



2023 Small Business Year-End Using Wagepoint (1.0)



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Certified professional bookkeeper and industry thought leader, paving the way for bookkeeping and accounting professionals to grow their business with payroll.

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Start 2024 Off Right!

01

Prepare for Year-End

Six (6) easy steps to prepare for year-end in Wagepoint.

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Tip # 1 - Finalize a minimum of two payrolls.

Make sure that you've finalized **at least two (2) payrolls** within Wagepoint in the 2023 calendar year.

- That's the magic number needed in order to submit your year-end documents (T4s, T4As and RL-1s) using Wagepoint.
- ★ **Tip:** If you have new employees, try to onboard and run 2 payrolls before Dec 22 for direct deposit or Dec. 29 for cheque. This ensures the employees will be set for year-end and going forward!

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Tip #2 - Indicate tax form submission setting.

Confirm that the “Auto-submit tax forms” toggle is correct within each client account.

- The toggle will default to either “**Yes**” or the last option you chose.
 - Set the toggle to “**Yes**” if you wish for Wagepoint to **automatically file your year-end forms with the Canada Revenue Agency (CRA) and Revenu Québec (RQ)** on your behalf.
- ★ Note: You will not be able to change the auto-submit tax form setting in your account during the bulk submission period of **February 19, 2024 at 12 am ET until March 1, 2024 at 12 am ET**, or after this period.

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Tip #3 Review your reports.

- The **Year-to-Date** report.
A snapshot of your individual employee T4s. You must view each T4 individually.
 - Go to: *Reports > More > Year to date report*
- The **T4/T4A/RL-1 Data Export**.
CSV report of employee/contractor information as it appears on their actual T4s, T4As and RL-1s.
 - Go to: *Reports > More > Reports library* and scroll down to “T4/T4A/RL1 Data Export”
- The **Remittance report**
Compare this report against the statement of account you receive from CRA/RQ.
 - Go to: *Reports > More > Remittance report*
- Please also take time to confirm **payroll account numbers** and [remittance schedules](#).

[Reports library – Wagepoint](#)

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Tip #4 Verify employee contact info and payroll details.

Include all active & terminated employees.

- Review name, address, SIN, tax settings, email address.
- **Ensure that both active and terminated employees have access to their portals.**

For an employee that has not yet been added to your payroll account but requires a T4 or RL-1, please enter their YTD data before you run your last payroll for 2023. [Learn more.](#)

For a contractor that has not yet been added to your payroll account but requires a T4A, please enter their YTD data before you run your last payroll for 2023. [Learn more.](#)

- ★ You can easily view each employee/contractor's user ID and set a temporary password for their account. [Follow these instructions.](#)

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Tip #5 Think early about bonus runs.

To ensure that year-end documents reflect your bonus amounts, please process any bonus payroll runs:

Direct Deposit – On or before **December 22, 2023 (by 12 pm ET)** so that it is paid before January 1, 2024.

Cheque or E-Transfer – On or before **December 29, 2023** so that it is paid before December 29, 2023.

- ★ You can pay bonuses during a regular pay period by entering the bonus amounts directly into the hourly or salaried employee's payroll. However, if you need to adjust the amount of tax collected or want to process it as a standalone payment, you should run it as an off-cycle payroll.

[Wagepoint Knowledge base - Run a bonus payroll](#)

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



NEW! Prepare to fill out Box 45 (Employee-Offered Dental Benefits) on each employee's T4s.

Starting in the 2023 calendar year, it is **mandatory** to indicate whether each employee or any of their family members were **eligible to access employee-offered dental benefits** on December 31 of that year. This includes all dental care insurance or coverage of dental services of any kind, that you offered.

To prepare for this ahead of time, please review the "Box 45" section of [this government-provided resource](#), and make sure you know ahead of time which code applies to which employee. There are 5 codes that you will be required to select from.

6 Easy Steps to Prepare for 2023 Year-End in Wagepoint



Special notes for Québec

Wagepoint is unable to produce T4As or RL-1s for contractors in Québec without an RQ number. As the employer, you will need to produce, and submit, these year-end documents outside of Wagepoint.

RL-1 summaries must be received at the Revenu Québec office **on or before February 29, 2024.**

- Please [mail or courier them](#) early enough to allow for timely delivery.

Employers need to report and pay contributions related to Labour Standards in Québec using the remittance slip of the RL-1 summary by **February 29, 2024.** [More information.](#)

02

Dates and Deadlines

Important dates between now and March 2024



November 2023 — Year-End Due Dates

All of November

Review - [6 Really Important Things You Must Do In Wagepoint.](#)

Review - [Wagepoint Important Dates and deadlines](#) and plan out your payroll processing.

Start submitting [T1213 Form](#) for EE's with a 2024 Tax Reduction at Source.

If you have new employees or are just starting with Wagepoint, onboard now so you can get two (2) payruns in for T4 processing!

Create a year-end support plan. Make sure you have all the right people and resources in place so you don't miss any important deadlines.

Ensure payroll information is up to date.

- Client acct info
- Gov/tax acct info
- EE/contractor info
- YTD/accrual info

Send reminders to ensure time off/vacation is booked to avoid approval and time tracking delays during the holidays.

Ensure all employees or contractors that were not paid through Wagepoint but need a T4/T4A/RL-1 are entered into the system.

Confirm that you've correctly set your "Auto-submit tax forms" to indicate how you'd like your year-end forms handled.



December 2023 — Year-End Due Dates

All of December

Advise customers and your employees of your business holiday hours!

Check your bank for outstanding payroll related transactions and payments.

If applicable, remove any 2023 YTD info if payroll set-up has been delayed till 2024.

December 22

The last day you can process 2023 payroll with direct deposit (for those with 3-day processing)

Once 2023 payroll is complete:

- Update [WCB](#) & HSF Rates for 2024.
- Update [TD1 personal tax credits](#) for employees.

December 27

If applicable, submit new EI reduced rate to support before processing 2024 payroll.

If you receive a remittance change letter, please let us know before processing 2024 payroll.

The first day you can process 2024 payroll with direct deposit.

December 29

The last day you can process 2023 payroll with a manual payment.

Advise Wagepoint of any adjustments required for YTD Source Deduction balances.

*Stat - Monday, January 1, 2024 (New Year's Day).



January 2024 — Year-End Due Dates

January 2

T4, T4A, RL-1 reports for 2023 will be available for review in Wagepoint.

Double check that all active and inactive employees have access to their portal.

[Review payroll dates](#) and notifications in Wagepoint for 2024.

January 8

Earliest date that Wagepoint will begin submitting T4s.

Any 2023 manual PIER adjustments should be included in the January 15 source deduction payment.

January 11

T4 / T4A / RL-1 forms submitted from within Wagepoint will be available for employees and contractors via their portal.

*Due to CRA blackout dates, YE forms will not be accessible before January 11, 2024.

January continued

Worksafe - [Customers who have their remit WCB toggle = YES](#), please remember, employers are responsible for reporting earnings to the respective provincial Workers' Compensation agency.

- [WSIB/WCB Payroll Report](#)



February/March 2024 — Year-end due dates

Early February

Québec employers – Print, sign and physically [mail or courier](#) the RL-1 Summary report to Revenu Québec (RQ) to arrive on or before February 29.

Note: Ensure you complete all sections of the RL1 summary, including Section C, to avoid any penalties.

February 18

Adjustments to YE documents will need to be completed by 11:59 pm ET.

Last day to set your Auto-submit T4 toggle preference!

Last day to select applicable Dental Code in Box 45 of each EE's T4!

February 19 onward

T4s, T4As, RL1s, T4 summary, and T4A summary reports will be submitted to the CRA/RQ via an electronic bulk submission process for customers whose auto-submit setting is set to “Yes”.

*Family Day STAT in certain provinces.

March 2 onwards

If applicable, you can request amendments (nominal fee) for any year-end reports that have been submitted electronically from Wagepoint.

Payroll processing timelines for 2023-2024 winter holidays.

If your pay date falls on:	And you are on a standard <u>3-day processing schedule</u> . Approve your payroll by 12 pm ET on:	And you are on a <u>5-day processing schedule</u> . Approve your payroll by 12 pm ET on:
Monday, December 25, 2023 (Christmas Day Observed)	Wednesday, December 20, 2023	Monday, December 18, 2023
Tuesday, December 26, 2023 (Boxing Day Observed)	Wednesday, December 20, 2023	Monday, December 18, 2023
Wednesday, December 27, 2023	Wednesday, December 20, 2023	Monday, December 18, 2023
Thursday, December 28, 2023	Thursday, December 21, 2023	Tuesday, December 19, 2023
Friday, December 29, 2023	Friday, December 22, 2023	Wednesday, December 20, 2023
Monday, January 1, 2024 (New Year's Day Observed)	Wednesday, December 27, 2023	Thursday, December 21, 2023
Tuesday, January 2, 2024	Wednesday, December 27, 2023	Thursday, December 21, 2023
Wednesday, January 3, 2024	Thursday, December 28, 2023	Friday, December 22, 2023
Thursday, January 4, 2024	Friday, December 29, 2023	Wednesday, December 27, 2023

Wagepoint 2023/2024 Holiday Schedule and Availability.

Please note that Wagepoint offices will be closed on:

- Monday, December 25, 2023 observed for Christmas Day
- Tuesday, December 26, 2023 observed for Boxing Day
- Monday, January 1, 2024 observed for New Year's Day

Please reach us anytime outside of these dates and we'll be happy to assist you.



03

Year-End in Wagepoint

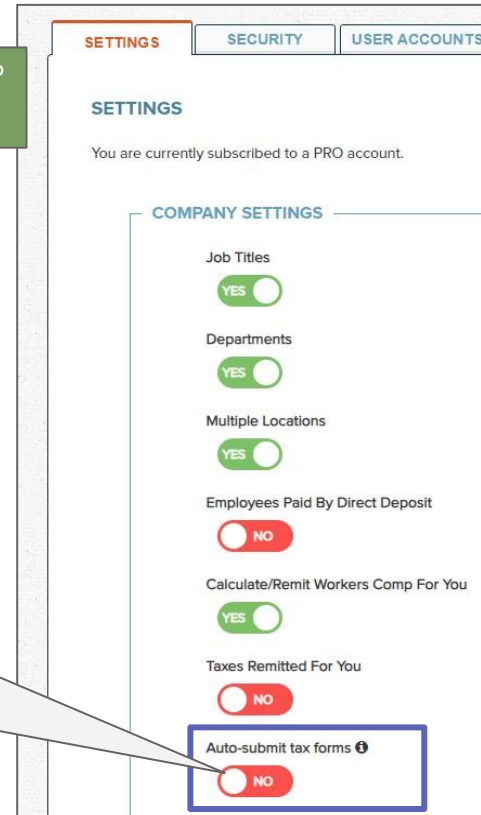
Helpful tips and settings for an accurate and timely year-end.

Wagepoint “Auto-submit” Tax Forms Toggle

Step
1



Step
2



“Yes” = Wagepoint will auto-submit the tax forms for you/your clients.

“No” = You will submit the tax forms to the government and you/ your clients’ employees manually.

Updating Workers' Compensation

COMPANY EMPLOYEES BANKING PAYROLL REPORTS

COMPANY INFO DEDUCTION TYPES INCOME TYPES PAYGROUPS COMPANY HOLIDAYS MORE

DEPARTMENTS
JOB TITLES
LOCATIONS
WORKERS COMPENSATION
ROE SAT

WORKERS' COMPENSATION AND WSIB

If applicable, click the "Add Rate" button below to set up your account number and rate so that we can calculate a...
It's your responsibility to submit the required report. Wagepoint is not authorized to submit them on your behalf.

We can't remit workers' compensation for New Brunswick, Newfoundland, Northwest Territories and Yukon
We'll still do the calculation, but since they don't accept online remittances you'll need to remit the dues yourself.

Province	WCB Account	WCB Rate	Maximum Wage	Actions
AB	12345	1.8	98700	Edit
AB	1231231	1.13	98700	Enable
BC	123456789	2	108400	Edit
BC	123456789	1.15	108400	Edit

RATE DETAILS

- Province: Alberta
- Account #: 12345
- Rate: 1.8
- Maximum Wage: 98700

CANCEL SAVE

The update must be made after you run 2023 payroll, once reports are available, but before you run 2024 payroll.

Updating the HSF Rate

The screenshot shows the 'COMPANY INFO' page in the Wagepoint system. The top navigation bar includes 'COMPANY', 'EMPLOYEES', 'BANKING', 'PAYROLL', and 'REPORTS'. Below this, a secondary navigation bar includes 'COMPANY INFO', 'DEDUCTION TYPES', 'INCOME TYPES', 'PAYGROUPS', 'COMPANY HOLIDAYS', and 'MORE'. The main content area is titled 'COMPANY INFO' and contains a sub-section 'BUSINESS CONTACT' and 'PAYROLL DETAILS'. The 'BUSINESS CONTACT' section includes fields for 'Legal Company Name' (Ryan's BBQ and Ribs), 'Doing Business As (DBA) Company Name' (3 Toes Catering), 'Contact Email' (test@testaccount.ca), and 'Phone Number' (4000000000XXXX). The 'PAYROLL DETAILS' section includes fields for 'Employee location' (Canada), 'CRA Number' (XXXXXXXXXX), 'Revenu Quebec Number' (99999999999999999999), and 'Revenu Quebec Employer HSF Rate' (0.0195). The 'Revenu Quebec Employer HSF Rate' field is highlighted with a blue box.

Section	Field Name	Value
BUSINESS CONTACT	Legal Company Name	Ryan's BBQ and Ribs
	Doing Business As (DBA) Company Name	3 Toes Catering
	Contact Email	test@testaccount.ca
	Phone Number	4000000000XXXX
PAYROLL DETAILS	Employee location	Canada
	CRA Number	XXXXXXXXXX
	Revenu Quebec Number	99999999999999999999
	Revenu Quebec Employer HSF Rate	0.0195

The update must be made after you run 2023 payroll, once reports are available, but before you run 2024 payroll.

Updating Federal and Provincial Claims

Step 1

COMPANY **EMPLOYEES** BANKING PAYROLL REPORTS

EMPLOYEES CONTRACTORS TERMINATED EMPLOYEES

Search Name

Name	Email	Rate of Pay	Vacation	Direct Deposit	Actions
Barker, Bob		\$350.00	\$0.00		Edit
Beauchesne, David	some@mail.com	\$15.00	(\$269.53)	✔	Edit
Bert, Bert		\$100.00	\$1,385.11		Edit

Step 2

COMPANY EMPLOYEES BANKING

Jump to Search

THE PERSON THE JOB **TAX INFO** DIRECT DEPOSIT

BOB BARKER'S DETAILS

The tax settings default to the basic federal and provincial claim amounts provincial drop downs to apply the right claim amounts.

FEDERAL & PROVINCIAL CLAIMS

Federal TD1

- Code 1 (0.00 to 12719.00)
- Code 0 (0 to 0)
- Code 1 (0.00 to 12719.00)**
- Code 2 (12719.01 to 15149.01)
- Code 3 (15149.02 to 17579.02)
- Code 4 (17579.03 to 20009.03)
- Code 5 (20009.04 to 22439.04)
- Code 6 (22439.05 to 24869.05)
- Code 7 (24869.06 to 27299.06)
- Code 8 (27299.07 to 29729.07)
- Code 9 (29729.08 to 32159.08)
- Code 10 (32159.09 to 34589.09)
- Outside Canada (0 to 0)

Code 1 (0.00 to 11302.00)

Tax tables will be updated in Wagepoint and ready for you to run 2023 payroll on **December 27, 2023**.

The update must be made after you run 2023 payroll but before you run 2024 payroll.

Updating the Remittance Schedule.

If you have received a notification from the CRA regarding a change to your current remittance schedule, go to:

Company > Company info tab to update the setting to reflect the notice.

The screenshot shows the 'COMPANY INFO' section of the Wagepoint interface. The 'COMPANY INFO' tab is selected. The form is divided into two columns: 'BUSINESS CONTACT' and 'PAYROLL DETAILS'. The 'Remittance Schedule' dropdown menu is open, showing the following options: 'Non-Accelerated', '- Select -', 'Non-Accelerated', 'Accelerated Threshold 1', and 'Accelerated Threshold 2'. The 'Non-Accelerated' option is highlighted in blue. Other fields in the form include 'Legal Company Name' (Ryan's BBQ and Ribs), 'Doing Business As (DBA) Company Name' (3 Toes Catering), 'Contact Email' (test@testaccount.ca), 'Phone Number', 'Address 1', 'Address 2', 'Employee location' (Canada), 'CRA Number', 'Revenu Quebec Number', 'Revenu Quebec Employer HSF Rate' (0.0195), and 'Postal Code'.

The update must be made after you run 2023 payroll but before you run 2024 payroll.

04

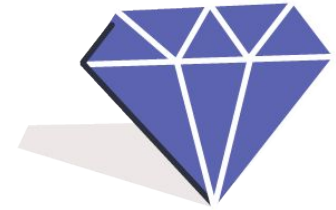
Prepare for Next Year

Start 2024 off right!

Start 2024 off on the right foot!

After you have processed your 2023 payroll, don't forget these important steps before you start your 2024 payroll.

- Confirm 2024 applicable stat holidays.
- Update Workers' Compensation & employer tax rates.
- Update employee 2024 TD1 form amounts.
- Update/review approved CRA EI/tax reduction rates.
- Update CRA remittance schedule if applicable.
- Update payroll passwords and set up 2FA.
- Review logins, roles and responsibilities.
- Create 2024 payroll year-end folders.





Helpful Year-End Communications

- Remind employees who have maxed out EI and CPP that they will notice a difference in their net pay come January.
- Review and update policies and procedures.
 - Hiring, onboarding and termination processes.
 - Travel and expense policies.
 - Remote work policies.
 - PTO and vacation policies.
- Start a communications plan for employees.
 - Announcements for birthdays, events, celebrations and anniversaries.
 - Schedule changes and time off requests around peak holiday times.
 - Schedule stat holiday notices
 - Indicate how they impact payroll and timesheet deadlines.

Please ensure you have implemented security and privacy measures for all payroll communications.

Links to Resources — Winning Year-End in 2023.

[Canadian Small Business Year-end Survival KIT](#)

[Wagepoint knowledge base](#)

[CRA - File payroll information returns \(slips and summaries\)](#)

[Learn how to use Wagepoint 2.0](#)

How to reach us.

The best way to reach our team is by [submitting a ticket](#) from within your Wagepoint account or emailing us at support@wagepoint.com.