



Sage 300 Canadian Payroll

January 1, 2020 Release Notes

January 2020

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Contents

- Product update release notes 1
 - Product update information 1
 - Software requirements 1
 - Support and resources 1

- Payroll Tax Updates 3
 - Federal Legislative Updates 3
 - Provincial and Territorial Legislative Updates 4
 - Québec 7

- Product updates 9
 - Payroll product updates 9

- Preparing for Year-End Processing 10

- Product update installation instructions 11
 - Installing the product update 11
 - Activating the tax update 11
 - Verifying the product update 12

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, 2020

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 product update, you must have Sage 300 Canadian Payroll 7.3, which is supported in Sage 300 2020, 2019, 2018, and 2017.

Notes:

- Sage 300 2016 and Sage 300 Canadian Payroll 7.2 are no longer supported.
If you use Sage 300 2016 or earlier, we encourage you to contact your Sage business partner to upgrade to a supported version of the software.
- Effective February 28, 2020, Sage 300 Canadian Payroll 7.3 will no longer be supported for Sage 300 2017.

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 2019.
- **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 print these forms on plain paper only.

Note: Boxes 68 and 70 have been removed from the 2019 T4 form effective for January 1, 2020. To give you flexibility when working with information for previous years, Sage 300 Canadian Payroll still supports boxes 68 and 70. Do not enter amounts for these boxes for 2020 or later, because this may cause your tax submission to be rejected.

EI Maximum Insurable Earnings and Premium Rates for 2020

The Employment Insurance premium rates and maximum insurable earnings have been released for 2020. The annual maximum insurable earnings for 2020 is set to \$54,200.

The premium rates are:

- 1.58% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.2% for residents of Québec

The annual maximum contributions for the general rate are:

- Employee contributions - \$856.36
- Employer contributions - \$1,198.90

The annual maximum contributions for Québec are:

- Employee contributions - \$650.40
- Employer contributions - \$910.56

Pension Plan Rates and Maximum Pensionable Earnings for 2020

The Canada Revenue Agency announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2020 will be \$58,700. Contributors are not required or permitted to make additional contributions to the CPP based on earnings exceeding this amount. Additionally, for 2020:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$55,200.
- The employee and employer contribution rates increase to 5.25%.
- The maximum employee and employer contribution to the plan is \$2,898.00 each.

Federal Indexation for 2020

The federal indexation factor effective January 1, 2020 is 1.9%.

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 2020, 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 2020

The 2020 Workers Compensation Board Maximum Assessable Earnings are:

	2020	2019
Alberta	98,700	98,700
British Columbia	87,100	84,800
Manitoba	127,000	127,000
New Brunswick	66,200	64,800
Newfoundland and Labrador	66,980	65,600
Northwest Territories	94,500	92,400

	2020	2019
Nova Scotia	62,000	60,900
Nunavut	94,500	92,400
Ontario	95,400	92,600
Prince Edward Island	55,300	55,000
Québec	78,500	76,500
Saskatchewan	88,906	88,314
Yukon	90,750	89,145

Personal Tax Credits for 2020

Effective January 1, 2020, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2020 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

Note:

The federal basic personal amount varies depending on an individual's annual net income:

- For individuals with annual net income up to \$150,473, the amount is \$13,229.
- For individuals with annual net income greater than \$150,473, the amount is \$12,298.

The higher amount for individuals with annual net income up to \$150,473 was added recently, and the 2020 TD1 form has not yet been updated. It shows only \$12,298.

For employees with annual net income up to \$150,473, you may want to use the new amount of \$13,229 for calculating the employee's TD1 Total Claim amount and update Sage 300. Alternatively, you can wait until CRA releases a revised TD1 form later this year.

For employees with annual net income greater than \$150,473, you may want to continue using a basic personal amount of \$12,298 until CRA releases a revised TD1 form later this year.

For more information, see [2020 TD1 Information](#) or contact CRA at 1-800-959-5525.

	2020	2019
Federal	Depends on an individual's annual net income. See the note above this table.	12,069

	2020	2019
Alberta	19,369	19,369
British Columbia	10,949	10,682
Manitoba	9,838	9,626
New Brunswick	10,459	10,264
Newfoundland and Labrador	9,498	9,414
Northwest Territories	15,093	14,811
Nova Scotia	Use CRA worksheet TD1NS-WS	Use CRA worksheet TD1NS-WS
Nunavut	16,304	13,618
Ontario	10,783	10,582
Prince Edward Island	10,000	9,160
Québec	15,532	15,269
Saskatchewan	16,065	16,065
Yukon	12,298	12,069

Provincial and Territorial Indexation for 2020

Effective January 1, 2020, the following provinces and territories have released updated indexing factors:

	2020	2019
Alberta	0%	2.4%
British Columbia	2.5%	2.6%
Manitoba	2.2%	2.6%
New Brunswick	1.9%	2.2%

	2020	2019
Newfoundland and Labrador	0.9%	1.8%
Northwest Territories	1.9%	2.2%
Nova Scotia	n/a	n/a
Nunavut	1.9%	2.2%
Ontario	1.9%	2.2%
Prince Edward Island	0%	n/a
Québec	1.72%	1.71%
Saskatchewan	0%	n/a
Yukon	1.9%	2.2%

Provincial and Territorial Tax Brackets for 2020

Provincial/territorial tax brackets are indexed and have changed for 2020, for the following provinces and territories:

- British Columbia
- Newfoundland and Labrador
- Ontario

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

Québec

- 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-19-01-124.
- The maximum pensionable earnings amount for the Québec Pension Plan for 2020 is \$58,700. Additionally:
 - The maximum contributory earnings for QPP increases to \$55,200.
 - The QPP rate increases to 5.7%.
 - The maximum employee and employer contributions for QPP are \$3,146.40 each.

- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2020 as follows:
 - Maximum insurable earnings: \$78,500
 - Employee premium rate: 0.494%
 - Employee maximum contributions: \$387.79
 - Employer premium rate: 0.692%
 - Employer maximum contributions: \$543.22

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.

Fix for Reported Tips

We have fixed a problem that could cause Reported Tips earned by an employee to be included in the employee's Current Earnings and YTD Earnings after calculating and printing payroll checks. This problem occurred if the **Tip Disbursement** option is not selected for the earning type you use for Reported Tips.

Fix for Pre-Cheque Register Report

The Pre-Cheque Register Report now displays EI period hours and EI insurable hours correctly.

Preparing for Year-End Processing

Before you start processing your 2020 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 2020

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**.