



Sage 300 Canadian Payroll

January 1, 2018 Release Notes

December 2017

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Product Update Release Notes

Important! All customers who update, maintain, and use Sage 300 Canadian Payroll should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

Product Update Information

Product: Sage 300 Canadian Payroll

Version: Product Update January 1, 2018

If we receive additional payroll tax changes for this period and/or this year, a new update will be made available.

Software Requirements

To use this update for Sage 300 Canadian Payroll, you must have:

- The most current product update for your version of Sage 300.
To check that you have the most current product update, see [Knowledgebase article 45415](#).
- The correct version of Sage 300 Canadian Payroll for your version of Sage 300:
 - Sage 300 Canadian Payroll 7.3 is supported in Sage 300 2018 and 2017.
 - Sage 300 Canadian Payroll 7.2 is supported in Sage 300 2016.

Support and Resources

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage 300.
- **Sage University:** Learn pro tips for year-end processing in online or classroom courses. Visit <http://SageU.com> and log on or create an account to register for training.

- **Sage City Year-End Center:** Visit <http://sagecity.na.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage 300 Payroll and Year End 2017.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://support.na.sage.com> or contact Customer Support at 800-253-1372 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.

Payroll Tax Updates

The following federal, provincial, and territorial tax changes are included in this update.

You may need to adjust your employee records to reflect these tax changes.

Federal Legislative Updates

This section lists federal legislative updates available with this release.

Note: Pre-printed T4 forms obtained from the CRA are no longer supported. You can continue to print these forms on plain paper.

EI Maximum Insurable Earnings and Premium Rates for 2018

The Employment Insurance premium rates and maximum insurable earnings have been released for 2018. The annual maximum insurable earnings for 2018 is set to \$51,700.

The premium rates are:

- 1.66% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.3% for residents of Québec

The annual maximum contributions for the general rate are:

- Employee contributions - \$858.22
- Employer contributions - \$1,201.51

The annual maximum contributions for Québec are:

- Employee contributions - \$672.10
- Employer contributions - \$940.94

Pension Plan Rates and Maximum Pensionable Earnings for 2018

The Canada Revenue Agency announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2018 will be \$55,900. Contributors are not required or permitted to make additional contributions to the CPP based on earnings exceeding this amount. Additionally, for 2018:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$52,400.
- The employee and employer contribution rates remain unchanged at 4.95%.
- The maximum employee and employer contribution to the plan is \$2,593.80 each.

Federal Indexation for 2018

The federal indexation factor effective January 1, 2018 is 1.5%. This factor will be applied in the same format as it has been in the past few years and the indexation excludes pension, tuition, and education amounts. Note the exclusion of these three credits from indexation does not apply to the provinces of Alberta and Ontario. All credits in Alberta and Ontario are subject to indexation.

Provincial and Territorial Legislative Updates

This section lists provincial and territorial legislative updates available with this release. If a province or territory is not listed in this section, there are currently no tax updates or product modifications for that province or territory.

To confirm the amounts and to receive the forms for 2018, contact your tax services office or visit the government websites:

- CRA: <http://www.cra-arc.gc.ca/>
- Ministère du Revenu: <http://www.revenu.gouv.qc.ca/fr/default.aspx>

WCB Maximum Assessable Earnings for 2018

The 2018 Workers Compensation Board Maximum Assessable Earnings are:

| | 2018 | 2017 |
|---------------------------|---------|---------|
| Alberta | 98,700 | 98,700 |
| British Columbia | 82,700 | 81,900 |
| Manitoba | 127,000 | 127,000 |
| New Brunswick | 63,600 | 62,700 |
| Newfoundland and Labrador | 64,375 | 63,420 |
| Northwest Territories | 90,600 | 90,600 |
| Nova Scotia | 59,800 | 59,300 |

| | 2018 | 2017 |
|----------------------|--------|--------|
| Nunavut | 90,600 | 90,600 |
| Ontario | 90,300 | 88,500 |
| Prince Edward Island | 53,400 | 52,800 |
| Québec | 74,000 | 72,500 |
| Saskatchewan | 82,627 | 76,086 |
| Yukon | 86,971 | 85,601 |

Personal Tax Credits for 2018

Effective January 1, 2018, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2018 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

| | 2018 | 2017 |
|---------------------------|--|--------|
| Federal | 11,809 | 11,635 |
| Alberta | 18,915 | 18,690 |
| British Columbia | 10,412 | 10,208 |
| Manitoba | 9,382 | 9,271 |
| New Brunswick | 10,043 | 9,895 |
| Newfoundland and Labrador | 9,247 | 8,978 |
| Northwest Territories | 14,492 | 14,278 |
| Nova Scotia | Use CRA worksheet TD1NS-WS . | 8,481 |
| Nunavut | 13,325 | 13,128 |
| Ontario | 10,354 | 10,171 |
| Prince Edward Island | 8,160 | 8,000 |
| Québec | 15,012 | 11,635 |
| Saskatchewan | 16,065 | 16,065 |

| | 2018 | 2017 |
|-------|--------|--------|
| Yukon | 11,809 | 11,635 |

Provincial and Territorial Indexation for 2018

Effective January 1, 2018, the following provinces and territories have released updated indexing factors:

| | 2018 | 2017 |
|---------------------------|-------|-------|
| Alberta | 1.2% | 1.3% |
| British Columbia | 2% | 1.8% |
| Manitoba | 1.2% | 1.5% |
| New Brunswick | 1.5% | 1.4% |
| Newfoundland and Labrador | 3% | 2% |
| Northwest Territories | 1.5% | 1.4% |
| Nova Scotia | n/a | n/a |
| Nunavut | 1.5% | 1.4% |
| Ontario | 1.8% | 1.6% |
| Prince Edward Island | n/a | n/a |
| Québec | 0.82% | 0.74% |
| Saskatchewan | n/a | 1.4% |
| Yukon | 1.5% | 1.4% |

Provincial and Territorial Tax Brackets for 2018

Provincial/territorial tax brackets are indexed and have changed for 2018, for the following provinces and territories:

- Alberta
- British Columbia
- Manitoba
- New Brunswick

- Newfoundland and Labrador
- Northwest Territories
- Nunavut
- Ontario
- Québec
- Yukon

To confirm the amounts, contact your tax services office or visit the government websites.

British Columbia

British Columbia provincial tax reduction factor S increased. To confirm the amounts, contact your tax services office or visit the government websites.

Ontario

Ontario provincial surtax amounts are updated. Provincial tax reduction factor S increased. To confirm the amounts, contact your tax services office or visit the government websites.

Québec

Note: Pre-printed Relevé 1 forms obtained from Revenu Québec are no longer supported. You can continue to print these forms on plain paper.

- The authorization (certification) number is assigned by Revenu Québec, and it identifies the developer of the software that is used to produce the Relevé 1 data file. In Payroll Government Reports > Relevé 1s Electronic Filing > Transmitter Info II tab, confirm the last three numbers of the authorization number: RQ-17-01-112.
- The maximum pensionable earnings amount for the Québec Pension Plan for 2018 is \$55,900. Additionally:
 - The maximum contributory earnings for QPP increases to \$52,400.
 - The QPP rate remains unchanged at 5.4%.
 - The maximum employee and employer contributions for QPP are \$2,829.60 each.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2018 as follows:

- Maximum insurable earnings: \$74,000
- Employee premium rate: 0.548%
- Employee maximum contributions: \$405.52
- Employer premium rate: 0.767%
- Employer maximum contributions: \$567.58

Product Updates

The following product updates are included with this release.

Payroll Product Updates

The following new features and improvements to payroll are included with this update.

Record of Employment

Record of Employment (ROE) files include expected recall dates only if **Y - Expected date of recall** is entered for box 14.

Payroll Earnings and Deductions Employment Codes

On the **Payroll Earnings and Deductions** window, a new **T4 - Seasonal Agricultural Workers Program** option is available in the **T4/T4A Reporting** field. If you select this option, employment code 15 is entered in box 29 on the employee's T4.

Preparing for Year-End Processing

Before you start processing your 2018 payroll, visit the Sage City Year-End Center, where you can get fast answers from Sage support, peers, and product experts at the busiest time of year. You'll find helpful articles, discussion forums, and other links and resources to help your year-end processing go smoothly.

To get started, visit <http://sagecity.na.sage.com/p/yearend> and select Sage 300.

The Year-End Center provides you with information on the following topics:

- Using the Update TD1 Claim function
- Printing and filing T4s and Releve 1s
- Frequently asked questions for year-end processes
- Preparing for your first payroll of 2018

Product Update Installation Instructions

Follow the instructions in this section to install, apply, and verify this Product Update.

Before you start:

- Back up your data.
- Make sure all users have exited the program.
- Verify your service pack or product update level. To verify what service pack or product update you have installed, click the **System Information** option on the **Help** menu in Sage 300.

Installing the Product Update

To install the Product Update:

1. Right-click the Product Update file to Run as Administrator (or make sure you have administrator rights to run the installation) and launch the installation program.
2. On the Welcome window, click **Next** to continue to the Software License Agreement window.
3. Select the features to install. Click **Next**, then **Install**.
4. On the Setup Complete window, click **Finish** to finish the installation.

Activating the Tax Update

To activate the Tax Update:

1. Start Sage 300.
2. In the **Administrative Services** folder, select **Data Activation**.
3. Select the current tax update, and then click **Activate**.
4. If you are prompted to convert a previous payroll tax update to the current version, click **Proceed**.

After you complete installation and activation, and after you have made any adjustments described in this document, you can resume processing payroll.

Verifying the Product Update

After the update is complete, you can confirm that the update was installed successfully by selecting **Help > System Information**.