



# Client Setup Checklist

Getting set up with Wagepoint with the help of your bookkeeper or accountant has never been easier.

## Determining needs

Ensuring you have each item on this checklist will help your bookkeeper or accountant get you and your employees set up in Wagepoint as quickly and painlessly as possible. After all, the key to a smooth setup is being prepared.

## Company information

### ○ CRA payroll account number and remittance frequency

Provided when the business registers itself.

(If you don't have this, [request it](#) from the CRA.)

- Legal business name, Doing Business As (DBA) name and Company address
- Phone number registered with the CRA
- CRA payroll account number
- [Remittance frequency](#)
  - Non-accelerated/Regular remitter – monthly
    - *Note: Quarterly remitters will use the monthly remittance frequency in Wagepoint.*
  - Accelerated Threshold 1 – bi-weekly
  - Accelerated Threshold 2 – weekly

### ○ RQ payroll account number and HSF rate (if applicable)

- If your business is based in Québec or you pay employees in the province. ([More info.](#))
- RQ Employer [HSF Rate](#).

### ○ Business Banking and Registration Information

The partner, client or authorized signatory — also called a signing officer — will:

- Enter the following details: Bank name and branch/transit number, bank account number.
- Upload a bank verification document: Ex. Voided cheque or an official statement with bank, transit and account numbers (ex. direct deposit form).

**Extra details about the authorized signatory must also be provided:** Email, home address, date of birth, Social Insurance Number (SIN).

- Required uploads or e-signatures: Government-issued ID (front and back), a signed pre-authorized debit (PAD) agreement.

## ○ Workers' Compensation and provincial employer taxes

In addition to your CRA payroll account number, you may need specific provincial and territorial ID numbers and tax rates if you'd like Wagepoint to take care of these items on your behalf:

- Alberta
  - [Workers' Compensation \(WCB\)](#).
- British Columbia
  - [Workers' Compensation \(WorkSafeBC\)](#).
  - [Employer Health Tax \(EHT\)](#).
- Manitoba
  - [Workers' Compensation \(WCB\)](#).
  - [The Health and Post Secondary Education Tax Levy \(HE Levy\)](#) (Q1 2024)
- New Brunswick
  - [Workers' Compensation \(WorkSafeNB\)](#).\*
- Newfoundland and Labrador
  - [Workers' Compensation \(WorkPlaceNL\)](#).\*
  - [Health and Post Secondary Education Tax](#) (Q1 2024)
- Nova Scotia
  - [Workers' Compensation \(WCB\)](#).
- Ontario
  - [Workers' Compensation \(WSIB\)](#).
  - [Employer Health Tax \(EHT\)](#).
- Prince Edward Island
  - [Workers' Compensation \(WCB\)](#).
- Québec
  - [Workers' Compensation \(CNESST\)](#).
  - [Québec Parental Insurance Plan \(QPIP\)](#).
  - [Health Services Fund \(HSF\)](#).
- Saskatchewan
  - [Workers' Compensation \(WCB\)](#).
- Northwest Territories
  - [Workers' Compensation \(WSCC\)](#).\*
- Nunavut
  - [Workers' Compensation \(WSCC\)](#).\*
- Yukon
  - [Workers' Compensation \(WCB\)](#).\*

*\*Wagepoint does not support workers' compensation remittances in these provinces. We can perform the calculation, however, the employer is responsible for making the necessary payments. Additionally, please note that all workers' compensation reporting in all provinces are the employer's responsibility.*

## Deductions types

The following simply need to be selected from the existing list in Wagepoint. Let your bookkeeper or accountant know which one(s) you need.

*(Source deductions, like CPP and EI, are automatically calculated when you process payroll and don't need to be set up as a type of deduction. Income tax is also established based on the information in each employee's TDI.)*

- AD&D (employee)
- Advance deduction
- Critical illness (employee)
- Dental (employee)
- Dependent life insurance (employee)
- Garnishment
- Life insurance (employee)
- Long-term disability (employee)
- Medical (employee)
- Other deduction
- RRSP (employee)
- Short-term disability (employee)
- TFSA (employee)
- Union dues

## Income types

These already exist in Wagepoint. Let your bookkeeper or accountant know which ones apply to your employees.

- Advance
- Bonus (discretionary)
- Bonus (work related)
- Call-in pay
- Commission
- Contractor pay
- Director's fees
- Double overtime
- Expense reimbursement
- Maternity leave top-up
- Overtime
- Pay in lieu of notice
- Retiring allowance eligible
- Retiring allowance non-eligible
- Salary continuance
- Self-employed commission
- Severance
- Shift premium
- Standby pay
- Status Indian (CPP and non-CPP)
- Status Indian retiring allowance
- Statutory holiday
- Statutory holiday (worked)
- Tips/Gratuities (controlled)
- Tips/Gratuities (direct)
- Top-up
- Vacation pay (dollars)
- Vacation pay (hours)

## Benefit types

The following benefits simply need to be selected in Wagepoint.

- AD&D (employer)
- Car allowance (cash or non-cash)
- Cell & internet (cash or non-cash)
- Life insurance (employer)
- Long-term disability (employer)
- Medical (employer)

- Clergy housing benefit (cash or non-cash)
- Clergy utilities benefit (cash or non-cash)
- Critical illness (employer)
- Dental (employer)
- Dependant life insurance (employer)
- Gifts & awards (cash or non-cash)
- Housing allowance (cash or non-cash)
- Parking (cash or non-cash)
- Professional dues (cash or non-cash)
- RRSP (employer)
- Security options
- Short-term disability (employer)
- Subsidized meals
- TFSA (employer)
- Tuition fees (cash or non-cash)
- Utilities allowance (cash or non-cash)

### ○ Custom deduction, income and benefit types

Let your bookkeeper or accountant know if you have any custom deduction, income or benefit types and whether or not they're taxable.

### ○ Paygroup Schedule

Employees can be grouped based on pay frequency, location, classification, etc. This will also feed into your payroll calendar for payroll processing deadlines.

- The common denominator for each group is payroll frequency, which impacts the income and deduction calculations.
- Ensure the expected hours per pay period line up with your company's working hours. This information will impact how gross wages are calculated.
- Confirm locations, departments and job titles if they are key to organizing and reporting information.

### ○ Statutory holidays

Wagepoint provides a list, so your bookkeeper or accountant will need to know which holidays apply to your business. Wagepoint will remember the selection year after year. The list below has the most common holidays. Make sure you know the statutory holiday for each province or territory where you pay employees.

- New Year's
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving
- Christmas Day
- Boxing Day

## ○ Employee Information

Employees have the option to fill in their personal information on their employee profile, but if you'd like your bookkeeper or accountant to do so, provide them with the details below.

- First and last name
- Preferred and middle name \*
- Birthdate \*
- Hire date
- Social Insurance Number (SIN)
- Address and phone number \*
- Province of residence \*
- Email address (for access to the online employee portal)
- Paid time off (PTO) balances
- Vacation accrual and percentages (if they differ from the standard) or if vacation is paid out
- TD1 form (Provincial and Federal) \*
- Banking info — voided cheque or direct deposit form with transit, institution and account numbers (to pay by direct deposit) \*
- Emergency contact \*
- Year-to-Date values

*\*Details the employee can enter themselves.*

## ○ Contractor Information

- First and last name
- Preferred and middle name \*
- Birthdate \*
- Hire date
- Contractor business number or SIN \*
- Address and phone number \*
- Province of residence \*
- Email address (for access to the online portal)
- Banking info — voided cheque or direct deposit form with transit, institution and account numbers (to pay by direct deposit) \*
- Emergency contact \*
- Year-to-date values

*\*Details the contractor can enter themselves.*

## ○ ROE SAT authorization

To submit Records of Employment (ROEs) to Service Canada from within Wagepoint electronically, have the company's primary officer (or the person authorized to access the Service Canada account) e-sign the Registration Addendum form directly in the Wagepoint app.

## Year-to-date amounts

These are crucial for ensuring that the payroll is accurate right from the start. If you have been paying employees either manually or using another software, you will need to provide the year-to-date amounts for.

- Gross earnings
- Deductions
- Incomes
- Vacation
- EI — employee and employer
- CPP — employee and employer
- Income tax — federal and provincial.  
*If it's not separated in your current system, enter it all under federal, unless you're in Québec.*

## Changing payroll software

If you've been using other software, you'll need to:

- Notify your current provider of your intent to change and confirm a timeline. (A period of up to 30 days may apply.)
- Request a payroll register report with your year-to-date amounts and ROEs with reason code K (other) and a note stating "switching payroll providers." If you've been processing payroll manually, you'll have to put together your own report and generate your own ROEs.
- The only time you don't need year-to-date amounts is when you're starting with the first payroll of the year or if it's the first payroll you've ever run.

## Make payroll even easier...

If you need specific scheduling and time-tracking tools or other integrations, let your bookkeeper or accountant know so they can help build your tech stack!

Once your setup is complete, you'll be able to access these add-ons from within Wagepoint.

*Remittance and reporting capabilities within Wagepoint vary by location. To submit ROEs, proper authorization must be granted.*

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