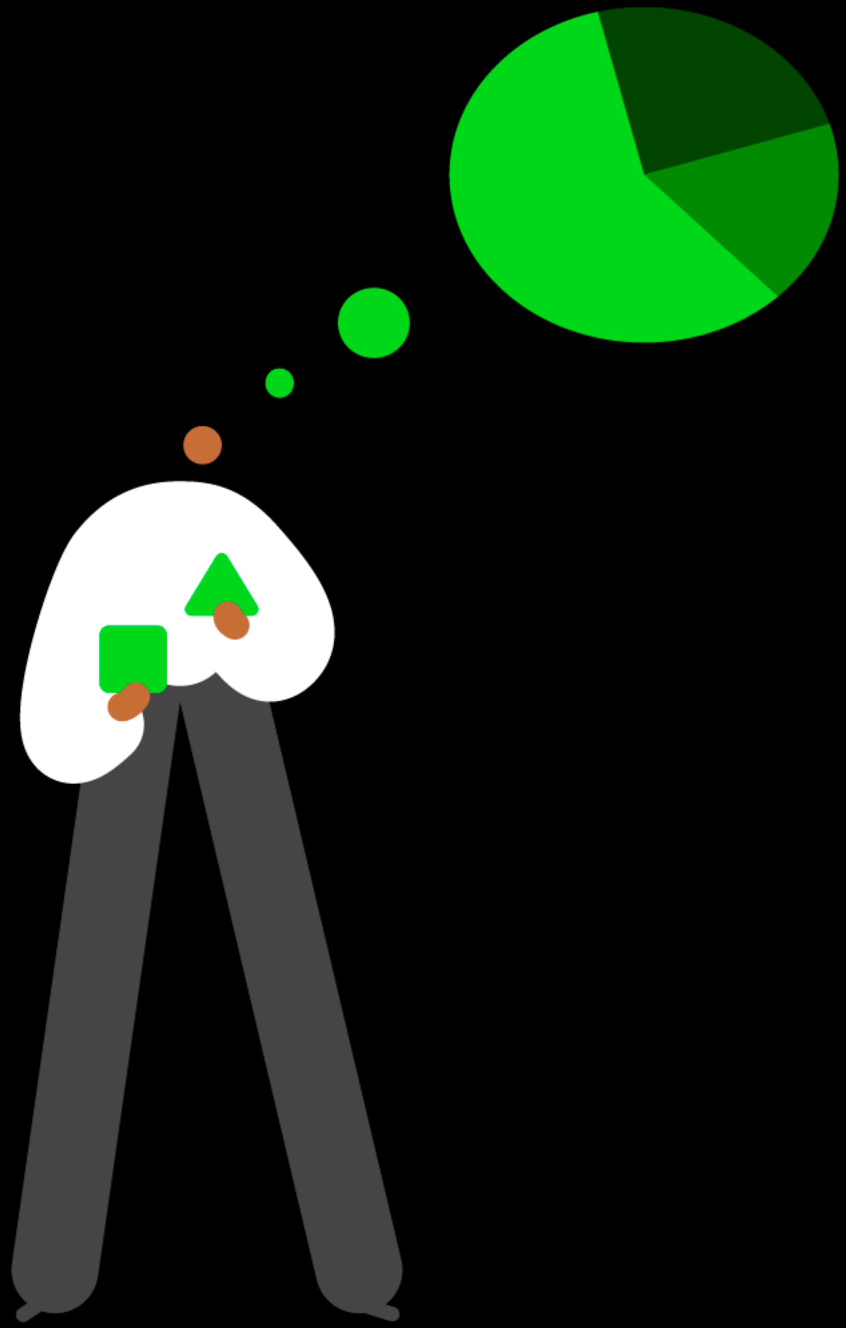
Sage Cloud Payroll year-end webinar

Payroll year-end overview



Meeting Tips

Things to consider for this webinar:

- Participant mics are muted
- Post your questions in our Q&A section, to be addressed during the session and at the end
- Stay tuned on Sage’s Community Hub.
- Sage support cannot provide tax advise, consult with tax advisor or tax consultant

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Agenda

- Purpose of year-end
- Canada Revenue Agency (CRA) requirements and deadlines
- Reconcile Payroll information
- Prepare Tax slips
- Best practices for year-end payroll
- Tools and resources

Purpose of year-end

- Reconcile your company payroll information
- Prepare Tax slips
- File your slips and return information

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CRA requirements

- Forms to file:
  - T4 slips (employees)
  - RL-1 (Quebec)

- Deadlines:
  - Slips to employees: Feb 28
  - CRA submission: Feb 28

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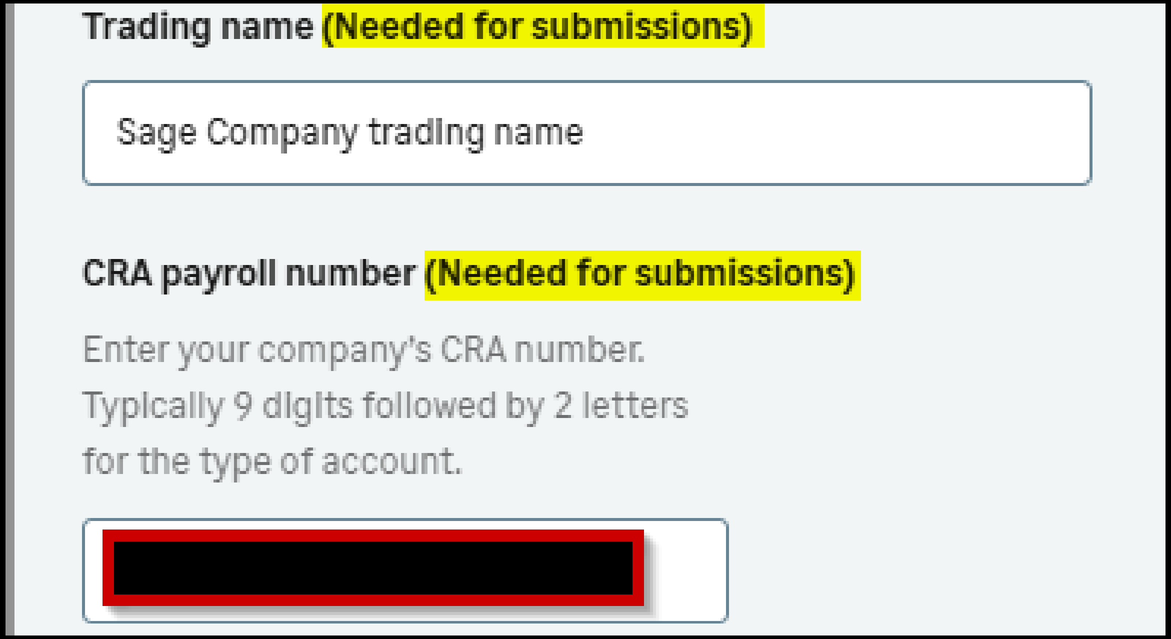
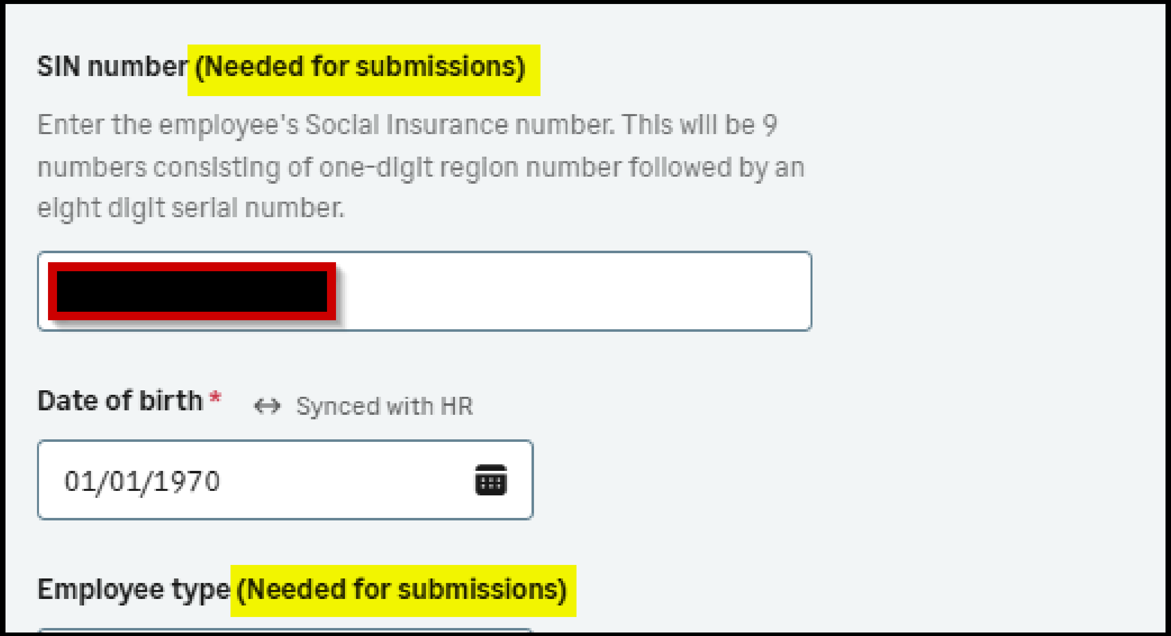
Reconcile Payroll information

- Update your company's information
  - Business number
  - Business trading name

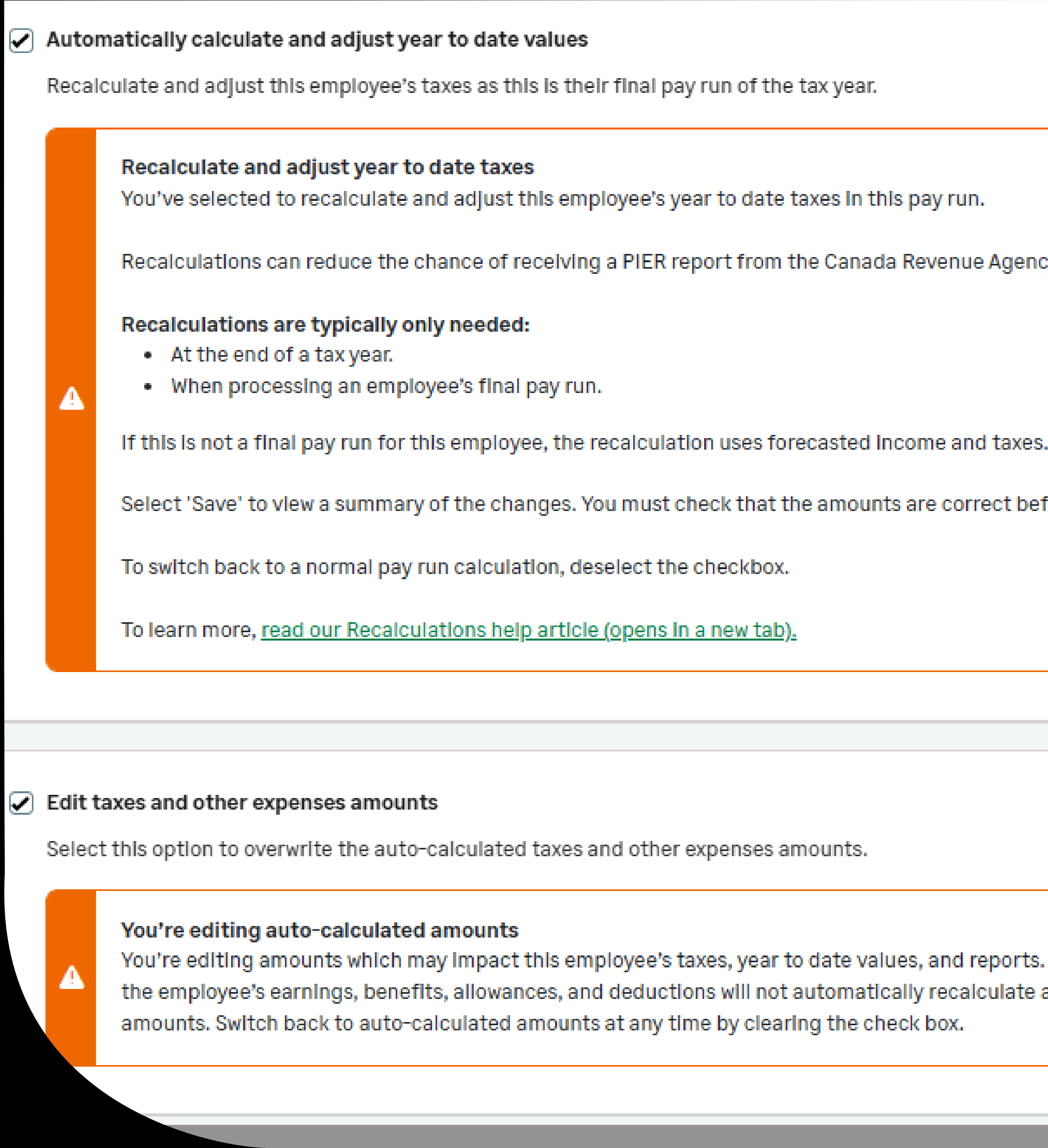
- Update your employee's information:
  - Social Insurance number
  - Address





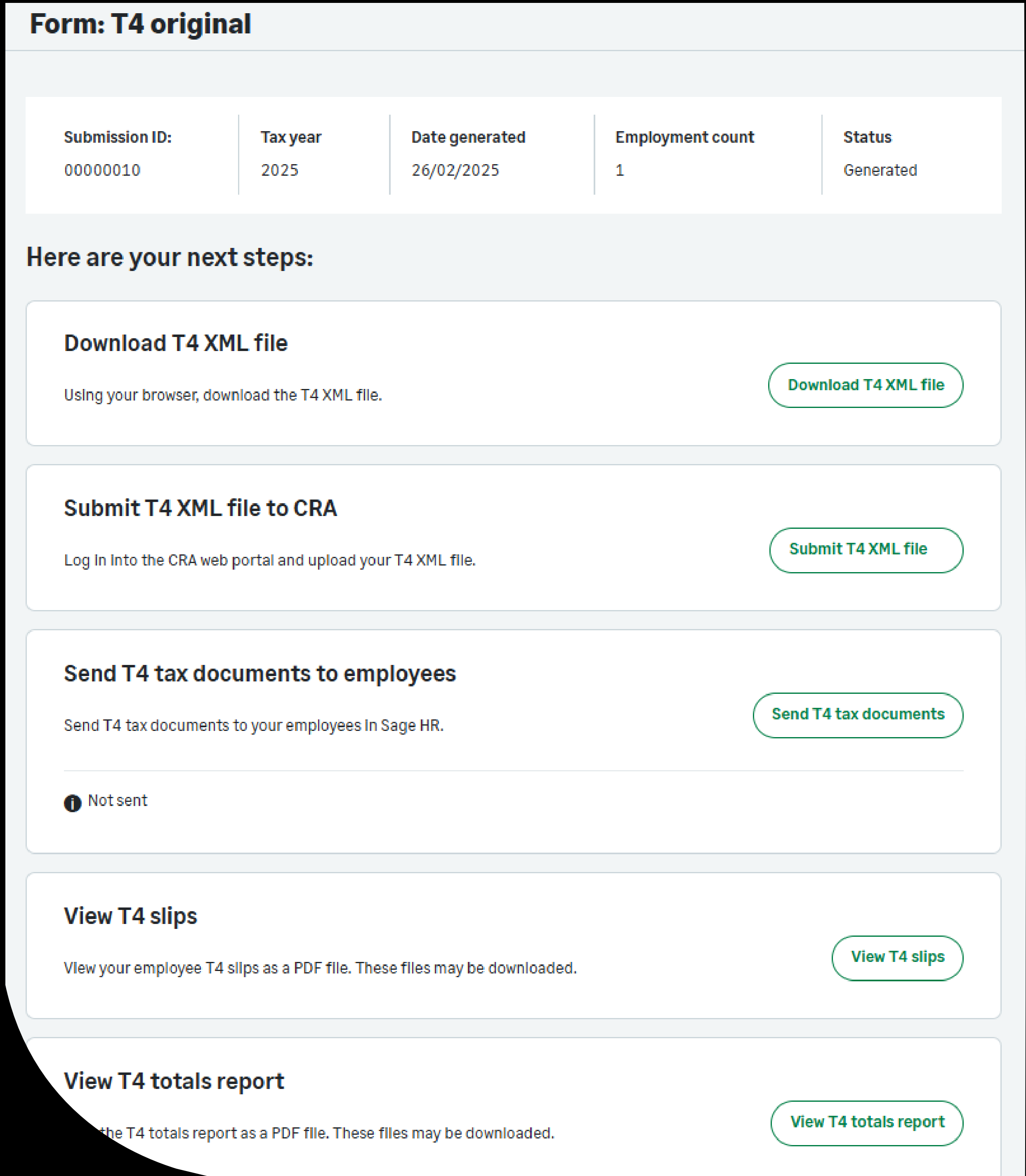
Reconcile Payroll information

- **Tax and other expense adjustments**
  - Use if you need to adjust taxes or other expense type manually
- **Tax year end recalculations**
  - Use to resolve differences between required and reported amounts for CPP, QPP, EI
    FIT, provincial and QC taxes are not included.



Prepare Tax slips

- Create T4s and RL1s
- Send Tax document to Sage HR employee’s profile



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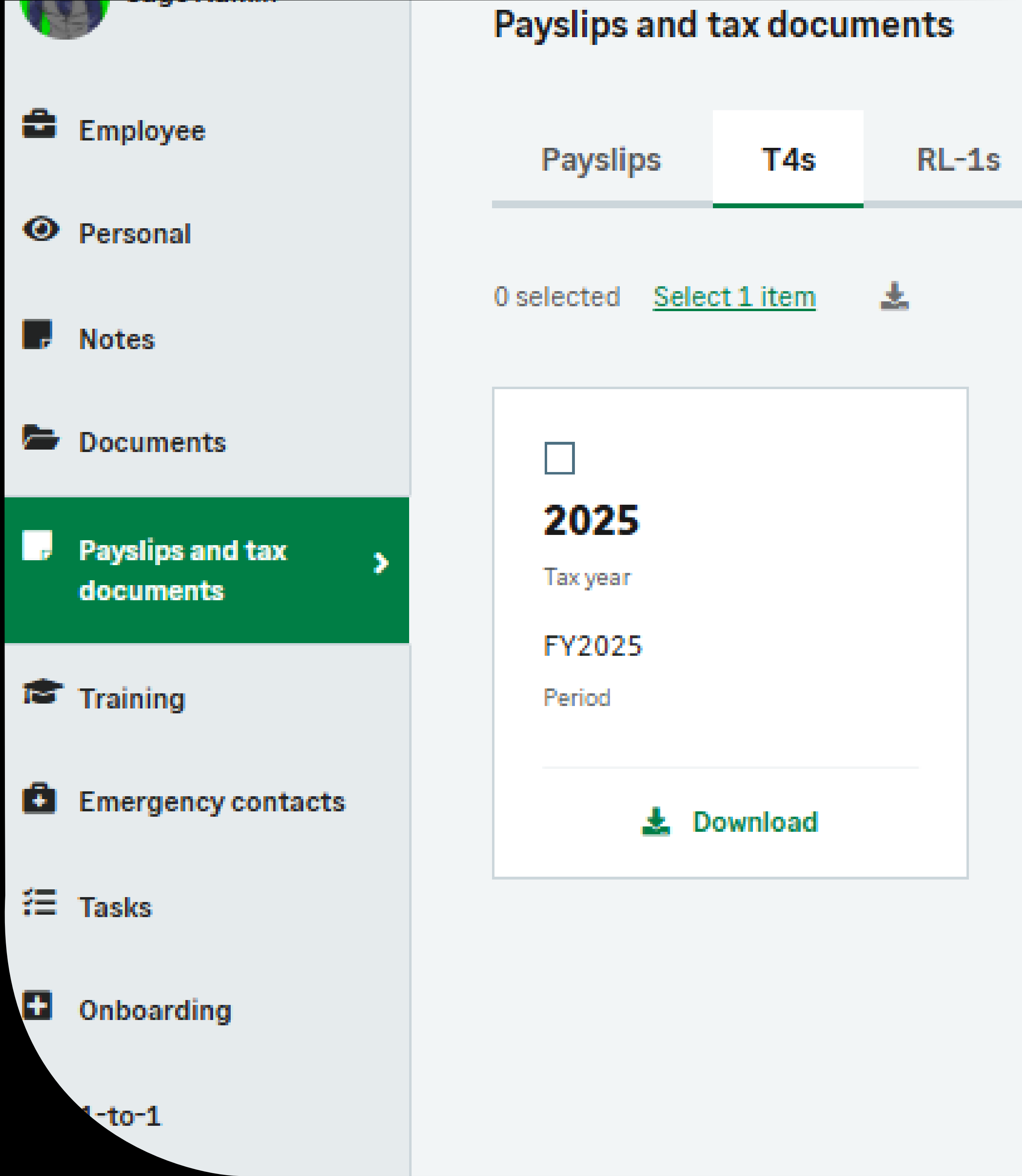
Demonstration

- Reconcile Payroll Information
- Generate T4s and RL-1s
- Send to Sage HR



Best practice

- ✓ Start early
- ✓ Reconcile payroll information and make necessary adjustment
- ✓ Validate your company and employee data
- ✓ Stay informed of any federal or provincial tax regulations
- ✓ Communicate clearly with employees

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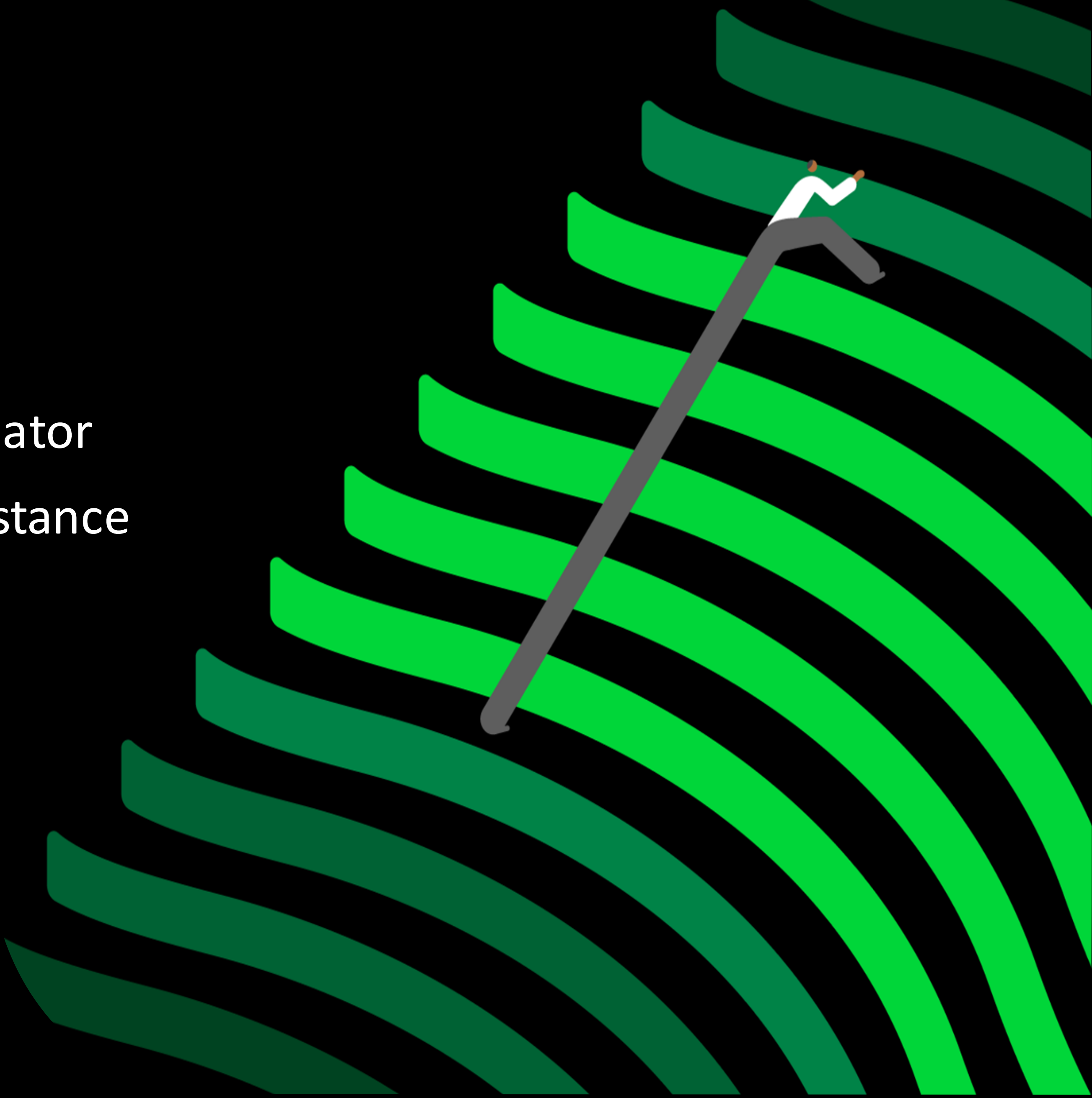
Tools and Resources

TOOLS

- CRA PDOC and Revenue Quebec Calculator
- Chat with Sage Payroll support for assistance

RESOURCES

- Sage payroll year-end center
  communityhub.sage.com



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Congratulations, you have completed the Payroll year-end overview!
Let's do a quick recap

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Thank you!

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