Sage 300 Canadian Payroll

January 1, 2019 Release Notes

December 2018
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Last updated: December 12, 2018
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**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](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](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](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:

<table>
<thead>
<tr>
<th>Province</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>98,700</td>
<td>98,700</td>
</tr>
<tr>
<td>British Columbia</td>
<td>84,800</td>
<td>82,700</td>
</tr>
<tr>
<td>Manitoba</td>
<td>127,000</td>
<td>127,000</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>64,800</td>
<td>63,600</td>
</tr>
<tr>
<td>Province/Municipality</td>
<td>2019</td>
<td>2018</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>65,600</td>
<td>64,375</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>92,400</td>
<td>90,600</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>60,900</td>
<td>59,800</td>
</tr>
<tr>
<td>Nunavut</td>
<td>92,400</td>
<td>90,600</td>
</tr>
<tr>
<td>Ontario</td>
<td>92,600</td>
<td>90,300</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>55,000</td>
<td>53,400</td>
</tr>
<tr>
<td>Québec</td>
<td>76,500</td>
<td>74,000</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>88,314</td>
<td>82,627</td>
</tr>
<tr>
<td>Yukon</td>
<td>89,145</td>
<td>86,971</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Province/Municipality</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>12,069</td>
<td>11,809</td>
</tr>
<tr>
<td>Alberta</td>
<td>19,369</td>
<td>18,915</td>
</tr>
<tr>
<td>British Columbia</td>
<td>10,682</td>
<td>10,412</td>
</tr>
<tr>
<td>Manitoba</td>
<td>9,626</td>
<td>9,382</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>10,264</td>
<td>10,043</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>9,414</td>
<td>9,247</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>14,811</td>
<td>14,492</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Use CRA worksheet [TD1NS-WS]</td>
<td>Use CRA worksheet [TD1NS-WS].</td>
</tr>
<tr>
<td>Nunavut</td>
<td>13,618</td>
<td>13,325</td>
</tr>
<tr>
<td>Ontario</td>
<td>10,582</td>
<td>10,354</td>
</tr>
</tbody>
</table>
Provincial and Territorial Indexation for 2019

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

<table>
<thead>
<tr>
<th>Province/territory</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>2.4%</td>
<td>1.2%</td>
</tr>
<tr>
<td>British Columbia</td>
<td>2.6%</td>
<td>2%</td>
</tr>
<tr>
<td>Manitoba</td>
<td>2.6%</td>
<td>1.2%</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>2.2%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>1.8%</td>
<td>3%</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>2.2%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Nunavut</td>
<td>2.2%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Ontario</td>
<td>2.2%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Québec</td>
<td>1.71%</td>
<td>0.82%</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Yukon</td>
<td>2.2%</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

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.