID, date, and various numerical values.

Employee ID	Date	Value 1	Value 2	Value 3	Value 4	Value 5	Value 6	Value 7	Value 8	Value 9	Value 10	Value 11	Value 12
ALC-ENG104	01/01/2021	240	30	0	0	0	0	0	40	0	-40		
ALC-ENG105	01/01/2021	240	30	0	0	0	0	0	40	0	-40		
ALC-ENG106	01/01/2021	240	30	0	0	0	0	0	40	0	-40		
ALC-ENG107	01/01/2021	240	30	0	0	0	0	0	40	0	-40		
ALC-ENG108	01/01/2021	240	30	0	0	0	0	0	40	0	-40		
ALC-ENG109	01/01/2021	240	30	0	0	0	0	0	40	0	-40		

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

## International Payroll - R12

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

The screenshot shows the 'PAYROLL ADJUSTMENT ENTRY' window. Under 'Selection Criteria', the company is 'ALEC UAE Company', pay run is 'DUBAI MONTHLY', year is '2021', and period is '01/12/2021' to '31/12/2021'. The 'Adjustment Details' table has a row for employee 'ALC-ENG115' with 'Leave Cash' checked. Below the table, employee details for 'MANI SISTAANI' are visible, including 'DUBAI' as the work location and 'Engineers' as the trade.

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

## Exclude Benefit Amounts

The screenshot shows the 'BENEFITS MASTER' window for benefit 'HML' (HIGH MILEAGE ALEC). The 'Include in Package' and 'Exclude Encashment' checkboxes are checked and highlighted with a red box. Other options like 'Fully Paid On Leave' and 'Pro-rate Lump Sum Benefit' are unchecked. The 'Amount' section has 'Paid in Cash' and 'Job Allocation' checked.

Pgm: PYBENFIT – Benefits Master; standard Treeview path: International Payroll > Administration > Benefits > Master

Benefits can be excluded from leave encashment by checking the 'Exclude Encashment' box on the Benefits Master screen. For example, a cash benefit such as a high mileage allowance that is included in employee package calculations may be excluded when the employee has opted to encash the accrued annual leave.

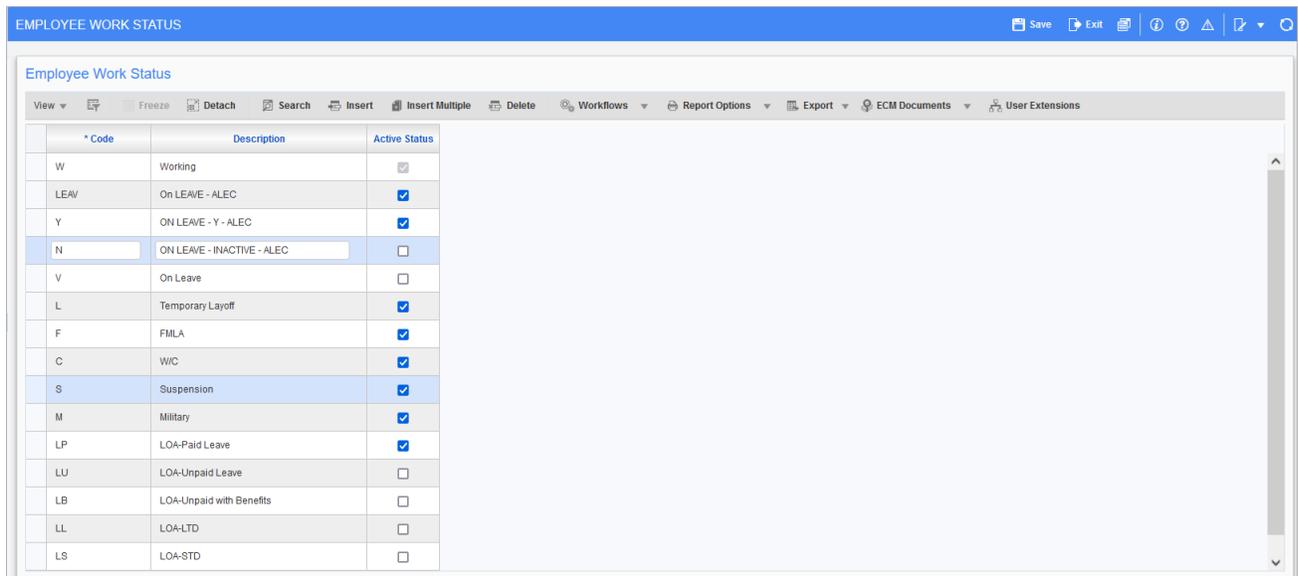
The benefit must also be included in employee package calculations (i.e., the 'Include in Package' box must be checked on the Benefits Master screen). For more information, please refer to [International Payroll - Include Benefit and Deduction in Package](#).

---

**NOTE:** The 'Exclude Encashment' and 'Include in Package' fields are hidden by default but may be added using the Lite Editor.

---

## International Payroll - Unpaid Leave Calculation



The screenshot shows the 'Employee Work Status' application window. The window title is 'EMPLOYEE WORK STATUS'. The main content area displays a table with three columns: 'Code', 'Description', and 'Active Status'. The table contains the following data:

Code	Description	Active Status
W	Working	<input type="checkbox"/>
LEAV	On LEAVE - ALEC	<input checked="" type="checkbox"/>
Y	ON LEAVE - Y - ALEC	<input checked="" type="checkbox"/>
N	ON LEAVE - INACTIVE - ALEC	<input type="checkbox"/>
V	On Leave	<input type="checkbox"/>
L	Temporary Layoff	<input checked="" type="checkbox"/>
F	FMLA	<input checked="" type="checkbox"/>
C	W/C	<input checked="" type="checkbox"/>
S	Suspension	<input checked="" type="checkbox"/>
M	Military	<input checked="" type="checkbox"/>
LP	LOA-Paid Leave	<input checked="" type="checkbox"/>
LU	LOA-Unpaid Leave	<input type="checkbox"/>
LB	LOA-Unpaid with Benefits	<input type="checkbox"/>
LL	LOA-LTD	<input type="checkbox"/>
LS	LOA-STD	<input type="checkbox"/>

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

## International Payroll - R12

The screenshot shows the 'Employee Profile' screen for employee ALC-ENG136, SINGH SUNNY. The 'Work Status' dropdown is highlighted with a red box and labeled '4CHAR WORK STATUS'. The dropdown menu is open, showing 'On LEAVE - ALEC' as the selected option. Other fields include Last Name (SINGH), First Name (SUNNY), SSN (456765434), Type (Salaried), Status (Active), FLSA Type (Non-Exempt), and Salary Frequency (Monthly). The 'Employee Package' field is also visible.

*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.

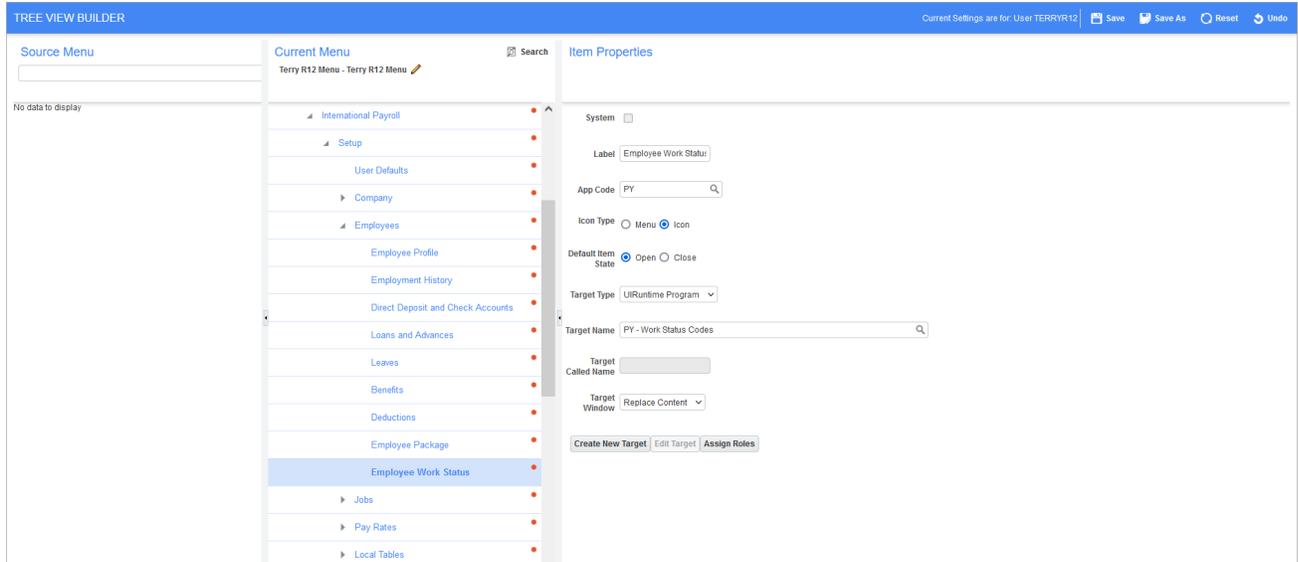
---

**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.

## International Payroll - R12



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.

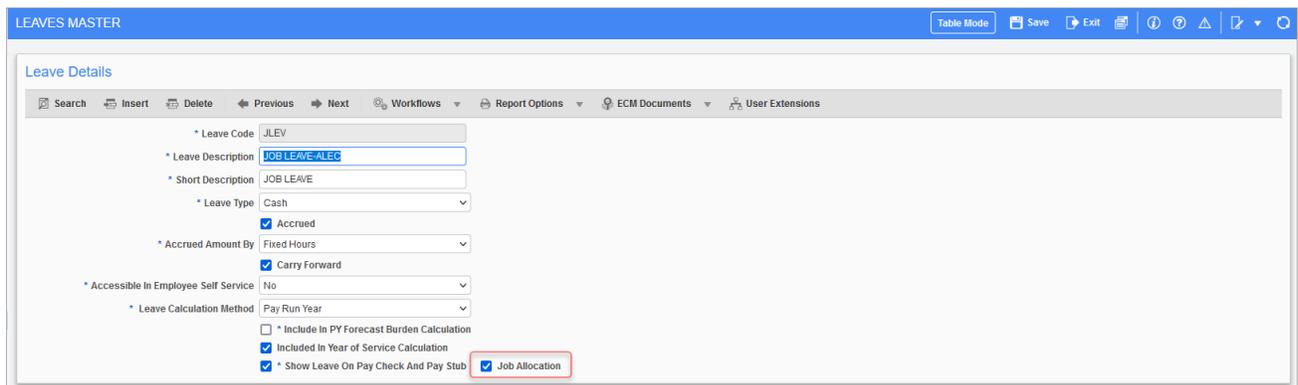
The processing looks up the new “Active” status from the setup table for work status. If the work status has an unchecked 'Active Status' box, then it will not be included for processing.

---

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

---

## International Payroll - Leave Accruals



## International Payroll - R12

*Pgm: PYLEAVE – Leaves Master; standard Treeview path: International Payroll > Administration > Leaves > Master*

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.

---

# International Payroll - Leave Pay Percent for the Dubai Region

**Bed Ded Table Base**

Table Code: AZETCA    Table Description: AZETCA PTO

Table Type: Leave Pay Percent    Effective Date: 01-Jan-2021

Based On: Leave Taken YTD    Term: Month

Retrieve: Single Row

Apply To Base:  Factor  Percentage

**Ben Ded Table Rows**

From	To	* Value/ Effective Days/ Eligible Hours
0	15	100
16	30	50
31	999	0

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

# International Payroll - R12

**COMPANY LEAVES** Table Mode Save Exit

**Selection Criteria**

- \* Company: CCC (CMIC Construction Company)
- \* Pay Group: ALL (All Groups)
- \* Pay Run: DBMN (DUBAI MONTHLY) Copy

**Company Leave Details**

General Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Leave Code: SICK (SICK)

Short Description: SICK

Leave Calculation Method: Pay Run Year

Leave Type: Cash

Eligible Days: [ ]

Pay Percent: [ ]

Eligible Hours: [ ]

Accrued Percentage: [ ]

Accrued Amount: Fixed Hours

\* Restrict Dist.Type in E-Time Sheet: No Restriction

Max Carry Forward Method: Fixed Hours

Max C Forward: [ ] Additional CF: [ ]

Max Accrual: [ ] Days C Forward Expires: [ ] Annual Accrual Leave Cap: [ ]

Sick Policy Code: [ ]

\* Validate Eligible Hours Taken based on: Balance Hours

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

**COMPANY LEAVES** Table Mode Save Exit

**Selection Criteria**

- \* Company: CCC (CMIC Construction Company)
- \* Pay Group: ALL (All Groups)
- \* Pay Run: DBMN (DUBAI MONTHLY) Copy

**Company Leave Details**

General Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Base Element: [ ] Create Base

Table Base: [ ] Table Base

Leave Pay Table Base: AZETCA (AZETCA PTO) Table Base

\* Allow More than Eligible Hours: Warning

Total Max Hours: [ ]

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.
- 

## International Payroll - 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

The screenshot displays the 'EMPLOYEE NATIONALITY DETAILS' window. At the top, there is a search bar for an employee, currently showing 'Greg Bannister' with ID 'CCC-GB-01'. Below this is the 'Nationality Details' section, which contains a grid of fields for entering employee information. The fields and their values are as follows:

Employee Mother's Name	Barnett
Employee Primary Nationality	UAE United Arab Emirates
Employee Secondary Nationality	CA Canada
Passport Place of Issue	CA Canada
Passport No	123456789
Passport Date of Issue	15-Jan-2015
Passport Expiry Date	15-Jan-2025
Employee Emirates ID	748502
Visa Place of Issue	CA Canada
Employee Visa No	583040
Visa Issue Date	01-Jan-2022
Visa Expiry Date	31-Dec-2023

*Pgm: PYEMP NATIONAL - 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 Pymn\_Passport\_Place\_Issue and Pymn\_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**

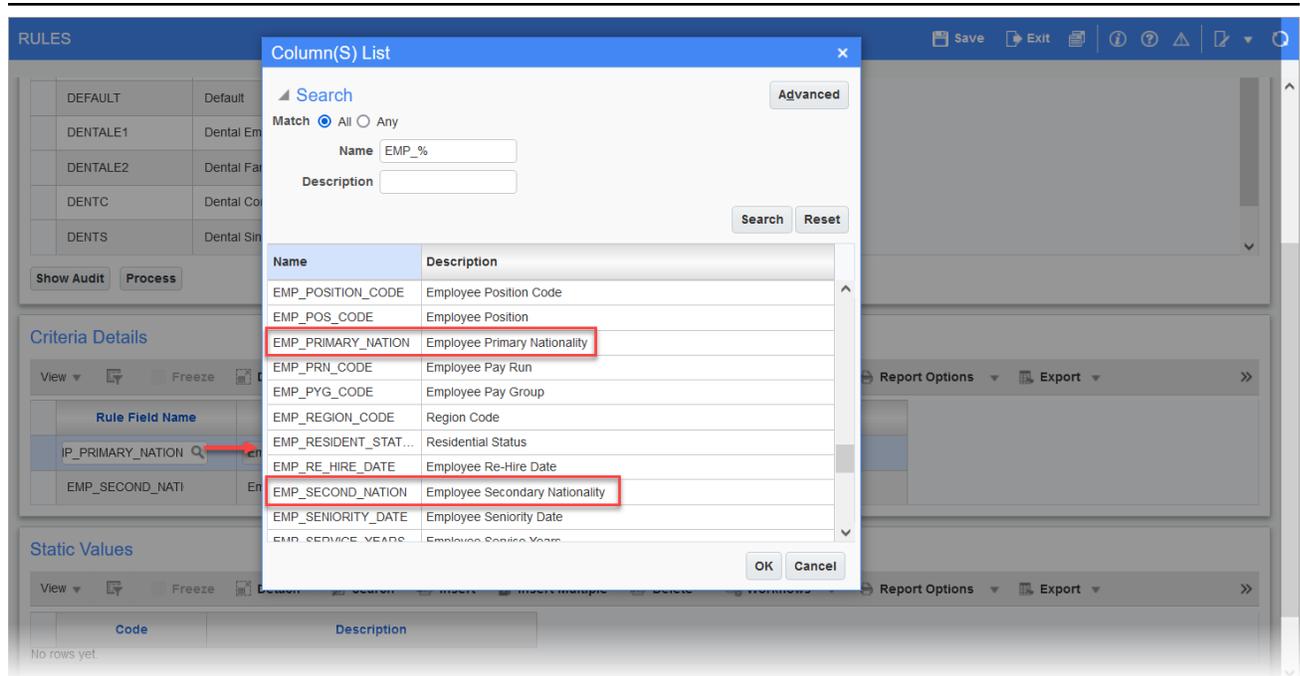
The date the Visa was issued.

**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.

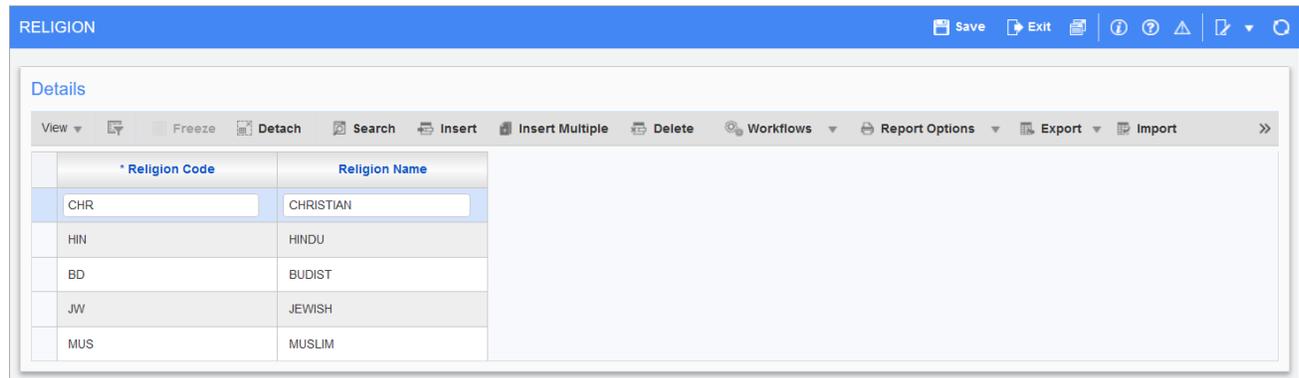
### Secondary Nationality

The employee's secondary nationality by migration.

### Hold Residence 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.

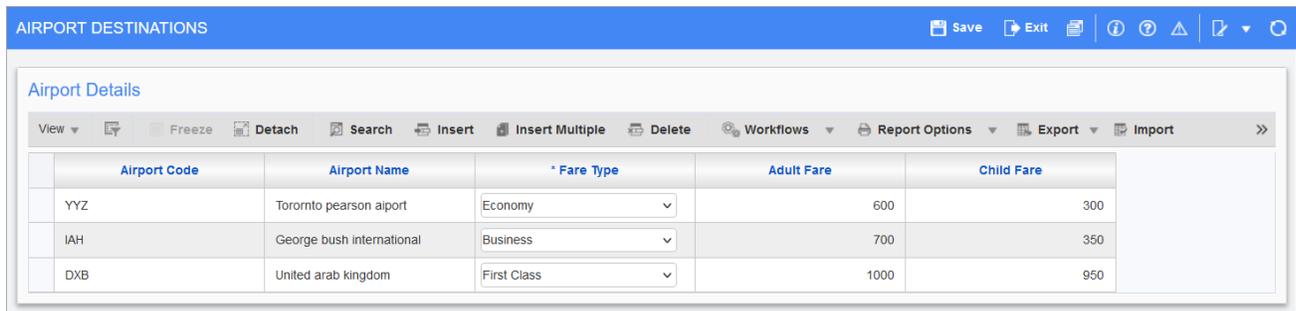
When the frequency is set up as "Months", the formula is:

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



Airport Code	Airport Name	Fare Type	Adult Fare	Child Fare
YYZ	Toronto pearson airport	Economy	600	300
IAH	George bush international	Business	700	350
DXB	United arab kingdom	First Class	1000	950

*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

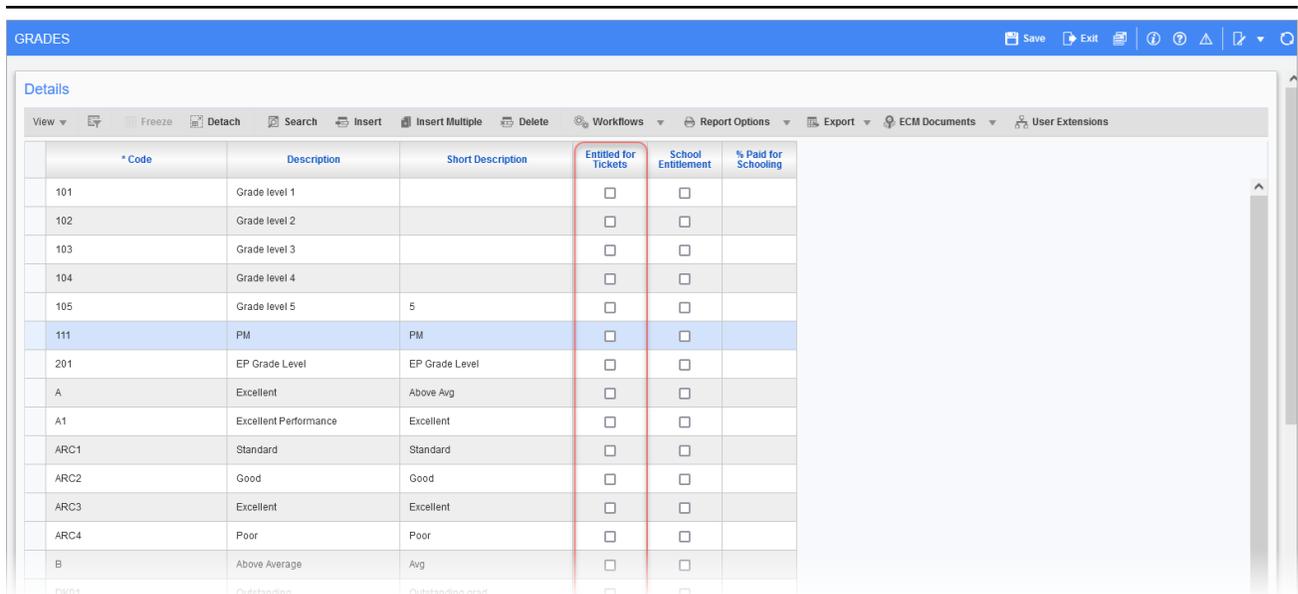
This is the average adult fare for the associated airport code.

## Child Fare

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

## Other Screens Integrated with Airport Destination

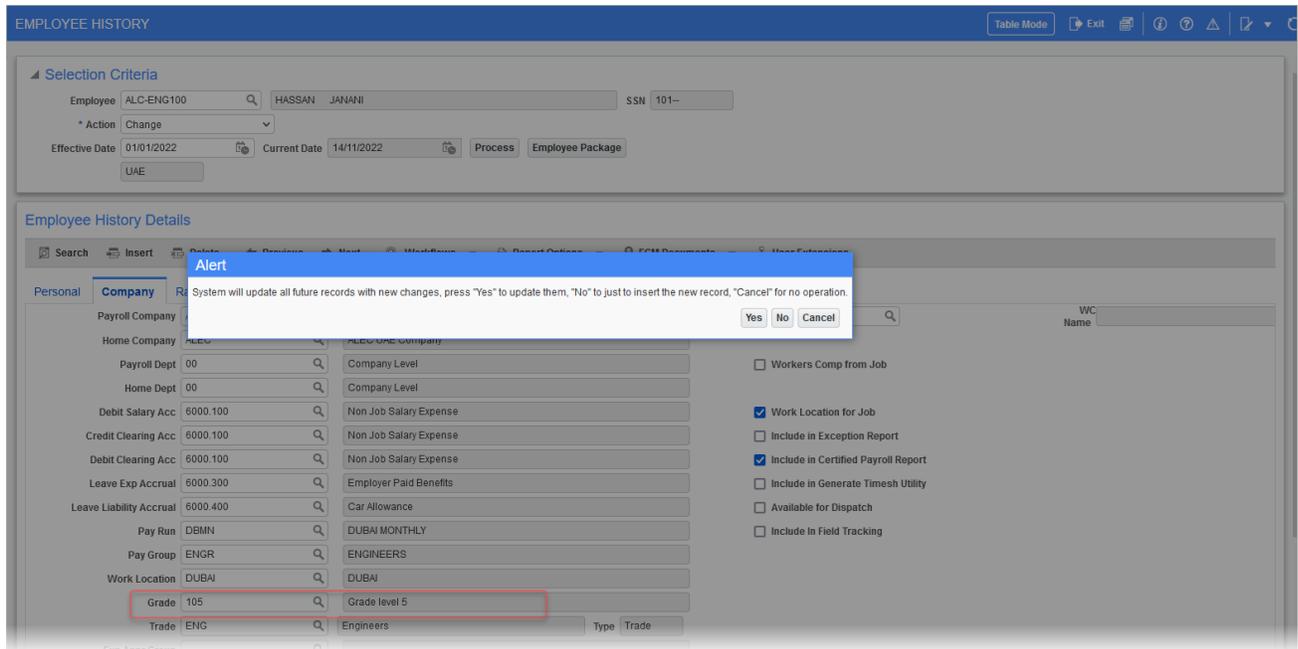
## Grades



* Code	Description	Short Description	Entitled for Tickets	School Entitlement	% Paid for Schooling
101	Grade level 1		<input type="checkbox"/>	<input type="checkbox"/>	
102	Grade level 2		<input type="checkbox"/>	<input type="checkbox"/>	
103	Grade level 3		<input type="checkbox"/>	<input type="checkbox"/>	
104	Grade level 4		<input type="checkbox"/>	<input type="checkbox"/>	
105	Grade level 5	5	<input type="checkbox"/>	<input type="checkbox"/>	
111	PM	PM	<input type="checkbox"/>	<input type="checkbox"/>	
201	EP Grade Level	EP Grade Level	<input type="checkbox"/>	<input type="checkbox"/>	
A	Excellent	Above Avg	<input type="checkbox"/>	<input type="checkbox"/>	
A1	Excellent Performance	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC1	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>	
ARC2	Good	Good	<input type="checkbox"/>	<input type="checkbox"/>	
ARC3	Excellent	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC4	Poor	Poor	<input type="checkbox"/>	<input type="checkbox"/>	
B	Above Average	Avg	<input type="checkbox"/>	<input type="checkbox"/>	
DK01	Outstanding	Outstanding grad	<input type="checkbox"/>	<input type="checkbox"/>	

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 Entitlement 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

## International Payroll - R12

* Code	Description	Short Description	Entitled for Tickets	School Entitlement	% Paid for Schooling
101	Grade level 1		<input type="checkbox"/>	<input type="checkbox"/>	
102	Grade level 2		<input type="checkbox"/>	<input type="checkbox"/>	
103	Grade level 3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	Grade level 4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90
105	Grade level 5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70
111	PM	PM	<input type="checkbox"/>	<input type="checkbox"/>	
201	EP Grade Level	EP Grade Level	<input type="checkbox"/>	<input type="checkbox"/>	
A	Excellent	Above Avg	<input type="checkbox"/>	<input type="checkbox"/>	
A1	Excellent Performance	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC1	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>	
ARC2	Good	Good	<input type="checkbox"/>	<input type="checkbox"/>	

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

**RELATIVES** [Table Mode] [Save] [Exit] [Print] [Help] [Refresh] [Close]

**Selection Criteria**

Emp # ALC-ENG100 Last Name JANANI First Name HASSAN  
SSN 101 Status Active Date of Birth 01/01/1970

**Relative Details** Tickets

\* First Name DENESE Middle Name Last Name HOPKIN  
\* Status Active Status Effective Date

**Personal Info** Address Contact Info Benefits

Date of Birth 03/01/2018 Place of Birth \* Gender  Male  Female  Not Known  
\* Relationship CHILD Child  
\* Priority Normal  
SSN 335564563  
Working As  Emergency Contact  
Primary Nationality CA Canada  
Secondary Nationality UAE United Arab Emirates  
 Hold Residence Visa  Entitled for Ticket

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.

## International Payroll - R12

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.

---

## International Payroll - Pay Stub PYSTB11C for the Dubai Region

The screenshot displays the 'PAY PERIODS' application interface. At the top, there is a 'Selection Criteria' section with a search bar for 'Company' containing 'ALEC' and 'ALEC UAE Company'. Below this is the 'Pay Run' section, which includes a toolbar with 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The 'Pay Run' section contains several input fields: 'Pay Run' (DEMN), 'DUBAI MONTHLY', 'Frequency', 'Year' (2021), 'Periods' (12), 'Start Date' (01/01/2021), 'Add Days for Posting Date', and 'Add Days for Pay Date'. There are also checkboxes for 'Rates On Check Stub', 'Available For Dispatch', 'Rates On Deposit Stub', and 'Show Stub On ESS'. A 'Create Periods' button is located at the bottom right of this section. The 'Pay Period' section below features a similar toolbar and a table with the following columns: 'Period', 'Start Date', 'End Date', 'Process Date', 'Posting Date', 'Pay Date', 'Month', 'Posted Flag', and 'Close Timesheet Period'. The table contains 8 rows of data for the year 2021, with dates ranging from 01/01/2021 to 31/08/2021. The 'Posted Flag' column contains checkboxes, and the 'Close Timesheet Period' column contains dropdown menus set to 'None'.

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted Flag	* Close Timesheet Period
1	01/01/2021	31/01/2021	31/01/2021	31/01/2021	31/01/2021	1	<input type="checkbox"/>	None
2	01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	2	<input type="checkbox"/>	None
3	01/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021	3	<input type="checkbox"/>	None
4	01/04/2021	30/04/2021	30/04/2021	30/04/2021	30/04/2021	4	<input type="checkbox"/>	None
5	01/05/2021	31/05/2021	31/05/2021	31/05/2021	31/05/2021	5	<input type="checkbox"/>	None
6	01/06/2021	30/06/2021	30/06/2021	30/06/2021	30/06/2021	6	<input type="checkbox"/>	None
7	01/07/2021	31/07/2021	31/07/2021	31/07/2021	31/07/2021	7	<input type="checkbox"/>	None
8	01/08/2021	31/08/2021	31/08/2021	31/08/2021	31/08/2021	8	<input type="checkbox"/>	None

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					<b>PAYSLIP</b>		
<b>COMPANY</b>		<b>DATE</b>		<b>EMPLOYEE NAME</b>			
ALEC UAE Company (ENGINEERS - ENGR)		28/02/2021		direct deposit (8766546789)			
<b>EMPLOYEE NO.</b>	<b>OCCUPATION</b>	<b>PAYPOINT</b>	<b>GRADE</b>	<b>DEPARTMENT</b>	<b>PAY METHOD</b>	<b>BANK</b>	<b>BANK ACCOUNT NO.</b>
ALC-DIRECTDEPO	ENG	00		Company Level	TBD	002	10000200
<b>EARNINGS</b>					<b>DEDUCTIONS</b>		
<b>DESCRIPTION</b>	<b>DAYS/HR</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>YEAR TO DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>YEAR TO DATE</b>
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	<b>TOTAL DEDUCTIONS</b>		200.00
SCHOOL	0.00		942.86	2,142.86			
TRANSPORT	0.00		942.86	2,142.86	<b>NET PAY</b>		<b>21,012.76</b>
VEHICLE	0.00		785.71	1,785.71			
CAR	0.00		100.05	100.05			
<b>TOTAL EARNINGS</b>				21,212.76			
<b>DATE ENGAGED</b>	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

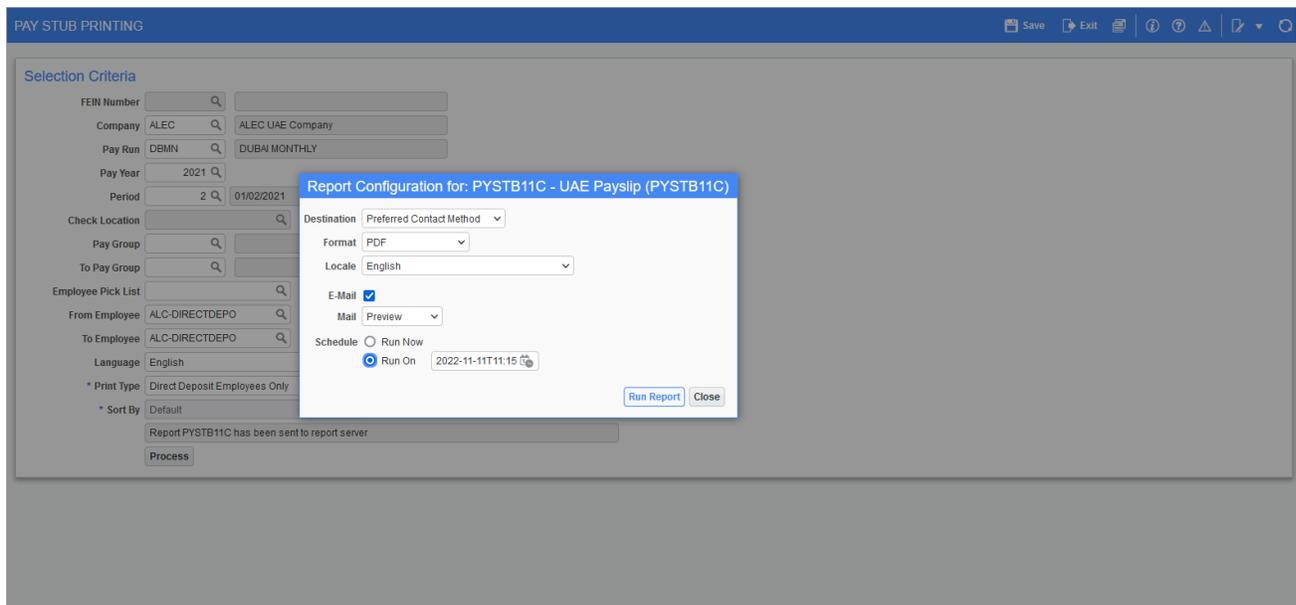
The Earnings section displays information in the following order:

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.

## International Payroll - 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.

* Pay Run	Description	* Pay Grp	Description	* Employee No.	Name	* Mon	* Tue	* Wed	* Thu	* Fri	* Sat
DBMN	DUBAI MONTHLY	ENGR	ENGINEERS	*	All Employees	Work	Work	Work	Work	Work	Work

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).

Pay Group Details

Pay Group Code: ADMIN

Description: ADMINISTRATION

Short Description: ADMINISTRATION

Bank: 00001 Tangerine

Branch: 1-000 Tangerine

Bank Account Number: 10002944

Department: 00 Company Level

Credit Account Code: 9999.99 Suspense Account (Holding)  Override Account

Secure  Secure Pay Rate  Ignore SSN/SIN Validation  Separate OT/DOT Checks

Payroll Overtime Rule Method: [Dropdown]

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

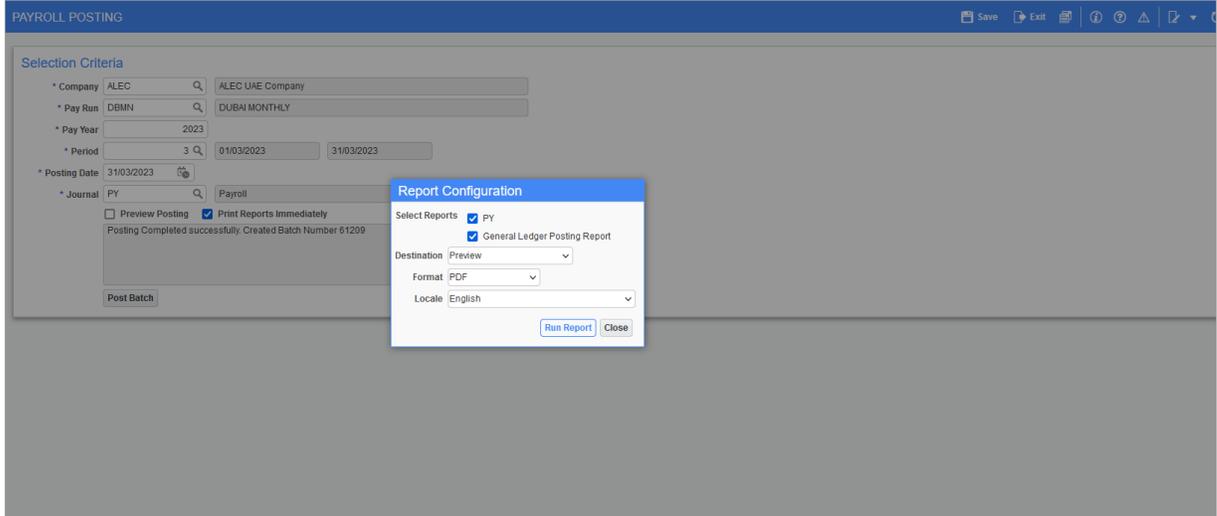
## International Payroll - R12

The screenshot shows a software window titled "PAYROLL CHECK PRINTING" with a blue header bar containing "Save", "Exit", and other icons. The main area is titled "Selection Criteria" and contains various input fields and options for configuring a payroll check print. The fields are as follows:

- FEIN Number: [Searchable field]
- Company: ALEC [Searchable field] | ALEC UAE Company
- Pay Run: DBMN [Searchable field] | DUBAI MONTHLY
- Pay Year: 2023 [Searchable field] | Period: 3 [Searchable field] | 01/03/2023 | 31/03/2023
- Pay Date: 31/03/2023 [Searchable field]
- From Pay Group: [Searchable field]
- To Pay Group: [Searchable field]
- Check Location: [Searchable field]
- Loc'n Signature Pay Group: [Searchable field]
- Check Number For Reprint: [Searchable field]
- Bank: CBD [Searchable field] | Commerical bank of Dubai
- Branch: CBDUA [Searchable field] | COMMERCIAL BANK OF DUBAI
- Account Number: 2127004509 [Searchable field]
- Last Check Number: 409 [Searchable field] | User Define Check For Print: [Searchable field]
- Employee Pick List: [Searchable field] | Edit
- From Employee: [Searchable field]
- To Employee: [Searchable field] | Language: English [Dropdown]
- Print Direct Deposit Stub \* Deposit Type: Direct Deposit Employees Only [Dropdown] |  Sort By Job
- ASCII File
- [Searchable field]
- Print

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

# International Payroll - R12



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
<b>Company ALEC - ALEC UAE Company</b>										
<b>Currency USD</b>										
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
<b>Total for Company ALEC - ALEC UAE Company</b>						<b>1,064,800.04</b>	<b>1,064,800.04</b>			
<b>Total for Currency USD</b>						<b>1,064,800.04</b>	<b>1,064,800.04</b>			

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

<p style="text-align: center;"><b>General Ledger Posting Report</b>  <b>Batch 7577 - MARJANR12 2019-11-15 T</b></p>										
<p style="text-align: right;">Page: 1 of 1  Date: Feb 03, 2023  Time: 3:42 PM EST</p>										
Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
<b>Company ALEC - ALEC UAE Company</b>										
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
<b>Total for Company ALEC - ALEC UAE Company</b>						<b>937,663.69</b>	<b>937,663.69</b>			
<b>Total for Currency USD</b>						<b>937,663.69</b>	<b>937,663.69</b>			
<b>Total for Batch</b>						<b>937,663.69</b>	<b>937,663.69</b>			
<b>Report Parameters</b>										
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				

## International Payroll - 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).

# International Payroll - R12

The screenshot shows the 'Hour Type Details' table with the following columns: \* Type, Rate Code, Rate Name, Leave Code, E-Time, Overtime Rate, Include For Job Alloc, \* Validate In/Out Time, \* Default Excludes Other Hour, Exclude From Salary Ch. Rate Calculation, Exempt Rule, Configure Partial Package, Based on Package, \* Dept Allocation Dist. Source, Configure Non-Cash Benefits Proration, **Apply Regular Hour Calculation**, Include in Equipment Hours, and Non-Paid Hours for.

* Type	Rate Code	Rate Name	Leave Code	E-Time	Overtime Rate	Include For Job Alloc	* Validate In/Out Time	* Default Excludes Other Hour	Exclude From Salary Ch. Rate Calculation	Exempt Rule	Configure Partial Package	Based on Package	* Dept Allocation Dist. Source	Configure Non-Cash Benefits Proration	<b>Apply Regular Hour Calculation</b>	Include in Equipment Hours	Non-Paid Hours for
oth	OTHR	Other	ALE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Partial Package	Timesheet	Configure Non-Cash Benefits Proration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OTHR	Other	ALE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Wage	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OTHR	Other	ANFP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Full Package	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OTHR	Other	ANFP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Partial Package	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OTHR	Other	YUVE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Partial Package	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Partial Package	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Wage	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
smalt	OT	Overtime		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Configure Partial Package	Full Package	Timesheet	Configure Non-Cash Benefits Proration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE

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.

The screenshot shows the 'Timesheet Entry' screen with the following fields: Company (ALEC), Pay Run (DBMN), Year (2023), Period (06012023 to 06302023), Document (ADV1), NH Total (0), OT Total (0), DOT Total (0), Other Total (664), Currency (USD), Total Hours (664).

Timesheet Details: Employee (ALC-ENG202), 202 ALCENG, TAC, Auto Recall, Create Cost Code Cat, NH Total hours (0), OT Total hours (0), DOT Total hours (0), Other Total Hours (664), Total Hours (664).

Seq No	* Employee	Date	OT Rate Code	OT Pay Rate	Double Over Time Hours	DOT Rate Code	DOT Pay Rate	Other Hours	Type	Rate Code	Leave Adv Flag	Payment Month	Pay Rate	Expense	Expense Hour Type	Quantity
215382	ALC-ENG202	06012023	OVT	31.2500	0	DOT	41.6660	88	AD1	OTHR	<input checked="" type="checkbox"/>	6	20.8330			
215382	ALC-ENG202	06022023	OVT	31.2500	0	DOT	41.6660	248	AD1	OTHR	<input checked="" type="checkbox"/>	7	20.1610			
215382	ALC-ENG202	06052023	OVT	31.2500	0	DOT	41.6660	248	AD1	OTHR	<input checked="" type="checkbox"/>	8	20.1610			
215382	ALC-ENG202	06062023	OVT	31.2500	0	DOT	41.6660	80	AD1	OTHR	<input checked="" type="checkbox"/>	9	20.8330			

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.

## International Payroll - Unpaid Leave During Probation

The screenshot displays the 'COMPANY LEAVES' application window. At the top, there is a blue header with the title 'COMPANY LEAVES' and several utility icons. Below the header, the 'Selection Criteria' section includes dropdown menus for 'Company' (ALEC), 'Pay Group' (ALL), and 'Pay Run' (DBMN). The main area is titled 'Company Leave Details' and has three tabs: 'General', 'Accounting', and 'Advanced Setup'. The 'General' tab is active, showing a toolbar with 'Search', 'Insert', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'ECM Documents', and 'User Extensions'. The form fields include: 'Leave Code' (SICK), 'Short Description' (SICK), 'Leave Calculation Method' (Pay Run Year), 'Leave Type' (Cash), 'Eligible Days' (90.00), 'Eligible Hours' (720.00), 'Accrued' (checked), 'Accrued Percentage', 'Max C Forward', 'Additional CF', 'Max Accrual', 'Days C Forward Expires', 'Annual Accrual Leave Cap', 'Sick Policy Code', 'Unpaid Leave when on probation' (checked), 'Pay Percent' (100), 'Accrued Amount' (Fixed Hours), 'Restrict Dist. Type in E-Time Sheet' (No Restriction), 'Max Carry Forward Method' (Fixed Hours), and 'Validate Eligible Hours Taken based on' (Balance Hours).

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

The Company Leaves screen allows users to indicate that leave (e.g., sick leave) taken during the employee's probation period will be unpaid leave. For example, employees in the UAE are not eligible for paid sick leave during their probation period. The system ensures that this leave is not included in the calculation of paid leave when processing payroll.

---

**NOTE:** This field is available in the US and International Payroll modules.

---

### **Unpaid Leave when on probation – Checkbox**

Check this box to indicate that leave taken during the employee's probation period will be unpaid leave. This field is hidden from view and can be added using the Lite Editor. This box is enabled when the table base type is set as “Leave Pay Percent” on the Benefit Deduction Table Base screen, which is available from the **[Table Base]** button on the Advanced Setup tab.

## Setup

The following setup is required prior to using the 'Unpaid Leave when on probation' checkbox:

- [Probation Period](#)
- [Hour Type](#)

## Probation Period

An employee's probation period is calculated from their hire or re-hire date to the end date set in the Probation Date field on the Personal tab of the Employee Profile screen. This field defaults from the End of Probation field on the General tab on the Human Resources Control File in the Human Resources module.

## Employee Profile

**EMPLOYEE PROFILE**

Country: UAE

**Data Filters**

Filter Profile: PRANESH | Set as Default | Auto-Execute | Match: All | Apply Filter | Auto-Hide

**Values**

Employee Starts with: ALC-ENG4577 | Pay Run: Equals | Emp Type: Equals  
 Name Starts with: | Pay Group: Equals | Hire Date: dd-mmm-yyyy  
 Payroll Company: Equals | ALEC | Work Location: Equals | Date of Birth: dd-mmm-yyyy

Buttons: Add Value..., Reset Values, Reorder Values..., Save Profile, Save Profile As..., Delete Profile

**Employee Profile Details**

Full Name	* Employee #	* Type	* Status	Company	* Pay Group	* Hire Date	Probation Date	Trade Name	EmpPostName
HUNG JAMES	ALC-ENG4577	Salaried	A	ALEC	ENGR	01-Nov-2023	01-Feb-2024	Engineers	

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

### Probation Date

This field displays the date on which this employee's probation period ends based on the employee's hire or re-hire date. This field defaults from the End of Probation field on the General tab on the Human Resources Control File in the Human Resources module.

## Human Resources Control File

HUMAN RESOURCES CONTROL FILE

Selection Criteria

Company

**General** | Safety | Pension | OSHA

Search | Insert | Delete | Previous | Next | Workflows | Report Options | ECM Documents | User Extensions

Format Mask For SSN

Leave Code For Vacations

Hours To Qualify For Vacation

**End of Probation**

\* Update Method For Years Of Service

Hours To Qualify For Years Of Service

Qualifying Hours

Minimum Qualifying Months

Maximum Qualifying Months

Hours Worked By "Non-Employees" (OSHA 300A)

Reason Code To be Used From Compensation Management

Display Warning for Duplicate Course or Certificate/  
License

Pgm: HRCTRLFM – Human Resources Control File; standard Treeview path: Human Resources > Setup > Local Tables > Control – General tab

### End of Probation

This field is used to set the default probation period based on the employee's hire or re-hire date. The data can be set up using the drop-down menu to select the frequency option of "Weeks", "Months", or "Not Applicable". This field is hidden by default and can be added using the Lite Editor.

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

$$\text{End Of Probation Date} = \text{add\_months}(\text{Hire Date}, \text{Probation Period})$$

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

$$\text{End Of Probation Date} = \text{Hire Date} + (\text{Probation Period} * 7)$$

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

## Hour Type

The screenshot shows the 'Hour Types' configuration window. At the top, the 'Selection Criteria' section shows 'Company' set to 'ALEC' and 'ALEC UAE Company'. Below this is the 'Hour Type Details' section with a menu bar containing options like 'View', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. The main area is a table with the following columns: 'Overtime Rate', 'Include For Job Alloc', 'Validate In/Out Time', 'Default Exclude Other Hour', 'Exclude From Salary Ch. Rate Calculation', 'Exempt Rule', 'Configure Partial Package', 'Based on Package', '\* Dept Allocation Dept Source', 'Configure Non-Cash Benefits Proration', 'Apply Regular Hour Calculation', 'Include in Equipment Hours', and 'Non-Paid Hours for'. The 'Based on Package' dropdown is currently set to 'Full Package' and is highlighted with a red border. Other visible values include 'Timesheet' for the department source and 'NONE' for non-paid hours.

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

The Based on Package field in the Hour Types screen must be set to "Full Package". For more information, please refer to Overtime Rate Calculation on Wages, Partial Packages, and Full Packages in the International Payroll guide.

This page is intentionally left blank.

# International Payroll - Quebec Insurance Group Maintenance

QUEBEC INSURANCE GROUP MAINTENANCE

Save Exit

Selection Criteria

Company CCC CMIC Construction Company

Groups

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

* Group Code	Description	Employer Contr. Percent
HEALTH	Health Insurance Group	50

Group Items

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

* Deduction Code	Description	Employer Priority
HINT	HEALTH COVERAGE INT PAYRC	1
DISS	Short Term Disability	2

Province Override

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

* Province Code	Description	* Employer Percent
ON	Ontario	70

*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

## International Payroll - R12

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.

The screenshot displays the 'DEDUCTIONS MASTER' application window. The title bar includes 'Table Mode', 'Save', 'Exit', and various utility icons. The main content area is titled 'Deduction Details' and contains a form with the following fields and options:

- Code:** HINT
- Description:** HEALTH COVERAGE INT PAYROLL
- Short Description:** HEALTH COVERAGE
- Reporting Group:** (Searchable text field)
- Type:** Lump Sum
- Based On:** NONE
- Amount:** (Text field)
- Options:**
  - Mandatory
  - Employer Contribution
  - Job Allocation
  - Work Location Allocation
  - Department Allocation
  - Automatic Carry Forward
  - Include on Invoices
  - \* Dependents Enrollment Allowed
  - \* Job Allocate Using User-Defined Base Code
  - Create Voucher For Accts Payable
  - \* Include In Retropay Processing
  - Exclude Without Wages
- Job Allocation Based On:** Default Method
- Calculation Sequence:** 20016 (with 'All Used Sequences' button)
- Priority:** 1
- Print Order:** 1
- Maximum Limit Group Code:** (Searchable text field)

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

## International Payroll - R12

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 indicate 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.

The screenshot shows the 'PAYROLL TAX ELEMENTS' application window. The 'Selection Criteria' section includes the following fields:

- Country: CA
- State: QC (with a search icon and 'Quebec' text)
- Tax: EHT (with a search icon and 'Employer Health Tax' text)

The 'Tax Element Details' section contains a table with the following data:

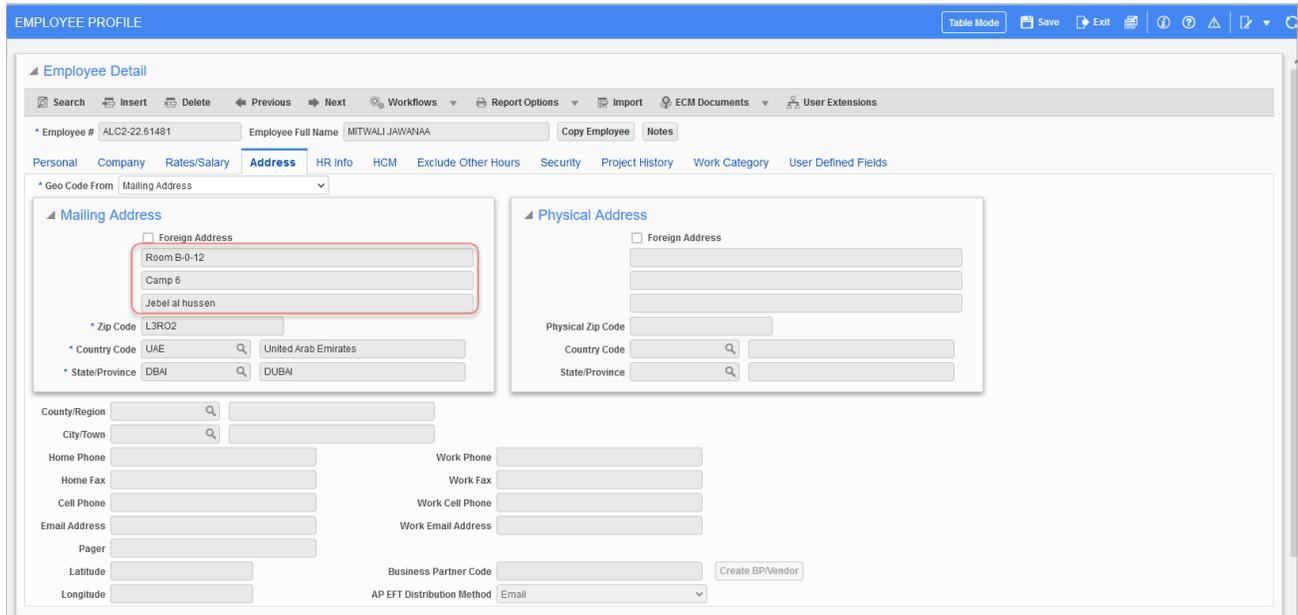
* Start Date	End Date	Type	Code	Description	Deduction ID	Rgtr Pay	Factor	Taxed On	Country Code
01-Nov-2020		Expense	EXP2	Expense 2		<input checked="" type="checkbox"/>		Employee Portion	CA
01-Jun-2022		Deduction	HINT	HEALTH COVERAGE INT PAYROLL	0	<input checked="" type="checkbox"/>		Employee Portion	CA

*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.

# International Payroll - 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:

# International Payroll - R12

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

The screenshot shows the 'EMPLOYEE PROFILE' window with the 'Address' tab selected. The 'Mailing Address' section is highlighted with a red box, showing the following values: Room B-0-12, Camp 6, and Jebel al hussen. Other fields include Zip Code (L3R02), Country Code (UAE), and State/Province (DBAI).

*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.

The screenshot shows the 'RULES' window. The 'Rule Details' table is as follows:

Rule ID	Description	Status	Apply Rule
ALCHRE	ALCHRE 22.61481	Rule Last Processed Date 09-NOV-2022	<input type="checkbox"/>
BALATEST	Test	Rule Last Processed Date 10-JUN-2022	<input type="checkbox"/>
DEFAULT	Default	Rule Last Modified Date 26-AUG-2022	<input type="checkbox"/>
DENTALE1	Dental Emp + Child/Dental	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTALE2	Dental Family	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTC	Dental Core Emp + Spouse	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTS	Dental Single	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
ENGINEERS	Engineers	Rule Last Processed Date 09-NOV-2022	<input type="checkbox"/>

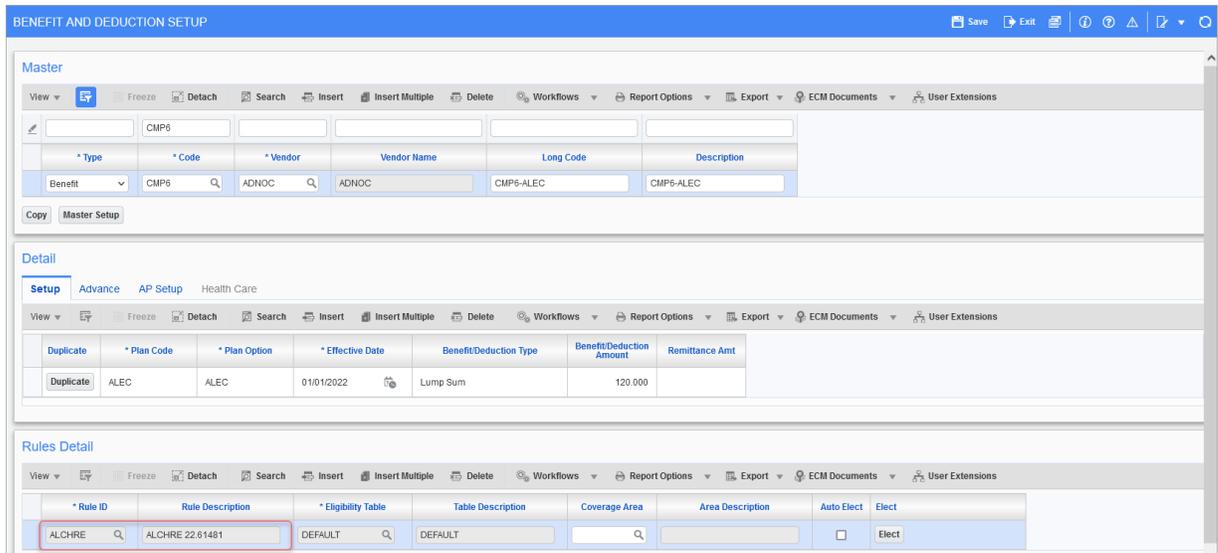
The 'Criteria Details' section shows the following criteria:

Rule Field Name	Field Name	Rule Operator	Rule Value
EMP_ADDRESS1	Employee Address	=	Room B-0-12
EMP_ADDRESS2	Employee Address	=	Camp 6
EMP_ADDRESS3	Employee Address	=	Jebel al hussen
EMP_COMP_CODE	Employee Company	=	ALEC

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

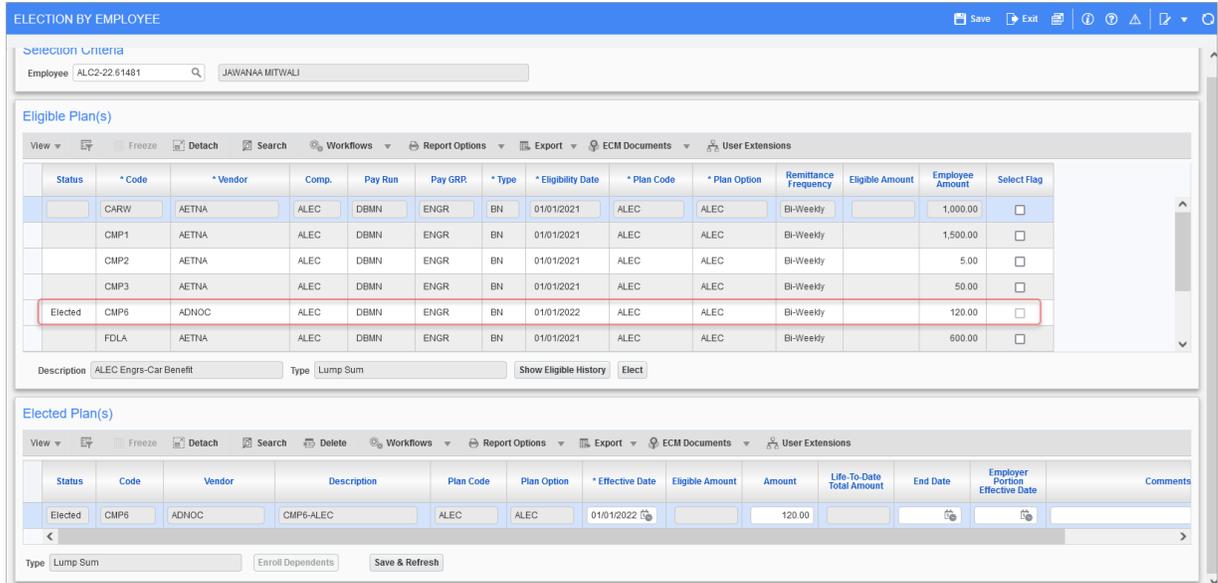
3. Assign the benefits/deductions to the rule created in step 2.

# International Payroll - R12



*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*

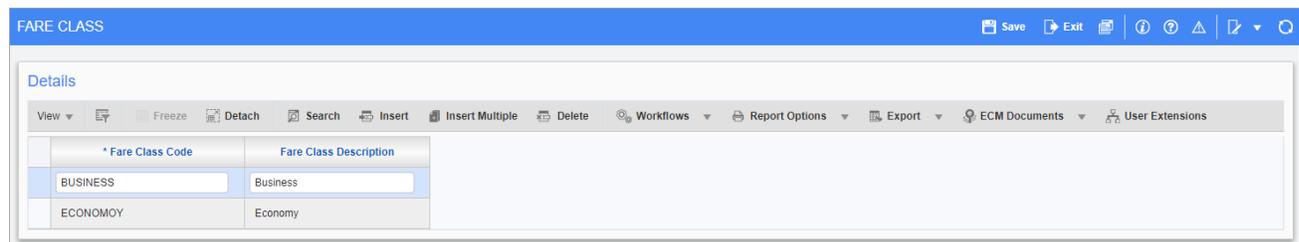
## International Payroll - Flight Benefits

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



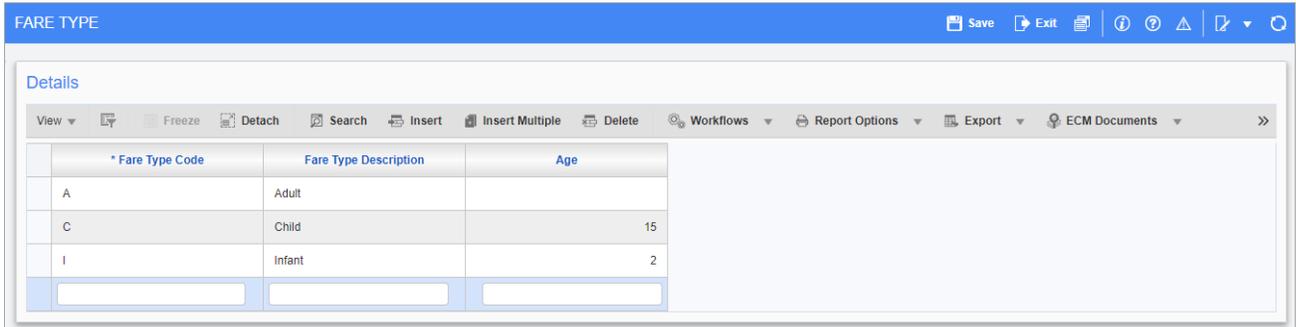
*Pgm: PYFARECLASS – Fare Class; standard Treeview path: International Payroll > Setup > Employees > Fare Class*

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.

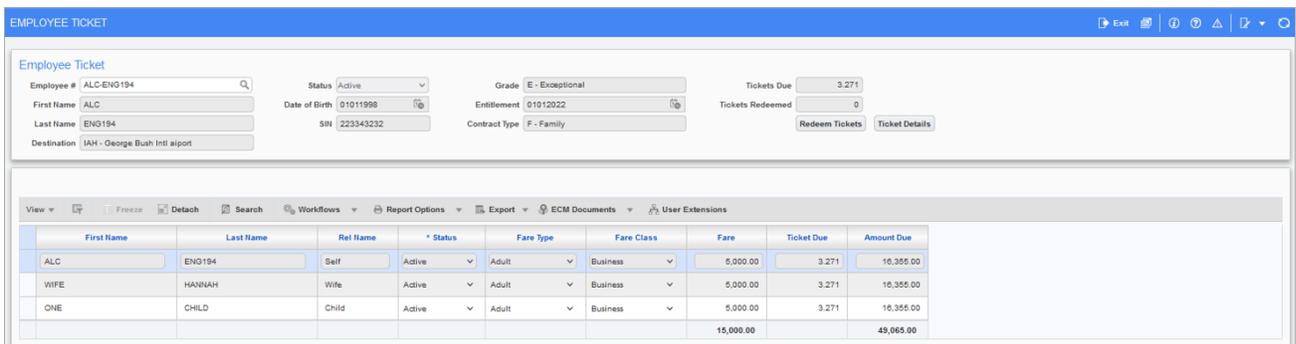
## Fare Type Code, Fare Type Description

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).

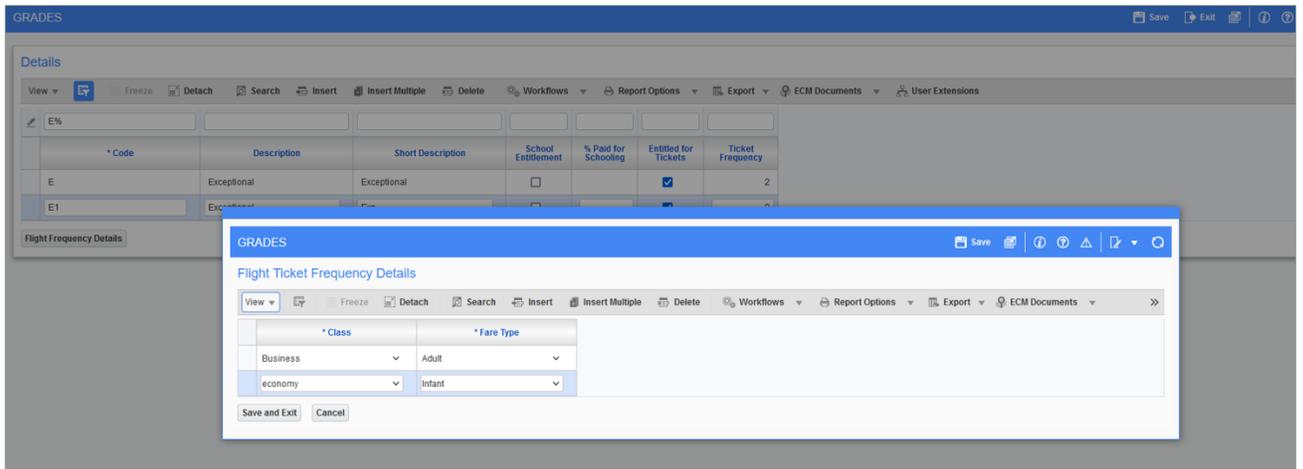
---

**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".

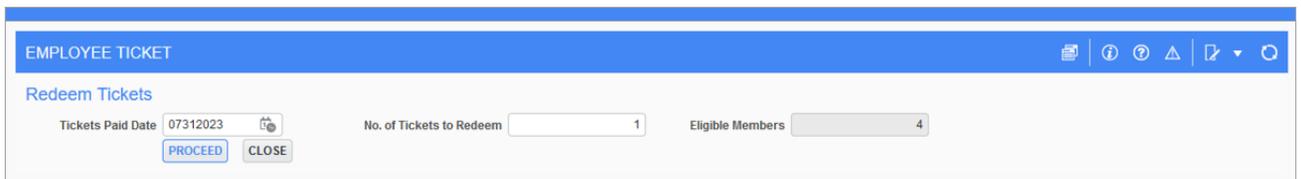
### Tickets Due

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.

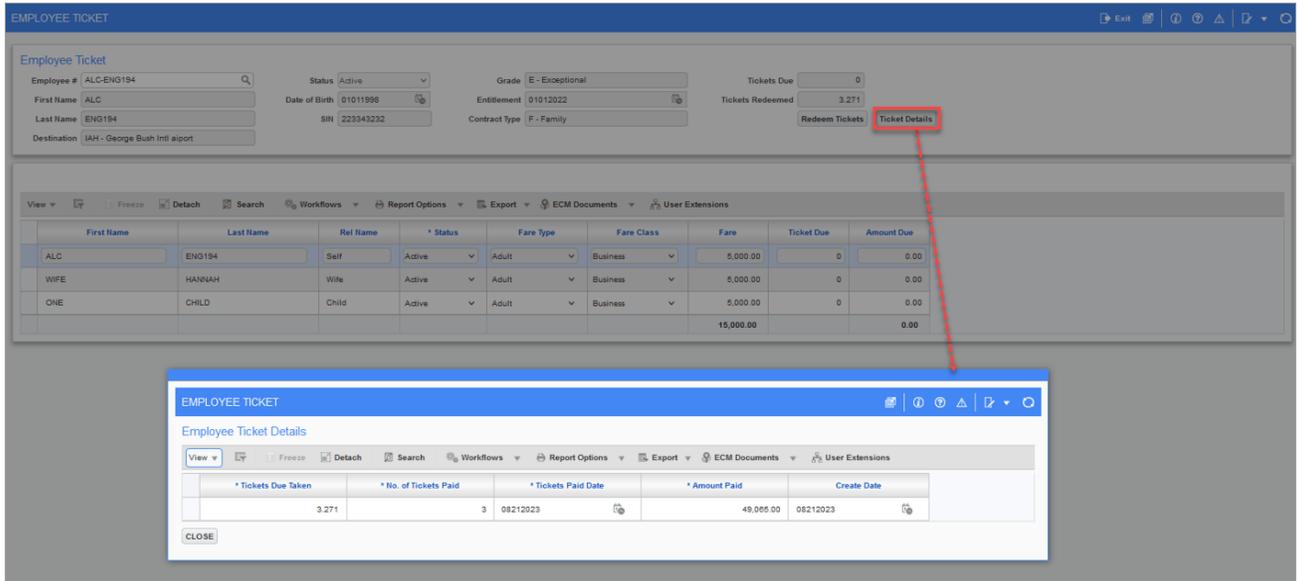
### [Redeem Tickets] – Button



*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

# International Payroll - 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 [International Payroll - 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.

# International Payroll - Automatic Determination of Work Province (Canada)

## Overview

To streamline tax calculations for businesses operating in Canada and to comply with CRA regulations, the International Payroll module allows for the automatic determination of an employee's work province. This method automatically determines the work province based on timesheet data for hourly and salaried employees.

# Setup

## Employee Profile – Tax Tab

The screenshot displays the 'Employee Profile' window with the 'Tax' tab selected. The 'Apply Automatic Work Province' dropdown menu is highlighted with a red box, showing the 'include' option selected. Other visible fields include Residential Status (Citizen), Work Province (ON), TD4 Exempt (N), Federal Exemption Amount, Provincial Exemption Amount, and EI Code (E1). The Country field at the bottom is set to CA.

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

This tab is available in the International Payroll module when the selected company has the country code "CA" for Canada.

### Apply Automatic Work Province

Select whether to include or exclude the employee from automatic work province calculations. If "Include" is selected, the system will analyze the timesheet data based on the rules for hourly and salaried employees and identify the province where the employee worked the most hours during the specified period. This allows the system to override the province manually set in the Work Province field on this tab.

For salaried employees, the determination of the work province will depend on the total hours recorded:

1. **Sufficient Hours Recorded:** If the total hours recorded on the timesheet for a salaried employee are equal to or exceed the hours required for their pay period frequency (e.g., 40 hours for a 40-hour work week), the system will determine the work province based on the timesheet data.
2. **Insufficient Hours Recorded:** If the timesheet hours are less than the required hours for the pay period frequency, the system will default to the work province set in the Work Province field on this screen. For example, an employee with the Work Province field set to "ON" enters 19 hours for the work location Vancouver (BC) for a 40-hour week. After the timesheet is posted and payroll is processed, taxes will be calculated for ON.

## Payroll Control – Taxes Tab

The screenshot shows the 'Taxes' tab in the 'PAYROLL CONTROL' window. Under 'Selection Criteria', the company is 'CAN1'. The 'Employment Insurance Rates' table has the following data:

* EI Code	* Business Number	* EI Rate	Default
EI	77-8899121	1.20000	<input checked="" type="checkbox"/>

Below the table, there are input fields for health rates for various provinces: Ontario (1.2000), Manitoba, British Columbia, Newfoundland and Labrador, and Quebec. A checkbox for 'Exempted From the Contribution To The Health Service Fund' is present. A red box highlights the 'Auto Work Province Calculation Method' dropdown menu, which is currently set to 'All hours for the period, including processed cheques'.

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

This tab is available in both the US and International Payroll modules. However, the Auto Work Province Calculation Method field is only available in the International Payroll module when the selected company has the country code "CA" for Canada.

## **Auto Work Province Calculation Method**

Select whether to include all hours for the period, including processed checks, or to include only newly entered hours for the period, excluding processed checks, when using the automatic work province calculation method.

## **Examples**

The following examples include scenarios for hourly and salaried employees:

### **Auto Work Province Calculation Method set to "All hours for the period, including processed cheques"**

#### **Scenario 1: Hourly Employee**

Timesheet hours entered for an hourly employee with the Work Province field set to "ON":

- 1 hour for Toronto (ON)
- 2 hours for Quebec City (QC)
- 4 hours for Vancouver (BC)

After the timesheet is posted and payroll is processed, taxes will be calculated for BC.

#### **Scenario 2: Salaried Employee with Sufficient Hours**

Timesheet hours entered for a salaried employee with a 40-hour week with the Work Province field set to "ON":

- 29 hours for Vancouver (BC)

After the timesheet is posted and payroll is processed, taxes will be calculated for BC.

#### **Scenario 3: Salaried Employee with Insufficient Hours**

Timesheet hours entered for a salaried employee with a 40-hour week with the Work Province field set to "ON":

- 19 hours for Vancouver (BC)

After the timesheet is posted and payroll is processed, taxes will be calculated for ON.

## Auto Work Province Calculation Method set to "Newly entered hours for the period, excluding processed checks"

### **Scenario: Hourly Employee**

Timesheet hours entered for an hourly employee with the Work Province field set to "ON":

- Prior timesheet with 5 hours for Vancouver (BC) with check already processed
- 4 hours for Quebec City (QC)

After the timesheet is posted and payroll is processed, taxes will be calculated for QC even though the timesheet has less hours than those posted for BC.

This page is intentionally left blank.

# International Payroll - Standard CA Check Formats

## Overview

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

# Canadian Standard Payroll Cheque (PYCHK01C)

EMPLOYEE NAME		SOCIAL INSURANCE NUMBER		UNION	Trade	CONTRACT NO	PERIOD END DATE	
Alfred Montague		XXX-XX-0000			MGMT	240115		
TAXABLE EARNINGS AND BENEFITS				TAXES & DEDUCTIONS				
DESCRIPTION	RATE	HOURS	AMOUNT	TO - DATE	DESCRIPTION	AMOUNT	TO - DATE	
Regular Hours	104.00		4,250.00	4,250.00	Fed Tax	532.07	1,238.33	
Regular Hours	0.00		0.00	4,250.00	Fed Tax	708.26	1,238.33	
*TOTAL*	104.00		4,250.00	4,250.00	PWHT QC	663.62	663.62	
*TOTAL*	0.00		0.00	4,250.00	PWHT QC	0.00	663.62	
Bonus	0.00		5,000.00	5,000.00	OPP1 QC	0.00	21.00	
Bonus	0.00		0.00	5,000.00	OPP1 QC	21.00	21.00	
*TOTAL OTHER EARNINGS*	0.00		5,000.00	5,000.00	OEI1	63.50	117.48	
*TOTAL OTHER EARNINGS*	0.00		0.00	5,000.00	OEI1	53.98	117.48	
Group Term Life	0.00		163.46	163.46	OPP1 QC	262.67	582.67	
Group Term Life	0.00		0.00	163.46	OPP1 QC	320.00	582.67	
Pension Earnings	0.00		0.00	4,250.00	*TOTAL*	1,089.76	2,623.10	
Pension Earnings	0.00		4,250.00	4,250.00	*TOTAL*	1,533.34	2,623.10	
*TOTAL NON-CASH*	0.00		0.00	4,413.46				
*TOTAL NON-CASH*	0.00		4,413.46	4,413.46				
						<b>TOTAL TAXES &amp; DEDUCTIONS</b>	2,623.10	5,246.20
						<b>CHEQUE DATE</b>	240115	<b>CHEQUE NO.</b>
								12400
<b>TOTAL EARNINGS</b>			27,326.92	<b>NON TAX TOTAL</b>		8,826.92	<b>CHEQUE AMOUNT</b>	
<b>TOTAL YEAR TO DATE</b>			54,653.84	<b>CO. PD. BENEFITS</b>			2,716.66	

<b>CMiC Canada R12 TEST</b>	<u>Employee ID</u>	<u>Date</u>	<u>Check No.</u>
4850 Keele St	3001	15-JAN-2024	12400
Toronto			
ON M3J 3L7M 1T4			
UAE			

Pay : TWO THOUSAND SEVEN HUNDRED SIXTEEN DOLLARS 66/100 \*\*\*\*2,716.66

TO Montague, Alfred

THE 3750 Place de Marie

ORDER

OF Montreal QC H1B 1B1

⑈012400⑈ ⑆120993905⑆ 000111221111⑈

# Canadian Standard Payroll Cheque (PYCHK\_CA)

EMPLOYEE NAME Montague, Alfred		SOCIAL INSURANCE NUMBER XXX-XX-0000		UNION	TRADE MGMT	CONTRACT NO 240115	PERIOD ENDING DATE 240115				
TAXABLE EARNINGS AND BENEFITS				TAXES & DEDUCTIONS							
DESCRIPTION	RATE	HOURS	AMOUNT	TO - DATE	DESCRIPTION	AMOUNT	TO - DATE	DESCRIPTION	AMOUNT	TO - DATE	
Regular Hours		104	4,250.00	4,250.00	Fed Tax	532.07	1,238.33	*TOTAL*			
*TOTAL*		104	4,250.00	4,250.00	PWHT QC	663.62	663.62				
Bonus		0	0.00	5,000.00	QPIP1 QC	21.00	21.00				
*TOTAL OTHER		0	0.00	5,000.00	QE11	53.98	117.48				
Group Term Life		0	163.46	163.46	QPP1 QC	262.67	582.67				
Pension Earnings		0	4,250.00	4,250.00	*TOTAL*	1,533.34	2,623.10				
*TOTAL NON-CASH*		0	4,413.46	4,413.46							
								TOTAL TAXES & DEDUCTIONS	= 2,623.10	= 5,246.20	
								CHEQUE DATE	240115	CHEQUE NO.	12400
TOTAL EARNINGS			= 9,250.00	TOTAL CO. PD. BENEFITS			= 8,826.92	CHEQUE AMOUNT			= 2,716.66
TOTAL YEAR TO DATE			= 9,250.00								

<b>CMiC Canada R12 TEST</b> 4850 Keele St Toronto ON M3J 3L7M 1T4 UAE	3001	240115	12400
TWO THOUSAND SEVEN HUNDRED SIXTEEN DOLLARS 66/100		<b>****2,716.66</b>	
TO Montague, Alfred THE 3750 Place de Marie ORDER Montreal QC H1B 1B1 OF			
⑆0 2400⑆ ⑆20993905⑆ 000 1112211111⑆			

# Canadian Standard Payroll Cheque – CPA 006 (PYCHK01C\_006)

EMPLOYEE NAME	SOCIAL INSURANCE NUMBER	UNION	Trade	CONTRACT NO	PERIOD END DATE
Alfred Montague	XXX-XX-0000		MGMT		240115

TAXABLE EARNINGS AND BENEFITS				TAXES & DEDUCTIONS					
DESCRIPTION	HOURS	AMOUNT	TO - DATE	DESCRIPTION	AMOUNT	TO - DATE	DESCRIPTION	AMOUNT	TO - DATE
Regular Hours	0.00	0.00	4,250.00	Fed Tax	706.26	1,238.33	*TOTAL*		
Regular Hours	104.00	4,250.00	4,250.00	Fed Tax	532.07	1,238.33	*TOTAL*		
*TOTAL*	0.00	0.00	4,250.00	PWHT OC	0.00	663.62			
*TOTAL*	104.00	4,250.00	4,250.00	PWHT OC	663.62	663.62			
Bonus	0.00	5,000.00	5,000.00	QPIP1 OC	0.00	21.00			
Bonus	0.00	0.00	5,000.00	QPIP1 OC	21.00	21.00			
*TOTAL OTHER EARNINGS*	0.00	0.00	5,000.00	OE1	53.98	117.48			
*TOTAL OTHER EARNINGS*	0.00	5,000.00	5,000.00	OE1	63.50	117.48			
Group Term Life	0.00	0.00	163.46	OPP1 OC	320.00	582.67			
Group Term Life	0.00	163.46	163.46	OPP1 OC	262.67	582.67			
Pension Earnings	0.00	0.00	4,250.00	*TOTAL*	1,089.76	2,623.10			
Pension Earnings	0.00	4,250.00	4,250.00	*TOTAL*	1,533.34	2,623.10			
*TOTAL NON-CASH*	0.00	0.00	4,413.46						
*TOTAL NON-CASH*	0.00	4,413.46	4,413.46						

				<b>TOTAL TAXES &amp; DEDUCTIONS</b>		2,623.10	5,246.20
				<b>CHEQUE DATE</b>		240115	<b>CHEQUE NO.</b>
							12400
<b>TOTAL EARNINGS</b>		18,500.00		<b>NON TAX TOTAL</b>		8,826.92	
<b>TOTAL YEAR TO DATE</b>		9,250.00		<b>CO. PD. BENEFITS</b>			
						<b>CHEQUE AMOUNT</b>	
						2,716.66	

**CMIC Canada R12 TEST**  
 4850 Keete St  
  
 Toronto  
 ON M3J 3L7M 1T4  
 UAE

**Employee ID**      **Date**      **Check No.**  
 3001                  15-JAN-2024      12400

**Pay :** TWO THOUSAND SEVEN HUNDRED SIXTEEN DOLLARS 66/100

**TO** Montague, Alfred  
**THE** 3750 Place de Marie  
**ORDER**  
**OF** Montreal QC H1B 1B1

**\*\*\*\*2,716.66**

\*0 1 2400 \* 1 20993905 000 1 1 2 2 1 1 1 1 1 1 \*

# Canadian Standard Paycheck (PYCHK08C)

CMIC Canada R12 TEST 4850 Keele St Toronto ON M3J 3L7M 1T4				Company: 30 Employee ID: 3001 Employee Name: Montague, Alfred		Trade: MGMT Union: Dept: 00		Pay Period: 1 Start Date: 2024-01-01 End Date: 2024-01-15		
EARNINGS					DEDUCTIONS					
DESCRIPTION	RATE	HOURS	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE
<u>Taxable:</u>					Fed Tax	1,238.33	1,238.33			
REGULAR WAGES		104	4,250.00	4,250.00	PWHT OC	663.62	663.62			
Bonus			5,000.00	5,000.00	QPIP1 OC	21.00	21.00			
<b>**TOTAL**</b>		<b>104</b>	<b>9,250.00</b>	<b>9,250.00</b>	OEI1	117.48	117.48			
<u>Employer Portion:</u>					QPP1 OC	582.67	582.67			
Group Term Life			163.46	163.46	<b>**TOTAL**</b>	<b>2,623.10</b>	<b>2,623.10</b>			
Pension Earnings			4,250.00	4,250.00						
<b>**TOTAL**</b>			<b>4,413.46</b>	<b>4,413.46</b>						
			<b>YTD Amounts</b>	<b>Total this Record</b>	<b>Total Net:</b>	<b>3,910.24</b>	<b>Leave Balance (in days)</b>			
Total Gross			9250	9,250.00	<b>Pay Date:</b>	<b>240115</b>	<small>The balances shown below are as of today</small>			
Taxable Gross			9,250.00	9,250.00	Cheque No:	12402				
Pensionable Earning			0.00	0.00	On File Exemption Amt:	10,527.00				
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	Cdn Imperial Bank of Toronto Branch 3940 Keele Street, Toronto, ON M3J 1P2	Cheque No: <b>12402</b> 12848 12848 DATE: 2024-01-15 <b>\$****3,910.24</b>
THREE THOUSAND NINE HUNDRED TEN DOLLARS 24/100		
TO Montague, Alfred THE 3750 Place de Marie ORDER Montreal QC H1B 1B1 OF		
_____ AUTHORIZED SIGNATURE		

⑈012402⑈ ⑆2099⑈390⑈ 000111221111⑈

## PY Standard Pay Check – No Bank info (PYCHK02U\_NB)

CMIC Canada R12 TEST 4850 Keele St Toronto, ON M3J 3L7M 1T4 416-736-0123									
Employee ID		Employee Name			Period Ending		Check No.		
3001		Alfred Montague			02-29-2024		12401		
Net Pay Calculation				Current	YTD	Taxes Withheld		Current	YTD
Gross Pay				4250.00	8500.00	<b>Fed Tax</b>		532.07	1770.40
Other Earnings & Reimbursements				0.00	5000.00	<b>PWHT QC</b>		663.62	1327.24
Taxes And Deductions				1533.34	4156.44	<b>QE11</b>		53.98	171.46
<b>Check Amount</b>				<b>2716.66</b>	<b>5433.32</b>	<b>QPIP1 QC</b>		21.00	42.00
						<b>QPP1 QC</b>		262.67	845.34
Earnings		Hours		Earnings					
Summary	Rate	Current	YTD	Current	YTD				
<b>Regular Wages</b>		<b>96.00</b>	<b>200.00</b>	<b>4250.00</b>	<b>8500.00</b>				
Other Earnings & Reimb.		Taxable		Current	YTD				
<b>Bonus</b>		<b>YES</b>		<b>0.00</b>	<b>5000.00</b>				
<b>Group Term Life</b>		<b>No</b>		<b>163.46</b>	<b>326.92</b>				
<b>Pension Earnings</b>		<b>No</b>		<b>4250.00</b>	<b>8500.00</b>				

## PY Standard Pay Check – 3 Paragraphs (PYCHK07U\_3P)

<b>EMPLOYEE NAME</b> Montague, Alfred		<b>UNION</b>	<b>Trade</b> MGMT		<b>Project</b>	<b>PERIOD END DATE</b> 240229		
EARNINGS				DEDUCTIONS				
DESCRIPTION	RATE	HOURS	THIS PERIOD	TO - DATE	DESCRIPTION	THIS PERIOD	TO - DATE	
Regular Hours		96	4,250.00	8,500.00	Fed Tax	532.07	1,770.40	
*TOTAL*		96	4,250.00	8,500.00	PWHT QC	663.62	1,327.24	
Bonus		0	0.00	5,000.00	QPIP1 QC	21.00	42.00	
*TOTAL OTHER		0	0.00	5,000.00	QE11	53.98	171.46	
Group Term Life		0	163.46	326.92	QPP1 QC	262.67	845.34	
Pension Earnings		0	4,250.00	8,500.00	*TOTAL*	1,533.34	4,156.44	
*TOTAL NON-CASH*		0	4,413.46	8,826.92				
<b>GROSS EARNINGS</b>			4,250.00		<b>DEDUCTIONS</b>	1,533.34		
<b>GROSS EARNINGS TO DATE</b>			8,500.00		<b>DEDUCTIONS TO DATE</b>	4,156.44		
						<b>DATE</b>	<b>NET</b>	<b>CHECK NO.</b>
						240229	****2,716.66	12401

<b>CMiC Canada R12 TEST</b>	<b>Cdn Imperial Bank of Commerce</b>	<b>No. 12401</b>
4850 Keele St		12001
Toronto		12848
ON M3J 3L7M 1T4		<b>CHECK DATE:</b> 29-FEB-2024
UAE		<b>****2,716.66</b>
Pay : <b>TWO THOUSAND SEVEN HUNDRED SIXTEEN DOLLARS 66/100</b>		
TO	Montague, Alfred	
THE	3750 Place de Marie	
ORDER	Montreal QC H1B 1B1	
OF		
		_____ AUTHORIZED SIGNATURE

This page is intentionally left blank.

# International Payroll - 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)

<b>Company</b>	CMiC Canada R12 TEST	<b>Pay Period</b>	240114	<b>To</b>	240120	
<b>Employee</b>	Maxime Fontaine QC H4Z 7P0					
<b>Employee Number</b> 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 Withholding Tax *QC*	-761.06	0.00	-761.06
QE11	-48.85	0.00	Employment 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
<b>Direct Deposit</b>				<b>Paycheck Record</b>		

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

Employee Name: Maxime Fontaine		Period Start Date : 240114	
Employee No: 688		SIN: 550-161-350	
Union:		Contract No:	
		Trade: 1000	

TAXABLE EARNINGS AND BENEFITS					TAXES & DEDUCTIONS		
DESCRIPTION	RATE	HOURS	AMOUNT	YTD	DESCRIPTION	AMOUNT	YTD
CMIC Canada R12 TEST					Fed Tax	652.19	652.19
4850 Keele St		48.00	3,846.15	3,846.15	PWHT QC	761.06	761.06
Toronto					QPIP1 QC	19.00	19.00
ON M3J 3L7M 1T4					QEI1	48.85	48.85
UAE					QPP1 QC	241.85	241.85
		48.00	3,846.15	3,846.15	OMERS	561.54	561.54
					*TOTAL*	2,284.49	2,284.49
<b>Gross Taxable:</b>			3,846.15	3,846.15	<b>Net Pay:</b>		1,561.66

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



# 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
<b>Taxable:</b>					Fed Tax	652.19	652.19	<b>Alter.Tax:</b>		
REGULAR WAGES		48	3,846.15	3,846.15	PWHT QC	761.08	761.08	OMERS	561.54	561.54
<b>**TOTAL**</b>		48	<b>3,846.15</b>	<b>3,846.15</b>	QPIP1 QC	19.00	19.00	<b>**TOTAL**</b>	<b>561.54</b>	<b>561.54</b>
					QE1	48.85	48.85			
					QPP1 QC	241.85	241.85			
					<b>**TOTAL**</b>	<b>1,722.95</b>	<b>1,722.95</b>			
<b>YTD Amounts</b>				<b>Total this Record</b>	<b>Total Net:</b>		<b>1,561.66</b>			
Total Gross			3,846.15	3,846.15	<b>Pay Date:</b>		<b>Jan 20, 2024</b>			
Taxable Gross			3,846.15	3,846.15	<b>EFT Number:</b>		215			
Pensionable Earning			0.00	0.00						
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)

<b>Employee Name: MAXIME FONTAINE</b>		<b>Period Start Date : 240114</b>	
<b>Employee No: 688</b>		<b>Contract No:</b>	
<b>Union:</b>		<b>Trade: 1000</b>	

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
					GPIP1 QC	19.00	19.00
					QE11	48.85	48.85
					OPP1 QC	241.85	241.85
					OMERS	561.54	561.54
					*TOTAL*	2,284.49	2,284.49
<b>Gross Taxable:</b>			<b>3,846.15</b>	<b>3,846.15</b>	<b>Net Pay :</b>		<b>1,561.66</b>

Ch/DD #	Date	A/C #	Amount
215	20-Jan-24	66633154	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			
					QE1	48.85	48.85			
					QPP1 QC	241.85	241.85			
					OMERS	561.54	561.54			
					*TOTAL*	2,284.49	2,284.49			
<b>GROSS EARNINGS</b>			3,846.15		<b>DEDUCTIONS</b>		2,284.49	<b>NET</b>		
<b>GROSS EARNINGS TO DATE</b>			3,846.15		<b>DEDUCTIONS TO DATE</b>		2,284.49	<b>NET</b>		1,561.66

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

# International Payroll - 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 [International Payroll - 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 [International Payroll - 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.

This page is intentionally left blank.

## International Payroll - Quick Guides

# International Payroll - 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.

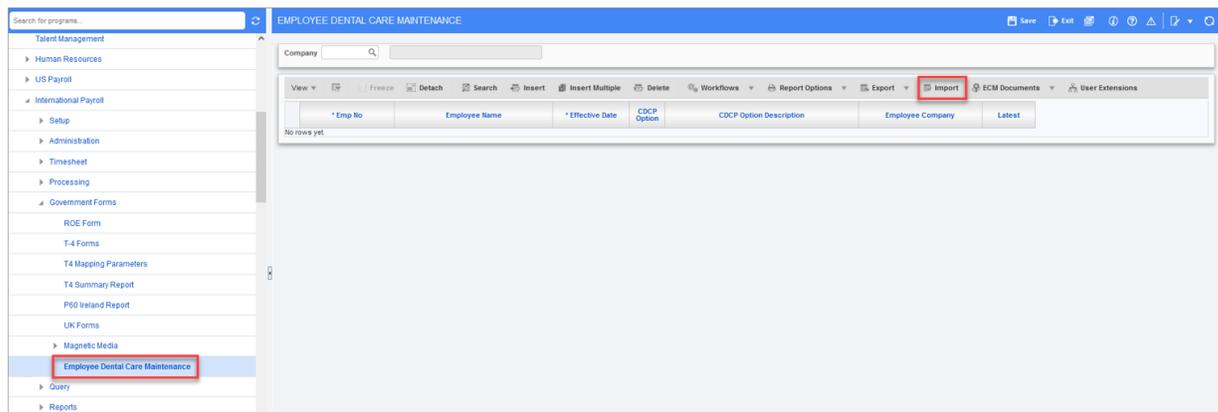
When importing data without a CDCP code specified, the program automatically assigns a value of 1 to each employee, indicating they are not eligible for dental care coverage.

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

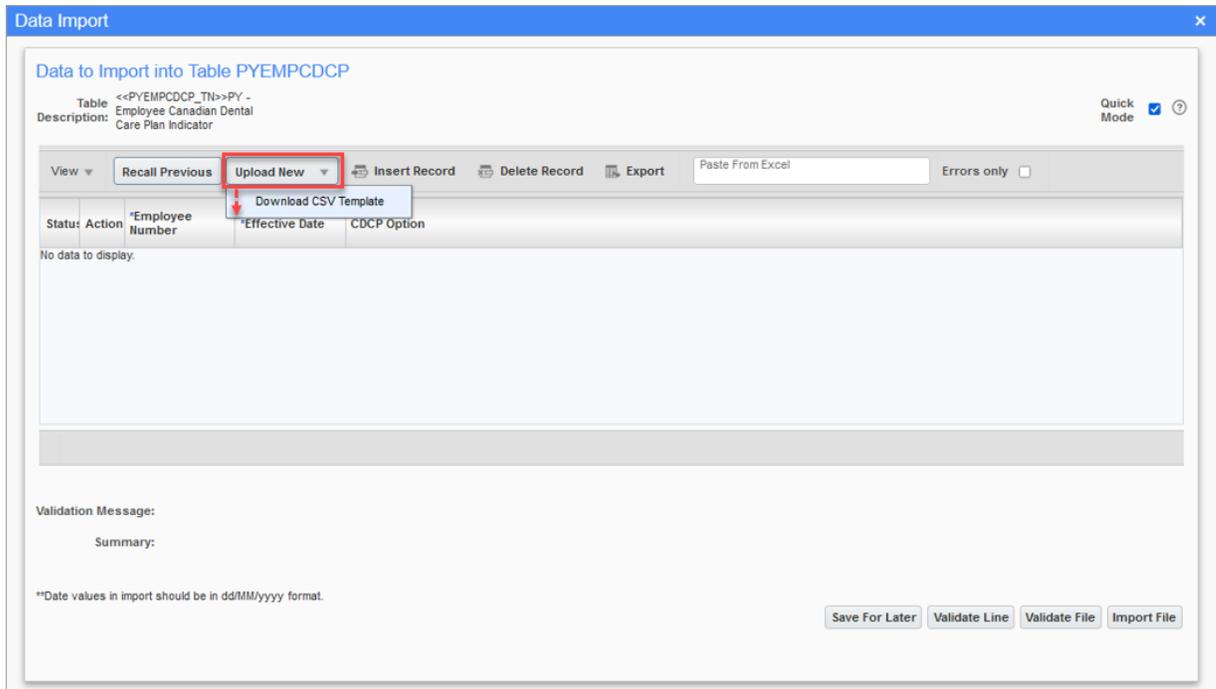
To get started using this new screen, please follow the steps provided below.

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.



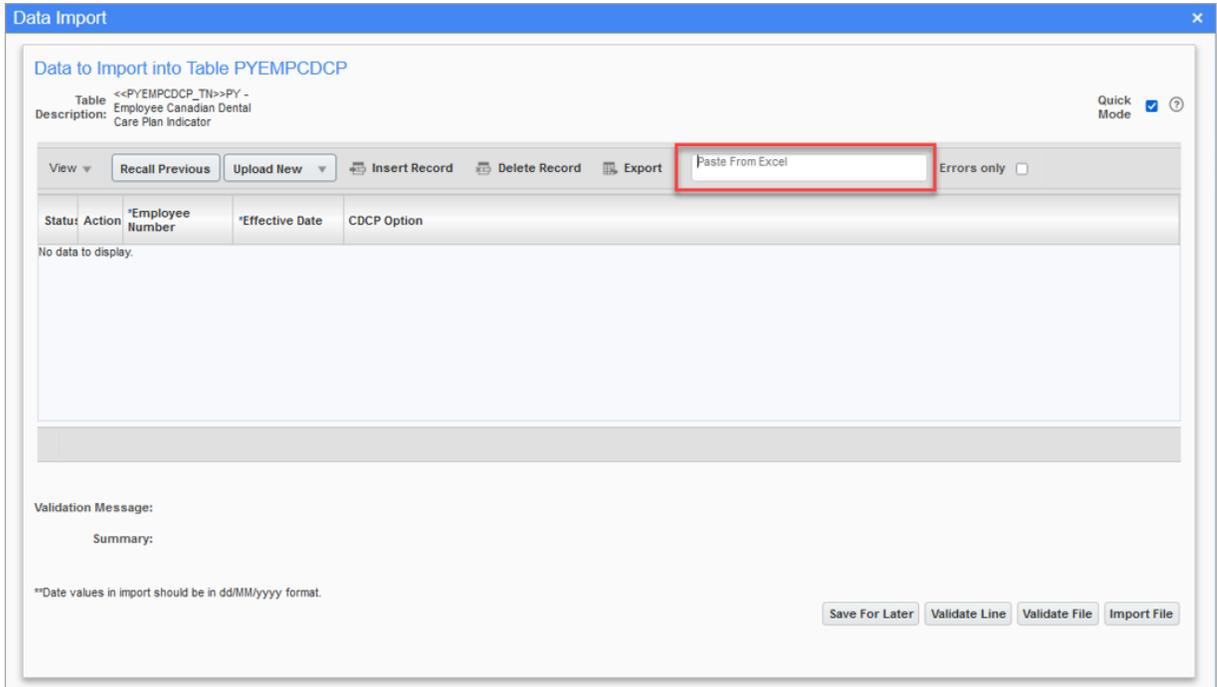
*Pop-up window launched from the [Import] button on the Employee Care Maintenance screen*

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.

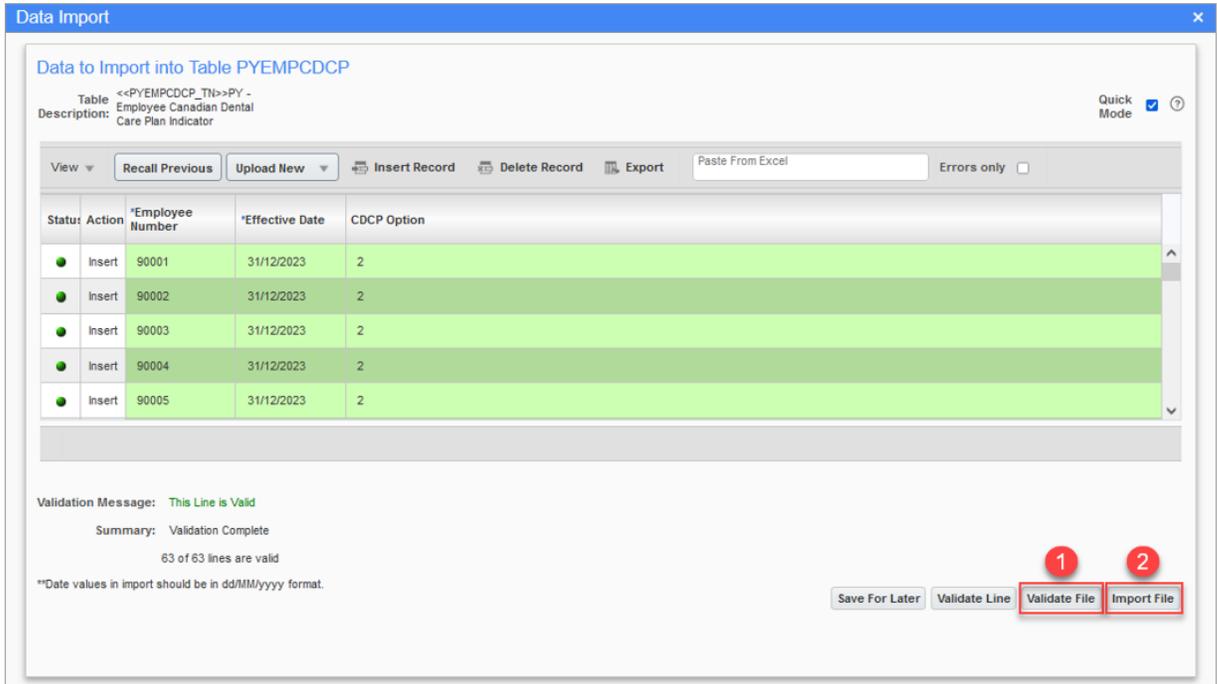
	A	B	C	D	E	F	G	H	I
1	Employee Number*	Effective Date*	CDCP Option						
2	90001	31/12/2023	2						
3	90002	31/12/2023	2						
4	90003	31/12/2023	2						
5	90004	31/12/2023	2						
6	90005	31/12/2023	2						
7	90006	31/12/2023	2						
8	90007	31/12/2023	3						
9	90008	31/12/2023	3						
10	90009	31/12/2023	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						

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

# International Payroll - R12



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



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

The screenshot shows the 'EMPLOYEE DENTAL CARE MAINTENANCE' window with a table of employee records. The table has columns for Emp No, Employee Name, Effective Date, CDCP Option, CDCP Option Description, Employee Company, and Latest. The records are as follows:

* 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.	PY/MC	<input checked="" type="checkbox"/>
90002	Martha Kendel	31/12/2023	2	Access for the payee only.	PY/MC	<input checked="" type="checkbox"/>
90003	Samantha Border	31/12/2023	2	Access for the payee only.	PY/MC	<input checked="" type="checkbox"/>
90004	Susan Rangler	31/12/2023	2	Access for the payee only.	PY/MC	<input checked="" type="checkbox"/>
90005	Nadia Taylor	31/12/2023	2	Access for the payee only.	PY/MC	<input checked="" type="checkbox"/>
90006	Tom Anderson	31/12/2023	2	Access for the payee only.	PY/MC	<input checked="" type="checkbox"/>
90007	Kyle Pelletier	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90008	Samuel Bond	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90009	Mathew Corp	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90010	Milly Gagnon	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90011	Derek Smith	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90012	Joseph Wilson	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90013	Shawn Kingston	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90014	Shelly Young	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>
90015	Jerry Cote	31/12/2023	3	Access for payee, spouse, and dependents.	PY/MC	<input checked="" type="checkbox"/>

- 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.

The screenshot shows the 'EMPLOYEE DENTAL CARE MAINTENANCE' window with a 'CDCP List' pop-up window open. The pop-up window has a search bar and a list of CDCP options. The search bar has 'Match' set to 'All' and 'Advanced' is selected. The list of options is as follows:

Code	Description
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.

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

- 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.

The screenshot shows a software window titled "EMPLOYEE DENTAL CARE MAINTENANCE". It features a search bar for "Company" and a menu bar with options like "View", "Freeze", "Detach", "Search", "Insert", "Insert Multiple", "Delete", "Workflows", "Report Options", "Export", "Import", "ECM Documents", and "User Extensions". The main area contains a table with the following columns: "Emp No", "Employee Name", "Effective Date", "CDCP Option", "CDCP Option Description", "Employee Company", and "Latest". Two rows for "Mark Justin" are highlighted with a red border: one with CDCP Option 3 and "Access for the payee only." (checked), and another with CDCP Option 1 and "No access to any dental care insurance or coverage." (unchecked).

* 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	<input checked="" type="checkbox"/>
90001	Mark Justin	16-Aug-2023	1	No access to any dental care insurance or coverage.	PYMC	<input type="checkbox"/>
90002	Martha Kendel	31-Dec-2023	2	Access for the payee only.	PYMC	<input checked="" type="checkbox"/>
90003	Samantha Border	31-Dec-2023	2	Access for the payee only.	PYMC	<input checked="" type="checkbox"/>
90004	Susan Rangler	31-Dec-2023	2	Access for the payee only.	PYMC	<input checked="" type="checkbox"/>
90005	Nadia Taylor	31-Dec-2023	2	Access for the payee only.	PYMC	<input checked="" type="checkbox"/>
90006	Tom Anderson	31-Dec-2023	2	Access for the payee only.	PYMC	<input checked="" type="checkbox"/>
90007	Kyle Palletier	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90008	Samuel Bond	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90009	Mathew Corp	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90010	Milly Gagnon	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90011	Derek Smith	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90012	Joseph Wilson	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90013	Shawn Kingston	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>
90014	Shelly Young	31-Dec-2023	3	Access for payee, spouse, and dependents.	PYMC	<input checked="" type="checkbox"/>

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

**Protected B** when completed / **Protégé B** une fois rempli

**Canada Revenue Agency / Agence du revenu du Canada**

**T4 Statement of Remuneration Paid / État de la rémunération payée**

Year / Année: **2023**

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

Employer's account number / Numéro de compte de l'employeur: **54**

Social insurance number / Numéro d'assurance sociale: **12 899877222**

Province of employment / Province d'emploi: **45 3 ON**

Employee's name and address / Nom et adresse de l'employé:  
 Last name / Nom de famille: **WILLIAMS**  
 First name / Prénom: **James**  
 238 Steeles Ave  
 Toronto  
 ON Canada M3J 3K1

Box - Case	Amount - Montant	Box - Case	Amount - Montant	Box - Case	Amount - Montant
14	135200,00	22	71054,23	16	3867,50
16A		17A		18	1049,12
24	61500,00	26	66600,00	20	
52		50		55	

**Protected B** when completed / **Protégé B** une fois rempli

**Canada Revenue Agency / Agence du revenu du Canada**

**T4 Statement of Remuneration Paid / État de la rémunération payée**

Year / Année: **2023**

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

Employer's account number / Numéro de compte de l'employeur: **54**

Social insurance number / Numéro d'assurance sociale: **12 899877222**

Province of employment / Province d'emploi: **45 3 ON**

Employee's name and address / Nom et adresse de l'employé:  
 Last name / Nom de famille: **WILLIAMS**  
 First name / Prénom: **James**  
 238 Steeles Ave  
 Toronto  
 ON Canada M3J 3K1

Box - Case	Amount - Montant	Box - Case	Amount - Montant	Box - Case	Amount - Montant
14	135200,00	22	71054,23	16	3867,50
16A		17A		18	1049,12
24	61500,00	26	66600,00	20	
52		50		55	

Sample T4 Form with Box 45

# International Payroll - 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

* Tax Code	Description	Short Description	Reporting Group	Group Name	Paid by Employer	Job Allocation	Department Allocation	Credits Voucher For Accounts Payable
QPI1	QC Parental Insur Plan EMPLY	QPI1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QPI2	QC Parental Insur Plan EMPLR	QPI2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHT	Contrib. des normes du travail	CHT			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HSP	Health Service Fund	HSP			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QE11	Employment Insurance EMPLY	QE11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QE12	Employment Insurance EMPLR	QE12			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPP3	CPP Second Contribution EMPL	CPP3			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPP4	CPP Second Contribution EMPLR	CPP4			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QPP3	QPP Second Contribution EMPL	QPP3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QPP4	QPP Second Contribution EMPLR	QPP4			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Tax Code	Tax Description	Credit Dept.	Credit Department Name	CR Account	Credit Account Description	Debit Dept.	Debit Department
CPP1	CPP Premium EMPLY	00	Company Level	6500.300	CPP Employee (CR)		
CPP2	CPP Premium EMPLR	00	Company Level	6500.301	CPP Employer (CR)	00	Company Level
CPP3	CPP Second Contribution EMPL	00	Company Level	6500.300	CPP Employee (CR)		
CPP4	CPP Second Contribution EMPL	00	Company Level	6500.301	CPP Employer (CR)	00	Company Level
E11	Employment Insurance EMPLY	00	Company Level	6500.302	Employment Insurance EE (CR)		
E12	Employment Insurance EMPLR	00	Company Level	6500.303	Employment Insurance ER (CR)	00	Company Level
FIT	Federal Tax	00	Company Level	6500.304	FIT Federal Tax Canada		
QE1	Employment Insurance EMPLY	00	Company Level	6500.305	QE1 Employee (CR)		
QE2	Employment Insurance EMPLR	00	Company Level	6500.306	QE1 Employer (CR)	00	Company Level

*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 [International Payroll - 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.

---

# Index

---

## A

Accounting .....	21
Administration .....	17
Advance Basic Wage and Advance Leave Payments .....	121
Annual Leave Processing .....	89
Automatic Determination of Work Province .....	143

## C

Calculations for Dubai Region .....	81
Canadian Dental Care Plan Reporting in 2023 .....	167
Canadian Tax Changes to CPP in 2024 .....	175
Certified Payroll Report (CA) .....	73
Company .....	9

## D

Detailed Burden Report .....	77
------------------------------	----

## E

Elements .....	19
Elements By Transaction .....	21
Employee Dental Care Maintenance .....	48
Employee Leaves Encashment .....	95
Employee Master Listing Report .....	71

---

Employee Nationality Details .....	14
Employee Nationality, Employee Religion, and Airport Destination .....	104
Employee Package for Companies in the UAE .....	84
Employee Setup for Base Wage Calculation – Dubai Region .....	81
Employment Insurance Report .....	56
<b>F</b>	
Flight Benefits .....	135
Frequently Asked Questions .....	163
<b>G</b>	
Government Forms .....	29
<b>H</b>	
Health Tax Remittance Report .....	68
<b>I</b>	
Include Benefit and Deduction in Package .....	141
Ireland Payroll Processing .....	27
<b>L</b>	
Labor and Overhead Distribution Report (CA) .....	74
Leave Accruals .....	100
Local Tables .....	13
<b>O</b>	
Overriding the Cash Account for Dubai .....	117
Overtime Rate Calculation on Wages, Partial Packages, and Full Packages .....	91

**P**

P60 Ireland Report .....	45
Pay Stub PYSTB11C for the Dubai Region .....	114
Process Benefits Based on Camp Information in the Employee Profile .....	132
Process Statutory Pay .....	23
Processing .....	27
Pro-rate Loans and Advances .....	93
Pro-ration of Lump Sum Benefits .....	87

**Q**

Quebec Insurance Group Maintenance .....	129
--	-----

**R**

Reports .....	51
ROE Form .....	30

**S**

Setting up Users for International Payroll .....	5
Setup .....	3
Standard CA Check Formats .....	149
Standard CA Stub Formats .....	157

**T**

T-4 Forms .....	35
T4 Mapping Parameters .....	42
T4 Summary Report .....	43
Tax Remittance Report .....	64

---

Tax Report – Province – Detail .....	60
Tax Report – Province – Quebec .....	63
Tax Status Report Federal .....	59
Taxes .....	17, 163
Timesheet .....	23
Transactions .....	164
<b>U</b>	
UK RTI Feeds .....	46
Unpaid Leave Calculation .....	98
Unpaid Leave on Probation .....	123
User Defaults .....	7
Utilities .....	14
<b>W</b>	
Worker Compensation Premium Due (CA) .....	54
<b>Y</b>	
Year-To-Date Earnings (CA) .....	79