

Summer payroll checklist

for Canadian small businesses

[Running a summer business](#) means you're packing a year's worth of hustle and heart into just a few months. Don't pack a year's worth of payroll stress, too. To keep your focus on your customers, you need a payroll process that almost runs itself. Use this checklist to front-load your admin for smooth paydays, happy employees, and stress-free summer operations.

Future-proof your summer

1. Pre-season payroll prep

Build solid payroll foundations before your first customer even walks through the door. By handling the heavy lifting in the spring, you're protecting your future self from office time when the patio is full.

What you need to do

Determine your payroll system for the summer season (manual, software, same as last year, or new)

Catch up on regulatory updates from your off-season

- Has the federal [minimum wage](#) increased?
- Has the provincial/territorial [minimum wage](#) increased?
- Have [Canada Pension Plan \(CPP\)](#) rates/maximums changed for this year?
- Have [Employment Insurance \(EI\)](#) rates/maximums changed for this year?
- Have your provincial employer tax thresholds changed (ex. EHT/WCB)?
- Are there any new [stat holidays](#) to observe?
- Have there been changes to [overtime](#) thresholds in your province/territory?

Set up new employees and contractors

- Collect personal information (SIN numbers, addresses, dates of birth)
- Collect banking information
- Collect [TD-1 tax forms](#)

Set up returning employees

- Update personal information (address, etc.)
- Update banking information
- Update [TD-1 tax forms](#)

Speed it up with Wagepoint

Log back into your Wagepoint account. That's it.

Your account is automatically updated with tax tables for the current year and new federal/provincial rules as they happen.

Use self-onboarding

Employees and contractors can enter their own personal and banking information, and upload their own TD-1 forms.

Reactivate returning employees by changing their status to "active"

Employees can update their profiles, banking information and TD-1 forms themselves using a secure employee portal.



Invisible compliance

2. Peak-season payroll perfection

The rush is on. During your busiest “in-season” months, payroll should be a safety net that happens in the background, not a heavy burden that pulls you away from your team. Keep your focus on your customers by using these steps to stay on top of daily tracking.

What you need to do

Manage time and attendance

Track employee hours daily using paper timesheets, spreadsheets, group texts or an additional software

Calculate [overtime](#) based on specific provincial or territorial daily and weekly rules

Manage [stat holiday pay](#) for Victoria Day, Canada Day, Civic Holiday, and Labour Day

Track eligibility rules like the “30-day” rule and “First and Last” scheduled shift rule

Calculate averaging formulas for employees with irregular seasonal hours

Manage [vacation pay](#)

Determine if you will accrue vacation pay or pay it out on every cheque

Calculate and apply vacation pay (minimum 4% of gross wages) for every employee and pay period

Stay on top of Canada Revenue Agency (CRA) [remittances](#)

Track your remitter frequency (monthly, quarterly, or accelerated) and deadlines

Calculate and remit source deductions (CPP, EI, and income tax) by your deadlines

Speed it up with Wagepoint

Use the free, built-in [Timesheets](#) feature

Allow your team to submit time entries through the My Wagepoint mobile app or employee portal for approval. Even better, approved hours flow straight into your pay run. Overtime is automatically calculated.

Simplify the math

Wagepoint automatically calculates stat pay and vacation pay over the summer. We also calculate your source deductions (CPP, EI and income tax) and remit them to the CRA on your behalf, according to your specific schedule.



Wrap up with a win

3. Post-season peace of mind

The hard work is behind you. Tie up these loose ends so you can trade the timesheets for some downtime and not think of payroll again...until next year. Handling these steps properly now ensures that re-hiring your best people next spring is a breeze.

What you need to do

Close out your books

- Track and pay out remaining vacation balances
- Calculate and remit any outstanding source deductions (CPP, EI, and income tax) by your deadlines

Part with your employees

- Terminate your employees
- Issue [Records of Employment \(ROEs\)](#) within five days of the last pay period

Prepare for a smooth year-end

- Verify final addresses for all departing employees so that you can mail out their paper T4s next year
- Early next year, create your year-end forms
- Issue T4s by the CRA deadline (usually at the end of February)

Maintain employee records

- Securely store payroll records (including hours worked, tax forms, and pay stubs) for at least six years to meet CRA and provincial requirements

Speed it up with Wagepoint

Simplify the math

Wagepoint handles the final calculations for remaining vacation and source deductions, ensuring your final pay run is accurate.

Update employee status to “terminated” or “on-leave”

Changing to either of these statuses will automatically open an ROE workflow for this employee. Wagepoint helps you generate and submit the ROE directly to Service Canada. Use “on-leave” for summer crew returning next year for a quick and easy re-hire.

Grant portal access

Ensure employees have access to their online portal, where their T4s will be available for download during tax time.

Review and file forms

Log in to your Wagepoint account between January and February to review and file your year-end forms directly to the CRA.

Forget the filing cabinet

Wagepoint securely stores all your payroll data, reports, and employee history in the cloud, ensuring you're always audit-ready without the paperwork.

“With Wagepoint, I’ve never had any issues with missed T4s or anything that the CRA comes knocking on my door for.”



Janine Bartels
Co-owner of SUSO Skate Co. (seasonal summer business)



See how easy seasonal payroll can be

Book a demo today and get back to the work (and the weather) you love.