



Sage 300 Canadian Payroll

January 1, 2024 Release Notes

December 2023

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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.

Important! If you are using Sage 300 Web Screens AND you install Sage 300 version 2024 Product Update 1 after the US or Canadian Q4 2023 Payroll Tax Update, make sure you apply the recent hotfix. For more information about this hotfix, see Solution ID [231213165156483](#).

Important! Before activating this Tax Update, make sure you have no blank GL accounts in the Income Taxes for CPP setup; otherwise, activation will be stopped. For more information about this issue, see Solution ID [231221180831960](#).

Product update information

Product: Sage 300 Canadian Payroll

Version: Product Update January 1, 2024

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 or 8.0, which is supported in Sage 300 2024, 2023, 2022, and 2021.

Payroll 8.0

As of Sage 300 2024 in September 2023, there is a new version of Payroll, 8.0. The tax tables for Payroll 7.3 will be available until March 2024. After this date, tax tables and support will only be available for Payroll 8.0.

Important! If you are upgrading from Payroll 7.3 to Payroll 8.0, make sure you have the latest Payroll 8.0 Tax Update. There might be an activation issue if not using the latest Payroll 8.0 Tax Update.

Note: If you are using an older version of Sage 300, please reach out to your Business Partner for your upgrade options.

	Sage 300 2024	Sage 300 2023	Sage 300 2022	Sage 300 2021
Payroll versions supported up to March 2024	7.3 & 8.0	7.3 & 8.0	7.3 & 8.0	7.3 & 8.0
Payroll versions supported after March 2024	8.0	8.0	8.0	8.0

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.
- **Community Hub Year-End Center:** Visit <https://communityhub.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage 300 Payroll and Year End 2023.
- **Community Hub:** Visit <https://communityhub.sage.com/us> for blogs, tips, and guidance specific to Sage 300.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://us-kb.sage.com/portal/ss/> 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 2024

For Employment Insurance, the annual maximum insurable earnings for 2024 is \$63,200.

The premium rates are:

- 1.66% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.32% for residents of Québec
- 2.324% for non Québec employers
- 1.848% for Québec employers

The annual maximum contributions for the general rate are:

- Employee contributions - \$1,049.12
- Employer contributions - \$1,468.77

The annual maximum contributions for Québec are:

- Employee contributions - \$834.24
- Employer contributions - \$1,167.94

Canada Pension Plan (CPP) Rates and Maximum Pensionable Earnings for 2024

The maximum pensionable earnings under the Canada Pension Plan (CPP) for 2024 is \$68,500. Additionally, for 2024:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$65,000.
- The employee and employer contribution rates remain unchanged at 5.95%.
- The maximum employee and employer contribution to the plan increases to \$3,867.50 each.

Additional Canada Pension Plan (CPP2) Rates and Maximum Pensionable Earnings for 2024

The maximum pensionable earnings under the additional Canada Pension Plan (CPP2) for 2024 is \$68,500 - \$73,200. Additionally, for 2024:

- The maximum contributory earnings is \$4,700.
- The employee and employer contribution rate is 4%.
- The maximum employee and employer contribution is \$188.

Federal Indexation for 2024

The federal indexation factor effective January 1, 2024 is 6.30%.

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 2024, 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 2024

The 2024 Workers Compensation Board Maximum Assessable Earnings are:

	2024	2023
Alberta	\$104,600	\$102,100
British Columbia	\$116,700	\$112,800
Manitoba	\$160,510	\$153,380
New Brunswick	\$76,900	\$74,800
Newfoundland and Labrador	\$76,955	\$72,870
Northwest Territories	\$110,600	\$107,400
Nova Scotia	\$72,500	\$69,800
Nunavut	\$110,600	\$107,400
Ontario	\$112,500	\$110,000
Prince Edward Island	\$78,400	\$65,000
Québec	\$94,000	\$91,000
Saskatchewan	\$99,945	\$96,945
Yukon	\$102,017	\$98,093

Personal Tax Credits for 2024

Effective January 1, 2024, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2024 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

	2024	2023
Federal	\$15,705	\$15,000
Alberta	\$21,885	\$21,003
British Columbia	\$12,580	\$11,981
Manitoba	\$15,780	\$10,855
New Brunswick	\$13,044	\$12,458

	2024	2023
Newfoundland and Labrador	\$10,818	\$10,382
Northwest Territories	\$17,373	\$16,593
Nova Scotia	\$11,481 (BPANS)	Use CRA worksheet TD1NS-WS
Nunavut	\$18,767	\$17,925
Ontario	\$12,399	\$11,865
Prince Edward Island	\$13,500	\$12,000
Québec	\$17,183	\$17,183
Saskatchewan	\$18,491	\$17,661
Yukon	\$15,705 (BPAYT)	\$15,000

Provincial and Territorial Indexation for 2024

Effective January 1, 2024, the following provinces and territories have released updated indexing factors:

	2024	2023
Alberta	6%	6%
British Columbia	6%	6%
Manitoba	7%	7%
New Brunswick	6.3%	6.3%
Newfoundland and Labrador	5.9%	5.9%
Northwest Territories	6.3%	6.3%
Nova Scotia	n/a	n/a
Nunavut	6.3%	6.3%
Ontario	6.5%	6.5%
Prince Edward Island	n/a	n/a
Québec	n/a	n/a
Saskatchewan	6.3%	6.3%
Yukon	6.3%	6.3%

Provincial and Territorial Tax Brackets for 2024

Provincial/territorial tax brackets are indexed and have changed for 2024, for Québec.

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-23-01-105.
- The Relevé 1 - Paper forms authorization number is FS2301097.
- The maximum pensionable earnings amount for the Québec Pension Plan (QPP) for 2024 is \$68,500. Additionally:
 - The maximum contributory earnings for QPP increases to \$65,000.
 - The QPP rate remains the same at 6.40%.
 - The maximum employee and employer contributions for QPP are \$4,160 each.
 - The basic exemption amount is \$3,500.
- The maximum pensionable earnings amount for the additional Québec Pension Plan (QPP2) for 2024 is \$68,500 - \$73,200. Additionally:
 - The maximum contributory earnings for QPP2 is \$4,700.
 - The employee and employer contribution rate for QPP2 is 4%.
 - The maximum employee and employer contribution for QPP2 is \$188.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2024 as follows:
 - Maximum insurable earnings: \$94,000
 - Employee premium rate: 0.494%
 - Employee maximum contributions: \$464.36
 - Employer premium rate: 0.692%
 - Employer maximum contributions: \$650.48

Product updates

Payroll product updates

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

Dental Benefits

In the Payroll Employee window, the **Other** tab now supports dental benefits in accordance with the Dental Care Measures Act.

- The **Employer-Offered** field has been added. The code you select at this field is printed on the T4 slip in box 45.
- The **Payer-Offered** field has been added. The code you select at this field is printed on the T4A slip in box 015.

Additional T4A Codes for "Other Information"

The following T4A "Other Information" boxes are now supported:

- Box 32 Registered pension plan contributions (past service)
- Box 107 Payments from a wage-loss replacement plan
- Box 144 Indian (exempt income) - Other income
- Box 152 SUBP qualified under the Income Tax Act

Additional CPP2 and QPP2 Calculations

During data activation, the following updates occur:

- The additional Canadian Pension Plan (CPP2) and additional Québec Pension Plan (QPP2) are added in the Income Taxes window.
- For existing employee records with **CPP** assigned on the **Taxes** tab in the Payroll Employee window, **CPP2** will be added.

Payroll product updates

- For existing employee records with **QPP** assigned on the **Taxes** tab in the Payroll Employee window, **QPP2** will be added.

Preparing for Year-End Processing

Before you start processing your 2024 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 2024

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

Verifying the product update

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