PeopleSoft 9 Payroll Tax Update 12-F
Year-End Processing 2012: Canada

This document provides the information you need for using PeopleSoft Payroll for North America to complete 2012 year-end payroll processing. Please feel free to contact Oracle Software Support for help with any questions you may have on the year-end programs. The telephone number is 1.800.223.1711.

Electronic Self Service T4 and T4A Slips

PeopleSoft Payroll for North America delivers functionality to enable Payroll for North America and ePay employers to use XML Publisher (XMLP) to produce T4 and T4A Slips in PDF format. (Note: XML Publisher is also referred to as BI Publisher.) This functionality creates online as well as paper slips in PDF format, and provides employees with access to an electronic version of their T4 and T4A slips through Self Service. The system creates and stores data in XML format and builds the PDF file for display on demand using XMLP templates. Employees are then able to view or print the T4 and T4A slips.

The system also provides a Payroll Administrator view, whereby the administrator can access employees' slips for verification or reprint purposes. The payroll administrator is able to view slips for all employees, including slips for employees who have not consented to receiving their slips electronically. To assist with the process of obtaining employee consent for online slips, new pages, workflows, notifications, and reports are provided.

To create T4 and T4A slips in PDF format using XML Publisher and deploy them for employee Self Service access, you must complete the setup of the employee consent tables as described in this guide and in the ePay 9.0 PeopleBooks. In addition, you must secure employee consent before you can provide self-service viewing and printing of electronic year-end slips.

For further information on this year-end processing functionality, please refer to the section of this document titled "Self Service Electronic T4/T4A Year-End Slips".

CONTENTS

Preparing for 2012 Year-End Processing

Before you start the year-end process, you must ensure that the data the system uses to create the year-end reports is current and accurate. This chapter explains how to:

- Manage tax years and adjust employee data.
- Review tax form definitions.
- Audit tax form definitions.
- Review tax table setup.
- Calculate pension amounts.
- Review data sources for tax forms.

New for 2012

Changes to Canada Pension Plan

Reminder: The changes to the Canada Pension Plan as a result of Bill C-51 came into effect this year.

Employees in receipt of CPP retirement benefits were required to start contributing to the Canada Pension Plan in the first pay period of 2012. The exceptions to this requirement are those employees between 65 and 70 who have exercised their option to opt out of contributing to CPP and have submitted the CPT30 to the CRA and their employer.

Additional information can be found on the CRA website at:

http://www.cra-arc.gc.ca/tx/ndvdls/tpcs/cpp-rpc/cpp-menu-eng.html

RL-1 Slip Redesign

Revenu Québec (RQ) redesigned the 2011 version of the RL-1 slip to simplify reporting requirements, to reduce the burden for the filer, and to increase data quality.

The slip has been converted from the 3-slip format with footnotes noted at the center or bottom of the slip, to a 2-slip format with four blank boxes in the section titled “Renseignements complementaires” (Additional Information) for the use of alpha-numeric hyphenated codes to replace footnotes. As a result, footnote codes and explanations are no longer required.

- The Tax Form Footnotes report (TAX710FT.SQR) will continue to be available for reporting footnote information prior to tax year 2012.
- The basic reporting requirements for Box ‘O’ and Code (case O) remain unchanged.
- The use of the “Additional Information” boxes was optional for 2011 but is mandatory with 2012 year-end reporting.

For further information on the RL-1 slip redesign, please refer to the RQ website at

http://www.revenuquebec.ca/en/centre-information/nf/2011/2011-11-01.aspx.

Employers need to clearly specify when ordering paper RL-1 slips, the type of slip that they wish to order, either the 8 ½ x 11 (2 copy paper version for XML electronic submission) or the 8½ x 14 (3 part paper version of the RL-1/2 slip). Please ensure that you order the 8 ½ x 11 (2 copy form) for XML electronic submission.

All employers can order these slips online by utilizing the RQ's online form order service.

NOTE: Ensure that you have created the 2012 row in the Tax Form Definitions table for the RL-1 slip and converted the old RL-1 tax form definitions and footnotes to the new "Additional Information" boxes as instructed with Tax Update 12-D.

Removal of Footnotes

T4 footnotes ended in 1997, T4A footnotes in 2009, so from 2012 onwards, none of the Canadian year-end slips will have footnotes. To reflect this, references to footnotes have been removed from this document.

Managing Tax Years and Adjusting Employee Data

When you perform your year-end processing, you might be working with two tax years at one time. This section describes how to:

- Load next year's employee tax records.
- Adjust employee earnings, deductions and tax balances, and ensure that personal information records are up to date.
- Reopen a pay calendar to enter pay adjustments for the previous year.

Pages Used to Manage Tax Years and Tax Data

Page Name	Object Name	Navigation	Usage
Update Source Deductions	RUNCTL_TAX103CN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Update Source Deductions	Run SQR TAX103CN to perform mass updates to Federal, Revenu Québec and provincial source deductions for employees.
Open/Close Pay Calendar	RUNCTL_PAY130CN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Open/Close Pay Calendar	Run SQR PAY130CN to reopen a closed pay calendar for year-end adjustment processing and then re-close it when the adjustments are completed.

Loading Next Year’s Tax Data

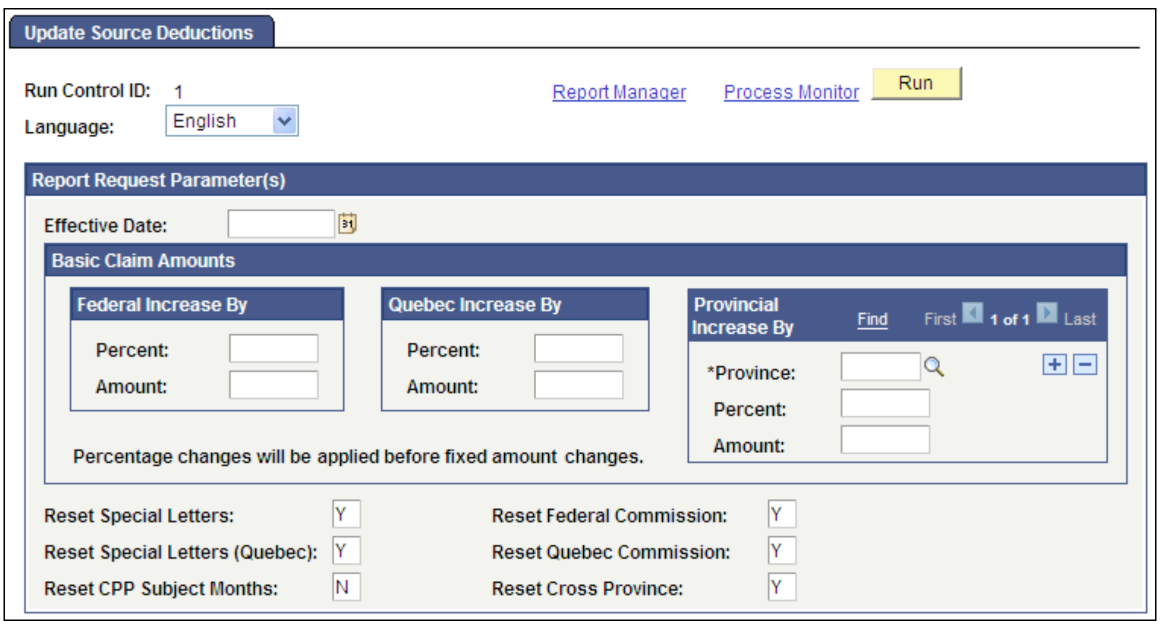
You have some leeway with loading next year’s employee tax data. Since all PeopleSoft tax data is effective-dated, you can load it at any time prior to running your first payroll of the new year. You will receive tax table updates from PeopleSoft as part of our normal tax release procedures.

To perform mass updates to Federal, Revenu Québec and provincial source deductions for employees, run SQR TAX103CN. This SQR will generate a new Canadian Income Tax Data record for each employee who is active on the specified effective date with a non-zero Basic Claim amount, and increase that amount by the specified percentage and/or fixed amount. Employees who do not meet the criteria described, or those who have an existing Canadian Income Tax Data record for the specified effective date, will be bypassed for update. The program will take into consideration the Non-Indexed Amounts specified on the Canadian Income Tax Data, Quebec Income Tax Data and Provincial Income Tax Data pages when calculating the new net claim amounts to be applied. You also have the options of resetting special letters, commission amounts, CPP/QPP subject months, and cross-province taxation indicators.

A corresponding audit report provides a list of all records created. It will also identify any records bypassed for update, for your review and independent handling as appropriate.

Running TAX103CN.SQR – Update Source Deductions

Access the Update Source Deductions page.



Update Source Deductions page

Basic Claim Amounts

Specify the increase or decrease percents and amounts federally and provincially where applicable. For Provinces, when multiple provinces require change, ensure that all provinces have an entry.

Note: This program should be run at the end of each year to update employee Canadian Income Tax Data records with the new basic claim amounts for the upcoming new year. To calculate the Federal, Quebec and Provincial increase or decrease percents and amounts, refer to the CRA "Payroll Deductions Formulas for Computer Programs" publication T4127 and the MRQ "Guide for Employers, Source Deductions and Contributions" publication TP-1015.G-V.

Entering other parameters

Reset Special Letters, Reset Special Letters (Québec)	Enter ***Y*** to reset employee Special Letters amounts to zero.
Reset CPP Subject Months	Enter ***Y*** to reset employee CPP Subject Months to 12. Enter ***N*** to reset employee CPP Subject Months to zero when the employee's current CPP Subject Months is less than 12. If the employee's current CPP Subject Months is 12, it will remain at 12.
Reset Federal Commission **Reset Québec Commission**	Enter ***Y*** to reset employee commission income, expenses, and RPP/RRSP limit amounts to zero.
Reset Cross Province	Enter ***Y*** to reset employee cross province taxation indicators to 'no' (the employee's province of employment).

Adjusting Employee Records

Ideally, throughout the year you will have been keeping your employee earnings, deductions and tax balances up-to-date, but in the real world it is the rare organization that maintains a completely current database. Consequently, you must now ensure that all of your employee data is complete and accurate for the closing year. Any outstanding adjustments (such as entering manual cheques into the system) must be completed.

PeopleSoft provides the capability of processing online employee balance adjustments for the purpose of year-end processing. This functionality is designed for reallocating amounts from one balance record to another. For example, you can move balance amounts from one province to another or from one wage loss plan to another. The process is not designed for changing figures and updating pay history, which may cause potential exposure to the general ledger. Balance adjustments will not be reflected in the tax submission summary reports.

Note: When transferring tax balance records from one province to another, or one wage loss plan to another to zero out balances for a specific province or wage loss plan, the corresponding earnings and deductions balances must also be transferred to result in zero balances.

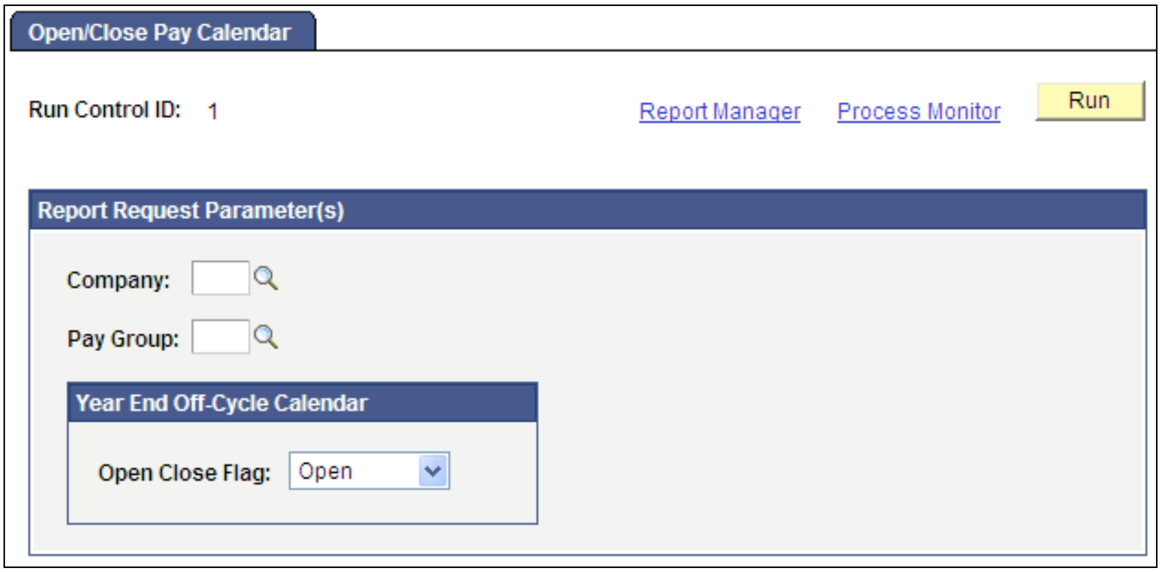
See Also

PeopleSoft Payroll for North America PeopleBook, "Adjusting Employee Balances"

Opening Pay Calendars with SQR PAY130CN

SQR PAY130CN enables you to reopen a closed pay calendar for year-end adjustment processing and then re-close it when the adjustments are completed. The pay calendar for 2012 will automatically close when the first payroll run of 2013 is confirmed. This SQR is not required if you complete all year-end adjustments prior to processing the first payroll run of 2013.

Access the Open/Close Pay Calendar page.



Open/Close Pay Calendar page

Select the **Company** and **Pay Group** for the pay calendar you wish to open or close.

Open Close Flag	Select ***Open*** or ***Close*** to update the status of the year-end calendar.

Reviewing Tax Form Definitions

This section provides overviews of the Tax Form Definitions and discusses:

- Reviewing and Updating Tax Form Definitions.
- Tax form boxes required for special system processing.
- Reporting Status Indian Employees.
- Tax Form Box Code (case O) for RL-1 reporting.

Understanding the Tax Form Definitions Table

The Tax Form Definitions table provides for the mapping of your earnings and deduction codes to the appropriate boxes of the year-end tax reporting slips and electronic media files, to determine how your employees' earnings and deductions will be reported on their T4, T4A, RL-1, and RL-2 slips.

Note: There are no tax form definition changes to the T4 and T4A slips for 2012. Please follow the instructions in the Tax Update Notes document that will be delivered with Tax Update 13-A to update your Tax Form Definitions for 2012 for the RL-1 and RL-2 slips.

First Time Customers Only:

If 2012 will be your ***first year*** producing year-end slips using PeopleSoft Payroll for North America, you must contact Oracle Software Support to request the special script described in Solution Document ID 1256724.1. Running this script will ensure that your Tax Form Definitions and footnote tables are loaded with the current entries for 2011 and are ready for the manual entry of the 2012 year-end changes described in the Tax Update Notes.

Important Note: Employers who completed year-end processing and produced year-end slips for tax year 2011 using PeopleSoft Payroll for North America ***must not*** run the special script described above. The special script is only intended for use by new customers who will be running year-end using PeopleSoft Payroll for the first time.

You must define all 2012 earnings and deduction codes to the Tax Form Definitions table, **prior to** running the year-end process for the 2012 tax reporting year.

To maintain separate taxable gross amounts needed to segregate the applicable income taxes for T4A and RL-2 reporting for 2013 the T4A and RL-2 earnings and deductions must be setup as follows:

T4A and RL-2 earnings and deductions must be defined as “subject to T4A” and/or “subject to RL-2” on the Earnings and Deduction Tables **prior to processing the first payroll for 2013**. You do not need to define *any* 2013 earnings and deduction codes to the Tax Form Definitions table until you are ready to run the year-end process for the 2013 tax reporting year.

Each of the boxes on each year-end reporting slip appears as a row in the table. The SQRs that produce the year-end reports are programmed to process tax balance amounts from the employee balance records. The Tax Form Definitions table interprets which earnings and deductions you use in calculating the amounts for reporting in the various boxes of the year-end slips.

Note: Separate newly defined earnings and deduction codes are required to process reclassifications between T4 and T4A slips, or RL-1 and RL-2 slips, if the reclassifications occur mid-year. For instance, United Way deductions for active employees are reported on the T4, while the United Way deductions for retirees are reported on the T4A. This would require that two separate United Way deduction codes be set up and mapped, each to their own Tax Form Definitions Table entry.

See Also

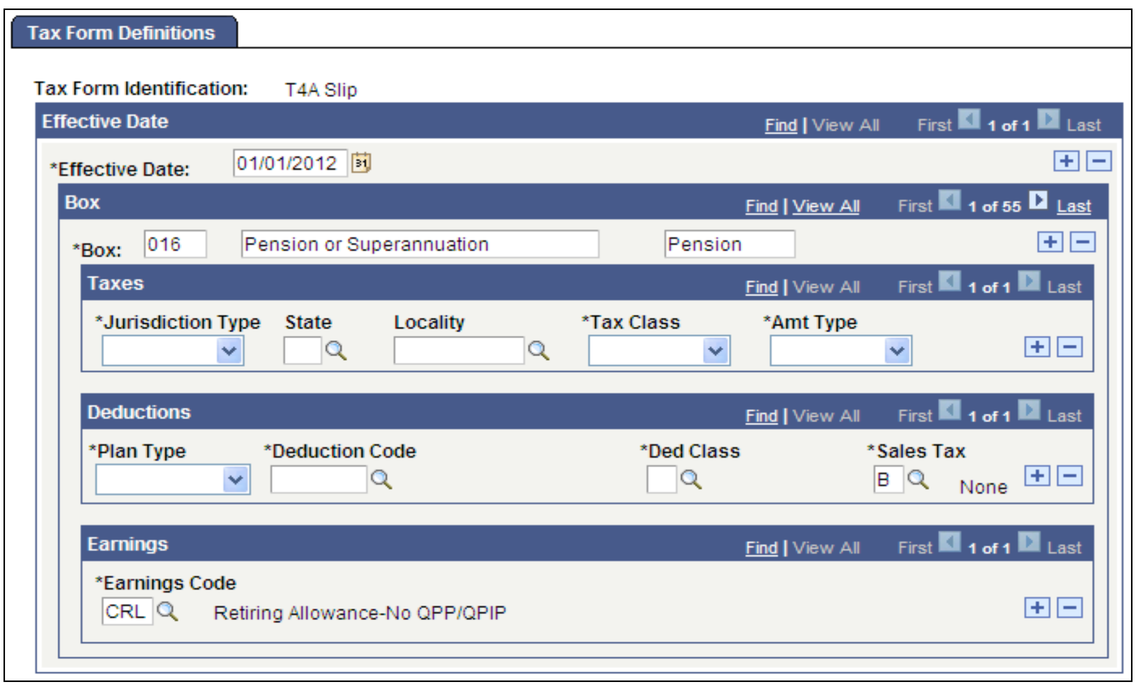
*PeopleSoft Designing Your Payroll System, “*Defining Your Payroll Process” and “Defining Deductions”

Pages Used to Review and Update Tax Form Definitions

Page Name	Object Name	Navigation	Usage
Tax Form Definitions -Tax Form Definitions	TAXFORM_DEFN_TBL	Payroll for North America, Year -End Processing CAN, Define Annual Tax Reporting, Tax Form Definitions, Tax Form Definitions	Review mapping of earnings and deduction codes to the appropriate boxes for year-end tax reporting.
Canadian Income Tax Data	TAX_DATA_CAN1	Payroll for North America, Employee Pay Data CAN, Tax Information, Update Employee Tax Data, Canadian Income Tax Data	Identify a Status Indian employee who is wholly tax-exempt by selecting the Status Indian check box.

Reviewing and Updating Tax Form Definitions

Access the Tax Form Definitions page.



Tax Form Definitions page

Effective Date The outer scroll area controls all of the rows for the Tax Form ID by effective date. If you need to enter new changes to the tax form specifications, insert a row at this level. With effective dating, you can review history and insert future-dated records.

Box The middle scroll area controls the **Box** number. To the right of the **Box** field are the long and short descriptions of the contents of the **Box**.

Jurisdiction Type

Tax Class

The Canadian programs do not use the **Jurisdiction Type** and **Tax Class** section of the table, as the Load Year-End Slip Data SQR CTX910LD defines the required tax balance fields. You can ignore these fields.

Entering Deductions and Earnings

Using the inner scroll areas, define **Deduction Codes** and **Earnings Codes** for each box number of each tax form. For each **Deduction Code** defined, also indicate the **Plan Type**, **Ded Class** (Deduction Classification), and the associated **Sales Tax** if applicable.

Important Note: The key to 2012 year-end processing is the Load Year-End Slip Data SQR CTX910LD. Your Tax Form Definitions Table setup is critical to this process.

Tax Form Boxes Required for Special System Processing

The following table provides a list of tax form definitions that do not require earnings or deduction codes to be defined on the Tax Form Definitions table. These boxes are required as identifiers for system processing purposes.

Form	Box	Description
T4	16	Employee's CPP Contributions
T4	17	Employee's QPP Contributions
T4	18	Employee's EI Premiums
T4	22	Income Tax Deducted
T4	24	EI Insurable Earnings
T4	26	CPP/QPP Insurable Earnings
T4	28C	CPP/QPP Exempt
T4	28P	PPIP/QPIP Exempt
T4	28U	EI Exempt
T4	29	Employment Code
T4	52	Pension Adjustment
T4	55	PPIP Premiums
T4	56	PPIP Insurable Earnings
T4A	022	Income Tax Deducted
T4A	034	Pension Adjustment
RL-1	B	Employee's QPP Contributions

RL-1	C	Employee's EI Premiums
RL-1	CDO	Code (case O)
RL-1	E	Quebec Income Tax Withheld
RL-1	G	QPP Pensionable Earnings
RL-1	H	QPIP Premiums
RL-1	I	Insurable Wages Under QPP
RL-2	J	Income Tax Withheld at Source
RL-2	N	Contributor Spouse – SIN

Reporting Status Indian Employees

PeopleSoft payroll provides system processing to support the year-end T4 and RL-1 reporting of employment income for Status Indian employees whose total remuneration received in the reporting year is based on status Indian requirements.

Defining Status Indian employees on the Canadian Income Tax Data page:

- To identify a Status Indian employee who is wholly tax-exempt, select the **Status Indian** check box on the Canadian Income Tax Data page. When this check box is selected, the **Special CIT Status** and **Special QIT Status** fields on the Canadian Income Tax Data and Quebec Income Tax Data pages become unavailable and set to a status of ***Exempt*.**
- If your company does not elect to provide CPP coverage to the Status Indian employees, update the **Months Subject to CPP/QPP** field to *'0'* (zero).

Processing Status Indian employees

When the Status Indian check box is selected on the Canadian Income Tax Data page, tax form definition boxes 71 (Status Indian Employee) of the T4 slip, and R (Tax-Exempt Income Paid to an Indian) of the RL-1 slip, will facilitate the reporting of status Indian tax-exempt employment income for year-end slip reporting purposes. Employees identified as status Indian will be processed as follows:

T4 Slip Reporting Box 14 (employment income before source deductions) will be left blank. The amount of non-taxable employment income will be reported in the 'Other Information' area of the slip under Box 71.

RL-1 Slip Reporting Box A (employment income before source deductions) will be left blank. The amount of non-taxable employment income will be reallocated and accumulated in Box R.

If you account for Status Indian employee income with special earnings and deduction codes, define those earnings/deductions in the tax form boxes (T4 Box 71; RL-1 Box R). Box R earnings/deductions associated with other income being reported in Box O will need to be defined on the tax form definitions table for both Boxes R and O.

Tax Form Box Code (case O) for RL-1 Reporting

The tax form **Box CDO** on the Tax Form Definitions table is used by the system to assign the appropriate two-letter code required for reporting in the box labeled Code (case O) of the RL-1 slip. As this box is required for internal system identification only, do **not** define earnings codes to this box. You must, however, ensure that the appropriate earnings codes are assigned to the Tax Form Definitions table entries for tax form **Boxes RA** through **RX**, and **Boxes CA**, **CB** and **CC.**

The following chart provides a list of the two-letter codes used for reporting in the Code (case O) box of the RL-1 slip.

Tax Form Box	Related Two-Letter Case Code and Description
RA	Suppl Unemployment Ben
RB	S/B/F/P-Remarkable Achievement
RC	Research Grant
RD	Fee to Non-Employees
RG	Labour Adj Benefits Act Bens
RH	POWA Benefits/Compensation
RI	Sec5 – Dept of Fisheries
RJ	Retiring Allowances
RK	Death Benefits
RL	Patronage Dividends
RM	Commissions to Self-Employed
RN	Wage Loss Insurance Plan Bens
RO	Shareholder Benefits
RP	Partner Benefits
RQ	Retirement Comp Arrangement
RR	Fee to Non-Resident of Canada
RS	Employment-assistance allowances
RT	Other Indemnities Pd by Employer
RU	RESP-Payment to Beneficiary
RV	RESP-Payment to Subscriber
RX	Apprenticeship Incentive Grant
CA	Salary Protection Benefits
CB	Tax-Free Savings Account
CC	Payments Received from REEI
RZ	Multiple Codes

If one two-letter code is present for reporting on the RL-1 slip, the two-letter code will be printed in the Code (case O) box and the corresponding amount will be printed in Box O. If multiple two-letter case O codes are identified for reporting, a two-letter code of ***RZ*** will be printed in the Code (Case O) box and the total amount of all Box O earnings will be reflected in Box O.

Each two-letter code and its associated amount will be listed in the “Other Information” boxes. Where there are more than four “Other Information” boxes to be reported, they will be printed on additional slips.

Special Processing for Box L-6 - Security Options Deduction

From 2012 onwards, Box L-6 replaces Boxes L22, L23 and L24. Prior to 2012, Box L22 reported the deductible 50% portion of Stock Options, Box L23 the 37.5% portion and L24 the 25% portion. In order to capture these portioned percentages you must retain Boxes L22, L23 and L24 and map them to Deductions Codes on the Tax Form Definitions table as you did prior to 2012. Do NOT map any deduction codes to Box L-6. The Load Year End Slips process (CTX910LD.sqr), will calculate the portioned Stock Options percentages for L22, L23 and L24 from the balance amounts of the related Deduction Codes and accumulate the total for reporting in Box L-6.

Auditing Tax Form Definitions

After mapping the required earnings and deduction codes to the appropriate boxes of the 2012 tax reporting slips, review the rows in your Tax Form Definitions table carefully. The following SQR program is provided for this purpose:

- TAX710 - Tax Form Definitions Table

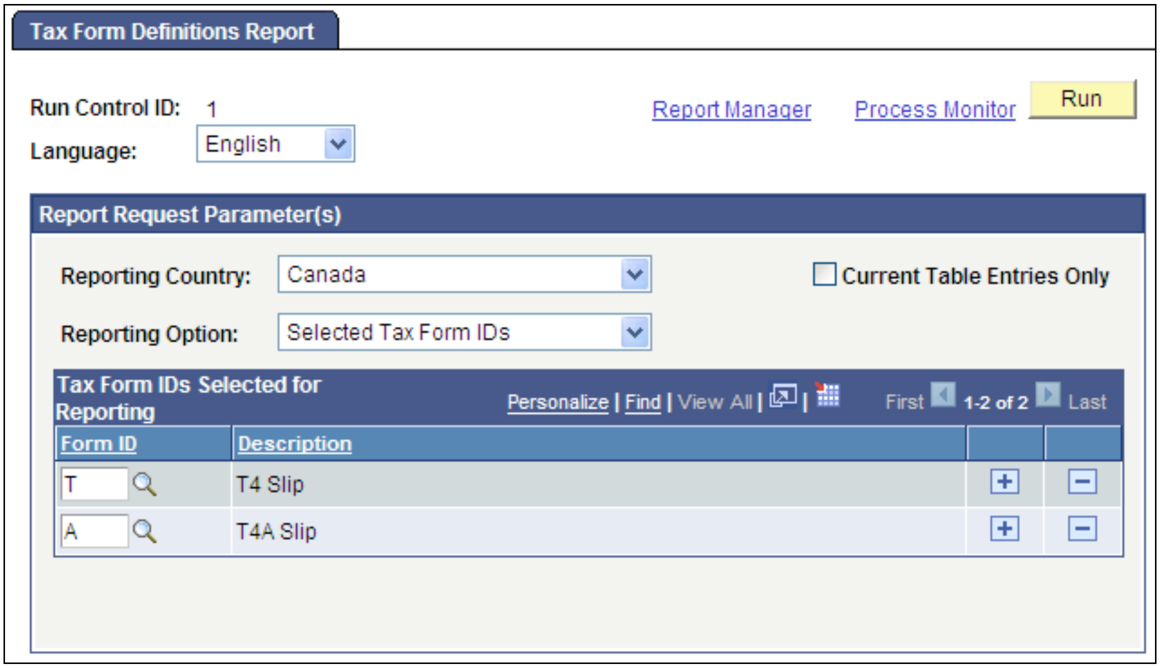
  TAX710 prints the contents of the Tax Form Definitions table. Use this report to review the mapping of earnings and deduction codes to each Box on the Tax Form Definitions table.

Page Used to Audit Tax Form Definitions

Page Name	Object Name	Navigation	Usage
Tax Form Definitions Report	RUNCTL_TAX710	Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Tax Form Definitions	Run TAX710 to audit the Tax Form Definitions table.

Auditing the Tax Form Definitions Table

Access the Tax Form Definitions Report page.



Tax Form Definitions Report page

Current Table Entries Only	Select this check box to report the current table entries only.
Reporting Option	Select from the following values: ***All Tax Form IDs:*** Use this value to report on all Tax Form IDs for the **Reporting Country**. ***Selected Tax Form IDs:*** Use this value to report on selected Tax Form IDs for the **Reporting Country**.
Form ID	If you select ***Selected Tax Form IDs***, enter the desired tax form ID(s).

Reviewing Tax Table Setup

To ensure that information is current for this year's processing, review the data in these PeopleSoft pages:

- Tax Reporting Parameters.
- T4, T4A Electronic Reporting.
- RL Magnetic Media Reporting.
- RL Slip Numbers.

- Wage Loss Plan Liability Accts.
- Company Table.
- Canadian Company Tax Table.

Pages Used to Review Canadian Tax Table Setup

Page Name	Object Name	Navigation	Usage
Tax Reporting Parameters	CTX_PRC_PARAMETERS	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Tax Reporting Parameters	Specify the processing year.
T4, T4A Electronic Reporting	CTX_PRC_T4_PARAMS	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, T4/T4A Electronic Reporting	Review Transmitter Company, Transmitter Type, Transmitter No., Language, and contact information for filing T4s and T4As electronically. Identify the company that will be transmitting the information to the CRA by specifying the company on this page.
RL Magnetic Media Reporting	CTX_PRC_RLV_PARAMS	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, RL Magnetic Media Reporting	Review Transmitter Company, Transmitter Type, Transmitter No., Source of Slips, Package Type, and contact information for filing RL-1s and RL-2s on magnetic media. Identify the company that will be transmitting the information to Revenu Québec by specifying the company on this page.
RL Slip Numbers	PQ_RELEVE_RPTNG	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, RL Slip Numbers	Review Québec Identification Number and beginning RL-1 and RL-2 serial numbers as supplied by Revenu Québec.
Wage Loss Plan Table - Wage Loss Plan Liability Accts	WAGELS_PLN_TBL1	Set Up HRMS, Product Related, Payroll for North America, Canadian Taxes, Wage Loss Plan Table	Review Payroll Account Number, EI Employer Rate and Tax Year, for each Wage Loss Replacement Plan.

Page Name	Object Name	Navigation	Usage
Company Table - Company Location	COMPANY_TABLE1	Set Up HRMS, Foundation Tables, Organization, Company, Company Location	Review Company name and address. The company name should match the company name attached to the Payroll Account Number being reported.
Canadian Company Tax Table	CAN_USR_TAX_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Canadian Taxes, Company Tax Table	Review prescribed interest rate, provincial premium tax percentages, and health insurance rate overrides.

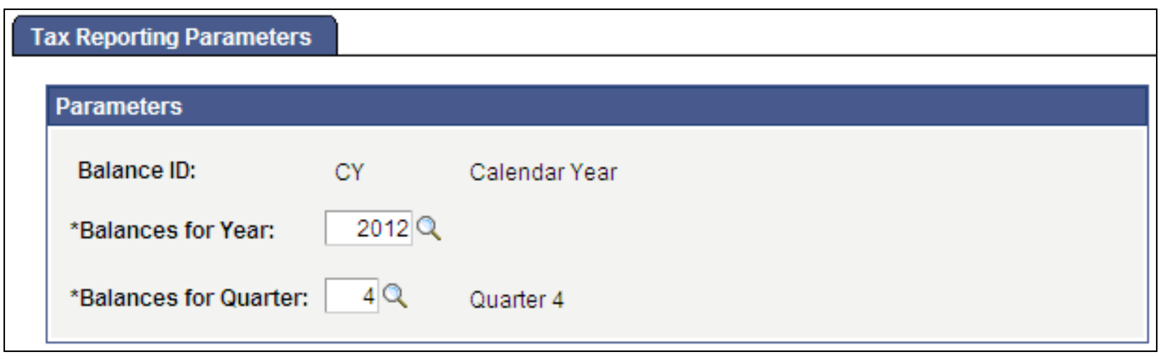
See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

Reviewing Tax Reporting Parameters

The parameters on the Tax Reporting Parameters table are used for year-end tax reporting and must be set up before you run the annual tax reports.

Access the Tax Reporting Parameters page.



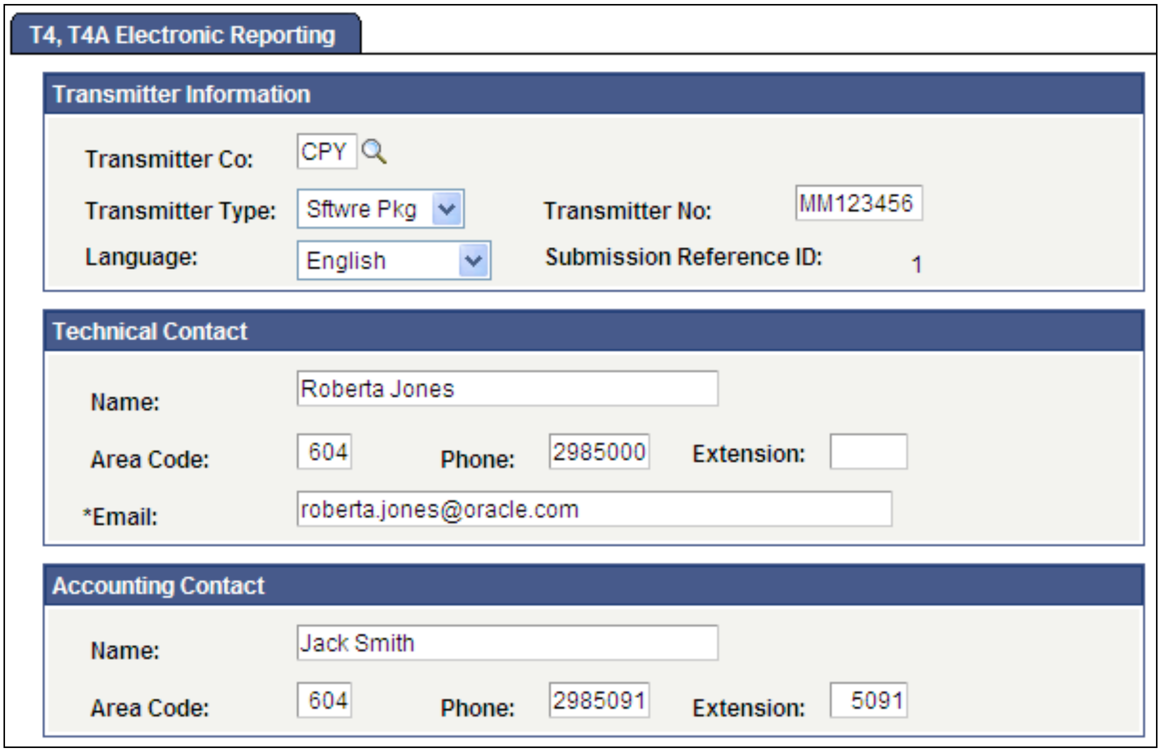
Tax Reporting Parameters page

The **Balance ID** and **Balances for Year** define the reporting period.

Balances for Quarter The year-end reporting programs ignore this entry.

Reviewing T4 and T4A Electronic Reporting Parameters

Access the T4, T4A Electronic Reporting page.



T4, T4A Electronic Reporting setup page

If you are filing your T4 and/or T4A return(s) electronically, you must define every field on this page. This page provides information required in the Transmitter Record of the file.

Transmitter Co. Identifies the company that is preparing and submitting the electronic reporting file(s).

If you are submitting returns on your own behalf, select the transmitting company from the dropdown list. The electronic reporting SQR program will select the transmitter name and address from the Company Table based upon the company code specified on this page.

If you are submitting returns on behalf of other companies, please refer to the section titled “Electronic Filings On Behalf of Other Companies.”

Transmitter Type Select from the following values: ***Others, Sftwre Pkg, Sftwre Ven,*** and ***Yourself***.

If you’re filing on behalf of yourself, select ***Yourself.*** If filing on behalf of others, select ***Others.***

Transmitter No. Enter the Transmitter Number using a format of 2 alpha, 6 numeric. This is the number assigned to the transmitting company by the Canada Revenue Agency (CRA).

Language Select English or French, to indicate your preferred language of communication for reporting in the transmittal file.

Submission Reference ID This field generates and displays a unique number every time a file is created. The number is used to uniquely identify each submission filed with the CRA.

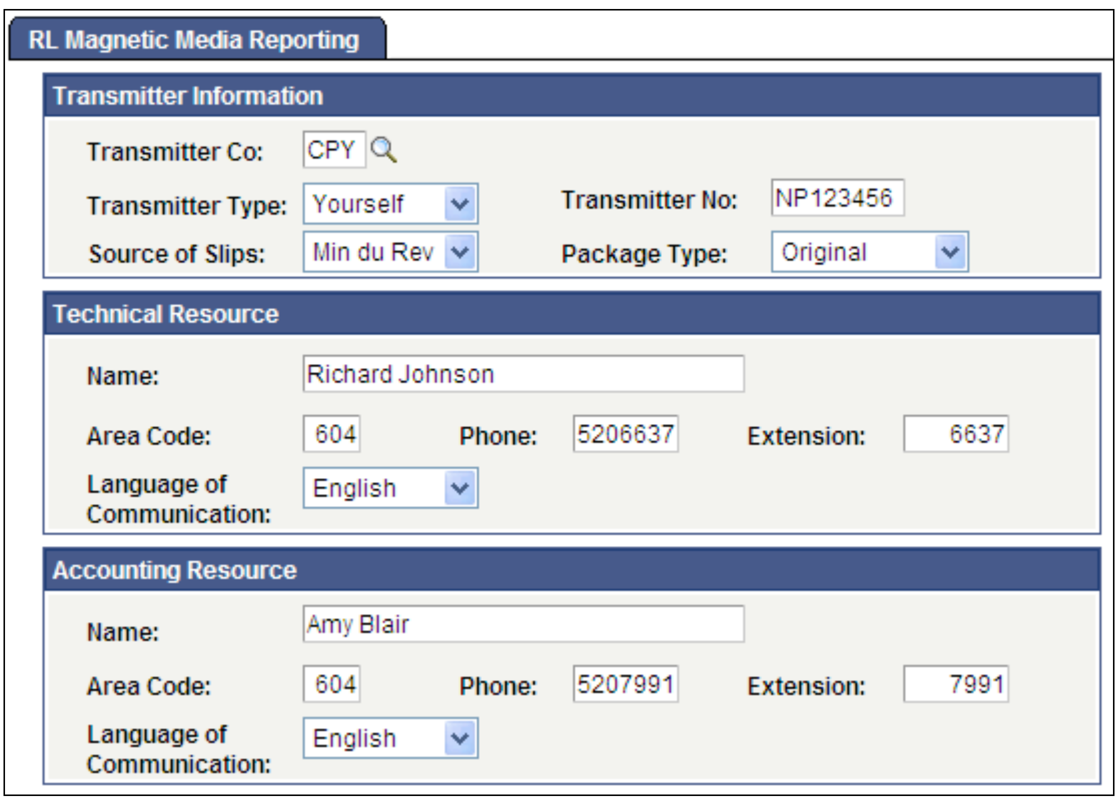
Technical Contact Enter the contact information for the technical contact person.

Note: A valid **Email** address is required for incorporation with the T619 Electronic Transmittal record in order for the Canada Revenue Agency's email reporting system to communicate the condition of your submissions.

Accounting Contact Enter the contact information for the accounting contact person.

Reviewing RL Magnetic Media Reporting Parameters

Access the RL Magnetic Media Reporting page.



RL Magnetic Media Reporting setup page

If you are filing your RL-1 and/or RL-2 slip data on magnetic media, define every field on this page. The RL Mag Media Reporting page provides information required in the Transmitter Record of the file.

Transmitter Co.	Identifies the company that is preparing and submitting the magnetic media file(s). If you are submitting returns on your own behalf, select the transmitting company from the dropdown list. The magnetic media SQR program will select the transmitter name and address from the Company Table based upon the company code specified on this page. If you are submitting returns on behalf of other companies, please refer to the section titled "Magnetic Media Filings On Behalf of Other Companies."
Transmitter Type	Select from the following values: ***Others, You/Others, and Yourself***.
Transmitter No.	Enter the magnetic media **Transmitter No.** using a format of 2 alpha, 6 numeric. This is the number assigned to the transmitting company, by Revenu Québec.
Source of Slips	Select from these values: ***Any Combo, Fax/3rdpty, Fax/Trans,*** and ***Min du Rev.***
Package Type	Indicate whether you are sending an ***Original*** file, a ***Test*** file, an ***Amended*** file containing amended slip information, or a ***Cancelled*** file containing cancelled slip information.
Technical Resource	Enter the contact information for the technical contact person. The entry for the Name field must be in the format specified by Revenu Québec.
Accounting Resource	Enter the contact information for the accounting contact person. The entry for the Name field must be in the format specified by Revenu Québec.

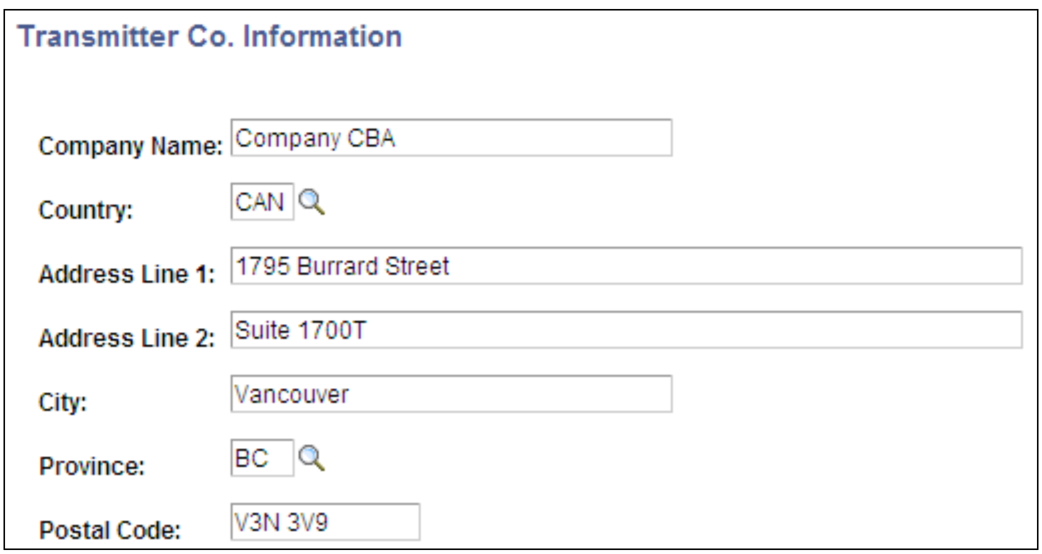
Defining Electronic Media Filings on Behalf of Other Companies

If you are submitting T4, T4A or RL returns on the behalf of others, and the filing company is not defined in the application's Company Table, enter the name and address details of the transmitting company on the T4, T4A Electronic Reporting page or RL Magnetic Media Reporting page.

To define electronic media filings on behalf of other companies:

1. Access the RL Magnetic Media Reporting setup page or the T4, T4A Electronic Reporting setup page.
2. In the **Transmitter Co.** field, enter a free-form company identifier.
    a. The system prompts you for confirmation of your intent to modify the field. Select OK.
    b. The system then presents the Transmitter Co. Information page.
    c. Complete the company name and address information on the Transmitter Co. Information page.
    d. The Transmitter Co. Information link appears on the RL Magnetic Media Reporting setup page or the T4, T4A Electronic Reporting setup page.
3. Select Others as the Transmitter Type.

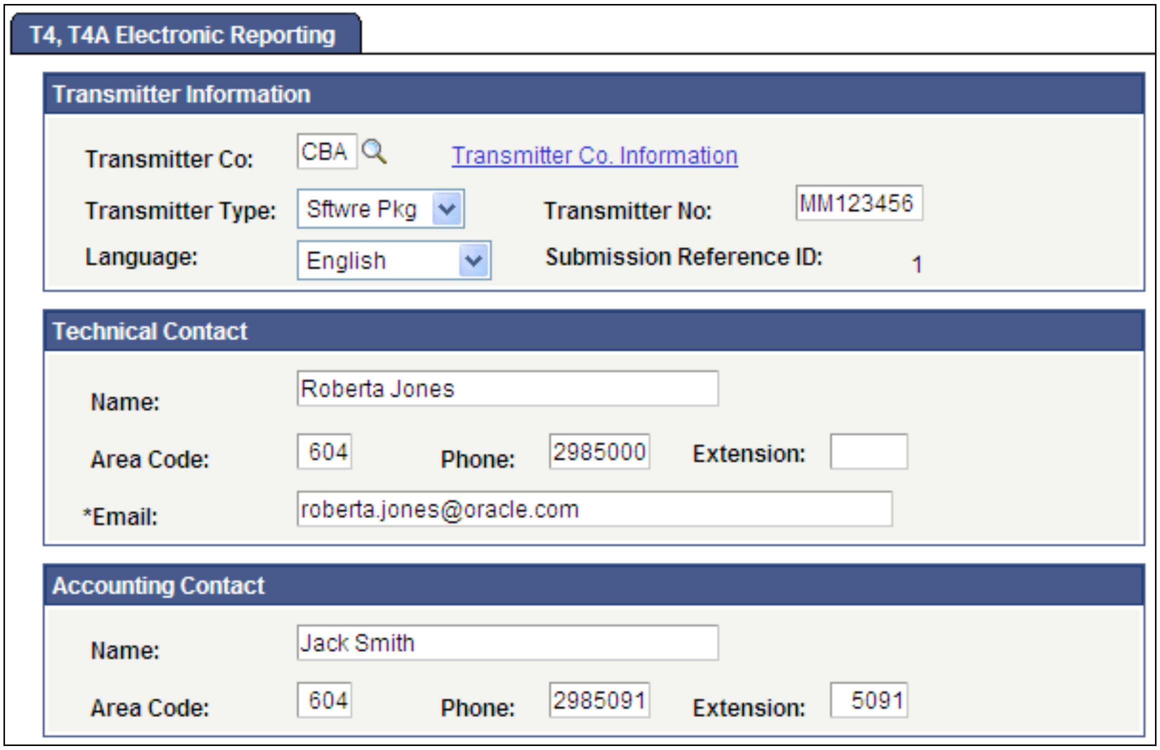
Transmitter Co. Information page


Transmitter Co. Information

Company Name: Company CBA
Country: CAN
Address Line 1: 1795 Burrard Street
Address Line 2: Suite 1700T
City: Vancouver
Province: BC
Postal Code: V3N 3V9

Transmitter Co. Information page

Enter name and address information for the transmitting company.



Example of Filing on Behalf of Other Companies

Note: When the company specified in the Transmitter Co. field is not defined in the Company Table, the information stored in the Transmitter Co. Information secondary page is utilized for both T4/T4A filings and RL filings. If the company filing T4/T4A slips on your behalf is different from the company filing the RL slips, review and update the Transmitter Co. Information accordingly.

Reviewing RL-1 and RL-2 Slip Numbers

Access the RL Slip Numbers page.

RL Slip Numbers page

The RL Slip Numbers page tracks the assignment of RL slip numbers assigned to your organization by Revenu Québec.

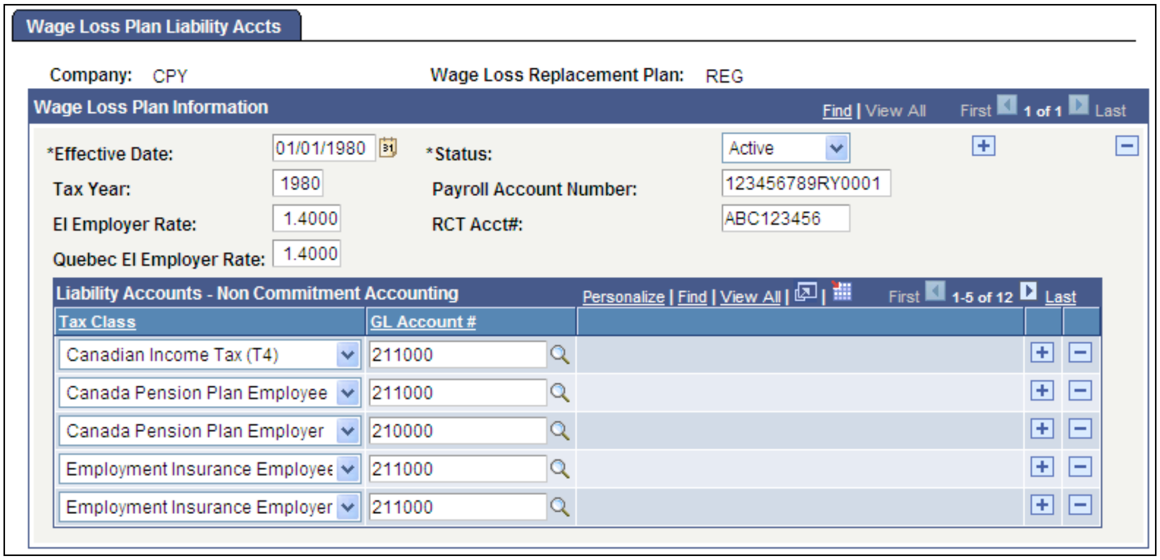
Québec Identification Number	Enter the number for each company that has employees in Québec.
Beginning RL-1 Serial No	Enter the eight-digit number assigned to you by Revenu Québec for RL-1 slip numbering. The magnetic media SQR (CTX910RM) will calculate the ninth check digit and assign a unique, sequential serial number to each employee RL-1 slip for magnetic media reporting.
Ending RL-1 Serial No	CTX910RM automatically updates this number.
Beginning RL-2 Serial No	Enter the eight-digit number assigned to you by Revenu Québec for RL-2 slip numbering. The magnetic media SQR CTX910VM will calculate the ninth check digit and assign a unique, sequential serial number to each employee RL-2 slip for magnetic media reporting.
Ending RL-2 Serial No	CTX910RM automatically updates this number.

Both the beginning and ending serial numbers of the corresponding slip type(s) must be reported on this page in order for the RL-1 and RL-2 slip print programs (CTX910RP.SQR and CTX910VP.SQR) to produce the employee slips.

Note: You must process the RL-1 magnetic media file by running CTX910RM before printing the RL-1 slips using CTX910RP, and you must process the RL-2 magnetic media file by running CTX910VM before printing the RL-2 slips using CTX910VP.

Reviewing the Wage Loss Plan Table

Access the Wage Loss Plan Table page.



Wage Loss Plan Table page

The Wage Loss Plan Table identifies valid wage loss replacement plans for your organization. Because a company can have more than one Wage Loss Replacement Plan, you can set up any number of plans on this table.

Review and update the Tax Year, Payroll Account Number and EI Employer Rates, for each Wage Loss Replacement Plan.

Payroll Account Number

Enter your company's unique Payroll Account Number for each plan you set up.

Note: The Payroll Account Number assigned to your company must be defined on this page for year-end reporting.

EI Employer Rate

The rate of your contribution to Employment Insurance. The default rate (which is taken from the Standard Employer Premium Rate on the Canadian Tax Table) may be overridden with your specific plan rate.

Quebec EI Employer Rate

The rate of your contribution to Employment Insurance. The default rate (which is taken from the Quebec EI Employer Rate on the Canadian Tax Table) may be overridden with your specific plan rate.

Liability Accounts

Enter the accounts to which you will post the various taxes.

Calculating Pension Amounts

Pension amount calculation depends upon the Pension Plan Type defined on the Pension Plan Table 1 page.

- Money Purchase Type.

  If your Pension Plan has been defined as a money purchase type, the Pension Adjustment (PA) amount is automatically calculated and maintained by the pay confirmation process and represents a combination of the employee and employer contributions.

- Defined Benefit Plans.

  If you have Pension Plans set up as defined benefit plans, you will typically generate the PA amounts using an external service provider, or perhaps an internal process, outside of the PeopleSoft application. When the information is calculated, you must import it into PeopleSoft.

  If you do not import PA amounts from another source, use SQR TAX104CN, a template PA calculation routine, which will apply a standard formula to calculate PA amounts for eligible employees and update the Canadian Tax Balance tables with those amounts. A corresponding report provides a record of all updated balances.

Pages Used to Review Pension Plan Setup

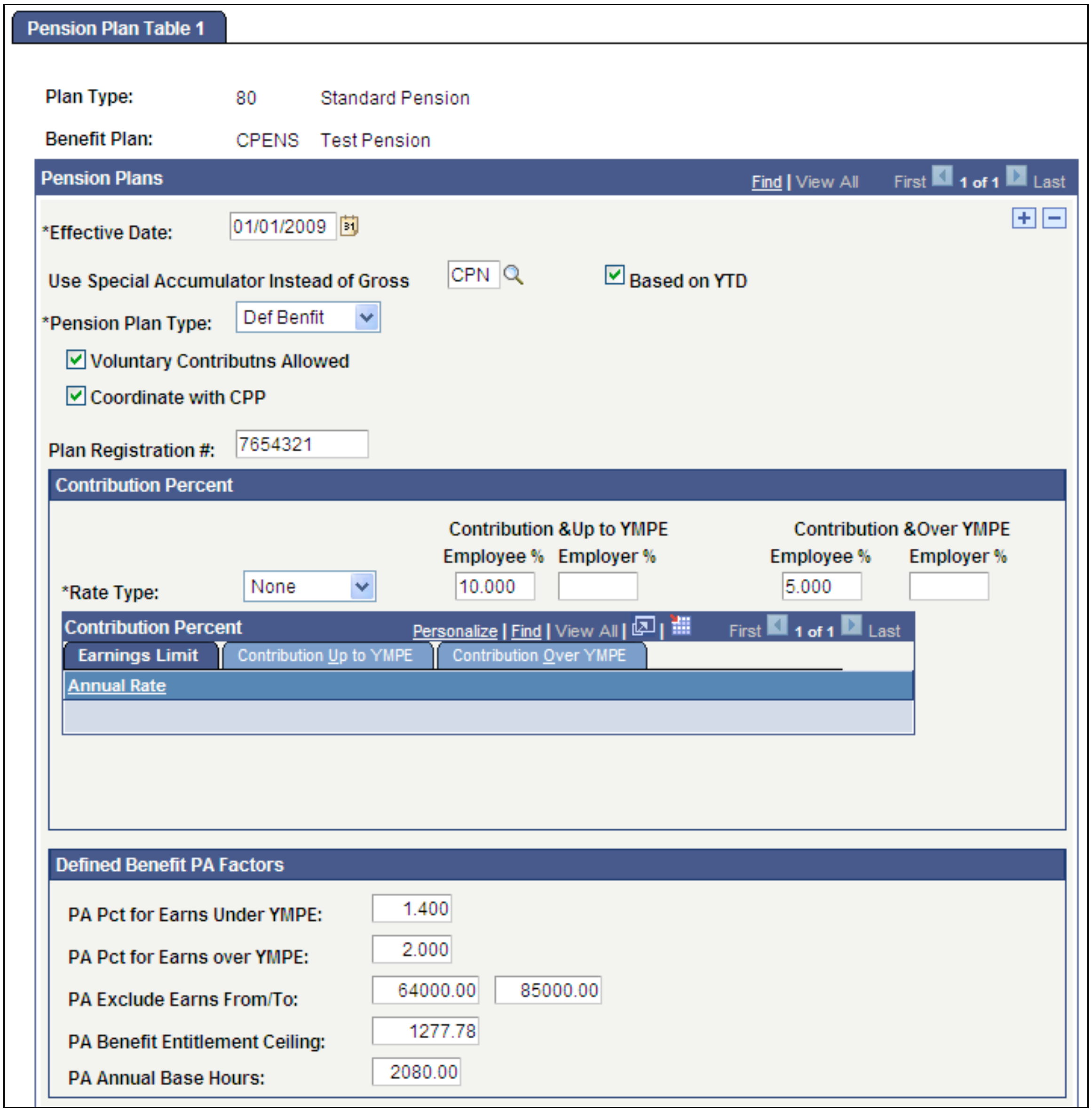
Page Name	Object Name	Navigation	Usage
Pension Plan Table 1	PENSION_PLAN_TABLE	Set Up HRMS, Product Related, Base Benefits, Plan Attributes, Pension Plan Table CAN	Review Pension Plan Type to determine additional steps required. Review the Plan Registration Number for reporting in Box 50 of the T4 slip. Review and update the Defined Benefit PA Factors if you use the SQR TAX104CN template PA calculation routine.
Calculate Pension Adjustment	RUNCTL_TAX104CN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Calculate Pension Adjustment	Run the Calculate Pension Adjustment program - SQR TAX104CN, which calculates and reports pension adjustment amounts.

See Also

PeopleSoft Designing Your Base Benefits System, Defining Canadian Pension Plan Detail

Defining PA Factors on the Pension Plan Table

Access the Pension Plan Table 1 page.



Pension Plan Table 1

Defined Benefit PA Factors

If you have Pension Plans set up as defined benefit plans and import the PA amounts from an external source outside of the PeopleSoft application, leave the pension adjustment amounts in this group box blank.

If you use the TAX104CN.SQR template calculation routine, complete the fields in this group box. As the calculation of the pension adjustment is tightly regulated by legislation, either your pension administrator or an appropriate governing office should provide the information required for this page.

Calculating PA Amounts with SQR TAX104CN

After defining the pension adjustment (PA) factors on Pension Plan Table 1, run the Calculate Pension Adjustment program SQR TAX104CN. This SQR calculates and reports pension adjustment amounts. The program updates the TAX_YTD field for tax type 'CPA' of the maximum effective-dated PS_CAN_TAX_BALANCE record for each affected employee.

Access the Calculate Pension Adjustment page.

Calculate Pension Adjustment page

Enter the **Pension Adjustment Calendar Yr** (Year) to calculate and report pension adjustment amounts.

Note: SQR TAX104CN must only be executed once per tax reporting year, when the PA amounts are required for year-end slip reporting. When this SQR is executed and the PA amounts have been calculated, the latest YTD CAN_TAX_BALANCE records are retrieved, and will be updated with the totals of the existing PA amounts plus the newly calculated PA amounts. Multiple runs of the SQR will result in accumulations of the re-calculated PA amounts to the balance records each time the SQR is re-executed within the same calendar year. PeopleSoft strongly recommends that you execute the SQR in a test environment to verify the accuracy of the results and to determine if this template meets all of your requirements **prior to executing it in your production environment**.

Data Sources for Tax Forms

The following section contains charts that illustrate the mapping of data elements to each tax form box for reporting on employee year-end slips. Please note the many boxes where you must use the Tax Form Definitions table to define the applicable earnings and deduction codes.

T4 Data Sources

Note: For a full understanding of the meaning of each box on the T4, please refer to the Canada Revenue Agency's publication "Employers' Guide – Filing the T4 Slip and Summary Form (RC4120)" which can be found on their website at http://www.cra-arc.gc.ca/formspubs/menu-e.html

T4 Box	Description	PeopleSoft Field	PeopleSoft Table
10	Province of employment	Province	Can_Tax_Balance
12	Social insurance number	National_ID	PERS_NID
14	Employment income	TxGrs_YTD for Tax Type of 'CIT'	Can_Tax_Balance
	Note: To correctly report employment income before deductions in Box 14, you must use the Tax Form Definitions table to identify any Before-Tax deductions, such as union dues or pension that need to be added to the system's CIT Taxable Gross. There is no need to separately identify all earnings that have already been identified as CIT Taxable. They will automatically form the basis of Box 14.		
16	Employee's CPP contributions	Tax_YTD for Tax Type of 'CPP'	Can_Tax_Balance
17	Employee's QPP contributions	Tax_YTD for Tax Type of 'QPP'	Can_Tax_Balance
18	Employee's EI premiums	Tax_YTD for Tax Type of 'EIE'	Can_Tax_Balance
20	RPP contributions	Define through Tax Form Definitions table.	
22	Income tax deducted	Tax_YTD for Tax Type of 'CIT'	Can_Tax_Balance
24	EI insurable earnings	TxGrs_YTD for Tax Type of 'EIE'	Can_Tax_Balance
	Note: $0.00 will be printed in Box 24 when there are no insurable earnings.		
26	CPP/QPP pensionable earnings	NIGrs_YTD for Tax Types of 'CPP' and 'QPP'	Can_Tax_Balance
	Note: $0.00 will be printed in Box 26 when 1) 'Months Subject to CPP/QPP' = 0 on the employee's tax data record regardless of the tax balance or 2) when there are no pensionable earnings.		
28c	Exempt—CPP/QPP	CPP_Subject_Months	Can_Tax_Data
	Exception: An 'X' will not be printed in the CPP section of Box 28 for employees between the ages of 65 and 70 who have opted out of making CPP contributions throughout the year. The program modification to support this change will be delivered with Tax Update 13-A.		
28P	Exempt—PPIP/QPIP	QPIP_Exempt	Can_Tax_Data

T4 Box	Description	PeopleSoft Field	PeopleSoft Table
	Note: An 'X' will be printed in the PPIP section of Box 28 if the employee's tax data record reflects that the employee is exempt from PPIP, and Boxes 55 and 56 reflect $0.00.		
28u	Exempt—EI	UI_Exempt	Can_Tax_Data
	Note: An 'X' will be printed in the EI section of Box 28 if the employee's tax data record reflects that the employee is exempt from EI, and Boxes 18 and 24 reflect $0.00. An 'X' will be printed in the CPP/QPP section of Box 28 if the employee's tax data record reflects that months subject to CPP/QPP = '0' or the employee is under the minimum contributory age of 18, and Boxes 16/17 and 26 reflect $0.00.		
29	Employment code	Employment_Code	Can_YE_Slip
	Note: Define the Employment Code through the Review/Update Slip Information – T4 Slip page.		
30	Housing, board and lodging	Define through Tax Form Definitions table	
31	Special work site	Define through Tax Form Definitions table	
32	Travel in a prescribed zone	Define through Tax Form Definitions table	
33	Medical travel	Define through Tax Form Definitions table	
34	Personal use of employer's automobile	Define through Tax Form Definitions table	
36	Interest-free and low-interest loan	Define through Tax Form Definitions table	
37	Employee home-relocation loan deduction	Define through Tax Form Definitions table	
38	Stock option benefit	Define through Tax Form Definitions table	
39	Stock option and shares deduction 110(1)(d)	Define through Tax Form Definitions table	
40	Other taxable allowances and benefits	Define through Tax Form Definitions table	
41	Stock option and shares deduction 110(1)(d.1)	Define through Tax Form Definitions table	
42	Employment commissions	Define through Tax Form Definitions table	
43	Canadian Forces	Define through Tax Form Definitions table	
44	Union dues	Define through Tax Form Definitions table	
	Note: Define a union dues deduction code only if you and the union agree that the union will not issue receipts for union dues to employees. In this case, file a Certificate of Agreement with the T4 information return.		
46	Charitable donations	Define through Tax Form Definitions table	
50	RPP or DPSP registration number	Plan_Reg_No	Pension_Pln_Tbl
	Note: In the deductions section of the Tax Form Definitions table, enter any deduction codes for which you would report a pension plan registration number, even if the plan were employer-paid.		

T4 Box	Description	PeopleSoft Field	PeopleSoft Table
52	Pension adjustment	Tax_YTD for Tax Type of 'CPA'	Can_Tax_Balance
	Note: The Tax_YTD field for Tax Type CPA is not system-maintained in the case of Defined Benefit type pension plans. If you have Defined Benefit pension plans, you can either import your externally calculated PA amounts into the Tax_YTD field of the maximum effective-dated PS_CAN_TAX_BALANCE record for Tax Type CPA, or use SQR TAX104CN (if suitable) to calculate and load the PA amounts based upon the factors that you specify on the Pension Plan Table. The Tax_YTD field for Tax Type CPA must be populated with the PA amounts prior to running SQR CTX910LD.		
54	Payroll Account Number	Canada_BN	WageLs_Plan_Tbl
55	PPIP Premiums	Tax_YTD for Tax Type of 'QIE'	Can_Tax_Balance
56	PPIP Insurable Earnings	TxGrs_YTD for Tax Type of 'QIE'	Can_Tax_Balance
66	Eligible Retiring Allowances	Define through Tax Form Definitions table	
67	Non-Eligible Retiring Allowances	Define through Tax Form Definitions table	
68	Status Indian – Eligible Retiring Allowances	Define through Tax Form Definitions table	
69	Status Indian – Non-Eligible Retiring Allowances	Define through Tax Form Definitions table	
70	Municipal officer's expense allowance	Define through Tax Form Definitions table	
71	Status Indian employee	TxGrs_YTD for Tax Type of 'CIT'	Can_Tax_Balance
	Note: To identify a Status Indian employee who is wholly tax-exempt, turn *on* the Status Indian check box on the Canadian Income Tax Data page.		
74	Pre-1990 past service contributions while a contributor	Define through Tax Form Definitions table	
75	Pre-1990 past service contributions while not a contributor	Define through Tax Form Definitions table	
77	Workers' compensation benefits repaid to the employer	Define through Tax Form Definitions table	
78	Fishers-Gross Earnings	Define through Tax Form Definitions table	
79	Fishers-Net Partnership Amount	Define through Tax Form Definitions table	
80	Fishers-Shareperson Amount	Define through Tax Form Definitions table	
81	Placement Agency-Gross Earns	Define through Tax Form Definitions table	
84	Public Transit Pass	Define through Tax Form Definitions table	

T4 Box	Description	PeopleSoft Field	PeopleSoft Table
85	Employee Paid Premiums- Private Health Services Plan	Define through Tax Form Definitions table	
86	Security Options Election	Define through Tax Form Definitions table	
87	Volunteer Firefighter Exempt Amount	Define through Tax Form Definitions table	
Employee's name and address area	Surname, First name & Initials, Sreet(2 lines), City, Province, Country, Postal Code	Name, Name_Initials, Address1, Address2, City, State, Country, Postal	Person Person_Name Addresses
Employer's name area	Employer's name, Street, City, Province, Postal Code	Company, Address1, City, State, Postal	Company_Tbl
Year	2012	Balance_Year	Ctxprc_Params

T4A Data Sources

Note: For a full understanding of the meaning of each box on the T4A, please refer to the Canada Revenue Agency's publication "Deducting Income Tax on Pension and Other Income, and Filing the T4A Slip and Summary Form (RC4157)" which can be found on their website at http://www.cra-arc.gc.ca/formspubs/menu-e.html

T4A Box	Description	PeopleSoft Field	PeopleSoft Table
012	Social insurance number	National_ID	PERS_NID
013	Recipient's Account Number		Leave this box blank
016	Pension or superannuation	Define through Tax Form Definitions table	
018	Lump-sum payments	Define through Tax Form Definitions table	
020	Self-employed commissions	Define through Tax Form Definitions table	
022	Income tax deducted	Tax_YTD for Tax Type of 'T4A'	Can_Tax_Balance
	Note: The taxes calculated on any item defined as "subject to T4A" on the Earnings or Deduction Table at the time of Pay Confirm will be shown here, rather than on the T4.		
024	Annuities	Define through Tax Form Definitions table	
026	Eligible retiring allowances (2009 and prior)	Define through Tax Form Definitions table	
027	Non-eligible retiring allowances (2009 and prior)	Define through Tax Form Definitions table	
028	Other income	Define through Tax Form Definitions table	
030	Patronage allocations	Define through Tax Form Definitions table	
032	Registered pension plan contributions (past service)	Define through Tax Form Definitions table	
034	Pension adjustment	Tax_YTD for Tax Type of 'CPA'	Can_Tax_Balance
036	Pension plan registration number	Plan_Reg_No	Pension_Pln_Tbl
	Note: In the deductions section of the Tax Form Definitions table, enter any deduction codes for which you would report a pension plan registration number, even if the plan were employer-paid.		
040	RESP accumulated income payments	Define through Tax Form Definitions table	
042	RESP educational assistance payments	Define through Tax Form Definitions table	
046	Charitable donations	Define through Tax Form Definitions table	
048	Fees for services	Define through Tax Form Definitions table	

T4A Box	Description	PeopleSoft Field	PeopleSoft Table
061	Payer's Account Number	Canada_BN	WageLs_Plan_Tbl
102	Lump-sum payments – non-resident services transferred under paragraph 60(j)	Define through Tax Form Definitions table	
104	Research grants	Define through Tax Form Definitions table	
105	Scholarships, fellowships, bursaries, artists' project grants, and prizes	Define through Tax Form Definitions table	
106	Death benefits	Define through Tax Form Definitions table	
107	Payments from a wage-loss replacement plan, not fully funded by employee premiums	Define through Tax Form Definitions table	
108	Lump-sum payments from a RPP – not eligible for transfer	Define through Tax Form Definitions table	
109	Periodic payments from an unregistered pension plan	Define through Tax Form Definitions table	
110	Lump-sum payments accrued to December 31, 1971	Define through Tax Form Definitions table	
111	IAAC annuities	Define through Tax Form Definitions table	
115	Instalment or annuity payments under a DPSP	Define through Tax Form Definitions table	
116	Medical travel assistance	Define through Tax Form Definitions table	
117	Loan benefits	Define through Tax Form Definitions table	
118	Medical premium benefits	Define through Tax Form Definitions table	
119	Premiums paid to a group term life insurance benefit	Define through Tax Form Definitions table	
122	RESP accumulated income payments paid to other	Define through Tax Form Definitions table	
123	Payments from a revoked DPSP	Define through Tax Form Definitions table	
124	Board and lodging at special work sites	Define through Tax Form Definitions table	
125	Disability benefits paid out of a superannuation or pension plan	Define through Tax Form Definitions table	
126	Registered pension plan contributions (pre-1990 past service)	Define through Tax Form Definitions table	
127	Veteran's benefit	Define through Tax Form Definitions table	

T4A Box	Description	PeopleSoft Field	PeopleSoft Table
129	Tax deferred cooperative share	Define through Tax Form Definitions table	
130	Apprenticeship incentive grant or Apprenticeship completion grant	Define through Tax Form Definitions table	
131	Registered disability savings plan	Define through Tax Form Definitions table	
132	Wage Earner Protection Program	Define through Tax Form Definitions table	
133	Variable pension benefits	Define through Tax Form Definitions table	
134	Tax-Free Savings Account (TFSA) taxable amount	Define through Tax Form Definitions table	
135	Recipient-paid premiums for private health services plans	Define through Tax Form Definitions table	
142	Status Indian (exempt income) – eligible retiring allowances	Define through Tax Form Definitions table	
143	Status Indian (exempt income) – non-eligible retiring allowances	Define through Tax Form Definitions table	
144	Status Indian (exempt income) – other income	Define through Tax Form Definitions table	
146	Status Indian (exempt income) – pension or superannuation	Define through Tax Form Definitions table	
148	Status Indian (exempt income) – lump-sum payments	Define through Tax Form Definitions table	
150	Labour Adjustment Benefits Act and Appropriation Act	Define through Tax Form Definitions table	
152	SUBP qualified under the Income Tax Act	Define through Tax Form Definitions table	
154	Cash award or prize from payer	Define through Tax Form Definitions table	
156	Bankruptcy settlement	Define through Tax Form Definitions table	
158	Lump-sum payments not from an RPP or DPSP – not eligible for transfer	Define through Tax Form Definitions table	
180	Lump-sum payments from a DPSP – not eligible for transfer	Define through Tax Form Definitions table	
190	Lump-sum payments from an unregistered plan	Define through Tax Form Definitions table	

T4A Box	Description	PeopleSoft Field	PeopleSoft Table
Recipient's name and address area	Surname, First name & Initials, Sreet(2 lines), City, Province, Country, Postal Code	Name, Name_Initials, Address1, Address2, City, State, Country, Postal	Person Person_Name Addresses
Employer's or payer's name area	Employer's name, Street, City, Province, Postal Code	Company, Address1, City, State, Postal	Company_Tbl

RL-1 Data Sources

RL-1 Box	Description	PeopleSoft Field	PeopleSoft Table
A	Employment income before source deductions	TxGrs_YTD for Tax Type of 'QIT'	Can_Tax_Balance
	Note: To report employment income before deductions in Box A correctly, you must use the Tax Form Definitions table to identify any Before-Tax deductions, such as union dues or pension contributions, that need to be added in.		
B	Contributions to the Québec Pension Plan (QPP)	Tax_YTD for Tax Type of 'QPP'	Can_Tax_Balance
C	Employment insurance premiums	Tax_YTD for Tax Type of 'EIE'	Can_Tax_Balance
CDO	Code (case O)	Defined on the Tax Form Definitions table for internal system processing only.	
	Note: In order for the system to assign the appropriate two-letter code required for reporting in this box, a tax form Box CDO is required in the system. As this Box is used for internal system identification only, do not define earnings codes to this box CDO. You must, however, ensure that the appropriate earnings codes are assigned to the Tax Form Definitions table entries for tax form **Boxes RA** through **RX**, and Boxes **CA, CB and CC**.		
D	Contributions to a registered pension plan (RPP)	Define through Tax Form Definitions table	
E	Québec income tax withheld at source	Tax_YTD for Tax Type of 'QIT'	Can_Tax_Balance
F	Union dues	Define through Tax Form Definitions table	
G	Pensionable earnings under the Québec Pension Plan (QPP), if different from the total of the amounts in boxes A, Q and U	NIGrs_YTD for Tax Type of 'QPP'	Can_Tax_Balance
	Note: $0.00 will be printed in Box G when there are no pensionable earnings.		
H	QPIP Premiums	Tax_YTD for Tax Type of 'QIE'	Can_Tax_Balance
I	Insurable wages under QPIP	TxGrs_YTD for Tax Type of 'QIE' NIGrs_YTD for Tax Type of 'QIE'	Can_Tax_Balance
	Note: $0.00 will be printed in Box I when there are no insurable earnings.		
J	Contributions paid by the employer under a private health services plan	Define through Tax Form Definitions table	

RL-1 Box	Description	PeopleSoft Field	PeopleSoft Table
K	Trips made by a resident of a designated remote area	Define through Tax Form Definitions table	
L	Other benefits	Define through Tax Form Definitions table	
M	Commissions included in the amount in box A or R	Define through Tax Form Definitions table	
N	Charitable donations	Define through Tax Form Definitions table	
O	Other income not included in the amount in box A or R	Define through Tax Form Definitions table	
P	Contributions to a multi-employer insurance plan	Define through Tax Form Definitions table	
Q	Deferred salary or wages (salary or wages that are tax-exempt and not included in the amount in box A or R)	Define through Tax Form Definitions table	
R	Tax-exempt income paid to an Indian	TxGrs_YTD for Tax Type of 'QIT' (amount from Box A) plus earnings defined in the Tax Form Definitions table for Box R (for amounts reported in Box O).	Can_Tax_Balance
	Note: To identify a Status Indian employee who is wholly tax-exempt, turn **on** the Status Indian check box on the Canadian Income Tax Data page.		
S	Tips received	Define through Tax Form Definitions table	
T	Tips allocated by the employer	Define through Tax Form Definitions table	
U	Phased retirement	Define through Tax Form Definitions table	
V	Meals and accommodation	Define through Tax Form Definitions table	
W	Use of a motor vehicle for personal purposes	Define through Tax Form Definitions table	
Employee's name and address area	Surname, First name & Initials, Street (2 lines), City, Province, Country, Postal Code	Name, Name_Initials, Address1, Address2, City, State, Country, Postal	Person Person_Name Addresses
	Social insurance number	NATIONAL_ID	PERS_NID
	Reference number	EmplID	Can_Tax_Balance
Employer's name and address area	Employer's name, Street, City, Province, Postal Code	Company, Address1, City, State, Postal	Company_Tbl

RL-2 Data Sources

RL-2 Box	Description	PeopleSoft Field	PeopleSoft Table
A	Life Annuity Payments under a Registered or an Unregistered Pension Plan	Define through Tax Form Definitions table	
B	Benefits under an RRSP, a RRIF or a DPSP, and annuities	Define through Tax Form Definitions table	
C	Other payments	Define through Tax Form Definitions table	
D	Refund of RRSP premiums paid to Surviving Spouse	Define through Tax Form Definitions table	
E	Benefit deemed to have been received at the time of death (RRSP or RRIF)	Define through Tax Form Definitions table	
F	Refund of undeducted RRSP contributions	Define through Tax Form Definitions table	
G	Amount that is taxable because of the revocation of the registration of an RRSP or a RRIF	Define through Tax Form Definitions table	
H	Other income (RRSP or RRIF)	Define through Tax Form Definitions table	
I	Amount giving entitlement to a deduction (RRSP or RRIF)	Define through Tax Form Definitions table	
J	Québec income tax withheld at source	Tax_YTD for Tax Type of 'RV2'	Can_Tax_Balance
	Note: The taxes calculated on any item defined as "subject to RL-2" on the Earnings or Deduction Table at the time of Pay Confirm will be shown here, rather than on the RL-1.		
K	Income earned after death (RRSP or RRIF)	Define through Tax Form Definitions table	
L	Withdrawal under the lifelong learning plan (LLP)	Define through Tax Form Definitions table	
M	Tax-paid amounts	Define through Tax Form Definitions table	
N	Contributor Spouse (RRSP or RRIF) Social insurance number	SIN_Contrb_Spouse	Can_YE_Slip
	Note: Define the Contributor Spouse SIN through the Review/Update Slip Information – RL-2 Slip page.		
O	Withdrawal under the HBP	Define through Tax Form Definitions table	
Beneficiary's name and address area	Surname, First name & Initials, Street(2 lines), City, Province, Country, Postal Code	Name, Name_Initials, Address1, Address2, City, State, Country, Postal	Person Person_Name Addresses

RL-2 Box	Description	PeopleSoft Field	PeopleSoft Table
	Social insurance number	National_ID	PERS_NID
Employer's name and address area	Employer's name, Street, City, Province, Postal Code	Company, Address1, City, State, Postal	Company_Tbl
Code du relevé	Original slip or amended slip identifier	YE_Slip_Process	CAN_YE_Slip
Provenance Code	Provenance Code	Provenance	Can_YE_Slip
Year	2012	Balance_Year	Ctxprc_Params

Preparing Tax Data and Year-End Slips

This chapter provides an overview of year-end processing and describes how to:

- List and resolve error conditions in your database.
- Load year-end slip data.
- Check for errors in year-end slip data.
- Examine employee slip data.
- Prepare electronic media reports.
- Audit the electronic media data.
- Print year-end tax slips.
- Produce summary and segment reports.

Overview of Year-End Processing

Year-end processing and producing year-end wage and tax reports with PeopleSoft Payroll is an orderly, logical process.

Here is a summary of the process:

1. Run CTX900 and CTX900ER to audit your database.

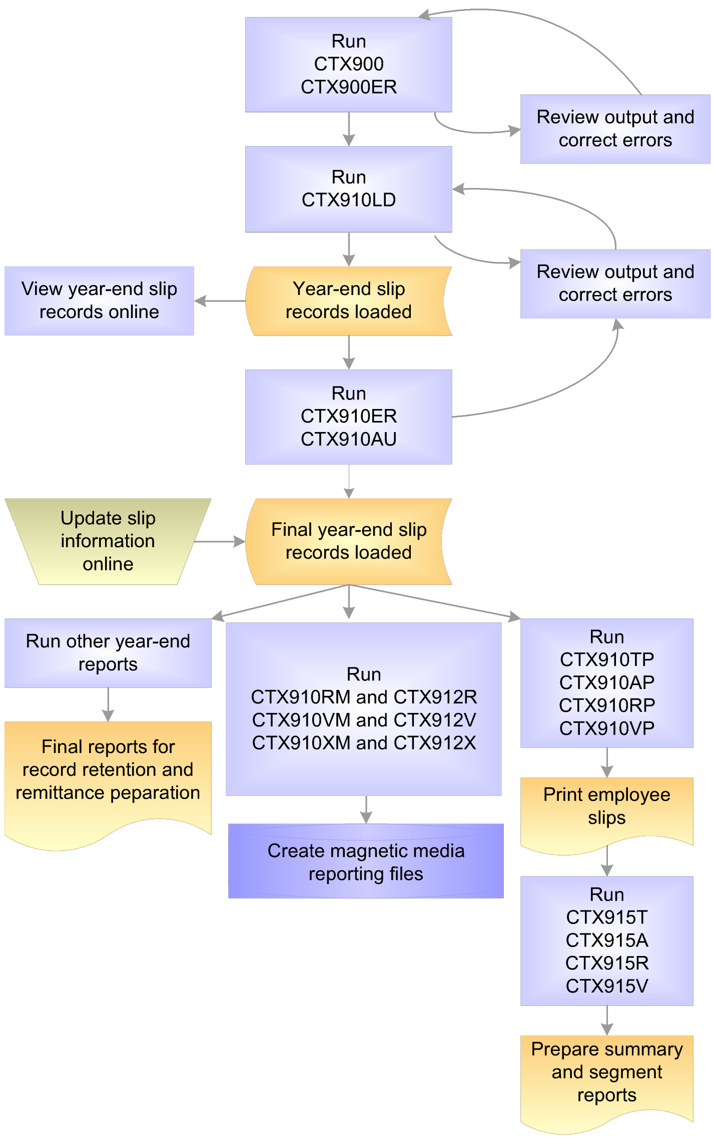
   Correct errors and rerun these SQRs until data is correct.

2. Run CTX910LD to load employee data and balances to the year-end employee slip records on the database.
3. Run CTX910ER to verify that the information that has been loaded to the slip records is correct. This SQR performs PIER edits and identifies missing and invalid data. You can also check the loaded data using online views of the extracted employee income and tax information.
4. Run CTX910AU to produce an audit report of all employee slip records, including balance totals. Review the output and verify the totals. You have the option of producing either control totals only, or control totals together with the associated employee details.
5. Complete any necessary changes to the data.
6. Re-run the CTX910LD Load Year-End Slip Data process as needed to reload either all employee information, information for specific employees, or groups of employees for selected companies and/or provinces.
7. When you are confident that the data loaded is accurate, produce the year-end reporting forms and electronic media files.

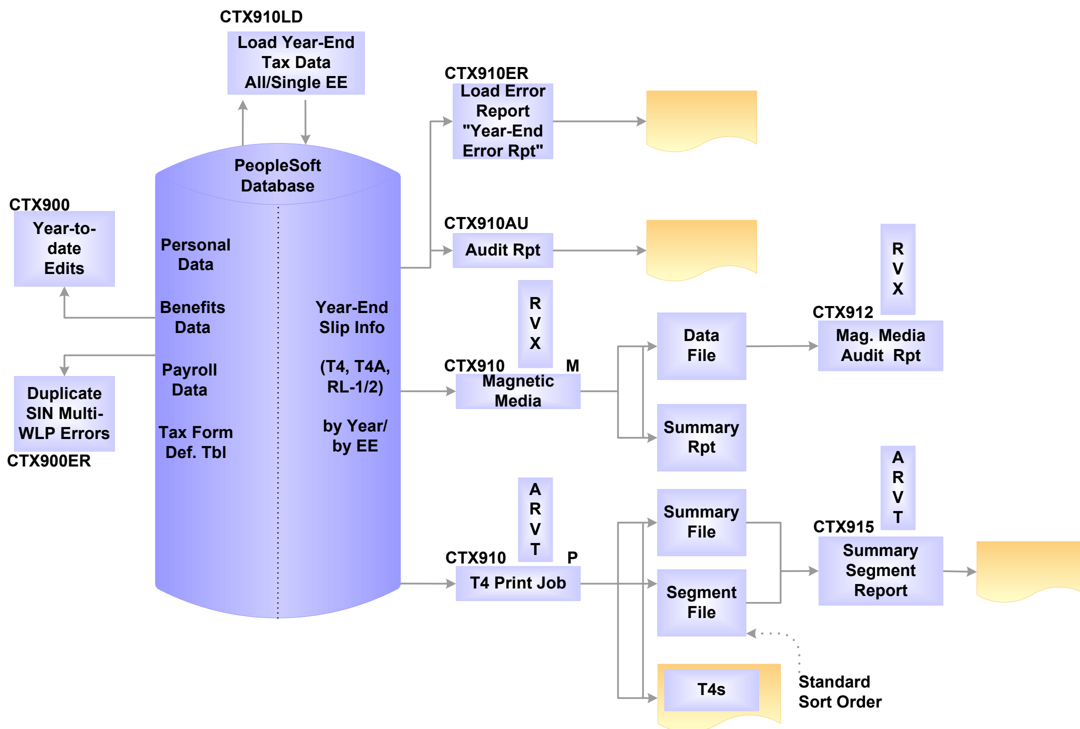
Note: This is an iterative process. You can repeat the load process as many times as necessary to ensure accuracy. The first cycle through this loop may occur at any time during the year. You can reload all employees or only specified employees, depending on your requirements.

We've provided flow diagrams illustrating the PeopleSoft Year-End Process to make the process easier to visualize.

The PeopleSoft Year-End Process Flow Diagrams



Year-End Process Flow Diagrams (View 1)



Year-End Process Flow Diagrams (View 2)

In some of the reports above, A = T4A, R = RL-1, V = RL-2, T = T4 and X = XML (both T4 and T4A).

Listing and Resolving Error Conditions in Your Database

Here are the steps to audit your database:

1. Run CTX900 - Year to Date Edits.
2. Run CTX900ER - Year-End Personal Data Audit.
3. Correct errors and rerun the SQRs.

Understanding CTX900 – Year to Date Edits

CTX900 provides pre-process PIER edits to ensure that the CPP pensionable and EI insurable earnings correspond with the deductions, a listing of deceased employees with tax balance records, and identifies the following error conditions:

- Missing social insurance numbers.
- Invalid social insurance numbers.
- Negative income or tax amounts.
- Missing Payroll Account Number (BN) or Québec Identification Number (QIN).
- Invalid Payroll Account Number (BN) or Québec Identification Number (QIN).

- Missing pension plan registration numbers.
- QC income or taxes on a non- Québec balance record.
- Annual CPP/QPP exemptions exceeding the maximum.

Understanding SQR CTX900ER - Year-End Personal Data Audit

This program identifies “multiple” employee data setup conditions, including the assignment of duplicate social insurance numbers in the system and employees who were in multiple wage loss plans during the reporting year.

Note: You may receive error messages when running SQRs CTX900 or CTX900ER for invalid social insurance numbers showing as ‘999-999-999’. This message indicates that no SIN has been entered for the employee although it is mandatory.

Correcting Errors and Re-running SQRs

Before proceeding to the next step in the year-end process (Load Year-End Slip Data), correct the errors detected by these reports and re-generate the reports to verify that no further corrections are required. These SQR programs should also be re-executed immediately prior to running the final set of reports and slips to ensure that all errors have been resolved, including those that may have occurred while applying year-end adjustments.

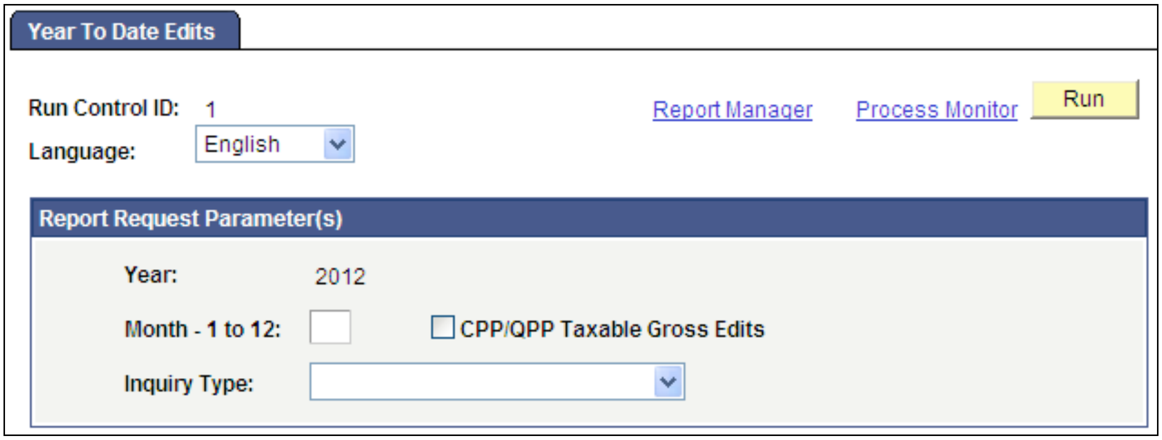
Note: We recommend that you run SQR programs CTX900 and CTX900ER throughout the year to verify social insurance numbers, check for negative balances, and identify other error conditions. CTX900 generates summary tax totals to allow you to stay on top of your balance records throughout the year.

Pages Used to Audit the Database

Page Name	Object Name	Navigation	Usage
Year to Date Edits	RUNCTL_CTX900	Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year to Date Edits	Run CTX900SQR – Year to Date Edits.
Year-End Personal Data Audit	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year-End Personal Data Audit	Run SQR CTX900ER - Year-End Personal Data Audit. This SQR does not require run control parameters. Simply select the report and run it.

Running SQR CTX900 - Year to Date Edits

Access the Year to Date Edits page.



Year to Date Edits page

Month

Enter a number between ***1*** and ***12***.

CPP/QPP Taxable Gross Edits

Select this checkbox to validate the following situations at year-end: 1) if the CPP/QPP No Limit Gross amount is greater than the yearly maximum pensionable earnings, then CPP/QPP Taxable Gross should be no less than the maximum and 2) if the CPP/QPP No Limit Gross is less than the yearly maximum pensionable earnings when reduced by the maximum annual exemption amount, the result should equal CPP/QPP Taxable Gross.

When the check box is selected, the month will automatically default to ***12***, the Inquiry Type will automatically default to ***YTD Totals to Inquiry Month***, and both fields will grey out. The edits to validate annual CPP/QPP exemptions that exceed the maximum are only applicable when a full year of data is available.

Inquiry Type

Select a value.

Month Totals Only: Provides totals for a single inquiry month as specified.

YTD Totals to Inquiry Month: Provides year-to-date totals, up to and including the month specified.

YTD Totals Only: Provides straight year-to-date totals. If a month is specified in conjunction with the ***YTD Totals Only*** option, it will be ignored.

Loading Year-End Slip Data

The Load Year-End Slip Data program (CTX910LD) extracts the employee year-end data and loads it into special year-end slip data records according to the information defined on the Tax Form Definitions table. These records act as repositories for all of the information required for producing individual employee year-end tax reporting slips (T4, T4A, RL-1 and RL-2).

When you print the year-end slips or produce the electronic media files, the system retrieves the data from these year-end slip records—*not* from the payroll balance tables. Because of this, your year-end data can safely be *frozen* and saved apart from your *live* payroll balances. In addition, there are design and performance advantages to having all relevant year-end employee data and balance information condensed into a minimum number of tables. This process allows you to archive your cheque data without losing online access to the corresponding year's T4, T4A, RL-1, and RL-2 data.

Loading Year-End Slips Selectively

The selective loading options allow you to load year-end slip data for specific employees or specific groups of employees by company and/or province. The more parameters you specify, the tighter the selection will be.

If you select to load year-end slips for selective employees or groups of employees, complete the parameter selections on the Load By Employee(s) page or Load By Group(s) page located on the Load Selective YE Slips pages before running the process.

- **Note:** Do not enter selective data for both employee(s) and group(s) at the same time. The load process will only accommodate one option at a time and upon completion of the process, the specified data will be **cleared** from both pages in preparation for the next selection.
- **Note:** When using the Load Selective YE Slip Data pages to perform selective loads/reloads, if an employee selected by the program has multiple slips for the calendar year being processed, **all** of the slips pertaining to that employee will be loaded regardless of company or province. Re-executing the load program will re-load all of the slips associated with the selected employee(s), and will reset the information on their slips to their original state.
- **Note:** The Load Year-End Slip Data SQR program cannot be executed from the Load Selective YE Slip Data page, as it is not a run control page. The Load Selective YE Slip Data page is a data entry page only, used to specify the selective load criteria.

Exception Reporting

If the program encounters errors that prevent year-end slip entries from being created, a corresponding exception report will be produced to identify those errors. The three categories of year-end slip data that will be identified in the report are:

- Employee data – If errors are encountered review the employee Job Data and Payroll Data records for Location, Department, Business Unit and Mail Drop information.
- Slip data
- Slip detail data

These categories correspond with the information provided in the employee Review/Update Slip Information pages. Review the exception report and process required data changes or corrections prior to proceeding.

Viewing Data

After the data has been loaded into the year-end tables, you can review it online using the Review/Update Slip Information inquiry pages. These tables are designed to become a permanent part of your database. Long after the year-end processing has been completed, you'll be able to retrieve your employees' year-end slip information online.

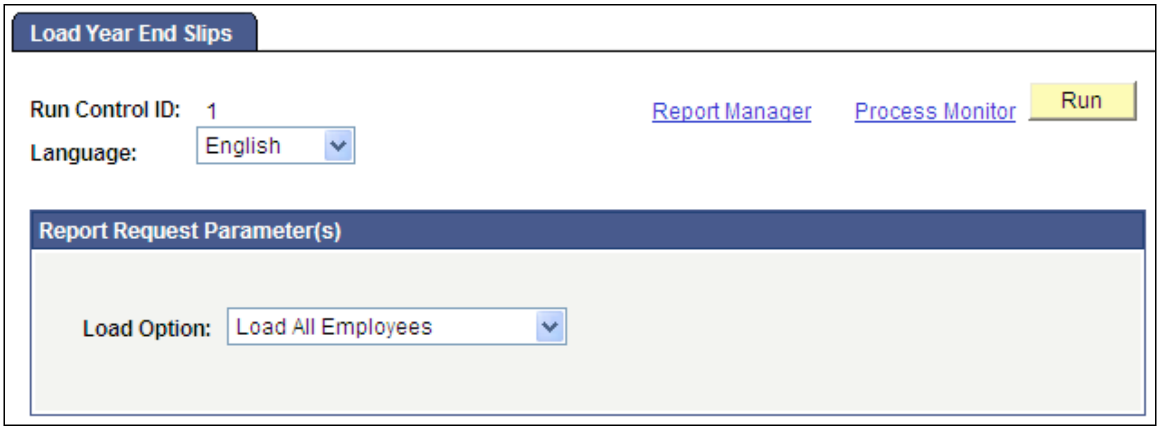
Pages Used to Load Year-End Slip Data

Page Name	Object Name	Navigation	Usage
Load Year-End Slip Data	RUNCTL_CTX910LD	Payroll for North America, Year-End Processing CAN, Create Slip Data, Load Year-End Slips	Run CTX910LD to load year-end slip data.
Load Selective YE Slips - Load By Employee(s)	CAN_YE_EMPL_RELOAD	Payroll for North America, Year-End Processing CAN, Create Slip Data, Load Selective YE Slips	Specify selected employee(s) for loading year-end slip data.
Load Selective YE Slips - Load By Group(s)	CAN_YE_GRP_RELOAD	Payroll for North America, Year-End Processing CAN, Create Slip Data, Load Selective YE Slips	Specify selected group(s) for loading year-end slip data.

Loading Year-End Slip Data with CTX910LD

The employee year-to-date tax, earnings, and deduction balances, as well as other information required for year-end reporting, is extracted and loaded to the year-end tables by SQR program CTX910LD. If this is your first payroll year-end on PeopleSoft, ask your database administrator to help you seed the indexes for these tables. The extra step will reduce the load processing time.

Access the Load Year-End Slip Data page.



Load Year-End Slips page

Load Option

Select a value:

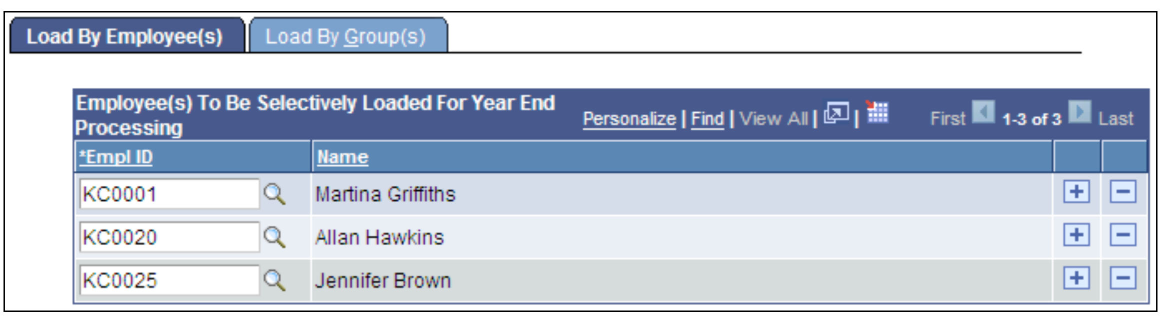
Load All Employees: Load data for all employees in the database.

Load Selected Employee(s): Load data for selected employees. Define employee selections on the Load By Employee(s) page before running the process.

Load Selected Group(s): Load data for selected company(s) and/or province(s). Define selected groups on the Load By Group(s) page before running the process.

Loading Year-End Slip Data by Employee

Access the Load By Employee(s) page.



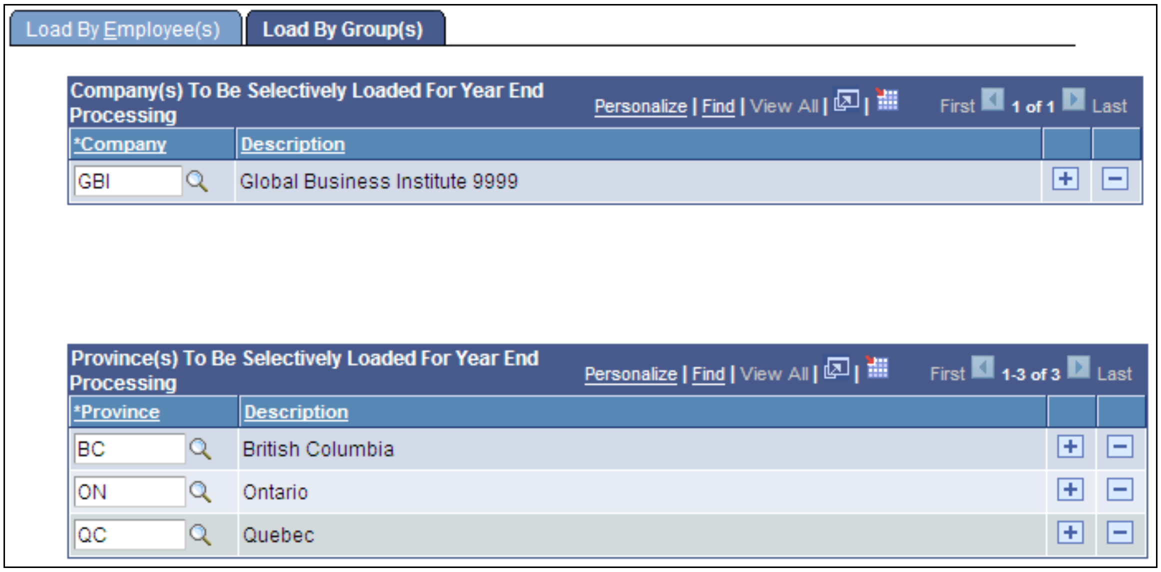
Load Selective Year-End Slips – Load By Employee(s) page

Enter the Employee ID of each employee having tax data that you wish to load. Insert rows as needed for multiple employees.

Then run the process using the Load Year-End Slips run control page.

Loading Year-End Slip Data by Employee Group

Access the Load By Group(s) page.



Load Selective Year-End Slips – Load By Group(s) page

Company	Insert rows as needed to load multiple companies.
Province	Enter a province selection if desired. Insert rows as needed to load multiple provinces.

Then run the process using the Load Year-End Slips run control page.

Checking for Errors in Year-End Slip Data

We provide two reports for reviewing the loaded year-end data; use these tools to ensure that the loaded data is correct:

- CTX910ER - Year-End Error Report.

  This report identifies error conditions found in the year-end slip records created by SQR program CTX910LD. These errors should be reviewed and corrected prior to generating the year-end slips for distribution. The error conditions identified by this report include inconsistencies in the data reported in specific boxes of the year-end slips (PIER edits) and missing information. This SQR will also re-audit the year-end slip records for conditions such as negative tax balances and invalid social insurance numbers.

- CTX910AU - T4, T4A, RL-1, RL-2 Audit Report.

  This program produces an audit register of amounts to be reported on the year-end slips for each employee, taken from the year-end slip records created by the load program CTX910LD.

In addition to obtaining control totals for government reporting (for each wage-loss plan and Payroll Account Number combination for T4 and T4A slips; for each Québec Identification Number for RL slips), you may also select sorting options to group and report totals for year-end tax slips by department, location, employee surname, or province.

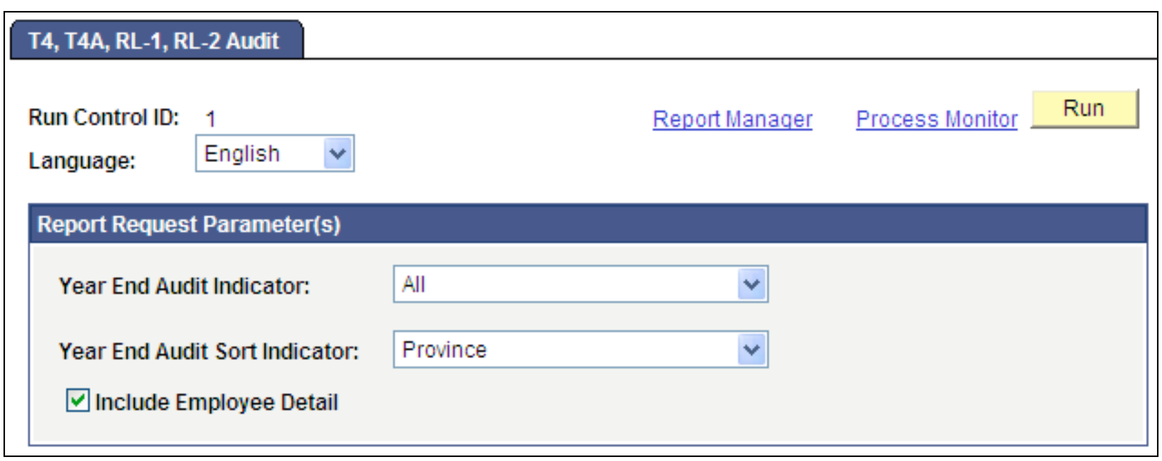
When you find errors, correct the appropriate employee records or tax balances by updating Personal Information, running adjustment payrolls, and so on—then reload the corrected data to the year-end slip records by running the Load Year-End Slip Data program CTX910LD. Review the data completely and resolve all errors for all companies and employees prior to re-running the load process.

Pages Used to Check for Errors in Year-End Slip Data

Page Name	Object Name	Navigation	Usage
Year-End Error Report	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year-End Errors	Run SQR CTX910ER - Year-End Error Report. This SQR does not require run control parameters.
T4, T4A, RL-1, RL-2 Audits	RUNCTL_CTX910AU	Payroll for North America, Year-End Processing CAN, Audit and Error Reports, T4, T4A, RL-1, RL-2 Audit	Run SQR CTX910AU - T4, T4A, RL-1, RL-2 Audit Report.

Running SQR CTX910AU - T4, T4A, RL-1, RL-2 Audit Report

Access the T4, T4A, RL-1, RL-2 Audits page.



T4, T4A, RL-1, RL-2 Audits page

Year-End Audit Indicator **Year-End Audit Indicator** reporting options are: ***T4, T4A, RL-1, RL-2,*** and ***All.*** If you choose ***All***, you may select a sort option using the **Year-End Audit Sort Indicator**.

If you choose to report only one slip type, the sort sequence will be Company, Payroll Account Number (for T4 or T4A slips) or Québec ID Number (for RL slips), Last Name, First Name, Employee ID.

Year-End Audit Sort Indicator

If you choose to report only one slip type, this field becomes unavailable for entry.

If you choose to report all slip types, you may select from the following **Year-End Audit Sort Indicator** options: ***Department, Last Name, Location,*** and ***Province.*** The following table defines these options.

Include Employee Detail

Select this check box to report details by employee.

Option	Sort Sequence
Last Name	Company, Last Name, First Name, Employee ID, which will provide company totals and grand totals.
Location	Company, Location, Last Name, First Name, Employee ID, which will provide location totals, company totals and grand totals.
Department	Company, Department, Last Name, First Name, Employee ID, which will provide department totals, company totals and grand totals.
Province	Company, Province, Last Name, First Name, Employee ID, which will provide provincial totals, company totals and grand totals.

Examining Employee Slip Data

Running CTX910LD (Load Year-End Slips) creates the employee year-end slip records. Once they're loaded, you can view the employee year-end slip information (original, amended, cancelled and reissued) and update selected information for *original slips*, through the Review/Update Slip Information pages.

Updating Year-End Slip Data

For year-end reporting purposes only, the system enables you to update selected employee information online, directly to the year-end slip records in the database. Three pages in the Review/Update Slip Information pages provide this functionality:

- Employee Data
- T4 Slip
- RL-2 Slip

Re-executing CTX910LD overrides changes that you've entered online using these pages, and will reset the fields to their original state.

Note: For amended, cancelled and reissued slips, all data updates must be entered through the Amend/Cancel Year-End Slips pages.

Common Elements in the Review/Update Slip Information Pages

Calendar Year

The system retains information from prior years, so you can use this page to review history. The scroll area provides access to previous calendar year rows for the selected employee.

The outer scroll area controls the calendar year you are viewing.

Sequence

For each Calendar Year, original slip numbers have a sequence number of ***0*** (zero). The sequence number for amended/cancelled/reissued slips records is assigned by the system in numerical order starting with the number ***1***.

Process Type

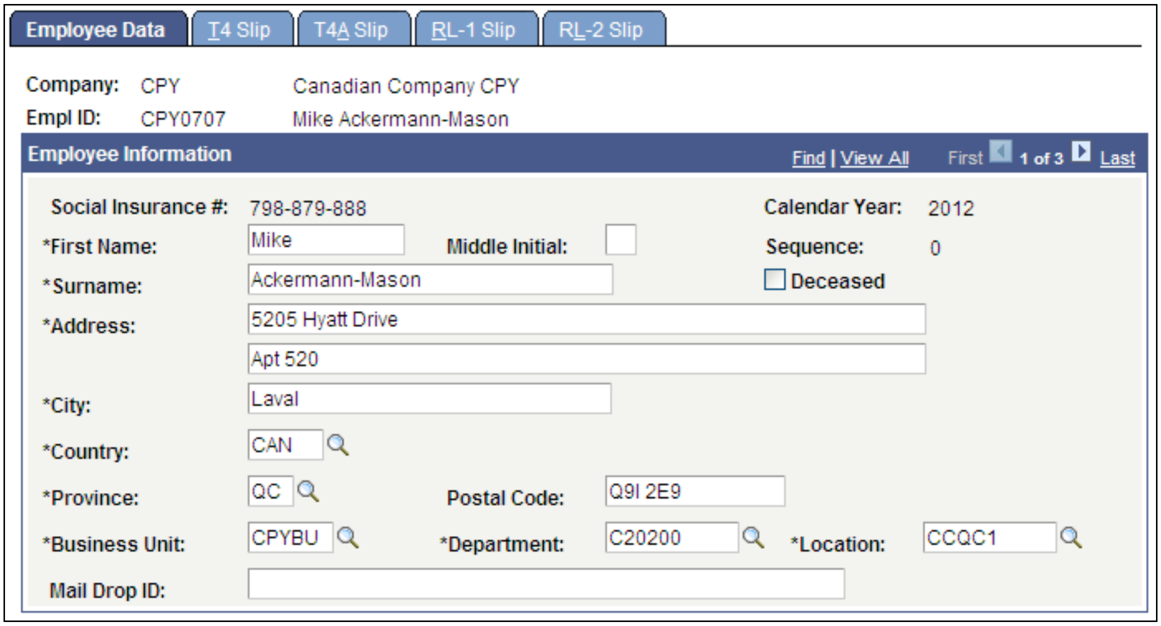
Indicates whether the slip is an ***Original, Amended, Cancelled*** or ***Reissued***. In addition, the field indicates ***Delete*** if the Amend/Cancel Year-End Slip entry is flagged for deletion.

Pages Used to Examine Employee Slip Data

Page Name	Object Name	Navigation	Usage
Review/Update Slip Information - Employee Data	CAN_YE_SLIP1	Payroll for North America, Year-End Processing CAN, Create Slip Data, Review/Update Slip Information	Examine employee data that is common to all year-end slips.
Review/Update Slip Information - T4 Slip	CAN_YE_SLIP2	Payroll for North America, Year-End Processing CAN, Create Slip Data, Review/Update Slip Information	Review an online view of the data gathered for producing an employee's T4 slip.
Review/Update Slip Information - T4A Slip	CAN_YE_SLIP3	Payroll for North America, Year-End Processing CAN, Create Slip Data, Review/Update Slip Information	Review an online view of the data gathered for producing an employee's T4A slip.
Review/Update Slip Information - RL-1 Slip	CAN_YE_SLIP4	Payroll for North America, Year-End Processing CAN, Create Slip Data, Review/Update Slip Information	Review an online view of the data gathered for producing an employee's RL-1 slip.
Review/Update Slip Information - RL-2 Slip	CAN_YE_SLIP5	Payroll for North America, Year-End Processing CAN, Create Slip Data, Review/Update Slip Information	Review an online view of the data gathered for producing an employee's RL-2 slip.

Examining Employee Data

Access the Review/Update Slip Information - Employee Data page.



Review/Update Slip Information - Employee Data page

You can update information in editable fields for *original slips* only. Changes made here will not appear in other pages and tables.

For example, you may enter name and address corrections to T4 records online by typing the information directly into the name and address fields on this page, but that will *not* update the employee's Personal Information records. This feature is intended for temporary or last minute corrections for the purpose of year-end reporting only.

Business Unit, Department, Location, and **Mail Drop ID** are provided for report sorting and selection purposes.

Note. Re-executing CTX910LD overrides changes that you've entered online using this page, and resets the fields to their original state.

Viewing T4 Slip Data

Access the T4 Slip page.

Review/Update Slip Information - T4 Slip page

The load program creates a separate T4 record for each **Province** and **Wage Loss Plan** in which the employee worked.

The middle scroll area allows you to view all of the T4 slips created for an employee.

Employment Code

This field is blank by default.

You can select a code for reporting in Box 29 of the original T4 slip (not amended, cancelled, or reissued slips). Valid values are:

11: Placement agency – self-employed.

12: Taxi driver or other passenger-carrying vehicle.

13: Barber or hairdresser.

14: Withdrawal from a prescribed salary deferred arrangement plan.

15: Seasonal Agricultural Worker Pgm.

16: Detached employee – social security agreement.

17: Fisher

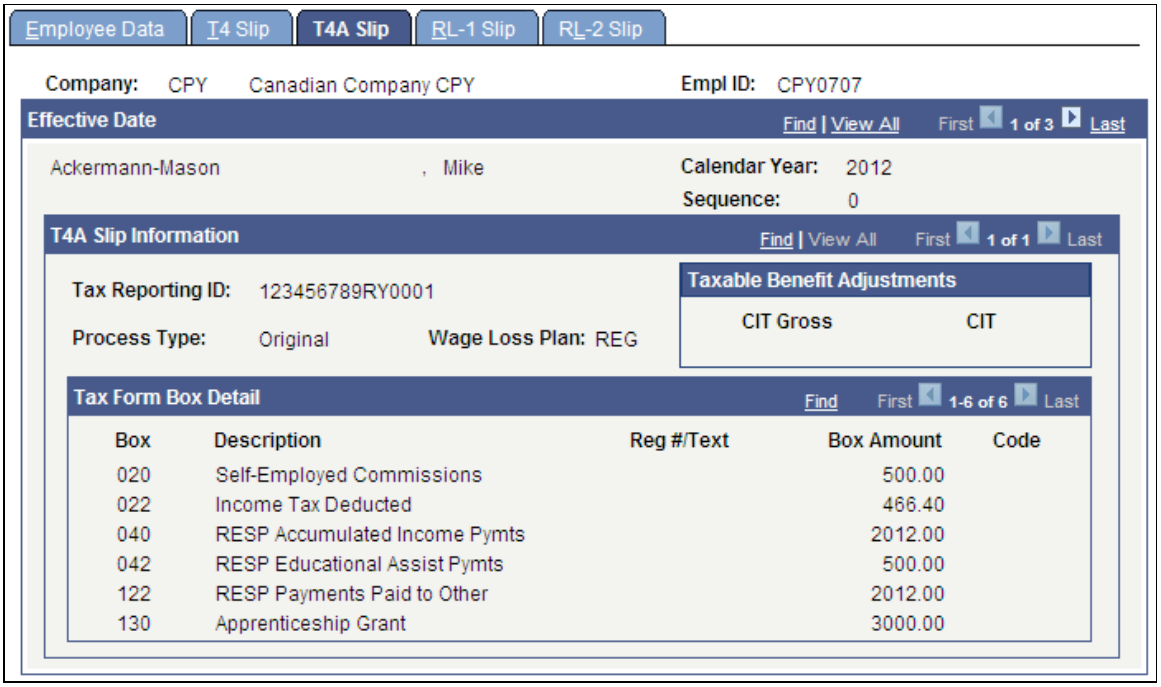
The inner scroll area enables you to view each of the T4 detail records created by the load program. The amounts seen here will be reported on the employee's T4 slip and the electronic transmittal file.

Note. Re-executing CTX910LD overrides changes that you've entered online using this page, and resets the field to its original state.

Viewing T4A Slip Data

PeopleSoft supports the inclusion of T4A reportable earnings in the payroll processing system and those earnings are maintained separately in the employee balance records. The pay calculation process allocates a portion of the withheld income tax to the T4A. The load program generates a T4A record for employees with T4A earnings or tax in their balance records, and for those having earnings or deductions defined to the T4A tax form ID on the Tax Form Definitions table.

Access the T4A Slip page.


Employee Data | T4 Slip | T4A Slip | RL-1 Slip | RL-2 Slip

Company: CPY Canadian Company CPY Empl ID: CPY0707

Effective Date — Find | View All First 1 of 3 Last

Ackermann-Mason , Mike Calendar Year: 2012

Sequence: 0

T4A Slip Information — Find | View All First 1 of 1 Last

Tax Reporting ID: 123456789RY0001

Process Type: Original Wage Loss Plan: REG

Taxable Benefit Adjustments

CIT Gross CIT

Tax Form Box Detail — Find First 1-6 of 6 Last

Box	Description	Reg #/Text	Box Amount	Code
020	Self-Employed Commissions		500.00	
022	Income Tax Deducted		466.40	
040	RESP Accumulated Income Pymts		2012.00	
042	RESP Educational Assist Pymts		500.00	
122	RESP Payments Paid to Other		2012.00	
130	Apprenticeship Grant		3000.00	

Review/Update Slip Information - T4A Slip page

The load process creates a separate T4A record for each **Wage Loss Plan** for which the employee had a tax balance record.

The middle scroll area allows you to view all of the T4A slips created for an employee.

The inner scroll area enables you to view each of the T4A detail records created by the load program. The amounts seen here will be reported on the employee’s T4A slip and the electronic transmittal file.

Viewing RL-1 Slip Data

Employees who work in the province of Québec must receive an RL-1 slip in addition to their T4 and/or T4A slip. As Revenu Québec prefers all salaries, wages and other amounts paid to an employee by the same employer to be entered on a single RL-1 slip, the load process creates one RL-1 record per employee per company.

Access the RL-1 Slip page.

Employee Data | T4 Slip | T4A Slip | RL-1 Slip | RL-2 Slip

Company: CPY Canadian Company CPY Empl ID: CPY0707

Effective Date Find | View All First 1 of 3 Last

Ackermann-Mason , Mike Calendar Year: 2012

Sequence: 0

RL-1 Slip Information Find | View All First 1 of 1 Last

Slip Number: Quebec Identification No.: 1234567890RS0001

Process Type: Original Slip Sequence Number: 0

Tax Form Box Detail Find First 1-50 of 50 Last

Box	Description	Reg #/Text	Box Amount
A	Empl Income Before Deductions		11670.15
A-13	Dedn for Foreign Professors		500.00
CDO	Code (Case O)	RZ	0.00
E	Quebec Income Tax Withheld		9260.44
G	QPP Pensionable Earnings		0.00
G-1	Taxable Benefits Paid in Kind		2012.00
I	Insurable wages under QPIP		0.00
K	Travel-Remote Area Residents		500.00
L	Other Benefits		725.00
L-3	Tax Exempt Allowance		500.00
L-4	Benefit Resulting from a Debt		75.00
L-5	Home Relocation Deduction		75.00
L-6	Security Option Deduction		271.88
L-7	Stock Opt Benefit-at Death		75.00
L-8	Security Opt Subj-An Election		75.00
M	Commissions Included in Box A		500.00
O	Other Txbl Income Not in Box A		29782.00
O-2	Patronage Dividends		500.00
O-3	Patronage Div Dedn-Feb 22/02		75.00
O-4	Reimbursement of WLP Benefits		75.00
P	Multi-Employer Insurance Plan		500.00
Q	Deferred Salary or Wages		75.00
R	Tax-Exempt Indian Income		500.00
R-1	Bx R-Income from Office/Employ		500.00
RA	Suppl Unemployment Benefit		2012.00
RB	Scholarship/Bursary		3012.00

Review/Update Slip Information - RL-1 Slip page

The load program creates multiple RL-1 slips by sequence number when a box amount exceeds the maximum field size allowed for reporting ($9,999,999.99). The middle scroll area allows you to view all of the RL-1 slips created for an employee.

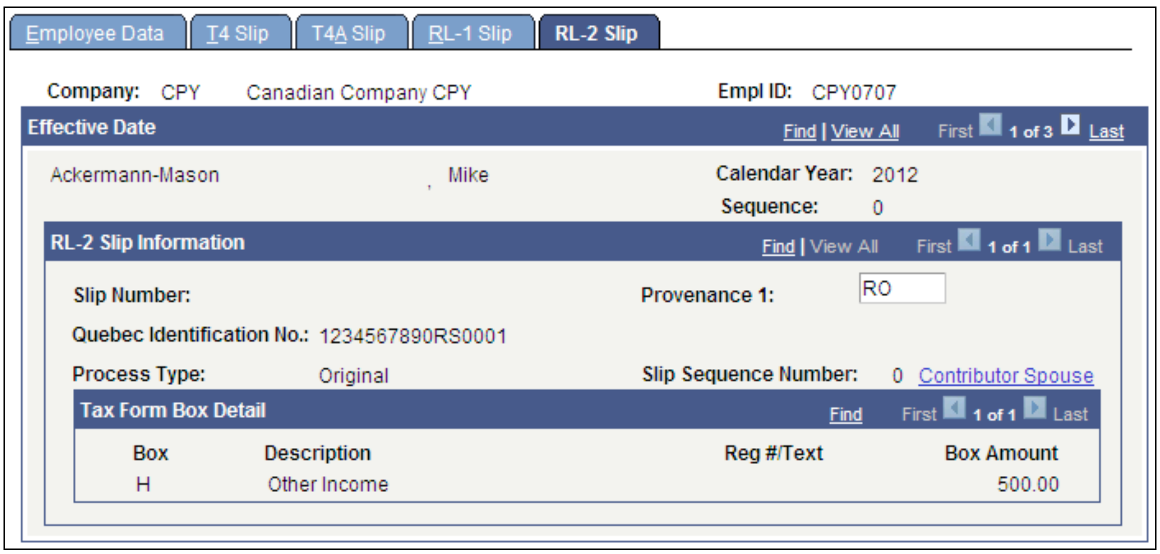
The inner scroll area enables you to view the RL-1 detail information created by the load program. The amounts seen here will be reported on the employee’s RL-1 slip and the magnetic media file.

This page combines data from multiple records when an employee works in multiple wage loss plans during the year. Keep this in mind when reconciling an employee’s earnings, deduction, and tax balance records to the RL-1 slip displayed here.

Viewing RL-2 Slip Data

PeopleSoft supports the inclusion of RL-2 reportable earnings in the payroll processing system and those earnings are maintained separately in the employee balance records. The pay calculation process allocates a portion of the withheld income tax to the RL-2. The load program generates a RL-2 record for employees with RL-2 earnings or tax in their balance records, and for those having earnings or deductions defined to the RL-2 tax form ID on the Tax Form Definitions table.

Access the RL-2 Slip page.



Review/Update Slip Information - RL-2 Slip page

The load program creates multiple RL-2 slips by sequence number when a box amount exceeds the maximum field size allowed for reporting ($9,999,999.99). The middle scroll area allows you to view all of the RL-2 slips created for an employee.

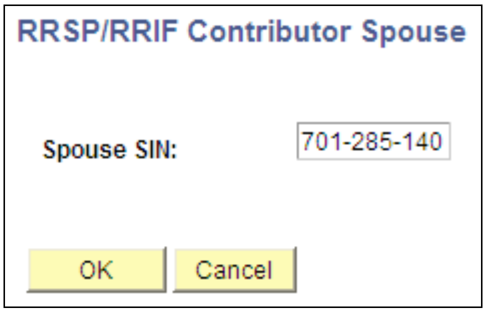
The inner scroll area enables you to view the RL-2 detail information created by the load program. The amounts seen here will be reported on the employee’s RL-2 slip and the magnetic media file.

The **Provenance 1** field is required to provide Revenu Québec with the source of income for reporting in the “Provenance des revenus” box of the RL-2 slip, and the “Source of income” fields of the magnetic media slip data records. This field is stored on a per employee basis. The field initially defaults to the value ‘RO’. You may override this default value for individual employees by keying the new value on the RL-2 slip page for the selected employees, after running SQR CTX910LD and prior to printing the RL-2 slips. If your installation requires a default value other than ‘RO’, modify the SQR program CTX910LD to reflect the appropriate default value for your installation.

This page combines data from multiple records when an employee works in multiple wage loss plans during the year. Keep this in mind when reconciling an employee's earnings, deduction, and tax balance records to the RL-1 slip displayed here.

Entering Spouse Data

If an amount is reported in box A, B, C, F or G, and the annuitant's spouse contributed to the RRSP or RRIF, select the **Contributor Spouse** link to enter spouse data.



RSP/RRIF Contributor Spouse

Enter the contributor field **Spouse SIN** for reporting in box N of the RL-2 slip.

Note. Re-executing CTX910LD overrides changes that you've entered online using this page, and resets the fields to their original state.

Filing Information Returns Electronically

T4 and T4A Slips

If you file a combined total of 51 to approximately 160,000 T4 and/or T4A slips (up to 150 MB) you are required to file by Internet file transfer (XML). You can file returns for one or more businesses in one submission using one Web access code, as long as your file size is not bigger than 150 MB. For further information on Internet file transfer please refer to the section titled "Filing T4/T4A Returns by Internet File Transfer (XML)".

RL-1 and RL-2 Slips

If you file more than 50 RL-1 and RL-2 slips, you are required to file the returns by internet file transfer (XML).

Preparing Electronic Media Reports

Once you are confident of your data, you can transmit the data through Internet file transfer.

The following programs create a file (or files) that can be copied to electronic media for submission to the government:

XML Format:

- CTX910RM (RL-1)
- CTX910VM (RL-2)
- CTX910XM (T4, T4A, or T4 and T4A combined)

A corresponding summary report provides totals of each of the fields reported on the detail records. This summary can be used to assist in the completion of required government forms and for balancing purposes.

SQR Program	Creates Input File to SQR Program:
CTX910RM	CTX912R (Magnetic Media Audit Report)
CTX910VM	CTX912V (Magnetic Media Audit Report)
CTX910XM	CTX912X (Electronic Audit Report)

You must rename the files to meet CRA and Revenu Québec requirements for submission.

- For CRA Internet file transfer submissions the file name must end with the extension **.xml**.
- For Revenu Québec, use a filename of AAPPPPPPSSS.XML, where the last two digits in the taxation year replaces AA; the six positions in the transmitter number replace PPPPPP; a three-digit extension replaces SSS to indicate the sequence number of the files (that is, 001, 002, etc.) and XML is the file format identifier.

RL-1 and RL-2 Magnetic Media Reporting Programs are Required

Executing the RL-1 and RL-2 magnetic media reporting programs is an important prerequisite to producing the RL magnetic media audit reports and printing the RL slips. The magnetic media reporting program provides an input file to the magnetic media audit report. Additionally, it assigns the RL slip numbers to each of the slips produced.

Warning! The RL-1 and RL-2 magnetic media files must be created in order for the programs to assign slip numbers, regardless of whether you are using magnetic media or paper slips to file the returns.

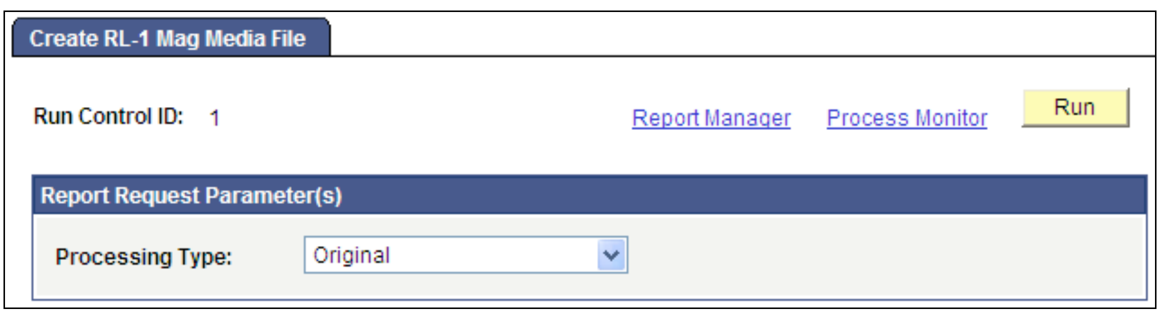
Pages Used to Create Magnetic Media Reporting Files

Page Name	Object Name	Navigation	Usage
Create T4/T4A Electronic File	RUNCTL_CTX910XM	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Create T4/T4A Electronic File	Run CTX910XM for T4, T4A, or combined T4 and T4A electronic reporting.
Create RL-1 Mag Media File	RUNCTL_CTX910RM	Payroll for North America, Year-End Processing CAN, RL-1 Reporting, Create RL-1 Mag Media File	Run CTX910RM for RL-1 magnetic media reporting.
Create RL-2 Mag Media File	RUNCTL_CTX910VM	Payroll for North America, Year-End Processing CAN, RL-2 Reporting, Create RL-2 Mag Media File	Run CTX910VM for RL-2 magnetic media reporting.

Note: When running the programs to create the electronic media files, select a Type of ‘File’ and a Format of either ‘LP’ or ‘HP’.

Electronic Media Run Control Parameters

To create RL-1 or RL-2 magnetic media reporting files, access the Create RL-1 Mag Media File or Create RL-2 Mag Media File page. CTX910RM and CTX910VM have identical page controls, so only the run control page for CTX910RM is illustrated here.



Create RL-1 Mag Media File page

For the RL-1, and RL-2 magnetic media reporting programs, the report request parameter on the run control page operates in the same manner, regardless of whether you are creating original slips or amended/cancelled slips.

Processing Type

(For CTX910RM, and CTX910VM only)

The **Processing Type** field for RL processing provides you with three options:

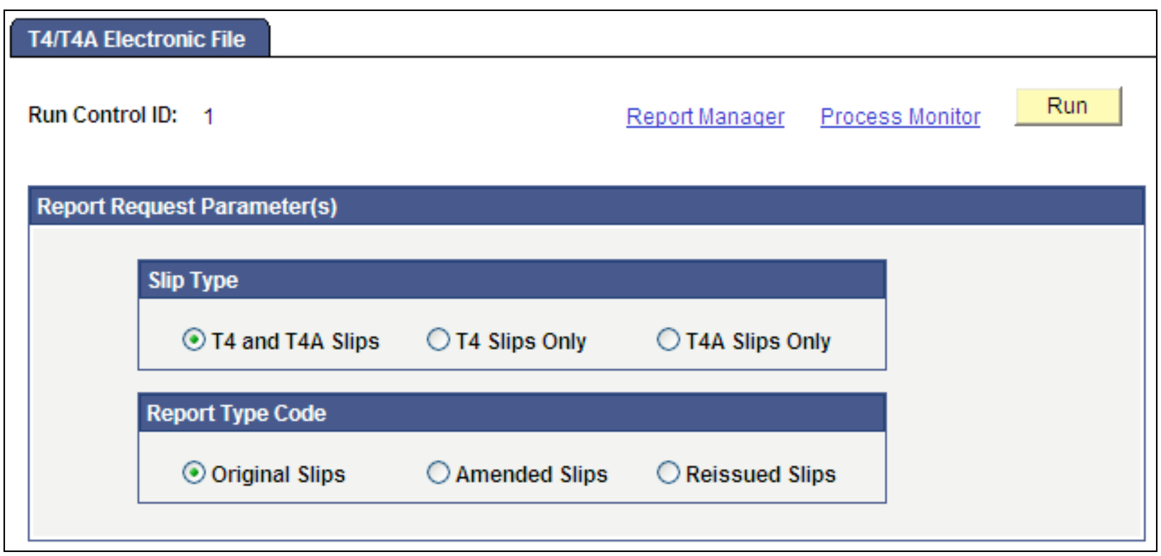
Original: Select this to process the original filings for the year; not amended or cancelled slips. This option is *only* used to process all original slips for the normal year-end process.

Note. If you reprocess slips with *Original* processing type, any additional amended slips created thereafter may be assigned duplicate amended slip numbers. Re-processing the original slips will reset the Ending RL-1 and RL-2 Serial Numbers located on the **RL Slip Numbers** page.

Amended: Use this option to process all amended slips that reflect a Status of *Open.* If ***Amended*** is selected, the program will calculate and assign the new RL slip numbers for printing on the amended slips.

Cancelled: Use this option to process all cancelled slips that reflect a Status of *Open* For cancelled slips, zeroes will be reported for all totals, in both the magnetic media file and the corresponding audit report.

To create T4 or T4A electronic media reporting files, access the Create T4/T4A Electronic File page:



Create T4/T4A Electronic File page

The report request parameters for this page are as follows:

Slip Type

Select ***T4 Slips Only***, ***T4A Slip Only*** or ***T4 and T4A Slips*** to process a combination of both T4 and T4A slips on the same file.

Report Type Code	Select one of the following options: ***Original Slips****:* Select this to process the original filings for the year; not amended or cancelled slips. This option is *only* used to process all original slips for the normal year-end process. ***Amended Slips:*** Use this option to process all amended and cancelled slips that reflect a Status of *Open.* ***Reissued Slips:*** Use this option to process all reissued slips that reflect a Status of *Open.*

SQR Output File Names

The following charts illustrate the output file names of the electronic media SQR programs.

DB2/AS400 Platform

	CTX910XM.SQR	CTX910RM.SQR	CTX910VM.SQR
Report	CTX910XM.lis	CTX910RM.lis	CTX910VM.lis

DB2/MVS Platform

	CTX910XM.SQR	CTX910RM.SQR	CTX910VM.SQR
Report	CTX910XM.lis	CTX910RM.lis	CTX910VM.lis

Other Platforms

	CTX910XM.SQR	CTX910RM.SQR	CTX910VM.SQR
Report	CTX910XM.lis	CTX910RM.lis	CTX910VM.lis

Validating Your XML File

For T4/T4A electronic filings, validate your file by downloading the XML schema provided by the CRA and use it to check that the format of your information return is correct before the file is submitted. Refer to the following website to download the schema: http://www.cra-arc.gc.ca/esrvc-srvce/rf/mgmd/dnwldschm-eng.html

We also recommend that you use validating parser software prior to submitting your files via the Internet.

As the XML schemas for RL-1 and RL-2 filings are not available to the general public, if you would like to validate your file before sending it to MRQ, please contact Oracle Software Support at 1-800-223-1711 to request the schema after delivery of Tax Update 13-A.

Auditing the Electronic Media Data

After you have created your electronic media files, you can run SQR programs CTX912X, CTX912R, and CTX912V (depending on your requirements) to create detailed audit reports of the data on the files, including the data from the transmitter and summary records in the files. For balancing purposes, the reports provide totals accumulated during the processing of the detail records.

These SQR programs do not require run control parameters. Simply select the report and run it.

Pages Used to Audit the Electronic Media Data

Page Name	Object Name	Navigation	Usage
T4/T4A Magnetic Media Audit	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4/T4A Electronic Audit	Run CTX912X for T4 and/or T4A electronic media audit.
RL-1 Magnetic Media Audit	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, RL-1 Reporting, RL-1 Magnetic Media Audit	Run CTX912R for RL-1 magnetic media audit.
RL-2 Magnetic Media Audit	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, RL-2 Reporting, RL-2 Magnetic Media Audit	Run CTX912V for RL-2 magnetic media audit.

Filing T4/T4A Returns by Internet File Transfer (XML)

To prepare your files for submission in XML format, follow the instructions provided for preparing and auditing magnetic media reports in the previous sections of this document.

To use Internet file transfer to file original and amended T4 and T4A information returns you must provide your Account Number and your Web Access Code (WAC). This identification is used for electronic authentication, which is considered an official signature for Internet filing of information returns.

It is your responsibility to arrange Web access requirements with the Canada Revenue Agency (CRA) that will allow you to use the Internet file transfer option for filing your employees' information returns. The WAC appears above the Business Number on the File Your Returns Electronically letter or on our personalized NR4 Summary sent to you from the CRA. If you do not have your Web access code, call the CRA Help Desk at 1-877-322-7849**.**

Ensure that you meet the CRA's computer requirements as described on their website.

Your file name must end with the extension **.xml**.

When you are ready to send your file to the CRA:

- Make sure that cookies are turned on in your browser settings to ensure that the CRA's server can identify you during your online session.
- Note the file location of your electronic information return.
- Have your account number and your Web access code on hand.

To submit your file, go to the CRA website http://www.cra-arc.gc.ca/esrvc-srvce/rf/xml/hw-eng.html select "Enter Internet file transfer (XML) secure Web site" where you must agree to the terms and conditions. You can then supply the required information and attach the file for submission.

Printing Year-End Tax Slips

After you have completed your pre-process auditing, loaded the year-end data, and completed your post-process auditing, you are ready to create files for printing your year-end slips. The SQR programs CTX910TP, CTX910AP, CTX910RP and CTX910VP produce files for printing the T4, T4A, RL-1 and RL-2 slips, respectively.

Slip	Print Program	File Name
T4	CTX910TP	CTX910TP.LIS
T4A	CTX910AP	CTX910AP.LIS
RL-1	CTX910RP	CTX910RP.LIS
RL-2	CTX910VP	CTX910VP.LIS

Note: We suggest you run and review the Summary reports before actually printing the employee slip files CTX910TP, CTX910AP, CTX910RP, or CTX910VP onto your tax form stock. When running the programs to print the slips select a Type of 'File', then select a Format of 'HP' for producing laser slips.

Understanding SQR CTX910TP and SQR CTX910AP

- CTX910TP produces a print file for printing formatted laser T4 slips onto pre-printed government supplied forms. It also creates a file that provides data to the Summary and Segment SQR program CTX915T.
- CTX910AP produces a print file for printing formatted laser T4A slips onto preprinted government supplied forms. It also creates a file that provides data to the Summary SQR CTX915A.

Understanding SQR CTX910RP and SQR CTX910VP

- CTX910RP produces a print file for RL-1 slips in laser format, as provided by Revenu Québec.
- CTX910VP produces a print file for RL-2 slips in laser format, as provided by Revenu Québec.
- In addition, each of these SQR programs creates a file that provides data to the Summary SQRs – CTX915R and CTX915V.

Notes: You must run SQRs CTX910RM and CTX910VM prior to running CTX910RP and CTX910VP. CTX910RM and CTX910VM create input data for CTX910RP and CTX910VP.

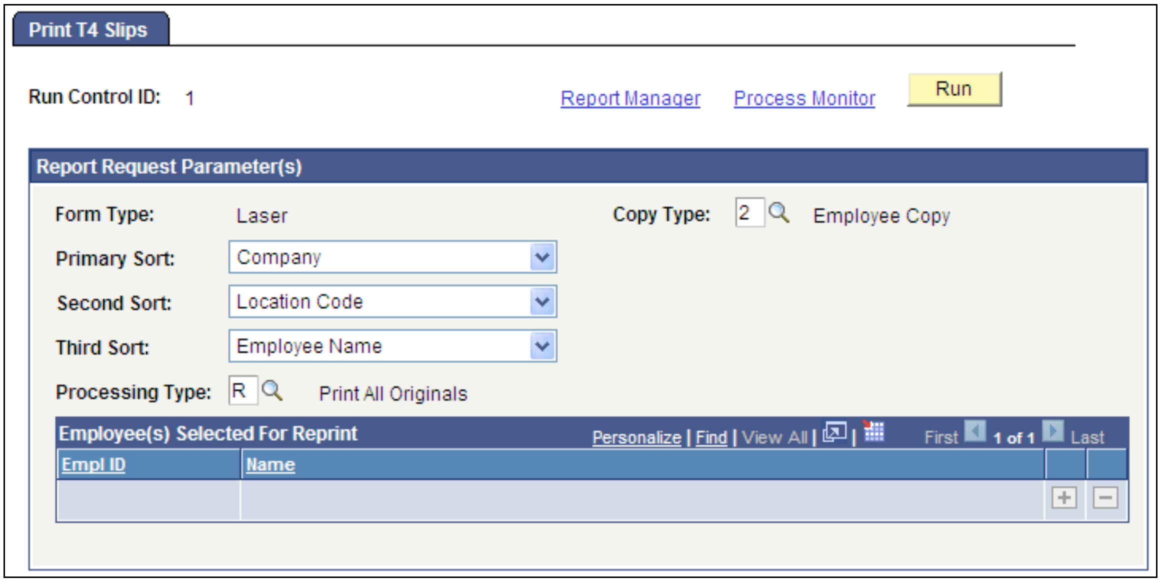
Pages Used to Print Year-End Tax Slips

Page Name	Object Name	Navigation	Usage
Print T4 Slips	RUNCTL_CTX910TP	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Print T4 Slips	Run CTX910TP for printingT4 slips.
Print T4A Slips	RUNCTL_CTX910AP	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Print T4A Slips	Run CTX910AP for printingT4A slips.
Print RL-1 Slips	RUNCTL_CTX910RP	Payroll for North America, Year-End Processing CAN, RL-1 Reporting, Print RL-1 Slips	Run CTX910RP for printing RL-1 slips.
Print RL-2 Slips	RUNCTL_CTX910VP	Payroll for North America, Year-End Processing CAN, RL-2 Reporting, Print RL-2 Slips	Run CTX910VP for printing RL-2 slips.

Printing T4 and T4A Slips

CTX910TP and CTX910AP have identical page controls, so only the run control page for CTX910TP is illustrated here.

Access the Print T4 Slips or Print T4A Slips page.



Print T4 Slips page

The report request parameters on the run control page operate in the same manner, whether you are printing original slips or amended/cancelled/reissued slips.

Form Type

For CTX910TP, the only available **Form Type** option is ***Laser***.

For CTX910AP, the only available **Form Type** option is ***Laser***.

Copy Type

Select a **Copy Type:**

1: (Government Copy). The only **Primary Sort** option available will be the standard government sort sequence.

2: (Employee Copy)

4: (Company Copy).

Sorting Options

If you choose a **Copy Type** other than***1*** (Government Copy), you can choose up to three levels of sorting.

Primary Sort

When you select ***Standard Govt Sort Sequence***, the T4 and T4A slips will be created in sequence by Business Number, country, name, and finally Employee ID. This sequence will print the slips for employees with U.S. addresses at the end.

If you select a **Primary Sort** other than ***Standard Govt Sort Sequence***, you must also select values for the **Second Sort** and **Third Sort** parameters.

Primary Sort values are: ***Payroll Account Number***, ***Company***, and ***Standard Govt Sort Sequence***. The default value is ***Company.***

Second Sort

Second Sort values are: ***Department Code, Location Code, Mail Drop, None of the above,*** and ***Postal Code.*** The default value is ***Location Code.***

Third Sort

Third Sort values are: ***Employee ID, Employee Name,*** and ***Employee SIN***. The default value is ***Employee Name.***

Processing Type

There are two options for regular T4 and T4A slip processing:

R: Print All Originals.

S: Reprint Selected Original(s).

There are four options for amended, cancelled and reissued slip processing:

A: Print All Amended. Use this option to print all amended slips that reflect a **Status** of ***Open***. Amended slips will be clearly marked '**AMENDED**'.

C: Print All Cancelled. Use this option to print all cancelled slips that reflect a **Status** of ***Open***. The Void box of cancelled T4 slips will be marked with an 'X'. Cancelled T4A slips will be clearly marked '**CANCELLED**'.

E: Reprint Amend/Cancel/Reissue. Use this option to selectively reprint by employee, amended, cancelled or reissued slips. The reprint function is only to be used to produce a *duplicate* of an amended, cancelled or reissued slip that was either lost or damaged. Reprinted slips will be clearly marked '**DUPLICATE**'.

Warning! The reprint function is only to be used to produce a duplicate of a slip that was either lost or damaged.

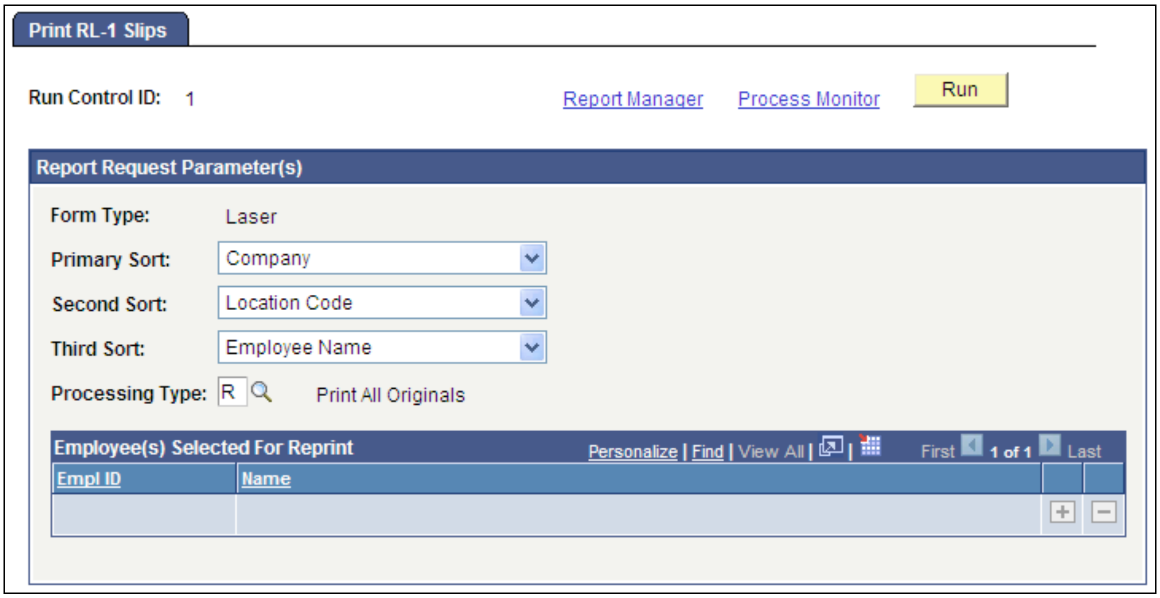
N: Print All Reissued – Use this option to print all reissued slips that reflect a Status of *Open*.

EmplID If you choose to reprint a slip for a selected employee, specify the employee ID. Add rows as needed for multiple employees. Slips printed using the ‘reprint’ option will reflect “DUPLICATE”.

Printing RL-1 and RL-2 Slips

CTX910RP and CTX910VP have identical page controls, so only the run control page for CTX910RP is illustrated here.

Access the Print RL-1 Slips or Print RL-2 Slips page.



Print RL-1 Slips page

The report request parameters on the run control page operate in the same manner, whether you are printing original, amended or cancelled slips.

The parameters on this page are the same as the T4 Slips page, with the following exceptions:

- Quebec ID Number replaces the Payroll Account Number sort option.
- The Copy Type field does not appear on this page.
- Processing Type ***N*** is not available on this page.

Revenu Québec Certification Numbers

The Revenu Québec certification numbers for 2012 tax reporting will be embedded into the magnetic media reporting programs CTX910RM.SQR and CTX910VM.SQR for online file transmission. These changes will be delivered with Tax Update 13-A.

Type of Slip	Certification Number
RL-1	To Be Advised
RL-2	To Be Advised

Producing Summary and Segment Reports

The SQR programs that print the T4, T4A, RL-1, and RL-2 slips also create files that provide data to the Summary and Segment SQRs.

- Summary reports provide data to assist in the completion of the Summary forms required by the CRA and Revenu Québec.
- Segment reports are no longer required by the CRA, however, PeopleSoft continues to provide these reports in the event that they are helpful.
- We suggest you review the Summary reports before actually printing the employee slip files CTX910TP.LIS, CTX910AP.LIS, CTX910RP.LIS, or CTX910VP.LIS onto your tax form stock.

The following table illustrates the relationship between the SQR programs that print year-end slips and the SQRs that create files for summary and segment reports

Slip Print	Summary Report	Segment Report
CTX910TP (T4)	CTX915T	CTX915T (Must process CTX910TP using the standard government sort sequence.)
CTX910AP (T4A)	CTX915A	
CTX910RP (RL-1)	CTX915R	
CTX910VP (RL-2)	CTX915V	

Pages Used to Produce Summary and Segment Reports

Page Name	Object Name	Navigation	Usage
T4 Summary/Segment Report	RUNCTL_CTX915T	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4 Summary/Segment Report	Run CTX915TM for producing T4 summary or segment reports. Select *Summary* or *Summary and Segment* parameter.
T4A Summary Report	RUNCTL_CTX915A	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4A Summary Report	Run CTX915A for producing T4A summary report.
RL-1 Summary Report	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, RL-1 Reporting, RL-1 Summary Report	Run CTX915R for producing RL-1 summary reports.
RL-2 Summary Report	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, RL-2 Reporting, RL-2 Summary Report	Run CTX915V for producing RL-2 summary reports.

Note: The requirement for the T4 and T4A Summary and Segments have been eliminated by the Canada Revenue Agency. PeopleSoft, however, continues to provide you with the summary reports in the event that they are helpful.

Amending, Cancelling and Reissuing Year-End Slips

This chapter provides an overview of amending, cancelling, and reissuing year-end slips and describes how to:

- Use the Amend/Cancel Year-End Slips pages.
- View amended, cancelled, or reissued year-end slips data.
- Delete extraneous amend/cancel year-end slips records.
- Complete the amend/cancel year-end slips process.
- Work with multiple slips and process types.
- Amend, cancel and reprint T4A slips for taxation year 2009 and prior.
- Amend, cancel and reprint RL-1 slips for taxation year 2011 and prior.

Note. The CRA accepts amendments, cancellations, and reissues of T4 and T4A slips on magnetic media. For more information about amending, cancelling and reissuing T4 and T4A slips through internet file transfer, refer to the CRA website at http://www.cra-arc.gc.ca/esrvc-srvce/rf/xmlfl-eng.html

Overview of Amending, Cancelling, and Reissuing Slips

No matter how careful you are in your year-end processing, it might be necessary to amend, cancel, or reissue year-end slips.

Reasons for Amending, Cancelling, and Reissuing Slips

This table summarizes the reasons for amending, cancelling, or reissuing T4, T4A, RL-1, or RL-2 slips:

Action	Reason
Amend T4, T4A, RL-1, or RL-2	The slip was submitted to the government with inaccurate or incomplete information. This includes the correction of a Social Insurance Number (SIN) when the original slip was submitted to the government with an incorrect SIN and the submission was made on magnetic media.

Action	Reason
Cancelled (voided) T4, T4A, RL-1, or RL-2	1. The slip was submitted to the government in error. 2. The original T4 and/or T4A slips were submitted to the CRA with an incorrect Payroll Account Number (BN).
Reissued T4 or T4A slip	1. The original slip submitted to the CRA reported an incorrect Payroll Account Number (BN). 2. Submission on paper T4 and/or T4A slips: The original slip was submitted to the CRA with an incorrect Social Insurance Number (SIN).

Procedures for Amending, Cancelling, and Reissuing Slips

Here is a summary of the process of amending, cancelling, and reissuing year-end slips:

1. Enter the change information in the Amend/Cancel Year-End Slips pages.

   Enter the process type to indicate whether this is an amendment, cancellation, or reissue.

   Change the Status if applicable.

   Enter a row to modify, add, or delete the data as necessary.
2. (Optional) Delete extraneous records created for slips that you did not amend, cancel, or reissue.
3. Audit the amended, cancelled, and reissued slip data.
4. Prepare magnetic media files for the amended, cancelled, and reissued slips.
5. Print the amended, cancelled, and reissued slips.
6. Produce summary reports for amended, cancelled, and reissued slips.

These steps are described in more detail in the following sections.

Here is a simplistic view of the updates required to the Amend/Cancel Year-End Slips pages:

Action.	Seq. No.	T4 Slip Process Type	T4A Slip Process Type	RL-1 Slip Process Type	RL-2 Slip Process Type
Add a new record.	1	Cancel	Cancel	Accept defaults.	Accept defaults.
Update the record.	1	Cancel	Cancel	Delete	Delete
Add another record. Correct the SIN.	2	Reissue (applicable only to submission on paper slips) Amend (if submitting on magnetic media)	Reissue (applicable only to submission on paper slips) Amend (if submitting on magnetic media)	Amend	Amend

All data that resides on the Amend/Cancel Employee Data page is common to and used by all four types of slips. If the employee has more than one slip, be aware of the impact employee data changes entered on this page can have on each of those slips. Ensure that all cancelled slips are processed to preserve the original slip information, prior to updating the data for the purpose of creating amended or reissued slips.

Important! When reporting Amended, Cancelled or Reissued slips through magnetic medium, the magnetic media reporting program and audit report are important prerequisites to printing amended, cancelled and reissued slips. The magnetic media reporting programs will only process amended, cancelled and reissued slips that reflect a Status of *Open*. Running the print program in Final Print mode will *Close* the open slips and therefore will prevent them from being reported in the magnetic media file.

Using the Amend/Cancel Year-End Slips Pages

Here are some facts about amending, cancelling, or reissuing T4, T4A, RL-1, or RL-2 slips:

- Enter the corrected, added, or deleted information on the Amend/Cancel Year-End Slips pages.
- You enter only the corrected, added, or deleted information to the page. All of the information that was correct on the original slip is automatically reported on the amended or reissued slip.
- You are responsible for calculating all corrected box amounts for manual entry into the system, including related box entries and boxes that have inter-dependencies.
- The information you specify in the pages updates the employees' year-end slip data records, which produce the amended, cancelled, or reissued year-end slips.
- The system retains history information of all amended, cancelled and reissued slips that you have created.
- When the data in the Amend/Cancel Year-End Slips pages is saved, a corresponding record is created in the Review/Update Slip Information inquiry pages to provide you with an online view of all slip history information (original, amended, cancelled and reissued) for each employee.
- These pages cannot be used to produce an original slip that may have been missed with the original filing. A new record can only be added to the Amend/Cancel Review/Update Slip Information pages to produce an amended, cancelled or reissued slip if the original slip pre-exists in the system.
- When you add a new amend/cancel year-end slips record, all Employee Data, T4 Slip, T4A Slip, RL-1 Slip and RL-2 Slip information is retrieved from the original slip information stored in the Review/Update Slip Information pages.
- The editable fields on these pages allow for changes to the original slip data. Changes entered through these pages will not appear in other pages and tables, with the exception of the automatic update to Review/Update Slip Information pages for online history purposes.

- After creating amended, cancelled or reissued slip information, review each entry carefully through the Review/Update Slip Information inquiry pages. **Ensure the accuracy of all of the slip data prior to printing the slips.** When the year-end slips are printed, the print programs automatically close the corresponding amended, cancelled or reissued slip entries in the Amend/Cancel Year-End Slips pages and prevent further updates to those records.

Important! This functionality is only to be used to cancel or amend T4, T4A, RL-1 and RL-2 slips that have already been filed with the government. Do not run processes (e.g. Load Year-End Slip Data CTX910LD.SQR, Magnetic Media Reporting CTX910RM/VM/XM.SQR) that generate or update the originally submitted slip data, after creating any amended, cancelled or reissued slip data. Running processes against the originally submitted slip data after creating amended, cancelled or reissued slip data, will result in overrides to the original slip information and cause the original slip records to become unsynchronized with the related amend/cancel slip records.

Common Elements in the Amend/Cancel Year-End Slips Pages

Sequence Number

Automatically assigned by the system in numerical sequence starting with the number ***1***.

Process Type

Indicates whether the slip is an ***Original, Amended, Cancelled*** or ***Reissued***. In addition, the field indicates ***Delete*** if the Amend/Cancel Year-End Slip entry is flagged for deletion. The default value is ***Amend.***

Status

The default value is ***Open***.

New amend/cancel year-end slip records cannot be added if the employee has pre-existing amend/cancel slip (T4, T4A, RL-1 or RL-2) entries with a **Status** of ***Open***. All pre-existing amend/cancel slip entries for an employee must reflect a **Status** of either ***Closed*** or ***Void***, in order to add a new record.

Note: Only records with a status of *Open* will be selected for reporting on magnetic medium.

To delete extraneous amend/cancel slip data; specify a **Process Type** of ***Delete*** and a **Status** of ***Void*** for each applicable slip type. This procedure can only be performed in Update/Display mode, not when using the Add mode to add a new record. Then run the CTX910DA SQR program to delete the records.

When the slip print programs (CTX910TP/AP/RP/VP) are executed to print the amended/cancelled/reissued year-end slips, the **Status** of the corresponding amend/cancel slip (T4, T4A, RL-1 or RL-2) entries will automatically be set to ***Closed***. When an amend/cancel slip has been set to ***Closed***, the system will prevent further updates from being applied to that particular slip entry.

Tax Form Box Detail

Use this group box to add, delete, and change slip box information.

Box	To change slip box information that was previously reported on the original slip, insert a row and select the desired **Box**.
Box Text	If the specified box has box text (e.g. the Pension Plan or DPSP registration number for T4 Box 50) associated with it, the original box text appears. Change it if desired.
Previous Amount	Retrieved from the original slip.
Corrected Amount **Adjustment Amount**	To adjust the original box amount, enter the correct amount in the **Corrected Amount** field or enter the **Adjustment Amount**.

Adding New Slip Box Information

To add new slip box information, insert a row, specify the **Box** to be added, and enter the related **Box Text** or amount in the **Corrected Amount** field.

Deleting Slip Box Information

To delete or remove slip box information that was reported on the **original slip**, insert a row and select the **Box** to be deleted. If the specified box has **Box Text** associated with it, delete the text in the field. If the box has an amount associated with it, enter a zero in the **Corrected Amount** field.

The Tax Form Box Detail entries in the Amend/Cancel Year-End Slips pages cannot be deleted with the row delete function when in Update/Display mode. If you inadvertently add an extraneous tax form box detail row while in Add mode, use the row delete function to delete the row as per normal. If the same situation occurs while in Update/Display mode, cancel out of the page without saving the entry and re-enter the information correctly. If the extraneous row has been saved in error, select the **Box** to be deleted. If the specified box has **Box Text** associated with it, delete the text in the field, and if the box has an amount associated with it, enter a zero in the **Corrected Amount** field.

Additional Box Processing Information:

- To indicate that an employee is EI exempt in Box 28 of the T4 slip, enter an ‘X’ in the Box Text field associated with Box 28u.
- To indicate that an employee is CPP exempt in Box 28 of the T4 slip, enter an ‘X’ in the Box Text field associated with Box 28c.

- To indicate that an employee is PPIP/QPIP exempt in Box 28 of the T4 slip, enter an 'X' in the Box Text field associated with Box 28P.

Note. All updates to information for reporting on amended, cancelled or reissued slips must be entered through the Amend/Cancel Year-End Slips pages. Use the Review/Update Slip Information inquiry pages for the purpose of viewing slip history information.

Pages Used to Amend, Cancel, and Reissue Slips

Page Name	Object Name	Navigation	Usage
Amend/Cancel Employee Data	CAN_YE_AMEND_SLIP1	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Year-End Slips, Amend/Cancel Employee Data	Amend employee data that is common to all year-end slips.
Amend/Cancel T4 Slip	CAN_YE_AMEND_SLIP2	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Year-End Slips, Amend/Cancel T4 Slip	Amend an employee's T4 slip information.
Amend/Cancel T4A Slip	CAN_YE_AMEND_SLIP3	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Year-End Slips, Amend/Cancel T4A Slip	Amend an employee's T4A slip information.
Amend/Cancel RL-1 Slip	CAN_YE_AMEND_SLIP4	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Year-End Slips, Amend/Cancel RL-1 Slip	Amend an employee's RL-1 slip information.
Amend/Cancel RL-2 Slip	CAN_YE_AMEND_SLIP5	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Year-End Slips, Amend/Cancel RL-2 Slip	Amend an employee's RL-2 slip information.

Amending T4, T4A, RL-1 and RL-2 Slips

Use the Amend/Cancel T4, T4A, RL-1 and RL-2 Slip pages to amend slips that were previously submitted to the government with inaccurate or incomplete information. This includes the correction of an incorrect Social Insurance Number (SIN) through magnetic media. If reporting the correction on paper T4/T4A slips, the original slip must be *Cancelled* and the correct slip *Reissued*.

To amend a year-end slip, select the slip to be cancelled and specify:

Process Type ***Amend***

Status ***Open***

Enter information in the Tax Form Box Detail group box as necessary.

Notes.
For information on ***amending, cancelling and reprinting T4A Slips for tax years 2009 and prior***, please refer to the section in this document titled "Amending, Cancelling and Reprinting T4A Slips for Tax Years 2009 and Prior".

For information on ***amending, cancelling and reprinting RL-1 Slips for tax years 2011 and prior***, please refer to the section in this document titled "Amending, Cancelling and Reprinting RL-1 Slips for Tax Years 2011 and Prior".

Cancelling T4, T4A, RL-1 and RL-2 Slips

Use the Amend/Cancel T4, T4A, RL-1 and RL-2 Slip pages to cancel void slips that were previously filed with the government in error.

To cancel a year-end slip, select the slip to be cancelled and specify:

Process Type ***Cancel***

Status ***Open***

When the corresponding slip print program (CTX910TP/AP/RP/VP) is executed, the system will produce a replica clearly marked 'CANCELLED', of the original slip that was previously issued.

Warning! All data that resides on the Amend/Cancel Employee Data page is common to and used by all four types of slips. If the employee has more than one slip, be aware of the impact that employee data changes entered on this page may have on each slip. Ensure that all cancelled slips are processed to preserve the original slip information, prior to updating data on this page for the purpose of creating amended or reissued slips.

Reissuing T4 and T4A Slips

Use the Amend/Cancel Year-End Slips pages to reissue T4 and T4A slips. T4 and T4A slips only need to be reissued when:

- The Social Insurance Number (SIN) was reported incorrectly on the original slip and the submission to the CRA was through paper slips;

- The Payroll Account Number was reported incorrectly in the original filing of the slips.

Reissuing slips is a two-step process:

1. Cancel the original slip that was submitted to the CRA with the incorrect information.

   Before you reissue a new slip with the corrected information, you must create a cancelled slip to void the original and print the cancelled slip to close the corresponding amend/cancel slip entry.

2. Create a new slip with the corrected information using the 'Reissue' process within the system.

Note. Submit both the cancelled and newly reissued slips to the CRA.

Correcting Employee Data

On the Amend/Cancel Employee Data page, correct the **Social Insurance #**, if applicable.

Warning! All data that resides on the Amend/Cancel Employee Data page is common to and used by all four types of slips. If the employee has more than one slip, be aware of the impact that employee data changes entered on this page may have on each slip. Ensure that the procedures are executed in the proper sequence, taking all slips and processing requirements into consideration. For example, if both the T4 and T4A slips need to be reissued to correct a SIN, create the cancelled slips for both the T4 and T4A, prior to correcting the SIN and creating the reissued slip.

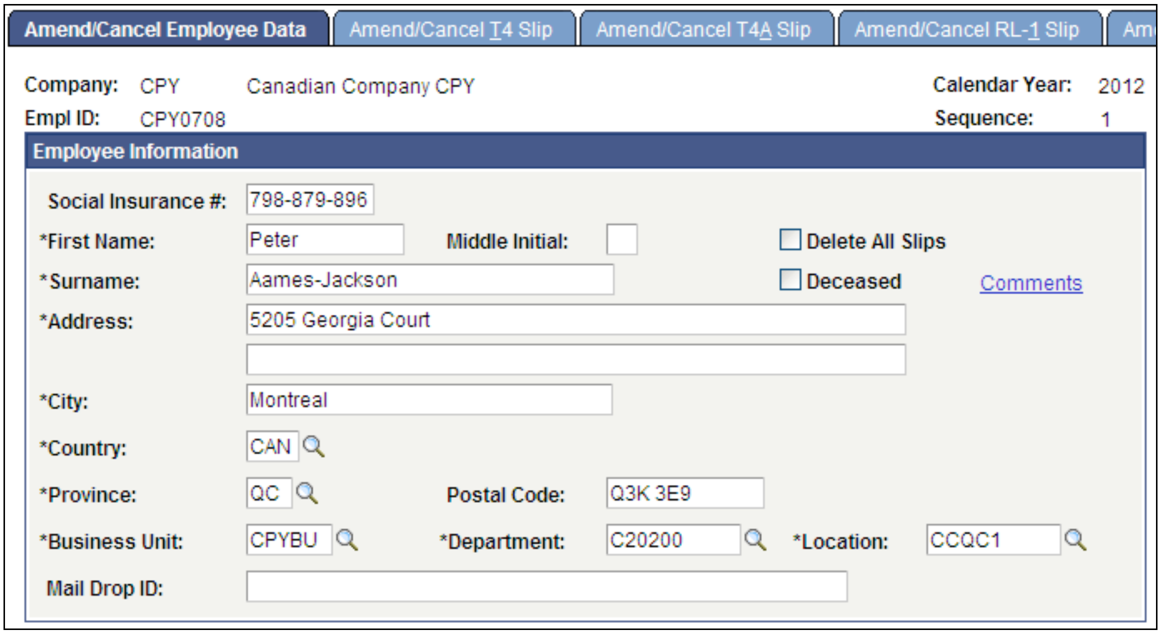
Correcting T4 and T4A Slip Data

- Use the Amend/Cancel T4 or Amend/Cancel T4A page.
- Select a **Process Type** of ***Reissue*** and a **Status** of ***Open***.

  When ***Reissue*** is selected, the **Wage Loss Plan** and **Tax Reporting ID** fields become available for data entry.
- Correct the **Wage Loss Plan** and **Tax Reporting ID** (Business Number), if applicable.
- Add, change or delete slip box information, using the **Tax Form Box Detail** group box, if applicable.

Example of Using the Amend/Cancel Employee Data Page

Access the Amend/Cancel Employee Data page.



Amend/Cancel Employee Data page – amended slip example

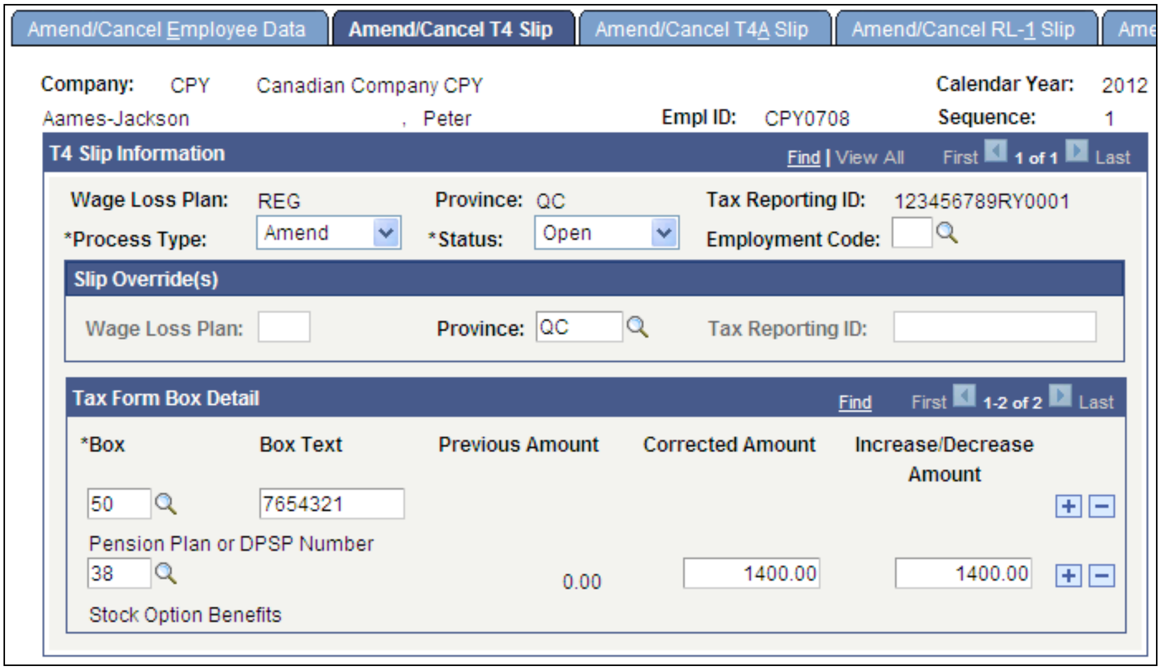
This page displays employee information that is applicable to all year-end slips that is retrieved from the original slip information that corresponds with this new record.

Modify information in editable fields as necessary.

Select the **Comments** button to enter internal information about each entry you make.

Example of Using the Amend/Cancel T4 Slip Page

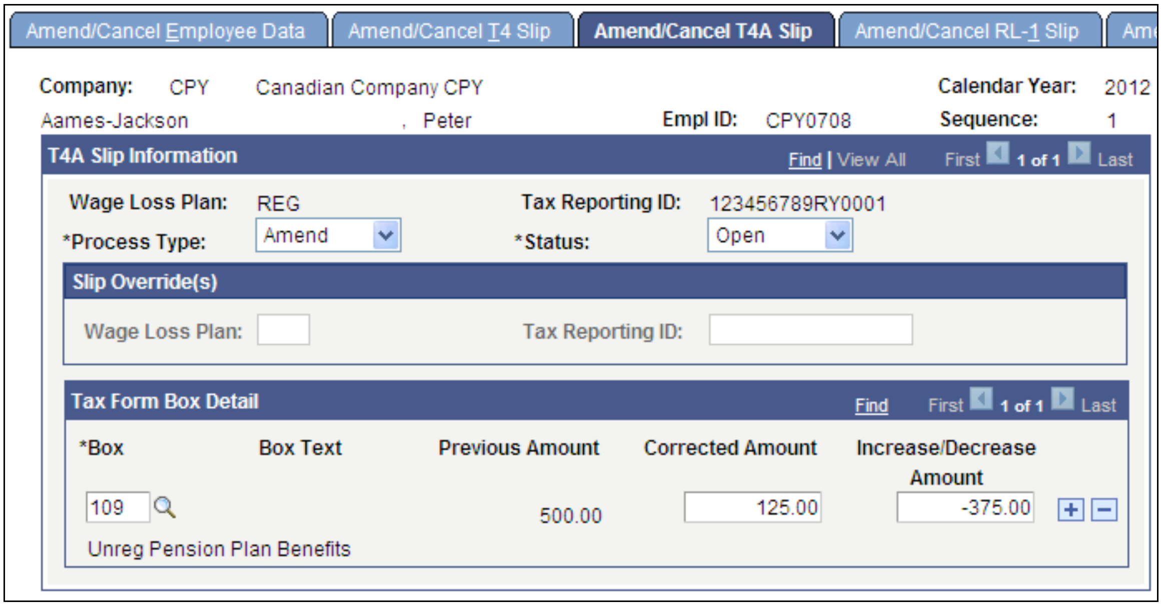
Access the Amend/Cancel T4 Slip page.



Amend/Cancel T4 Slip page – example of amendment to a Box Amount

Example of Using the Amend/Cancel T4A Slip Page

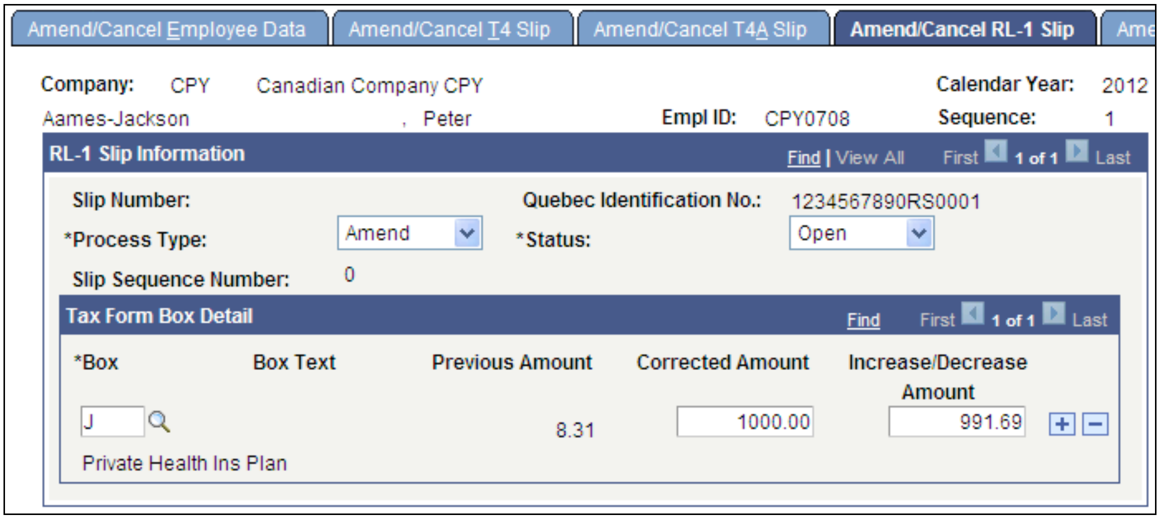
Access the Amend/Cancel T4A Slip page.



Amend/Cancel T4A Slip page – amended slip example

Example of Using the Amend/Cancel RL-1 Slip Page

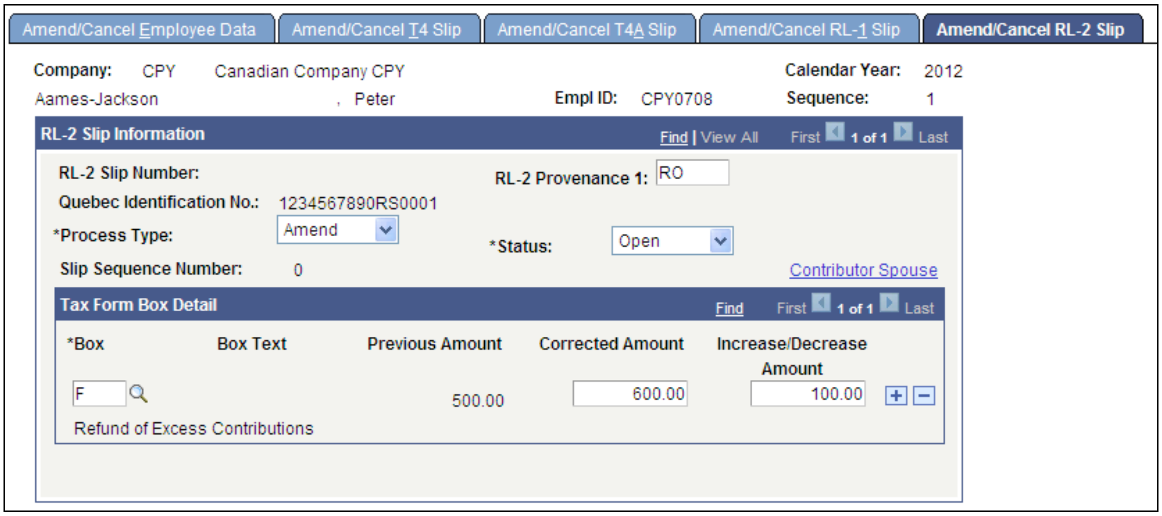
Access the Amend/Cancel RL-1 Slip page.



Amend/Cancel RL-1 Slip page – amended slip example

Example of Using the Amend/Cancel RL-2 Slip Page

Access the Amend/Cancel RL-2 Slip page.



Amend/Cancel RL-2 Slip page – amended slip example

Select the **Contributor Spouse** pushbutton to update the annuitant **Spouse SIN** if applicable.

Amending, Cancelling and Reprinting T4A Slips for Tax Years 2009 and Prior

The Canada Revenue Agency (CRA) redesigned the T4A slip for 2010 tax reporting. Significant changes to the 2010 slip included 1) the redesign of box codes from two digits to three digits, and 2) the elimination and replacement of footnote codes with “Other Information” boxes.

As a result of these changes, the T4A slip information from prior years was available for viewing, but could not be amended or reprinted. Product modifications were delivered with Tax Update 11-D to allow for T4A slips to be amended, cancelled and reprinted for tax years prior to 2010.

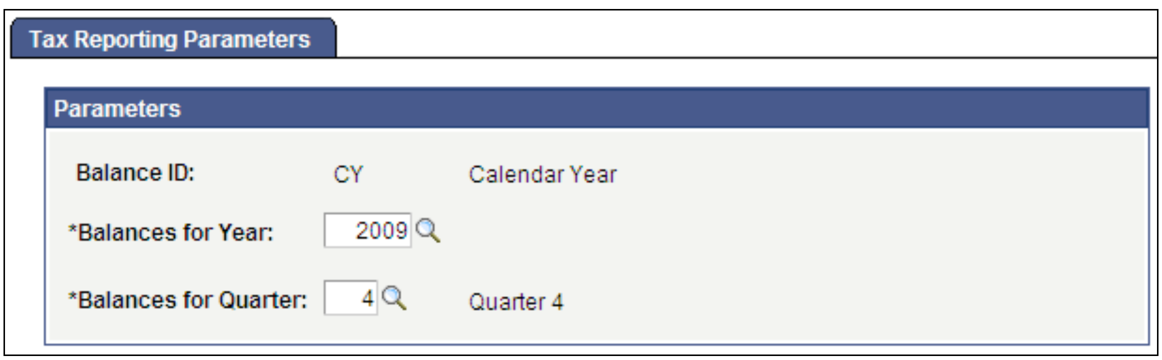
Amending a T4A Slip for 2009 or Prior

The T4A amendment process has been modified to retrieve the list of box codes defined on the Tax Form Definition table that corresponds to the tax year of the slip that is being amended.

If a T4A slip is amended for “Calendar Year” 2009 or prior, when the “Box” field is prompted on the Amend/Cancel T4A Slip page, the pre-2010 ***two-digit*** box codes will be used. Otherwise, the current year’s three-digit box codes will be used.

Creating and Printing an Amended T4A Slip for 2009 or Prior

The “Processing Type” options provided on the Create T4A PDF Slips and Print T4A Slips run control pages will be controlled by the tax year identified in the “Balances for Year” field on the Tax Reporting Parameters table.



If the year specified on the Tax Reporting Parameters table is 2010 or later, all existing “Processing Type” options will be available for selection.

If the year specified is 2009 or prior, all options except the options to print original or reissued slips will be available.

Note. The creation of the XML file for submission to the CRA (CTX910XM.SQR) and the electronic audit program (CTX912X.SQR) will use the current year’s schema and report format to conform to the CRA’s requirements.

Amending, Cancelling and Reprinting RL-1 Slips for Tax Years 2011 and Prior

Revenu Québec (RQ) redesigned the RL-1 slips for 2011 tax reporting. Significant changes to the 2011 slip included the elimination and replacement of footnote codes with “Additional Information” boxes.

As a result of these changes, the RL-1 slip information from prior years was available for viewing, but could not be amended or reprinted. Product modifications were delivered with Tax Update 12-E to allow for RL-1 slips to be amended, cancelled and reprinted for tax years prior to 2012.

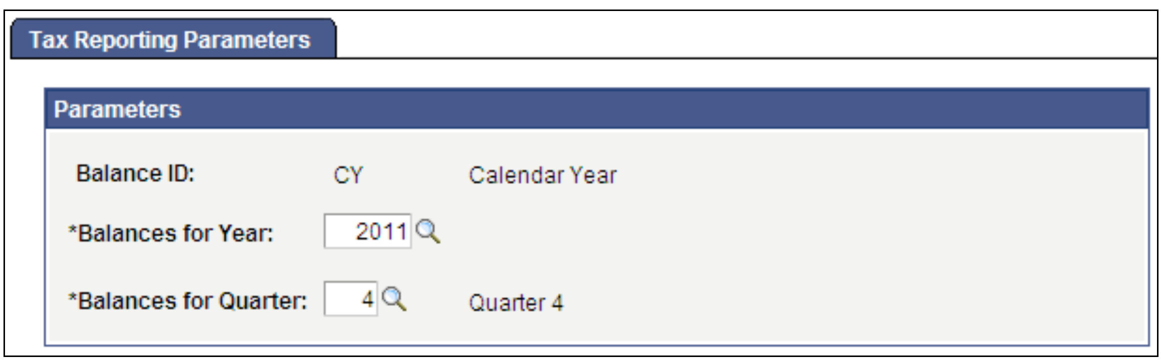
Amending an RL-1 Slip for 2011 or Prior

The RL-1 amendment process has been modified to retrieve the list of box codes defined on the Tax Form Definition table that corresponds to the tax year of the slip that is being amended.

If a RL-1 slip is amended for “Calendar Year” 2011 or prior, footnotes will be provided. Otherwise, the “Additional Information” boxes will be used.

Creating and Printing an Amended RL-1 Slip for 2011 or Prior

The “Processing Type” options provided on the Print RL-1 Slips run control page will be controlled by the tax year identified in the “Balances for Year” field on the Tax Reporting Parameters table.



If the year specified on the Tax Reporting Parameters table is 2012 or later, all existing “Processing Type” options will be available for selection.

If the year specified is 2011 or prior, all options except the options to print original or print reissued slips will be available.

Important Notes about Printing

Amended slips for 2010 and prior must be printed on the 3-part RL-1 slip for the amended year.

Amended slips for 2011 should be printed on the revised 2-part slip, however, note that the footnotes will be printed instead of the “Additional Information” boxes.

Viewing Amended, Cancelled, or Reissued Slip Data

When the data in the Amend/Cancel Year-End Slips pages is saved, a corresponding record is created in the Review/Update Slip Information inquiry pages to provide you with an online view of all slip history information (original, amended, cancelled and reissued) for each employee. The data in these inquiry pages is unavailable for entry, as all data updates to amended, cancelled, and reissued slip data must be entered through the Amend/Cancel Year-End Slips pages.

Deleting Extraneous Amend/Cancel Year-End Slips Records

When a new Amend/Cancel Year-End Slips record is added, an entry is created for each original slip type (T4, T4A, RL-1, RL-2) that exists in the Review/Update Slip Information inquiry pages for the specified Calendar Year. For example, if T4, T4A, RL-1 and RL-2 slips were originally produced for an employee for calendar year 2012, then the corresponding T4, T4A, RL-1 and RL-2 amend/cancel slip entries for 2012 are created automatically by the system.

In the event that you do not need to amend, cancel or reissue every original slip that was created, you can delete the extraneous records if those records do not reflect a **Status** of ***Closed***. You can either delete the employees' slip entries selectively by type (T4, T4A, RL-1, RL-2), or delete the entire amend/cancel year-end slips record.

Note. This procedure cannot be used to delete original slip information.

Deleting Amend/Cancel Year-End Slips records is a two-step process.

1. Flag the appropriate records or slip entries for deletion using the Amend/Cancel Year-End Slips pages.

   To flag the extraneous amend/cancel slip data for deletion, a **Process Type** of ***Delete*** and a **Status** of ***Void*** must be specified for each applicable slip type. This procedure can only be performed when in **Update/Display** mode.

2. Run the Delete Void Year-End Slips SQR program (CTX910DA) to physically delete the flagged records from the database. The use of this SQR program is optional.

   When the Delete Void Year-End Slips program is executed, it deletes all Amend/Cancel Year-End Slips entries flagged for deletion as well as the corresponding entries in the Review/Update Slip Information inquiry pages.

   The program uses the Balances for Year specified on the Tax Reporting Parameters page to determine which filing year's entries to delete.

Important! Ensure that all extraneous amend/cancel slip entries are flagged for deletion prior to executing the RL magnetic media programs or any of the slip print programs (T4, T4A, RL-1 or RL-2). This procedure is necessary to prevent the assignment of RL slip numbers to extraneous entries and the system from producing void slips in error.

Deleting Amend/Cancel Slip Entries Selectively by Slip Type

Use this method of deleting amend/cancel slip entries when you wish to delete the existing entries for one or more slip types, but not all. For example, amend/cancel slip entries exist for slip types T4, T4A, RL-1 and RL-2, but you wish to delete only the T4A and RL-2 entries.

Navigate to the slip entry that you wish to delete. Specify a **Process Type** of ***Delete*** and a **Status** of ***Void***.

Deleting an Entire Amend/Cancel Year-End Slips Record

Use this method of deleting amend/cancel slip entries, when you wish to delete the entire amend/cancel year-end slips record, including the associated employee data. For example, amend/cancel slip entries exist for slip types T4, T4A, RL-1 and RL-2 and you wish to delete all of the slip entries for all four slip types.

To delete an entire Amend/Cancel Year-End Slips record, select the **Delete All Slips** check box on the Amend/Cancel Employee Data page. When the check box is selected, it will display on the corresponding Review/Update Slip Information - Employee Data inquiry page.

Selecting this check box automatically flags each related amend/cancel slip entry (T4, T4A, RL-1, RL-2) for deletion by setting the **Process Type** to ***Delete*** and the **Status** to ***Void***. When the Delete Void Year-End Slips program is executed, all of the slip entries for this record will be deleted together with the associated employee data.

This procedure may not be used if either of the following conditions exists:

- Any of the slip entries attached to the record reflects a **Status** of ***Closed***.
- When using the **Add** mode to add a new record.

If either of the above conditions exists, then the **Delete All Slips** check box will not display on the page.

Page Used to Run the Delete Void Year-End Slips Program

Page Name	Object Name	Navigation	Usage
Delete Void Year-End Slips	PRCSRUNCNTL	Payroll for North America, Year-End Processing CAN, Amends and Cancels, Delete Void Year-End Slips	Run the Delete Void Year-End Slips Program CTX910DA to physically delete extraneous or void entries from the database and keep your database 'clean'. This program can be executed at any time of the year, and is optional.

Auditing Amended/Cancelled/Reissued Slip Data

There are two reports to help you to review and balance your employees' amended, cancelled and reissued year-end slips.

1. CTX910AA.SQR – Amend/Cancel Year-End Slip Audit

2. CTX910AS.SQR – Amend/Cancel Year-End Slip Summary

Understanding SQR CTX910AA – Amend/Cancel Year-End Slip Audit

This program produces an audit register of information to be reported on amended, cancelled, and reissued year-end slips. Use this report to audit and review the information prior to producing the T4, T4A or RL magnetic media files or printing T4, T4A, RL-1 or RL-2 slips.

You can easily review the employee's slip history information for the year because CTX910AA produces employee detail information for:

- Each amended, cancelled, and reissued slip.
- Each related original slip.

Understanding SQR CTX910AS – Amend/Cancel Year-End Slip Summary

This program produces a summary of amended and cancelled slips together with supporting employee detail for year-end balancing purposes. The latest version of each amended/cancelled year-end slip is reported and compared with the corresponding original slip, to produce the net differences between the two versions. A summary of the differences is provided by slip type, company, province, wage loss plan and employee.

If there are employees in the system that were issued multiple original T4 or T4A slips within the same tax reporting year and also issued amended/cancelled slips, they will be bypassed for processing and listed on the last page of the report titled 'Employees With Multiple Year-End Slips' for manual handling. We recommend that you run the Amend/Cancel Year-End Audits report CTX910AA.SQR to review their year-end slip history and details.

Page Used to Audit Amended/Cancelled/Reissued Slip Data

Page Name	Object Name	Navigation	Usage
Amend/Cancel Slip Audit	RUNCTL_CTX910AA	Payroll for North America, Year-End Processing (CAN), Amends and Cancels, Amend/Cancel Slip Audit	Run CTX910AA.SQR to produce an audit register of information to be reported on amended, cancelled, and reissued year-end slips.
Amend/Cancel YE Slip Summary	RUNCTL_CTX910AS	Payroll for North America, Year-End Processing (CAN), Amends and Cancels, Amend/Cancel YE Slip Summary	Run CTX910AS to produce a summary of amended and cancelled slips together with supporting employee detail for year-end balancing purposes.

Running the CTX910AA.SQR Audit

Access the Amend/Cancel Slip Audit Page

Amend/Cancel Slip Audit page

Year-End Audit Indicator — **Year-End Audit Indicator** reporting options are: ***T4, T4A, RL-1, RL-2,*** and ***All.*** If you choose ***All***, you may select a sort option using the **Year-End Audit Sort Indicator**.

Year-End Audit Sort Indicator — If you choose to report only one slip type, this field becomes unavailable for entry. Values are: ***Department, Last Name, Location,*** and ***Province***

Running the CTX910AS.SQR Summary

Access the Amend/Cancel YE Slip Summary page.

Amend/Cancel YE Slip Summary page

Year End Audit Indicator — **Year End Audit Indicator** reporting options are: ***T4, T4A, RL-1, RL-2,*** and ***All.***

Completing the Amend, Cancel, Reissue Slip Process

After you enter the information in the Amend/Cancel Year-End Slips pages and view it in the inquiry pages, complete the process of issuing the slips.

Here's how you complete the process:

1. Execute the electronic media reporting programs (CTX910XM, CTX910RM and CTX910VM).

   For RL-1 and RL-2, this step is required even if you are not using magnetic media to file slips.
2. Run the magnetic media audit reports (CTX912X, CTX912R and CTX912V).
3. Print the amended/cancelled/reissued slips.

   Running the print program in final print mode sets the corresponding slip entries to a status of *Closed*.
4. Produce summary reports.

   Running the RL slip print programs is prerequisite to producing the RL Summary reports.

Magnetic Media Files for Amended, Cancelled, or Reissued Slips

After carefully reviewing the amended and cancelled slip information, when you are confident the data is accurate, execute the T4/T4A, RL-1 and RL-2 Magnetic Media Reporting programs (CTX910XM, CTX910RM and CTX910VM, respectively) to produce files for reporting of the returns. This step is an important prerequisite to producing the electronic media audit reports and printing the year-end slips.

Important! The RL-1 and RL-2 magnetic media files must be created in order for the programs to assign slip numbers, regardless of whether you are using magnetic media or paper slips to file.

Warning! The Magnetic Media Reporting programs will select for processing only the amended and cancelled slip records that reflect a Status of *Open*. After the print program has been executed and the corresponding amended and cancelled slips have been closed, subsequent runs of the magnetic media reporting programs will not re-produce output for those closed records.

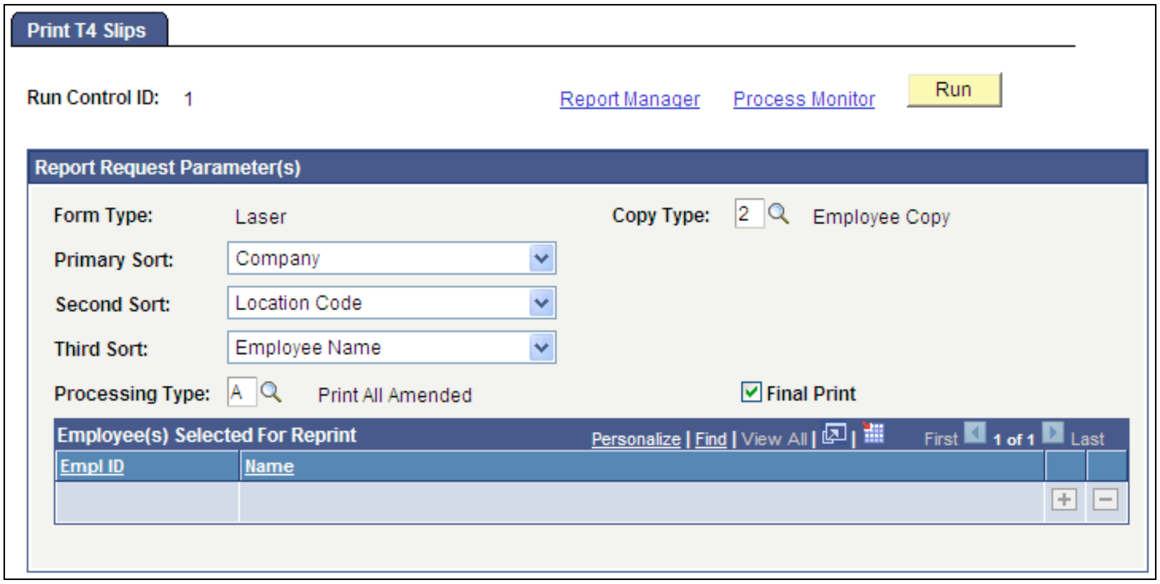
To run the Magnetic Media Reporting programs, use the same run control pages and programs that are used by the normal year-end process.

Magnetic Media Audit Reports for Amended, Cancelled, or Reissued Slips

After you have created the magnetic media files, you can run the T4/T4A, RL-1 and RL-2 Magnetic Media Audit reports, SQR programs CTX912X, CTX912R and CTX912V. To run the Magnetic Media Audit reports, use the same run control pages and programs that are used with the normal year-end process.

Printing Amended/Cancelled/Reissued Slips

Use the same run control pages and programs that are used with the normal year-end process to print amended, cancelled, and reissued year-end slips.



Example of final print of amended T4 slips

Final Print

You determine when to run the slip print programs (CTX910TP, CTX910AP, CTX910RP or CTX910VP) for these special types of slips in final print mode, which sets the corresponding slip entries to a status of *Closed*.

To run a slip print program in final print mode, select the Final Print check box. This check box becomes available when a value of ***A, C, E*** or ***N*** is selected as the Processing Type.

Final printing of the RL slips is a prerequisite to producing the RL Summary reports because the RL slip print programs provide necessary input files to the summary report programs.

Warning! Ensure that you are satisfied with the results of the slips and that all other required copies of the slips have been printed prior to running the slip print programs in final print mode. When the year-end slips are printed in final mode, the print programs automatically close the corresponding amended, cancelled, or reissued slip entries in the Amend/Cancel Year-End Slips pages. After you execute the slip print programs with the Final Print check box selected, subsequent runs of the programs will not reproduce output for the slip entries that were previously closed.

Closing Amend/Cancel Year-End Slips Records

When the year-end slips are printed in final mode, the slip print programs (CTX910TP/AP/RP/VP) will automatically close the corresponding amended, cancelled or reissued slip entries located in the Amend/Cancel Year-End Slips pages. The programs will update the appropriate entries from a **Status** of ***Open*** to ***Closed***, and cause the fields on the corresponding pages to become unavailable for entry—protecting the entries from further updates. The only method of closing these entries is through the slip print programs—they cannot be closed manually.

The system will only allow you to add a new Amend/Cancel Year-End Slips record if all previously created amended, cancelled and reissued slip entries reflect a **Status** of ***Closed***.

Producing Summary Reports for Amended/Cancelled/Reissued Slips

After printing the amended and cancelled RL slips, run the corresponding summary reports for informational and balancing purposes.

- Use the data provided by these reports to assist in the completion of the amended Summary forms required by Revenu Québec.
- The report provides summary totals for all amended slips as well as all cancelled slips that were printed in the corresponding runs of the RL slip print programs.
- You will be required to do the arithmetic against the original summary totals to calculate the corrected totals for reporting on the amended Summary forms.
- The summary reports will not report totals for reprinted slips because they are duplicates of previously submitted slips.
- Summary forms for amended, cancelled and reissued T4 and T4A slips are not required by the CRA.

Use the same run control pages and programs that are used with the normal year-end process to print the RL summary reports for amended and cancelled slips. The programs operate in the same manner as they do with the normal year-end process. The data that was created by the most recent run of the RL slip print program will be reported in the corresponding run of the summary report. For example, if you select a **Processing Type** of ***Print All Amended*** when you execute the RL-1 Slips print program, then you will receive summary totals of all corresponding RL-1 amended slips in the subsequent run of the RL-1 Summary report.

Working With Multiple Slips and Process Types

This section provides tips for working with multiple slips and process types.

The steps for working with multiple slips and process types should be executed in a logical order, taking into consideration all of the various slip activities that need to occur. To ease the process, outline the SQR program runs and the sequential order of the desired data entry updates prior to entering any data into the system. Work through the entire process for each slip type.

Example of the Sequence of Activities

The following example outlines the sequence of activities for a scenario that requires an employee’s Social Insurance Number (SIN) to be corrected on the T4, T4A, RL-1 and RL-2 slips where the T4 and T4A slips will be corrected using paper slips submission. For T4 and T4A slips using paper slips submission, create cancelled slips that reflect the same information that was originally submitted to the CRA. Next you create new slips with the corrected SIN using the ‘reissue’ process. For the RL-1 and RL-2 slips, amended slips will need to be created with the corrected SIN.

Note: If the correction to SIN will be submitted on a T4/T4A electronic file in XML format, the transaction must be processed as an Amendment which is a one-step process, versus the two-step process described below for a Cancellation and Reissue.

Phase One:

1. Add a new Amend/Cancel Year-End Slips record. The system will assign this record a sequence number of ‘1’.
2. Set the Process Type for the T4 and T4A slips to Cancel.
3. Accept the defaults for both the RL-1 and RL-2 slips without updating any information for these two slips.
4. Re-select the record using the Update/Display mode. Set the Process Type for the RL-1 and RL-2 slips to Delete.
5. Review the records online through the Review/Update Slip Information inquiry pages.
6. Audit the records using the Amend/Cancel Year-End Audits report CTX910AA.SQR.
7. Delete the RL-1 and RL-2 extraneous slip entries by running the Delete Void Year-End Slips program CTX910DA.SQR. Note that this is an optional procedure that may be executed at any time.
8. Print the cancelled T4 and T4A slips using the slip print programs CTX910TP.SQR and CTX910AP.SQR. These programs will also close the T4 and T4A cancelled slip records.

Phase Two:

1. Add a new Amend/Cancel Year-End Slips record. The system will assign this record a sequence number of ‘2’.
2. Correct the employee’s social insurance number (SIN) on the Amend/Cancel Employee Data page.
3. Set the Process Type for the T4 and T4A slips to Reissue if submitting paper slips for correction. Set the Process Type to Amend, if submitting correction through magnetic media.
4. Set the Process Type for the RL-1 and RL-2 slips to Amend.
5. Review the records online, through the Review/Update Slip Information inquiry pages.
6. Audit the records using the Amend/Cancel Year-End Audits report CTX910AA.SQR.
7. Print the reissued T4 and T4A slips using the slip print programs CTX910TP.SQR and CTX910AP.SQR. These programs will also close the T4 and T4A reissued/amended slip records.
8. Run the RL-1 and RL-2 magnetic media files using the Magnetic Media Reporting programs CTX910RM.SQR and CTX910VM.SQR. These programs will assign new RL slip numbers to the amended RL slips.
9. Audit the RL-1 and RL-2 magnetic media files using the Magnetic Media Audit programs CTX912R.SQR and CTX912V.SQR.
10. Print the amended RL-1 and RL-2 slips using the slip print programs CTX910RP.SQR and CTX910VP.SQR. These programs will also close the RL-1 and RL-2 amended slip records.
11. Produce the RL-1 and RL-2 Summary reports CTX915R.SQR and CTX915V.SQR for amended slips.

Self Service Electronic T4/T4A Year-End Slips

This functionality enables customers to use the XML Publisher to produce T4 and T4A year-end slips in PDF format. These year-end slips provide employees access to an electronic version of their T4 and T4A slips through Self Service. This functionality uses the Payroll for North America year-end processes to create the year-end slips in PDF format. It uses the same rules to provide paper year-end slips as online slips. The system creates and stores the data in XML format and builds the PDF for display on demand using XMLP templates. Employees are then able to view or print the slips.

The system also provides a Payroll Administrator view, whereby the administrator can access employees' slips to verify or to reprint upon request. The payroll administrator is able to view all employees' slips even if the employee has not consented to receiving their slips electronically. To assist with the process of obtaining employees' consent, we deliver new pages, workflow, notifications and reports.

For customers choosing to use this functionality, this chapter describes any **different** or **additional steps** required to the normal year-end processing instructions described in the remainder of this guide. To process the year-end slips in PDF format using the XML Publisher and deploy them for Self Service access you must complete the setup of the employee consent tables as described in this chapter and the ePay 9.0 PeopleBook. In addition, you must secure employee consent before you can provide self-service viewing and printing of electronic year-end slips.

This chapter addresses how to:

- Review tax table setup specific to T4 and T4A year-end slips in PDF format.
- Set up year-end form text for employee online viewing and email notifications.
- Maintain and monitor employee consent information.
- Create T4 and T4A slips in PDF format.
- Amend, cancel and reissue year-end slips in PDF format.
- View and reprint year-end slips using the payroll administrator view of employee self-service.

Note: For further information regarding self service electronic T4/T4A Year-End slips, please refer to Chapter 3 "Understanding Employee Consent" and "Appendix: Delivered Workflows for ePay" of the PeopleSoft Enterprise ePay 9.0 PeopleBook.

Preparing for 2012 Year-End Processing: PDF Year-End Slips

Before you start the year-end process, in addition to the tables listed in the Preparing for Year-End Processing section of this document, you must also set up and review the following tables:

- Tax Form XMLP Options
- Year-End Form Options.
- Year-End Form Text.
- Employee Consent Status.

Enabling Self Service Consent and Year-End Slips

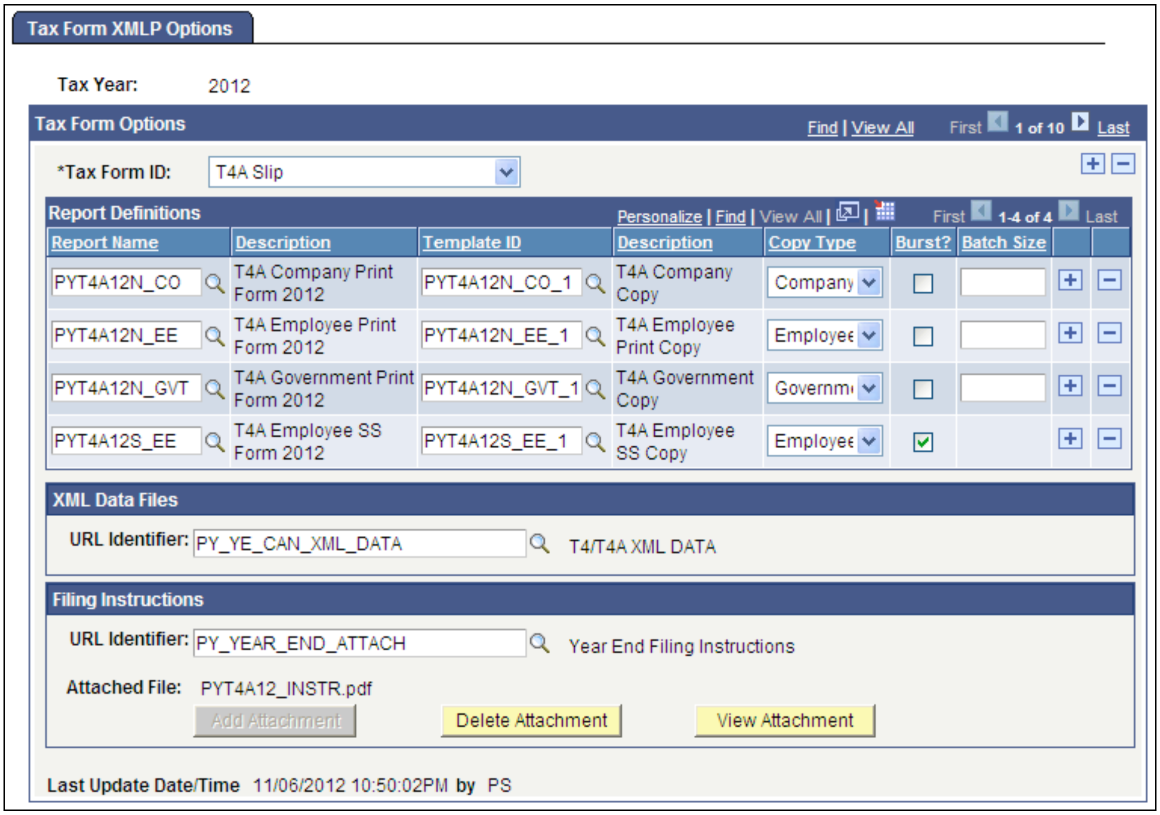
To ensure that information is current for this year's processing, review the data in the Tax Form XMLP Options and Year-End Form Options pages:

Page Used to Review Year-End Options Setup

Page Name	Object Name	Navigation	Usage
Tax Form XMLP Options	PY_YE_XMLP_OPTION	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Tax Form XMLP Options	Used to (1) select Report Name and Template ID and (2) control the size of PDF files. Otherwise, not used.
Year-End Form Options	PY_YE_OPTION_CAN	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Year-End Form Options	Define T4 and T4A Reporting Definitions for creating slips in PDF format using XMLP.

Understanding Tax Form XMLP Options

Access the Tax Form XMLP Options page.


Tax Form XMLP Options

Tax Year: 2012

Tax Form Options — Find | View All — First 1 of 10 Last

*Tax Form ID: T4A Slip

Report Definitions — Personalize | Find | View All | First 1-4 of 4 Last

Report Name	Description	Template ID	Description	Copy Type	Burst?	Batch Size
PYT4A12N_CO	T4A Company Print Form 2012	PYT4A12N_CO_1	T4A Company Copy	Company	☐	
PYT4A12N_EE	T4A Employee Print Form 2012	PYT4A12N_EE_1	T4A Employee Print Copy	Employee	☐	
PYT4A12N_GVT	T4A Government Print Form 2012	PYT4A12N_GVT_1	T4A Government Copy	Governm	☐	
PYT4A12S_EE	T4A Employee SS Form 2012	PYT4A12S_EE_1	T4A Employee SS Copy	Employee	☑	

XML Data Files

URL Identifier: PY_YE_CAN_XML_DATA T4/T4A XML DATA

Filing Instructions

URL Identifier: PY_YEAR_END_ATTACH Year End Filing Instructions

Attached File: PYT4A12_INSTR.pdf

Add Attachment | Delete Attachment | View Attachment

Last Update Date/Time 11/06/2012 10:50:02PM by PS

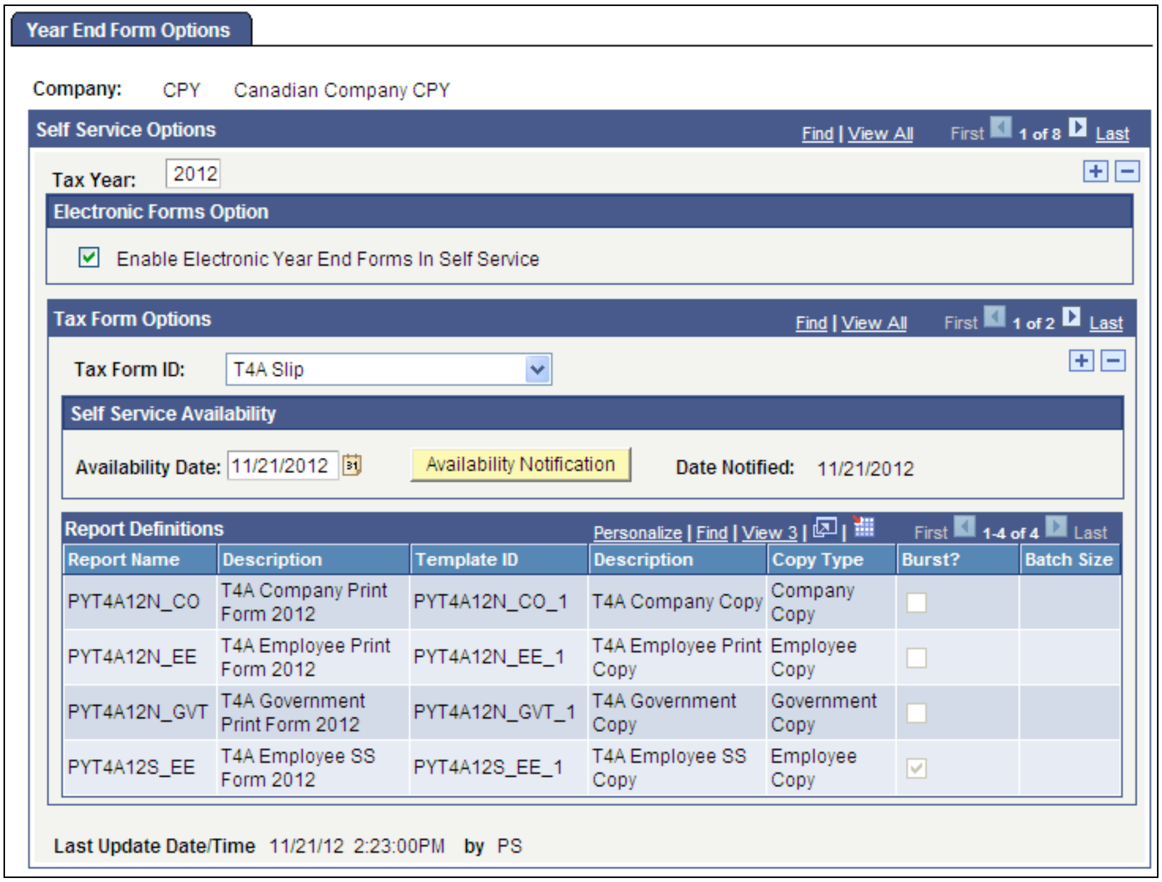
Tax Form XMLP Options page – T4A Slip Example

Tax Form ID	Valid Tax Form IDs for printing in the XMLP PDF format are T4 Slip and T4A Slip.
Report Name	The Report Name identifies each form option for the Tax Form ID.
Template ID	The Template ID is used in conjunction with Report Name; each Report Name has a corresponding Template ID.
Copy Type	Company, Employee or Government slip copy type.
Burst?	The XMLP bursting feature is selected only for the employee soft copy used in Self Service.
Batch Size	Batch Size is used for printing hardcopy slips. The user can control how many employees are to be printed in each PDF file. The default is blank, meaning that slips for all employees will be generated in one PDF file.
XML Data Files URL Identifier	The XML Data Files URL Identifier is the location where the XML data files are stored for use in the Self Service –

	View T4/T4A Slips.
Filing Instructions URL Identifier	The Filing Instructions URL Identifier is the location where the filing instructions are stored.
Attached File	This file contains the filing instructions to be used in Self Service – View T4/T4A Slips.

Understanding Year-End Form Options

Access the Year-End Form Options page.



Year End Form Options

Company: CPY Canadian Company CPY

Self Service Options — Find | View All First 1 of 8 Last

Tax Year: 2012

Electronic Forms Option

Enable Electronic Year End Forms In Self Service

Tax Form Options — Find | View All First 1 of 2 Last

Tax Form ID: T4A Slip

Self Service Availability

Availability Date: 11/21/2012 Availability Notification Date Notified: 11/21/2012

Report Definitions — Personalize | Find | View 3 | First 1-4 of 4 Last

Report Name	Description	Template ID	Description	Copy Type	Burst?	Batch Size
PYT4A12N_CO	T4A Company Print Form 2012	PYT4A12N_CO_1	T4A Company Copy	Company Copy		
PYT4A12N_EE	T4A Employee Print Form 2012	PYT4A12N_EE_1	T4A Employee Print Copy	Employee Copy		
PYT4A12N_GVT	T4A Government Print Form 2012	PYT4A12N_GVT_1	T4A Government Copy	Government Copy		
PYT4A12S_EE	T4A Employee SS Form 2012	PYT4A12S_EE_1	T4A Employee SS Copy	Employee Copy	✓	

Last Update Date/Time 11/21/12 2:23:00PM by PS

Year-End Form Options page – T4A Slip Examples

The Year-End Form Options page configures printing of year-end slips in XMLP PDF format for each T4/T4A Company specified. The output files are determined by the tax year and tax form ID.

Self Service Options

Tax Year	Create a new row each tax year.

Electronic Forms Option

Enable Electronic Year-End	For the specified reporting company, select this check box to create PDF slips for viewing electronically in Employee Self Service. This

Forms in Self Service checkbox may be deselected to suppress this functionality if the employer no longer furnishes electronic slips.

Taxform Options

Tax Form ID Enter all valid Tax Form IDs for the reporting Company.

Availability Date After the individual PDF slips are generated, enter an availability date when employees will be able to view the electronic slips in Self Service.

Note: Leave the date blank when initially creating the new row for the new tax year. Enter the availability date only after running the print program(s) for the T4/T4A slips.

Availability Notification Used in conjunction with Availability Date. After a date is entered, press this button to trigger a CI workflow to send the "Form Available" email text to employees who have consented to receive electronic slips. The wording of the email text is specified on the Year-End Form Text page.

Note: Before you select this button, verify that the availability date in the email notification text is correct.

Date Notified Used in conjunction with Availability Notification. After the CI workflow is triggered, the current date will be stored.

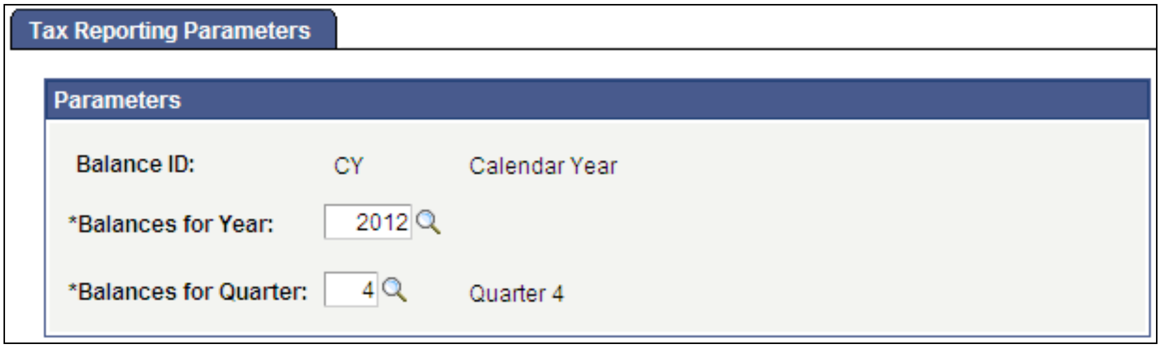
Report Definitions

The report definitions are maintained in the Tax Form XMLP Options page, however, a list of the valid report definitions based on the Tax Year and Tax Form ID are displayed on the Year End Form Options page for information purposes.

Reviewing Tax Reporting Parameters

The parameters on the Tax Reporting Parameters table are used for year-end tax reporting and must be set up before you run the annual tax reports.

Access the Tax Reporting Parameters page.



Tax Reporting Parameters page

The **Balance ID** and **Balances for Year** define the reporting period.

Balances for Quarter	The year-end reporting programs ignore this entry.
Alignment Count	Leave blank for PDF slips.

Setting Up Year-End Form Text

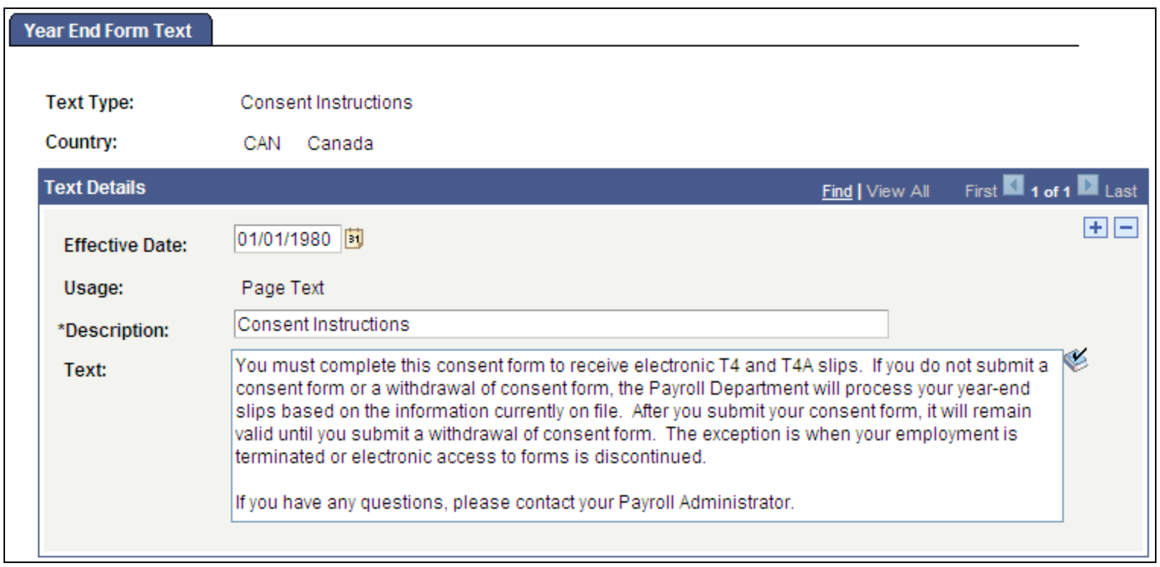
Set up the consent and notification text to be used on the consent page or in email notifications to employees.

Page Used to Set Up Year-End Form Text

Page Name	Object Name	Navigation	Usage
Year-End Form Text	PY_YE_NOTES	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Year-End Form Text	Define instructions and notification texts.

Updating and Reviewing the Year-End Form Text

Access the Year-End Form Text page.



Year-End Form Text page

Text Type When you enter the page, select the type of consent form or email text that you want to enter or update. See the table below for Text Type descriptions.

Usage ***Page Text*** will be the default for text types ***Consent*** or ***Withdrawal***. ***Email Text*** will be the default for all other text types.

Text Enter the exact wording of text to display in the email or consent form. Sample text for each text type is provided in the Appendix at the end of this chapter.

Text Type Descriptions

Text Type	Usage
Consent Instructions	Instructional text displayed to employees on the T4/T4A Consent page to request consent.
Consent Withdrawal Instruction	Instructional text displayed to employees on the T4/T4A Consent page to withdraw consent.
Consent Granted Confirmation	Confirmation email to employee that consent is granted. This email is triggered when the employee submits consent through Self Service.
Consent Withdrawn Confirmation	Confirmation email to employee that consent is withdrawn. This email is triggered when the employee submits a consent withdrawal through Self Service.
Consent Reset Notification	Notify employee that consent has been reset. This email is triggered when the payroll administrator reset an employee's consent status or run a mass reset process.
T4/T4A Slips Available	Notification to employees that the T4/T4A slips are available for self-service viewing and printing. Workflow issues this email when the payroll administrator selects the Availability Notification button on the Year-End Form Options page.
Amended T4/T4A Slips Available	Notification to employees that the T4/T4A Amendment slips are available for self-service viewing and printing. Workflow issues this email when the payroll administrator selects the Availability Notification button on the Year-End Form Options page.

Monitoring Employee Consent Status

This section provides information to monitor and maintain an employee's consent status:

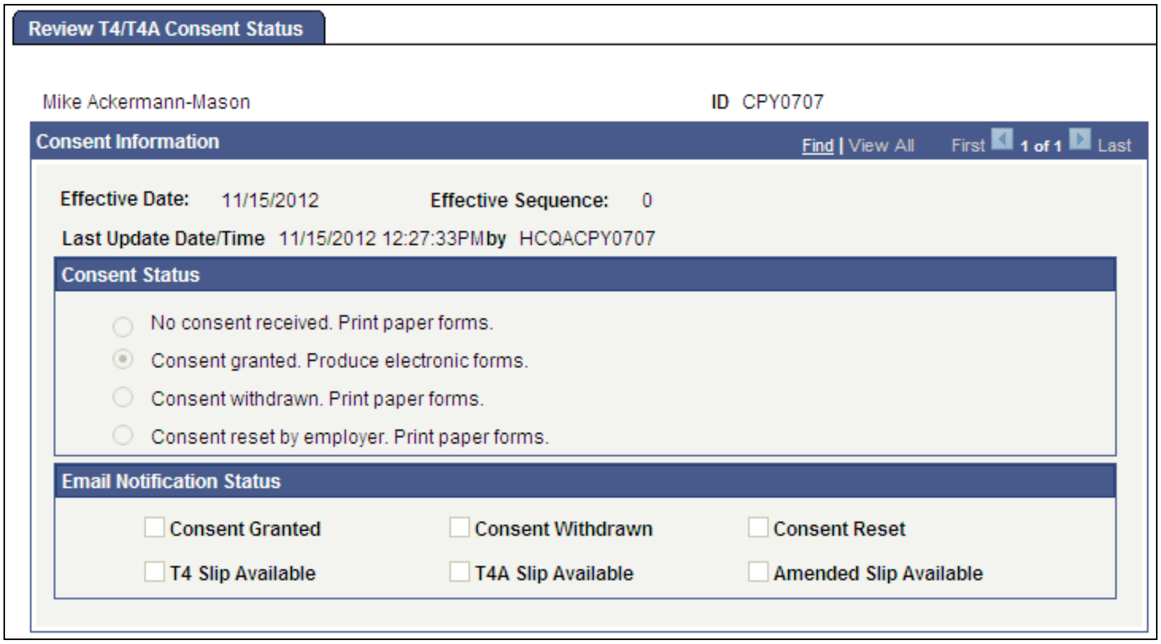
- Review Consent Status.
- Reset Consent Status.
- Year-End Consent Status Report.

Page Used to Maintain Employee Consent Status

Page Name	Object Name	Navigation	Usage
Review T4/T4A Consent Status	PY_FORM_STAT_CAN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Review T4/T4A Consent Status	Monitor employee consent status. Review the history of each employee's consent status and email notifications.
Reset T4/T4A Consent Status	PY_RC_RESCON_CAN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Reset T4/T4A Consent Status	Reset an employee's consent status due to company changes (e.g., hardware/software upgrades which impact PDF file creation would require employees to resubmit consent).
Year-End Consent Status Report	RUNCTL_CTX900CS	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Year-End Consent Status Report	List Employees' Consent Statuses based on selected criteria.

Reviewing Consent Status

Access the Review T4/T4A Consent Status page.



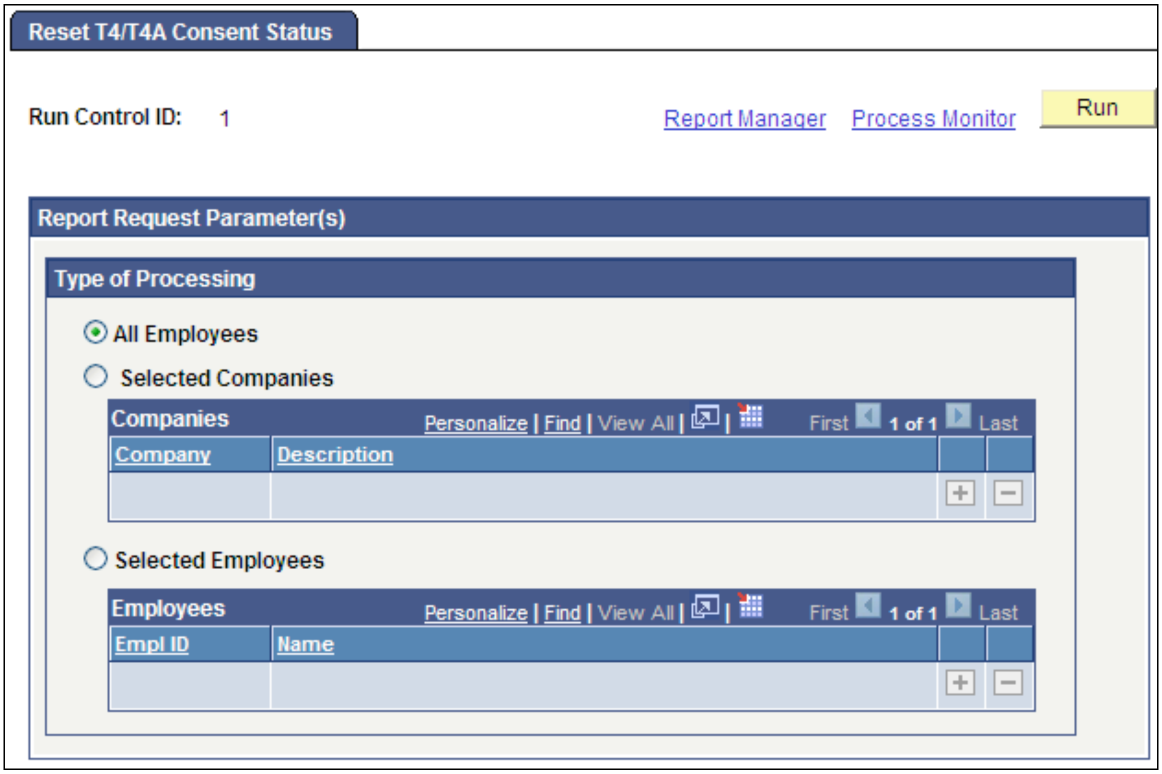
Review T4/T4A Consent Status page

This page tracks an employee's consent activities as well as email notifications sent to the employee.

Consent Status	Review the selected employee's consent status for each effective-dated row.
Email Notification Status	Review the email notifications that have been sent to the employee by workflow for each row of consent status.

Resetting Consent Status

Access the Reset T4/T4A Consent Status page.



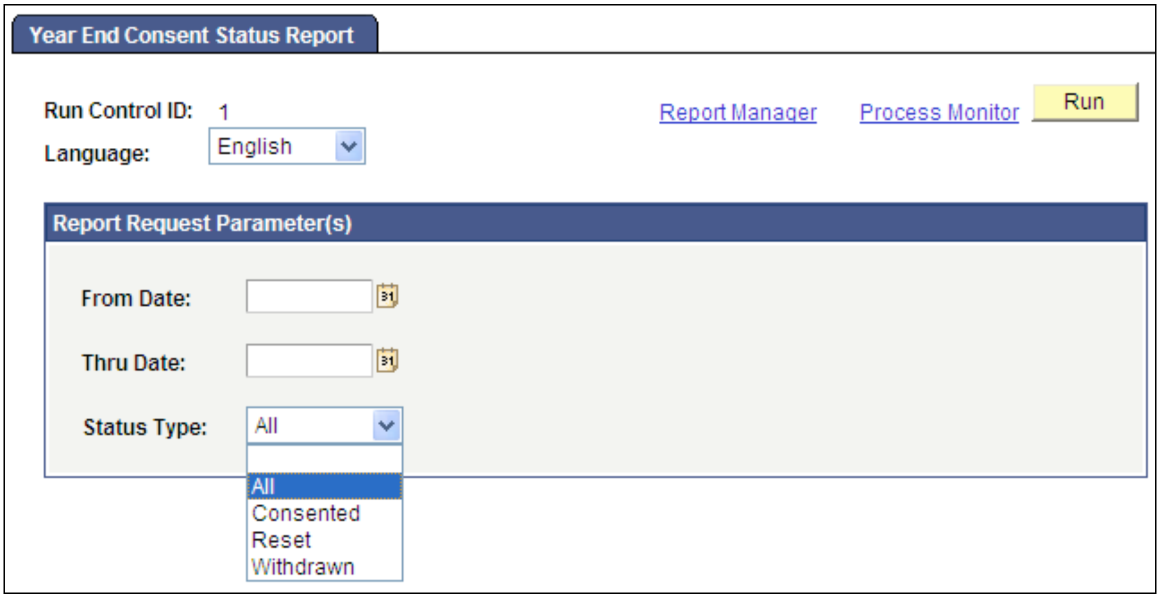
Reset T4/T4A Consent Status run control

The Administrator uses this run control page to initiate a batch process for an individual or mass reset of Consent Status to “Reset Consent” for employees who have previously consented. The Administrator can specify all employees, selected employees, or selected reporting companies. This process will update the employee’s Consent Status to “Consent Reset by Employer” and trigger an email notification to advise the employee of the change. A mass reset may be necessary if employees are required to resubmit consent due to changes in the employer’s hardware and/or software.

Note: Email notification is not required for the initial notification to employees requesting them to provide consent. Because the initial notification will be to all employees within an organization, employers should use their existing employee communications method(s) for this task.

Year-End Consent Status Report

Access the Year-End Consent Status Report run control page.



Year-End Consent Status Report run control

Generate this report to view a list of employees with the specified consent values within a specified date range.

Status Type	Select ***ALL*** to list the status for all employees within the specified date range. Select ***Consented*** to list all employees within the specified date range whose most current status is “Consent Granted”. Select ***Reset*** to list all employees within the specified date range whose most current status is “Reset by Employer”. Select ***Withdrawn*** to list all employees within the specified date range whose most current status is “Consent Withdrawn”.

Preparing Tax Data and Year-End Slips

You must create year-end T4/T4A slips in PDF format after auditing the electronic media audit reports. This chapter describes how to do that as well as provides an overview of year-end processing that incorporates the production of year-end slips in PDF format.

- List and resolve error conditions in your database.
- Load year-end slip data.
- Check for errors in year-end slip data.
- Examine employee slip data.
- Prepare electronic media reports.
- Audit the electronic media data.
- Create year-end tax slips.
- Produce summary and segment reports.

Overview of Year-End Processing

Year-end processing and producing year-end wage and tax reports with PeopleSoft Payroll is an orderly, logical process.

Here is a summary of the process:

- Run CTX900 and CTX900ER to audit your database.
- Correct errors and rerun these SQRs until data is correct.
- Run CTX910LD to load employee data and balances to the year-end employee slip records on the database.
- Run CTX910ER to verify that the information that has been loaded to the slip records is correct. This SQR performs PIER edits and identifies missing and invalid data. You can also check the loaded data using online views of the extracted employee income and tax information.
- Run CTX910AU to produce an audit report of all employee slip records, including balance totals. Review the output and verify the totals. You have the option of producing either control totals only, or control totals together with the associated employee details.
- Complete any necessary changes to the data.
- Re-run the CTX910LD Load Year-End Slips process as needed to reload either all employee information, information for specific employees, or groups of employees for selected companies and/or provinces.
- When you are confident that the data loaded is accurate, produce the year-end reporting slips and magnetic media files.

Note: This is an iterative process. You can repeat the load process as many times as necessary to ensure accuracy. The first cycle through this loop may occur at any time during the year. You can reload all employees or only specified employees, depending on your requirements.

Creating Year-End Tax Slips

After you have completed your pre-process auditing, loaded the year-end data, and completed your post-process auditing, you are ready to create files for printing your year-end slips. The jobs PYYET4 and PYYET4X produce PDF files for self-service viewing and printing the T4 and T4A slips.

Slip	Print Job	Copy Type	Report Name
T4	PYYET4	Company copy	PYT412N_CO.PDF
T4	PYYET4	Employee Electronic copy	PYT412N_EE.PDF
T4	PYYET4	Government copy	PYT412N_GVT.PDF
T4	PYYET4	Employee paper copy	PYT412S_EE.PDF
T4A	PYYET4X	Company copy	PYT4A12N_CO.PDF
T4A	PYYET4X	Employee Electronic copy	PYT4A12N_EE.PDF
T4A	PYYET4X	Government copy	PYT4A12N_GVT.PDF
T4A	PYYET4X	Employee paper copy	PYT4A12S_EE.PDF

Note: We recommend that you run and review the Summary reports before actually printing the employee slip files PYYET4 or PYYET4X.

Understanding Jobs PYYET4 and PYYET4X

- PYYET4 produces PDF T4 slips.
    - ❖ CTX910TP.SQR – determines the slips to be created for each employee.
    - ❖ PYYET4A – creates individual XML Data Files for self-service viewing.
    - ❖ PYYET4B – creates an output file containing print images of the slips for paper copy printing. This file only contains employees who have not consented to receive electronic slips.
- PYYET4X produces PDF T4A slips.
    - ❖ CTX910AP.SQR – determines the slips to be created for each employee.
    - ❖ PYYET4A – creates individual XML Data Files for self-service viewing.
    - ❖ PYYET4B – creates an output file containing print images of the slips for paper copy printing. This file only contains employees who have not consented to receive electronic slips.
- In addition, these SQR programs create a file that provides data to the Summary SQRS - CTX915T and CTX915A and the Segment SQR for CTX915T.

Pages Used to Create Year-End Tax Slips

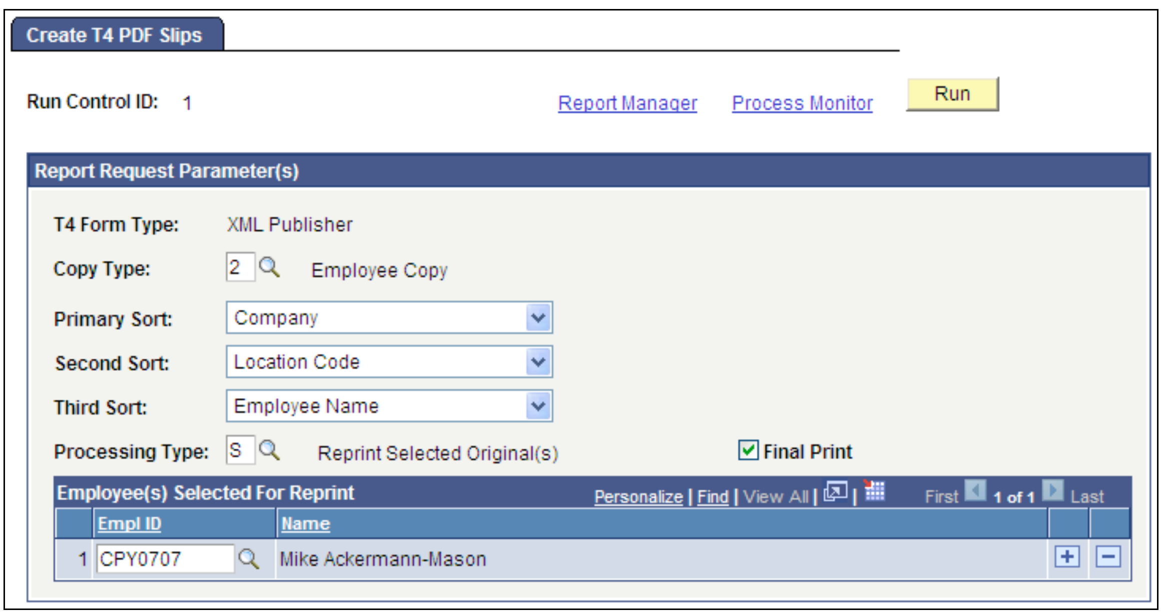
Page Name	Object Name	Navigation	Usage
Create T4 PDF Slips	PY_RC_PRTT4_CAN	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Create T4 PDF Slips	Create PDF T4 slips for self-service viewing and a PDF T4 print file for printing paper slips using XMLP
Create T4A PDF Slips	PY_RC_PRTT4A_CAN	Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Create T4A PDF Slips	Create PDF T4A slips for self-service viewing and a PDF T4A print file for printing paper slips using XMLP

These slips are produced with the permission of the Minister of Public Works and Government Services Canada.

Creating T4 and T4A Slips

PYYET4 and PYYET4X have identical page controls, so only the run control page for PYYET4 is illustrated here.

Access the Create T4 PDF Slips or Create T4A PDF Slips page.



Create T4 PDF Slips run control page

The report request parameters on the run control page operate in the same manner, whether you are printing original slips or amended/cancelled/reissued slips.

Form Type	XML Publisher is selected and displayed.
Copy Type	Select a Copy Type:

1: (Government Copy). The only Primary Sort option available will be the standard government sort sequence.

2: (Employee Copy)

4: (Company Copy).

Sorting Options

If you choose a **Copy Type** other than***1*** (Government Copy), you can choose up to three levels of sorting.

Primary Sort

When you select ***Standard Govt Sort Sequence***, the T4 and T4A slips will be created in sequence by Payroll Account Number, country, name, and finally Employee ID. This sequence will print the slips for employees with U.S. addresses at the end.

If you select a Primary Sort other than ***Standard Govt Sort Sequence***, you must also select values for the Second Sort and Third Sort parameters.

Primary Sort values are: ***Payroll Account Number***, ***Company***, and ***Standard Govt Sort Sequence***. The default value is ***Company.***

Second Sort

Second Sort values are: ***Department Code, Location Code, Mail Drop, None of the above,*** and ***Postal Code.*** The default value is ***Location Code.***

Third Sort

Third Sort values are: ***Employee ID, Employee Name,*** and ***Employee SIN***. The default value is ***Employee Name.***

Processing Type

There are two options for regular T4 and T4A slip processing:

R: Print All Originals.

S: Reprint Selected Original(s).

There are four options for amended, cancelled and reissued slip processing:

A: Print All Amended. Use this option to print all amended slips that reflect a Status of ***Open***. Amended slips will be clearly marked 'AMENDED'.

C: Print All Cancelled. Use this option to print all cancelled slips that reflect a Status of ***Open***. The Void box of cancelled T4 slips will be marked with an 'X'. Cancelled T4A slips will be clearly marked 'CANCELLED'.

E: Reprint Amend/Cancel/Reissue. Use this option to selectively reprint by employee, amended, cancelled or reissued slips. The reprint function is only to be used to produce a *duplicate* of an amended, cancelled or reissued slip that was either lost or damaged. Reprinted slips will be clearly marked 'DUPLICATE'.

Warning! The reprint function is only to be used to produce a duplicate of a slip that was either lost or damaged.

N: Print All Reissued – Use this option to print all reissued slips that reflect a Status of *Open*.

Final Print

Select this check box if the slips created by this run of the program will be made available to employees viewing in Self Service. If this box is not selected, this execution of the program is considered to be a trial run.

EmplID

If you choose to reprint a slip for a selected employee, specify the employee ID. Add rows as needed for multiple employees. Slips printed using the 'reprint' option will reflect "DUPLICATE".

Amending, Cancelling, and Reissuing Slips

Here is a summary of the process of amending, cancelling, and reissuing year-end slips:

1. Enter the change information in the Amend/Cancel Year-End Slips pages.
    a. Enter the process type to indicate whether this is an amendment, cancellation, or reissue.
    b. Change the Status if applicable.
    c. Enter a row to modify, add, or delete the data as necessary.
2. (Optional) Delete extraneous records created for slips that you did not amend, cancel, or reissue.
3. Audit the amended, cancelled, and reissued slip data.
4. Prepare electronic media files for the amended, cancelled, and reissued slips.
5. Create and Print the amended, cancelled, and reissued slips.
6. Produce summary reports for amended, cancelled, and reissued slips.

Note: You must create year-end T4/T4A slips in PDF format after auditing the electronic media audit reports.

Completing the Amend, Cancel, Reissue Slip Process

After you enter the information in the Amend/Cancel Year-End Slips pages and view it in the inquiry pages, complete the process of issuing the slips.

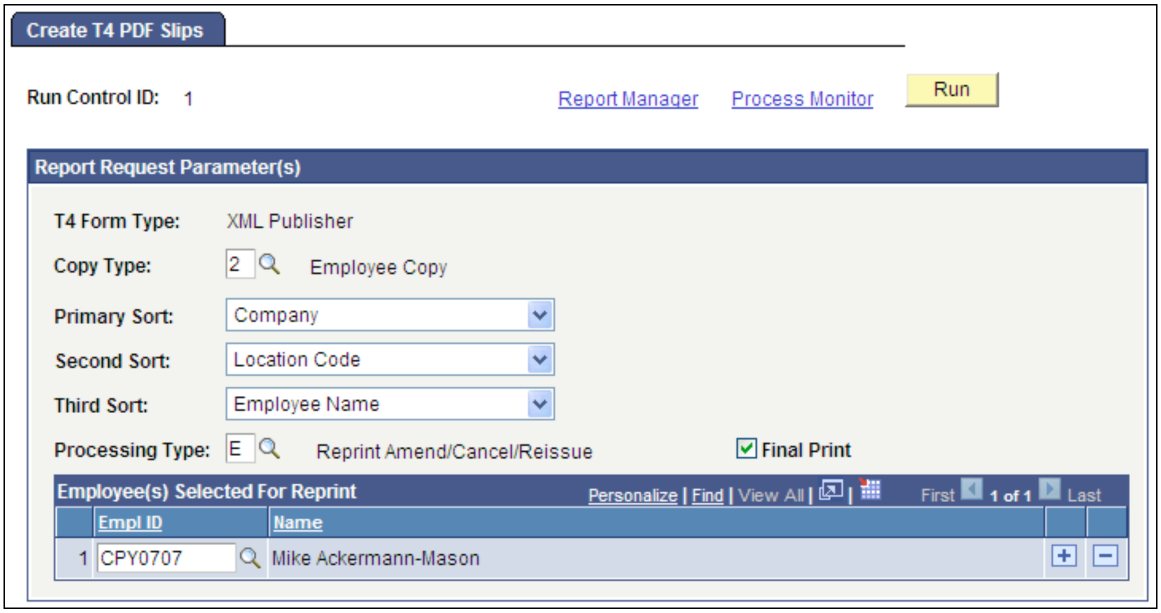
Here's how you complete the process:

1. Execute the electronic media reporting program (CTX910XM).
2. Run the electronic media audit report (CTX912X).
3. Create and Print the amended/cancelled/reissued slips.
4. Running the print program in final print mode sets the corresponding slip entries to a status of *Closed*.
5. Produce summary reports.

Note: You must create year-end T4/T4A slips in PDF format after auditing the electronic media audit reports.

Creating and Printing Amended/Cancelled/Reissued Slips

Use the same run control pages and programs that are used with the normal year-end process to create and print amended, cancelled, and reissued year-end slips.



Example of final print of amended T4 slips

Final Print

You determine when to run the PDF slip create and print programs (PYYET4 and PYYET4X) in final print mode, which sets the corresponding slip entries to a status of *Closed*.

To run a slip print program in final print mode, select the Final Print check box. This check box becomes available when a value of ***A, C, E*** or ***N*** is selected as the Processing Type.

Warning! Ensure that you are satisfied with the results of the slips and that all other required copies of the slips have been printed prior to running the slip print programs in final print mode. When the year-end slips are printed in final mode, the print programs automatically close the corresponding amended, cancelled, or reissued slip entries in the Amend/Cancel Year-End Slips pages. After you execute the slip print programs with the Final Print check box selected, subsequent runs of the programs will not reproduce output for the slip entries that were previously closed.

Closing Amend/Cancel Year-End Slips Records

When the year-end slips are printed in final mode, the slip create and print programs (PYYET4/T4X) will automatically close the corresponding amended, cancelled or reissued slip entries located in the Amend/Cancel Year-End Slips pages. The programs will update the appropriate entries from a **Status** of ***Open*** to ***Closed***, and cause the fields on the corresponding pages to become unavailable for entry—protecting the entries from further updates. The only method of closing these entries is through the slip print programs—they cannot be closed manually.

The system will only allow you to add a new Amend/Cancel Year-End Slips record if all previously created amended, cancelled and reissued slip entries reflect a **Status** of ***Closed***.

Administrator View of PDF Year-End Slips

The payroll administrator may use View T4/T4A Slips to review an employee's slip(s) or to reprint a slip.

Page Used to view T4 and T4A

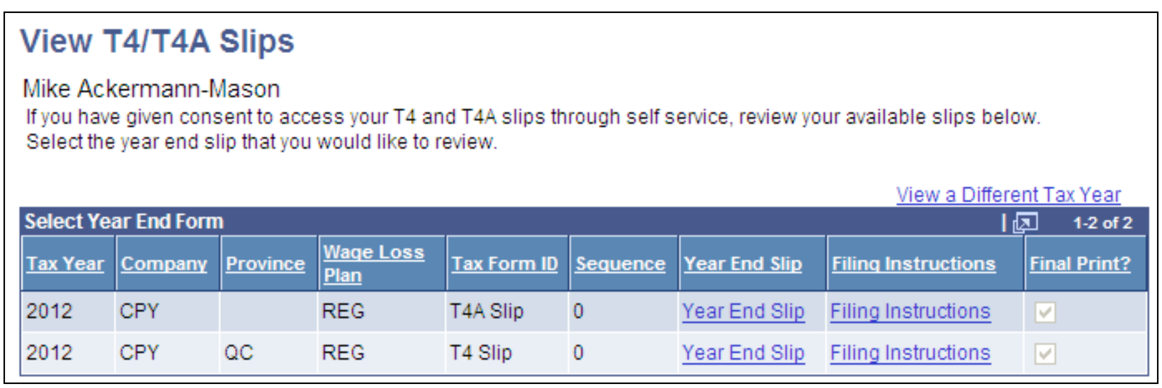
Page Name	Object Name	Navigation	Usage
View T4/T4A Slips	PY_SS_YE_FORM_CAN	Payroll for North America, Year-End Processing CAN, Create Slip Data, View T4/T4A Slips	Payroll Administrator view of employee slips for information inquiry or reprint purposes.

Note: If the Final Print check box is selected, the employee can view the year-end slip in self-service on or after the availability date if consent has been granted. If Final Print is not selected, only the payroll administrator can view the slip.

View T4/T4A Slips

The T4/T4A Slips are displayed by year. Selecting the Year-End Slip link will open up the PDF slip. The Filing Instructions are attached for each slip.

Access the View T4/T4A Slips page.


View T4/T4A Slips

Mike Ackermann-Mason

If you have given consent to access your T4 and T4A slips through self service, review your available slips below.
Select the year end slip that you would like to review.

View a Different Tax Year

Select Year End Form 1-2 of 2

Tax Year	Company	Province	Wage Loss Plan	Tax Form ID	Sequence	Year End Slip	Filing Instructions	Final Print?
2012	CPY		REG	T4A Slip	0	Year End Slip	Filing Instructions	✓
2012	CPY	QC	REG	T4 Slip	0	Year End Slip	Filing Instructions	✓

View T4/T4A Slips page

The Final Print checkbox indicates whether the slip is from a trial run or final run. Slips from a trial run can be accessed only from the Administrator View. Employees can access only slips from a final run using Employee Self Service.

Appendix A: Year-End Form Text Examples

Consent Instruction Requirements

The instructional page text that you create for consenting and withdrawing consent should include these details:

- Notification that a paper copy will be provided if consent is not given.
- The scope and duration of the consent.
- Post consent requests for paper statements.
- Option to withdraw consent.
- Conditions under which the employer will no longer furnish electronic statements.
- Procedures for updating information.
- Hardware and software requirements.
  For example, inform employees that Adobe Acrobat is required to view the slips.
- Contact information.

The following chart provides an example of text wording for each Text Type.

Consent Instructions	You must complete this consent form to receive electronic T4 and T4A slips. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end slips based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued. If you have any questions, please contact your Payroll Administrator.
Consent Withdrawal Instruction	You have consented to receive electronic T4 and T4A slips. If you prefer to receive paper T4 and T4A slips, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it will be valid until you submit a new consent form.
Consent Granted Confirmation	This email is to confirm that the Payroll Department has received your consent to receive electronic T4 and T4A slips. The Payroll Department will stop sending you paper T4 and T4A slips. If you prefer to receive paper T4 and T4A slips, you must submit a withdrawal of consent form.
Consent Withdrawn Confirmation	This email is to confirm that the Payroll Department has received your withdrawal of consent to receive electronic T4 and T4A slips. The Payroll Department will resume sending you paper T4 and T4A slips. If you prefer to receive electronic T4 and T4A slips, you must submit a new consent form.
Consent Reset Notification	This is a notification that the company will no longer furnish electronic T4 and T4A slips. Your consent to receive electronic T4 andT4A slips has been reset. The Payroll Department will resume sending you paper T4 and T4A slips.

T4/T4A Slips Available	This is a notification that your T4 and T4A slips are now available for viewing and printing through Self Service. If you have not consented to receive electronic slips, paper slips will be sent to your current mailing address.
Amended T4/T4A Slips Available	This is a notification that your amended T4 and T4A slips are now available for viewing and printing through Self Service. If you have not consented to receive electronic slips, paper slips will be sent to your current mailing address.

Appendix B: Year-End SQRs

For your convenience, we include a complete list of the SQR programs used to produce Canadian year-end slips and reports in PeopleSoft Payroll. The SQRs are listed sequentially in the order in which they should be executed. Each report and program is discussed more fully in the appropriate section of this document.

Report ID	Report Name/Navigation	Description/Comments
TAX104CN	Calc Pension Adjustment (PA) Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Calculate Pension Adjustment	TAX104CN.SQR calculates Pension Adjustment amounts for eligible employees contributing to defined benefit pension plans and updates the Canadian Tax Balances table with the calculated amounts. A corresponding report provides a record of all updated balances. Note: This program is optional and only applicable to employers with defined benefit pension plans. TAX104CN.SQR provides a template PA calculation routine that should be tested thoroughly to determine whether it meets all of your requirements, before running it in your production environment.
TAX103CN	Update Source Deductions Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Update Source Deductions	TAX103CN.SQR calculates and updates Federal, Québec and provincial basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the Effective Date specified. Run this process in preparation for the new year's payroll processing. A corresponding report provides a list of all records created.
CTX900	Year To Date Edits Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year to Date Edits	CTX900.SQR produces a report to identify error conditions that may require correction before loading the year-end employee tax records. The conditions identified include negative tax balances and invalid social insurance numbers. This report can be run at any time throughout the year.
CTX900ER	Year-End Personal Data Audit Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year-End Personal Data Audit	CTX900ER.SQR produces a report to identify multiple conditions including the assignment of duplicate social insurance numbers in the system and employees who were in multiple wage loss plans during the reporting year. This report can be run at any time throughout the year.

Report ID	Report Name/Navigation	Description/Comments
TAX710	Tax Form Definitions Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Tax Form Definitions	TAX710.SQR prints the contents of the Tax Form Definitions table. It contains the earnings and deduction codes assigned to each Box on the Tax Form Definitions table. Use this report to review the mapping of your earnings and deduction codes to the appropriate boxes.
TAX710FT	Tax Form Footnotes Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Tax Form Footnotes	TAX710FT.SQR provides a listing of footnotes defined on the Tax Form Footnotes table, for printing on RL-1 slips. Use this report to review the print priority assigned to each footnote. Footnotes are no longer required as of the 2012 taxation year, however, this report is available for information history purposes.
CTX910LD	Load Year-End Slip Data Payroll for North America, Year-End Processing CAN, Create Slip Data, Load Year-End Slips	CTX910LD.SQR loads employee year-to-date tax, earnings, and deduction balances, as well as other information required for reporting to the year-end slip records in the database. After this process has been run, you will be able to view T4, T4A, RL-1, and RL-2 slip information online, as well as update selected information. When you print the year-end tax slips or report year-end tax data on magnetic media, the system will retrieve the data from these year-end slip records—not from the payroll balance tables. If the program encounters errors that prevent year-end slip entries from being created, a corresponding exception report (output file CTX910LD.LIS) will be produced to identify the errors. **Special Note:** This program loads data for original slips only. When preparing slips for original submission, this SQR must be run prior to the following list of SQRs. For amended, cancelled or reissued slips, all data updates must be entered through the Amend/Cancel Year-End Slips component in the Use menu. **Important!** Do not execute the load program after creating amended, cancelled or reissued slip data. Running the process against the originally submitted slip data after creating these special types of slips results in overrides to the original slip information and cause the original slip records to become unsynchronized with the related amended, cancelled, or reissued slip records.

Report ID	Report Name/Navigation	Description/Comments
CTX910ER	Year-End Error Report Payroll for North America, Year-End Processing CAN, Audit and Error Reports, Year-End Errors	CTX910ER.SQR produces an audit report to identify error conditions found in the year-end slip records loaded by CTX910LD. These errors should be reviewed and corrected before generating the year-end slips for government reporting. The error conditions identified by this report include inconsistencies in the data reported in specific boxes of the year-end slips (PIER edits) and missing information. This SQR also re-audits the year-end slip records for conditions such as negative tax balances and invalid social insurance numbers.
CTX910AU	T4, T4A, RL-1, RL-2 Audits (Output file CTX910AU.LIS) Payroll for North America, Year-End Processing CAN, Audit and Error Reports, T4, T4A, RL-1, RL-2 Audit	CTX910AU.SQR produces an audit register of amounts to be reported on the original year-end tax slips for each employee, taken from the year-end slip records created by the load program CTX910LD. To produce an audit register of amounts for amended, cancelled or reissued slips, see CTX910AA.
CTX910XM	T4/T4A Electronic Reporting (Output file CTXXM, CTX910XM.lis and input file to CTX912X) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Create T4/T4A Electronic File	CTX910XM .SQR produces a file for electronic internet reporting of original, amended (including cancellations) and reissued T4 and T4A information returns. It also produces a corresponding summary report that provides totals of each of the fields reported on the detail records. This program creates a file that is subsequently required for input to the electronic reporting audit report CTX912X.
CTX912X	T4/T4A Electronic Audit (Output file CTX912X.LIS) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4/T4A Electronic Audit	CTX912X.SQR produces an electronic reporting audit report of the original, amended and reissued T4 and T4A return information reported on the submission file. Accumulated totals and summary record pages are provided for balancing purposes.

Report ID	Report Name/Navigation	Description/Comments
CTX910TP	Print T4 Slips (Output file CTX910TP.LIS and input files to CTX915T) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Print T4 Slips	CTX910TP.SQR produces formatted laser T4 slips with a variety of sort options and copy types. Processing type options provide for original, amended, cancelled and reissued slips, as well as the reprinting of duplicate slips. This program creates two files that are subsequently required for input to the segment/summary program CTX915T. Review these files prior to printing the output file CTX910TP.LIS to T4 form stock. **Special Notes:** Employers must obtain the pre-printed single page government supplied forms. If XMLP PDF format is chosen, this SQR will create an XML data file instead of output file CTX910TP.LIS.
CTX900CS	Year-End Consent Status Report Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Year-End Consent Status Report	CTX900CS.SQR produces a report listing each employee's self-service year-end slip consent status history. **Note:** This report only applies to customers that are creating T4 and T4A slips in XMLP PDF format.
CTX915T	T4 Summary/Segment (Output file CTX915T.LIS) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4 Summary/Segment Report	CTX915T.SQR produces T4 Summary and Segment reports for original slips. If you selected the government reporting sort sequence in CTX910TP, this program will create both Summary and Segment reports. Otherwise, it only generates a Summary report, for informational and balancing purposes. Use the data provided by these reports to complete the Summary report that accompanies the printed slips you submit to the government. CTX910TP must be executed prior to running this program.

Report ID	Report Name/Navigation	Description/Comments
CTX910AP	Print T4A Slips (Output file CTX910AP.LIS and input files to CTX915A) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Print T4A Slips	CTX910AP.SQR produces formatted laser T4A slips with a variety of sort options and copy types. Processing type options provide for original, amended, cancelled and reissued slips, as well as the reprinting of duplicate slips. This program creates one file that is subsequently required for input to the summary program CTX915A. Review these files before printing the output file CTX910AP.LIS. **Special Notes:** Employers must obtain the pre-printed single page government supplied forms. If XMLP PDF format is chosen, this SQR program will create an XML data file instead of output file CTX910TP.LIS. This program produces amended, cancelled and reprinted slips for ***tax years 2010 and later***.
CTX910PP	Print T4A Slips (2009 & Prior) (Output file CTX910AP.LIS and input files to CTX915A) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, Print T4A Slips	CTX910PP.SQR produces laser T4A slips for ***tax years 2009 and prior*** using a form flash with a variety of sort options and copy types. Processing type options provide for amended, cancelled, and the reprinting or selected slips. Note: This program will be executed through the existing Print T4A Slips run control page. The program will automatically be generated when printing T4A slips for tax years 2009 or prior.
CTX915A	T4A Summary (Output file CTX915A.LIS) Payroll for North America, Year-End Processing CAN, T4/T4A Reporting, T4A Summary Report	CTX915A.SQR produces a T4A Summary report for original slips, for informational and balancing purposes. CTX910AP must be executed prior to running this program.

Report ID	Report Name/Navigation	Description/Comments
CTX910RM	RL-1 Magnetic Media Reporting (Output file CTXRM and input file to CTX912R) Payroll for North America, Year-End Processing CAN, RL-1 Reporting, Create RL-1 Mag Media File	CTX910RM.SQR produces a file in XML format for reporting of original, amended, and cancelled RL-1 information returns and a corresponding report (CTX910RM.lis) to list negative amounts, only if negative amounts are found in the file. This program creates a file that is subsequently required for input to the magnetic media audit report CTX912R. It also generates and assigns the RL slip numbers to each RL-1 slip and therefore must be run before running the RL-1 print program CTX910RP. Note: A magnetic media file should only be created when producing original slips or amending the original slips that were produced for the last filing year. For all other years, produce the slips in paper format by running the Print RL-1 Slips SQR program.
CTX912R	RL-1 Magnetic Media Audit (Output file CTX912R.LIS) Payroll for North America, Year-End Processing CAN, RL-1 Reporting, RL-1 Magnetic Media Audit	CTX912R.SQR produces a RL-1 magnetic media audit report that reflects the data reported on the transmitter.
CTX910RP	Print RL-1 Slips (Output file CTX910RP.LIS and input file to CTX915R) Payroll for North America, Year-End Processing CAN, RL-1 Reporting, Print RL-1 Slips	CTX910RP.SQR produces formatted laser RL-1 slips with a variety of sort options. Processing type options provide for original, amended, and cancelled slips, as well as the reprinting of duplicate slips. This program creates a file that is subsequently required for input to the summary program CTX915R. **Special Notes:** Employers that produce laser RL-1 slips must obtain the appropriate pre-printed government supplied forms. This program produces amended, cancelled and reprinted slips for ***tax years 2011 and later***.

Report ID	Report Name/Navigation	Description/Comments
CTX910QP	Print RL-1 Slips (2010 & Prior) (Output file CTX910RP.LIS and input file to CTX915R) Payroll for North America, Year-End Processing CAN, RL-1 Reporting, Print RL-1 Slips	CTX910QP.SQR produces formatted laser RL-1 slips for ***tax years 2010 and prior*** using a variety of sort options. Processing type options provide for amended, cancelled, and the reprinting of selected slips. **Notes:** This program will automatically be executed through the Print RL-1 Slips run control page when printing slips for tax years 2010 or prior, and will report footnotes in the old format. Amended slips for 2010 and prior must be printed on the old 3-part RL-1 slip. Amended slips for 2011 should be printed on the revised 2-part slip, however, note that footnotes will be reported instead of “Additional Information” boxes. Starting with 2012, amended slips will report “Additional Information” boxes.
CTX915R	RL-1 Summary (Output file CTX915R.LIS) Payroll for North America, Year-End Processing CAN, RL-1 Reporting, RL-1 Summary Report	CTX915R.SQR produces a Summary report of RL-1 slips produced, for informational and balancing purposes. Use the data provided by this report to complete the Summary form required by Revenu Québec.
CTX910VM	RL-2 Magnetic Media Reporting (Output file CTXVM and input file to CTX912V) Payroll for North America, Year-End Processing CAN, RL-2 Reporting, Create RL-2 Mag Media File	CTX910VM.SQR produces a file in XML format for reporting of original, amended, and cancelled RL-2 information returns and a corresponding report (CTX910RM.lis) to list negative amounts, only if negative amounts are found in the file. This program creates a file that is subsequently required for input to the magnetic media audit report CTX912V. It also generates and assigns the RL slip numbers to each RL-2 slip and therefore must be run before running the RL-2 print program CTX910VP.
CTX912V	RL-2 Magnetic Media Audit (Output file CTX912V.LIS) Payroll for North America, Year-End Processing CAN, RL-2 Reporting, RL-2 Magnetic Media Audit	CTX912V.SQR produces a RL-2 magnetic media audit report that reflects the data reported on the transmitter record.

Report ID	Report Name/Navigation	Description/Comments
CTX910VP	Print RL-2 Slips (Output file CTX910VP.LIS and input file to CTX915V) Payroll for North America, Year-End Processing CAN, RL-2 Reporting, Print RL-2 Slips	CTX910VP.SQR produces formatted laser RL-2 slips with a variety of sort options. Processing type options provide for original, amended, and cancelled slips, as well as the reprinting of duplicate slips. This program creates a file that is subsequently required for input to the summary program CTX915V. Note: Employers that produce laser RL-2 slips must obtain the appropriate pre-printed government supplied forms.
CTX915V	RL-2 Summary (Output file CTX915V.LIS) Payroll for North America, Year-End Processing CAN, RL-2 Reporting, RL-2 Summary Report	CTX915V.SQR produces a Summary report of RL-2 slips produced, for informational and balancing purposes. Use the data provided by this report to complete the Summary form required by Revenu Québec.
TAX105CN	Employer Contribution to CNT Payroll for North America, Regulatory Reports CAN, Employer Contribution to CNT	TAX105CN.SQR calculates the annual payment of the contribution to the financing of the Commission des Normes du Travail (CNT) by employers with employees working in the province of Québec. This SQR can be run only after running the year-end load program CTX910LD.
PAY130CN	Open/Close Pay Calendar Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Open/Close Pay Calendar	PAY130CN.SQR allows you to re-open and re-close a closed pay calendar for the purpose of entering adjustments required after processing the first payroll of the new year. No output is generated from this SQR.
TAX905CN **	NW Territories Payroll Tax Payroll for North America, Regulatory Reports CAN, NW Territories Payroll Tax	TAX905CN.SQR produces a report of Northwest Territories payroll tax amounts for individual employees, in a specified year.
TAX906CN **	Nunavut Payroll Tax Payroll for North America, Regulatory Reports CAN, Nunavut Payroll Tax	TAX906CN.SQR produces a report of Nunavut payroll tax amounts for individual employees, in a specified year.
TAX101CN **	EI Rebate Payroll for North America, Regulatory Reports CAN, EI Rebate	TAX101CN.SQR produces a report of employee and employer EI rates and premiums, and the calculated EI rebate amount by employee in a specified year.
TAX102CN **	Health Insurance Premium Payroll for North America, Regulatory Reports CAN, Health Insurance Premium	TAX102CN.SQR produces a report of calculated health insurance premiums for provinces that have a health insurance tax levy.

Report ID	Report Name/Navigation	Description/Comments
CTX910AA	Amend/Cancel Year-End Audits (Output file CTX910AA.LIS) Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel Slip Audit	CTX910AA.SQR produces an audit register of amounts to be reported on amended cancelled and reissued year-end tax slips. The report produces employee detail information for each of these special slips, together with the information for the related original slip.
CTX910AS	Amend/Cancel Year-End Summary (Output file CTX910AS.LIS) Payroll for North America, Year-End Processing CAN, Amends and Cancels, Amend/Cancel YE Slip Summary	CTX910AS.SQR produces a summary of amended and cancelled slips together with supporting employee detail for year-end balancing purposes. The latest version of each amended/cancelled year-end slip is reported and compared with the corresponding original slip, to produce the net differences between the two versions. A summary of the differences is provided by slip type, company, province, wage loss plan and employee.
CTX910DA	Delete Void Year-End Slips (Output file CTX910DA.LIS) Payroll for North America, Year-End Processing CAN, Amends and Cancels, Delete Void Year-End Slips	CTX910DA.SQR deletes extraneous or void amend/cancel year-end slip records that are flagged for deletion, and it produces a corresponding audit report. This program can be executed at any time and it is optional.

** Reports may be executed at any time during the year-end process.