Easypay for Windows

Canadian Version 2.0

User's Guide

Easypay Software Company
1733 Heritage Way
Oakville, ON L6M 3A2
Tel (905) 825-8020 Fax (905) 825-9660
www.easypay.ca

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Easypay for Windows
Version 2.0

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Easypay for Windows Features

The Easypay for Windows Canadian payroll system is a computer software package that automates your company's payroll. Some of the Easypay highlights include:

Pay Period

- print cheques or direct deposit to the bank
- view and/or edit cheques on screen before printing
- calculate payroll, view the results, adjust timecards and recalculate if required
- unlimited number of pay rates per employee

Historical

- keeps year-to-date amounts for employees
- keeps detail of every cheque issued, indefinitely
- keeps departmental costing history

Special features

- issues cheques at anytime with Quick Cheque
- supports multiple cheques per employee, per pay period
- allocates employee's cost to multiple departments
- reports cost by department

Other functions

- automatically produces Records of Employment
- supports electronic filing of T4s
- interfaces to most of the popular accounting programs
- built in backup and restore functions with data compression
- friendly and competent telephone support via the Easypay Hotline

System Requirements

Easypay for Windows is not resource intensive in comparison to most other Windows based programs. The following is required to run this program successfully:

- Windows 11, 10, 8, 7, Vista, XP, 98 SE, 2000, NT
- 128 Megabytes of RAM or more
- 100 Megabytes of Hard disk space (for the average installation, including anticipated data)
- Any printer (dot matrix, laser, ink-jet, etc.) capable of printing 80 columns

Hotline Help

Easypay for Windows Version 2 is the latest software from Easypay. Congratulations on your purchase, we are certain that you will be served well by our payroll software. If you have any problems please call, fax or email our hotline.

Hotline: (905) 825-8020
Fax: (905) 825-9660
Email: support@easypay.ca

Installation of Easypay for Windows Version 2.0

The Easypay package contains a CD. Take the CD and insert this CD into your CD or DVD drive.

*The following instructions are written with the assumption that your CD/DVD drive letter is **D**. If your CD/DVD drive is something other than **"D:**", then change the instructions to include the correct drive letter.*

- For newer versions of Windows, click the Windows **Start** button, type **D:SETUP** and press the **Enter** key.
- For older versions of Windows, such as XP, click the Windows **Start** button, select **Run**, type **D:SETUP** and click the **OK** button.

Follow the instructions on the screen to complete the installation process. The software will normally install the program into a folder called "Easypay". If at all possible, use the default settings that are suggested by the installation program. If you maintain the Easypay conventions, it is much easier for support personnel to help you if you have a problem.

The Easypay installation process will automatically put an icon called Easypay Payroll v2.0 on your Windows desktop. To start Easypay for Windows Version 2.0, double click on the Easypay Payroll icon.

Ordering Cheques

Easypay can print on a number of different cheques and statement of earnings formats.

The recommended forms supplier for Easypay is **Viceroy Business Forms Inc.**

Phone: (416) 588-0077 **www.viceroyforms.com**

Important!

To ensure that you select the correct cheque, it is recommended that you do the following:

1. Look at the sample forms provided by Viceroy.

2. In the tutorial company, print out the various cheque options onto blank paper.

3. Select the cheque that is most suitable for your requirements.

4. Call Viceroy Forms (416-588-0077) if you have any questions; they have considerable expertise concerning the forms required for Easypay.

Cheques are usually ready in ten business days.

Dot Matrix Printers

Cheque forms that are 7" long are strongly discouraged. Easypay **cannot** guarantee successful printing using a 7" cheque format. Letter sized (8 ½" X 11") cheques are recommended.

If using a **dot matrix printer** in conjunction with the 2007 CPA standard cheques, the indicators for the date (d d m m y y y y), the dollar sign ($) and the word "DATE" must be pre-printed on the forms by your forms supplier.

Starting Easypay

The Easypay for Windows installation process automatically puts an icon on your desktop called Easypay Payroll v2. To start Easypay using your mouse double click on the Easypay icon from your Windows desktop.

Tutorial

To get the most out of your Easypay for Windows, it is recommended that you print the tutorial document and try navigating through the sample data provided.

After you start Easypay, the first screen displayed shows the company folders. Easypay comes pre-loaded with one company called Tutorial. Select the tutorial company by clicking on the OK button.

Now click on **Help**, then on **Tutorial**. Make sure your printer is ready to print, then click on the Print button. The tutorial document is an excellent introduction to Easypay. It is highly recommended that you go through the tutorial at this time.

Help

Questions & Answers

There are various levels of help in Easypay. Click on **Help** from the main menu and you will notice a section called **Frequently Asked Questions**. This section tries to answer all of the most commonly asked questions. Look for the answer to your question in this section of the **Help** before you call the Hotline.

Setting Up a New Company

An unlimited number of companies are allowed; the only limiting factor is hard disk space. When you start Easypay, the first screen that appears is the Company Folders screen.

Use your mouse to click the **New** button to add a new company.

The **Company ID Name** can be anything you like, up to eight characters in length. An abbreviation of your company name that makes sense to you is recommended. Each company must have a unique ID Name, duplicates are not allowed. Once you enter the information in the Company ID name, press the **Tab key** to generate the recommended Folder Name.

Folder Name(s) designates the location for your company information. Easypay will suggest a name based on the Company ID. Whenever possible use \EASYDATA as the primary folder.

Examples of valid folder names:

\EASYDATA\COMP1

\EASYDATA\COMP2

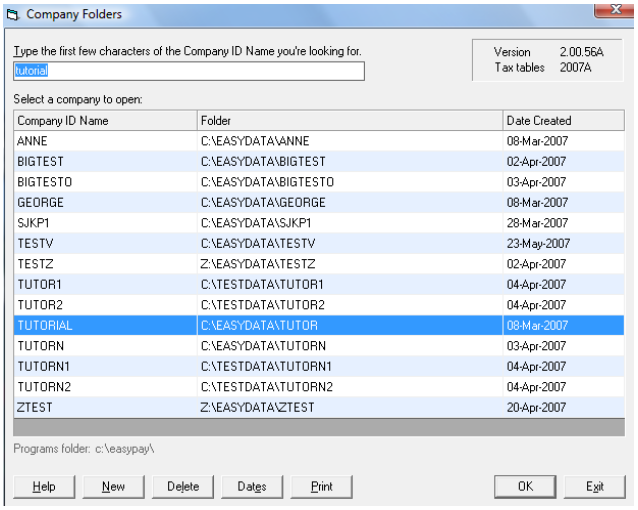
\EASYDATA\COMP3

The folder name (example: COMP1) can be any combination of letters or numbers up to eight characters in length. Do not use spaces or special characters.

To select a company on the Company Folders screen, highlight the desired company and click on **OK**. If you select a newly created company (one that has not had information entered in it previously), a screen will prompt you with a message inquiring if this is a **New Company**. By Answering **Yes**, the program will automatically go to the **Edit > Company** Screen.

Choosing a Pre-existing Company

Once set up, your company(s) will appear on the Company Folders screen. Use your mouse to highlight the desired company and click on the OK button to access that company's information.



If you select the wrong company or wish to switch to a different company, click on **File > Open Company** and select another company.

In addition to the dropdown menus, short cuts are available for many of the functions. For example, switching to a different company can be accomplished by clicking the icon on the top menu bar that resembles a file folder with a house inside. Once you become more familiar with Easypay, the short cut icons may save you some time.

If you position your mouse pointer over a short cut icon, a description of the icon (in words) will appear under it. Some of the more obvious icon graphics include a clock within a folder for timecard entry, a man and a woman for entering employee information, and a question mark for help.

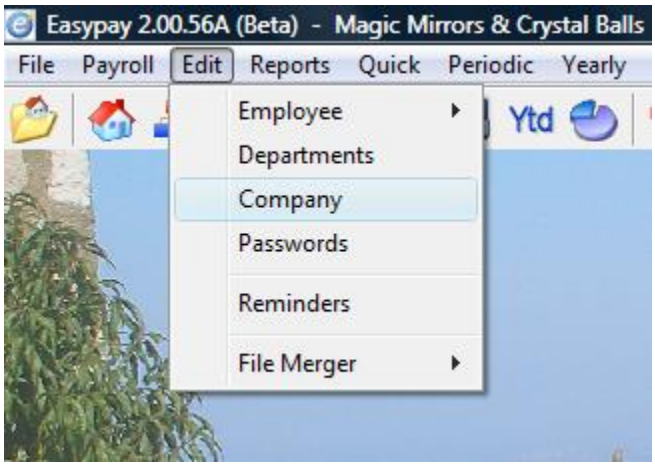
Startup for a New Company

Once a New company has been added to the list of companies, you will need to enter the following information before running your first payroll:

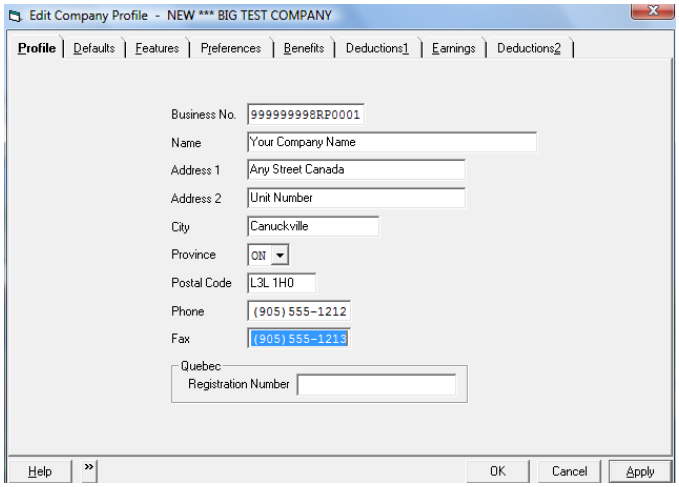
- **Company** information
- **Departments** (a minimum of one department)
- **Employee** information

Edit Company Information

When you start in a New Company for the first time, you will be directed to the Company Profile screen automatically. To access the company information once a company has been established, select **Edit > Company** from the menu.



Company Profile



Basic information includes the Business Number and the Quebec Registration Number for employers that have employees working in Quebec.

Employers with more than one Business Number (usually due to different employer EI rates) should set up two or more companies. One company for each Business or Remittance Number is required.

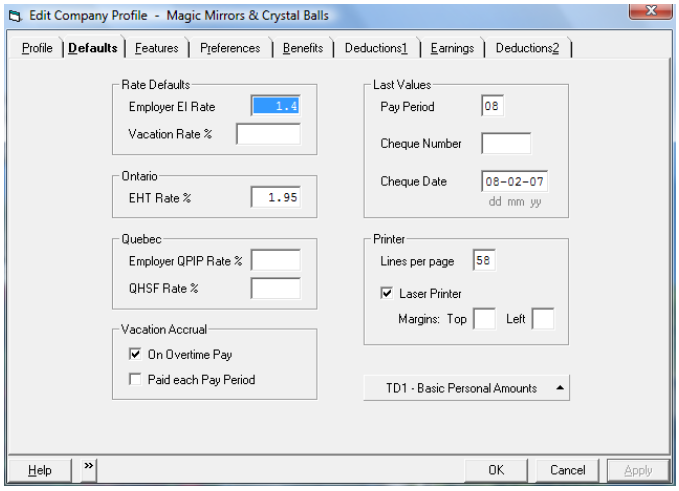
Business Number

The Business Number must be entered in the correct format. 999999998RP0001 is a fictitious number that conforms to the required format. Replace 999999998 with your business number.

Name and Address

Enter your company name and address in the provided fields. The information entered here will be used for T4s, ROEs and various other reports where the employer address is required.

Company Defaults



Employer EI Rate

EI rate is the ratio at which the employer matches the employee's EI deduction. For most employers this ratio is 1.4. In special cases, the employer may apply and receive permission to reduce the 1.4 ratio. Enter your employer rate in this field. If your company has two rates, then each rate requires its own company setup.

Vacation Rate

Vacation rate allows you to set a default percentage for new employees. If most new employees with your firm start at 4% vacation, then enter a 4 in this field. The vacation rate can be varied and customized by employee. This field can be left blank and the vacation percentage can be entered in the employee profiles as each employee's information is added to the system.

EHT Rate

EHT rate applies to Ontario only. Please refer to your EHT guide for the appropriate percentage for your company. This percentage varies depending on the company's gross annual payroll.

Easypay will initially fill this field in with the highest EHT percentage. If the percentage for your company is lower than the maximum, adjust the EHT rate accordingly.

Quebec QPIP Rate

This field applies to Quebec only.

Enter the Employer QPIP (Quebec Parental Insurance Plan) rate. For example, enter "0.583" to represent 0.583%.

Easypay calculates QPIP for any employees that have their Province of Employment entered as Quebec and are not marked as QPIP Exempt in their Employee Profile.

Quebec QHSF Rate

This field applies to Quebec only. Enter the QHSF (Quebec Health Services Fund) rate. Enter "4.26" to represent 4.26%,"0.98" to represent .98%, etc.

The system calculates QHSF for any employees that have their Province of Employment entered as QC (Quebec) and are not marked exempt on their Employee Profile.

QPIP and QHSF rates apply to Quebec employees only. The normal schedule for changes to tax tables is January 1st and July 1st. The QHIP rate occasionally changes April 1st. If this field is left blank, Easypay will use the QHIP rate that is available at the time the tax tables are published. Entering a value in this field will override the system default value.

Vacation Accrual on Overtime Pay

This check box represents the default value for new employees. Some provinces require vacation to be accrued on Overtime, while other provinces do not. This check box can be set as required at the Employee Profile level.

Vacation Accrual Paid each Pay Period

This check box represents the default for new employees. This check box can be set as required at the Employee Profile level. Employees with this check box turned on will receive their vacation pay with each cheque.

Pay Period

Important! It is very important that you enter the correct starting pay period number if you start Easypay part way into the year. Pay period 01 should only be used for the first pay period of the calendar year (January). Calculate the correct pay period that you are about to process payroll for (based on the current Calendar Year and your pay period frequency) and then enter that number in the Pay Period.

Do not run extra pay periods. Monthly frequency should result in a maximum of 12 pay periods, semi-monthly 24, bi-weekly 26 (occasionally a 27th), weekly 52 (occasionally a 53), etc. If you require an extra pay run (for example, a bonus run), then create two cheques: one in Regular Payroll and the other in Quick Payroll - this results in two cheques for the pay period. **DO NOT run an extra pay period.**

Cheque Number

This field contains the last cheque number that was printed in an Easypay cheque printing program. In the cheque printing program, the default will be to start the printing at this cheque number plus 1. You can change the starting cheque number in the cheque printing program to synchronize with your physical cheque forms.

Cheque Date

This is the last date for which a cheque was issued by the automatic payroll calculation routine. If you are using this payroll for the first time, do not worry about adjusting this date (it is defaulted to the system date). When you calculate the payroll, you will enter the date that will be used by the system to update the Cheque Date in the Company Profile.

Lines per Page

The Lines per Page field allows you to enter the number of lines of output that is printed on each page of a report. This is important when using a laser printer, where 58 lines per page will usually provide the best result. For most dot-matrix printers, 60 to 62 lines per page is the typical default.

Note: The Lines per Page setting is not available when printing certain forms, such as Pay Cheques, ROE forms, T4 slips, Statement of Earnings, etc.

Laser Printer

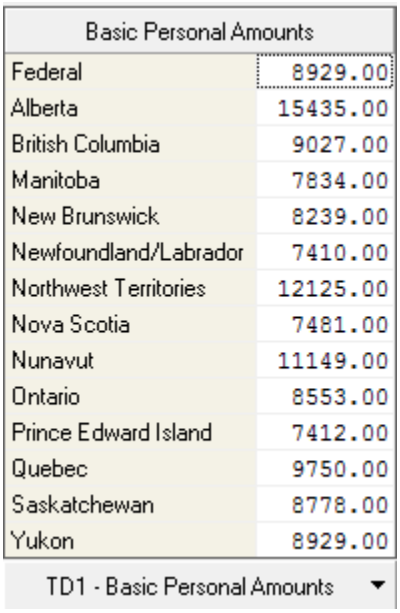
Turn this box on if your printer uses sheets of paper instead of continuous paper (tractor feed with tear off strips). Laser, Inkjet, Bubble Jet and various other similar printers that feed sheets of paper are considered by Easypay to be Laser printers.

Turn this check box off if the printer you are using is a dot-matrix (impact) printer.

Note: *To check or uncheck a box, click on the box with your mouse. You can also use the Space Bar like a toggle switch to check or uncheck a box.*

If the Laser Printer check box is turned on, two additional fields become accessible: the Top Margin field and the Left Margin field. If required, these fields allow you to adjust the output from your laser printer, both vertically and horizontally.

TD1 Basic Personal Amounts



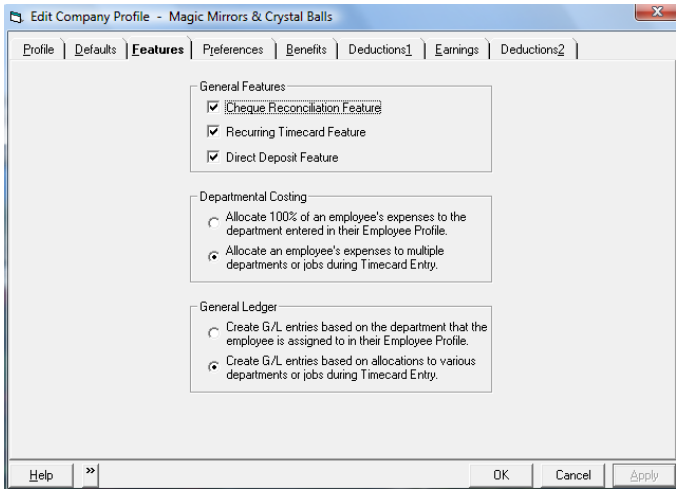
Basic Personal Amounts	
Federal	8929.00
Alberta	15435.00
British Columbia	9027.00
Manitoba	7834.00
New Brunswick	8239.00
Newfoundland/Labrador	7410.00
Northwest Territories	12125.00
Nova Scotia	7481.00
Nunavut	11149.00
Ontario	8553.00
Prince Edward Island	7412.00
Quebec	9750.00
Saskatchewan	8778.00
Yukon	8929.00

TD1 - Basic Personal Amounts

Clicking on this button displays the default basic Federal and Provincial TD1 amounts for the current year. These amounts will be updated automatically via the tax table updates provided by Easypay. You should verify that the amounts entered in these fields are up-to-date and accurate. The amounts in this grid are accessible and can be changed by clicking on the grid item and typing in a revised value.

The amounts in this grid will be used as the default TD1 amounts for a new employee. This should help to reduce repetitive typing of the Federal and Provincial TD1 amounts. If an employee's TD1 amounts are something other than the basic personal amount, then they can be customized in the Employee Profile.

Features



The features section is the most important section of the Company Setup. Please read the following carefully.

Cheque Reconciliation

Only turn this feature on if you intend to use it. Easypay allows you to flag cheques when they have cleared the bank and purge them from the Cheque Reconciliation file.

If you turn this feature on and do not periodically flag and purge the cheques that have been cashed, the file will continue to grow and consequently use up excess disk space.

Recurring Timecard

It is OK to turn this feature on even if it is not used. The Recurring Timecard feature allows for the scheduling of timecards that will be automatically created in future pay periods. Use this feature to set up car allowance payments, loan repayments and other situations where timecards for future pay periods can be entered and scheduled in advance.

Direct Deposit Feature

Turn this check box on if you want to activate the Direct Deposit feature.

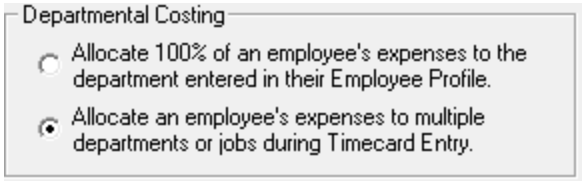
Note: If you want to pay an employee by direct deposit, the Direct Deposit feature must be turned on in **Edit > Company** and also in the **Employee Profile > Banks** tab (for that employee). When both of these conditions are met, it is assumed that the employee is being paid by direct deposit and a cheque will **NOT** be printed for the employee in the Regular Payroll cycle.

As long as the Direct Deposit feature is **not** turned on in the Company Profile, you can continue to print cheques for an employee even if they are flagged in their Employee Profile that they are to be paid by direct deposit. The direct deposit check box in the Company Profile overrides the direct deposit check box in the Employee Profile.

This direct deposit override in the Company Profile was used when the Bank System was down (for several days) to pay the employees by cheque instead of direct deposit.

The ability to turn the direct deposit off for the entire company is very useful when transitioning from cheque printing to direct deposit. It may take several pay periods to enter all of the bank information into the employee profiles. As long as the Direct Deposit Feature is turned off in the Company Profile you can continue to print cheques. When you are ready to go live with the direct deposit; turn the feature on.

Departmental Costing



Allocate Expenses to Multiple Departments

If you select **"Allocate 100% of an employee's expenses to the department entered in their Employee Profile"** then all of the employee's expenses will be allocated to the department entered in their employee profile. The department in the employee profile is often referred to as the employee's home or assigned department.

If you select **"Allocate an employee's expenses to multiple departments…"**, then an employee's expenses can be split and allocated to multiple departments during timecard entry.

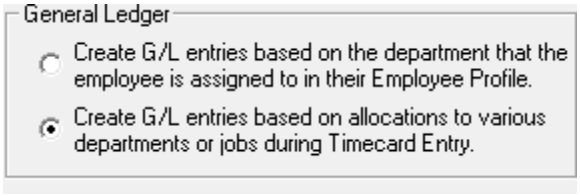
The Payroll Register and the Remittance reports do not show the multiple department splits. They only show groupings based on an employee's home department. The multi-departmental splits are reported on costing reports that are available after that pay period is closed.

Important!

Only select **"Allocate an employee's expenses to multiple departments…"** if it is necessary to split each employee's expenses to multiple departments during timecard entry. If you do not need to split expenses to multiple departments, then select **"Allocate 100% of an employee's expenses to the department entered in their Employee Profile"**.

General Ledger reflects Departmental Costing

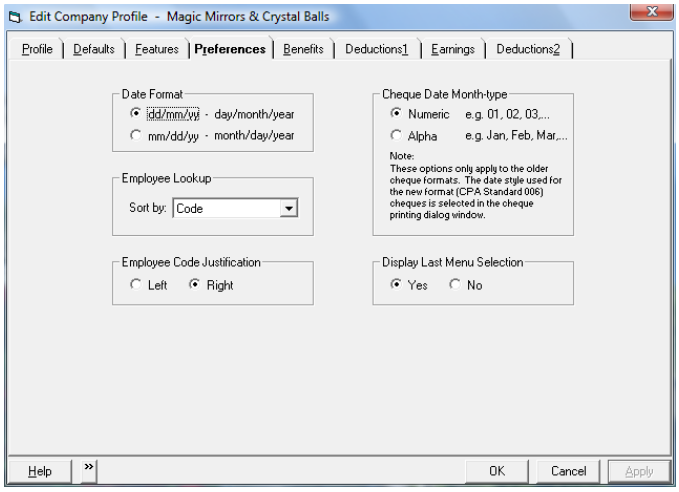
This option only applies when "Allocate an employee's expenses to multiple departments…" has been selected.



If you select "**Create G/L entries based on the department that the employee is assigned to in their Employee Profile"**, then even though you allocate the employee to multiple departments during timecard entry, the G/L entries will be based on the department assigned to the employee in their employee profile. Thus, for G/L purposes, you are ignoring the departmental allocations performed during timecard entry

If you select **"Create G/L entries based on allocations to various departments or jobs…",** then the G/L entries will be based on the allocations made to various departments during timecard entry. Please note that each department that is referenced when creating G/L entries (either in employee profile or during timecard entry), must have G/L accounts assigned to the various expenses and liabilities in **Periodic > General Ledger > Edit Accounts** window.

Preferences



Date Format

Easypay allows you to display the date throughout the system as dd/mm/yy or mm/dd/yy. The dates will appear according to the convention you have selected. Indicators showing your date convention will appear on the data entry screens to remind you of your chosen format. There are a few exceptions, such as the ROE Edit window (where the dates follow the conventions used on an actual ROE form).

Employee Lookup

This option allows you to set the default sort field when an employee lookup list is displayed. The employee lookup list is displayed by clicking the magnifying glass button beside the Employee Code in various windows.

The employee lookup is normally used to find an employee for whom you do not know the employee code. In most cases you should use **Name** as the lookup sort option so that employees are listed alphabetically.

Employee Code Justification

It is important to select the correct employee code justification before you start entering employees. The following guidelines will ensure that employees are listed in the correct order when sorted by code:

1. If all employee codes will be numeric (only numbers), then select Right Justification.

2. If some employee codes will be alphanumeric (both letters and numbers), then select Left Justification.

Our recommendation is to use numbers for the Employee Code and therefore Right Justification.

Cheque Date Month-type

Note: These Cheque Date Month-type options **do not** apply if you are using the new CPA Standard 006 (2007) cheque specifications.

Choose the way you would like the month to be printed on cheques:

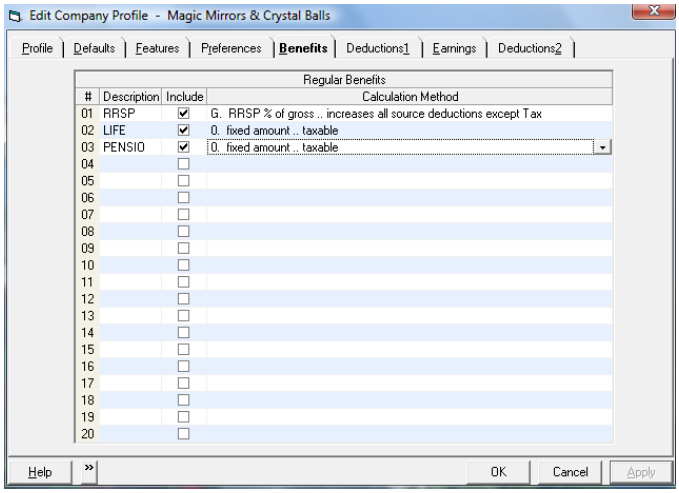
Numeric: Month is printed as a number.
Example: 17/03/02

Alpha: Month is printed as a word.
Example: 17-Mar-02

Display Last Menu Selection

The Easypay Menu consists of a number of main headings across the top of the screen. Each of those headings, when selected, expands into a menu column. If you select “No” for Display Last Menu Selection, then when you exit a program only the main headings will be displayed. If you select “Yes”, then when you exit a menu option the menu column that you are currently working in will be displayed. “Yes” is recommended.

Benefits



Easypay allows up to twenty benefits to be set up in the Company Profile.

Reminder: A benefit is **not** an amount that the employee receives on their cheque as a component of their Net Pay. A benefit is an amount that the employer pays on behalf of the employee, usually to an institution. Examples of benefits include Life Insurance Premiums, RRSP, Dental Plans, etc.

Description

Enter up to 6 characters to name the Benefit.

There are a few special benefit names reserved for exceptional circumstances. Be sure to read the section called Special Benefit Names located at the end of this section, especially if:

- you need to track WCB or WSIB
- you have a benefit that is Quebec taxable but not federally taxable
- you have a benefit that is EI Insurable (such as housing)

Include in Payroll

The “Include in Payroll Calculation” check box is used to turn a benefit on or off for the entire company. This check box is also available in the “Calculate the Payroll” window, allowing you to include or exclude a benefit in a particular pay period.

The details of a benefit, such as whether it applies to a particular employee, are set up in the Employee Profile in the Benefits tab. In order for the benefit to apply in a given pay period, the “Include in Payroll” option for the benefit must be on in **both** the Employee Profile and Company Profile (or Calculate the Payroll window).

Calculation Method

Select the Calculation Method for the benefit. For more information on the various calculation methods, click on the **Help** at the bottom of the screen.

A benefit can be customized at the employee level with a Calculation Method different from the one at the Company level. For example a Pension benefit could be a fixed amount for some employees and a percentage for others. In the company profile select what applies to the majority of employees.

Reserved Special Benefit Names

WSIB or WCB - If the Benefit Name is WCB or WSIB, it is reserved for tracking workers compensation and the benefit will not print on the Employee’s Cheque Stub or Statement of Earnings.

To find the total that should be remitted for WCB, go to **Reports** menu and run the **Remittance Summary**. The WCB percentage is set in the employee profile and can vary from employee to employee. In Easypay, each employee is restricted to one WCB rate.

For further information read the section in **Help > Frequently Asked Questions** entitled **How to Setup WCB / WSIB**

Note: In the following examples of benefit names, you can use any letters of your choice in the **"xxx"** portion when naming your own benefits.

EIYxxx - If you require a benefit to be included in the EI Insurable Earnings used to calculate the EI, use "EIY" as the first three letters of the benefit name. For example, a benefit calculation method 0 would produce a taxable benefit with CPP and Tax implications but **no** EI. Using a benefit name or description of EIYBEN, with a Calculation method 0, would produce a taxable benefit with CPP, Tax and EI.

EINxxx - You may also turn off the EI calculation for a benefit by using "EIN" as the first three letters in the benefit name. This would only apply to calculation methods **R**, **G** and **W**, which are normally included in the calculation of EI.

QTxxxx Quebec Taxable - In Quebec there are some types of benefits that are taxed only at the provincial level. To set up a benefit of this type, follow the instructions in the manual for setting up a non-taxable benefit. When you assign a name to a benefit of this type, the first two letters in the name must be "QT".

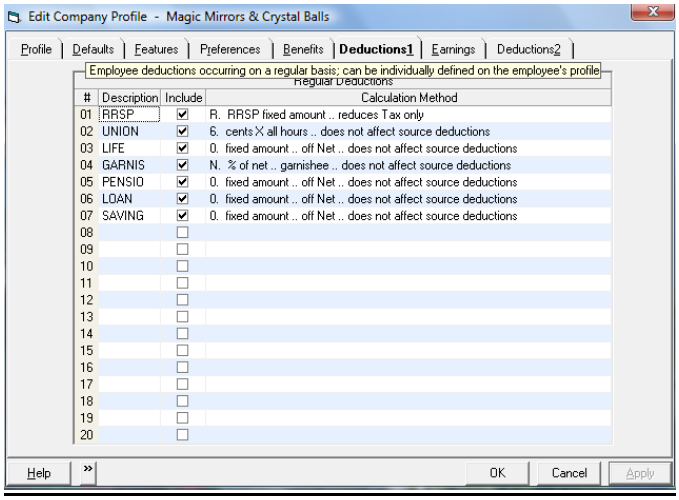
For example, a benefit with the name MED and Calculation Method # 1 (non-taxable fixed amount) would result in no provincial or federal deductions being taken. If the benefit's name were changed to QTMED, it would now be subject to QPP, QHSF and Quebec provincial tax. This would only apply to employees whose province of employment is Quebec.

EI Insurable Exceptions

Since the introduction of Employment Insurance, most benefits are no longer EI Insurable. There are a few exceptions, including RRSPs (that can be cashed by the employee before retirement) and Housing. This list may vary over time since the government may occasionally change what is and what is not EI Insurable.

In the case of the RRSP, choosing one of the calculation methods reserved for RRSPs (R for fixed amount, G for percentage and W for % of regular pay only) will result in EI Insurability of those benefits. For housing, see the **EIYxxx** section in the **Reserved Special Benefit Names** section above.

Deductions1



This section of the Company Profile is used for entering deductions that are to be taken on a regular basis from the employees. It is intended for deductions where the amount or percentage does not vary from pay to pay.

The Deductions2 tab should be used for occasional deductions entered via timecard entry.

Description

Enter up to 6 characters for the name of the deduction.

Include in Payroll

The **Include in Payroll Calculation** check box is used to turn a deduction on or off for the entire company. This check box is also available in the “Calculate the Payroll” window, allowing you to include or exclude a deduction in a particular pay period.

The details of a deduction, such as whether it applies to a particular employee, are set up in the Employee Profile on the Deductions tab. In order for the deduction to apply in a given pay period, the **Include in Payroll** option for the deduction must be on in **both** the

Employee Profile and Company Profile (or Calculate the Payroll window).

Calculation Method

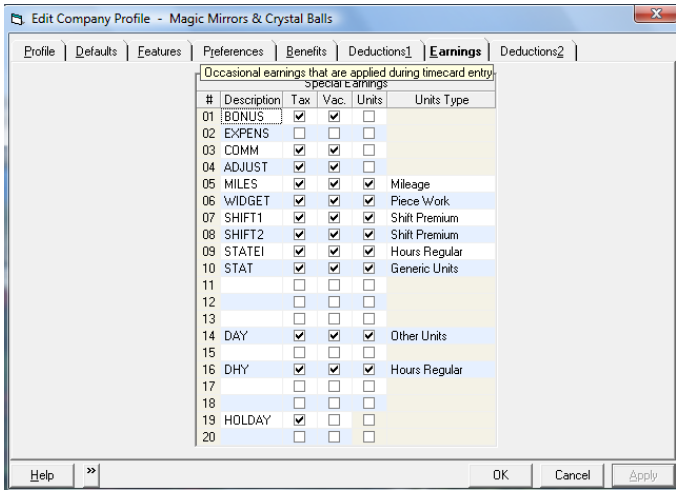
Select the Calculation Method for the deduction. For more information on the various calculation methods click the **Help** button at the bottom of the screen.

A deduction can be customized at the employee level with a Calculation Method different from the one at the Company level. For example, a Pension deduction could be a fixed amount for some employees and a percentage for others. In the company profile, select what applies to the majority of employees.

Northwest Territories Employers Only!

In the Northwest Territories there is a special tax which is remitted to the NWT government. To set up this deduction, the name/description must be **NWTTAX** and the calculation method must be #2 (% of gross ... off Net does not affect source deductions).

Earnings



Earnings

Regular Hours, Overtime Hours and Vacation Pay are pre-defined in Easypay and should **not** be set up in the Earnings Tab. Earnings that you might need to set up include: Bonus, Shift Premiums, Commission, Piece Work, Mileage, etc. Earnings can always be added by returning to the **Edit > Company** in the future.

Enter up to 6 characters (letters or numbers) for the earning's description. This description will appear in various reports and on the employee pay stubs. The earnings amounts are entered during timecard entry.

Tax

This box must be turned on in order for the earning to be included in YTD Gross and source deduction calculations. Any earning for which "Tax" is turned **off**:

- will be added directly to Net Pay
- will **not** be included in the YTD Gross
- will **not** appear in any of the T4 boxes

If required, you can add this type of earning to a T4 by using the **Yearly > Mapping** step.

Vac

If this box is turned ON, then the earning will be included in the Vacation Pay Accrual calculation. If this box is turned OFF, then the earning will be excluded from the Vacation Pay calculation.

Units

Earnings can be entered as lump sum dollar amounts, for example: $500 for a bonus. For earnings that will be entered as dollar amounts, DO NOT turn on the Units box. For Earnings that are to be entered as a QTY * RATE (example 300 kms X $ .30 per km), turn on the Units box.

Units Type

Once the Units box is checked define the Unit Type from the drop down list. Note: Unit Type = Hours Regular or Hours Overtime are included in the EI Insurable Hours calculation for the pay period. All other unit types are not considered hours and therefore do not affect the EI Insurable Hours total for the employee.

EI Overrides

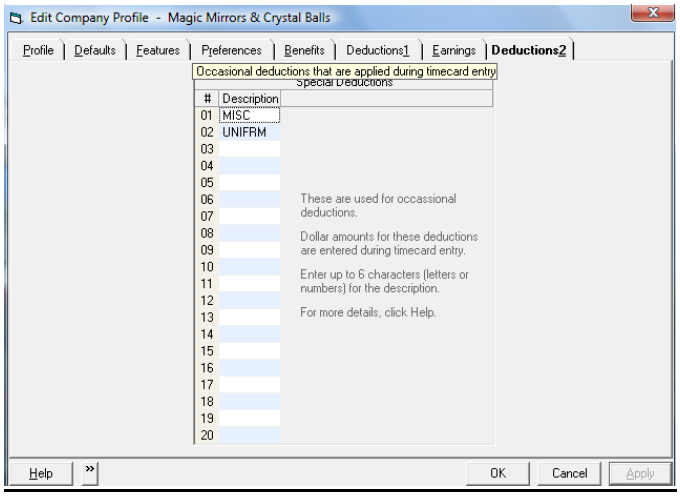
If the first three characters of an earning name are either EIY or EIN, the following rules will override all other conventions for EI Insurability:

EIYxxx includes the earning in the EI calculation even though the TAX is not checked.

EINxxx excludes the earning from the EI calculations where the Tax is checked.

Using EIYxxx allows you to create an earning that has only EI calculated on it (i.e. clergy housing allowance).

Deductions2



Easypay will accommodate up to twenty occasional deductions. These deductions are input when entering the **timecard** information for an employee.

Deductions2 are very simple and straightforward. To setup a deduction, enter a descriptive name in description. All deductions in this section are deducted from Net Pay after all of the source deductions have been calculated.

SAVE

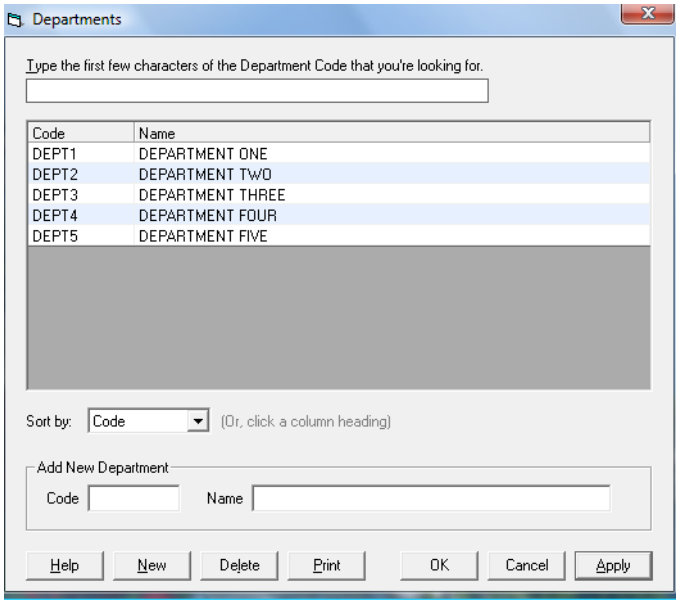
To save the Company information, click **Apply**. Click **OK** to save and exit the program. The convention in Easypay is to use **Apply** to **save and continue**; the **OK** button is used to **save and exit.**

Cancel

To exit a program without saving the most recent changes (since the last **Apply** or **OK** was used) click on the **Cancel** button.

Setting Up Your Departments

Departments are set up in **Edit > Departments**.



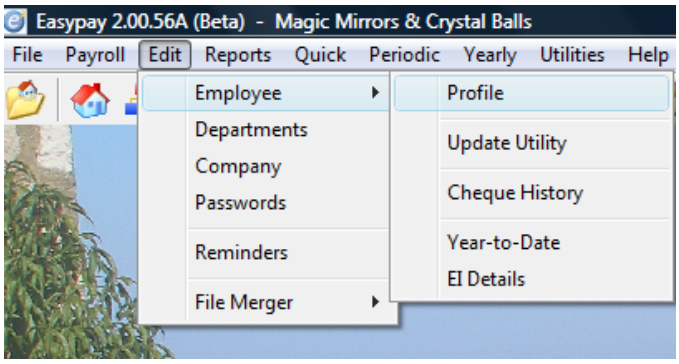
Note! *A company requires at least one department to be entered before you are allowed to enter employee information.*

A department code can be any combination of up to six letters or numbers (a minimum of one character and a maximum of six). To add a department, type in the code and name for the department in the area called "Add New Department". To save your entry, click **Apply** (Save and Continue) or the **OK** button (Save and Exit).

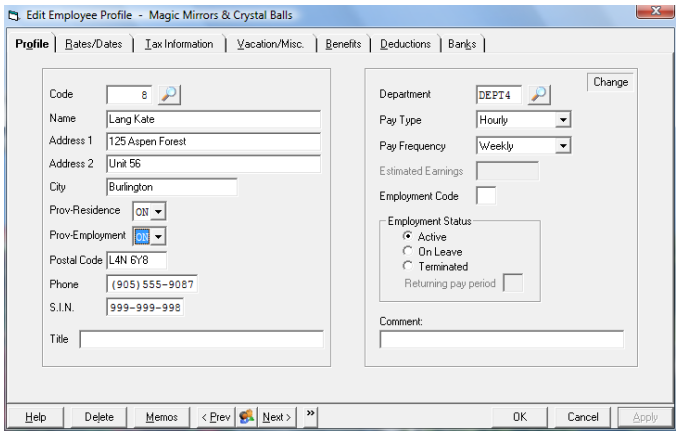
Deleting a department should be done with caution. Once you have assigned employees to a department, do not delete that department until you have reassigned those employees to a different department. All of the historical reports and G/L entries that include the department to be deleted should be completed before deletion.

Setting Up Your Employee Information

Click on **Edit** in the top menu bar. Notice that the **Employee** option in the drop down menu has a right arrow beside it. Whenever you see this arrow in a menu, it indicates that the menu option expands into additional options.

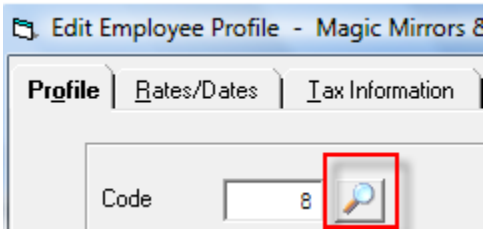


Select **Edit** > **Employee > Profile** from the menu. This is the section of the program used to enter and edit employee information.



Code

Enter up to 6 characters (numbers or letters) to identify each employee. Easypay recommends using employee numbers (1 to 999,999).



To find an employee for which you do not have the Employee Code, use the lookup button adjacent to the Code field.

Important! In the **Edit > Company > Preferences** tab, make sure you have the **Employee Code Justification** set to Right if you are using numeric employee codes and Left if using a combination of letters and numbers.

NEW! < Prev and Next > Keys



The **Prev** and **Next** keys are new to Easypay Version 2. You can scroll forwards and backward through the employee file. These keys are very efficient when updating or reviewing the contents of a particular item for a group of employees.

An efficient technique for updating employees can be accomplished by selecting the first employee in the Employee file, update the item for the employee, then **Apply** to save the change, then click on **Next** and repeat until all of the required employees are updated. The scroll keys are available in every tab; you do **not** have to return to the **Profile** tab to use the **Prev** and **Next** keys.

You can click on the  button between the **<Prev** and **Next>** keys to define your scrolling. For example, you can set up the scroll buttons to only include employees whose status is equal to **Active**. The order in which the employees are scrolled and displayed can also be defined.

The capabilities of this feature may be expanded in future releases of Easypay.

Name

The employee name should be entered surname first, followed by the given name. If you have a surname or given name with more than one word in it, then a comma should be used to separate the last and first name.

Examples:

Dorosh Kyle
Vukusic Natalie
Dorosh Jillian
Clarke Anne
Van Gogh, Vincent

Do not use quotes, accents or any other special characters in the name field.

Prov-Residence

The province of residence is predominantly used when printing the employee's mailing address. The province of residence has no affect on source deductions.

Prov-Employment

The province of employment determines which provincial tax rate and tax rules apply for the employee. It is critical that the Province of Employment is entered correctly.

S.I.N.

Enter the employee's Social Insurance Number in this field. 999-999-998 is a temporary number that can be used if there is a delay in obtaining the employee's actual number. The employee's correct S.I.N. should be obtained and entered as soon as possible.

Title

Title is an optional field which can be used to specify the employee's title or occupation.

Department

Each employee must be assigned to a department. This department is referred to as the assigned or home department for the employee. An employee's expenses will default to this assigned department.

Splitting of employee costs to multiple departments is done during timecard entry. Multiple timecards will only result in one cheque or direct deposit for the employee.

Pay Type

Click on the arrow button beside the pay type field to display a list of pay type options. To speed up data entry, type H, S or C to select **H**ourly, **S**alaried or **C**ommissioned, respectively.

Pay Frequency

To view the available pay frequencies, click on the arrow button beside the pay frequency field. Using your mouse, you may select the desired pay frequency from this list.

Estimated Earnings

Estimated Earnings can only be used for employees with a pay type equal to "**Commissioned**". By entering the average amount **per pay period** that the employee should earn during the year, the computer will calculate an appropriate tax percentage based on the estimated earnings and **not** on the Gross Pay for the pay period.

Instead of using the gross pay for the pay period to calculate the amount of tax, the tax percentage (based on the estimated earnings) will be applied to all earnings paid to that employee. This should result in a more accurate result. The estimated earnings can be revised throughout the year if the employee's income is exceeding or not meeting earning expectations.

Employment Code

If applicable, enter an Employment Code that is appropriate for this individual.

If an employment code is entered in the employee profile, it will be automatically copied to the appropriate box on the employee's T4 record during the year-end procedure.

Employment Codes in affect when this manual was written:

11. Placement agency
12. Driver of taxi or other passenger-carrying vehicle
13. Barber or hairdresser
14. Withdrawal from a prescribed salary deferral arrangement plan
15. Seasonal Agricultural Workers Program
16. Detached employee - Social security agreement

17. Fishers – Self-employed

Please refer to the following CRA publications for up-to-date information regarding the employment code:

RC4120: "Employers' Guide - Filing the T4 and Summary Form" (see reference to Box 29 - Employment Code)

T4001: "Employers' Guide - Payroll Deductions (Basic Information)"

These publications can be downloaded from the Canada Revenue Agency (CRA) web site.

Status

Active – an employee's status must be "Active" in order to be eligible for payment via Easypay.

On Leave – to suspend payment to an employee for a number of pay periods, change the status to "On Leave". An optional Returning Pay Period may be entered to automatically change the status to "Active" in the specified pay period.

Terminated – employee's status should be changed to "Terminated" after the employee has received their last cheque.

Important! Use the following guidelines:

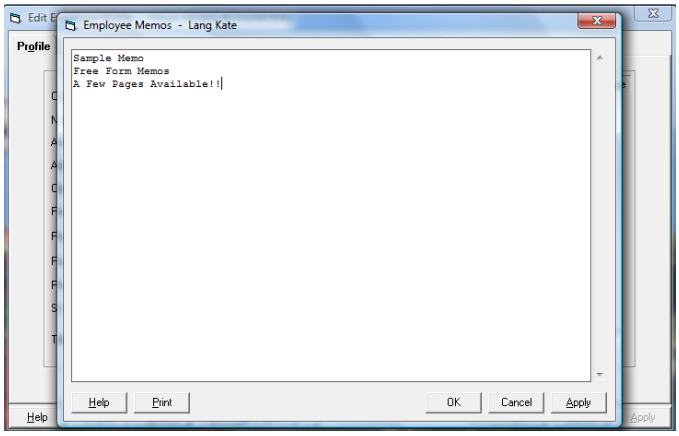
When you issue a Record of Employment for an employee, you should change the employee's status to "Terminated".

If you are not issuing a Record of Employment, but wish to suspend an employee's payment, set the employee's status to "On Leave".

Comment

Enter up to 30 characters as a comment if desired.

Memos



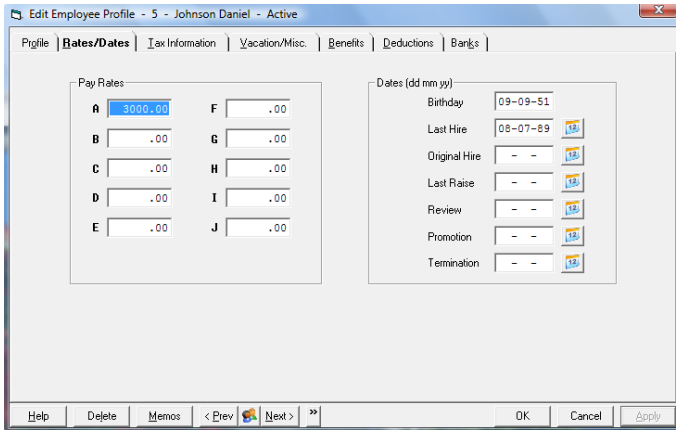
Note the **Memos** button which gives you the ability to enter a few pages of free form notes per employee. Space is limited, so try to keep your comments concise.

Delete

Deleting an employee can only be done if all of the employee's year-to-date totals are zero and there is no cheque history for the employee. The CRA can request information several years after an employee has left, so don't be too quick to remove employee history from the system.

Purge History in the Periodic Menu is used to delete cheque history from the system.

Rates/Dates



Each employee can have up to ten preset pay rates. The following is the suggested method for setting up rates.

Rate A

- Hourly employees: enter the standard rate per regular hour worked
- Salaried employees: enter the salary per pay period for the employee *
- Commissioned employees: enter the salary or draw portion for the employee *

* Salaried and commissioned employees whose status is “Active” will automatically receive the amount entered in Rate A. Timecards are **not** required for these employees and should only be entered when an adjustment or change is required.

Rate B

- Enter the most common overtime rate per hour for the employee. Overtime by the hour can be paid to Hourly, Salaried or Commissioned employees.

Rate C

- A second overtime rate.

Rate D

Rates D to J can be used for Earnings that are defined as Units or for alternate hourly rates.

Earnings that are defined as Quantity X Rate can be assigned any rate from A to J during timecard entry. The last rate used for a particular earning becomes the default rate for that earning (until it is changed to a different rate on a subsequent timecard).

For example, you may wish to use Rate J for an earning called Miles during timecard entry. For all employees for whom mileage reimbursements apply, we suggest you enter their mileage rate in rate J. The amount entered in rate J can vary from employee to employee if mileage is reimbursed at different rates.

Rate amounts may have up to 4 decimal places. However, if the employee is salaried or commissioned, then Rate A is limited to 2 decimal places.

- ***Note:*** During timecard entry, hours or earnings can be paid at any rate by typing a single letter (A to J) or using a drop down list (showing rates A to J).

- If required, an entirely new rate (one that has not been entered for the employee in rates A to J) can be entered in the timecard program using your numeric keypad.

Dates

All dates in Easypay will be displayed in the format you selected in the **Edit > Company > Preferences** tab.

Important! To reduce the amount of typing and errors, use the Calendar button to select the desired date. Whenever possible, click the Calendar button and select a date rather than typing it.

Birthday

Important! It is very important that the employee's correct birth date is entered. CPP eligibility is determined by the birth date. CPP starts being deducted one month after an employee's eighteenth birthday and stops one month after they turn seventy. **DO NOT** exempt employees from CPP who are under the age of 18 (in the **Exemptions** section on the **Tax Information** tab). Instead, allow Easypay to use the employee's birth date to determine CPP eligibility.

Last Hire Date

Last Hire date is the date that will be used when creating a ROE for the employee. It is usually the date that the employee was hired for their current employment term. If the employee leaves the company and is later rehired, then this field should contain the date they were rehired. This date should always be the most recent starting date of the current employment period with the company.

Original Hire Date

Original Hire date is the first day the employee joined the company. If the employee leaves and is later rehired, then the Last Hire date should be updated, but the Original Hire date should be left unchanged.

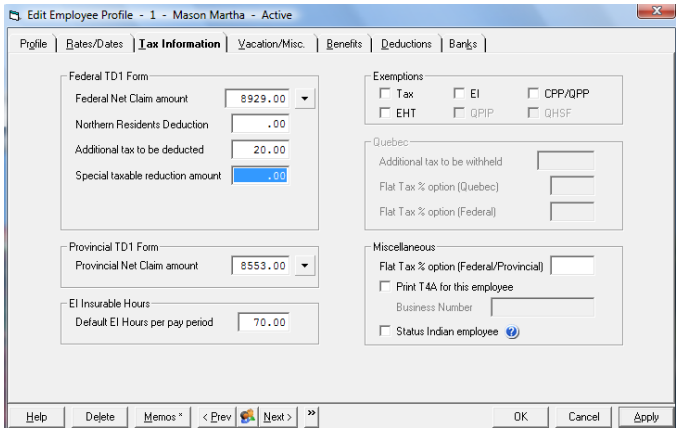
Optional Dates

Last Raise, Review and Promotion dates are optional.

Termination Date

This date should be entered just prior to producing an ROE for an employee. The date will automatically transfer to the ROE during the ROE creation process for the employee.

Tax Information



Federal Net Claim Amount

The current Basic Federal Net Claim amount should automatically appear when entering new employees. If the employee's TD1 amount, as determined by the employee's completed Federal TD1 Form, differs from the basic amount, then enter the correct amount. **The software requires the dollar value from the TD1 Form, not the tax code.**

Northern Residents Deduction

Enter the Northern Tax Credit amount in this field, if applicable.

Additional Tax to be Deducted

If an employee requests that additional tax be deducted, then enter the amount in this field. A positive value will be added to the calculated tax and a negative value will reduce the employee's tax deduction. The amount entered will be applied each pay period. For example, to have an extra $20 of tax deducted each pay, enter "20.00" in this field.

Special Taxable Reduction Amount

This is an optional field. The dollar amount entered will be used to reduce the amount of Gross Pay used in the tax calculation. Net pay is not reduced.

Provincial Net Claim Amount

The current Basic Provincial Net Claim amount should automatically appear when entering New Employees, based on the Province of Employment. If the employee's TD1 amount, as determined by the employee's completed Provincial TD1 Form, differs from the basic amount, then enter the correct amount. **The software requires the dollar value from the TD1 Form, not the tax code.**

Default EI Insurable Hours per pay period

Enter the default Regular EI Insurable Hours per pay period. During timecard entry, this value will automatically be inserted in the Regular Hours field of every new timecard that has an Entry number of 001. Since hours are entered for Hourly employees on a timecard, this field is typically only used for Salaried and Commissioned Employees.

Exemptions

If you need to exempt an employee from Tax, EI, CPP/QPP, EHT, QPIP or QHSF, then check the corresponding check box. The typical employee will **not** be exempt from these deduction and those check boxes should remain blank.

Tax Exempt - There are only a few cases where this check box should be checked. Examples of tax exempt individuals include: Native Indians working on a reservation, students earning a small annual income, subcontractors, etc.

EI Exempt - Owners of the company and their immediate family who are paid through the payroll system are usually exempt from EI. Only check this check box if you are entering employee information for owners, subcontractors or anyone else who may be EI exempt. If you are unsure, please check with your accountant as to who may or may not be EI exempt.

Family members can get a special dissertation from HRDC to be eligible for EI. If you go through a process to prove that the family member is treated like any other employee in the firm (and would have to be replaced if they left), then they can have EI deducted and receive EI benefits. Please check with your local HRDC office for further details.

CPP/QPP Exempt - ***DO NOT*** *exempt employees under the age of 18 from CPP/QPP.* Easypay will automatically manage this based on the employee's birth date. Easypay will automatically stop CPP one month after the employee's 70th birthday.

Quebec's QPP does not have an upper age limit. Employees continue to pay QPP until they stop working.

Turn this exemption on for employees over the age of 60 who have permission from the CRA to be exempted from the CPP.

Other examples of CPP exempt individuals include: Native Indians working on a reserve where the band has opted out of CPP, self-employed subcontractors, etc.

EHT Exempt - EHT only applies to employees whose province of employment is Ontario. If an employee is working in Ontario and is EHT exempt, then turn on this exemption. For all other employees, leave it turned off.

QPIP only applies to employees whose province of employment is Quebec. If an employee working in Quebec is QPIP exempt, then turn on this check box. For all other employees, leave it turned off.

QHSF only applies to employees whose province of employment is Quebec. If an employee working in Quebec is QHSF exempt, then turn on this check box. For all other employees, leave it turned off.

Quebec Section

Additional tax to be withheld

This field applies to Quebec employees only. The TPD-3V amount is used to deduct additional or extra provincial tax. A dollar amount entered in this field will be added to the Quebec Tax deduction.

Flat Tax % Option (Federal/Quebec)

These are optional fields. Entering values in these fields will specify the percentage of tax that will be used to calculate the Federal and Quebec Taxes. This will override the amounts that would have been calculated using the computer machine code calculation tables provided by the CRA and Revenue Quebec.

For example: If “15.00” is entered in the Flat Tax option (Quebec) and “20.00” is entered in the Flat Tax % option (Federal), then Easypay will apply 15% Quebec Tax and 20% Federal Tax on Taxable Income.

Miscellaneous Section

Flat Tax % Option (Federal/Provincial)

This is an optional field. Entering a value in this field will specify the percentage of tax that will be used to calculate the TAX.

For example: If “15.00” is entered in the Flat Tax field, Easypay will calculate the TAX using 15% of taxable income. This will override the amount that would have been calculated using the computer machine code calculation tables provided by the CRA.

Print T4As for this employee

If you wish to print a T4A for an employee instead of a T4, turn on this check box. T4As are usually printed for subcontractors who do not have any source deductions. In such cases, you will likely want to ensure that the applicable exemptions (Tax, EI, CPP, EHT, QHSF, etc.) are selected.

If the employee has a Business Number (BN), please enter it in the Business Number field. The first 9 digits of their BN will automatically be entered in Box 13 of their T4A when it is generated at the end of the year.

SEVERANCE PAY In some cases, severance pay is paid to a retirement fund or pension, and those payments need to be entered on a T4A. In those situations, you need to set up the employee again in Easypay with a second Employee Code. The original employee code will be used to create the T4 and the second employee code can be used to produce the T4A. All payments that are to appear on the T4A should be entered using the second employee code.

Status Indian Employee

If all of the following conditions are satisfied during Easypay's "Close Year" step, then any amount destined for Box 14 (Employment income), will be automatically redirected to Box 71 (Status Indian employee) and Box 14 will remain empty.

1. A T4 is created for this employee at year-end

2. The "Status Indian employee" check box in **Edit > Employee > Profile > Tax Information** is turned **on**

3. The **Redirect amounts destined for Box 14…** check box in **Yearly > Mapping** is turned **on**

Status Indian Employees and Relevé 1s

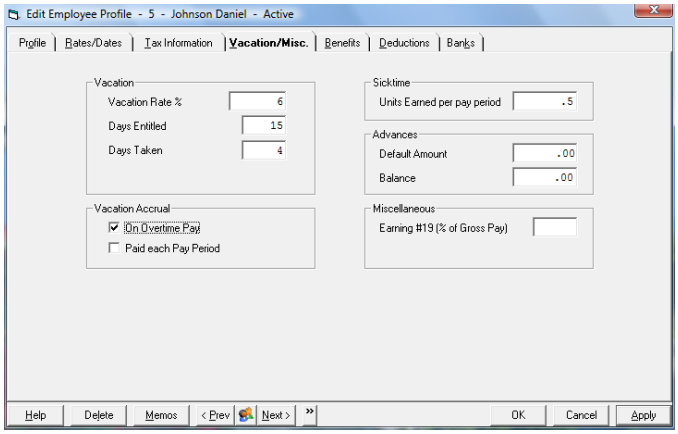
If all of the following conditions are satisfied during Easypay's "Close Year" step, then any amount destined for Box A (Employment income before source deductions), will be automatically redirected to Box R (Tax-exempt income paid to an Indian) and Box A will remain empty.

1. A Relevé 1 is created for this employee at year-end

2. The "Status Indian employee" check box in **Edit > Employee > Profile > Tax Information** is turned **on**

3. The **For Status Indian employees...** check box in **Yearly > Mapping > Relevé 1 Mapping** is turned **on**

Vacation/Miscellaneous



Vacation Rate

Enter the percentage that applies for the employee.

For example: Enter “4” for 4% vacation, or “6” for 6% vacation, etc.

Paying Vacation Pay on Vacation Pay:

Easypay does **not** calculate vacation pay on vacation pay. If you wish to calculate vacation pay on vacation pay you must adjust the vacation pay percentage.

Take the vacation pay percentage, square it and add the result as a decimal to the vacation pay percentage.

Examples of vacation pay percentage adjustments for paying vacation pay on vacation pay:

4% to 4.16% 6% to 6.36% 8% to 8.64% 10% to 11%

Days Entitled

Days entitled is only used as a notation field and is optional. If you wish to track days in addition to vacation pay in dollars, then enter the number of days of vacation that the employee is entitled to.

Days Taken

During timecard entry, the number of days taken during a pay period can be recorded.

To properly maintain vacation days at the end of each year the following should be done:

1. Subtract Days Taken from Days Entitled

2. Add additional Days that the employee is entitled to for the upcoming year into Days Entitled

3. Zero out Days Taken

Vacation Accrual

On Overtime Pay

If the employee earns vacation pay on overtime pay, then turn on this check box.

Paid Each Pay Period

If the employee receives vacation pay added to each cheque instead of vacation pay being paid out periodically, then turn on this check box.

Sicktime

Units Earned per pay period

If an employee automatically earns sick time units each pay period that they work, enter the corresponding value in this field. Easypay will keep a running total of sick time units earned and taken. The sick time units earned/taken can be entered or adjusted during timecard entry.

Easypay treats these units as generic units. You can interpret these units as whatever type you prefer (such as hours, days, etc.). However, in order to avoid confusion, you should apply the same interpretation of the unit type to all employees.

Advances

If you use your payroll system to issue and keep track of advances, then please read this section carefully. Otherwise, you can skip this section.

Default Advance

The Default Advance feature is rarely used. It is useful where the employer pays all or most employees an advance in the middle of the pay period and then recovers it at the end of the pay period. The CRA is not terribly fond of this procedure and Easypay does not endorse or recommend it.

Easypay's Default Amount feature allows you to automatically issue advances for all employees that have an amount entered in the Default Amount field. Advances are issued by selecting the **Periodic > Issue Advances** option from the menu.

Advance Balance

The amount that an employee owes the company is recorded in the Advance Balance field. Before running a regular payroll, select **Periodic > Recover Advances** from the menu. This step will automatically create timecards for all employees that have an Advance Balance greater than zero. The creation of these timecards will result in the deduction of the advance balance from the employee's next regular cheque.

To track employee Advances, select **Edit > Company > Earnings**. Then setup an Earning #20 with the description ADVANC. The check boxes for Tax, Vacation and Units for this earning should be turned off.

When paying an advance to an employee, use Special Earning #20 ADVANC. (An advance is usually paid using the **Quick** menu, which allows you to produce cheques on demand.) Any amount paid out using Earning #20 ADVANC will be added to the Advance Balance in the employee's profile.

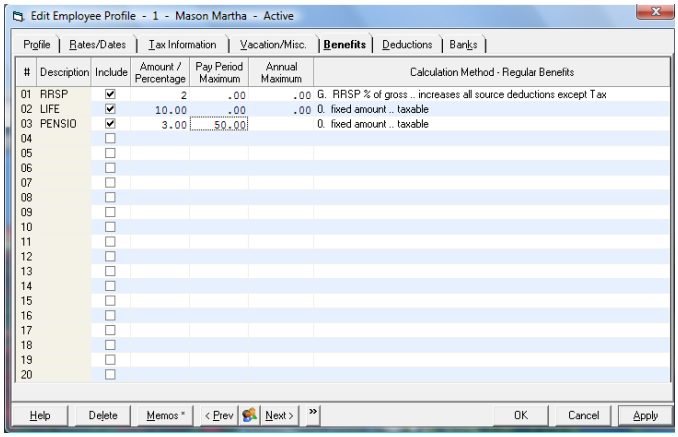
To use the automatic recovery of advances, select **Edit > Company > Deduction2** and set up Deduction #20 with the description ADVANC. Any amount that is automatically or manually entered in Deduction #20 ADVANC on a timecard will be subtracted from the employee's Advance Balance.

Earning #19 (% of Gross Pay)

In some companies, part time employees receive a percentage of gross in lieu of benefits. If you enter a value in Earning #19 (% of Gross Pay), this percentage of gross pay will be automatically added during payroll calculation. If you use this feature, you will need to set up Earning #19 in **Edit > Company > Earnings**.

This field is also used in cases where subcontractors require GST to be calculated and added to their earnings.

Benefits



A benefit is **not** an amount the employee receives on their cheque as a portion of their Net Pay. Instead, it is an amount the employer pays on behalf of the employee, usually to an institution. Examples of benefits include Life Insurance Premiums, RRSPs, etc.

Description

The name/description of the benefit is set up in **Edit > Company > Benefits**.

Amount/Percentage

Depending on the Calculation Method for the benefit, the value entered in this field can represent a dollar amount or a percentage.

Pay Period Maximum

The Pay Period Maximum for benefits only applies in cases where the amount is calculated for each pay, rather than being a fixed dollar amount. For example, if an employer pays into a pension plan for the employee based on 3% of gross pay, the employer may wish to set a maximum of $50 per pay for that benefit.

Annual Maximum

If an amount is entered into the Annual Maximum field, then the benefit will be applied until the employee's year-to-date total for the benefit equals the annual maximum.

Note: Some employers set up workers compensation as a non-taxable benefit with the calculation method as a percentage of gross. In these cases, use the benefit's maximum fields to set a limit on the amount of the workers compensation premiums as required. Use the following formula to calculate the premium maximum:

Premium Maximum =
Maximum WCB Insurable Earnings x WCB %/100

Include in Payroll Calculation

In order for an employee to receive a benefit, this check box must be turned **on**. When the payroll calculation is performed for a pay period, any benefit can be turned off for **all** the employees on the **Calculation > Turn Benefits/Deductions ON/OFF** tab. This applies to the Regular Payroll and the Quick Payroll calculation.

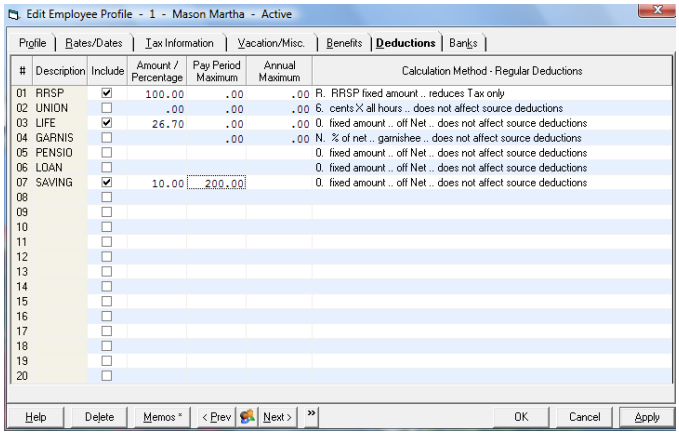
In order for a Benefit to be applied in a payroll run, the "Include in Payroll" check box must be turned **on** for the benefit in the **Payroll > Calculation** or the **Quick > Calculation** step *and* the **Employee Profile**.

Calculation Method

Select the appropriate calculation method for the benefit for the particular employee you are setting up.

Use the HELP Button for further information on Calculation Methods. The Help screen contains a table showing the effects of each calculation method on the source deductions.

Deductions



Description

The name/description of the deduction is set up in **Edit > Company > Deduction1**.

Amount/Percentage

Depending on the Calculation method, the value entered here can represent a dollar amount or a percentage.

Pay Period Maximum

The Pay Period Maximum for deductions only applies in cases where the amount is calculated for each pay, rather than being a fixed dollar amount. For example, if an employee pays into a savings plan at a rate of 10% of gross pay, then the employee may wish to set a maximum of $200 per pay for this deduction.

Annual Maximum

If an amount is entered into the Annual Maximum field, the deduction will be applied until the year-to-date total for the deduction equals the annual maximum.

Include in Payroll Calculation

In order for an employee to have a deduction applied, this check box must be turned **on**. When the payroll calculation is performed for a pay period, any deduction can be turned off for **all** the employees on the **Calculation > Turn Benefits/Deductions ON/OFF** tab. This applies to the Regular Payroll and the Quick Payroll calculation.

In order for a deduction to be applied in a payroll run, the **Include in Payroll** check box must be turned **on** for the deduction in both the **Payroll > Calculation** or the **Quick > Calculation** step *and* the **Employee Profile**.

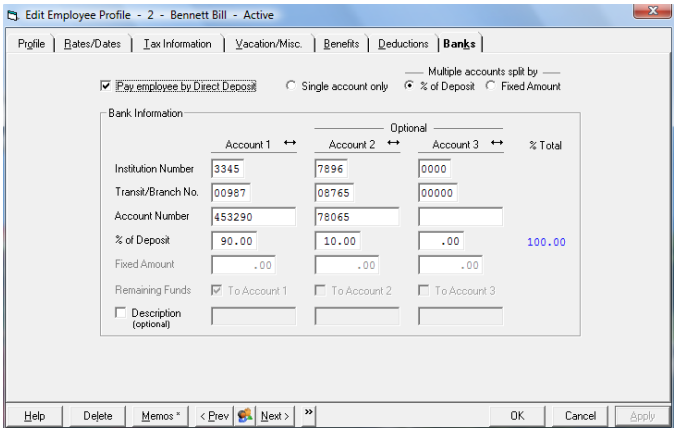
Calculation Method

Select the correct calculation method for the deduction, for the particular employee you are setting up.

Use the HELP Button for further information on Calculation Methods. The Help screen contains a table showing the effects of each calculation method on the source deductions.

STOP! **Don't forget to click on the Apply or OK button to save the employee information entered.**

Banks



Bank account information is required if you want the employee to be paid by either electronic or non-electronic direct deposit. Bank account information is not required for issuing a cheque to an employee.

Pay employee by Direct Deposit

Turn this check box **on** if you want the employee to be paid by electronic direct deposit.

Important! If you want to pay employees by direct deposit, the Direct Deposit feature must also be turned on in **Company Profile > Features**. When the Direct Deposit feature is turned on in the Company Profile and the Direct Deposit check box is turned on in the Employee Profile, no cheque will be printed for the employee in the regular payroll cheque print process (as it is assumed they are being paid by direct deposit).

Note! When the direct deposit feature is turned off in **Edit > Company**, all employees will receive a cheque *regardless* of the status of the Direct Deposit check box in their employee profile. This is a useful feature when you are transitioning from printing cheques to direct deposit, since you can start setting up employees for direct deposit while continuing to print cheques. When you are ready to start paying some or all employees by

direct deposit, turn **on** the direct deposit feature in **Edit > Company**.

You can have a mixture of direct deposit and non-direct deposit employees in a single company. A cheque can be printed and issued to employees that have their Direct Deposit check box turned off.

*There is a third **rarely** used option which we call the Non-Electronic Direct Deposit. This is where you prepare a sheet of paper with the Employee Name, Bank Account and Net pay on it. You give the bank this report and they manually key in the information to facilitate the funds transfer. This method requires that you leave the Pay the Employee by Direct Deposit off or unchecked and enter the employee's bank account information in the bank account field. When the cheque register is printed the bank information will print giving you the report required for the bank.*

Single or Multiple Accounts

Select the **Single account only** option if you are entering only one bank account for the employee. The single account option is recommended, as it will result in less maintenance and lower Direct Deposit costs.

If you are entering two or more bank accounts for the employee, select either the **% of Deposit** option or the **Fixed Amount** option.

The **% of Deposit** option allows you to designate what percentage of the employee's net pay is to be deposited in each account (see below for details).

The **Fixed Amount** option allows you to designate what dollar amount is to be deposited in each account (see below for details).

Institution Number

The Institution Number (or Bank Number) must be 4 digits (leading zeros will be inserted by the program, type 1 for the Bank of Montreal and press the TAB key).

Examples:

0001 Bank of Montreal
0002 Bank of Nova Scotia
0003 Royal Bank of Canada
0004 Toronto-Dominion Bank
0006 National Bank of Canada
0010 Canadian Imperial Bank of Commerce
0016 HSBC Bank Canada
0039 Laurentian Bank of Canada

Transit / Branch Number

The **Transit/Branch Number** must be 5 digits (the program will automatically insert leading zeros where required).
For example: 03062 type 3062 and press the TAB key

Account Number

The employee's **Account Number** can be up to 12 characters long. Do not add any extra zeros to the start or end of the account number (other than those zeros that might already be a part of the actual account number).

% of Deposit

If you have selected the **% of Deposit** split option, for each bank account that you set up for an employee, enter the percentage of the employee's net pay that is to be deposited in that account. If an employee has only one bank account, enter "100" as the **% of Deposit** for that account. If an employee wants to have their net pay split between two or three accounts, enter the percentage of their net pay that is to be deposited in each account. Regardless of how the payment is divided among the accounts, the sum of the "% of Deposit" values must equal 100. You may enter up to two decimal places in the **% of Deposit** field.

For example: If an employee wants two-thirds of their net pay deposited in Account #1 and one-third deposited in Account #2, enter the following:

% of Deposit - Account #1 = 66.67

% of Deposit - Account #2 = 33.33

Fixed Amount

If you have selected the **Fixed Amount** split option, for each bank account that you set up for an employee, you can enter a fixed dollar amount that is to be deposited in each account.

If, within a particular pay period, the employee's net pay is insufficient to cover the sum of the **Fixed Amount** values assigned to each account, then the net pay will be distributed first to Account 1 then to Account 2, and finally to Account 3. The net pay is distributed up to the value of the fixed amount assigned to each account until the available funds are fully distributed.

Remaining Funds

The **Remaining Funds** check box is only used if the **Fixed Amount** option has been selected.

This check box indicates which account will receive the remaining net pay (if any) after the Fixed Amounts have been distributed to the corresponding accounts. Turn on the check box that corresponds to the account into which any remaining funds should be deposited.

Changing the Order of the Accounts

As noted above, if you have selected the **Fixed Amount** split option, the employee's net pay will be distributed first to Account 1, then to Account 2, and finally to Account 3. This order is only important if, in a particular pay period, the employee's net pay is not sufficient to cover the sum of the Fixed Amounts assigned to each account.

If you want to switch the order of the accounts, you can quickly do so by using the "drag and drop" method. Click the ↔ symbol next to the "Account" heading above the information that you want to move and then hold down the mouse button while dragging the Account to the heading of the target Account. When the heading of the target account is highlighted, release the mouse button and all the information belonging to the source and target accounts will be swapped. ***Note:*** The ↔ symbol is only displayed if either the **% of Deposit** option or **Fixed Amount** option has been selected.

Switching between the % of Deposit and Fixed Amount options

In some situations, you might find it helpful to enter **% of Deposit** and **Fixed Amount** information for the same employee. Information that has been entered for the **Fixed Amount** option remains on file even if you switch to the **% of Deposit** option, and vice versa.

For example: If an employee's net pay is usually split on a fixed amount basis, but on a particular occasion you want the net pay to be deposited into only one account, you do not need to clear out the **Fixed Amount** fields for the other accounts. In this situation, before running the direct deposit steps, you would select the **% of Deposit** option and enter 100% for the account that is to receive the entire net pay. Then, when you want the usual multiple account split to resume, switch back to the **Fixed Amount** option before running the next direct deposit cycle.

Alternatively, if an employee's net pay is usually split on a **% of Deposit** basis, you could switch to the **Fixed Amount** option temporarily. You could then enter zero as the fixed amount for all accounts and turn on the **Remaining Funds** check box under the account that is to receive the entire net pay. To resume the usual split, switch back to the **% of Deposit** option.

Description

An optional **Description** can be assigned to the employee's bank accounts. When discussing an employee's distribution of their pay to various accounts, it usually easier to refer to an account by using a description rather than the account number. The descriptions can be up to ten characters in length.

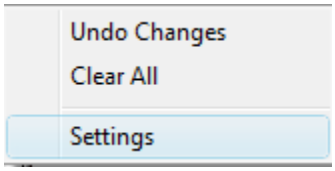
For example: The description for Account 1 might be "Mortgage", Account 2 might be "Loan", and Account 3 might be "Savings".

Special Keys

At the bottom of the screen you will notice two chevrons in a button.



Clicking with your mouse on the double chevron button exposes the following menu.

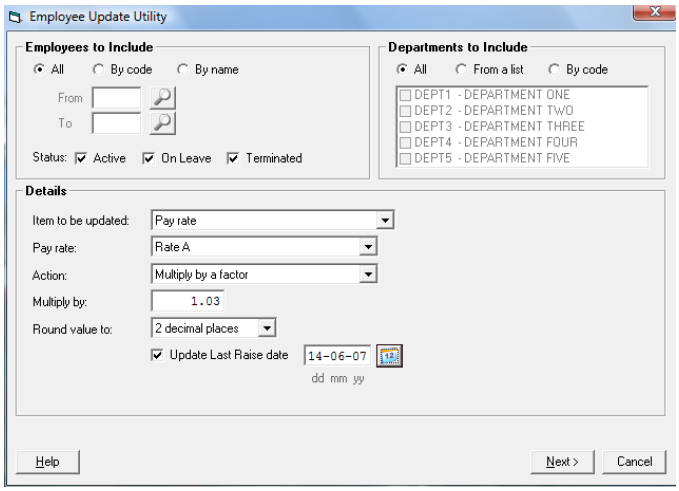


Undo Changes; will restore the information on the screen as it was the last time the record was saved. For example you make a mistake typing in the address field and do not remember what the field originally contained, use the Undo Changes to restore the original value.

Clear All; clears the screen of the current contents and returns you to the Code to call up the same employee or a different employee.

Settings; allows you to define your scroll parameters for the Prev and Next buttons. Look for the double chevron button in various programs, it is available where applicable.

Update Utility



This Utility is used to update a specific field for a group or all employees. This feature can save you hours of typing.

Employees to Include

Select **All** to include all employees. Or, to select a range of employees, you may use either the Employee Code or Employee Name as the range delimiters.

Departments to Include

Select **All** to include all departments. Or, you can select a group of departments from a list or a range of departments using the department code.

Note: If you select a range of employees and specify a department range as well, only employees that belong to the specified employee range *and* to the specified departments will appear on the update list.

Items to be updated

In this manual we will illustrate how to use the Update Utility by updating a Pay Rate.

First, select the Category or Item that you wish to update. In this example select **Pay Rate**.

Next, select which pay rate you wish to update. Select Pay Rate A. (Remember that the employee profile contains rates A to J.)

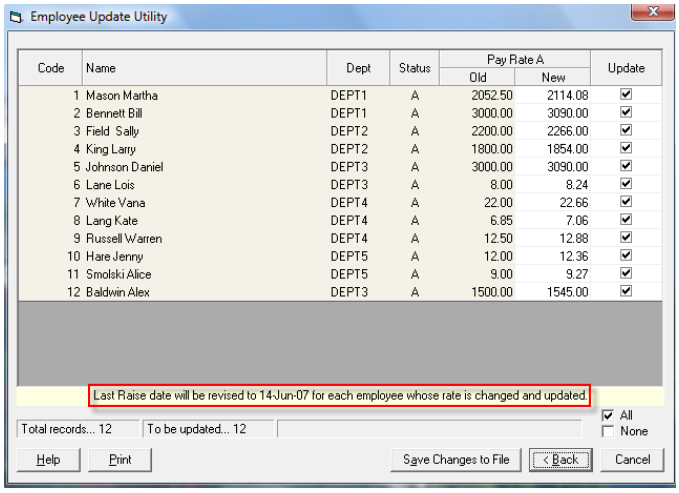
Next, select the **Action** to be performed on the item you have selected. In our example, select **Multiply by a factor**, which means that we want to multiply Pay Rate A by a number.

Depending on the action requested, additional information may be required. For example, if multiplying by a factor, then the factor needs to be entered. If we want to increase Pay Rate A by 3%, then we would multiply by a factor of 1.03. When multiplying by a factor you will also need to specify how the resulting amount should be rounded.

For some items, you might be given the option to update an associated date. For example, when updating a pay rate, you may want to update the Last Raise Date at the same time. In our example, we have opted to update the Last Raise Date and have entered the new date in the field provided. This date will only be updated for employees whose pay rate is actually changed and updated.

***Note**:* The action called **View and Edit** will display the selected item as it currently exists in the employee profiles. This option allows you to quickly edit and update this item for any or all of the selected employees. For example, we could use **View and Edit** to view Pay Rate A for all selected employees and then edit the pay rate for any or all of the employees that are displayed.

"NEXT >" Button



Click the **Next** button to preview the proposed changes.

The **Old** column shows the current value of the item that was selected for updating. The **New** column shows the proposed value for the field based on the actions specified in the first screen. To exclude an employee from having the proposed change applied, turn **off** the **Update** check box in the employee's row.

If you want to manually override one of the amounts in the **New** column, just type in the desired amount.

Please note the highlighted rectangle in the illustration above. In **this example, the Last Raise Date option was selected.** As a result, for each employee that has their Pay Rate A changed (and saved), the Last Raise Date will also be updated.

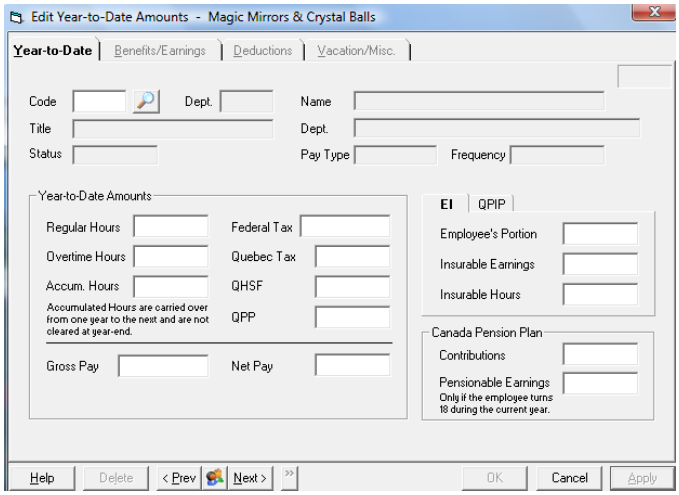
Save Changes to File

To apply the changes displayed in the **New** column, click the **Save Changes to File** button.

"< Back" Button

The **Back** button allows you to return to the first screen without saving your changes. You can then make any changes that you want on the first screen and then click the **Next** button to see the revised results.

Starting Easypay at the Beginning of the Year (January)



Select **Edit > Employee > Year-to-Date** from the menu. To view an employee's year-to-date screen type in the employee code and press the **Tab** key, or click the lookup button (magnifying glass) to select an employee from an employee list

If you start Easypay at the beginning of the calendar year, your job will be quite simple. The vacation owed is usually the only carry forward balance that is required.

Click on **Vacation/Misc.** to enter the **Vacation Owed** (which carries over from one year to the next). You may also wish to enter the **As of January 1st** balance for vacation; at this point it should equal the Vacation Owed.

Optional YTD Opening Balances

Vacation Days Entitled/Taken is strictly optional. If you intend to use this feature, please read the discussion in the Employee Setup section concerning what needs to be done with these fields.

Accumulated Hours is optional. It is used to enter the total number of hours worked by the employee since they started with the company. Some employers use this for seniority purposes and to determine when the employee is entitled to a raise.

If you will be using **Banked Hours**, you may wish to enter any banked hours information that the employee may be carrying forward from another payroll system.

Sicktime can also be entered if the employee has any accrued sick time from another payroll system.

Starting Easypay In the Middle of the Year

Important! Click on **Edit > Company > Defaults** and make sure that the **Pay Period** is correct. The pay period **should not** equal "01". Only the first pay period of the year (in January) should be 01.

Click on **Edit > Employee > Year-to-Date** and select an employee.

Opening Balances that you **must** enter are:

1. Gross Pay

2. Federal Tax

3. Employment Insurance - Employee's Portion (total EI premiums deducted from the employee)

4. Employment Insurance Insurable Earnings

5. Canada Pension Plan Contributions (total CPP premiums deducted)

CPP Pensionable Earnings should only be entered for employees who have turned **18 years of age** since the beginning of the current year. Enter the total gross plus any taxable benefits that the employee has received starting one month after their birthday to the present.

6. All taxable benefit YTD totals **must** be entered.

7. Vacation Amount Owed (if accrued)

8. Sick time Units Owed (optional)

9. Accumulated Hours (optional)

10. Banked Hours (optional)

Quebec Tax for Quebec employees

11. QHIP for Quebec employees

12. QPP for Quebec Employees

13. QHSF for Quebec Employees

When entering YTD **Gross Pay**, **do not** include taxable benefits in the gross pay total. Taxable benefits should be entered in the appropriate location on the **Benefits/Earnings** tab. They will automatically be added to the T4 at the end of the year.

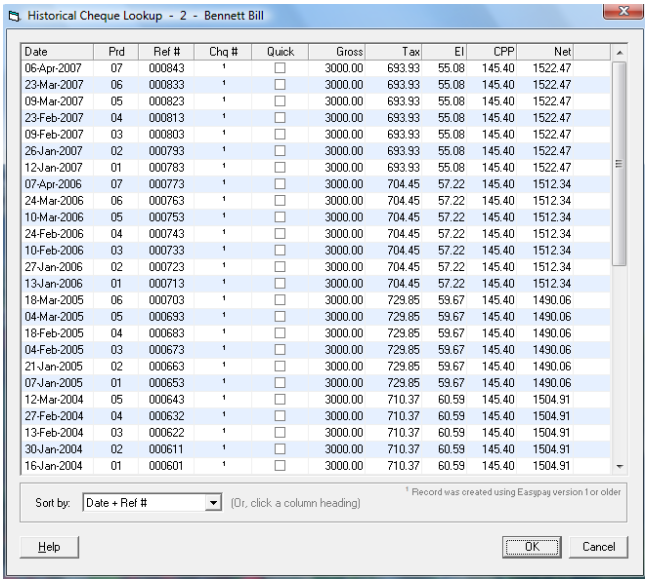
Net Pay, deductions, earnings and non-taxable benefit year-to-date totals are optional. If you are printing YTD information on employee cheques, then YTD **Net Pay** should be entered as well.

STOP! Do not forget to click Apply or OK to save your data.

It is **highly recommended** that after entering all of the employee year-to-date information that you select **Reports > Print Employees > Detailed YTD Listing** and print the report. Be prepared - it is quite lengthy.

HINT! If you wish to print a report for an entire employee range, tab through the **From and To** fields. Easypay will automatically insert the first and last employee in the **From** and **To** fields, respectively.

Employee Cheque History



Easypay keeps the detail of every cheque issued.

Cheques in Cheque History cannot be changed. However, if a pay period is closed and an error is discovered, then the cheque can be deleted. Cheques can be added to previous pay periods using the Quick Cheque process.

Important! If the remittance and G/L entries for a pay period have been completed and you subsequently add or remove cheques from that pay period, then you will need to carry any changes forward to a future remittance and create adjusting entries for your G/L. This is easily accomplished in Easypay Version 2 by selecting the cheques that need to be included as adjustments. For more details, please refer to the sections on the Remittance Report and G/L Special Entries.

If cheques are added or removed from a pay period for which the remittance and G/L entries have **not** yet been done, then simply go ahead with the remittance and G/L entries after the cheques have been added or removed.

Note: **Avoid** using the **Edit > Employee > Year-to-date** after the initial setup has been completed. Adjustments should be made by deleting a cheque from cheque history and then issuing a corrected cheque using Quick Cheque. This will keep the cheque history and year-to-date totals synchronized and correct.

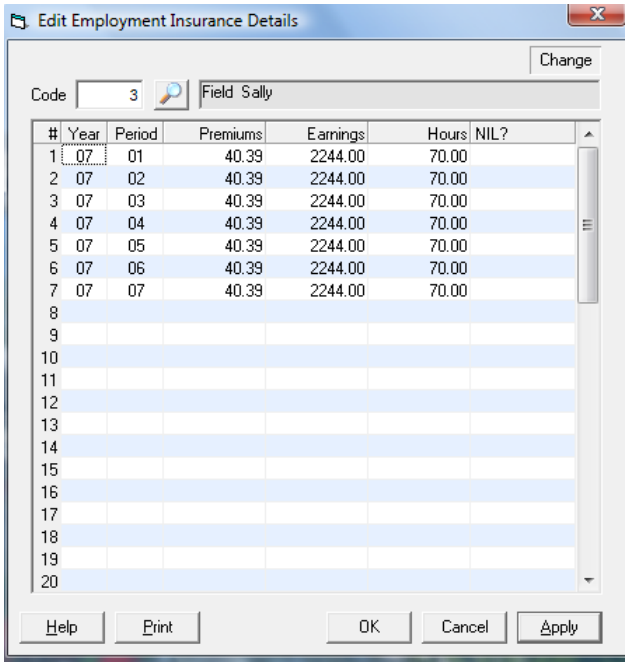
When a cheque is deleted from history, Easypay makes all of the necessary adjustments to the pay period from which it was deleted and also adjusts the YTD totals.

If a replacement cheque needs to be issued, then use Quick Cheque to produce a new cheque. The cheque can be placed into a pay period that has already been closed, thereby keeping the employee history accurate.

For further information on how to delete an Employee's cheque from their Cheque History click on the **Help Button** located at the bottom of the **Edit > Employee > Cheque** History screen.

Important: If you are planning to re-issue an amended cheque, delete the original cheque from cheque history first, before creating the replacement cheque. This will ensure that the source deductions are properly calculated.

EI Details



Easypay has automated the Record of Employment process, making it a simple procedure. It is recommended that you do **not** enter all of the EI information for each employee. If an employee needs a Record of Employment before you have enough history in Easypay to produce an ROE, use data from your previous system and combine it with the data in Easypay to complete your ROE.

The "NIL?" Column and the ROE

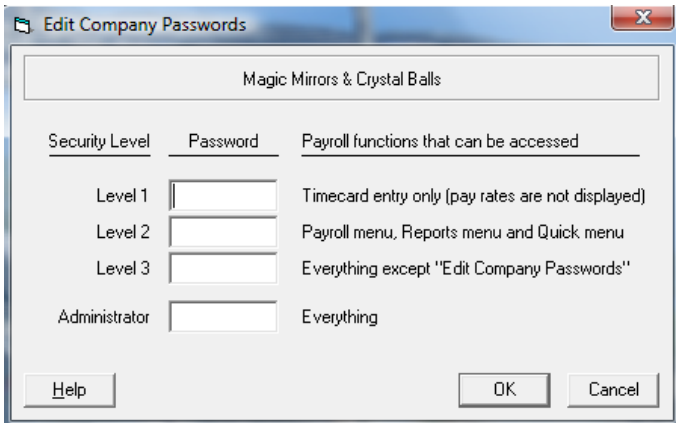
The **NIL?** column in the EI Details window has several purposes. If the column contains the word "NIL", then this indicates that the employee earned no Insurable Earnings in a pay period in which they were eligible to work. This may be used to determine whether ROE box 15C needs to be filled out.

If the "**NIL?**" column contains "TRM", then this indicates that the employee's status in their employee profile was set to Terminated when the corresponding pay period was closed. Before issuing a ROE for an employee, be sure to change their status to Terminated.

If a row has "TRM" in the "**NIL?**" column, that row is used as a boundary by the ROE program. The ROE program will read backwards from the current pay period until it encounters the first pay period worked by an employee or a pay period with "TRM" in the "**NIL?**" column. Once the "TRM" is encountered the ROE program will stop, based on the assumption that any entries prior to this point were included on a previous ROE.

You can change the value of the "**NIL?**" column. For example, if you forget to set an employee's status to Terminated, you can enter "TRM" in the appropriate row by clicking the "**NIL?**" column and then selecting "TRM" from the drop down list.

Passwords

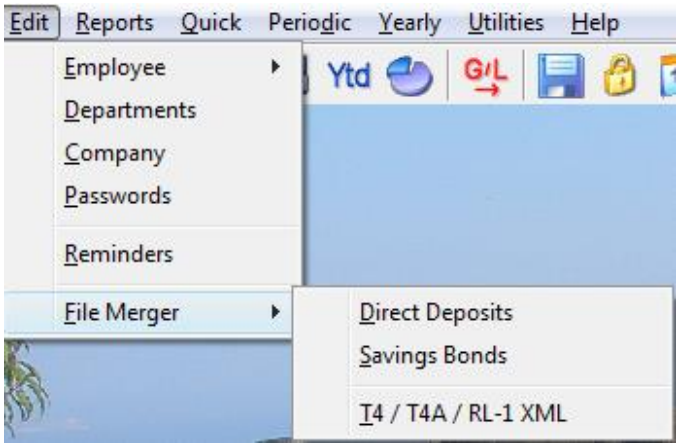


You can set up passwords for Easypay by selecting **Edit > Passwords** from the menu. This will help to prevent unauthorized access to your Easypay data.

Reminders

If you wish to have a message pop up to remind you of important events on a specific date, select **Edit > Reminders**. Here you can enter the date of the reminder, the topic, and a message. The reminder will be displayed when you open your company from Easypay's Company Folders window, on or after the date specified.

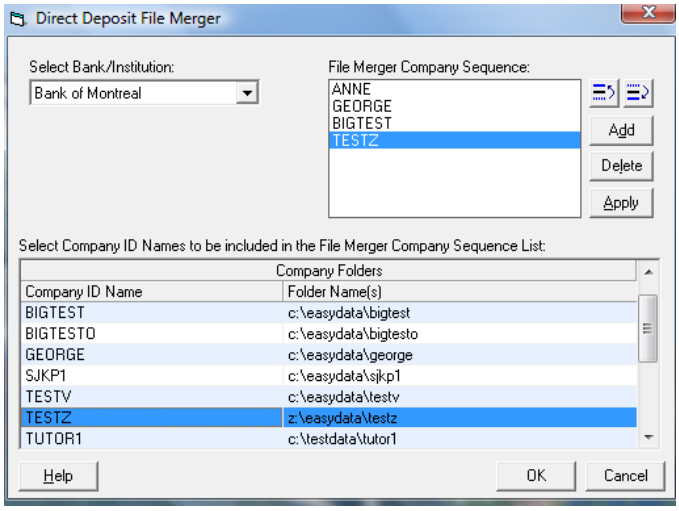
File Merger



In certain circumstances it is advantageous or necessary to merge output files from multiple companies into one file.

For example if you operate four companies, rather than sending four direct deposit files to the bank; it might be simpler and less expensive to merge those into one file and send that one file to the bank.

The illustration above shows that Easypay has the ability to merge Direct Deposit, Savings Bonds and End-of-Year Electronic Filing files.



In the example shown above, running a Direct Deposit merge for the Bank of Montreal would result in the direct deposit files for companies Anne, George, Big Test and Test2 being combined into one direct deposit file.

The first company (in this case **ANNE**) is the master company and it **must** contain a direct deposit file for the merge run to be successful. Other companies in the sequence can have pay periods with no direct deposit file to merge; they will be skipped in the merge process.

Changing the sequence of the selected companies, deleting companies from the merge sequence, etc. can all be easily accomplished with the buttons shown in the illustration above.

End of the Basic Setup

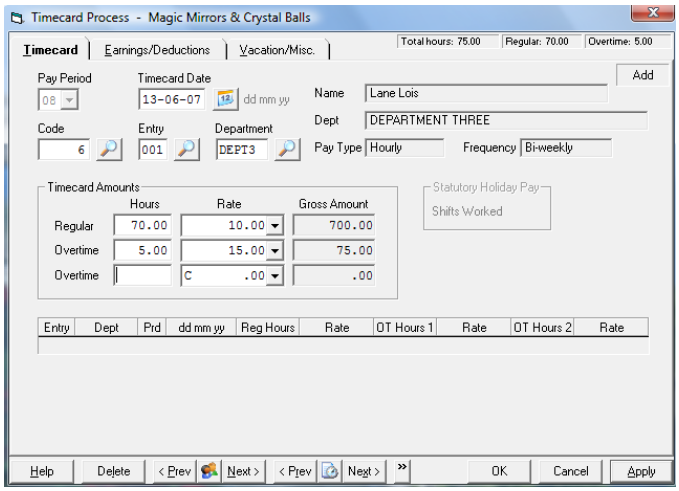
This completes the section of the manual that describes a basic setup. Now it is time to run your first payroll using Easypay for Windows.

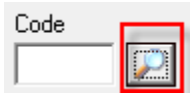
Running your Payroll Using Easypay

Timecards

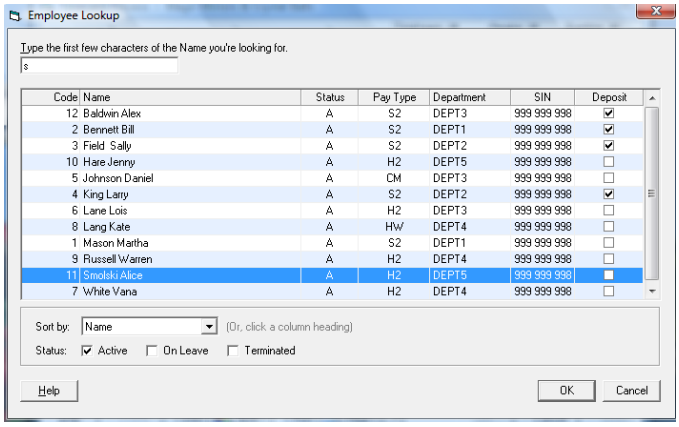
Employee Code

Enter the code for the employee for whom you will be creating a timecard. If you do not know the employee code, click the lookup button (magnifying glass) to find the desired employee.





TIP # 1: If you do not know the employee code, you can leave the code blank and press the **Tab** key. This will shift focus to the magnifying glass button. If you then type the first letter of the employee's surname, the lookup window will be displayed, positioned to the first surname on file with the letter you typed. This shortcut can speed up your search. ***Note:*** the default sort key must be set to **Name** in the Company profile for this method to work. This feature is **NOT** case sensitive.



TIP # 2 Salaried employees do not need a timecard if there is no change to their salary for the current pay period. Only enter timecards for salaried employees if you wish to split their expenses to multiple departments, or if you need to make a change in their pay.

Reminder: Since timecards are often not entered for salaried employees, their default EI Hours should be entered in their employee profile in order to track EI Hours.

Entry

Up to 999 timecards are allowed per employee in a pay period. Each employee's entries are numbered starting with entry 001. After selecting the desired Employee Code and tabbing to the **Entry** field, Easypay will fill the entry field with the next available entry number for creating a new timecard for the employee.

Multiple timecards for an employee will result in one cheque or direct deposit being produced for that employee in a payroll run. An employee's timecards are added together to produce one payment.

Department

The **Department** field is only accessible if you have turned on the **Allocate an employee's expenses to multiple departments** option in **Edit > Company > Features**. This field indicates the department to which the expenses entered on the timecard will be allocated.

Regular Hours

For hourly employees, enter the Regular Hours worked by that employee. Rate A from the employee's profile will appear as the default rate.

If you have Regular Hours worked at various rates, then create multiple timecards for the employee. For example, timecard 001 may contain 40 regular hours at $10 per/hr and timecard 002 may contain 40 regular hours at $12 per/hr. All the timecards for an employee are added together to create one cheque or direct deposit payment.

For Salaried employees, Regular Hours are "zero rated" and have no affect on the Gross Pay. However, the regular hours can be used to split the employee's Salary among multiple departments. The total number of regular hours entered on multiple timecards should equal the EI Insurable hours for the employee in the pay period. For example, timecard 001 may have 40 hours allocated to Dept. 1 and timecard 002 has 40 hours allocated to Dept. 2. In this case, the salary plus all expenses will be split 50/50 between Dept. 1 and 2.

Rate

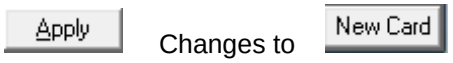
The Rate in the Regular Hours row has special rules for salaried and commissioned employees. For salaried and commissioned employees, this field contains the salary component of their Gross Pay. If you need to adjust this amount for salaried or commissioned employees, type over the amount so that it reflects the revised amount for the current pay period. Remember to adjust EI Insurable hours, if required.

For hourly employees, you can accept the default rate by pressing the **Tab** key. Or, you can open the dropdown list and select a different rate. You can also type a different rate directly into the rate field if none of the rates in the dropdown list apply.

Overtime Hours

To enter overtime, enter the number of hours and the rate. The extended amount (hours X rate) will be displayed. Overtime can be entered for hourly, salaried and commissioned employees.

TIP: To save a timecard, press the **ENTER** key (which is usually faster than using your mouse) or, if you prefer to use your mouse, click on **Apply**. This will cause the caption on the **Apply** button to change to "New Card" and the cursor will be positioned in the Code field.

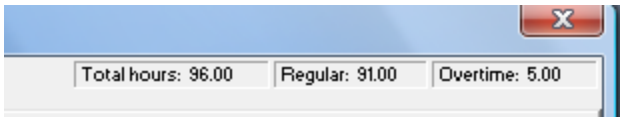


To enter another timecard for the **same** employee, press the **Enter** key again, or click the **New Card** button.

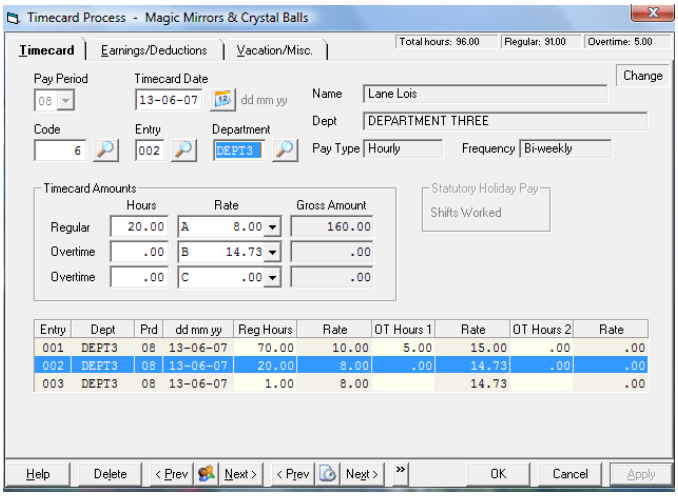


To enter a timecard for a different employee, change the employee code (which is highlighted) and press the **Tab** key.

Grid & Total Hours



Displayed in the top right hand corner of the window are the total hours that have been entered on all timecards for the current employee. This includes any Earnings that have been defined with Units = Hours.



The grid at the bottom of the timecard screen displays all of the timecards entered for a particular employee in the current pay period. To recall and display a previously entered timecard to the timecard screen, click on the row that corresponds to the desired timecard in the grid.

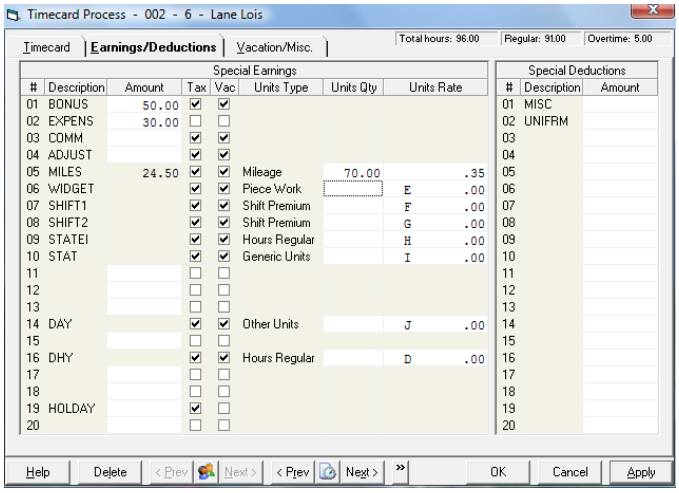
Prev and Next buttons

By clicking the   buttons between the **Prev** and **Next** scroll buttons, you can customize the settings for scrolling through employees and timecards. Options include the order in which employees are scrolled and what pay types are included.

Statutory Holiday Pay

This is a rarely used feature and is only applicable to a few of the provinces and territories. This feature allows you to record the number of shifts worked by an employee during a pay period. This may be useful for generating a statutory holiday report. To turn this feature on, click on the  button between the **Prev** and **Next** buttons.

Earnings/ Deductions



#	Description	Amount	Tax	Vac	Units Type	Units Qty	Units Rate
01	BONUS	50.00	☑	☑			
02	EXPENS	30.00	☐	☐			
03	COMM		☑	☑			
04	ADJUST		☑	☑			
05	MILES	24.50	☑	☑	Mileage	70.00	.35
06	WIDGET		☑	☑	Piece Work		E .00
07	SHIFT1		☑	☑	Shift Premium		F .00
08	SHIFT2		☑	☑	Shift Premium		G .00
09	STATEI		☑	☑	Hours Regular		H .00
10	STAT		☑	☑	Generic Units		I .00
11			☐	☐			
12			☐	☐			
13			☐	☐			
14	DAY		☑	☑	Other Units		J .00
15			☐	☐			
16	DHY		☑	☑	Hours Regular		D .00
17			☐	☐			
18			☐	☐			
19	HOLDAY		☑	☐			
20			☐	☐			

#	Description	Amount
01	MISC	
02	UNIFRM	
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
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19		
20		

Earnings

There are two categories of Earnings in Easypay. One type of earning allows you to enter a dollar figure, for example a Bonus of $500. The other type of earning is entered as a Quantity X Rate, resulting in an extended dollar amount. All Earnings are defined in **the Edit > Company > Earnings**.

To enter a dollar figure in an earning that is based on amounts, simply go to the appropriate location in the grid and enter the amount.

For an earning entered as a Qty X Rate, enter the quantity in the **Units Qty** column in the row belonging to the earning. To enter the rate, you can select from the pre-defined rates A to J in the employee profile, or you can type a new rate if rates A to J do not contain the desired rate.

Note: The default rate for an earning which is defined as a Qty X Rate will initially be in the D to J range. The default rate for an earning can be easily changed. Simply select a different rate letter in the A to J range

and the new rate letter will become the default rate for that earning.

Tax column

If the check box in the **Tax** column is turned on, then the earning will be subject to source deductions and will be included in the YTD Gross pay. If the **Tax** check box is turned off, then the earning will be added to Net Pay and will not affect source deductions or YTD Gross.

"Vac" column (Vacation Pay)

If the check box in the **Vac** column is turned on, then the earning will be included in the earnings eligible for the vacation pay calculation. If the **Vac** check box is turned off, then the earning will be excluded from the vacation pay calculation.

Units Type

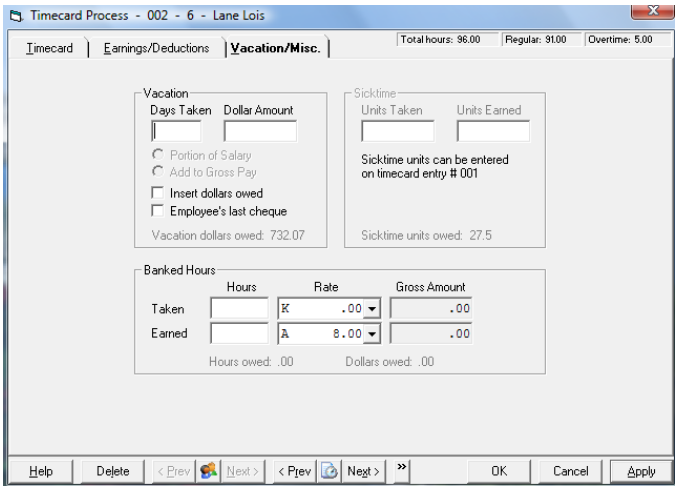
Choosing the correct Units Type is very important. If you select the Units Type as Regular or Overtime Hours, then those units/hours will be included in the total EI Insurable Hours. Also note that the hours will be added to the Total Hours displayed in the top right corner of the timecard data entry screen.

Note: The Units Type option is disabled for Earnings #19 and #20, as these earnings are reserved for two special situations. These two earnings can only be entered as dollar amounts.

Special Deductions

Occasional deductions can be entered in the **Special Deductions** grid. These deductions are defined in **Edit > Company > Deductions2**. Enter the amount in dollars to be deducted from the employee's Net Pay.

Vacation / Miscellaneous



Vacation Days Taken

Vacation Days Taken is an optional field. It allows you to track days as well as the vacation dollar value. The days taken and days entitled are found in the employee profile.

Vacation Dollar Amount

If you are paying out vacation to an employee, then the **Vacation Dollar Amount** is a mandatory field. In our opinion, all salaried, hourly and commissioned employees should have a vacation accrual percentage entered in the employee profile in order to keep track of their vacation accrual in dollars. When vacation is paid to an employee, the dollar value of the vacation taken should be entered in this field.

Some employers argue that in the case of Salaried Employees, they only need to track time and not the dollar value. The problems with this argument are:

a) Your vacation liability in your G/L is incorrect, and
b) When a salaried employee leaves, you have the task of reconciling the amount of vacation owed

Portion of Salary / Add to Gross Pay

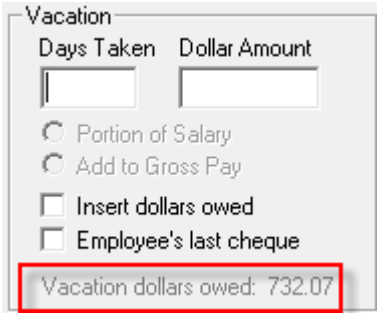
The vacation amount entered in the Vacation Dollar Amount for hourly employees is added directly to their cheque.

For **salaried or commissioned** employees, there are **two options**:

1. **Portion of Salary:** The employee is getting their regular salary payment, but due to taking time off during the pay period, they are using up some of their vacation accrual.

2. **Add to Gross Pay:** The employee has asked for some of their vacation accrual without taking time off. They will receive their regular salary **plus** the vacation pay will be added to their Gross Pay for this pay period.

Insert Dollars Owed



At the bottom of the Vacation box on the screen, the system displays the total **Vacation dollars owed** to an

employee. To automatically transfer this amount to vacation **Dollar Amount** field, turn on the **Insert dollars owed** check box.

Employee's Last Cheque

The total **Vacation dollars owed** amount does *not* include any vacation that may accrue due to earnings in the *current* pay period. It represents the balance as of the last closed pay period.

To automatically include any vacation pay that will accrue on the cheque/payment being produced in the *current* pay period, turn on the **Employee's last cheque** check box. If this check box is turned on, then during Easypay's payroll calculation step, any vacation accrued due to the current cheque/payment will be automatically added to the employee's vacation dollars taken.

Although this option is called "Employee's last cheque", it can be used any time. If you wish to ensure that an employee's vacation accrual will be zero after the current pay period is completed, turn on this check box.

Sicktime

Sick time fields are only accessible on **entry 001** for an employee. If the employee takes sick time, then you can enter the amount in **Units Taken**.

The standard amount of **Units Earned** per pay period is entered in the employee's profile. If for any reason the amount of sick time accrued for this pay period needs to be adjusted, this can be done on the timecard using the **Units Earned** field.

Banked Hours

Banked hours are saved by entering or "banking" the hours in the **Earned** field. The value per hour of the hours earned (being banked) is entered in the **Rate** field. The hours are expensed to the various departments at

the time they are banked and become a liability (i.e. you owe the employee the money).

When the employee wishes to cash in or use some of their banked hours, those hours should be entered in the **Taken** field, along with the rate at which those hours are paid. Use rate K if you wish to pay the hours out at the average rate owed (which is equal to the total banked accrual divided by the total banked hours outstanding). Alternatively, some employers will pay out the hours taken at the employee's current regular rate (rate A). Once you establish a standard (using rate A or rate K for banked hours taken), be consistent; otherwise, your average rate K will be misleading.

If you choose to use the current regular rate of pay method, the banked dollars owed may become negative. This can occur if the employee redeems banked hours at a rate that is higher than the rate that was used when they were banked. The banked dollars owed can be periodically adjusted in **Edit > Employee YTD**. A manual G/L entry should be made to correct the banked liability account.

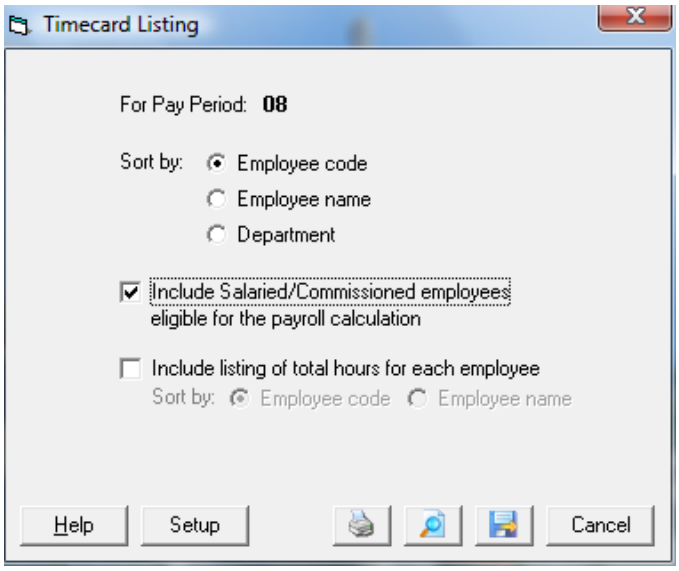
TIP: Print the total banked dollar liability using the **Click-n-Pick** report before making any adjustments. Then adjust all of the employees and print the same report again. The difference in the two reports is your banked dollars liability adjustment and will provide the amounts for the G/L entry.

For more details on Banked Hours, please refer to the Online Help.

Statutory Holiday Pay

For the correct method of paying out Statutory Holiday Pay in Easypay, refer to the online **Help > Frequently Asked Questions**. There is a lengthy discussion regarding EI Insurable Hours and the correct method for paying out Statutory Holiday Pay.

Timecard Listing



Sort By

Select how you want the Timecard Listing to be sorted: Employee Code, Employee Name or by Department.

Include Salaried/Commissioned Employees

Turn this check box on to print all of the employees who are eligible to be paid, including those on salary or commission that may not have timecards entered.

Turn this check box off to print only the timecards that have been entered.

Note: this report is a listing of what has been entered on the timecards. It is important that you print this report and file it for future reference, especially if you are using departmental costing.

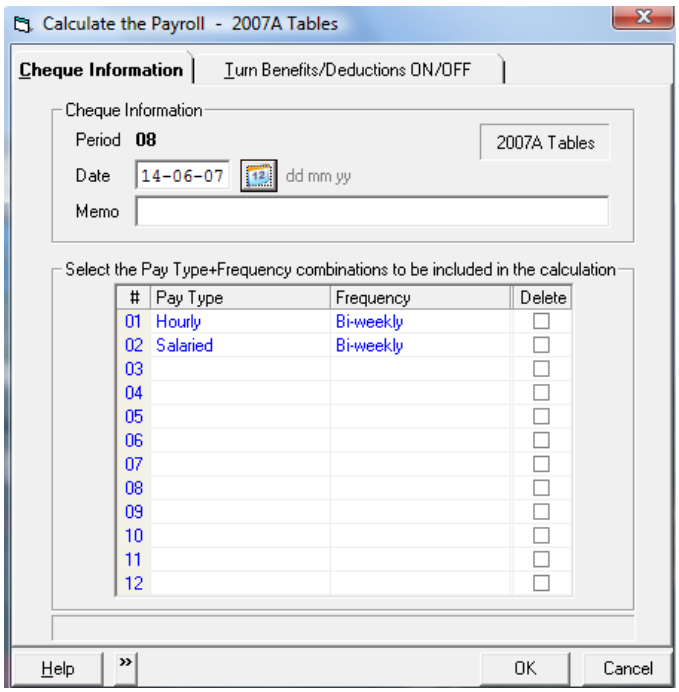
Include Listing of total hours for each employee

If you are entering multiple timecards for employees, you may wish to select this option. A one line per employee summary of their total hours will appear at the end of the timecard listing.

Re: Quick Pay Timecards

If you are printing a timecard listing of Quick Pay timecards, please remember to verify the pay period that is printed for each individual timecard entry. This is the pay period to which the resulting cheque for the employee will be posted.

Calculation



Do not be intimidated by the **Calculation** step. If you run the **Calculation** step and then discover an error in the payroll, it is very easy to fix. There is a **Payroll > Uncalculate** step, which allows you to cancel the calculation, make corrections and calculate again. The **Uncalculate** step does **not** delete any timecards or change employee information. A payroll can be calculated and uncalculated as many times as required, until you get the correct results.

Pay Period

Verify the **Pay Period** number to make sure that the correct value is displayed.

Caution! Do not run extra pay periods for special pay runs. Weekly payrolls normally have 52 pays per year, bi-weekly payrolls normally have 26 pays, and so on. Every few years those numbers may jump to 53 or 27, but those are exceptions. If you need to perform special pay runs for bonuses, vacation pay, retro-pay, etc., use the **Quick** Cheque feature to produce these cheques. Quick Cheque can be used to add extra cheques to an existing pay period, resulting in multiple cheques for an employee in a pay period, rather than creating extra pay periods.

Running extra pay periods results in the incorrect amount of CPP being deducted from the employees and creates a mess in regards to the ROE creation process. There are also other negative implications, such as the possibility of running out of pay periods in the current year. **So PLEASE do not run extra pay periods!**

Date

The **Date** field should contain the date that will print on the cheques. If using Direct Deposit, the date should reflect the date that the payments will appear in the employees' accounts.

Memo

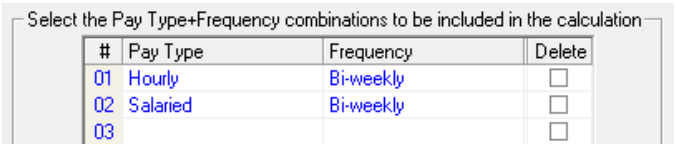
Anything entered in the **Memo** field will appear on all employee stubs. The memo can be removed or altered for individual employees by using the **Payroll > Edit Payroll** option.

Last Cheque Number (Not used in Easypay Version 2)

Easypay Version 2 no longer requires that the last cheque number be entered in the payroll calculation step. If you are paying employees by direct deposit, Easypay will assign a unique reference number to each payment. If you are printing cheques for employees, the cheque-printing program will request a starting cheque number.

If you are printing cheques, look at the first actual cheque form. Record its cheque number in the **cheque printing routine** as the Starting Cheque Number and then print the cheques. In the Cheque History, all employee payments (direct deposit and cheques) will be assigned a **reference number** generated by Easypay. History records for payments made by cheques that are printed in Easypay Version 2.0 will also be assigned the **cheque number** that is printed on the cheque.

Pay Type and Frequency Combinations



You must enter the **Pay Type** and **Frequency** of each group of employees that are to be paid. Select all of the pay type/frequency combinations that represent the employees to be included in the payroll calculation.

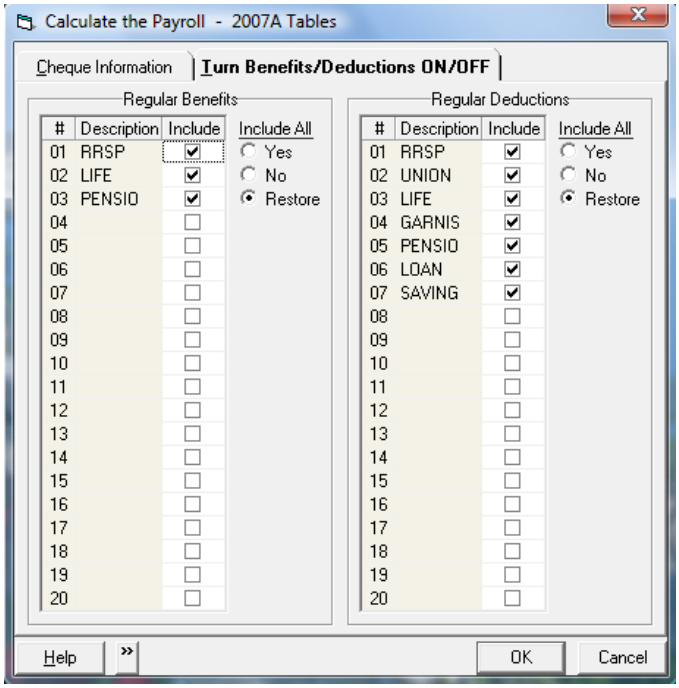
To add a Pay Type / Frequency combination to the grid, point and click on the **Pay Type** and **Frequency** cells. Then click on the pop-up button (down arrow) that appears in the cell. Choose the pay type and frequency from the drop-down list that is displayed. Each row of the grid represents one Pay Type / Frequency combination.

Important! Always remove a Pay Type / Frequency combination from the **Payroll > Calculation** grid if that group of employees is not scheduled to be paid in a particular pay period.

For example, if you want to exclude Hourly Bi-weekly employees from the calculation, turn on the **Delete** check box for the row that includes Hourly Bi-weekly. This will indicate to Easypay that those employees are not part of the current pay run. This is important to insure proper ROE generation.

The **wrong way** to exclude a group of employees from a payroll calculation is to not enter any timecards for that group of employees. This would be the **incorrect** method. Easypay would assume that those employees missed working that particular pay period. This would cause problems with the preparation of ROEs.

Turn Benefits/Deductions ON/OFF



If the **Include** check box is turned off (blank), then the corresponding benefit or deduction is turned off for **all** employees for this payroll run. If the **Include** check box is turned on (checked), then the benefit or deduction will be applied to the appropriate employees.

"Include All"

These options are only to be used if you want to quickly change all of the activation flags for the benefits or deductions.

Restore option: Select this option if you want to restore the regular benefit (or deduction). **Include** check boxes to the values that are currently in the Company Profile.

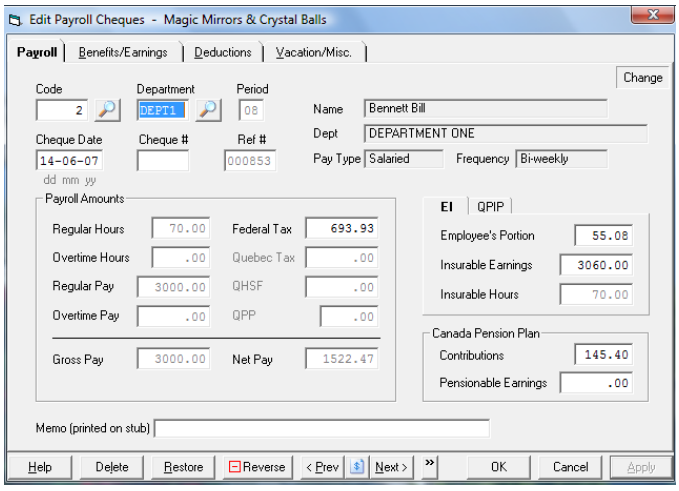
If possible, try to have your deduction or benefits occur every pay period. For example, if you have a semi-monthly payroll, rather than taking off $100 for parking the first pay of each month, take off $50 each pay run. This reduces the need to keep track of which deductions/benefits should be turned on this pay and which ones should be turned off.

Suggestion! If it is not possible to keep the deductions and benefits occurring every pay period, you may wish to create a special payroll calendar. Take a calendar at the beginning of the year and mark down for every pay period which deductions or benefits should apply. Refer to this calendar each pay period and update your Include check boxes as required.

Calculating the Payroll

When you are ready to calculate the payroll, click **OK** and then, when prompted, click **Yes** to confirm that you want to proceed.

Edit Payroll

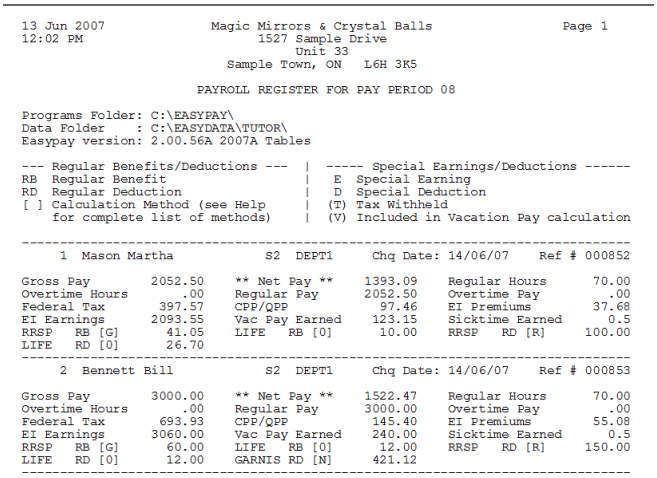


Payroll > Edit Payroll is an optional step. If you want to edit a source deduction (i.e. tax deducted for an employee), a memo, or any employer defined deduction, this can be accomplished in the **Edit Payroll** step.

This step cannot be used for changing earnings, hours or most items that are entered during timecard entry. To change these items you must first run **Payroll > Un-calculate**, change the employee's timecards or employee profile, and then run the **Calculation** step again. This has been done in this manner to prevent employers from having the wrong amount of source deductions taken from the employee.

Note! If you run the **Un-calculate** step (to be discussed later), any changes entered in the **Edit Payroll** step will be lost. The changes, if required, will have to be made again after the payroll is re-calculated.

Payroll Register



```
13 Jun 2007              Magic Mirrors & Crystal Balls                Page 1
12:02 PM                       1527 Sample Drive
                                    Unit 33
                             Sample Town, ON   L6H 3K5

                        PAYROLL REGISTER FOR PAY PERIOD 08

Programs Folder: C:\EASYPAY\
Data Folder    : C:\EASYDATA\TUTOR\
Easypay version: 2.00.56A 2007A Tables

--- Regular Benefits/Deductions ---  |  ----- Special Earnings/Deductions ------
RB  Regular Benefit                  |   E  Special Earning
RD  Regular Deduction                |   D  Special Deduction
[ ] Calculation Method (see Help     |  (T) Tax Withheld
    for complete list of methods)    |  (V) Included in Vacation Pay calculation

-------------------------------------------------------------------------------
     1  Mason Martha            S2  DEPT1     Chq Date: 14/06/07    Ref # 000852

Gross Pay        2052.50    ** Net Pay **    1393.09    Regular Hours      70.00
Overtime Hours       .00    Regular Pay      2052.50    Overtime Pay         .00
Federal Tax        397.57    CPP/QPP            97.46    EI Premiums        37.68
EI Earnings       2093.55    Vac Pay Earned    123.15    Sicktime Earned      0.5
RRSP    RB [G]      41.05    LIFE    RB [0]     10.00    RRSP    RD [R]     100.00
LIFE    RD [0]      26.70
-------------------------------------------------------------------------------
     2  Bennett Bill            S2  DEPT1     Chq Date: 14/06/07    Ref # 000853

Gross Pay        3000.00    ** Net Pay **    1522.47    Regular Hours      70.00
Overtime Hours       .00    Regular Pay      3000.00    Overtime Pay         .00
Federal Tax        693.93    CPP/QPP           145.40    EI Premiums        55.08
EI Earnings       3060.00    Vac Pay Earned    240.00    Sicktime Earned      0.5
RRSP    RB [G]      60.00    LIFE    RB [0]     12.00    RRSP    RD [R]     150.00
LIFE    RD [0]      12.00    GARNIS RD [N]     421.12
-------------------------------------------------------------------------------
```

The Payroll Register can be sorted by Employee Name, Employee Code or by Department.

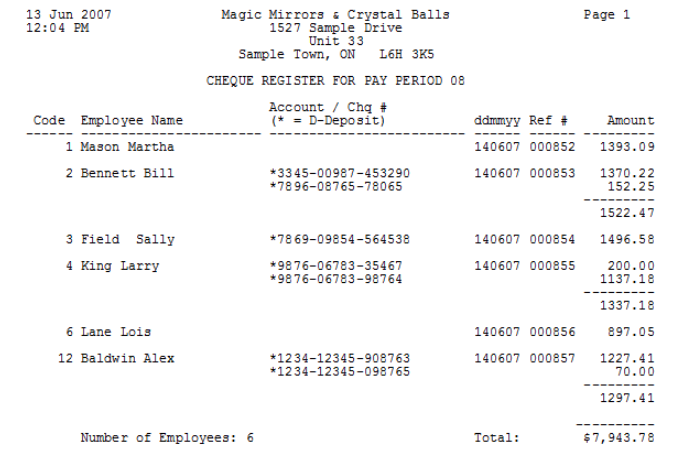
If sorting by Department, you may wish to suppress department totals by turning on the **Suppress department totals** check box.

Comments: After you have calculated the payroll, you should print and review the Payroll Register. This report shows all of the details as they will appear on the employees' stubs. If errors are detected, you can use the **Payroll > Un-calculate** step to reverse the **Calculation** step and then make any necessary changes before recalculating the payroll. Remember to reprint the Payroll Register.

Important! If you know that you will be making adjustments to the payroll using the **Payroll > Edit Payroll** step, then delay printing of the Payroll Register until after you have made those adjustments. Always print a final version of the Payroll Register after all changes and adjustments have been made.

Note: Cheque numbers are assigned at the time the cheques are printed. To have the cheque numbers appear on this report, reprint this report after printing the cheques.

Cheque Register



13 Jun 2007 12:04 PM — Magic Mirrors & Crystal Balls, 1527 Sample Drive, Unit 33, Sample Town, ON L6H 3K5 — Page 1

CHEQUE REGISTER FOR PAY PERIOD 08

Code	Employee Name	Account / Chq # (* = D-Deposit)	ddmmyy	Ref #	Amount
1	Mason Martha		140607	000852	1393.09
2	Bennett Bill	*3345-00987-453290	140607	000853	1370.22
		*7896-08765-78065			152.25
					1522.47
3	Field Sally	*7869-09854-564538	140607	000854	1496.58
4	King Larry	*9876-06783-35467	140607	000855	200.00
		*9876-06783-98764			1137.18
					1337.18
6	Lane Lois		140607	000856	897.05
12	Baldwin Alex	*1234-12345-908763	140607	000857	1227.41
		*1234-12345-098765			70.00
					1297.41
	Number of Employees: 6		Total:		$7,943.78

It is recommended that you print the Cheque Register.

Note: Cheque numbers are assigned at the time the cheques are printed. To have the cheque numbers appear on this report, reprint this report after printing the cheques.

Typically, just one line is printed per employee. However, if an employee is paid by direct deposit and their net pay is split among two or more bank accounts, a separate line is printed for each bank account.

This report can also be used for non-electronic direct deposits to the bank (if bank account information has been entered in the **Edit > Employee > Profile > Banks** tab). Non-electronic direct deposit is becoming quite rare; only a few institutions still offer that service.

Sort Cheque Register

If you need to sort the cheque register, turn on the **Sort Cheque Register** check box.

You have the option of sorting the cheque register by either Bank Institution number or Transit/Branch number.

Bank Institution numbers must be exactly 4 digits (including any leading zeros). Example: 0002

Transit/Branch numbers must be exactly 5 digits (including any leading zeros). Example: 02671

If no institution or transit numbers are entered, no sorting will occur.

Note: In order to sort the cheque register, bank account information is required in the **Edit > Employee > Profile > Banks** tab for each employee that is to be included.

Cheques/Deposit

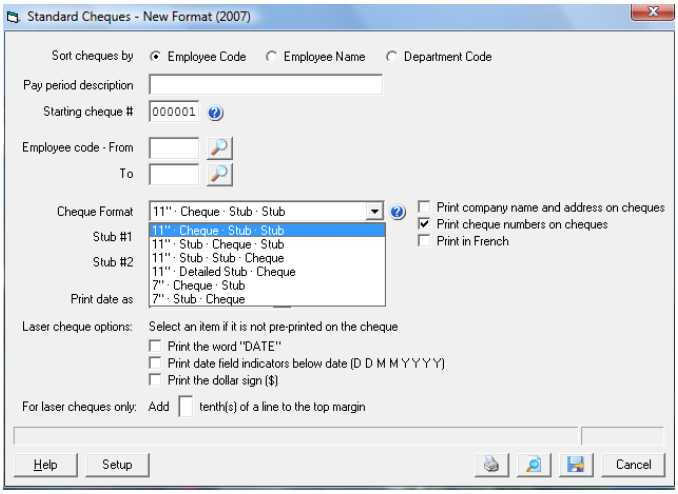
Cheques

Select **Payroll > Cheques/Deposit > Cheques** to open the cheque options menu. A number of different cheque formats are available.

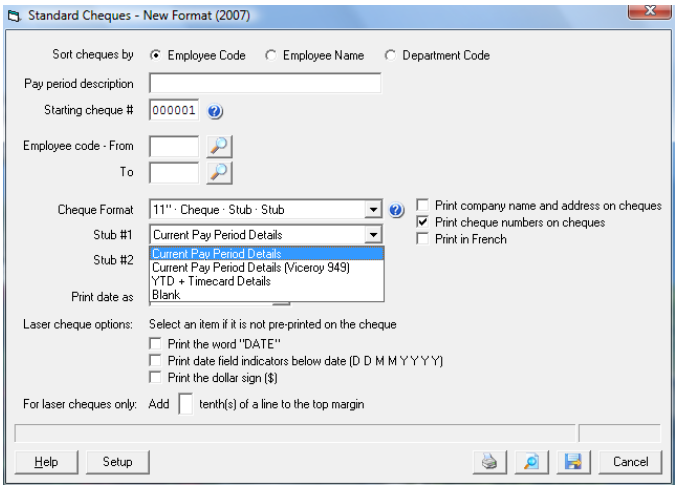
We recommend using the **Standard Cheques - New Format (2007)** option.

All of the cheque types in the list that are not described as “New Format” are scheduled to become obsolete on June 30th, 2007. The CPA (Canadian Payments Association), in conjunction with the banks, have come up with new specifications for cheques. When you order new cheques, please check with your supplier that the cheques conform to the new CPA requirements.

Standard Cheques



The Standard Cheques options offer several cheque formats to choose from. See the illustrations above for the various options available.



Other options include the ability to select what is to be printed on the first and the second stub, as shown in the illustration above. One of the two stubs should always contain a version of the Current Pay Period Details.

Other printing options include:

- Company name and address
- Cheque numbers
- Print in French (instead of English)

There are a few indicators that can either be pre-printed on your cheques by your supplier, or can be printed by Easypay. The indicators include: “DATE”, “D D M M Y Y Y Y” and “$”. These indicators will only print if the Laser Printer option is selected in the **Setup**, dot matrix cheques **must** have the indicators pre-printed on the cheque form.

Depending on what is pre-printed on your cheque, you can select all, some, or none of these indicators.

The top and left margins of the cheque can be adjusted by clicking the **Setup** button.

Customized Cheques

The new CPA cheque format can be customized using the **Periodic > Customized Cheques > New Format (2007)** option.

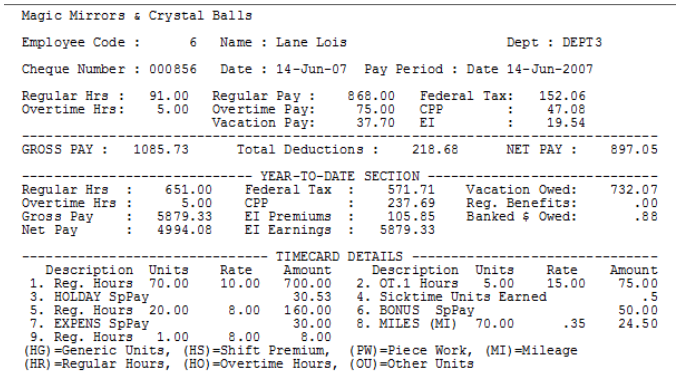
Before using the Customized Cheques option, try using the Standard Cheques option. If the Standard Cheques option does not allow you to achieve the desired result, then you will need to customize your cheque. (Remember, you can adjust the top and left margins of any laser cheque by clicking the **Setup** button on the cheque printing window.)

The contents of the cheque can be customized. Items such as the date, pay to the order of, address, etc., can all be repositioned.

The contents in the stub portion **cannot** be customized. The stub portion in Easypay is dynamic in nature. For each employee, the benefits, deductions, earnings, etc., will print in a different location on the stub, depending on how many different items apply to a particular employee. This type of stub does not allow itself to be easily modified.

To print a cheque that you have customized, go to **Cheques/Deposit > Cheques > Customized Cheques – New Format (2007)**. Then select the cheque from the grid at the bottom of the window. Enter the required parameters and print. Read the section on **Periodic > Customized Cheques** in this manual for instructions on how to customize a cheque.

Statement of Earnings



```
Magic Mirrors & Crystal Balls

Employee Code :      6   Name : Lane Lois                   Dept : DEPT3

Cheque Number : 000856   Date : 14-Jun-07  Pay Period : Date 14-Jun-2007

Regular Hrs :   91.00   Regular Pay :    868.00   Federal Tax:   152.06
Overtime Hrs:    5.00   Overtime Pay:     75.00   CPP        :    47.08
                        Vacation Pay:     37.70   EI         :    19.54
-------------------------------------------------------------------------------
GROSS PAY :   1085.73      Total Deductions :    218.68      NET PAY :    897.05

------------------------------ YEAR-TO-DATE SECTION ----------------------------
Regular Hrs  :    651.00    Federal Tax  :    571.71    Vacation Owed:    732.07
Overtime Hrs :      5.00    CPP          :    237.69    Reg. Benefits:       .00
Gross Pay    :   5879.33    EI Premiums  :    105.85    Banked $ Owed:       .88
Net Pay      :   4994.08    EI Earnings  :   5879.33

------------------------------- TIMECARD DETAILS -------------------------------
   Description  Units    Rate    Amount     Description  Units    Rate    Amount
 1. Reg. Hours  70.00    10.00   700.00   2. OT.1 Hours   5.00    15.00    75.00
 3. HOLDAY SpPay                 30.53   4. Sicktime Units Earned            .5
 5. Reg. Hours  20.00     8.00   160.00   6. BONUS  SpPay                   50.00
 7. EXPENS SpPay                 30.00   8. MILES (MI)  70.00      .35    24.50
 9. Reg. Hours   1.00     8.00     8.00
(HG)=Generic Units, (HS)=Shift Premium,  (PW)=Piece Work, (MI)=Mileage
(HR)=Regular Hours, (HO)=Overtime Hours, (OU)=Other Units
```

Statements of Earnings can also be printed. These are required for employees that are paid by direct deposit rather than by cheque. These statements are usually printed on blank paper.

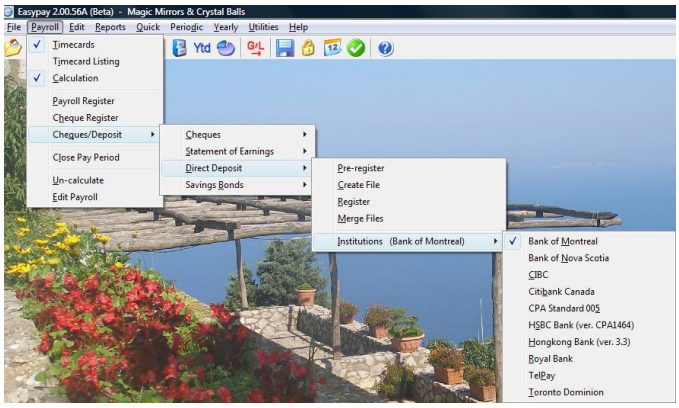
As an alternative to plain paper, various styles of pre-printed statements of earnings are available. For more information about pre-printed cheques or statements, please contact **Viceroy Forms** at (416) 588-0077, or visit their web site at **viceroyforms.com**.

The Viceroy Speedy Mailer is an interesting product for those with very large payrolls. By using an impact printer, one document can be printed which is both stub and envelope. This eliminates sorting and stuffing of envelopes.

In the Customized Statement of Earnings we have pre-loaded a customized statement called the “Statement for Window Envelope” that prints the Employer and Employee name and address on the statement of earnings.

If you need to modify or create new statements go to **Periodic > Customize a Statement.**

Direct Deposit



If you are not using Direct Deposit, please skip this section and proceed to the Close Pay Period section.

Direct Deposit is a very popular feature. To display all of the banks and institutions supported by Easypay, select **Payroll > Cheques/Deposit > Direct Deposit > Institutions**. Select the bank or institution that your company has made arrangements with to receive your direct deposit file. (It does not matter where the employees do their banking.)

Important! Easypay creates the direct deposit file that needs to be transmitted to the bank. This file is created according to the specifications given to Easypay by the banks.

You will need to obtain instructions from your direct deposit provider on how to transfer the file created by Easypay to their computer. Some banks, such as the CIBC, use the Internet to transfer the file. Other banks, such as the TD, use their own proprietary software.

CPA Standard 005 is the Canadian Payments Association standard for payroll. This format is used by

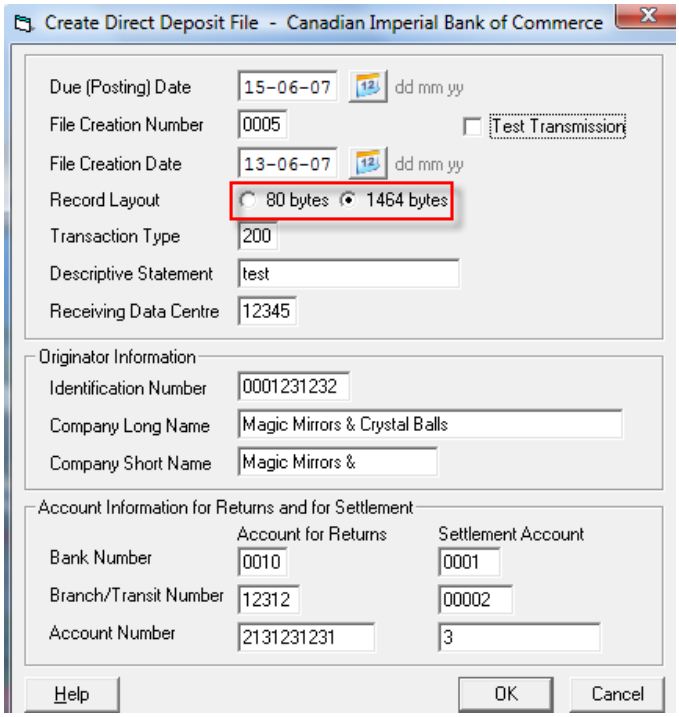
most institutions which are not specifically mentioned on the Easypay list. If you are dealing with a Credit Union or bank that is not on the Easypay list, call them to confirm that they can accept a file that is created using the CPA Standard 005 format.

A payroll must be calculated before you can access the **Direct Deposit > Create File** option. The information that you need to enter in the Create File window is available from your bank or credit union.

Important! Each time a new direct deposit file is sent to the bank, the **File Creation Number** should be incremented by one. If the file creation number for the file is not greater than the number assigned to the previous file, then the file will be rejected by the bank.
The file creation number is used by the banks to help ensure that you are sending them the correct and current direct deposit file.

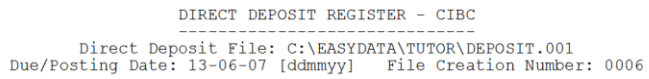
Record Type and Length

Some banks allow more than one record format. In the example below, the CIBC interface has two different formats that you can select from: 80 bytes or 1464 bytes. **Your bank or institutions will need to tell you which record length they prefer.**



HINT! Please read the online **Help > Frequently Asked Questions** for additional information concerning direct deposit.

Register



After you have created your direct deposit file, print the Direct Deposit Register and file it in a safe place.

Important! In the heading of your direct deposit register, there is a folder and file name listed. This is the direct deposit file that you need to transmit to your financial institution.

Direct Deposit > Merge Files

Merge files is useful for employers who have multiple companies that all draw funds from the same payroll bank account. Rather than sending two or more files to your financial institution, you can save time and money by merging the files and sending one large file.

To setup direct deposit file mergers, select **Edit > File Merger > Direct Deposit**. Select which companies should be merged together to create the one large direct deposit file. The **first** company on the list is very important since the file that is created by the merge process will be placed in that company's folder. The first company must always have a direct deposit file in order for the merge process to work.

Before running the merge process, you will need to calculate the payroll and create one direct deposit file for *each* of the companies in the merge group.

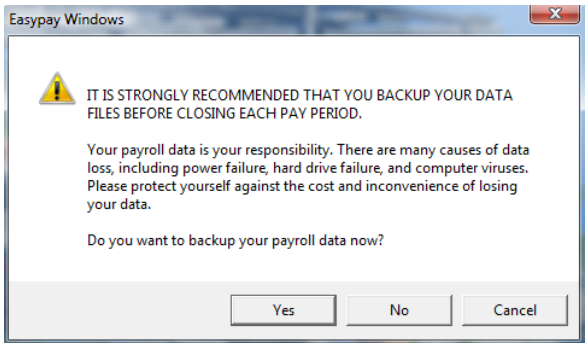
Note: Some banks allow for multiple companies with *different* bank accounts to be merged into one file. If you are in that situation, check with your direct deposit provider to see if their direct deposit file specifications can accommodate multiple companies with different bank accounts.

Close Pay Period

When all of the cheques have been printed (or the direct deposit process has been completed and verified by your bank) and you are satisfied with the results, it is time to close the pay period. Closing the pay period will update all of the historical information and prepare the system for the next pay period.

CAUTION! If you try to close your pay period and it fails in the middle of the process, call the Easypay hotline for assistance! DO NOT backup your data again or try to close more than once.

Backing Up



1. If backing up to floppies, use 5 or 6 sets of floppies. Use a different set each pay period, recycling the oldest set.

   For example: Use five sets of diskettes for each company. Label them as set A, B, C, D, and E. Backup your first pay on set A, the next on B, and so on. After five pay periods have passed, start with set A again.

2. It is possible to back up to CD. The CD must be formatted using your CD burning software (usually provided with your computer) in a format that is universally compatible. The universal compatibility is very important since it allows the CD to be read by

other computers. If you choose to use this method, be sure to test your backup CD on another computer to verify that your CD can be read.

3. Backing up to the network should not be your only method of backing up. Use backing up to the network in conjunction with a CD or floppy backup.

   If your server is backed up properly and the backup is safely stored off site, you may wish to backup to your network.

   In the **Backup To** field, type something like:

   Y:\pay2006\period1 (to backup pay period 01)

   Y:\pay2006\period2 (to backup pay period 02)

   Y:\pay2006\period3 (to backup pay period 03)

   The Y:\pay2006 folder will contain all of the payrolls for 2006 in a series of subfolders: period1, period2, period3, etc. Each subfolder of pay2006 will be one of the pay periods backed up just prior to Close Pay Period step.

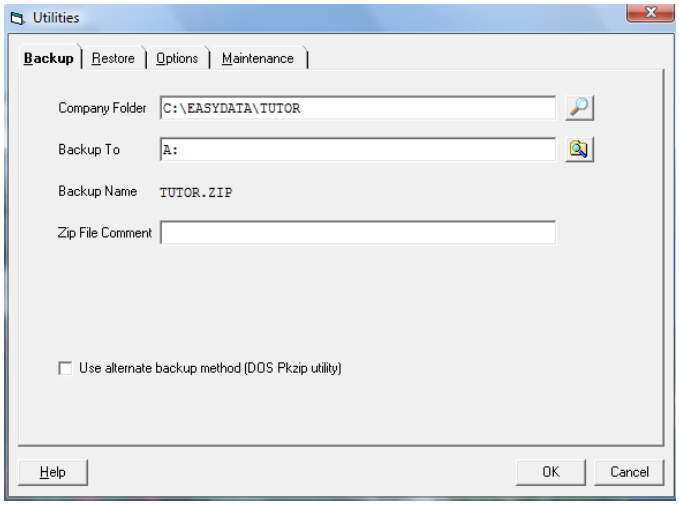
4. Other backup alternatives include flash drives or jump drives that are inserted into your USB port. It is probably wise to have two of these devices. Alternate backing up to one then the other.

PLEASE BACKUP RESPONSIBLY!

ZIP File Comment

This is a comment that is attached to the zip file and can be used to identify the contents of the backup.

Starting the Backup Process



Take a blank floppy disk or formatted CD and insert it into the appropriate drive. Verify that the **Backup To** field has been correctly entered.

The **Zip File Comment** is optional.

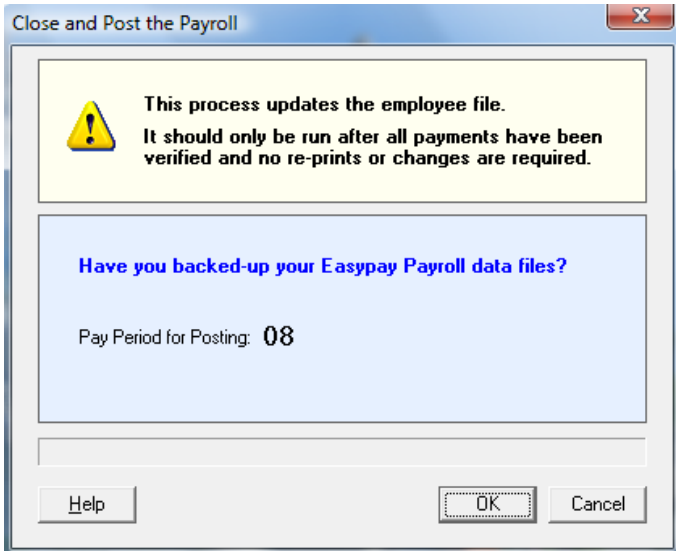
Click **OK** or press the **Enter** key to begin the backup process.

If you are using floppy diskettes, each company will initially require one floppy diskette to do the backup. Eventually, as the size of your data files grow, additional diskettes per company may be required.

Every time that you perform a backup for a company, all of the information for that company is transferred to the backup media.

The **Utilities > Options > Test Integrity** option can be performed on the backup to ensure that backup was successful. You may want to perform this test periodically to ensure that your computer and payroll are backing up the information properly.

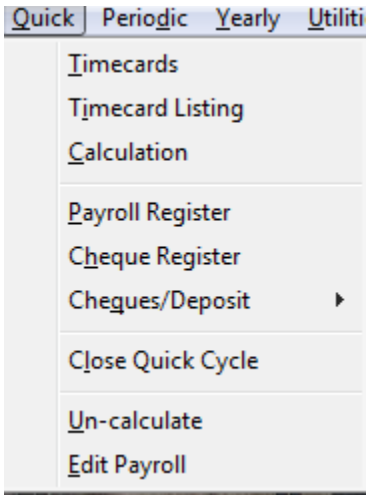
Close Pay Period



Once the backup has been completed, you can safely close the pay period. Click **OK** and then, when prompted, click **Yes** to confirm that you want to close the pay period.

You have now completed a regular pay period and are ready for the next one!

Quick Menu (for Quick Cheque)



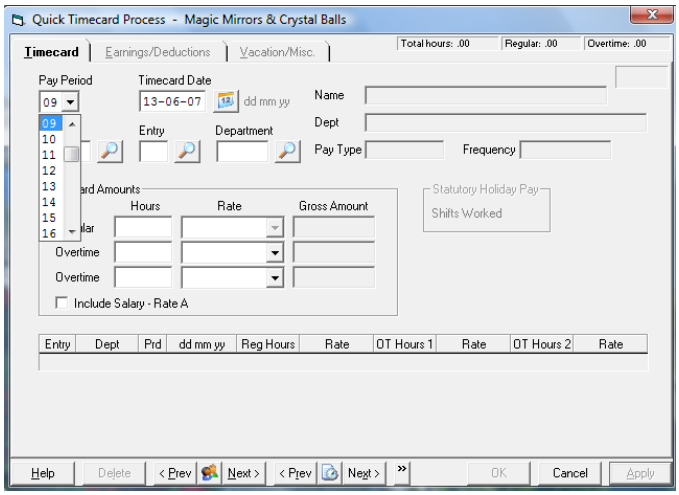
Cheques on demand! Use **Quick Cheque** when you need a cheque outside the normal payroll process. Do not worry about the status of the regular payroll run; use it whenever you need it!

Quick Cheque is an extremely useful function. It allows you to:

- Add cheques to pay periods that have already been closed
- Issue multiple cheques for an employee in the current pay period
- Produce cheques for future pay periods

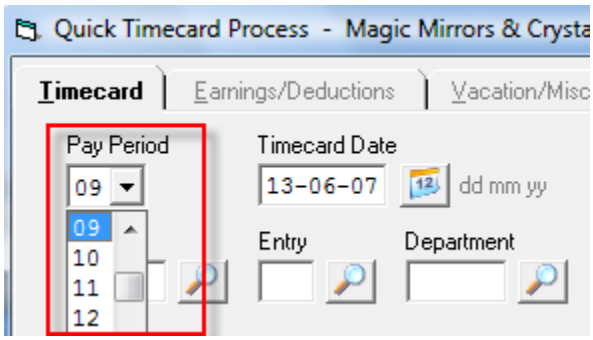
Quick Cheque was designed to use the same steps that are used when running a regular payroll. This section of the manual assumes that you have already read the section on running a regular payroll. The Quick Cheque section of the manual will only highlight the differences between the Regular and Quick payrolls.

Timecards



There are a few differences between a Regular timecard and a Quick timecard.

Pay Period

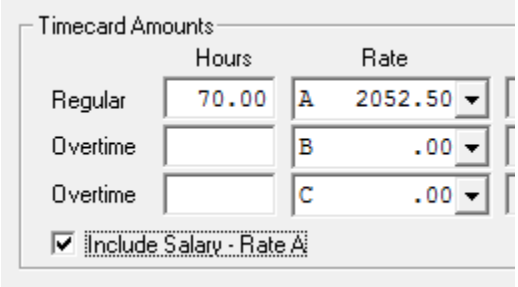


Important! In Quick timecards, you enter the pay period for which you wish to produce a Quick Cheque. Make sure that you enter this pay period correctly.

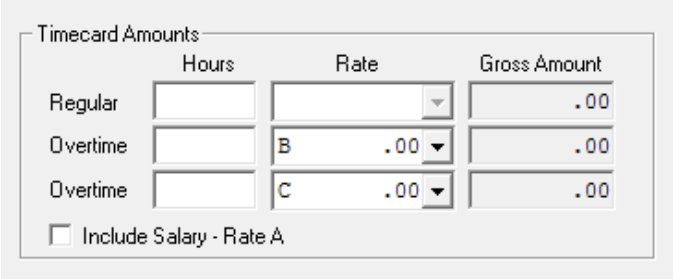
If you wish to produce a number of cheques for various employees and pay periods, this can be accomplished in one Quick Cheque run.

To produce multiple cheques for one employee (possibly for various pay periods), then you will need to run the complete Quick Pay cycle (including the Close Quick Payroll) several times. Multiple timecards for an employee in a Quick Pay cycle will only produce one cheque.

INCLUDE SALARY – Rate A

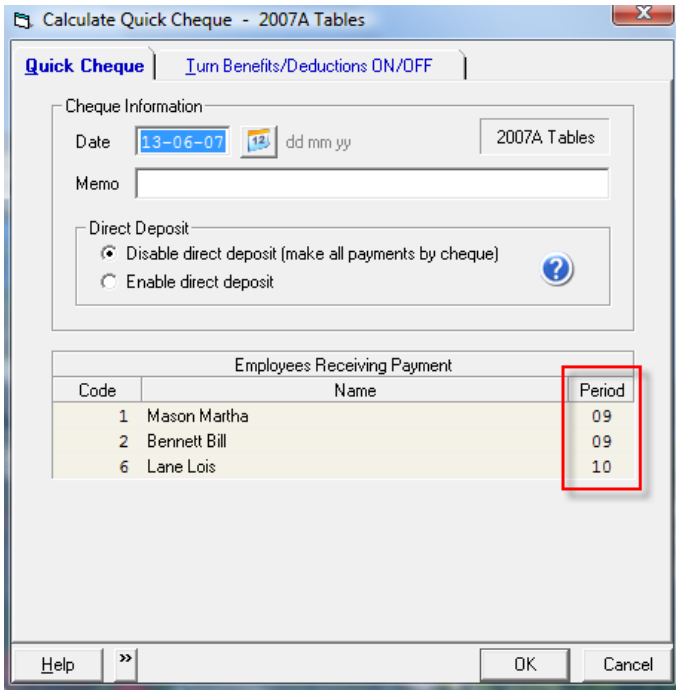


In Quick Cheque you have the option of including the salary for salaried or commissioned employees. If you select this option, then the Quick Cheque process will include the employee's salary as part of their Quick pay. When the **Include Salary – Rate A** option is turned on, the **Regular Hours** and **Rate** fields will be filled in. If required, you can manually enter a different amount for Regular Hours or Rate.



If the **Include Salary – Rate A** option is not selected, Easypay will only pay the earnings entered on the Quick Timecard and will exclude the employee's regular salary. This is very useful if you are paying a salaried employee a bonus (or some other payment) but their salary has already been paid to them via the Regular Payroll run. The employee would be glad to receive their salary twice but the employer may not be as happy with that scenario.

Calculation



In the **Quick > Calculation** step, the Pay Type and Frequency that you normally enter in the Regular Pay run do not apply. In the Quick Cheque calculation, only employees for whom Quick Timecards have been entered will have a cheque produced.

Disable direct deposit (make all payments by cheque)

When using Quick Cheque, if you want to issue a cheque to an employee who is normally paid by direct deposit, turn on the **Disable direct deposit** option.

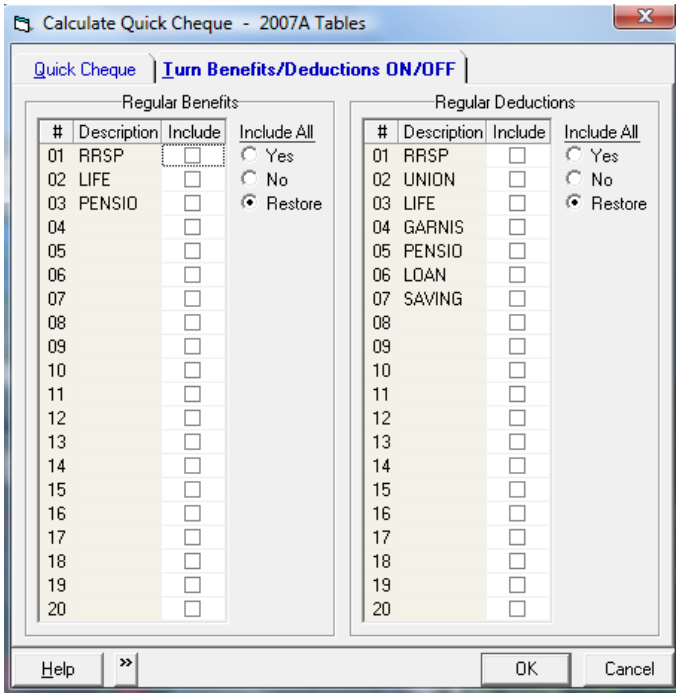
Enable direct deposit

If you wish to create a direct deposit file for the Quick Cheque run, then turn on **Enable direct deposit**. Selecting this option will make a Quick Cheque cycle act exactly like a Regular Pay cycle in regards to direct deposit.

Employees Receiving Payment

The grid at the bottom of the window displays all the employees that have Quick timecards entered and will have payments created in the Quick Cheque **Calculation** step. Pay particular attention to the **Period** column which shows which pay period you have allocated the payment to for the employee in that row. If you need to make any corrections, return to the Quick Timecards window and make the desired adjustments.

Turn Benefits/Deductions ON/OFF



Important! Regular Payroll and Quick Payroll have their own unique set of benefit/deduction on/off flags. Turning a benefit/deduction on or off in Regular Payroll will not affect the value of the corresponding setting in the Quick Pay Calculation routine and vice versa. Make sure that the flags are set correctly for all of the benefits and deductions before running the **Quick > Calculation** step.

Close Quick Cycle

The Quick Cheque cycle does not increment the pay period. For example, if you are currently in pay period 06, running the Quick Cheque cycle any number of times will not change the fact that you are in pay period 06. We encourage you to run Quick Cheques as often as required.

Conversely, each time you run the Close Pay Period step in a Regular Pay cycle, the pay period number will be incremented by one.

After a Quick Cheque cycle has been closed, the remittance, G/L entries and departmental costing reports will be adjusted for the pay periods for which Quick Cheques where produced. Make sure that you reprint any reports that may be affected by the Quick Cheques.

Quick Cheque Source Deduction Rules

CPP and EI

The Quick Cheque and Regular Payroll processes ensure that the CPP and EI will be correctly calculated by looking at all cheques that have been issued to an employee in a given pay period. The CPP and EI that are deducted will be the same whether the payment to an employee in a given pay period is issued using one cheque or several cheques.

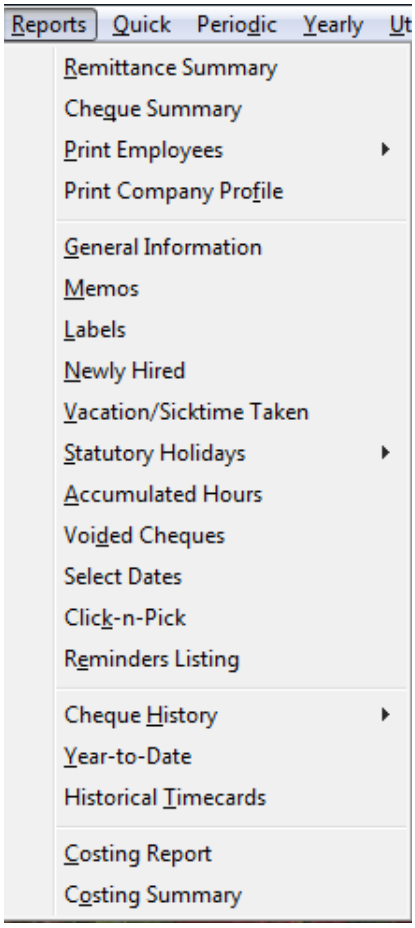
Tax

As far as tax is concerned, the Quick and Regular Pay processes base the amount of tax deducted on the Gross Pay of the cheque being calculated. Easypay **does not** look at other cheques issued to an employee in the same pay period and calculate the tax based on the total gross pay for the pay period.

This approach allows you to pay bonuses, vacation pay, etc., by using a separate Quick Payroll run, thus reducing the total amount of tax deducted from the employee in the pay period.

For example: If a bonus was added to a regular payroll cheque, the amount of tax would be higher than if the regular pay and bonus were separated into two payments by using Regular Pay and Quick Pay.

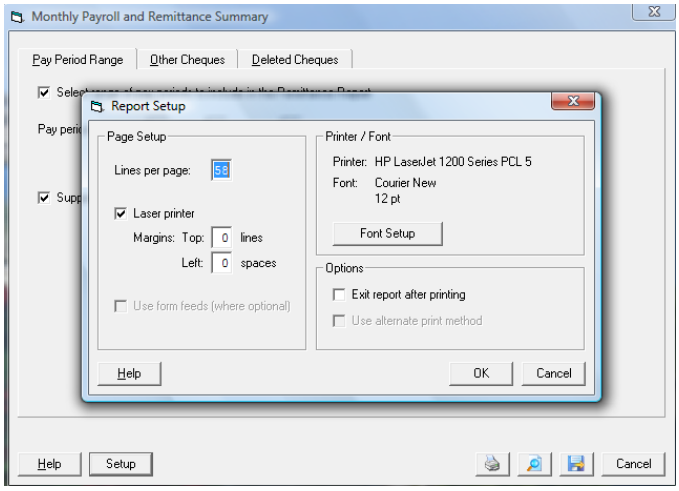
Reports



The following section on reports provides a very brief outline of each report and highlights certain features. You are encouraged to try printing all of the reports to the screen using the Print Preview option. This is a good way to discover the contents of the various reports available.

The date that appears on all reports can be changed by selecting **File > Open Company** and clicking the **Dates** button.

Reports: General Rules and Conventions



Setup

The **Setup** button in each report allows you to change the printing options, such as the top and left margins.

If you turn on the **Exit report after printing** option, the report window will close after the report has been printed. Otherwise, if this option is turned off, you will remain in the report window after it is printed.

If you need to print the same report several times (for example, selecting a different department each time), then turn off **Exit report after printing**. The report will print and then return you to the report screen for further printing.

For reports you may be printing only once, you may wish to turn on **Exit report after printing**. This option can be set uniquely for each report.

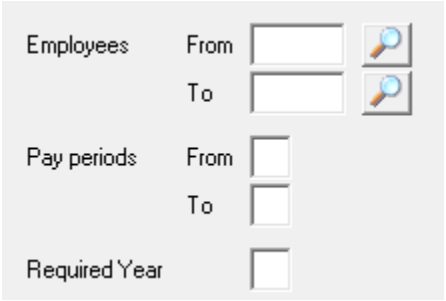
Print, Preview or ASCII File



There are three options for generating a report:
1. Send the report to printer
2. Print preview
3. Send report to a text file

These options are accessed using the buttons in the bottom right corner of each report window (beside **Cancel**). ***Note:*** when sending a report to a text file, you will be prompted for a file name and folder location.

From and To

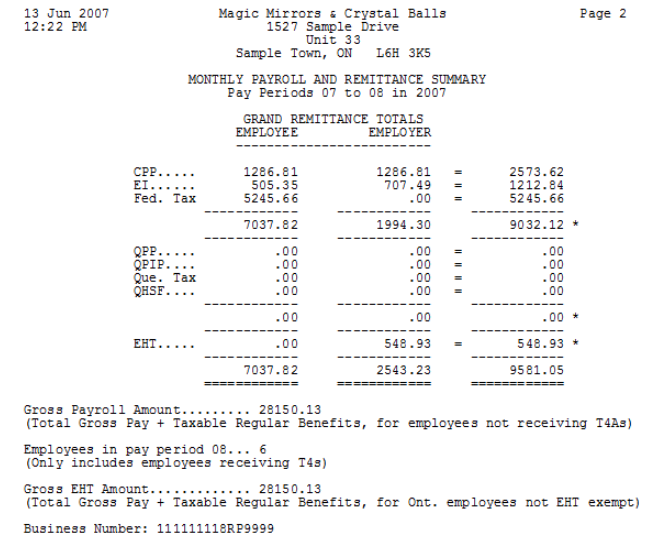


The **From** and **To** fields are used throughout Easypay to define the first and last employee, pay periods, departments, etc., that should be included on the report.

Important! If you press the **Tab** key while in an empty **From** or **To** field, Easypay will automatically enter the first (or last) value that is available for the that field. For example, if you tab through the **From** and **To** employee code fields, the entire range of employees will automatically be selected.

TIP: To select a single employee, enter the employee's code in both **From** and **To**.

Remittance Summary



```
13 Jun 2007                    Magic Mirrors & Crystal Balls                    Page 2
12:22 PM                             1527 Sample Drive
                                          Unit 33
                                  Sample Town, ON   L6H 3K5

                          MONTHLY PAYROLL AND REMITTANCE SUMMARY
                               Pay Periods 07 to 08 in 2007

                                 GRAND REMITTANCE TOTALS
                                EMPLOYEE          EMPLOYER
                                ------------------------

                     CPP.....      1286.81          1286.81   =      2573.62
                     EI......       505.35           707.49   =      1212.84
                     Fed. Tax      5245.66              .00   =      5245.66
                               ------------     ------------     ------------
                                   7037.82          1994.30          9032.12 *
                               ------------     ------------     ------------
                     QPP.....          .00              .00   =          .00
                     QPIP....          .00              .00   =          .00
                     Que. Tax          .00              .00   =          .00
                     QHSF....          .00              .00   =          .00
                               ------------     ------------     ------------
                                       .00              .00              .00 *
                               ------------     ------------     ------------
                     EHT.....          .00           548.93   =       548.93 *
                               ------------     ------------     ------------
                                   7037.82          2543.23          9581.05
                               ============     ============     ============

Gross Payroll Amount......... 28150.13
(Total Gross Pay + Taxable Regular Benefits, for employees not receiving T4As)

Employees in pay period 08... 6
(Only includes employees receiving T4s)

Gross EHT Amount............. 28150.13
(Total Gross Pay + Taxable Regular Benefits, for Ont. employees not EHT exempt)

Business Number: 111111118RP9999
```

Run this report to obtain all of the totals required for the Receiver General. Specify the pay periods and year to be included on the report.

Important! A pay period must be **closed** before the information for that pay period is available for any of the reports in the **Reports Menu** column!

Pay Periods

Enter the first and last pay periods to be included in the remittance report. Valid pay periods are from 1 to 53.

Required Year

Enter the required year that contains the pay periods you wish to report on.

Suppress Department Totals

Turn this check box **on** to suppress the totals for each department. If you choose to suppress the department totals, then only the grand totals for the company will be reported.

Turn this check box **off** to print totals by department.

Comments: The Remittance Summary report can be printed as many times as required, for any year or any range of pay periods. Normally, this report is printed semi-monthly or monthly, depending on how often you must remit your deductions to the federal and provincial governments.

Other Cheques Tab

If you used Quick Cheque to add cheques to a previous pay period **after** the remittance for that pay period was completed, you can use the **Other Cheques** tab to add those cheques to the current remittance. Those cheques that are selected will be shown as adjustments carried forward from a previous period.

In the **Other Cheques** tab, specify the pay period of the cheques that you want to add to the current remittance. Select the cheques from the displayed list. If you need to add cheques from another pay period, change the pay period number and select the required cheques from that pay period. All of the cheques that are selected will be displayed in the grid at the bottom of the screen.

Deleted Cheques Tab

If you delete cheques from a previous pay period **after** the remittance for that pay period was completed, you can add those cheques as a reversing entry to the current remittance by selecting the deleted cheques that should be included. These will be shown as reversing adjustments from a previous period.

Cheque Summary

Report Type

This report can be used if you have misplaced or forgotten to print your Payroll Register and have closed the pay period. It has the same format as the payroll register. It is printed for closed pay periods and provides cumulative totals for each employee for the pay periods specified. This report is sorted by employee code. There are three different **Report Type** options. The **Complete Summary** option includes all pay information. (If you require the detail of individual cheques over specific pay periods, select **Reports > Cheque History**.)

Employee Code Range

Enter the range of employee codes to be included.

To view the employee lookup window, click the adjacent lookup button.

To select all employees, simply **tab** through the **From** and **To** fields.

To select only one employee, enter the employee's code in the **From** and **To** fields.

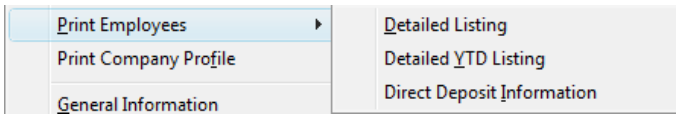
Pay Period Range

Enter the first and last pay periods of the desired range. Valid pay periods are from 1 to 53.

Required Year

Enter the required year that contains the desired pay periods.

Print Employees



The **Print Employees** section includes three reports:

- Detailed Listing
- Detailed YTD Listing
- Direct Deposit Information

Print Employees - Detailed Listing

Employee Code / Employee Name

If you are sorting by employee code, enter the range of employee codes to be included on the report. If you are sorting by employee name, enter the range of employee names.

If you press the **Tab** key while in the **From** and **To** fields, without entering any values, Easypay will automatically select the entire employee range.

To select only one employee, enter the same employee in the **From** and **To** fields.

Include Terminated Employees

Turn this check box on if you want to include employees whose status is terminated. If you don't want to include terminated employees, then turn this check box off.

Print Employees - Detailed YTD Listing

Employee Code / Employee Name

Important! It is recommended that this report be printed if you are starting to use Easypay part way through a year. This report will give you a hard copy of the opening balances that were entered. This is usually the only time you will want to print this report. Save this report in case you need to reference it later for year-end balancing.

If you are sorting by employee code, enter the range of employee codes to be included on the report. If you are sorting by employee name, enter the range of employee names.

Tab through the **From** and **To** fields to automatically select all employees.

To select only one employee, enter the same employee in the **From** and **To** fields.

Include Terminated Employees

Turn this check box on if you want to include employees whose status is terminated. If you don't want to include terminated employees, then turn this check box off.

Direct Deposit Information

Employee Code, Employee Name, or Department

You have the option of sorting the report by employee code, employee name or department. Enter the range of employees or departments in the **From** and **To** fields.

You can click the look-up button to display all existing employees or departments.

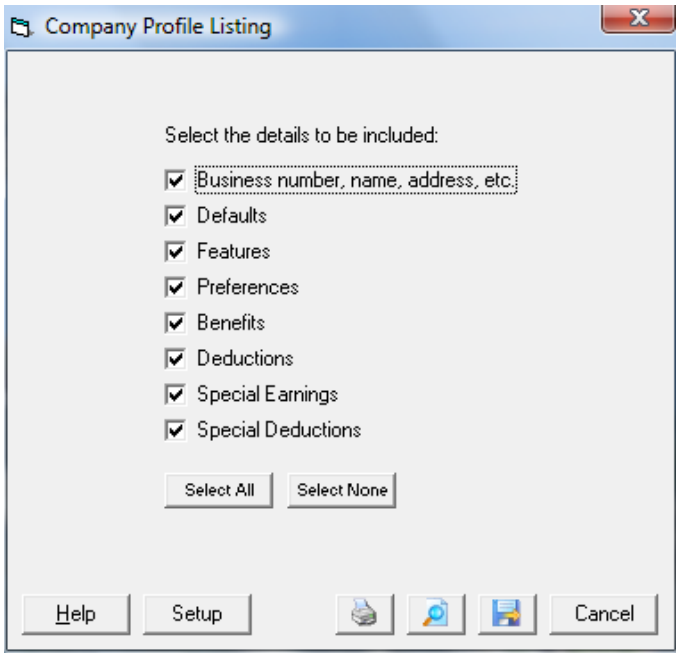
Tab through the empty **From** and **To** fields to automatically select all employees or departments.

To select only one employee or department, enter the same employee or department in the **From** and **To** fields.

Include Terminated Employees

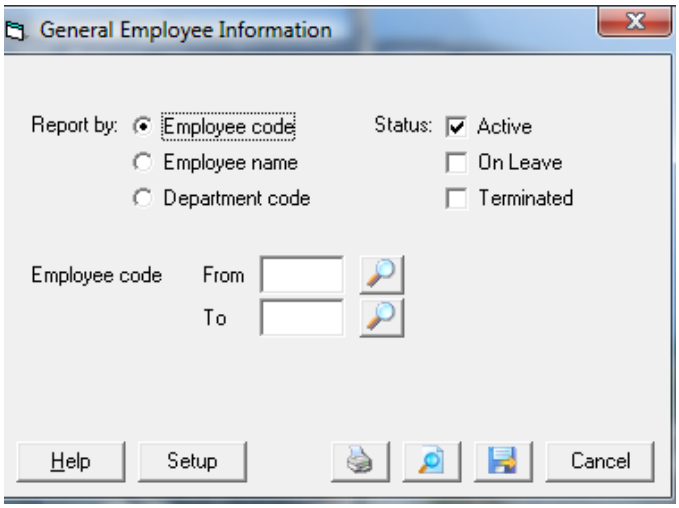
Turn this check box on if you want to include employees whose status is terminated. If you don't want to include terminated employees, then turn this check box off.

Print Company Profile



Use this report to print selected details from the information that is entered in **Edit > Company**.

General Information



The **General Information** report offers three options:

- **Report by Employee code:** prints the Employee Code, Name, Status Address and Telephone Number.

- **Report by Employee name:** prints the Employee Name, Code, Status, Address and Telephone Number.

- **Report by Department code:** prints the employee's Department, Name, Code, Status, Hire Date, Birth Date, Telephone Number and Rate A.

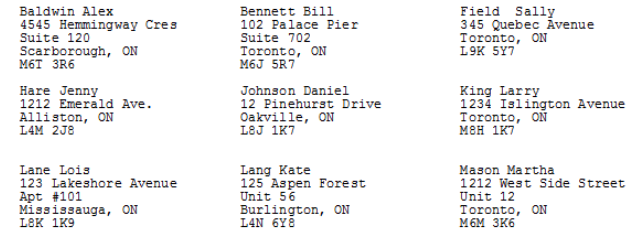
The **Report by Department code** option is very popular with Easypay customers

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Memos

Use the **Memos** report to print one, some or all of the employees' memos. The memos that are printed are ones that were entered in **Edit > Employee > Profile** using the **Memos** button.

Labels



Baldwin Alex
4545 Hemmingway Cres
Suite 120
Scarborough, ON
M6T 3R6

Bennett Bill
102 Palace Pier
Suite 702
Toronto, ON
M6J 5R7

Field Sally
345 Quebec Avenue
Toronto, ON
L9K 5Y7

Hare Jenny
1212 Emerald Ave.
Alliston, ON
L4M 2J8

Johnson Daniel
12 Pinehurst Drive
Oakville, ON
L8J 1K7

King Larry
1234 Islington Avenue
Toronto, ON
M8H 1K7

Lane Lois
123 Lakeshore Avenue
Apt #101
Mississauga, ON
L8K 1K9

Lang Kate
125 Aspen Forest
Unit 56
Burlington, ON
L4N 6Y8

Mason Martha
1212 West Side Street
Unit 12
Toronto, ON
M6M 3K6

Employee Status

To include employees of a particular status (Active, On Leave or Terminated), turn on the corresponding check box. You can include any combination of these status types.

Sort By

Choose whether you want to sort the labels by Employee Name or Department.

Other Selection Criteria

Other options are available in the **Labels** printing program, such as:

- Only include employees from the current payroll file
- Only include employees from the T4 file

Laser labels

Turn this check box on if you are using sheets of labels designed for use with laser or ink jet printers.

If some of the labels on the first sheet have already been used, enter the row and column of the label on which the first address should be printed.

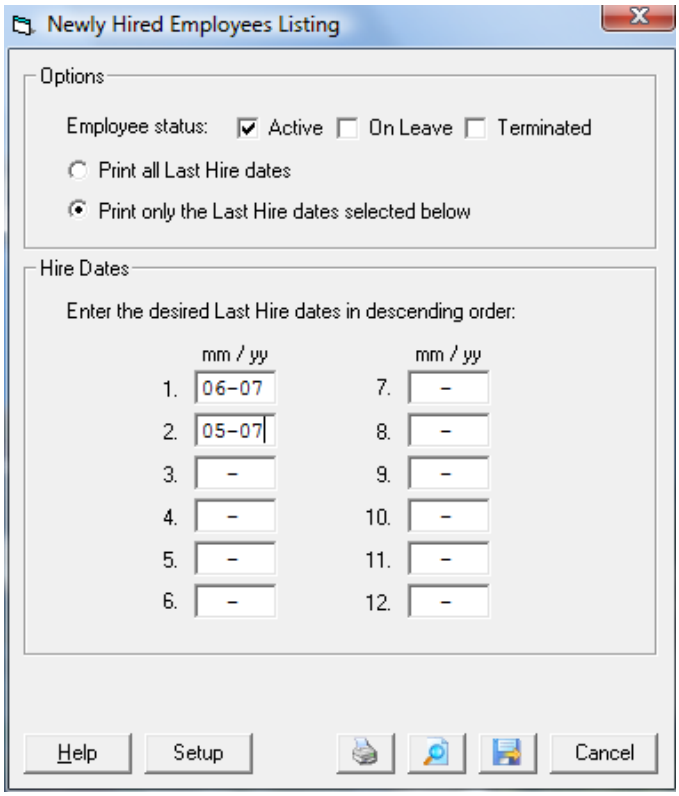
Laser label specifications: 2 5/8" x 1", 30 labels per sheet (10 rows, 3 columns). [Avery product code: 08160 or 05160]

Note: You will likely need to adjust the **Top** and **Left** laser margin settings prior to printing laser labels. To adjust these margins, click the **Setup** button to access the **Report Setup** window and then enter the desired margins. For example, to shift the printing down by two lines, enter 2 in the top margin field. Similarly, the printing can be shifted to the right by entering a value in the left margin field. We suggest that you experiment on plain paper before printing on the actual label sheets.

Print total(s) of labels printed

Turn this check box on if you want to print the totals of the label types (that have been printed) at the end of the label printing process.

Newly Hired



Employee Status

To include employees of a particular status (Active, On Leave, or Terminated), turn on the corresponding check box. You can include any combination of these status types.

Newly Hired Employees Listing

This report is based on the **Last Hire** date in the Employee Profile.

To print a list of all employees and their Last Hire dates, select **Print all Last Hire dates**.

To print a list of employees hired in a certain month and year select "**Print only the Last Hire dates selected below**" and then enter the selected months and years in the **Hire Dates** section on the screen.

The list is printed in ascending date order and includes:

- Employee name
- Employee code
- SIN
- Last Hire date

Vacations / Sicktime

Report By

Choose whether you want to sort the output by Employee name, Department code or Employee code

Status

To include employees of a particular status (Active, On Leave, or Terminated), turn on the corresponding check box. You can include any combination of these status types.

Year and Pay Period

If the year and period are not entered, all vacation and sick time in the employee history file will be reported.
If a year and period are entered, only the values recorded since that period will be reported.

Note: Either enter both the starting year and period, or leave both fields blank.

Statutory Holiday Report

Statutory Holiday Report - ESA 2000

Shifts Worked are not required

Unlike the earlier ESA 1990 version of the Statutory Holiday report, the ESA 2000 version does not require the number of shifts worked in the pay period to be entered during timecard entry. If you were previously using the ESA 1990 version of the report, but will now be using the ESA 2000 version, do not enter the shifts worked in timecard entry 001. (Refer to the Timecard Entry section of this manual for more details.)

Note: this report can only obtain information from "closed" pay periods. If the pay period that is currently open is required for the statutory holiday pay calculation, then this report will not be able to accurately calculate the correct holiday pay.

The Statutory Holidays Report is used to comply with the Employment Standards Act (2000) in Ontario. You must have accumulated at least 4 weeks of historical data before this report can give you accurate information.

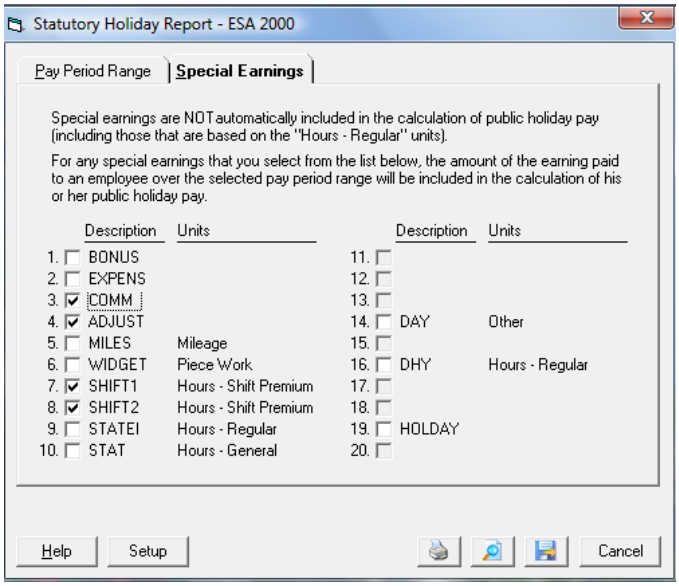
Pay period range covering the four weeks prior to the holiday

Enter the pay period range that covers the four weeks prior to the week of the holiday. The range should only include closed pay periods. If you are on a biweekly pay schedule and these four weeks do not correspond to the two pay periods prior to the week of the holiday, then this report will not be able to accurately calculate the correct holiday pay.

Note: If the employee agrees to work on the public holiday in return for a substitute day off with public holiday pay, then the calculation is based on the four weeks prior to the week of the substitute day.

This report calculates the total regular pay and vacation pay paid over the four-week range that is entered. This total is divided by 20 to determine the amount of holiday pay to be paid. The recommended amounts are for ONE day of holiday pay.

Special Earnings Tab



Special earnings are not automatically included in the calculation of statutory holiday pay (including those based on "Hours - Regular" units). To include any special earnings in the calculation, you must select them using the **Special Earnings** tab.

For any special earnings that you select on the **Special Earnings** tab, the amount of the earning paid to an employee over the selected pay period range will be included in the calculation of their public holiday pay.

Note: An **ASCII Timecard** option is displayed if you have the optional **Easypay Customizer Module** installed. This option allows you to automatically create

timecards for hourly employees who qualify for holiday pay.

If you want to create an ASCII import file that contains timecard records for hourly employees who qualify for holiday pay, turn on the check box and enter the date that you want entered on the timecard records.

The Statutory Holiday report and the ASCII timecard file will be generated simultaneously. The name of the ASCII file and the folder in which it is created are displayed at the bottom of the window and also at the end of the report generation process. To import the ASCII timecard file into Easypay, use the import utilities in the Customizer Module.

Statutory Holiday Report - ESA 1990 (Old)

This report is based on the old Employment Standard Act 1990. If you want to use a newer version of the Statutory Holiday Report, please select **Statutory Holidays > ESA 2000 (New)** from the report menu.

Based on Shifts Worked

The ESA 1990 version of the Statutory Holiday report requires that the number shifts worked in a pay period be entered during timecard entry. In order to enter the shifts worked, the **Statutory Holiday Pay** option must be turned on during timecard entry. This option is accessed by clicking the  button between the **Prev** and **Next** buttons in the **Payroll > Timecards** window.

This report can only obtain information from "closed" pay periods

If the pay period that is currently opened is required for the statutory holiday pay calculation, then this report can only be used as a guideline to assist you in determining which employees are eligible for statutory holiday pay. For information on how to set up the payroll system to handle statutory holiday pay, refer to the Statutory Holiday Pay topic in **Help > Frequently Asked Questions**.

The Statutory Holidays Report is used to satisfy labor relations rules in Ontario. You must have accumulated at least 13 weeks of information before this report can give you accurate information.

Step 1 – Time range for calculating average earnings and average hours:
Enter the pay period range that covers the 13 weeks immediately prior to the holiday. The range should cover only closed pay periods. If you are on a biweekly pay schedule, you will have to select 12 or 14 weeks. The report uses the range to determine the average hours worked. The average hours is then multiplied by the

employee's regular rate to determine the estimated wages for the holiday. The recommended amounts are for ONE day of holiday pay.

Step 2 – Time range to determine if wages were earned on at least 12 days:
Enter the pay period range covering the last 4 weeks. The report uses this range to determine if an employee has worked 12 days within the specified range.

Step 3 – Public holiday date:
Enter the date of the public holiday. The report uses this information to determine if an employee has been employed for at least 3 months prior to the holiday.

Note: Step 4 is only displayed if you have the optional **Easypay Customizer Module** installed.

Step 4 – Create ASCII timecards for hourly employees who qualify for holiday pay:
If you want to create an ASCII import file that contains timecard records for hourly employees who qualify for holiday pay, turn on the check box and enter the date that you want entered on the timecard records.
The Statutory Holiday report and the ASCII timecard file will be generated simultaneously. The name of the ASCII file and the folder in which it is created are displayed at the bottom of the window and also at the end of the report generation process. To import the ASCII timecard file into Easypay, use the import utilities function in the Customizer Module.

General Comments:

Employees that qualify for statutory holiday pay can be paid as indicated on the report. These employees are marked with 3 asterisks (***). The recommended amounts are for ONE day of holiday pay.

Easypay determines the amount of holiday pay as follows:

1. Divide the hours worked by the number of shifts worked in the first pay period range that is specified. The result is the average hours.

2. Multiply the average hours by the employee's Pay Rate A.

Employees that are flagged in the report by "Days of employment = ?" are disqualified because their days of employment with the company are not high enough to make them eligible for statutory holiday pay. This message is based on the Hire Date in the employee profile and the date of the holiday entered in the Statutory Holiday Report screen.

Employees that are flagged by "Days wages earned = ?" have been disqualified because they have not worked the required number of days preceding the holiday. These employees will require further investigation since the report generator does not yet have access to the number of days worked in the current open pay period.

For example: If the report states that "Days wages earned = 5, Minimum = 8", then that employee requires 3 working days in the current pay period to qualify. If this employee has worked for 3 or more days in the pay period that is currently open, then they would qualify for holiday pay.

Accumulated Hours

Sort By

Choose whether you want to sort the Accumulated Hours Report by employee, name or department.

Comments: The Employee Accumulated Hours Report provides a running total of the hours that an employee has worked since their Original Start Date. If you have switched to Easypay from another payroll system during the year, a beginning balance of Accumulated Hours must be entered in the **Edit > Employee > Year-to-date** window in order for this report to be accurate. The YTD Accumulated Hours are not cleared at year-end.

Active Employees Only

Turn this check box on if you want to include only those employees whose status is Active.

Voided Cheques

Sort By

Choose whether you want to sort the Voided Cheques Report by cheque number, employee code, employee name or payment reference number.

Cut-off Date

The cut-off date is optional. If you enter a cut off date and no voided cheques are printed, then verify that this date is correct. One way to do this is to print preview the report with no cutoff date.

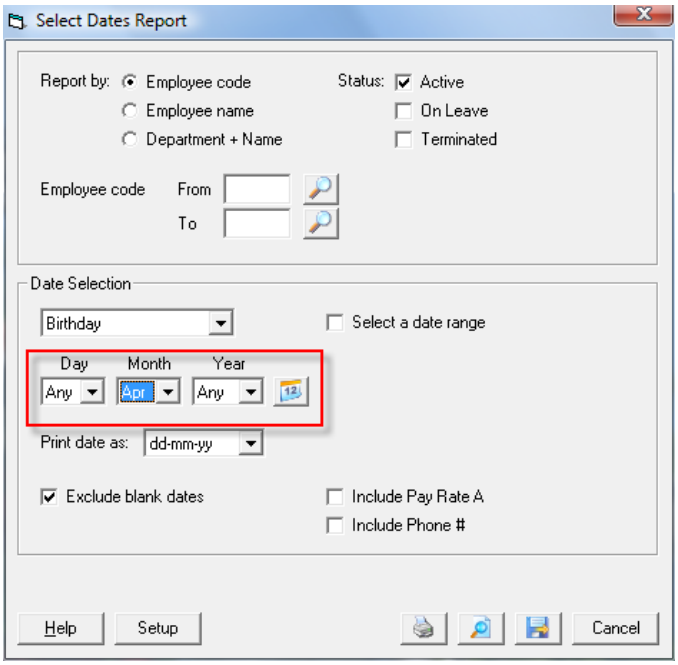
Notes:

1. A voided cheque record is created when a historical cheque is deleted using **Edit > Employee > Cheque History**.

2. The voided cheques file is purged when the history files are purged. (History files are purged by using the **Periodic > Purge History** option.)

3. This report is not connected in any way to the cheque reconciliation process.

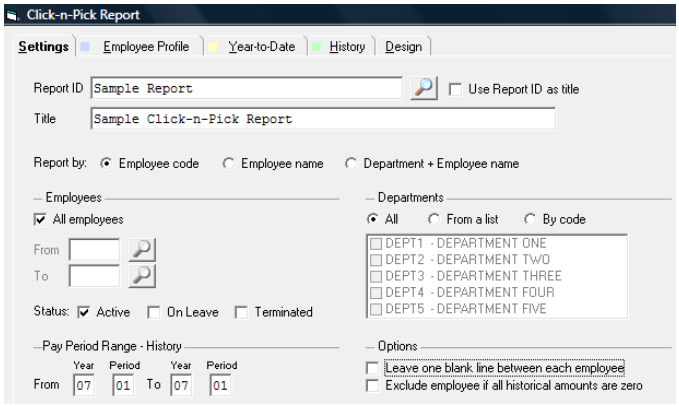
Select Dates



The **Select Dates** report allows you to generate a listing based on any of the dates that are recorded on the **Edit > Employee > Profile > Rates/Dates** tab.

In the example above, the report would list employees with a birthday in April. Other reports could be generated that list employees that are scheduled for an annual review, a pay raise, etc.

Click-n-Pick



Report ID

Each report can be given a unique name. This allows you to save a report for future use. Examples of **Report ID** names could include “Benefit Report”, “RRSP Report”, “Overtime Report”, etc.

Use the lookup button to search for previously defined reports.

Use Report ID as title

If the **Report ID** is sufficiently descriptive to use as the title for the report, turn on this check box. If you do not select this option, you can enter a descriptive title in the **Title** field.

Title

Enter a title for the report. This field is only accessible if the **Use Report ID as title** option is not selected.

Report by

Select how you would like the report to be sorted: by employee code, employee name, or department.

Employees

You can select **All employees** or you can enter a range of employees.

To include employees of a particular status (Active, On Leave, or Terminated); turn on the corresponding check box. You can include any combination of these status types.

Departments

From a list: allows you to select individual departments that you wish to include.

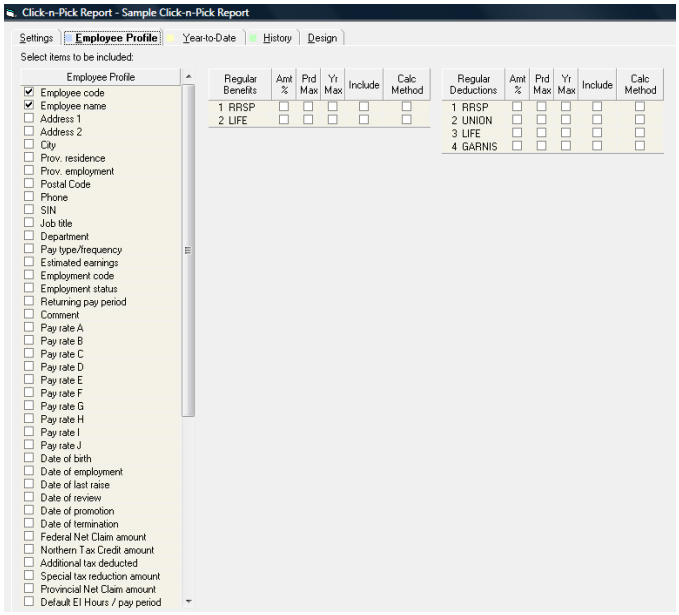
By Code: allows you to enter a range of departments.

Note:. Employee records will only be included in the report if they meet the criteria specified in **both** the **Employees** and **Departments** sections of the **Settings** tab.

Pay Period Range – History

The **History** tab is associated with details from the Cheque History file and is therefore based upon pay periods. If you select any items from the **History** tab, you will need to enter the year and pay periods to be included in the report.

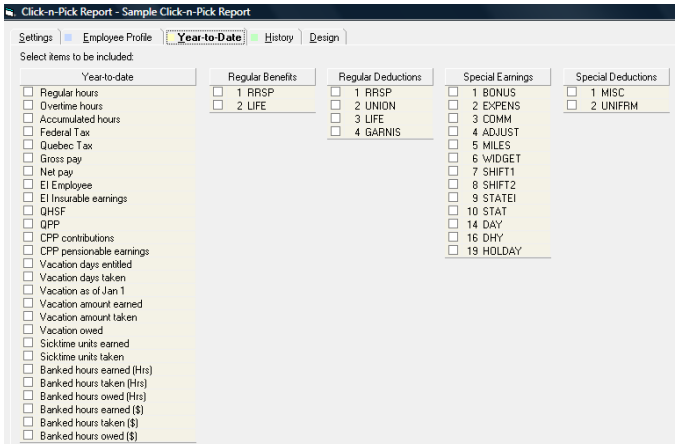
Click-n-Pick – Employee Profile tab



All of the fields in the employee profile are listed. Simply select the fields that you would like to include in the report. Although the system allows for up to 5 rows of details, reports that have more than 2 rows of details are usually hard to read and are therefore discouraged.

Blue box: Please note the small blue box in the caption of the **Employee Profile** tab. Some of the items in the **Employee Profile** tab may have similar names to fields in the **Year-to-Date** tab and **History** tab. Any fields selected from the **Employee Profile** tab will be displayed in blue on the **Design** tab in order to avoid confusion.

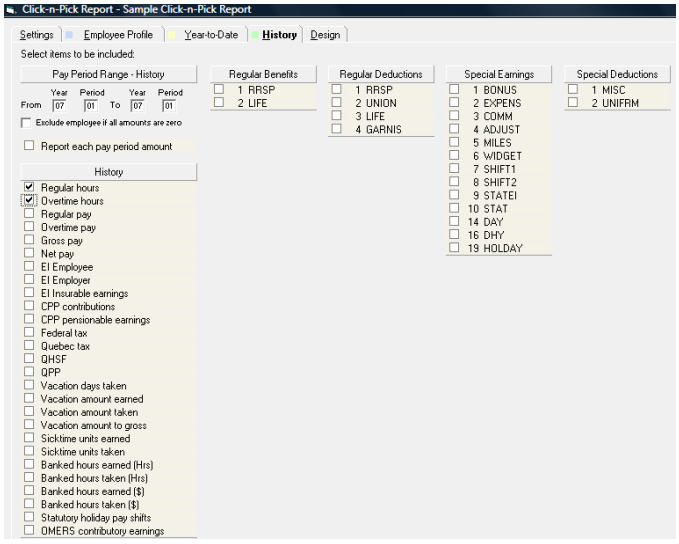
Click-n-Pick – Year-to-Date tab



Select any Year-to-date fields that you want to include on the report in the **Year-to-Date** tab.

Yellow box: Please note the small yellow box in the caption of the **Year-to-date** tab. Any items selected on the **Year-to-date** tab will be displayed in yellow on the **Design** tab.

Click-n-Pick – History tab

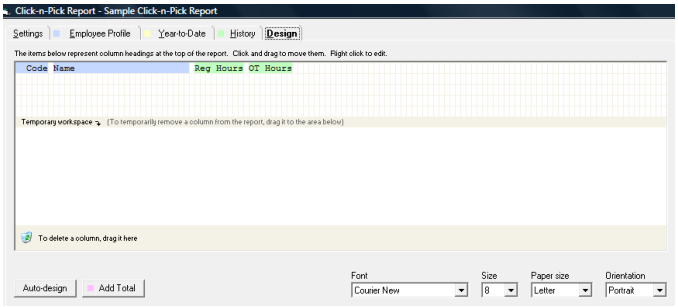


Pay Period Range – History

The Cheque History information is stored by pay period. Enter the starting year / pay period and the ending year / pay period for the information that you want to be included in the report. This range can be altered every time you run the report (it is not saved with your report design).

Green box: Please note the small green box in caption of the **History** tab. Any items selected on the **History** tab will be displayed in green on the **Design** tab.

Click-n-Pick – Design tab



The items selected in the three previous tabs will be displayed in the grid on the **Design** tab. As mentioned, items are colour-coded to indicate which tab they originated from.

To reposition items on the grid, use the drag and drop method. Simply position your mouse on the item that you want to move, click the left mouse button and hold it down while dragging the item to its new position.

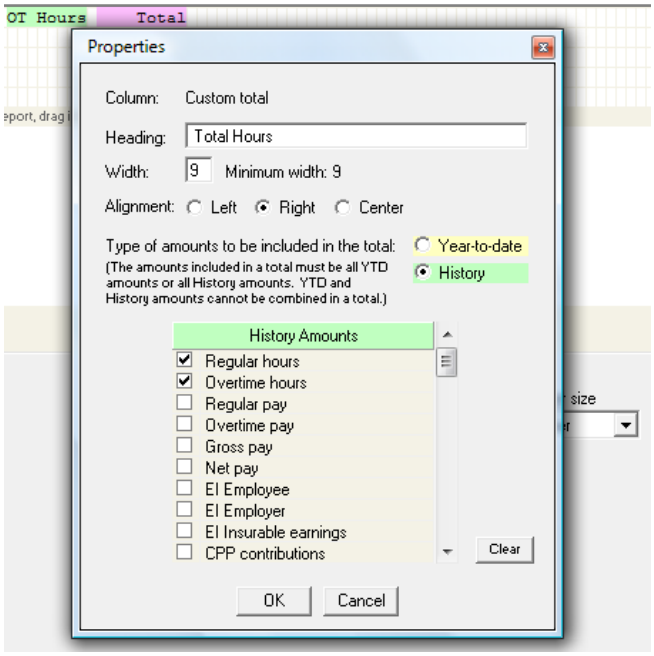
Right clicking on an item allows you to change its name, size and alignment. If you are changing the name of an item, please ensure that there is sufficient space for the new name if it exceeds the length of the original name. You may need to make space by repositioning adjacent items.

Temporarily Remove a Field. To temporarily remove an item from a report, drag the item into the **Temporary workspace** area. To add the item back to the report, just drag it back into the report grid. The **Temporary workspace** area is also useful when juggling fields around.

Auto-design button

You can use the **Auto-design** button to automatically re-order and re-align the items that you have selected.

Add Total



Three subtotals are allowed per report. When you click the **Add Total** button, a new window is displayed that allows you to create a new item that will represent a total. You will need to enter the heading, width and alignment of the total.

Type of amounts to include: The total field can include items from the Year-to-Date or Cheque History files. Items for a given total can be chosen from one file only. Once the file is selected, pick the fields that are to be included in the total. Then click **OK** to create the new total.

Use the drag and drop method to place the total in the desired location on the report.

Font and Paper options



The fonts that are listed will depend on your printer.

Available font sizes are shown in **Size** drop down list. The design grid will reflect changes to the font type and size.

Paper size is usually restricted to letter or legal. Legal size paper is useful when using the Landscape orientation, allowing for a wider report.

Orientation can be Landscape or Portrait.

Click **OK** or **Apply** to save the current report design. Any fields in the **Temporary workspace** area will be re-inserted in the design grid.

Delete button

To delete a report definition, call the report up (using the **Report ID** lookup button) and click on the **Delete** button.

Setup button

The Click-n-Pick report will use the Size, Font, Orientation and Paper Size settings entered on the Design Tab.

If you will be printing the report several times for various employee groups or departments, you will likely want to turn off the **Exit report after printing** option.

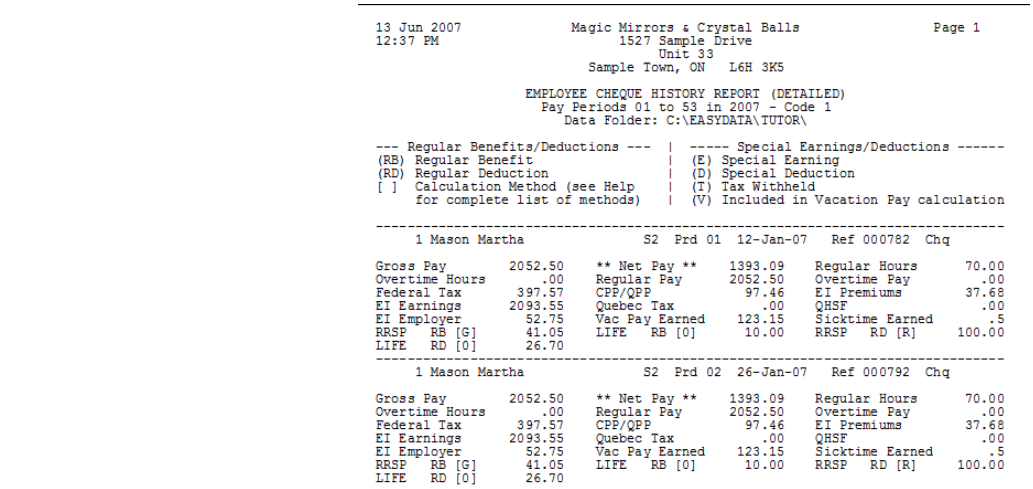
Last but not least, you can't damage anything by using this report (other than the report definitions themselves). The employee, department data, etc. is only being read, so have fun and be creative.

Reminders Listing

To print reminders which have been created using **Edit > Reminders**, select the date range for the reminders to be printed.

If you only want to print the topics of the reminders and not the reminder messages, then turn on the **Print topics only** check box.

Cheque History > Detailed



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EMPLOYEE CHEQUE HISTORY REPORT (DETAILED)
Pay Periods 01 to 53 in 2007 - Code 1
Data Folder: C:\EASYDATA\TUTOR\

--- Regular Benefits/Deductions ---
(RB) Regular Benefit
(RD) Regular Deduction
[ ] Calculation Method (see Help for complete list of methods)

----- Special Earnings/Deductions ------
(E) Special Earning
(D) Special Deduction
(T) Tax Withheld
(V) Included in Vacation Pay calculation

1 Mason Martha — S2 Prd 01 12-Jan-07 Ref 000782 Chq

Gross Pay	2052.50	** Net Pay **	1393.09	Regular Hours	70.00
Overtime Hours	.00	Regular Pay	2052.50	Overtime Pay	.00
Federal Tax	397.57	CPP/QPP	97.46	EI Premiums	37.68
EI Earnings	2093.55	Quebec Tax	.00	QHSF	.00
EI Employer	52.75	Vac Pay Earned	123.15	Sicktime Earned	.5
RRSP RB [G]	41.05	LIFE RB [0]	10.00	RRSP RD [R]	100.00
LIFE RD [0]	26.70				

1 Mason Martha — S2 Prd 02 26-Jan-07 Ref 000792 Chq

Gross Pay	2052.50	** Net Pay **	1393.09	Regular Hours	70.00
Overtime Hours	.00	Regular Pay	2052.50	Overtime Pay	.00
Federal Tax	397.57	CPP/QPP	97.46	EI Premiums	37.68
EI Earnings	2093.55	Quebec Tax	.00	QHSF	.00
EI Employer	52.75	Vac Pay Earned	123.15	Sicktime Earned	.5
RRSP RB [G]	41.05	LIFE RB [0]	10.00	RRSP RD [R]	100.00
LIFE RD [0]	26.70				

Include detail for each cheque

Turn this check box on to print detailed employee cheque amounts. Otherwise, turn it off if you want to print only summary totals by employee.

Employee Code Range

Enter the range of employee codes to be included.
From should contain the first employee code.
To should contain the last employee code.

Pay Period – From

Enter the first pay period of the range. Valid pay periods are from 1 to 53.

Pay Period - To

Enter the last pay period of the range. Valid pay periods are from 1 to 53.

Required Year

Enter the required year that contains the above pay periods.

Cheque History > Basic

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Unit 33
Sample Town, ON L6H 3K5

EMPLOYEE CHEQUE HISTORY REPORT (BASIC)
Pay Periods 01 to 53 in 2007
Data Folder: C:\EASYDATA\TUTOR\

[1] MASON MARTHA

dd-mm-yy	Prd	Ref #	Gross	Tax	EI	CPP / QPP	Net
12-01-07	01	000782	2052.50	397.57	37.68	97.46	1393.09
26-01-07	02	000792	2052.50	397.57	37.68	97.46	1393.09
09-02-07	03	000802	2052.50	397.57	37.68	97.46	1393.09
23-02-07	04	000812	2052.50	397.57	37.68	97.46	1393.09
09-03-07	05	000822	2052.50	397.57	37.68	97.46	1393.09
23-03-07	06	000832	2052.50	397.57	37.68	97.46	1393.09
06-04-07	07	000842	2052.50	397.57	37.68	97.46	1393.09
14-06-07	08	000852	2052.50	397.57	37.68	97.46	1393.09
			16420.00	3180.56	301.44	779.68	11144.72

Include detail for each cheque:
Turn this option on to include the details for each cheque in the requested pay period range. Otherwise, if not selected, a one line total for employee will be printed.

If **Include detail for each cheque** is turned on, you will have the following options:

The **Subtotals for each employee** option will provide a subtotal below the cheque details for each employee. Otherwise, if not selected, the details for each cheque will be printed but no subtotal will be provided.

The **Page break between employees** option will print one employee per page. This is useful if you want to distribute the report to the employees.

Employee Code Range
Enter the range of employee codes to be included.
From should contain the first employee code.
To should contain the last employee code.

Pay Period – From / Pay Period - To
Enter the first and last pay periods of the range. Valid pay periods are from 1 to 53.

Required Year
Enter the required year that contains the desired pay periods.

Year-to-Date

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12:39 PM 1527 Sample Drive
Unit 33
Sample Town, ON L6H 3K5

EMPLOYEE YEAR-TO-DATE REPORT AS OF PAY PERIOD 08 IN 2007

Employee Name	Code	Gross	Tax	EI	CPP	Net
		EI Earn	Vacation	PQ Tax	QHSF	QPP
--- STATUS: ACTIVE ---					QPIP	QPIP Earn
Mason Martha	1	16420.00	3180.56	301.44	779.68	11144.72
		16748.40	2117.71	.00	.00	.00
					.00	.00
Bennett Bill	2	24000.00	5551.44	440.64	1163.20	12179.76
		24480.00	20680.00	.00	.00	.00
					.00	.00
Field Sally	3	17600.00	3605.92	323.12	838.32	11972.64
		17952.00	7580.00	.00	.00	.00
					.00	.00
King Larry	4	14400.00	2741.92	259.20	661.44	10697.44
		14400.00	6192.00	.00	.00	.00
					.00	.00
Johnson Daniel	5	.00	.00	.00	.00	.00
		.00	3140.22	.00	.00	.00

Required Year: Enter the year in which the YTD totals in the employee records were accumulated. If you are running this report in January and you have not yet closed the previous year, enter the previous year in the **Required Year** field.

Report Type: Basic or **Detailed**

The **Basic** version reports the following information:

- Employee name
- Employee code
- Gross
- Tax
- EI
- CPP
- Net

The **Detailed** version includes all of the **Basic** version's details, plus:

- EI earned (EI insurable earnings)
- Vacation Owed
- QC tax
- QHSF
- QPP
- QPIP Deducted and Insurable

Comments:

The Employee Year-to-date Report prints an employee's YTD totals. This report also performs a balancing check between an employee's YTD amounts and the cheques the system has produced for the employee in the current year.

If an out-of-balance condition occurs, the "**" indicator is printed beside the employee's name.

** Mason Martha	1	16420.00	3280.56	301.44	779.68	11144.72
-> history totals:		16420.00	3180.56	301.44	779.68	
		16748.40	2117.71	.00	.00	.00
					.00	.00

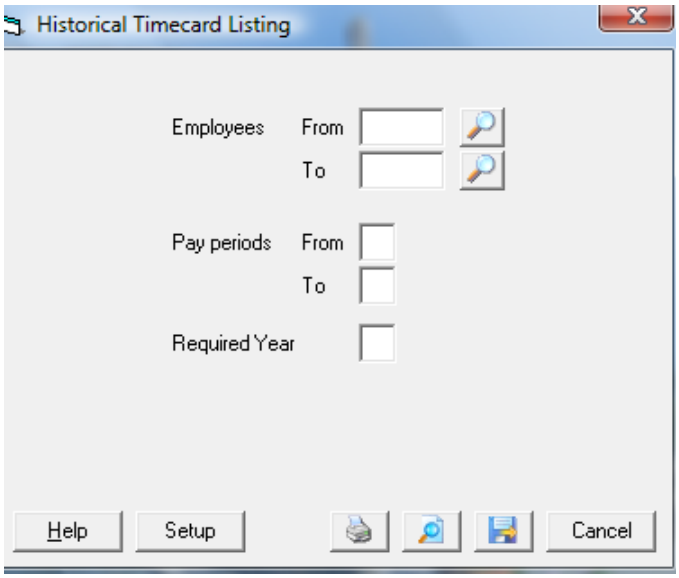
The "**" indicates that the sum of the Cheque History for this employee does not match the amount in the employees YTD totals. This condition should be investigated and corrected.

If the payroll was started in the middle of year, the "**" indicator is normal since there would be no cheque history for the opening balances transferred to YTD from another payroll system.

Employee Status

To include employees of a particular status (Active, On Leave, or Terminated), turn on the corresponding check box. You can include any combination of these status types.

Historical Timecards

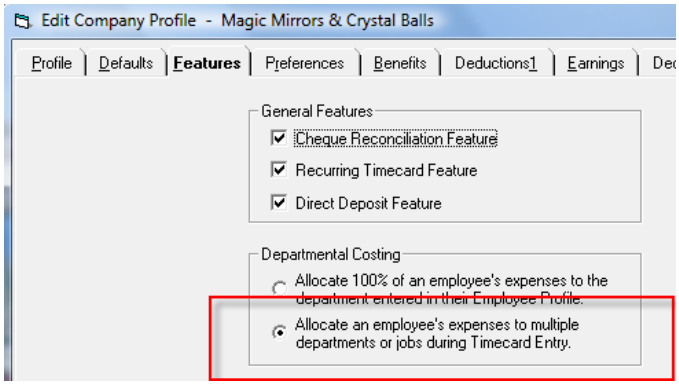


Easypay archives timecards, allowing you to print timecards from a closed pay period. Enter the employee, the pay period range and the year. If archived timecards exist for the specified pay periods, they will be included on the report.

Note: Timecard archiving was introduced with Easypay Version 2. Timecards that were processed using an earlier version of Easypay would not have been archived and cannot be retrieved.

Costing Report

The **Costing Report** is only available for pay periods that were closed with the multi-departmental costing feature turned on in **Edit > Company > Features**. Turning this feature on after the pay period has been closed will not retroactively create the information required by this report.



Print Detailed Amounts

Selecting this option will print every employee and the portion of their cheque charged to the department and pay period range specified. This will provide extensive detail to show how a particular department's costing for a given pay period range was derived.

Select Range

Select the range of employees or departments that you wish to have included on the report.

From should contain the first department code.
To should contain the last department code.

Pay Period – From
Enter the first pay period of the range. Valid pay periods are from 1 to 53.

Pay Period – To
Enter the last pay period of the range.

Required Year
Enter the required year that contains the desired pay periods.

Costing Summary

The **Costing Summary** is only available for pay periods that were closed with the multi-departmental costing feature turned on in **Edit > Company > Features**. Turning this feature on after the pay period has been closed will not retroactively create the information required by this report.

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DEPARTMENTAL COSTING SUMMARY REPORT
Pay Periods 01 to 53 in 2007

Dept	Gross	Benefits	No Tax Sp. Earn.	EI Exp.	CPP Exp.	EHT	Total
DEPT1	43325.20*	984.40	.00	1038.88	1942.88	807.39	48098.75
DEPT2	33280.00*	452.00	.00	815.28	1499.76	632.81	36679.85
DEPT3	19679.33	.00	30.00	495.94	867.45	383.75	21456.47
DEPT4	20339.20*	178.50	.00	490.35	871.92	380.22	22260.19
DEPT5	12364.80*	.00	.00	296.31	488.88	229.32	13379.31
	128988.53*	1614.90	30.00	3136.76	5670.89	2433.49	141874.57

* Gross includes vacation pay earned but excludes vacation pay taken.
Vacation pay is expensed when earned.

The **Departmental Costing Summary Report** prints a summary of expenses by department. These costs are calculated using the various allocations performed during timecard entry.

If you have set up departmental costing in **Edit > Company > Features** and are using departmental costing during timecard entry, then the **Costing Report** and the **Costing Summary** are the only reports that list the cost allocations by department. These reports can only be run after a pay period is closed.

Pay Period - From

Enter the first pay period of the range. Valid pay periods are from 1 to 53.

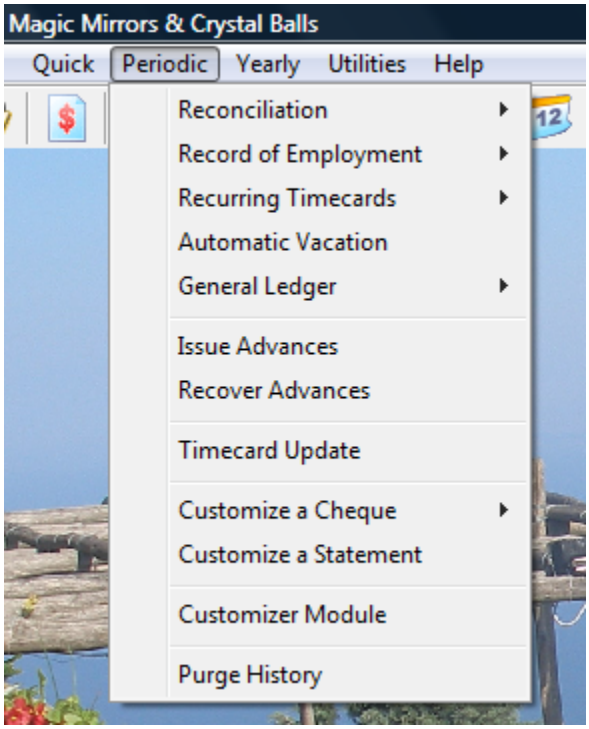
Pay Period - To

Enter the last pay period of the range.

Required Year

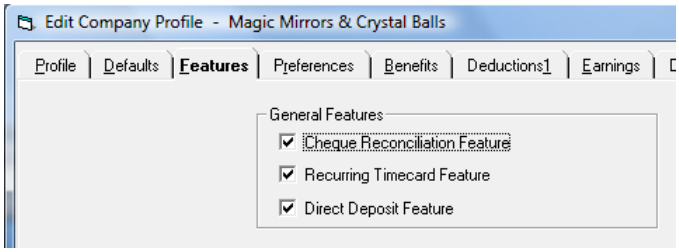
Enter the required year that contains the desired pay periods.

Periodic Menu

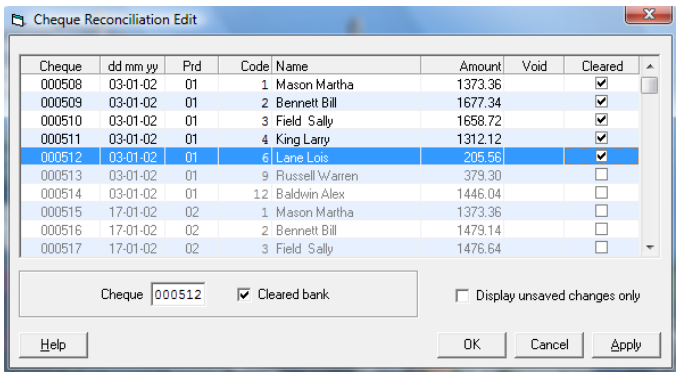


Reconciliation

For the reconciliation portion of the program to work, the **Cheque Reconciliation Feature** must be turned on in **Edit > Company > Features**.



Reconciliation Edit



When the **Cheque Reconciliation Feature** is turned on in the Company Profile, cheques are recorded and displayed on the **Reconciliation > Edit** screen.

A cheque will only be displayed in **Reconciliation > Edit** screen if **Cheque Reconciliation** feature was turned on in the pay period in which the cheque was paid.

Once a cheque has cleared the bank, the cheque's **Status** check box should be turned on to indicate that it has been cashed by the employee.

There are two ways that you can turn on a cheque's **Status** check box:

1. Find the cheque in the **Cheque Reconciliation Edit** grid and click on the Cleared indicator for that cheque. This will automatically change the **Cleared** check box from **off** to **on**, or vice versa. You can search for a cheque in the grid by either scrolling up or down within the grid.

2. Or, you can change a cheque's **Status** by entering its number in the **Cheque** field (preceding zeros will be automatically entered) and then pressing the **Tab** key to advance to the **Cleared bank** check box. You can press the **space bar** to toggle the **Cleared bank**

check box **on** or **off** (or you can click the **Cleared bank** check box using your mouse).

If a cheque was deleted using **Edit > Employee > Cheque History**, the word **VOID** will be displayed in the cheque's **Void** column.

To change the order in which the cheques are displayed, click on any of the column headings: such as **Cheque**, **dd mm yy**, **Prd**, **Code**, etc.

Save your changes

Be sure to click **Apply** or **OK** to save your changes.

Reconciliation Report

The **Cheque Reconciliation Feature** must be turned on in the Company Profile and there must be cheques displayed in the **Cheque Reconciliation Edit** window in order for this report to be produced.

If no cheques are listed when you print the report, check the cut-off date that you entered in the report window. If the cut-off date is blank, then all cheques will be printed. Otherwise, only cheques issued up to and including the cut-off date will be printed.

Reconciliation Purge

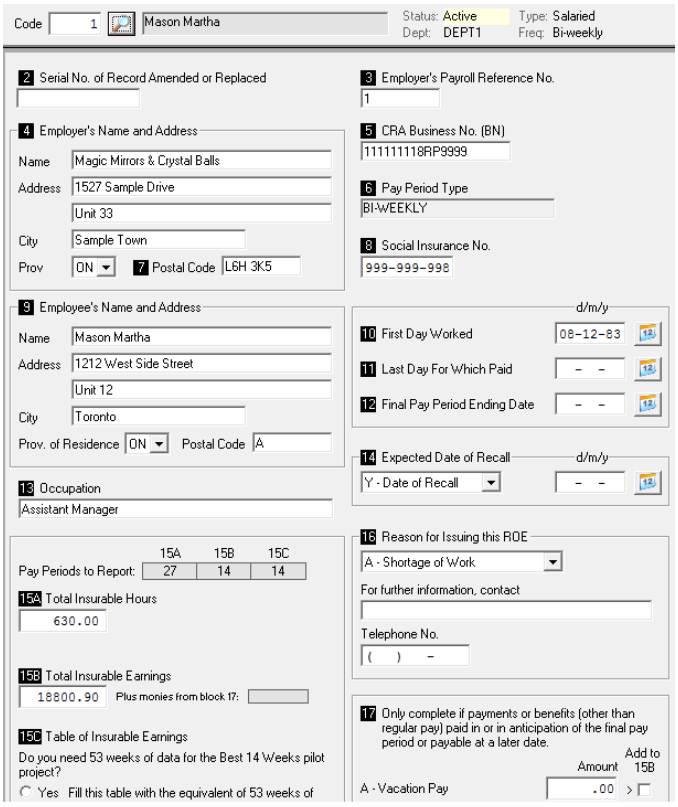
Cheques that have a status of **Cleared** or **VOID** and have a date prior to the purge date will be deleted from the cheque reconciliation file. Please remember to backup your payroll files before purging.

Record of Employment

We have tried to make the Record of Employment process as simple and easy as possible. Please click the **Help** button if you need help.

Edit Record of Employment

The record of employment entry screen resembles the ROE form to make data input easier and more intuitive.



Important! Before creating an ROE for an employee, please complete the following:

1. Ensure that the last payment for the employee has been made and the pay period (including the last payment) has been **closed**.

2. Change the employee's **Status** to **Terminated** in **Edit > Employee > Profile**.

3. Enter the employee's **Termination Date** in **Edit > Employee > Profile**.

Employee Code

Enter up to 6 characters (numbers or letters) to identify each employee. To view the employee lookup window, click the adjacent lookup button.

2 - Serial No. of Record Amended or Replaced

If the ROE you are entering will be amending or replacing a previously issued ROE, then enter the serial number of the original ROE in this field. When amending an ROE, complete all of the required information. Repeat any correct information supplied on the initial ROE.

3 - Employer's Payroll Reference No.

This is normally the employee code. This may help you locate your copy of the ROE if you are contacted by the HRSDC.

4 - Employer's Name and Address

This information is transferred from the Company Profile.

5 - Business Number (BN)

Enter the BN used to report the employee's EI premiums to the CRA. If there are multiple BN accounts used to report payroll source deductions, please ensure that the correct BN is used here.

8 - Social Insurance Number

It is very important to enter the employee's correct SIN on the ROE. A claim for EI benefits cannot be processed without it. It is used to identify and locate EI claims.
Employers are responsible for ensuring all employees produce their SIN card within three days after the employee starts employment. The brochure IN 391 "How to apply for a Social Insurance Number (SIN)" is available at Canada Employment Centers (CEC) and provides the necessary information. The employee should apply for a SIN at the nearest CEC.

If a new employee has previously applied for a social insurance number but cannot locate the SIN card, the same procedures as described above will apply.

9 - Employee Name and Address

This information is transferred from the Employee Profile.

10 - First Day Worked

Enter the first physical day of actual work. Where there has been a previous ROE issued for the employee, this date cannot be earlier than the date reported in Block 11 - Last Day Paid, unless the current ROE is amending a previous ROE (and Block 2 is completed).

All dates throughout the ROE use the same format as the actual ROE form, which is the Canadian format dd/mm/yy. To reduce confusion, you can use the calendar button to pick a date from the pop-up calendar, rather than typing it.

11 - Last Day for Which Paid

Enter the last day for which the employee was paid. This would normally be the last day of actual work. However, sometimes the employment relationship is continued after the last day of work. For example, where an employee goes on paid vacation prior to maternity leave; enter the last day of the paid vacation leave. Where unpaid wages are owing to an employee on termination, enter the last day for which the wages are owing.

All dates in the ROE use the Canadian format dd/mm/yy.

12 - Final Pay Period Ending Date

Enter the first pay period ending date on or after the date in Block 11. For example, where an employee's last day paid is the last day in the pay period, the dates in Blocks 11 and 12 will be the same. Where an employee is terminated during a pay period, enter the last day of the pay period itself.

Dates in the ROE use the Canadian format dd/mm/yy.

13 – Occupation

Give an accurate description of the employee's usual occupation (two or more words). For example: sales clerk, stock clerk, auto mechanic, construction laborer.

14 – Expected Date of Recall

Select the appropriate option from the list box. If the recall date is known (option Y), then enter the expected recall date in the adjacent date field.

Do you need 53 weeks of data?

If you are using ROE Web, or if you are in a prescribed area that is part of the Best 14 Weeks Pilot Project,

select the **53 weeks of pay period data** option in the block 15C section.

If an employee's pay frequency is weekly and you are not using the ROE Web program, then you will need to print a report that includes the EI Insurable information for the weeks that are not printed on the ROE form. You will need to append the report to the ROE form, since the ROE form does not have sufficient room for 53 weeks of information.

If the **53 weeks of pay period data** option is selected, block 15C will be filled out and you will be prompted to print the accompanying report.

Blocks - 15A 15B and 15C

Please make sure you have the latest release of the HRSDC guide on how to complete the Record of Employment. Much of the information provided in this manual is from the guide that was available at the time.

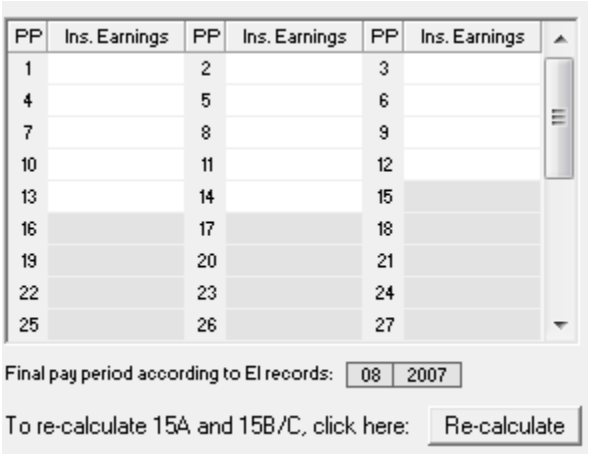
The guide gives you general information on the ROE and step-by-step help in its completion. It will help you complete a ROE no matter what pay frequency you use. If you require further information on how to complete the ROE, contact the HRSDC. The telephone numbers can be found in the Government of Canada pages of your telephone book.

Blocks 15A, 15B and 15C

In most circumstances, the values for these Blocks will be automatically calculated for you according to the guidelines provided in the ROE guide (as described below). The values generated are based on the data in the employee's Employment Insurance Details record. The Employment Insurance Details record may be viewed without exiting the ROE by clicking the **View EI** button.



If required, you may enter your own values for Blocks 15A, 15B or 15C. The values in Block 15C can be altered either by typing and changing the values manually in the ROE window, or by editing the employee's Employment Insurance Details and then clicking the Re-calculate button located at the bottom of block 15C in the ROE window.



To enter a NIL in any particular period of Block 15C, enter a 0 (zero) and this will appear as a NIL when the form is printed. If any particular pay period in Block 15C is to be left blank when the ROE form is printed, it must be left blank in the ROE window. If you need to edit an employee's Employment Insurance Details record, select **Edit > Employee > EI Details** from the menu.

Plus monies from Block 17

These fields in Block 15B and Block 15C, respectively, refer to the monies entered in Block 17 (if any) which are to be added to the total insurable earnings in Block 15B or 15C when the ROE form is printed. These values are automatically generated once Block 17 has been completed. Please refer to Block 17 for additional details.

Guidelines for the Manual Calculation of Block 15A - Total Insurable Hours

Enter total insurable hours for the number of pay periods given in the chart on the back of the ROE form. For example, where Block 7 is weekly, provide total insurable hours covering the last 53 pay periods. Where the number of pay periods in the period of employment is less than this number, use the actual number of pay periods in the period of employment.

Guidelines for the Manual Calculation of Block 15B - Total Insurable Earnings and Block 15C - Breakdown of Insurable Earnings by Pay Periods

Provide total insurable earnings in Block 15B.
If there are any pay periods in which the employee had no work and no earnings, then also complete Block 15C (in addition to 15B).

Block 15C must also be completed if you are using ROE Web or if you are in a prescribed area that is part of the Best 14 Weeks Pilot Project.

If completing Block 15C, enter a breakdown of insurable earnings by pay period, according to the chart on the back of the ROE form. For example, where the pay period type is biweekly, provide this information for the last 14 pay periods. Where the number of pay periods in the period of employment is less than this number, use the actual number of pay periods in the employment.

While insurable earnings for premium purposes are limited to an annual maximum (for example, $39,000 in 2006), there is no such maximum for ROE reporting purposes. For example, if the insurable earnings for the appropriate pay periods are $56,345.02, report all of those earnings.

If completing 15C, the first entry should record the number of insurable earnings for the final (most recent)

insured pay period. Also, where there is a pay period with zero or no insurable earnings allocated, enter "NIL".

16 - Reason for issuing this ROE

Select one of the options from the drop-down list. If none of the options applies, use code K (Other), and explain in the Comments block.

Note: Please be accurate. It is a serious offense to misrepresent the reason for issuing a ROE.

For Further Information, Contact

Provide the name and telephone number of a person that the Commission may contact for more information pertaining to the reason for separation, if that person is not the issuer.

Block 17A - Vacation Pay

Enter any vacation pay paid or owing to the employee on the interruption of earnings. Don't include amounts in this block where the employee extended the date reported in Block 11 by taking a paid vacation leave or when the vacation pay is usually paid with every pay period.

Add to Block 15B Insurable Earnings

Please indicate whether an **Amount** is to be added to the Total Insurable Earnings in Block 15B (and possibly 15C) by turning on the corresponding check box.

17B - Statutory Holiday Pay

Enter the dates of any statutory holidays occurring after the date in Block 11, and the amounts owing or paid for these holidays.

All dates in the ROE use the Canadian format dd/mm/yy.

17C - Other Monies

Enter any other payments or amounts owing to an employee following an interruption of earnings. Select the type of payment from those available in the adjacent list box.

18B – Comments

Enter any information or comments that would help to prevent a phone call from HRSDC. Useful comments include those which clarify the nature of subsequent payments, or the reason for leaving.

19 - Paid Sick/Maternity/Parental Leave or Group Wage Loss Indemnity Payments

These are payments after the last day worked.
Enter the starting date and the weekly or daily rate. Explain any additional details in the "Comments" Block. For example, you might want to provide the number of weeks or days for which benefits are payable, if known. Or, you might want to explain on what basis the benefits are paid (5 days, 7 days, 3 days per week basis, etc).

All dates in the ROE use the Canadian format dd/mm/yy.

20 - Communication Preferred In

Select the language in which you prefer to communicate.

21 - Telephone No.

Be sure to include your area code and extension number.

22 - Name/Signature of Issuer

The signature certifies that all statements on the ROE are true. Therefore, the employer or an authorized person (e.g., payroll clerk, bookkeeper) must sign the completed ROE in this space. An employee, even if

normally authorized, should not sign his/her own ROE. The name of the person who has signed the form should be typed or printed clearly in the space below the signature.

Note: If the ROE has been completed "entirely" by computer and no changes have been made, the name of the authorized person may be printed. Otherwise it must be signed.

Block 22 – Date

Enter the date on which you completed the ROE.
Dates in the ROE use the Canadian format dd/mm/yy.

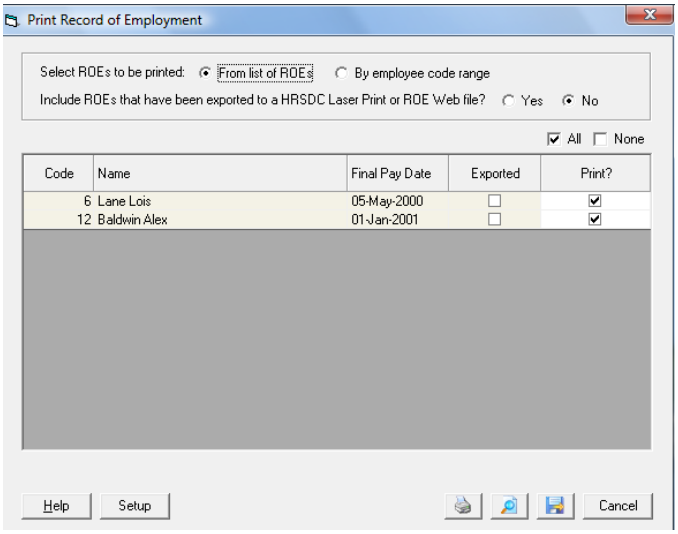
ROE Exported to Laser Print Batch or ROE Web bulk transfer file

If this check box is turned on, it indicates that this ROE has been previously exported to an HRSDC Laser Print batch or ROE Web bulk transfer file. You can turn this check box off if you want to include this ROE when creating the next batch for either of these processes.

ROE Laser Print Language

Select the language to be used if you were to create a laser print batch.

Print Record of Employment



Select ROEs to be printed

There are two ways to select the ROEs to be printed:

- From a list of ROEs
- By employee code range

Include ROEs that have been exported to a HRSDC Laser Print or ROE Web file

Select **No** to exclude the ROEs which are flagged as having been previously exported.

Select **Yes** to include all ROEs regardless of whether they have been previously exported.

This program will print the ROE on tractor feed forms (the ones with holes and perforations down the sides) or to plain paper. If using plain paper, the information can then be handwritten on to an actual ROE form.

ROE > Export > Laser ROE

Select ROEs to be exported

There are two ways to select the ROEs to be included in the export file:

- From a list of ROEs
- By employee code range

Include ROEs that have already been exported?

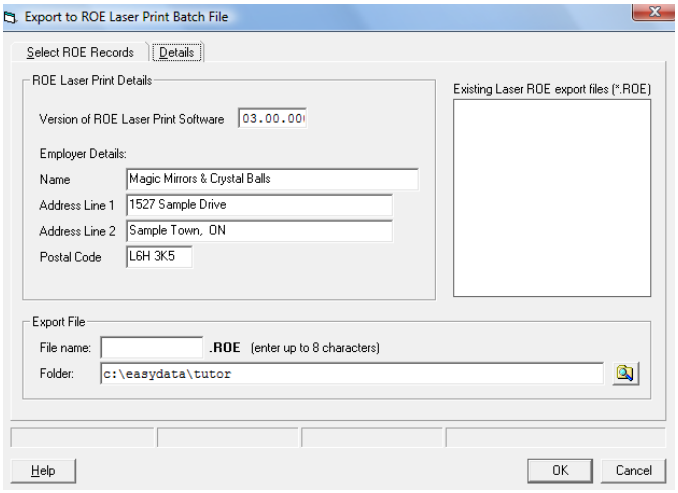
A ROE that has been previously exported can be re-exported by one of two methods:

1. Look up the ROE record in the ROE Edit window and turn off the “ROE has been exported…” check box.

2. Or, you can ignore the “ROE has been exported…” indicators by turning on the “Include ROEs that have already been exported” check box in this window.

Details tab

Please ensure that the employer details are complete and up-to-date.



Version of ROE Laser Print Software

The version of the HRSDC ROE Laser Print Software can be determined by viewing the **Help > About** screen in the HRSDC software. For example, if you are using version 3.0.32, then set the version number on the Easypay export screen to 03.00.032.

Export File – Folder

The destination folder of the export batch file is defaulted to the current company folder. If you want the export batch file to be created in another folder, enter the drive and folder name in the **Folder** field. You can either type in the folder name or use the adjacent lookup button.

Export File – File name

Enter the name of the ROE export file in **File name**.

If you want to use an existing ROE batch file, then select the folder in which it is located. The names of the all ROE batch files that currently exist in the selected folder will automatically appear in the **Existing Laser ROE export files** box on the right side of the window. To select a file from the list box, click on the file's name.

If you want to create a new batch file, enter a new file name. Enter up to 8 characters for the file name prefix. The file name extension must be "ROE" (this is automatically assigned). We recommend that you use the same name as the company folder (plus the .ROE extension).

For example: If your company is in the folder C:\easydata\payroll, then name the file "PAYROLL.ROE". When the export file is created, it will be located in the destination folder that you selected. Write down the folder and file name so that you can refer to it when using the HRSDC software.

To start the ROE export process, click OK.

For information on how to import the batch file into the HRSDC software, and how to print the laser forms, please refer to the HRSDC software documentation.

ROE > Export > ROE Web

Export to ROE Web Bulk Transfer File

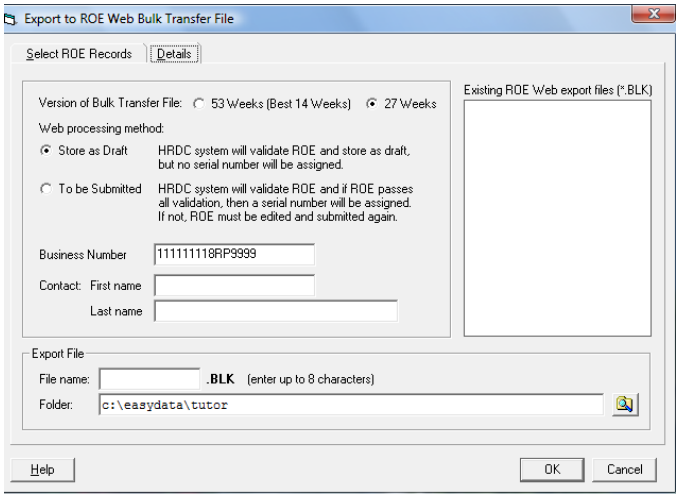
Information on how to import a ROE Web bulk transfer file using the HRSDC ROE Web application is available from the HRSDC. For a link to information about HRSDC ROE Web, please visit the **Links** page at www.easypay.ca.

The information below describes Easypay's **Export to ROE Web Bulk Transfer File** interface.

Select ROEs Exported

There are two ways to select the ROEs to be included in the export file:

- From a list of ROEs
- By employee code range



ROE Web Processing Method

Select one of the two options described below. All ROE records in the bulk transfer file will be assigned the processing method that is selected.

Store as Draft

If you select this option, when you upload the ROE bulk file using the HRSDC ROE Web application, the HRSDC system will validate the ROE records in the bulk file, but no serial numbers will be assigned. Records that successfully pass the HRSDC validation will be saved as a **Draft ROE** on the HRSDC system. You can select passed ROEs and submit them while using the online ROE Web system. Draft ROEs will be stored for 15 days. All Draft ROEs not submitted will be deleted from the HRSDC system after a 15 day period. Please see below for more details.

To be Submitted

If you select this option, when you upload the ROE bulk file using the HRSDC online ROE Web application, the HRSDC system will validate the ROE records in the bulk file and a serial number will be assigned to each ROE that successfully passes all validation. ROE records that do not pass validation must be edited and submitted again.

When Bulk file records are uploaded, processed and validated, there are four possible results:

Passed: Records that successfully passed the edits and are marked to be saved as “Draft”, are saved as “Draft ROE”. Employers are able to select passed ROE and submit them using the online ROE Web application.

Issued: Records that successfully pass the edits and are marked to be saved with a serial number are saved as read only files.

Failed: Records that failed the edits are saved as “Draft ROE”.

Employers are able to select failed ROE and individually make the updates required to the ROE by using the online data entry. Once the ROE is updated, employers are able to store and validate, or submit and save, the updated ROE. Alternatively, employers can make corrections to a failed ROE by using Easypay’s ROE Edit routine and then creating and uploading a new bulk file containing only the corrected ROE.

Rejected: These are ROE records with an invalid SIN and/or an invalid or non-existing CRA Business Number.

For all rejected ROEs, employers must make the corrections using Easypay’s ROE Edit routine and then create and upload a new bulk file containing only the corrected ROEs.

Include ROEs that have already been exported?

When a ROE Web bulk file is created in Easypay, the status of each ROE that is included in the file is set to "Exported". If you need to re-submit a previously exported record in a new bulk file, there are two options:

1. You can turn off the "ROE has been exported…" check box in the **ROE > Edit** window.

2. You can ignore the "ROE has been exported…" indicator for all current ROE records in Easypay by turning on the **Include ROEs that have already been exported** check box in Easypay's ROE Web interface. This will result in all previously exported ROEs (not just the last export) being included in the list of ROEs that are eligible to be exported. If this results in a long list, you may want to select option #1 above instead.

Employer Details

Please ensure that the employer details are complete and up-to-date.

Export File – Folder

The destination folder of the export batch file is defaulted to the current company folder. If you want the export batch file to be created in another folder, enter the drive and folder name in the **Folder** field. You can either type in the folder name or use the adjacent lookup button.

Export File – File name

Enter the name of the ROE bulk transfer file in **File name**.

If you want to use an existing ROE bulk transfer file, then select the folder in which it is located. The names of the all ROE bulk transfer files that currently exist in the selected folder will automatically appear in the **Existing ROE Web export files** box on the right side of the window. To select a file from the list box, click on the file's name.

If you want to create a new bulk transfer file, enter a new file name. Enter up to 8 characters for the file name prefix. The file name extension must be "BLK" (this is automatically assigned).

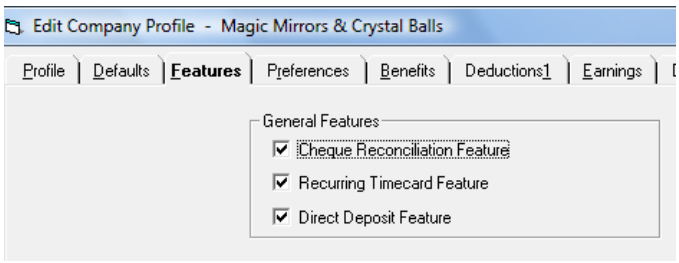
To create the ROE bulk transfer file, click **OK**.

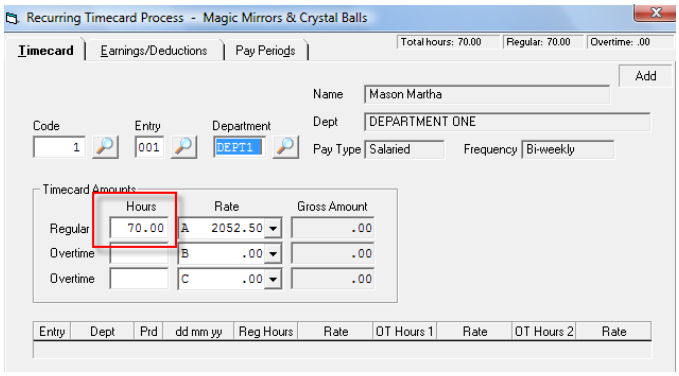
Recurring Timecards

Edit

In order to have recurring timecards generated, you must turn on the **Recurring Timecard Feature** in the Company Profile.

Recurring timecards are generated during the Close Pay Period step. During this step, a new empty timecard file is created for the upcoming pay period and any recurring timecards scheduled for that pay period are added to the new timecard file.





Employee Code

Enter up to 6 characters (numbers or letters) to identify each employee. To view the employee lookup window, click the adjacent lookup button.

Comments:

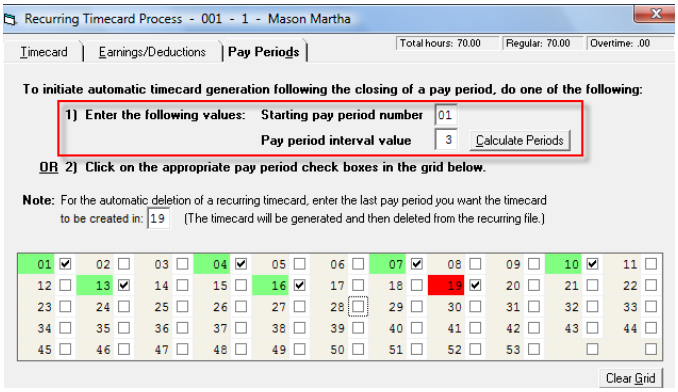
If you have recurring timecards for salaried and commissioned employees, you must make sure that the **Regular Hours** field contains the proper number of EI hours per pay period for the employee.

Important! When a timecard is created for a salaried or commissioned employee, the regular hours on the timecard will override the default EI hours on the employee's profile. For example, if you created a recurring timecard for car allowance (using one of the special earning fields) and left the Regular Hours field blank, this zero hour value would override the default EI hours on the employee's profile. The result would be zero insurable hours recorded for the employee's pay for that pay period.

As with the regular timecard process, when you create entry number 001 of a new recurring timecard, the default EI hours from the employee's profile will automatically be inserted in the regular hour's field.

The remainder of the process is identical to entering timecards in the Regular payroll process, until you get to the **Pay Periods** tab.

Pay Periods



Note: Recurring timecards will start being created when the next regular **Payroll > Close Pay Period** step is performed.

If it is required to create regular timecards for the current pay period from the recurring timecards entered, you can use the **Periodic > Recurring Timecards > Update** option.

Starting Pay Period Number

Enter the pay period when you want the employee's recurring timecards to begin. Or, you can leave this field blank and turn on the appropriate pay period check boxes.

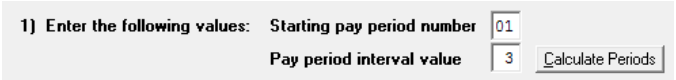
Pay Period Interval Value

This field is used in combination with the **starting pay period number**. Enter the pay period interval for which you want the recurring timecard created.

For example:

- If you want the timecard created every pay period, enter "**1**" in **pay period interval value**.
- If you want the timecard created every third pay period, enter "**3**" in **pay period interval value**.

Calculate Periods button



If you have entered a value in both **starting pay period number** and **pay period interval value**, then you can use the **Calculate Periods** button to automatically turn on the corresponding pay periods in the bottom of the window.

Recurring Timecards - Last Pay Period

To automatically delete a recurring timecard in a specific pay period, enter the last pay period in which you want the timecard to be created. A timecard will be generated for each specified pay period up to and including the last pay period specified. After a timecard has been created in the last period, the recurring timecard will be automatically deleted.

Manual Override – Pay Periods

You can also manually select the pay periods in which you want a timecard to be automatically created. Simply click the check box of the corresponding pay period to turn it on or off.

Listing

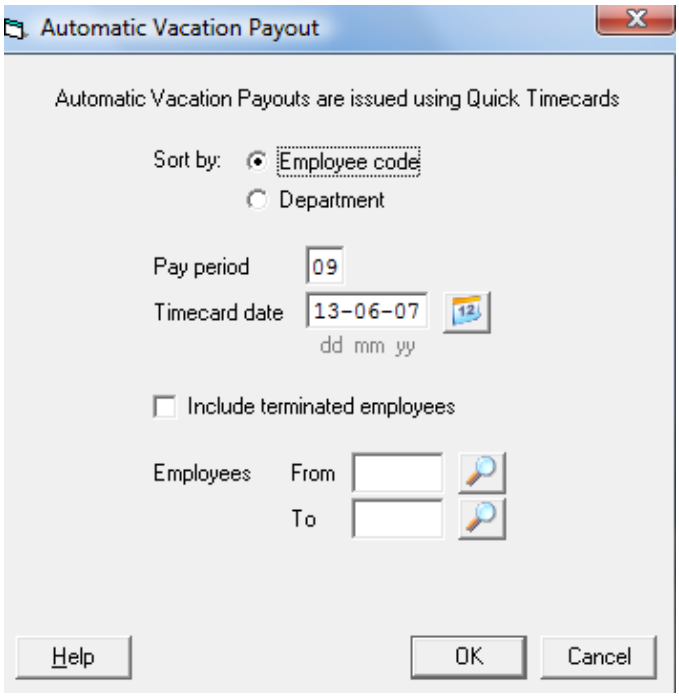
This option allows you to print out the recurring timecards that have been entered and saved.

Timecard Update Feature

If you have created recurring timecards that are required for the current pay period or, if you have changed pay rates for employees and they have recurring timecards that require these rate changes, then please refer to the **Periodic > Timecard Update** section of this manual.

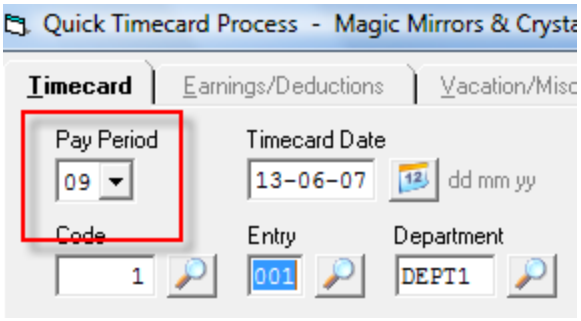
Automatic Vacation Pay Out

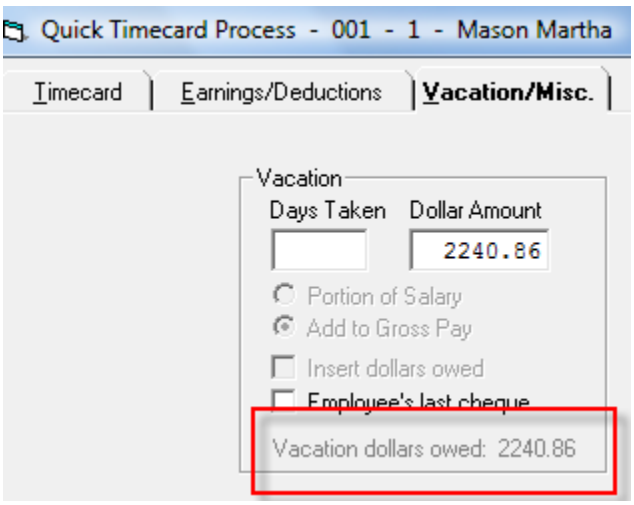
The Automatic Vacation Payout process can be used when a large number of vacation pay payouts are required. This feature works in combination with Quick Cheque, generating a separate vacation pay cheque or direct deposit for each employee selected.



Pay Period

Enter the pay period in which the vacation pay is to be paid out. This pay period will be automatically entered into the pay period field of all Quick timecards created by this process.



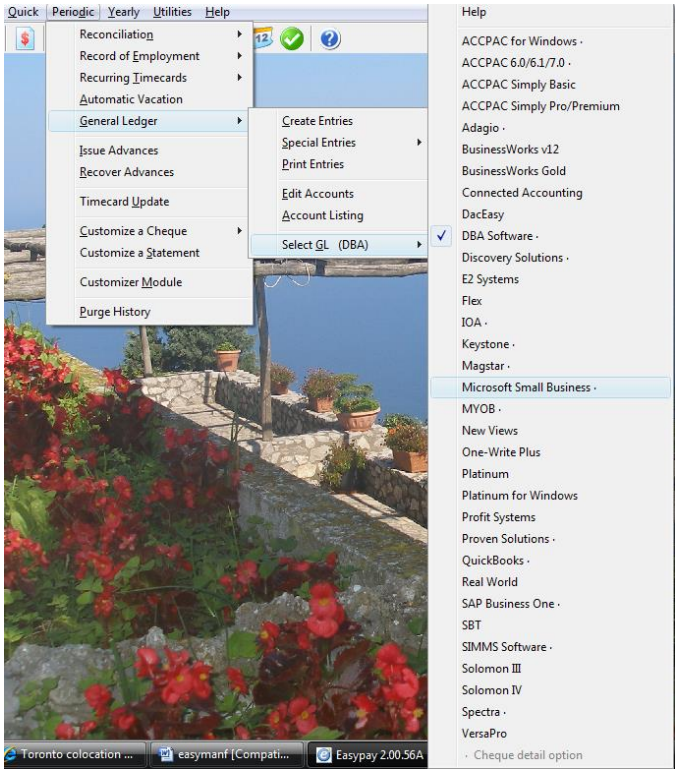


The Automatic Vacation Payout process will create timecards in Quick Payroll. The entire vacation owed to the employee will be entered in the Vacation Dollar Amount field. You can print the Quick Timecard Listing to verify the amounts and employees. The Quick timecards can be edited or deleted before the Quick Payroll is calculated.

If you want to preview the vacation owed amounts that the Automatic Vacation Payout process will enter on the Quick timecards, print the **Year-to-Date** report or use the **Click-n-Pick** report.

General Ledger

Select G/L



From the drop-down list select the accounting package that you will be interfacing with. If there is a dot at the end of the interface's name in the drop-down list, then that particular Easypay interface can create G/L entries with various levels of detail, including:

1. Summarized G/L entries

2. Summarized entries with the bank showing an individual entry for each cheque or direct deposit

3. Complete detailed entries for every cheque or payment issued in Easypay

Interfaces that do not have a dot at the end of their name will only create summarized G/L entries.

If your G/L is not on the Easypay list

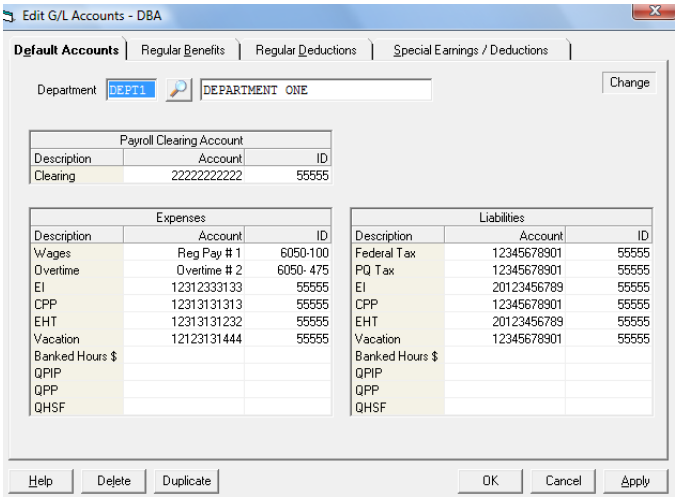
Your G/L may interface with Easypay even if it is not on the list. Some vendors have adapted DBA, ACCPAC, or one of the other interfaces for their accounting system. Please check with your accounting software vendor or Easypay to see if one of the interfaces listed has been adapted for your accounting package.

If your G/L is not on the list and there is no compatible option:

You can still use the G/L option to create a manual G/L posting journal. To do so, you will need to select an existing interface that has an account code structure that will accommodate your G/L accounts.

Then, you can create the G/L file using the Create Entries step. Select the summarized option (if applicable) and print the **General Ledger > Print Entries** report. This report will give you the G/L account code, date and debit/credit amount. Use this report as your manual posting journal. If you have a reasonable number of G/L entries per month, then the manual process should be more than satisfactory.

General Ledger > Edit Accounts

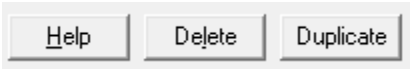


For every department used in Easypay, you will need to enter the G/L account codes for the various expenses and liabilities.

Note: the only exception to this rule is if you allocate employee expenses to various departments but create the G/L entries based on the departments in the employee profiles. In this scenario, only the departments used in the employee profiles will need to have the G/L accounts entered.

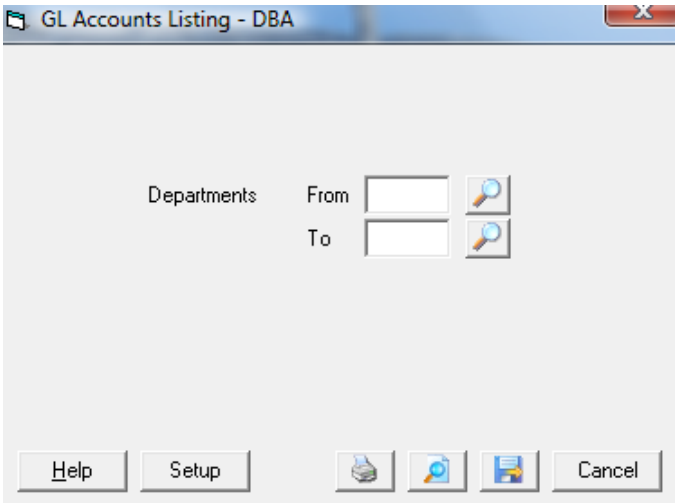
Be sure to enter a G/L account code for every expense and liability in every department. Blank G/L account codes can cause problems by lumping various expenses and liabilities into an account with a blank code.

Duplicate button



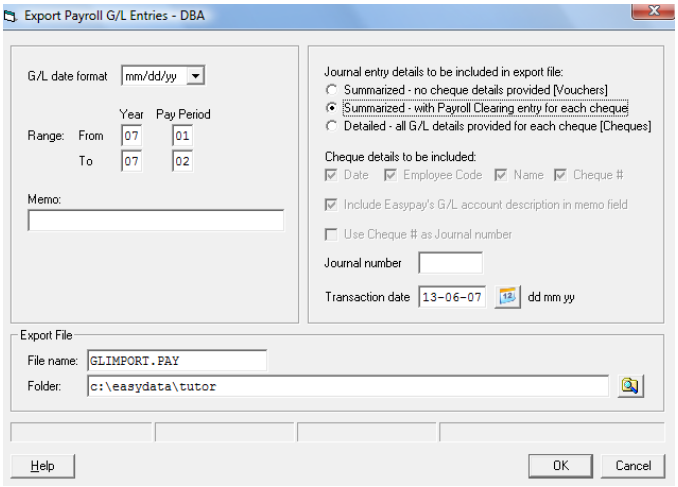
The Duplicate button is a very useful tool when setting up the G/L accounts. If you type in all of the G/L account codes for a department and then save them using the **Apply** button, you can clone those accounts to another department by using the Duplicate button. You will only need to edit the account codes that vary from one department to another. This will save typing all of the account codes (example liability accounts) that may be the same for every department. Remember to save your changes after you duplicate a department before switching to another department.

General Ledger > Account Listing



This option allows you to print the G/L account codes entered for the various expenses and liabilities. Print the G/L codes for all or select departments.

General Ledger > Create Entries

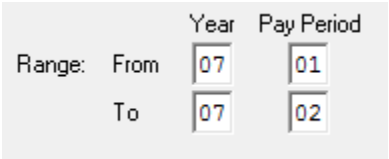


The G/L entry screen may vary slightly for each different G/L interface.

Examples of fields that are unique to specific G/L packages include: Fiscal Period, Source Code, Multicurrency, Journal No., etc. To obtain more information about fields that are unique to your G/L, please refer to the documentation for your G/L software.

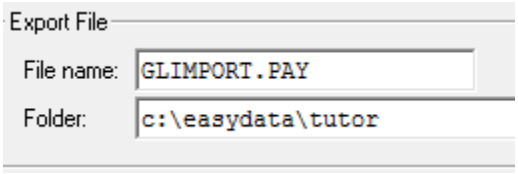
The following will discuss the common entry fields and ignore those fields that are unique to specific G/L interfaces.

Range



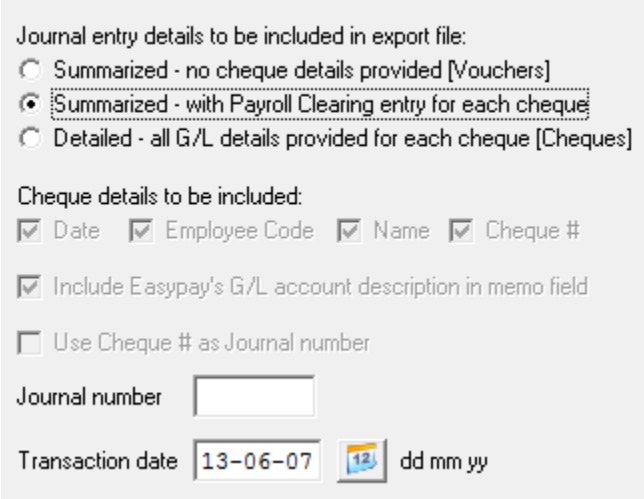
Enter the year and pay period range in the **From** and **To** fields. All payments made to the employees in the specified pay period range will be used to create the G/L entries. **Note:** The pay period must be closed before the information for that pay period is available for this process.

Export File



Enter the file name and folder of the G/L export file to be created. Easypay will enter a default file name and will default to the folder where the Easypay data for the company resides.

Journal Entry details to be included in the export file

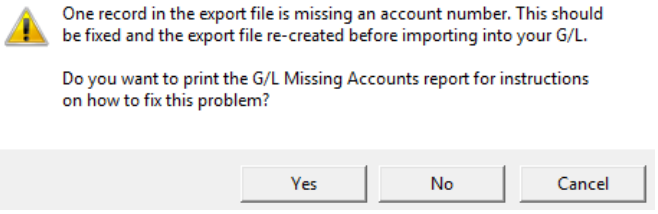


If this option does not appear on your screen then your particular interface can only generate summarized G/L entries. If your interface offers the option to select various levels of detail, then select one of the options. The three options are shown in the illustration above.

Depending on your G/L interface, you may also have the option to include various fields in the G/L entries description. This capability only applies to the detailed option.

Note: **All of the detail selected for the description field may not appear in the Easypay G/L transaction report due to size limitations. They will, however, appear in your G/L in the description for each entry.**

Error Report



After your G/L export file has been created, you may receive an error message that some of the records that were created in the export file are missing an account code. You will have the option to print the **G/L Missing Accounts** report. This report will indicate which G/L account codes are missing.

```
13 Jun 2007              Magic Mirrors & Crystal Balls              Page 1
01:08 PM                       1527 Sample Drive
                                     Unit 33
                             Sample Town, ON   L6H 3K5

                          G/L MISSING ACCOUNTS REPORT - DBA

  The accounts listed below have not been assigned account numbers in Easypay.
  To fix this, select General Ledger > Edit Accounts and enter an account number
  for each account listed below (click Apply in each department that you edit).
  Then return to General Ledger > Create Entries to re-create the export file.

  Department  Account Description
  ----------  ------------------------------
  DEPT1       Vacation [Expense]
```

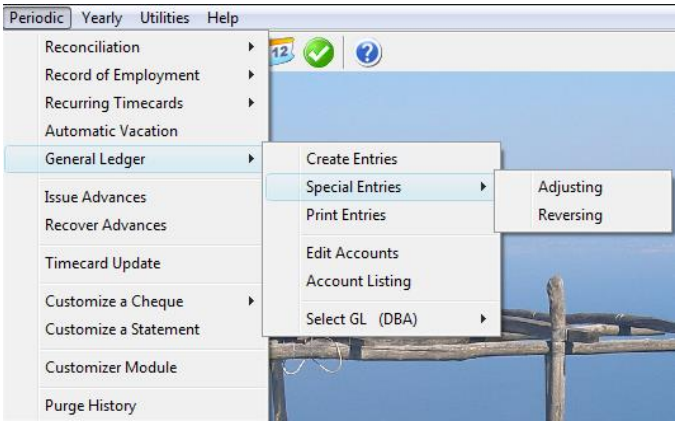
If required, go to **Periodic > General Ledger > Edit Accounts** and enter the missing G/L accounts. Then run the **G/L Create Entries** step again.

Other Possible Errors

If you have not entered G/L account codes for an entire department, then Easypay will issue an error that identifies that department.

To correct this problem, go to **General Ledger > Edit Accounts** and enter the missing G/L account codes for the specified department. Then run the **G/L Create Entries** step again.

General Ledger > Special Entries



Adjusting Entries

Details

If you have added a cheque to a pay period for which you have previously posted the G/L entries, then you can create entries for that cheque. Enter all of the fields required for your specific G/L and then click on the **Adjusting Entries** tab to select individual cheques for which G/L entries should be created.

Adjusting Entries - Pay Period

Enter the pay period from which you wish to select a cheque. Once the list is displayed, select the cheque(s) that should be used to create the G/L export file. If the cheques to be included are from more than one pay period, select all of the required cheques in one pay period and then change the pay period number and repeat the process for the newly selected pay period.

Create the entries by clicking **OK**.

The entries are based on the selected cheques which are displayed in the selected cheques grid at the bottom of the window. If your G/L has the option to create detailed entries, you may wish to do so, as this will give you a better audit trail in your G/L.

Reversing Entries

If you have deleted a cheque from a pay period for which you have previously posted the G/L entries you can create reversing entries for the deleted cheque. Enter all of the fields required for your specific G/L and then click on the **Reversing Entries** tab.

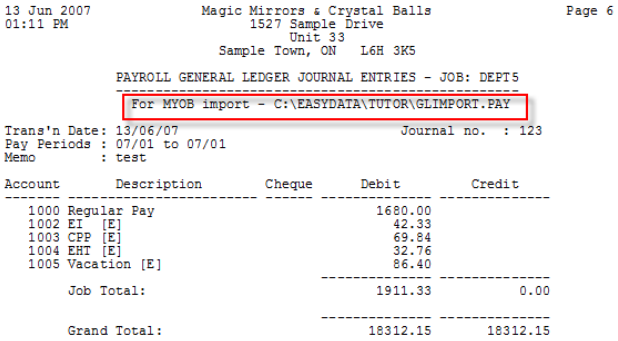
If your G/L has the option to select detailed entries, you may wish to do so, as this will give you a better audit trail in the G/L.

Reversing Entries Tab

The Reversing Entries screen will display all of the cheques that have been deleted. Select the cheques that were deleted in a pay period after the G/L entries had already been created for that pay period. Then create the Reversing entries for those cheques and import them into your G/L.

Create the entries by clicking **OK**.

General Ledger > Print Entries



13 Jun 2007 Magic Mirrors & Crystal Balls Page 6
01:11 PM 1527 Sample Drive
Unit 33
Sample Town, ON L6H 3K5

PAYROLL GENERAL LEDGER JOURNAL ENTRIES - JOB: DEPT5

For MYOB import - C:\EASYDATA\TUTOR\GLIMPORT.PAY

Trans'n Date: 13/06/07 Journal no. : 123
Pay Periods : 07/01 to 07/01
Memo : test

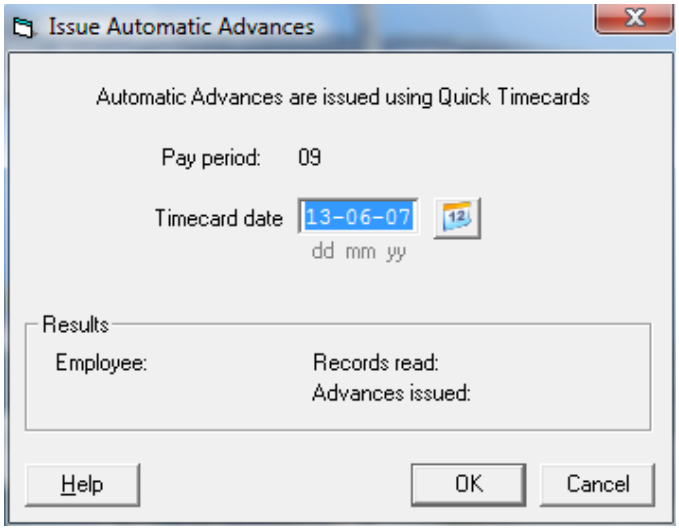
Account	Description	Cheque	Debit	Credit
1000	Regular Pay		1680.00	
1002	EI [E]		42.33	
1003	CPP [E]		69.84	
1004	EHT [E]		32.76	
1005	Vacation [E]		86.40	
	Job Total:		1911.33	0.00
	Grand Total:		18312.15	18312.15

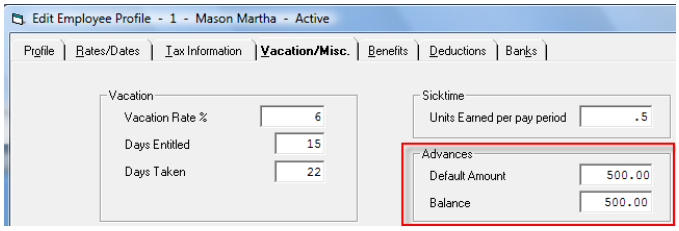
This report prints the entries created using the **Create Entries** or **Special Entries** (Reversing or Adjusting) options. The parameters used in creation of the G/L file will be displayed on the Report Screen. If you used one of the detailed options, you may be given the option to select the sort order (for example: sort by G/L Account or Cheque #).

Note: The report's heading will contain the name of the G/L interface and the name and folder of the file that was created for import into your G/L.

Issue Advances

For an in depth discussion of how to set up and track Advances, please also refer to the **How do I pay and track Advances** topic in the online **Help > Frequently Asked Questions**.



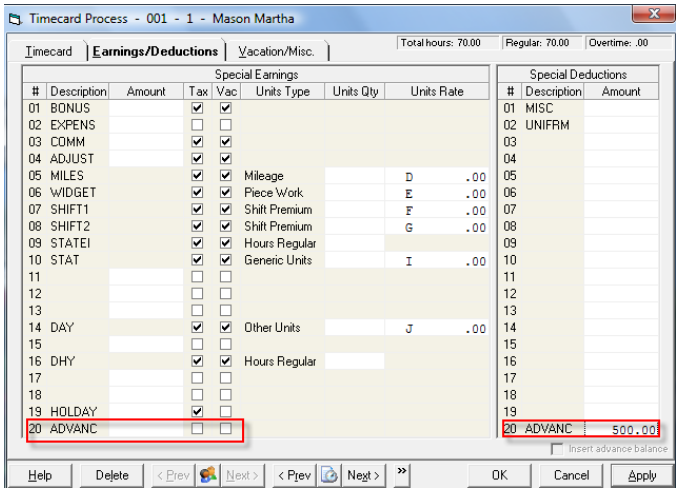


To issue advances automatically, you must have previously entered the **Advances Default Amount** in the **Edit > Employee > Profile > Vacation/Misc** tab.

In the Company Profile, Special Earning #20 and Special Deduction #20 must be named **ADVANC**. The **Tax** and **Vac** check boxes should be turned off for the earning.

Whenever a payment is made via the Special Earning #20 called **ADVANC** in the timecard entry, the **Advance Balance** (amount owed by the employee) in the employee profile is incremented by the payment amount. The **Advance Balance** is updated when the pay period is closed.

To reduce the **Advance Balance** and recover the advance from the employee, use the Special Deduction #20 called **ADVANC**.

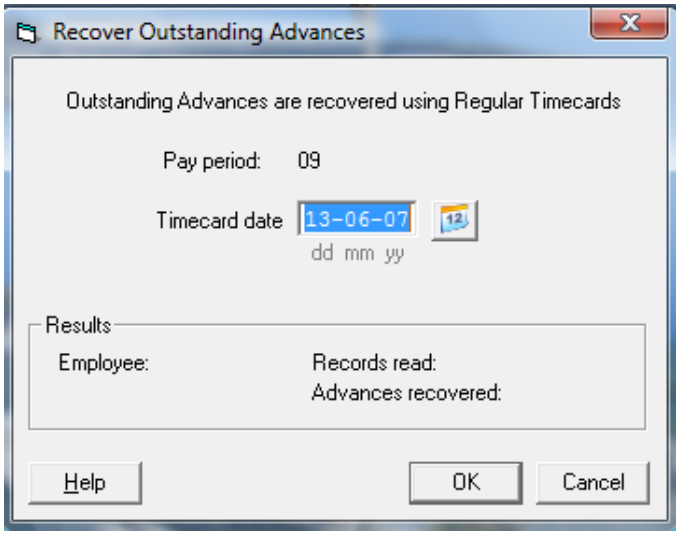


When you click **OK** in the **Issue Advances** step, timecards are automatically created in Quick Payroll. Do not use this process more than once a session. Running this step more than once in a session will double (or triple, etc.) the amount of the advance issued to the employees.

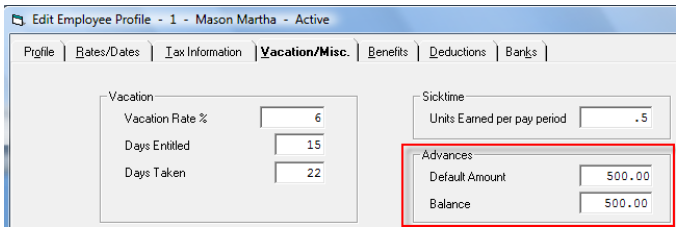
Print the **Quick Timecard Listing** from the **Quick** menu to verify the employees and amount of advance being paid. These timecards can be edited or deleted by selecting **Timecards** from the **Quick** menu.

Recover Advances

For a detailed discussion of how to set up and track Advances, please also see “How do I pay and track Advances?” in **Help > Frequently Asked Questions**.



The amount owed by the employee is recorded in **Advance Balance** in the Employee Profile. Before running a regular payroll, run **Periodic > Recover Advances** to create Regular Timecards to recover the outstanding Advance balances. The amount being recovered will be equal to the **Advance Balance** in the employee’s profile. The amount will be entered in the Special Deduction #20 called **ADVANC** in the Regular Timecards that are created by **Recover Advances**.



If the Advance Balance exceeds the employee's Net Pay, you can manually edit the timecards using **Payroll > Timecards**. In this scenario, the remainder of the Advance will be recorded in **Advance Balance** and an attempt to recover it from the employee will be made the next time you run Recover Advances.

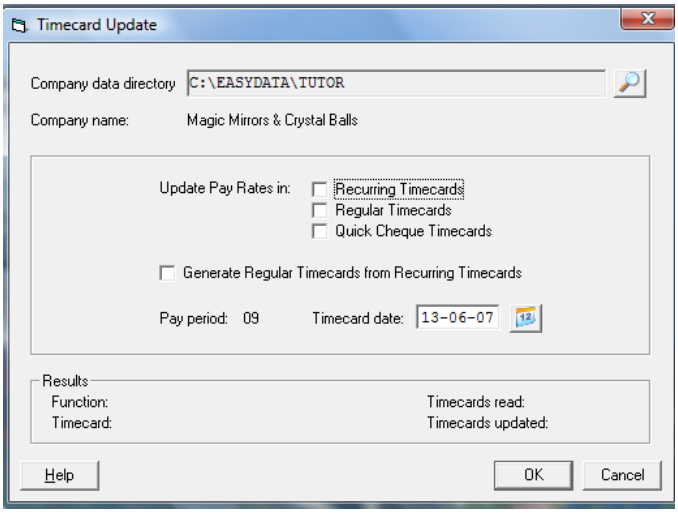
In the **Recover Outstanding Advances** window, enter the **Timecard date** to be assigned to the Regular timecards that are created by this process.

When you click **OK**, timecards will be created in the Regular payroll.

Important: Do not run this process more than *once* per session or it will result in incorrect totals on the regular timecards.

Print the **Timecard Listing** from the **Payroll** menu in order to verify the employees and amounts. These timecards can be edited or deleted by selecting the **Timecards** option from the Payroll menu.

Timecard Update



This process has two functions:

1. Generate recurring timecards for the current pay period

2. Update changes to employee pay rates on existing timecards

Generate recurring timecards for the current pay period

If you have entered recurring timecards and you would like to use them to create regular timecards in the current pay period, then turn on the **Generate Regular Timecards from Recurring Timecards** check box. Regular timecards will be created from **all** the recurring timecards that are flagged for the current pay period.

This process may create duplicates of some timecards that already exist. This will happen if a recurring timecard for this pay period existed when you closed the last pay period. To view, delete or edit the timecards, select **Payroll > Timecards** from the main menu.

Update changes to employee pay rates on existing timecards

If you have changed pay rates for employees and they have recurring timecards that require those rate changes, then turn on the **Update Pay Rates in Recurring Timecards** check box. This will also update the pay rates in all future pay periods in which the recurring timecards are generated.

If you have changed pay rates for employees and you want these new rates to be reflected in the current pay period, then turn on the **Update Pay Rates in Regular Timecards** check box.

If there are Quick timecards that you want to update with the new pay rates, then turn on the **Update Pay Rates in Quick Cheque Timecards** check box.

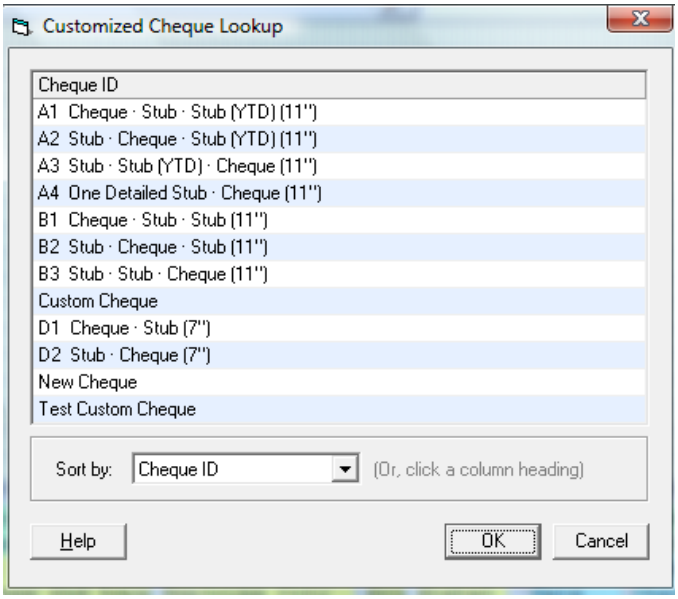
Customized Cheques

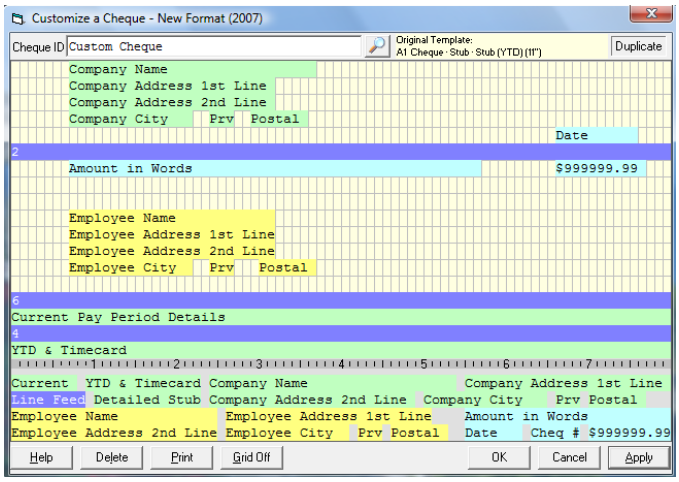
Customized Cheques > Old Format

The old format cheque becomes obsolete June 30th, 2007. For help on how to format cheques using the old format, please refer to the online help.

Customized Cheques > New Format (2007)

From the **Cheque Lookup** list (A1, A2, A3, A4, B1, B2, etc.), click on the cheque that fits your cheque's format. After you have selected a cheque from the list, you can enter a unique name for your Custom Cheque in the **Cheque ID** field.






```
Magic Mirrors & Crystal Balls                                  000002
1527 Sample Drive
Unit 33
Sample Town, ON   L6H 3K5
                                                        13 06 2007

*****1079 DOLLARS AND 73 CENTS                          ****1079.73


Lane Lois
123 Lakeshore Avenue
Apt #101
Mississauga  ON   L8K 1K9
```

Easypay produces dynamic stubs. This means that the contents of the stub can vary from employee to employee, depending on the employee's benefits, deductions and earnings. The stub content **cannot** be altered. The cheque portion of the cheque can be customized by clicking and dragging fields to new locations.

If you need to remove a field from the cheque design grid, drag it to the area below the ruler. The area below the ruler acts like a warehouse that holds the fields while they are not in use. Adding a field from the area below the ruler is also accomplished using the drag and drop method.

The drag and drop method is done using your mouse. Position the mouse pointer on the item that you want to move, then click and hold down the left mouse button while dragging the item to the desired location.

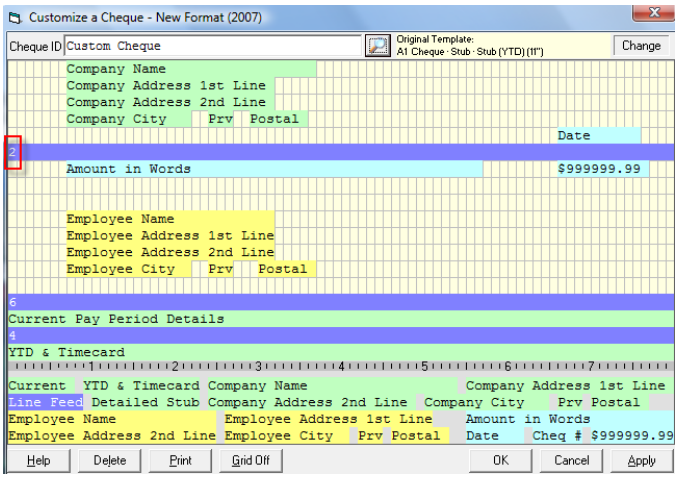
Once you have modified the cheque to your satisfaction, click **OK** or **Apply**. The next time you use the **Customize a Cheque** program, your customized cheque will be included in the cheque lookup window. You can select your custom cheque for further modification or fine-tuning.

Note: You can also create a new custom cheque from your previously created custom cheque. To do so, select your custom cheque from the cheque lookup window. Then enter a new name in the **Cheque ID** field. Make the desired changes to the cheque design and then save your changes. The original custom cheque will remain unchanged and a new Cheque ID will be added to the lookup list.

Insert Blank Lines

Line Feed

To add blank lines on your cheque, click and drag the blue **Line Feed** item from below the ruler and drop it in the desired location in the design grid. When placing a Line Feed item on the cheque, enter the number of blank lines you would like to insert. As shown in the illustration below, the starting value in the Line Feed item is zero (“0”). The number that you enter represents the number of blank lines that will be inserted. If you wish to change this number at some point in the future, click on the Line Feed item (blue line) and edit the number.



Current Pay Period Details

`Current`

The **Current** item represents the **Current Pay Period Details**. This will occupy one stub.

```
Regular Hrs      100.00     BONUS   SpPay     30.00
Overtime Hrs       3.00     EXPENS  SpPay     50.00
                            MILES   SpPay     70.00
Regular Pay     1080.00     HOLDAY  SpPay     36.73
Overtime Pay      44.19
Vacation Pay      47.20

Federal Tax      196.75
CPP               58.09
EI                23.55


                                                -------[      6 ]--------
GROSS PAY       1308.12                         Lane Lois
Deductions       278.39                         Date 13-Jun-2007  Prd 09
NET PAY         1079.73                         000002 / DEPT3  chq#/dept
                                 Test Cheque Run
```

YTD & Timecard

`YTD & Timecard`

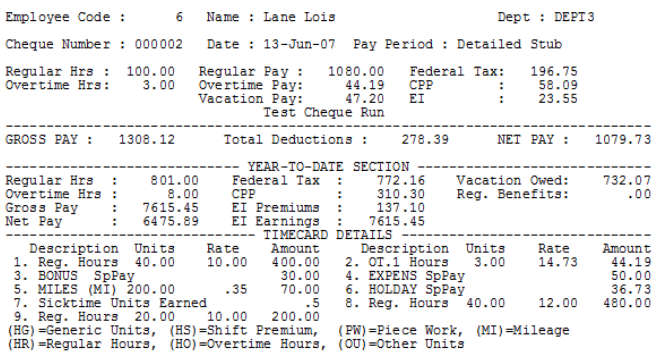
The **YTD & Timecard** item represents the **YTD totals and Timecard details**. This will occupy one stub.

```
------------------------------ YEAR-TO-DATE SECTION -------------------------------
Regular Hrs  :    801.00    Federal Tax  :    772.16    Vacation Owed:    732.07
Overtime Hrs :      8.00    CPP          :    310.30    Reg. Benefits:       .00
Gross Pay    :   7615.45    EI Premiums  :    137.10
Net Pay      :   6475.89    EI Earnings  :   7615.45
-------------------------------- TIMECARD DETAILS --------------------------------
   Description  Units    Rate    Amount     Description  Units    Rate    Amount
 1. Reg. Hours  40.00    10.00   400.00   2. OT.1 Hours   3.00    14.73    44.19
 3. BONUS  SpPay                  30.00   4. EXPENS SpPay                  50.00
 5. MILES (MI) 200.00      .35    70.00   6. HOLDAY SpPay                  36.73
 7. Sicktime Units Earned           .5   8. Reg. Hours  40.00    12.00   480.00
 9. Reg. Hours  20.00    10.00   200.00
(HG)=Generic Units, (HS)=Shift Premium,  (PW)=Piece Work, (MI)=Mileage
(HR)=Regular Hours, (HO)=Overtime Hours, (OU)=Other Units
```

Detailed Stub

`Detailed Stub`

The **Detailed Stub** will occupy two adjacent stubs. Forms that have a format of stub+stub+cheque or cheque+stub+stub can accommodate the Detailed Stub.



```
Employee Code :      6   Name : Lane Lois                  Dept : DEPT3

Cheque Number : 000002   Date : 13-Jun-07  Pay Period : Detailed Stub

Regular Hrs :  100.00   Regular Pay :   1080.00   Federal Tax:   196.75
Overtime Hrs:    3.00   Overtime Pay:     44.19   CPP        :    58.09
                        Vacation Pay:     47.20   EI         :    23.55
                              Test Cheque Run
-------------------------------------------------------------------------------
GROSS PAY :   1308.12      Total Deductions :    278.39      NET PAY :   1079.73

------------------------------ YEAR-TO-DATE SECTION ----------------------------
Regular Hrs  :    801.00    Federal Tax  :    772.16    Vacation Owed:    732.07
Overtime Hrs :      8.00    CPP          :    310.30    Reg. Benefits:       .00
Gross Pay    :   7615.45    EI Premiums  :    137.10
Net Pay      :   6475.89    EI Earnings  :   7615.45
-------------------------------- TIMECARD DETAILS -------------------------------
   Description  Units    Rate    Amount     Description  Units    Rate    Amount
 1. Reg. Hours  40.00    10.00   400.00   2. OT.1 Hours   3.00    14.73    44.19
 3. BONUS  SpPay                  30.00   4. EXPENS SpPay                  50.00
 5. MILES (MI) 200.00      .35    70.00   6. HOLDAY SpPay                  36.73
 7. Sicktime Units Earned            .5   8. Reg. Hours  40.00    12.00   480.00
 9. Reg. Hours  20.00    10.00   200.00
(HG)=Generic Units, (HS)=Shift Premium,  (PW)=Piece Work, (MI)=Mileage
(HR)=Regular Hours, (HO)=Overtime Hours, (OU)=Other Units
```

Remember to save your customized cheque by clicking **OK** or **Apply**.

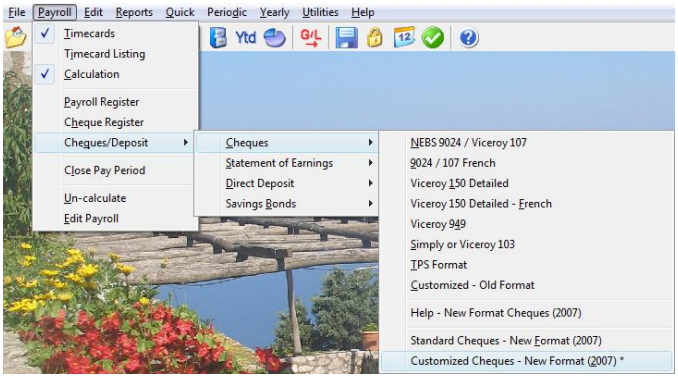
Customization Tips

A grid can be displayed in the design window that will allow you to check if the items are lined up properly. You can turn this grid on or off by clicking the **Grid On/Off** button.

A test sample of the currently displayed cheque format can be printed onto blank paper by clicking **Print.** You can then superimpose the sample printout over an actual cheque form and hold them up to a light source. If the positioning is not quite correct, then make the necessary adjustments and print another sample. If you do not mind wasting a few cheques, your final test can be to print on actual cheque forms.

If you want to delete the currently displayed cheque format, click **Delete**.

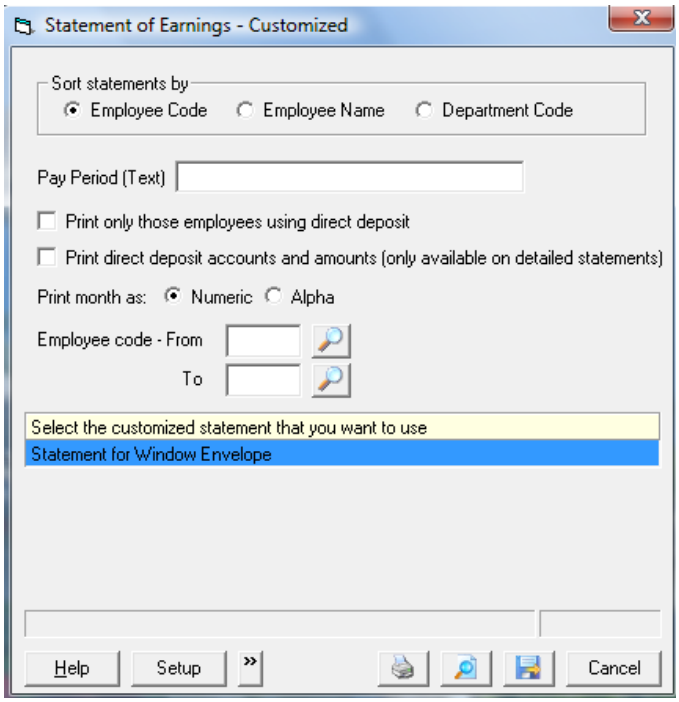
When it comes time to print payroll cheques, select **Payroll > Cheques/Deposit > Cheques > Customized Cheques - New Format (2007)**. Then select your customized cheque from the list of cheques at the bottom of the window. You will also need to enter the employee range and other parameters before printing.

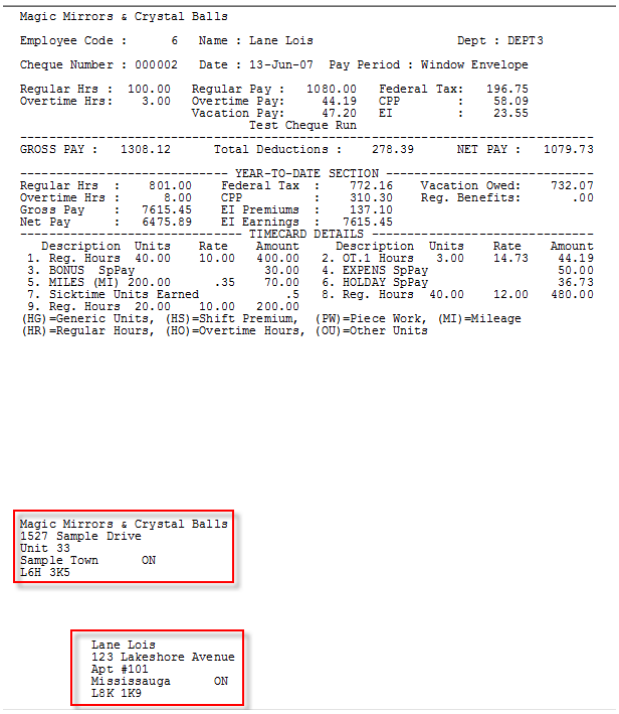


Customize a Statement

The main purpose of the **Customize a Statement** option is to allow you to position the company name/address, and the employee name/address on a statement of earnings that is being printed on blank paper. The names and addresses can be positioned so that they can be displayed when the statement is folded and inserted into a window envelope.

Easypay comes pre-loaded with a customized statement of earnings called the "Statement for Windows Envelope". Try printing this statement, if the addresses do not match up with your window envelope you can a) Edit the Statement for Windows template or b) create a new custom statement of earnings using Sample 9 as your starting point.





```
Magic Mirrors & Crystal Balls

Employee Code :      6   Name : Lane Lois                    Dept : DEPT3

Cheque Number : 000002   Date : 13-Jun-07  Pay Period : Window Envelope

Regular Hrs :  100.00   Regular Pay :   1080.00   Federal Tax:   196.75
Overtime Hrs:    3.00   Overtime Pay:     44.19   CPP        :    58.09
                        Vacation Pay:     47.20   EI         :    23.55
                              Test Cheque Run
-------------------------------------------------------------------------------
GROSS PAY :   1308.12      Total Deductions :    278.39      NET PAY :   1079.73

---------------------------- YEAR-TO-DATE SECTION ----------------------------
Regular Hrs  :    801.00    Federal Tax  :    772.16    Vacation Owed:    732.07
Overtime Hrs :      8.00    CPP          :    310.30    Reg. Benefits:       .00
Gross Pay    :   7615.45    EI Premiums  :    137.10
Net Pay      :   6475.89    EI Earnings  :   7615.45
------------------------------ TIMECARD DETAILS -------------------------------
   Description  Units    Rate    Amount     Description  Units    Rate    Amount
 1. Reg. Hours  40.00    10.00   400.00   2. OT.1 Hours   3.00    14.73    44.19
 3. BONUS  SpPay                  30.00   4. EXPENS SpPay                  50.00
 5. MILES (MI) 200.00      .35    70.00   6. HOLDAY SpPay                  36.73
 7. Sicktime Units Earned             .5   8. Reg. Hours  40.00    12.00   480.00
 9. Reg. Hours  20.00    10.00   200.00
(HG)=Generic Units, (HS)=Shift Premium,  (PW)=Piece Work, (MI)=Mileage
(HR)=Regular Hours, (HO)=Overtime Hours, (OU)=Other Units
```

```
Magic Mirrors & Crystal Balls
1527 Sample Drive
Unit 33
Sample Town      ON
L6H 3K5
```

```
Lane Lois
123 Lakeshore Avenue
Apt #101
Mississauga      ON
L8K 1K9
```

How to Create a Customized Statement of Earnings

To customize a Statement of Earnings go to **Periodic > Customize a Statement**. Pick from the list of samples, a statement that most closely resembles your desired output. In the ID give your customized statement a name which you can reference it by in the future.

Read the section on how to **Customize a Cheque** for details on how to click and drag items, insert blank lines, etc. Remember to save your customized statement of earnings by clicking **Apply** or **OK**.

When it comes time to print statements of earnings, select **Payroll > Cheques/Deposit > Statements of Earnings > Customized**. Then select your customized statement from the list of statements at the bottom of the window. You will also need to enter the employee range and other parameters before printing.

Customizer Module

For a complete discussion of the Customizer module, please refer to Easypay's online help.

Customizer module features that were available when this manual was being written are described below. Additional features are planned and will be added in the near future. Please check the latest Customizer documentation for an up-to-date list of capabilities.

Timecard Import

Many electronic time clocks interface to Easypay. If you wish to interface to Easypay from an external time clock or custom software, you will need the Customizer module. For the timecard import file specifications, please download the Customizer module documentation PDF from our website.

Please check with your vendor to make sure that their software has been configured to interface with Easypay.

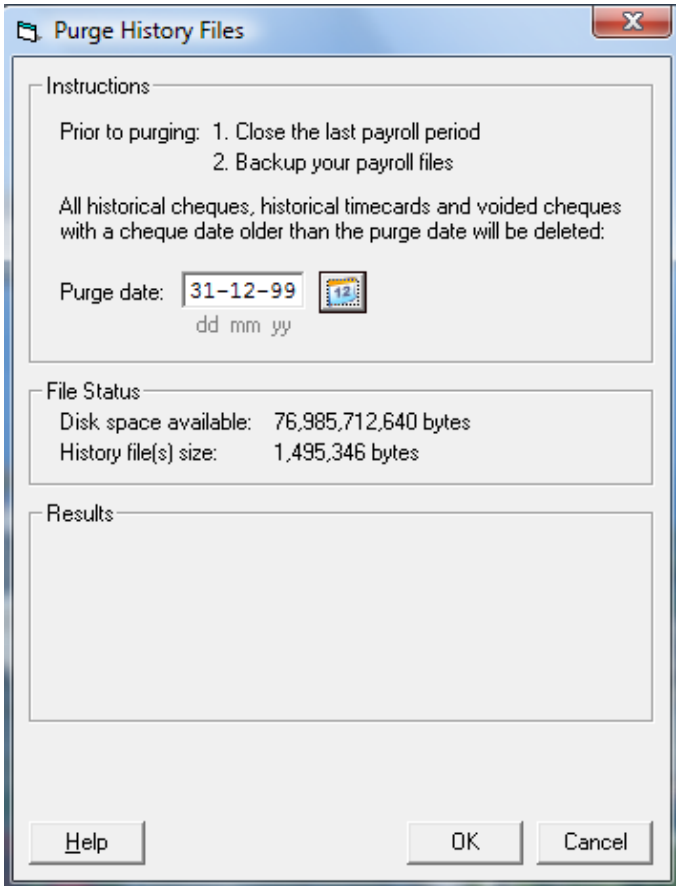
Employee Import

This feature allows you to import employee information from external systems. Check with your software vendor to verify that their software is able to export records in the Easypay format. For the employee import file specifications, please download the Customizer module documentation PDF from our website.

ASCII Export

Easypay allows you to create an ASCII export file that contains data from Easypay payroll data files. You can specify the data fields to be exported. You can then import the ASCII file into a spreadsheet program, word processor, or any other application capable of reading ASCII files.

Purge History



Purge Date

All history and voided cheque records that have a cheque date that is *older* than the **Purge Date** will be deleted.

For example: If "31/12/99" (dd/mm/yy format in this example) is entered as the purge date, then any cheques issued prior to 31-December-1999 will be purged from the history files. Any cheques issued on or after December 31st, 1999 will remain in the system.

Important!

History cannot be purged from the current year. If hard drive space is available, keep a minimum of 24 months of payroll history. Several years is recommended.

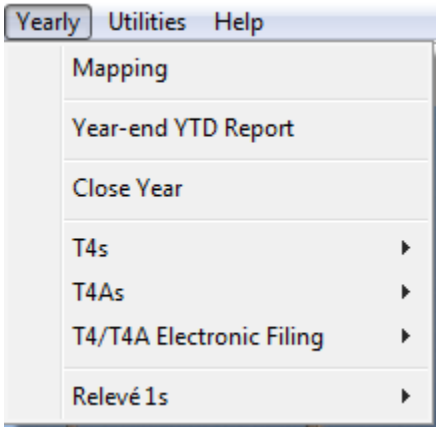
The **Voided Cheques** file is also purged at this time. The same rules apply regarding the purge date (see above).

Before purging:

1. Close the last payroll period.

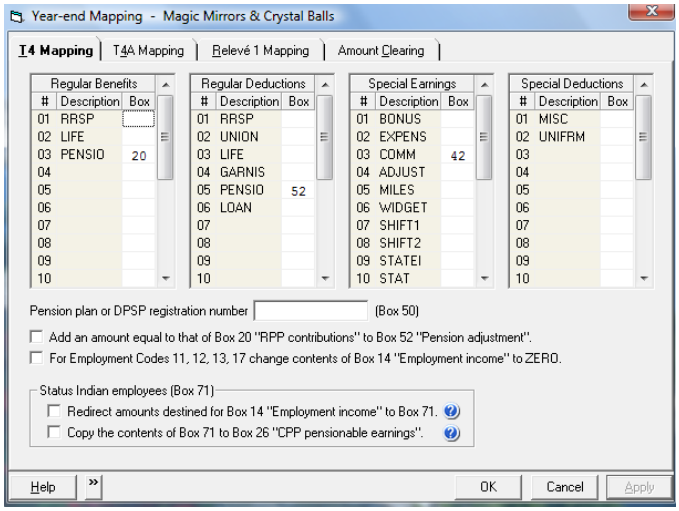
2. Backup your payroll files. (Two backups are recommended).

Yearly



The **Yearly** process should be performed in late December after you have received and installed your update for the coming year. Please read the detailed instructions that accompany the year-end update before proceeding with this process.

Mapping



The yearly mapping function is used to direct benefits, deductions and earnings to specific boxes on the T4, T4A and Relevé 1. The desired mapping assignments must be entered **prior** to running the **Close Year** step in Easypay.

For example: If you paid commissions using a special earning named "**Commis**", you can use the mapping function (before closing the payroll year) to assign **Commis** to the T4 box number which is reserved for employment commissions. After you run the **Close Year** step, any earnings that were assigned to a particular box will appear in that box on the T4.

When you have finished mapping any benefits, deductions or earnings, click **Apply** or **OK** to save your entries.

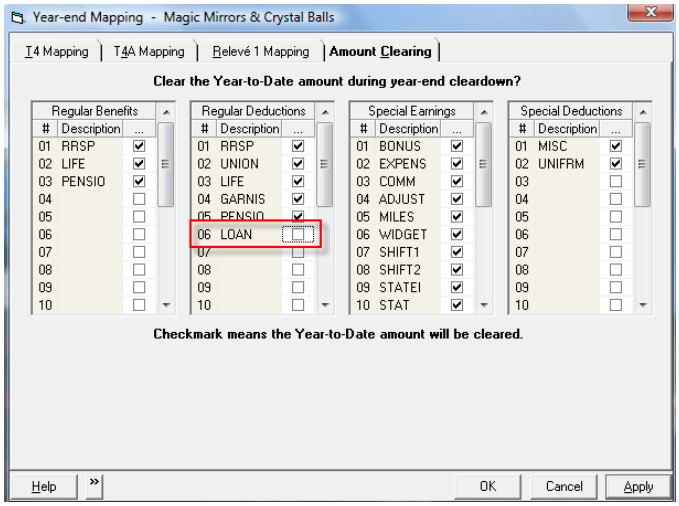
Very Important! Please read…

Taxable earnings are included in the YTD Gross Pay and are automatically included in **Box 14** on the T4. **DO NOT** map these earnings to Box 14, otherwise, you will double the amounts for those earnings in Box 14.

Taxable benefits are automatically mapped to **Box 14 and Box 40** on the T4. If you want to map a taxable benefit to a box other than Box 40, use the mapping function to assign the taxable benefit to the desired T4 box. When the payroll year is closed, the taxable benefit will continue to be added to Box 14, however instead of also being added to box 40, it will be added to the box number to which you have mapped it.

How to prevent YTD amounts from being cleared at year-end

Amount Clearing tab



Important! The **Close Year** step will clear all of the year-to-date values at the end of the year. The only fields that are not cleared are vacation owed, banked hours, accrued sick time and accumulated hours (these amounts are carried forward from year to year).

To prevent the YTD amount of a particular benefit, earning or deduction from being cleared at the end of the year, use the **Amount Clearing** tab.

For example: If an employee repaid $1200 of an $1800 **employee loan**, you would want the repaid amount to be carried forward to the next year. You would turn **off** the check box in the **Amount Clearing** tab so that the YTD amount for the loan repayment deduction is **not** cleared at the end of the year.

TIP: You do not have to wait until the end of the year to set up mapping. When adding a benefit, deduction or earning in **Edit > Company**, you may want to set up any special mapping requirements at the same time.

Pension Adjustments

The RPP or DPSP registration number can be entered at the bottom of the **T4 Mapping** tab. This number will be mapped to **Box 50** during the year-end close routine.

If you wish, employee pension deductions can be mapped to **Box 20** (RPP contributions).

The T4 mapping feature can be used to calculate the pension adjustment only when the pension adjustment is a simple sum of the employee plus the employer contributions. If this is the scenario for your pension adjustment, then use the following technique:

1. Map the employee portion to Box 20; then map the employer contributions (benefits) to Box 52 (Pension Adjustment).

2. Turn on the box at the bottom of the T4 mapping tab that gives you the option of adding an amount equal to that of Box 20 "RPP contributions" to Box 52 "Pension adjustment" (without clearing Box 20). This will result in Box 52 containing the employee's and employer's contribution to the employee's pension plan.

Note: RPP refers to registered pension plans. Most RRSPs are typically not considered to be registered pension plans and should not be mapped to Box 20 or Box 52.

If your pension adjustment is based on a sophisticated formula and the values are supplied to you by your pension administrator, then you will need to edit the T4s and manually enter the pension adjustment for each employee.

Employment Codes 11, 12, 13 and 17

For Employment Codes 11, 12, 13, 17… the check box on the **T4 Mapping** tab allows you to set **Box 14** to zero (during the **Close Year** step) on the T4 slips for employees that are assigned one of these employment codes in their Employee Profile.

How to redirect amounts destined for Box 14 to Box 71 (Status Indian Employees)

In order to redirect amounts destined for **Box 14** to **Box 71** (Status Indian employee) during the **Close Year** step, the following **two** check boxes must be turned **on**:

1. **Status Indian employee** check box on the **Employee > Profile > Tax Information** tab

2. **Redirect amounts destined for Box 14…** check box on the **Yearly > Mapping > T4 Mapping** tab

How to copy contents of Box 71 to Box 26

In order to copy the contents of **Box 71** (Status Indian employee) to **Box 26** (CPP pensionable earnings) during the **Close Year** step, the following **two** check boxes must be turned **on**:

1. **Status Indian employee** check box on the **Employee Profile > Tax Information** tab

2. **Copy the contents of Box 71…** check box on the **Yearly > Mapping > T4 Mapping** tab

If the above two check boxes are turned **on**, then:

1. Box 71 will be copied to Box 26 if the employee is not CPP exempt and Box 26 equals zero

2. The amount copied to box 26 will be capped at the CPP pensionable earnings maximum

3. The contents of Box 71 will remain unchanged

Status Indians and Relevé 1 Mapping (Quebec Only)

In order to redirect amounts destined for **Box A** (Employment income before source deductions) to **Box R** (Tax-exempt income paid to an Indian) during the closing of the payroll year, the following **two** check boxes must be turned on:

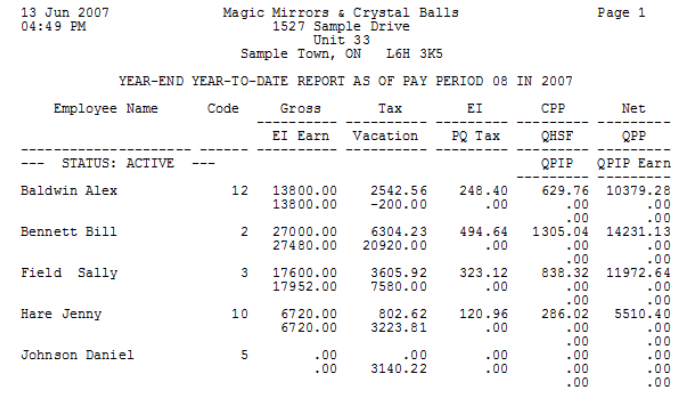
1. **Status Indian employee** check box on the **Employee > Profile > Tax Information** tab

2. For Status Indian employees... check box on the **Yearly > Mapping > T4 Mapping** tab

T4A charitable donation registration numbers

You can enter charitable donation registration number at the bottom of the T4A mapping tab. This number will be printed on any T4A that has a non-zero value in Box 46 (Charitable donations).

Year-end YTD Report



13 Jun 2007 Magic Mirrors & Crystal Balls Page 1
04:49 PM 1527 Sample Drive
Unit 33
Sample Town, ON L6H 3K5

YEAR-END YEAR-TO-DATE REPORT AS OF PAY PERIOD 08 IN 2007

Employee Name	Code	Gross / EI Earn	Tax / Vacation	EI / PQ Tax	CPP / QHSF	Net / QPP
--- STATUS: ACTIVE ---					QPIP	QPIP Earn
Baldwin Alex	12	13800.00	2542.56	248.40	629.76	10379.28
		13800.00	-200.00	.00	.00	.00
					.00	.00
Bennett Bill	2	27000.00	6304.23	494.64	1305.04	14231.13
		27480.00	20920.00	.00	.00	.00
					.00	.00
Field Sally	3	17600.00	3605.92	323.12	838.32	11972.64
		17952.00	7580.00	.00	.00	.00
					.00	.00
Hare Jenny	10	6720.00	802.62	120.96	286.02	5510.40
		6720.00	3223.81	.00	.00	.00
					.00	.00
Johnson Daniel	5	.00	.00	.00	.00	.00
		.00	3140.22	.00	.00	.00
					.00	.00

Required Year: Enter the year in which the YTD totals in the employee records were accumulated. If you are running this report in January and you have not yet closed the previous year, enter the previous year in the **Required Year** field.

The **Year-end YTD Report** prints the **Detailed** version of the YTD Report.

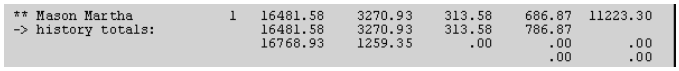
The **Detailed** version includes the following information:

- Employee name
- Employee code
- Gross
- Tax
- EI
- CPP
- Net
- EI earned (EI insurable earnings)
- Vacation Owed
- QC tax
- QHSF
- QPP
- QPIP
- QPIP Insurable Earnings

Comments:

The Year-end YTD Report prints an employee's YTD totals. This report also performs a comparison between an employee's YTD amounts and their cheque history for the current year.

If an out-of-balance condition occurs, the "**" indicator is printed beside the employee's name.



** Mason Martha	1	16481.58	3270.93	313.58	686.87	11223.30
-> history totals:		16481.58	3270.93	313.58	786.87	
		16768.93	1259.35	.00	.00	.00
					.00	.00

The "**" indicates that the sum of the Cheque History for this employee does not match the amount in the employees YTD totals. This condition should be investigated and corrected.

If the payroll was started in the middle of year, the "**" indicator is normal since there would be no cheque history for the opening balances transferred to YTD from another payroll system.

Employee Status

To include employees of a particular status (Active, On Leave, or Terminated), turn on the corresponding check box. You can include any combination of these status types.

Close Year

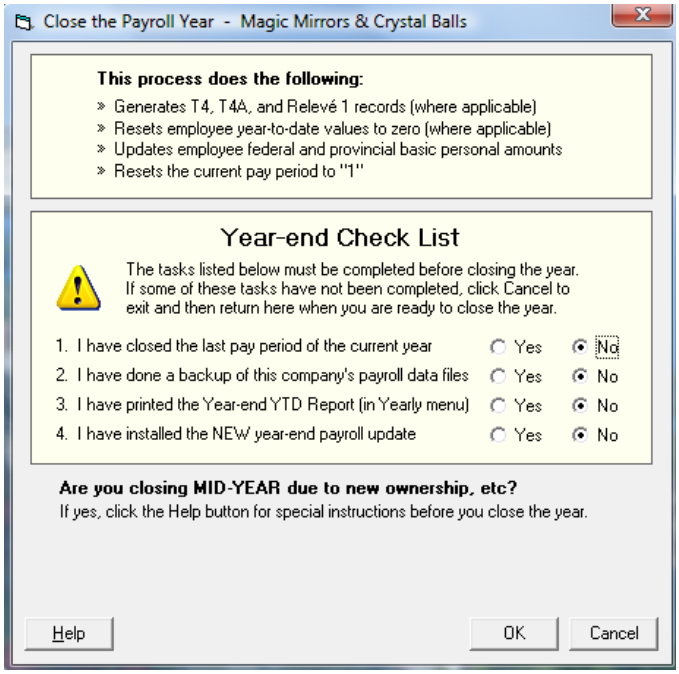
Under normal circumstances, the payroll year must be closed only once per year - at calendar year-end (the end of December). **DO NOT** close the year based on your fiscal year.

The CRA states that the year on the cheque or the direct deposit date determines the year in which the earnings should be reported.

For example: If all of the employee's work is performed in December 2007 and the payment is made January 1st, 2008, those earnings should be reported on the 2008 T4 instead of the 2007 T4. The date that the work is done is not relevant. Only the payment date is used to determine the year in which the earnings should be reported.

If you are closing mid-year due to new ownership, etc., please refer to the special instructions provided below, entitled **Special Mid-year Closing of the Payroll Year**.

Normal Yearly > Close Year



Please be absolutely sure that you have completed the following items before closing the year:

1. Close the last pay period of the current year. Check both the Regular and Quick Payroll cycles to make sure that both are closed.

2. Backup payroll data files for this company. Two backups are recommended.

3. Print the **Yearly > Year-end YTD Report**

4. Install the **new** year-end payroll update.

Do not close the payroll year until you have received and installed your new year-end payroll update.

The regular year-end process does the following:

1. Generates T4, T4A and Relevé 1 files

2. Resets the employee year-to-date amounts to zero (where applicable)

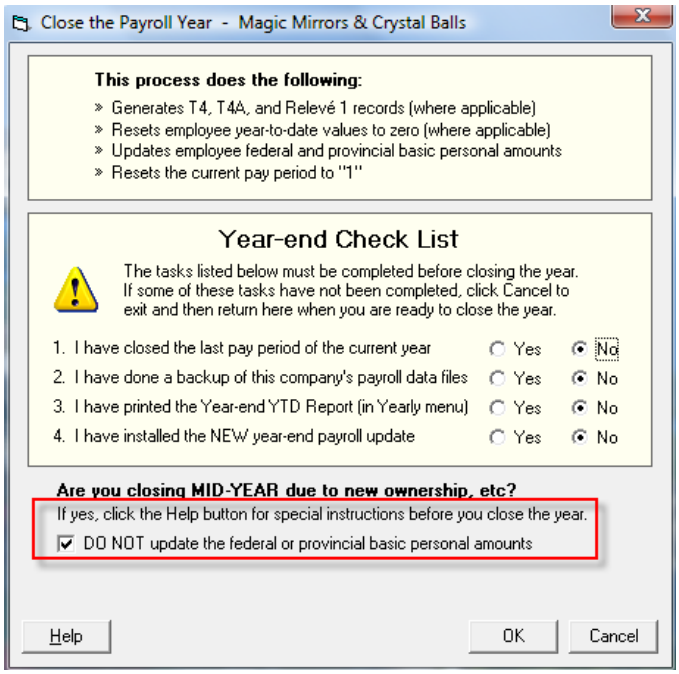
3. Updates the federal and provincial basic personal amounts (TD1 amounts)

4. Resets the current pay period to 1

The T4, T4A and Relevé 1 files are kept for an entire year after they are generated. They can be edited and re-printed as many times as desired until the next year-end closing (which is usually 12 months away).

When you are ready to close the payroll year (after completing all of the required steps), select **Yearly > Close Year** from the main menu.

Special Mid-Year Closing Of the Payroll Year



If you are closing MID-YEAR due to new ownership of the company, please be sure to complete the following steps:

Step A: To do for the Original Company

1. Pay out vacation pay (if required). You may use the Automatic Vacation Pay Out feature in the Periodic menu.

2. Ensure that the last payroll period under the old company period is closed. It is best if the new company and the old company do not share a pay period. Please call Easypay Support if you have any questions.

3. Print the Year-to-date Report.

4. Backup the company's payroll data files. At least two backups are recommended.

5. This step will close the payroll year:

   Since you are closing mid-year, you will probably not want to update the federal and provincial basic personal amounts (TD1 amounts). These amounts are usually updated automatically by the Close the Payroll Year process. To ensure that the basic personal amounts are not updated during the mid-year close, please do the following:

   Once you have accessed the Close the Payroll Year feature, press **Alt-F8** (hold down the Alt key and press the F8 key). A check box will be displayed that gives you the option of not updating the federal and provincial basic personal amounts. Turn the check box on if you do not want to update the basic personal amounts.

6. If you have been directed to produce ROEs by your accountant, you can do so now. Otherwise, go to Step 7.

After creating the ROEs, please do the following:

7. Create another backup of the company's payroll data.

8. Call Easypay Support for instructions on how to erase the EI Insurable Earnings file.

9. Select Edit > Company from the menu to access the Company Profile and ensure the pay period is set to the correct number.

10. Print T4s, T4As, Relevé 1s, the Remittance Report and the G/L Report as required.

11. Complete another data backup for your own safekeeping.

When you are ready to close the payroll year, **select Yearly > Close Year** from the menu and close the year.

Step B: To do for the New Company

1. Select **Edit > Company** from the menu to access the Company Profile and do the following:

   a) Ensure that the pay period number is correct.

   b) Change all company information to reflect the values applicable for the new company.

2. Select **Reports > Print Employees > Year-to-date** and select and print the Detailed version of the listing. Ensure that the YTD amounts and vacation values (if required) are zero. You can ignore the (**) out-of-balance indicators and history totals. If the YTD amounts are not equal to zero, you should contact the original company to check if you have received the correct data backup.

3. Go to the Payroll menu and check to ensure that there are no open payrolls.

4. Select **Reports > Remittance** and print the Remittance report for the pay period that you are about to run. The totals should be zero.

5. You are now ready to run your first payroll.

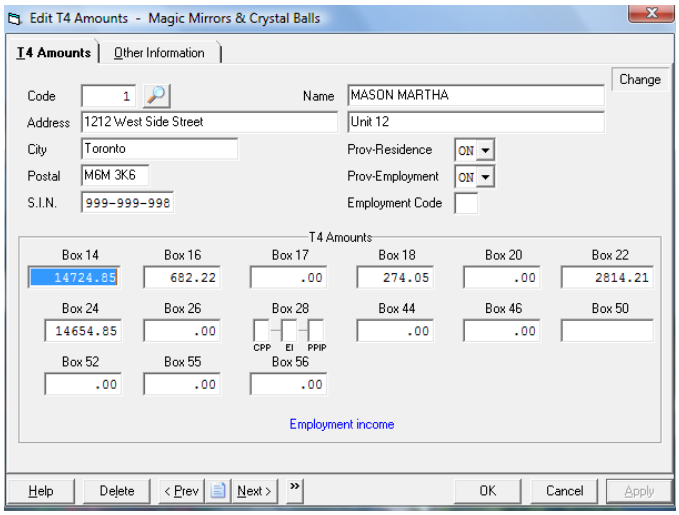
If you are using Direct Deposit, ensure that the correct financial institution is selected.

When you have calculated the payroll for the first period and are ready to create the direct deposit file, make sure that the correct information for the new company is entered in **Payroll > Cheque/Deposit > Direct Deposit > Create File**.

6. If you are using the G/L feature, select **Periodic > General Ledger** and ensure that the correct G/L interface is selected for the new company and that the G/L accounts correspond to the new company's chart of accounts.

T4s

Edit Amounts



Employee Code

Enter up to 6 characters (numbers or letters) to identify each employee. To view the employee lookup window, click the adjacent lookup button**.**

Employee Name

Enter up to 25 alphanumeric characters for the employee name. Enter the employee's last name first, a space, then the first name. For employees with more than one word in either the surname or given name, separate the surname and given names with a comma.

Employment Code

If applicable, enter the appropriate **Employment Code** for this individual.

Employment Codes in affect when this manual was written:

11. Placement agency
12. Driver of taxi or other passenger-carrying vehicle
13. Barber or hairdresser
14. Withdrawal from a prescribed salary deferral arrangement plan
15. Seasonal Agricultural Workers Program
16. Detached employee - Social security agreement
17. Fishers – Self-employed

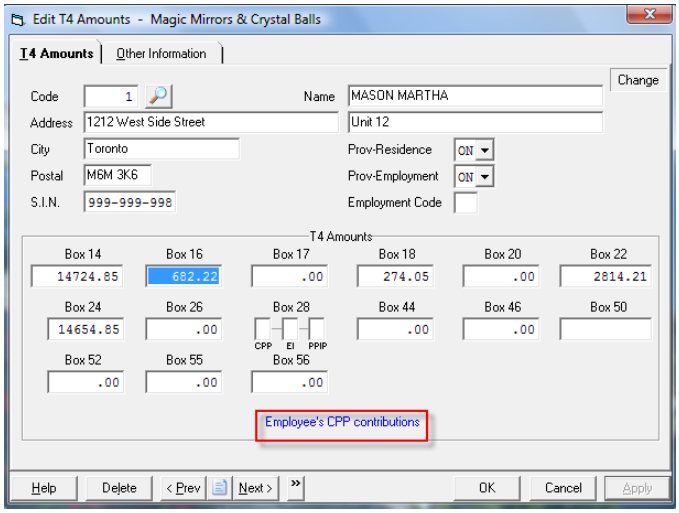
Please refer to the following CRA publications for up-to-date information regarding the employment code:

RC4120: "Employers' Guide - Filing the T4 and Summary Form" (see reference to Box 29 - Employment Code)

T4001: "Employers' Guide - Payroll Deductions (Basic Information)"

These publications can be downloaded from the Canada Revenue Agency (CRA) web site.

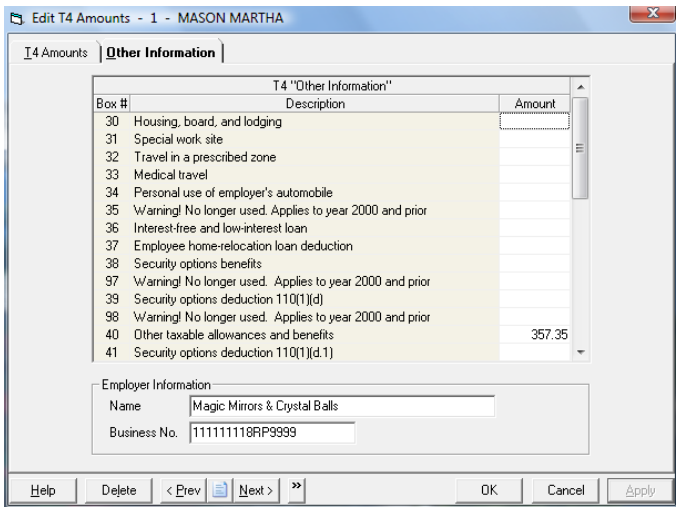
Edit T4 Amounts – Boxes



A description of each T4 box is displayed at the bottom of the Edit T4 Amounts window.

Note: For more information about T4s, please refer to the "Employers' Guide - Payroll Deductions - Basic Information" or the "Employers' Guide - Filing T4 and T4F Slips and Summary Forms". Visit the CRA web site to view and/or download these guides.

Edit T4 Amounts > Other Information tab



This section corresponds to the **Other Information** area at the bottom of the T4 slip. To edit an amount, simply enter the new amount in the corresponding field in the grid.

If the employer's name or address on the T4 records is incorrect, you do not need to edit every T4 manually. Instead, you can edit the information in the Company Profile. Then, when you are ready to print the T4 slips, select the **Print Company details from Company Profile** option in the **T4s > Tax Form Print** window. This will allow the print program to print the employer information from the Company Profile instead of what is recorded in each T4 record.

T4s > Tax Form Print

Before printing the T4 slips, please check the year-end instructions that are included with your January update for tips on printing T4s.

If the Business Number or company name and address in Company Profile were incorrect when you ran the **Close Year** step, then the T4 records will have the incorrect information in them. You can use the **Print Company details from Company Profile** option to print the employer information from the Company Profile instead of what is recorded in each T4 record.

Enter the range of employee T4 slips to be printed. The CRA requires that you submit T4 slips in alphabetical order. To select the entire employee range, press the **Tab** key twice to automatically fill the **From** and **To** fields.

T4 Taxation Year

Enter the year to be printed on the T4 slips.

Printing Options

Type of T4 slips

The first run of T4 slips should be for the CRA. This option prints two different employee's T4 slips per T4 sheet.

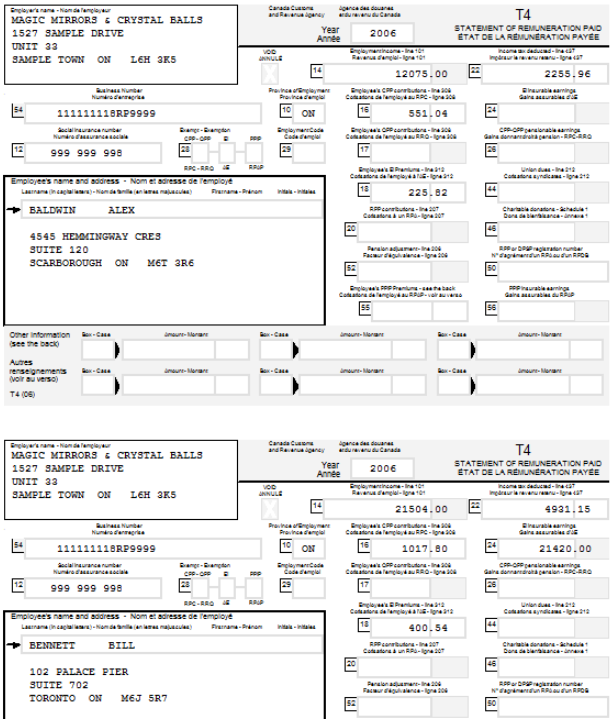
The second run of T4 slips should be for the employees. Two T4 slips are printed on one sheet per employee.

The third run should be for your records. This option prints two different employee's T4 slips per T4 sheet.

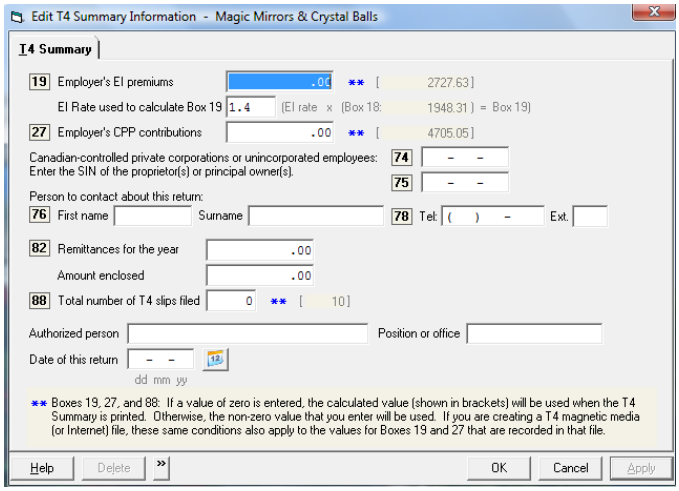
Printing on:

T4 Forms: Select this option if using the pre-printed forms that are supplied by the CRA (i.e. the pre-printed forms with the red ink). Please **DO NOT** attempt to print on the T4 **PDF** slips that are available on the CRA web site. Downloading and printing the PDF forms usually results in a form with different dimensions than the “real” pre-printed forms. As a result, using the PDF versions often results in alignment issues.

Blank Paper: Select this option to print the T4 slips on plain 8 ½” x 11 paper. An image of a T4 form will be printed with the employee information in the appropriate boxes.



T4s > Edit Summary



Information entered in **Edit T4 Summary** is used when printing the T4 Summary form.

Please ensure that the **EI Rate used to calculate Box 19** (Employer's EI Premiums) is correct.

Boxes 19, 27 and 88

If a value of zero is entered in any of boxes 19, 27 or 88, the calculated value (which is shown in the brackets beside each of these fields) will be used when the T4 Summary is printed. Otherwise, the non-zero value that you enter in each of these fields will be printed.

Please refer to the "Employers' Guide to Payroll Deductions" (available from the CRA) or the T4 Summary form for additional information.

T4s > Print Summary

If you are printing on actual T4 Summary forms, select the **T4 Summary forms** option. Otherwise, select the **Blank paper** option.

Print Company Name and Address
If you are printing on T4 Summary forms that have the company name and address pre-printed, then turn off the **Print Company Name and Address** check box.
Note: This option is only available if the T4 Summary forms option is selected.

T4s > Electronic Filing

For a complete discussion of T4/T4A electronic filing, please refer to the online help and the instructions that accompany your annual update CD.

T4s > Discrepancy Report

13 Jun 2007 Magic Mirrors & Crystal Balls Page 1
05:03 PM 1527 Sample Drive
Unit 33
Sample Town, ON L6H 3K5

T4 DISCREPANCY REPORT

** Check employee if there is a "**" beside Code ..... Year-to-Date Amounts .....

	Code	Name	Gross Pay	EI Ins. Earnings	EI Premiums	CPP/QPP	TAX
**	1	MASON MARTHA	14724.85	14654.85	174.05	682.22	2814.21
	Suggested changes for Code :		1		274.05		2714.21
	2	BENNETT BILL	21504.00	21420.00	400.54	1017.80	4931.15
	3	FIELD SALLY	15760.50	15708.00	293.72	733.53	3186.40
	4	KING LARRY	12635.00	12600.00	235.62	578.76	2430.40
	6	LANE LOIS	2396.80	2396.80	44.80	72.03	.00
	7	WHITE VANA	5852.00	5852.00	109.41	243.04	684.18
	9	RUSSELL WARREN	7178.50	7140.00	133.49	308.70	844.27
	10	HARE JENNY	6720.00	6720.00	125.65	286.02	825.09
	11	SMOLSKI ALICE	5628.00	5628.00	105.21	231.91	626.85
	12	BALDWIN ALEX	12075.00	12075.00	225.82	551.04	2255.96

The T4 Discrepancy report checks the EI and CPP deductions in each T4 record for reasonability. The report applies the formula for calculating EI and CPP to the employee's YTD gross pay and compares the results to the amounts on the employee's T4. If the report detects an over-payment or an under-payment, then it will suggest how to correct the T4 record.

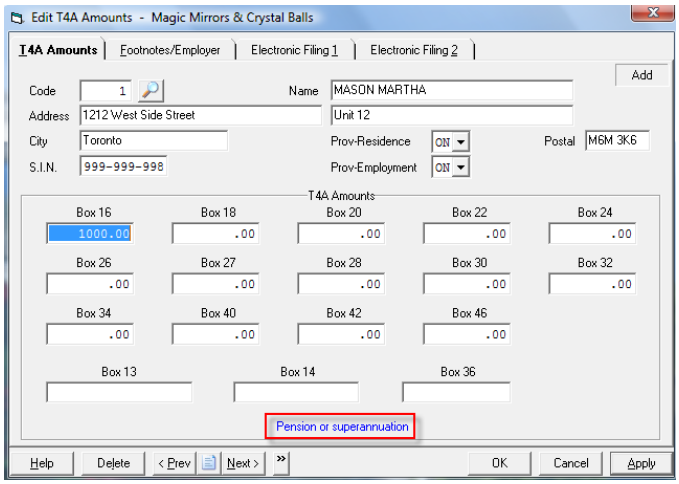
If an over-payment of CPP (or EI) is detected, the suggested correction to the T4 is to reduce the CPP (or EI) and add the amount of the reduction to the Tax amount.

If an under-payment of CPP (or EI) is detected, the suggested correction to the T4 is to reduce the Tax and add the amount of the reduction to the CPP (or EI) amount.

Note: Employees who are 18 years of age or under, or employees who are exempt from CPP or EI, may have changes suggested by the report. The report does not take into account the employee's age or exemptions. The payroll administrator should review the particular employee's circumstances to determine if a change suggested by the report should be implemented.

T4As

T4As > Edit Amounts



Edit T4A Amounts – Boxes

A description of each T4A box is displayed at the bottom of the Edit T4A Amounts window.

Note: For more information about the T4A boxes, please refer to the "Employers' Guide - Payroll Deductions - Basic Information" or the "Employers' Guide - Filing the T4A Slip and Summary Form", which are available from the CRA.

Visit the CRA web site to view and/or download the above mentioned forms.

Footnotes/ Employer tab

Please refer to the "Employers' Guide to Payroll Deductions" (available from the CRA) for details about footnotes and box 38**.**

Electronic Filing tabs

These two tabs require input if you will be submitting your T4A slips electronically. For more information, click the **Help** button while in these tabs.

T4As > Tax Form Print

If an employee's **Print T4A** check box is turned on in their Employee Profile, then a T4A record will be created during the **Close Year** step. If required, the T4A records can be edited using **Yearly > T4As > Edit Amounts**.

Please **DO NOT** attempt to print the on the T4A **PDF** slips that are available on the CRA web site. Downloading and printing the PDF forms usually results in a form with different dimensions than the "real" pre-printed forms. As a result, using the PDF versions often results in alignment issues.

Print T4A Tax Forms – T4A Taxation Year

Enter the year to be printed on the T4A slips.

Printing Options

For information about the T4A printing options, please click the Help button to view the online help.

T4As > Print Summary

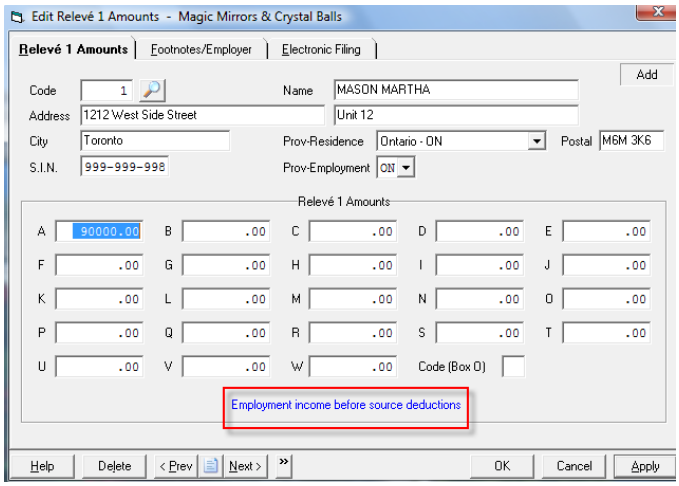
This report provides a total for each of the boxes in the T4A records that are currently on file. This report is designed to be printed on blank paper.

T4As > Electronic Filing

For a complete discussion of T4/T4A electronic filing, please refer to the online help and the instructions that accompany your annual update CD.

Relevé 1s

Relevé 1s > Edit Amounts



Edit Relevé 1 Amounts – Boxes

A description of each Relevé 1 box is displayed at the bottom of the Edit Relevé 1 Amounts window.

Note: For more information about Relevé 1 slips, please refer to Revenu Quebéc's *Guide to Filing the RL-1 Slip* (available from their web site).

Footnotes / Employer tab

Footnotes

Two lines of up to 33 characters each are provided for any additional information that you would like to enter as footnotes to be printed on the RL-1 slip.

Employer Information

Enter the name and address of the employer.

Electronic Filing tab

The information entered on this tab is used if you file your RL-1 slips electronically. For more information, click the **Help** button while in this tab.

Relevé 1s > Tax Form Print

Note: If you are filing RL-1 slips electronically, you must create the RL-1 XML file (that contains the data for the RL-1 slips) ***before*** you print the RL-1 slips. This is required because the XML file creation step assigns the numbers that are printed on the top of RL-1 slips.

Employee Name Range

Enter the range of employee names to be included.

From should contain the first employee name.
To should contain the last employee name.

To view the employee lookup window, click the adjacent lookup button.

To select all employees, simply tab through the **From** and **To** fields.

To select only one employee, enter the same name in both the **From** and **To** fields.

Print Relevé 1 Tax Forms – Using Laser Forms
Turn on the **Using Laser Forms** check box if you are using laser Relevé 1 forms. One employee per form (three slips per employee) is printed.

Relevé 1 Laser Forms Alignment Suggestions - Top and Left Margins

Please **DO NOT** attempt to print on the RL-1 **PDF** forms that are available from Revenu Quebéc's web site. Downloading and printing the PDF forms usually results in a form with different dimensions than the "real" pre-printed forms. As a result, using the PDF versions often results in alignment issues

You may need to adjust the top and left margin settings when printing laser forms. The top and left margins settings can be accessed by clicking the **Setup** button.

For example: By entering 4 in the **Left** margin field, the printing will be shifted towards the right side of the form by 4 spaces. Similarly, the printing can be shifted downwards by entering a value in the **Top** margin field. We suggest that you start by printing a test form (select one employee to print) with the **Left** margin set at 5 and the **Top** margin set at 4. Adjust these values as required for your particular printer.

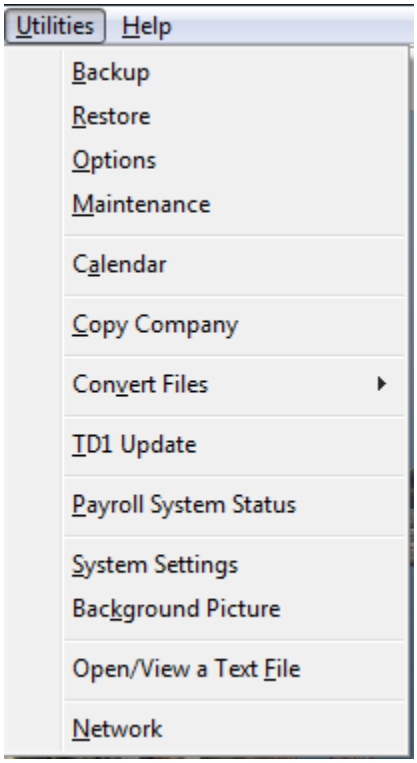
Relevé 1s > Print Summary

This report provides a total for each of the boxes in the Relevé 1 slips currently on file. This report is designed to be printed on blank paper.

Relevé 1s > Electronic Filing

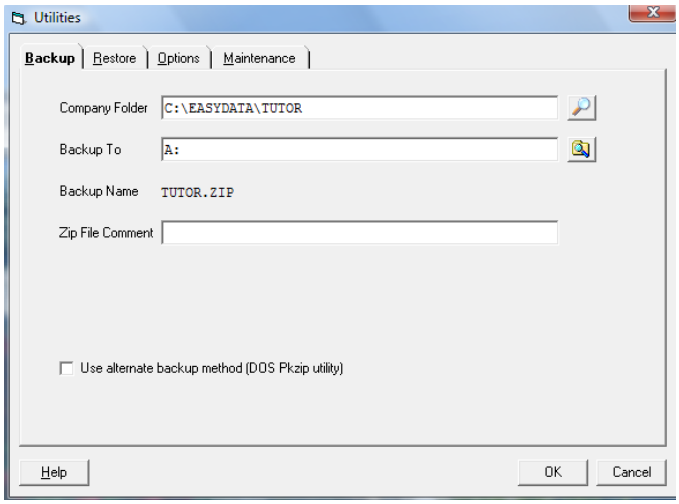
For a complete discussion of Relevé 1 electronic filing, please refer to the online help and the instructions that accompany your annual update CD.

Utilities



The Utilities Menu contains important functions including Backup, Restore, Maintenance, etc. Please read through this section of the manual and familiarize yourself with the items on this menu.

Backup



The **Backup** process creates a ZIP file that contains all the data files in the **Company Folder** that is specified.

Backup To

This specifies the location where the backup ZIP file will be saved. You must specify the drive and you may also specify a folder name. Do not include the name of the backup file – that is taken care of by Easypay.

Examples:

Floppy drive: A:

Hard drive: C:\payroll\2006pay3

Network: X:\pay2006\period06

Suggestion for Computers Attached to a Network

We always recommend that you backup to some form of media that can be stored off-site (floppy, CD, Flash Drive, etc.) This will avoid leaving you at the mercy of the Network Administrator if you need to restore your data.

We also recommend that you ***also*** back up your information to the Network Server. Please see the examples below for the suggested naming conventions.

Example:

The network in this example is drive "X:" Replace "X:" with the correct network drive letter for *your* system.

Here is an example of what would be entered in the **Backup To** field when backing up data for pay period #1 in 2007:

X:\PAY2007\pay01

If backing up data for pay period #2 in 2007:

X:\PAY2007\pay02

If you follow a system similar to the example above, you will have every pay period backed up on your network drive for the current year. In late 2008, you can delete the PAY2007 folder off your network drive in order to free up the space.

Backing up to a CD

If you are backing up your data to a CD, here is some important information:

Use CD-RW (re-writable) disks. Do not use CD-R disks. CD-RW disks are designed for multiple backup sessions. You can write, add to, and erase data over a 1,000 times

on one CD-RW disk. CD-R disks are not designed for this purpose.

Fully format the CD-RW disk before using it for the first time. Use your CD-writer software to fully format the CD. Please refer to your CD-writer software for instructions on how to fully format a CD-RW disk. It may take 30 to 45 minutes to fully format a CD-RW disk.

You may want to keep backup files from different pay periods on the same CD. To do this, enter a different folder name as you create a backup for each new pay period.

For example: If you are creating a backup for pay period 7 in the year 2006 on CD drive "E:", then enter "E:\PAY2006\PERIOD7" as the Backup Folder.

Test the ZIP file after backing up. After you have finished backing-up to the CD, we strongly recommend that you test the integrity of the backup ZIP file:

1. Open and close the CD drive without removing the CD

2. Select the **Options** tab on Easypay's Utilities window

3. Select the ZIP file to be tested. Be sure to highlight the name of the file.

4. Select the Test Integrity option and click **OK**

Backing-up to a Flash or Jump Drive

Backing up to a Flash or Jump drive that plugs into your USB port is perfectly acceptable. We would recommend having at least two such devices and alternating their use. Alternating two or more devices provides added insurance in case of damage, loss, or corruption of the device.

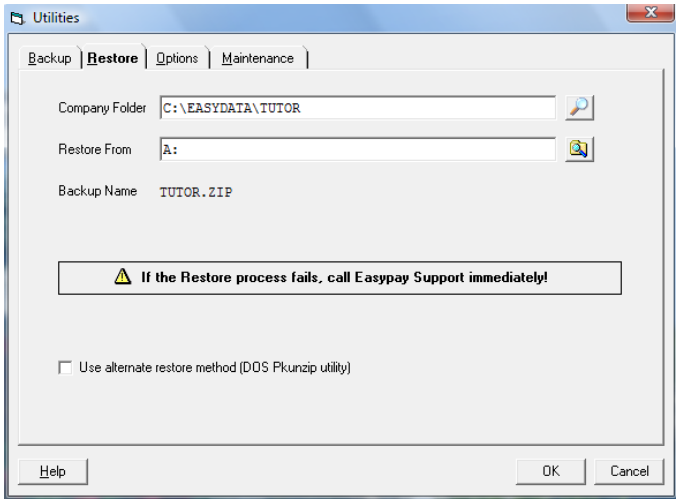
Zip Comment

If you wish, you may enter a descriptive comment in the backup ZIP file that may help to identify the backup file at a later date.

Alternate Backup Method

The **alternate backup method** should only be used if you experience problems using the standard Easypay for Windows backup process. This alternate method uses a DOS-based utility called PKZIP. This method cannot be used when backing-up to a CD. To invoke the alternate method, turn its check box.

Restore



CAUTION! The Restore process should only be done in emergencies. The Easypay program has many facilities for correcting errors after a pay period has been closed. Please refer to the section in **Help > Frequently Asked Questions** entitled **How do I Correct Payroll Errors?**

Please run the following two steps *before* restoring:

1. If you need to restore your data, backup your data to the hard drive *before* restoring. This is done by selecting **Utilities > Backup**. Specify a new temporary folder on your hard drive (or your network drive) in the **Backup To** field.

2. Go to **Utilities > Options**. Select **Test integrity** and select the folder that contains the ZIP file you are planning to restore **from**. If the integrity test fails, then do **not** use this backup for restore.

Company Folder

This is the folder that contains the data files of the company that you want to restore. To select this folder, open the Company Folders lookup window by clicking the adjacent lookup button and select the appropriate company.

Restore From

This specifies the location of the backup ZIP file that is to be restored. Enter the drive on which the backup file is located. You may also need to specify a folder name if the backup file is in a folder. Do not include the name of the backup file – that is taken care of by Easypay.

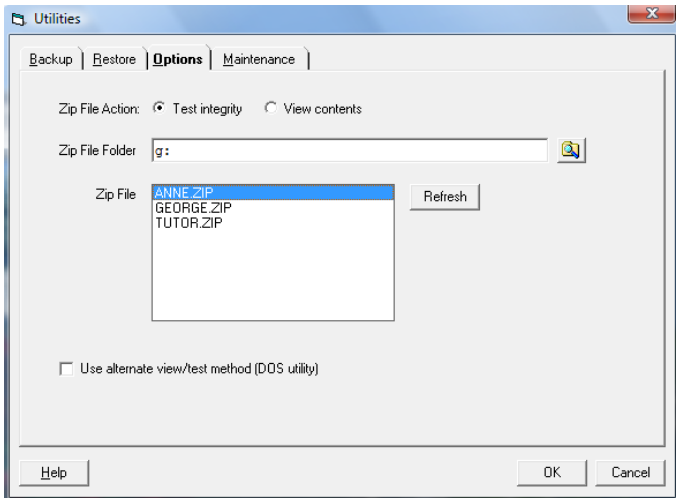
Examples:

Floppy drive:	A:
Hard drive:	C:\pay2006\pay06
Network:	Y:\pay2006\pay06

Alternate Restore Method

The **alternate restore method** should only be used if you experience problems using the standard restore process. This alternate method uses a DOS-based utility called PKUNZIP. To invoke this alternate method, turn this check box on.

Options



Select Zip File

Select the ZIP file for which you want to view the contents or run an integrity test.

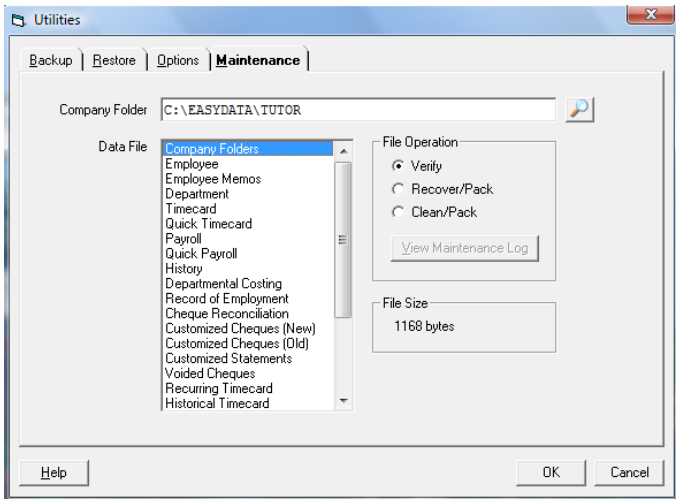
View Contents

Select this option to view the contents of the ZIP file. The details for all of the data files in the ZIP file will be displayed, including their name, date, time and size. The **ZIP File Comment** that was entered when the backup file was originally created is also displayed (which may be helpful in further identifying the exact contents of the backup).

Test Integrity

Select this option if you want to check the validity of the ZIP file. If there is a problem with the ZIP file, an error message will be displayed.

Maintenance



The file structure used in Easypay is very reliable. We have used the same database engine for a many years, with thousands of clients, and the results have been excellent.

Company Folder

This is the folder that contains the company data files. To select this folder, open the Company Folders window by clicking the adjacent lookup button and select the appropriate company.

Data File

Select the data file that you wish to Verify, Recover, or Clean.

File Operations

Verify

In every case, you should select and run the **Verify** option first. The Verify process cross-checks the data file index with the data contents. If a problem is encountered during the Verify process, an error message will be displayed.

Recover/Pack

The **Recover/Pack** option should be run if the Verify process detects an error. This option rebuilds the data file index, while keeping the integrity of the data intact. Any data file can be recovered even if there are no problems detected by the Verify process. Recover/Pack will pack the records in the file, optimizing the file's size and hard disk storage space. ***Note:*** the minimum disk space required by the Recover/Pack process is three times that of the file size.

Note: you may run Recover/Pack on any file, even if the Verify process encountered no errors. By running the Recover/Pack process on a file that has been verified as OK, the records in the file are packed, making the file its optimal size. A packed file saves hard disk space.

Clean/Pack

This process should only be run as a last resort. Clean/Pack may alter the data file contents. If all else has failed and there are still problems, in all probability the data file has been corrupted. Before using the Clean/Pack option, backup your data files.

While Recover/Pack keeps the integrity of your data intact, Clean/Pack could alter the actual data file itself.

The Clean/Pack process actually does two jobs. First, it recovers the index file and packs the data file (see Recover/Pack). Second, it will remove any data file record that contains any ASCII character above decimal

128. If this should occur, an error message will be displayed. Please follow the instructions contained in this message.

Symptoms of a corrupted file include the following:

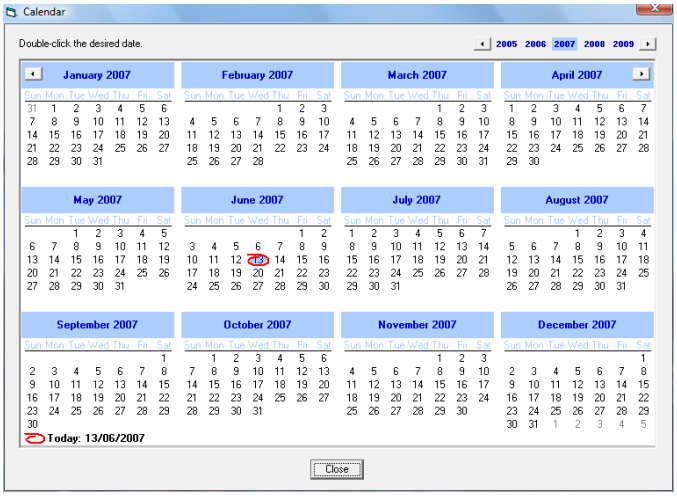
- A report (for example, the Timecard Listing) starts printing entries in a repetitive loop.
- Easypay encounters problems positioning to a record, or issues a “Write error” when you attempt to save.
- Employee records are mysteriously missing from the Lookup Window.
- Easypay cannot open a file.

Whenever you experience a strange result, it might be due to a damaged file.

We recommend that you try to fix the file by using the Recover/Pack option. If you experience further problems, please call the Easypay hotline at 905-825-8020.

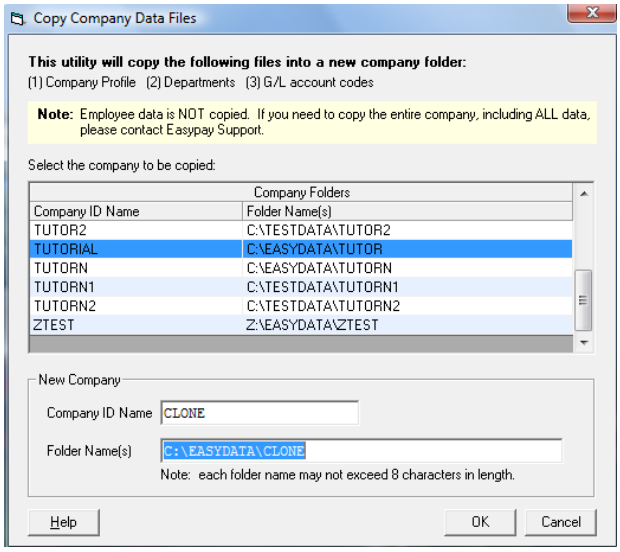
Note: The Payroll and Quick Payroll files only exist when a pay period is open for a regular and a quick payroll respectively. If the pay period is closed then those files do not exist. The files will not be able to be opened and an expected error will result, stating that the file could not be opened or found, this is a normal result.

Calendar



The Calendar option allows you to display a calendar for any year to your screen. This feature may be useful when you don't have access to a printed calendar or wish to see an entire year at a glance.

Copy Company



The **Copy Company** process will copy the following files into a new company's data folder:

- Company Profile
- Department
- General Ledger Accounts

Note: All other data files are created as *new* files.

If you wish to copy files other than the three mentioned above please call the Easypay Hotline (905-825-8020) for assistance.

Highlight the company folder that you wish to copy. If there are many companies listed, use the scroll bar on the right side of the Company Folders grid to scroll through the company list.

When you create a new company using this process, the company name that appears in the Company Profile will initially be filled with the date on which the new company was created. After you complete this copy process, you should open the new company's folder (via the Company

Folders window) and enter the new company's name in the **Name** field in **Edit > Company**.

Company ID Name

Enter a description that will help you identify the company data files that this folder will contain.

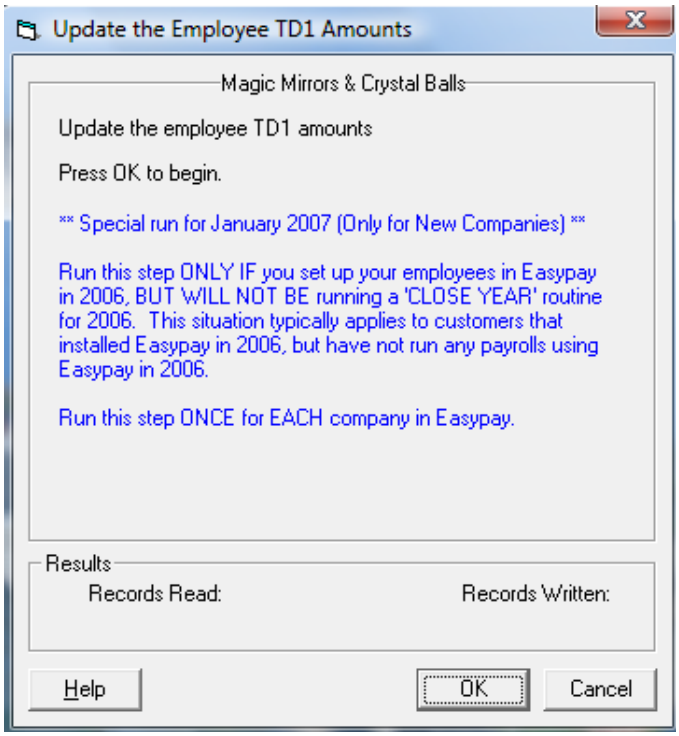
Folder Name(s)

Enter the name of the folder in which you wish the data files to be created. Be sure to specify the full name.

For example: C:\EASYDATA\COMPANY1

Note: the company folder name (e.g. COMPANY1) may not exceed 8 characters in length.

TD1 Update

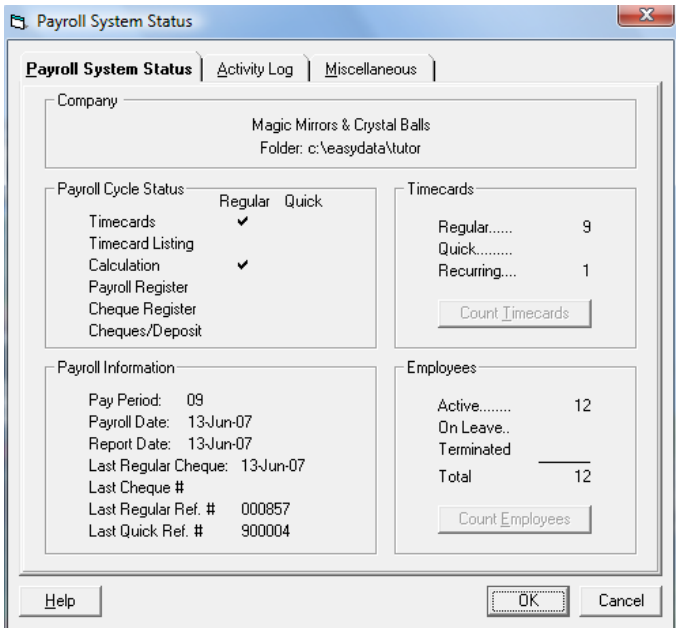


Important! If you are running the **Yearly > Close Year** step, you will not need to run this step. The **Yearly > Close Year** step will automatically update the TD1 amounts to their new values.

In a new installation of Easypay, you might have setup the employee profiles in November or December, in preparation for going live with Easypay in the following January. In this situation, the TD1 amounts that you entered may need to be updated for the January payroll. Since you would not be running the **Yearly > Close Year** step in this situation, you will need to run the **TD1 Update** process in order to update the TD1 amounts. **Important!** Run this step after the January update for the upcoming year has been successfully installed!

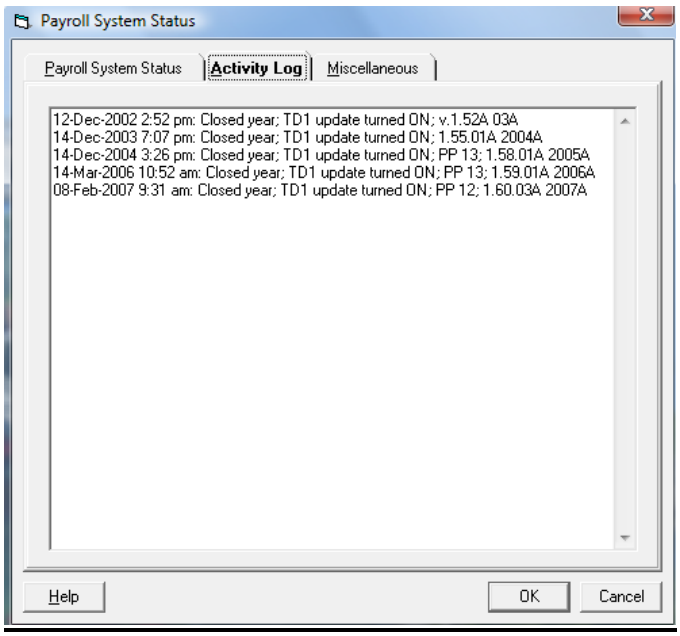
Occasionally, the federal or provincial governments may make changes to the TD1 values that come into effect on July 1st. These changes could be entered manually in each employee's profile. However, it would be much more efficient to update these values by running the TD1 Update step. If this situation occurs, the July Update instructions that you receive from Easypay will instruct you how to run this step, if required.

Payroll System Status



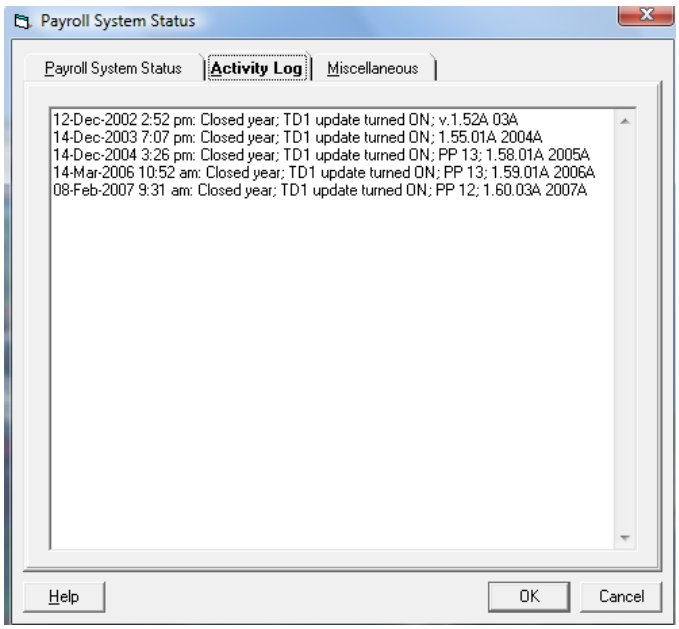
The **Payroll System Status** tab can be used to check which steps in the Regular and Quick Payroll cycles have been completed. Other information, such as how many timecards and employees are in the system, is also displayed.

Activity Log



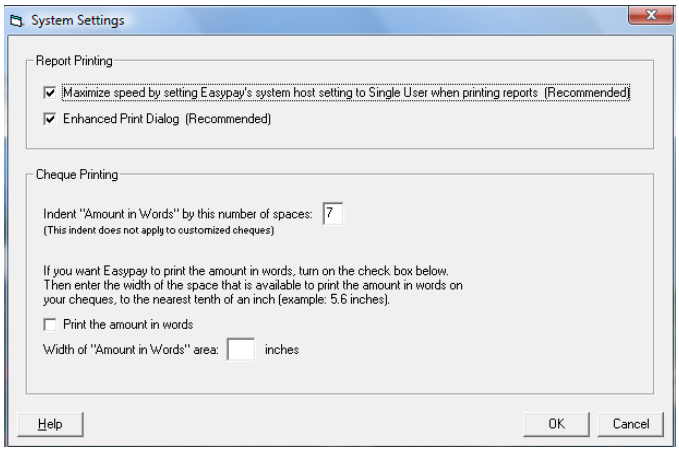
The **Activity Log** records the date, time and other details when important functions are run in Easypay. This log may help Easypay Support if you encounter a problem.

Miscellaneous



The **Miscellaneous** tab displays your system's Operating System details, as detected by Easypay.

System Settings



Report Printing

If you are running Easypay on a network, we recommend turning on the **Maximize speed by setting…** option. This option allows Easypay to temporarily turn off “record locking” when generating reports. (Since the report process is a read-only function, no record locking is required.) This will dramatically improve the speed at which reports are produced.

In the unlikely event that problems are encountered by using the **Maximize speed…** option, then Easypay Support or your Network Administrator may ask you to turn this option off.

Enhanced Print Dialog (Recommended)

The Enhanced Print Dialog setting is turned on by default. Please keep this setting turned on unless you are experiencing printing problems and are asked by Easypay Support to turn it off.

Cheque Printing

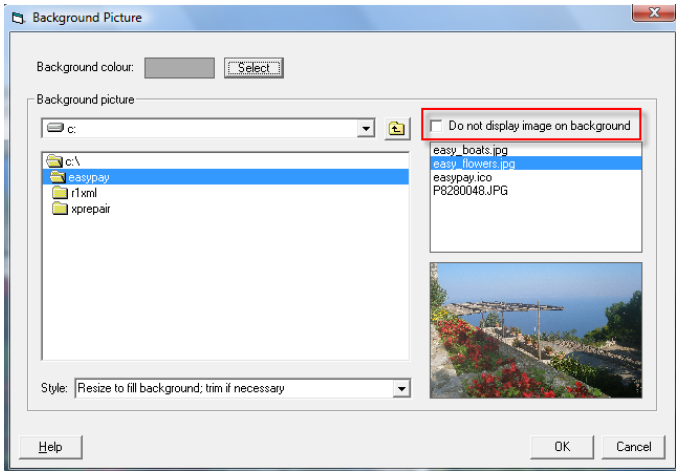
To print the cheque amount in words (rather than numbers) on your cheques, then turn on the **Print the Amount in Words** option.

You can also set the number of spaces to be used to indent the amount in words. This right margin adjustment applies to the Standard Cheque (New Format) printing only. If you are printing on a Customized Cheque, you can position the amount field when designing the custom cheque layout (see the Customized Cheques section in the manual for more details).

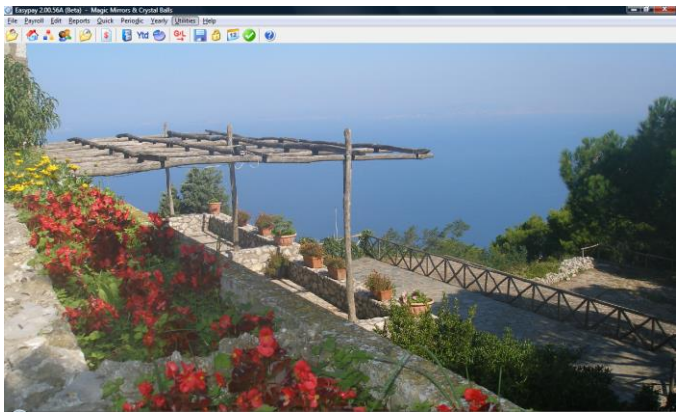
Important! The program must know the maximum width of the area in which it can print the amount in words. Use a ruler to measure the maximum width (in inches) of the area where your amount in words will be printed on the cheque. Enter this amount to the nearest tenth of an inch.

Before Easypay prints the amount (in words) on a cheque, it will determine if there is sufficient space. If the amount in words exceeds the maximum width available on the cheque, then the amount will be printed in numbers.

Background Picture

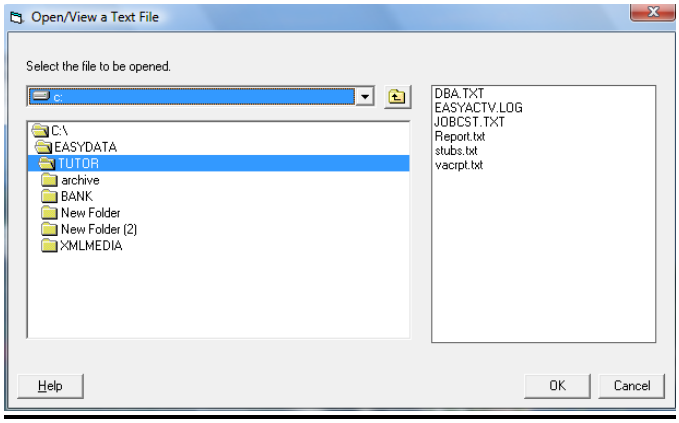


Spice up your Easypay by using your favourite digital picture as the background. If you do not wish to use a picture and prefer a solid colour, then select "**Do not display image on background**" and Select a **background colour**.



The default photo shown above was taken on the Isle of Capri in October 2006 by Anne Clarke.

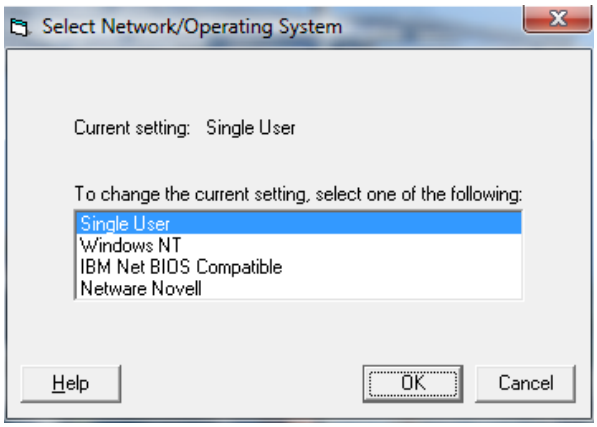
Open/View a Text File



Use the Open/View a Text File to access any .txt files on your system. Easypay will use Notepad or your current default text editor to display the selected file.

Reports, Error Messages, etc. are occasionally saved to a .txt file, this feature is a useful tool in accessing the stored information.

Network



Select Network/Operating System

If your computer will be the only one accessing your Easypay program, then you may wish to select **Single User** (which is the default setting). This is the *fastest* setting for employee lookups and generating reports.

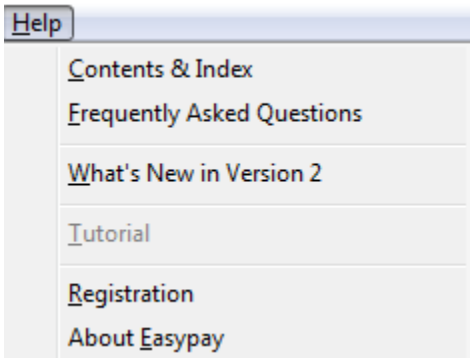
We always recommend that the program be loaded on the local drive (usually **C:**) on each workstation, and that the data be stored and shared on the network drive. This has proven to be the most reliable configuration.

If you will have more than one person accessing the same company's data in Easypay at one time, then your selection should be **Windows NT** or **IBM Net BIOS Compatible**. These two options are actually the same internally in the program.

If two or more people use Easypay but they never access the same company's information, then you can still use the Single User option. Data access is *faster* when using the Single User mode.

Netware Novell is an old type of network that is becoming quite rare. If you have this type of network, then select this option.

Help



Easypay for Windows includes extensive online Help.

Contents & Index

This section includes all of the help topics that are associated with each different program or function in Easypay. These are the help topics that are displayed when you click the **Help** button (or press the F1 key) while in any Easypay screen.

Frequently Asked Questions

This section of the online Help contains answers to the most frequently asked questions. Before calling the Easypay Hotline, please check to see if the answer to your question is in this section. The following lists examples of topics covered in the FAQ's section:

- How do I Move Easypay Data to a New Computer?
- How do I adjust source deductions?
- How do I Correct Payroll Errors?
- How do I Delete an Employee?
- How do I put an employee on leave?
- How to set up a commissioned employee?
- How do I set up a self-employed contractor?
- How do I terminate an employee?
- How do I setup WCB/WSIB?
- What do I need to know about vacation pay?
- How do I pay and track Advances?
- How do I pay source deductions on vacation pay when it is earned?
- How do I Customize a Cheque?
- How do I close a year in the middle of the year?
- What is the Customizer Module (complete Documentation is included)?
- How do I setup Departmental Costing?
- How do I use Direct Deposit?
- How do I file T4/T4A XML Files?
- How do I Import Timecards into Easypay?
- What is OMERS?
- How do I handle Statutory Holiday Pay and EI Insurable Hours?
- How do I submit T4s/T4As via the Internet?
- How do I merge T4/T4A Electronic Files?
- How are T4A slips used with laser printers?
- How do I use TelPay Direct Deposit?
- What do I need to know about Year- End Mapping?
- How do I Purge History?

All of the answers to the FAQs include step-by-step instructions on how to resolve the issue.

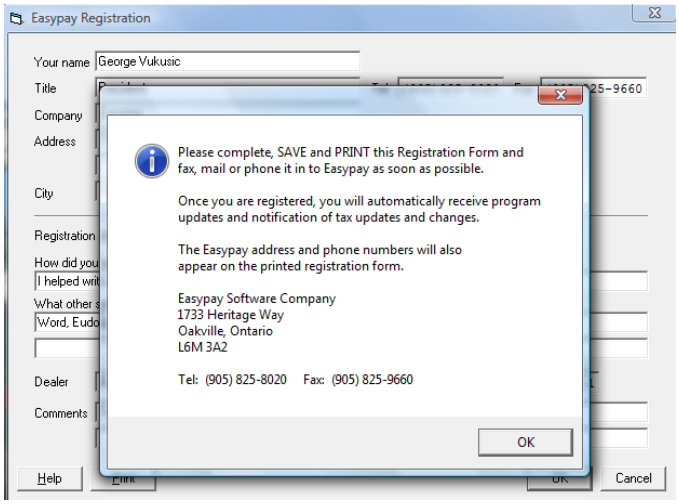
What's New in Version 2

This section of the online Help highlights many of the new features that are available in Easypay Version 2. If you have been using an earlier version of Easypay, please browse through this section to learn what's new!

Tutorial

If you are a new user of Easypay, please print out the online Tutorial help and read it through. Sample data for the "Tutorial" company is provided in the **Company Folders** window. The tutorial explains how to set up a new company, how to set up employees and how to run a payroll. The tutorial does not take very much time to complete and is the quickest way to get started.

Easypay Registration



If we do not know who you are, we cannot send you updates. Please fill out the registration form and send it to Easypay as quickly as possible.

Easypay Hotline and Support

Easypay Hotline Support technicians are always happy to assist you. If, after reading the manual and the online help, you still have a question or problem, please call us at **(905) 825-8020**, fax us at (905) 825-9660, or email us at support@easypay.ca.

We hope you enjoy using Easypay for Windows Version 2.0.

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