



Sage 300 Canadian Payroll

January 1, 2022 Release Notes

December 2021

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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, 2022

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 2022, 2021, 2020, and 2019.

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. Visit the [Sage 300 Product Documents website](#) for access to more documents.
- **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 2021.
- **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 not supported. You can print on plain paper only.

EI Maximum Insurable Earnings and Premium Rates for 2022

For Employment Insurance, the annual maximum insurable earnings for 2022 is \$60,300.

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 - \$952.74
- Employer contributions - \$1,333.84

The annual maximum contributions for Québec are:

- Employee contributions - \$723.60
- Employer contributions - \$1,013.04

Pension Plan Rates and Maximum Pensionable Earnings for 2022

The maximum pensionable earnings under the Canada Pension Plan (CPP) for 2022 is \$64,900. Additionally, for 2022:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$61,400.
- The employee and employer contribution rates increase to 5.7%.
- The maximum employee and employer contribution to the plan is \$3,499.80 each.

Federal Indexation for 2022

The federal indexation factor effective January 1, 2022 is 2.4%.

Provincial and Territorial Legislative Updates

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

To confirm the amounts and to receive the forms for 2022, 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 2022

The 2022 Workers Compensation Board Maximum Assessable Earnings are:

	2022	2021
Alberta	\$98,700	\$98,700
British Columbia	\$108,400	\$100,000
Manitoba	\$150,000	\$127,000
New Brunswick	\$69,200	\$67,100
Newfoundland and Labrador	\$69,005	\$67,985
Northwest Territories	\$102,200	\$97,300
Nova Scotia	\$69,000	\$64,500
Nunavut	\$102,200	\$97,300
Ontario	\$100,422	\$102,800
Prince Edward Island	\$58,300	\$55,300
Québec	\$88,000	\$83,500
Saskatchewan	\$94,440	\$91,100
Yukon	\$94,320	\$91,930

Personal Tax Credits for 2022

Effective January 1, 2022, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2022 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

	2022	2021
Federal	\$14,398	Use CRA worksheet TD1-WS
Alberta	\$19,369	\$19,369
British Columbia	\$11,302	\$11,070
Manitoba	\$10,145	\$9,936
New Brunswick	\$10,817	\$10,564
Newfoundland and Labrador	\$9,803	\$9,535
Northwest Territories	\$15,609	\$15,243
Nova Scotia	Use CRA worksheet TD1NS-WS	Use CRA worksheet TD1NS-WS
Nunavut	\$16,862	\$16,467
Ontario	\$11,141	\$10,880
Prince Edward Island	\$11,250	\$10,500
Québec	\$16,143	\$15,728
Saskatchewan	\$16,615	\$16,225
Yukon	\$14,398	\$13,808

Provincial and Territorial Indexation for 2022

Effective January 1, 2022, the following provinces and territories have released updated indexing factors:

	2022	2021
Alberta	0%	0%
British Columbia	2.1%	1.1%

	2022	2021
Manitoba	2.1%	1%
New Brunswick	2.4%	1%
Newfoundland and Labrador	2.8%	0.4%
Northwest Territories	2.4%	1%
Nova Scotia	n/a	n/a
Nunavut	2.4%	1%
Ontario	2.4%	0.9%
Prince Edward Island	n/a	n/a
Québec	2.64%	1.26%
Saskatchewan	2.4%	1%
Yukon	2.4%	1%

Provincial and Territorial Tax Brackets for 2022

Provincial/territorial tax brackets are indexed and have changed for 2022, for the following provinces and territories:

- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nunavut
- Ontario
- Québec
- Saskatchewan
- Yukon

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-21-01-086.
- The maximum pensionable earnings amount for the Québec Pension Plan for 2022 is \$64,900. Additionally:
 - The maximum contributory earnings for QPP increases to \$61,400.
 - The QPP rate increases to 6.15%.
 - The maximum employee and employer contributions for QPP are \$3,776.10 each.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2022 as follows:
 - Maximum insurable earnings: \$88,000
 - Employee premium rate: 0.494%
 - Employee maximum contributions: \$434.72
 - Employer premium rate: 0.692%
 - Employer maximum contributions: \$608.96

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.

Include Taxes for Employees by Default

You can now set up taxes to be included for employees by default when you create new employee records. To do this, specify the following settings on the Income Taxes window:

- On the Basic Info tab, select the **Include for Employees by Default** option.
- On the G/L Dist tab, specify Yes in the **Default** field for a distribution code.

Note: You must do this even if there is only one distribution code for the tax.

Add Comments for Employees

The Payroll Employees window has a new **Comments** tab where you can enter comments for employees. You can include these comments on the Employee Information Report.

You can enter a follow-up date for each comment. To set up your system so default follow-up dates are automatically entered, specify a number of days in the **Default Number of Days for Follow Up on Employee Comments** field on the Payroll Options window.

Save settings for calculating payroll

On the Calculate Payroll window, you can now save your settings so they will be used by default the next time you open the window. Saved settings are personal to each Sage 300 user, so each user can save different defaults.

To save your settings, click **Save Settings as Default** on the **Settings** menu at the top of the Calculate Payroll window. (You can also clear your saved settings, by clicking **Clear Saved Settings** on the same menu.)

Streamlined process for getting to Pre-Cheque Payroll Register after calculating payroll

After calculating payroll, an improved "processing completed" message appears, which allows you to open the Pre-Cheque Payroll Register window directly, instead of having to open the window from the desktop. The improved message also allows you to print a report of processing exceptions (if there were any).

Fix for Employee Activity and Transaction History

We have fixed two similar problems that occurred for employees with certain specific employee numbers. For these employees:

- On the Employee Activity window, cheque information is now displayed on the Cheques tab.
- On the Transaction History window, Finders work correctly in the tables on the Earnings/Deductions tab and the Taxes tab.

Report "Other Information" earnings separately on T4A forms

On T4A forms, each of the supported types of "Other Information" earning is now reported in its own box.

By default, all existing "Other Information" earnings are set up to be reported in box **028 - Other Information**. If you have "Other Information" earnings that should be reported in other boxes, you must set up these earnings by specifying the correct box in a new **Box** field on the Earnings and Deductions window. (The new field appears only if you select **T4A - Other Information** in the **T4/T4A Reporting** field.)

Improved data entry when creating employees

When creating a new employee record (on the Payroll Employee window), the employee's Province of Employment is no longer set by default. This reduces the chance of creating an employee record with an incorrect Province of Employment.

Generate more ROE per day

You can now generate more than 850 Records of Employment in a single day. (Previously, the limit was 100).

Note: The first 100 ROE files are numbered 00 to 99. Subsequent ROE files include letters: A0, A1 and so on up to ZZ.

Fix for Earnings and Hours report

If you print the Earnings and Hours report in French and you sort the report by Class, the report includes all the information that it should.

Fix for Relevé 1 forms

We have fixed a problem that caused incorrect information to be reported in boxes P and Q on Relevé 1 forms.

Preparing for Year-End Processing

Before you start processing your 2022 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 Relevé 1s
- Frequently asked questions for year-end processes
- Preparing for your first payroll of 2022

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**.