



Sage 300 Canadian Payroll

January 1, 2019 Release Notes

December 2018

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Last updated: December 12, 2018

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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, 2019

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 correct version of Sage 300 Canadian Payroll for your version of Sage 300:

- Sage 300 Canadian Payroll 7.3 is supported in Sage 300 2019, 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 2018.
- **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.

Note: Box 84 has been removed from the 2019 T4 form, and effective January 1, 2019 you cannot claim amounts that you previously could claim in this box. To give you flexibility when working with information for previous years, Sage 300 Canadian Payroll still supports box 84. Do not enter amounts for this box for 2019 or later, because this may cause your tax submission to be rejected.

EI Maximum Insurable Earnings and Premium Rates for 2019

The Employment Insurance premium rates and maximum insurable earnings have been released for 2019. The annual maximum insurable earnings for 2019 is set to \$53,100.

The premium rates are:

- 1.62% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.25% for residents of Québec

The annual maximum contributions for the general rate are:

- Employee contributions - \$860.22
- Employer contributions - \$1,204.31

The annual maximum contributions for Québec are:

- Employee contributions - \$663.75
- Employer contributions - \$929.25

Pension Plan Rates and Maximum Pensionable Earnings for 2019

The Canada Revenue Agency announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2019 will be \$57,400. Contributors are not required or permitted to make additional contributions to the CPP based on earnings exceeding this amount. Additionally, for 2019:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$53,900.
- The employee and employer contribution rates increase to 5.1%.
- The maximum employee and employer contribution to the plan is \$2,748.90 each.

Federal Indexation for 2019

The federal indexation factor effective January 1, 2019 is 2.2%. 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 2019, contact your tax services office or visit the government websites:

- CRA: <http://www.cra-arc.gc.ca/>
- Revenu Québec: <https://www.revenuquebec.ca/fr/>

WCB Maximum Assessable Earnings for 2019

The 2019 Workers Compensation Board Maximum Assessable Earnings are:

	2019	2018
Alberta	98,700	98,700
British Columbia	84,800	82,700
Manitoba	127,000	127,000
New Brunswick	64,800	63,600

	2019	2018
Newfoundland and Labrador	65,600	64,375
Northwest Territories	92,400	90,600
Nova Scotia	60,900	59,800
Nunavut	92,400	90,600
Ontario	92,600	90,300
Prince Edward Island	55,000	53,400
Québec	76,500	74,000
Saskatchewan	88,314	82,627
Yukon	89,145	86,971

Personal Tax Credits for 2019

Effective January 1, 2019, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2019 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

	2019	2018
Federal	12,069	11,809
Alberta	19,369	18,915
British Columbia	10,682	10,412
Manitoba	9,626	9,382
New Brunswick	10,264	10,043
Newfoundland and Labrador	9,414	9,247
Northwest Territories	14,811	14,492
Nova Scotia	Use CRA worksheet TD1NS-WS	Use CRA worksheet TD1NS-WS .
Nunavut	13,618	13,325
Ontario	10,582	10,354

	2019	2018
Prince Edward Island	9,160	8,160
Québec	15,269	15,012
Saskatchewan	16,065	16,065
Yukon	12,069	11,809

Provincial and Territorial Indexation for 2019

Effective January 1, 2019, the following provinces and territories have released updated indexing factors:

	2019	2018
Alberta	2.4%	1.2%
British Columbia	2.6%	2%
Manitoba	2.6%	1.2%
New Brunswick	2.2%	1.5%
Newfoundland and Labrador	1.8%	3%
Northwest Territories	2.2%	1.5%
Nova Scotia	n/a	n/a
Nunavut	2.2%	1.5%
Ontario	2.2%	1.8%
Prince Edward Island	n/a	n/a
Québec	1.71%	0.82%
Saskatchewan	n/a	n/a
Yukon	2.2%	1.5%

Provincial and Territorial Tax Brackets for 2019

Provincial/territorial tax brackets are indexed and have changed for 2019, 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

A new BC Employer Health Tax comes into effect on January 1, 2019. For more information, see [Knowledgebase article 94549](#).

Ontario

Ontario provincial surtax amounts are updated. 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-18-01-085.
- The maximum pensionable earnings amount for the Québec Pension Plan for 2019 is \$57,400. Additionally:

- The maximum contributory earnings for QPP increases to \$53,900.
- The QPP rate increases to 5.55%.
- The maximum employee and employer contributions for QPP are \$2,991.45 each.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2019 as follows:
 - Maximum insurable earnings: \$76,500
 - Employee premium rate: 0.526%
 - Employee maximum contributions: \$402.39
 - Employer premium rate: 0.736%
 - Employer maximum contributions: \$563.04

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.

Benefit Code for T4 Box 31 - Special Work Site

You can now report an amount for box 31 on an employee's T4. You set up the required benefit code in the **Payroll Earnings and Deductions** window by selecting **T4 - Box 31 - Special Work Site** in the **T4/T4A Reporting** field.

Preparing for Year-End Processing

Before you start processing your 2019 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 2019

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**.