Canadian Releve 1&2 Processing Instructions

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Notice

Overview

The purpose of this Instruction Guide is to assist and give guidance in the Canadian RL-1 and RL-2 processing.

Users must have a thorough understanding of the Releve1 and Releve2 Slip reporting requirements for their jurisdiction(s) and have completed the Personality Implementation Training.

High Line has defined processes to complete Canadian government reporting from the employees' YTD information according to the government defined requirements. These processes include:

- Generating and printing the RL-1 and RL-2 Slips
- Generating the Magnetic Media xml file required to electronically submit to the government

IMPORTANT

Users must review all set up and procedures in CDN Year End Training document prior to using this document.

RL-1/RL-2 Processing

IDFD Form Definition

Figure 1: IDFD Form Definition

IDFD Changes

For 2021-2022 reporting, the IDFD HL$CAN-R1/R2-2021 Form Code is used.

High Line provides this definition each year (SEED_IDFD_HL$CAN_R1/R2_2021.sql) as part of the year end software delivered in December. It is not necessary to maintain this form, unless instructed to do so by High Line.

This seed data script is re-runnable. It will not erase the IDFDV set up of the same Form Code.

IDFD Store Options

IMPORTANT: Users must run the RPYEC process with the new IDFD Form Code HL$CAN-R1/R2-2021, or a copy of this Form Code that has the **Store Option** set up to store the Names, Addresses and the Amounts in the Government Remittance Tables.

After the current year IDFD is loaded, users must set up their organization's information for this Form definition on the IDFDV form. Users can copy the IDFDV Variable definition from the last year to the current year. Please read the **Copy Last Year's Definition to Current Year** section in this manual for full details.

RL-1 IDFDV Form Definition Variables

Table 1: RL-1 IDFDV Form Definition Variables

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-ER-NAME	Employer Name	Data Base Column	DED.ENTITY_NAME
R1-ER-CAREOF	Employer Name (care of)	Data Base Column	optional
R1-ER-ADDR1	Employer Address Line 1	Data Base Column	DLN.ADDRESS_LINE_1
R1-ER-ADDR2	Employer Address Line 2	Data Base Column	DLN.ADDRESS_LINE_2
R1-ER-ADDR3	Employer City	Data Base Column	DLN.LOCALITY
R1-ER-ADDR4	Employer Province	Data Base Column	DSP.STATE_PROVINCE_CODE
R1-ER-ADDR5	Employer Country	Data Base Column	DCO.COUNTRY_NAME
R1-ER-POSTAL	Employer Postal Code	Data Base Column	DLN.ZIP_POSTAL
R1-ER-MAG-PROV	Employer Prov for Mag File	Constant	Blank
R1-ER-MAG-CNTRY	Employer Country for Mag File	Constant	Blank
R1-NEQ-NUMBER	Quebec Enterprise NEQ #	Constant	Enter your company data
R1-EE-NAME1	Employee Surname	Data Base Column	EID.LAST_NAME
R1-EE-NAME2	Employee First Name	Data Base Column	EID.FIRST_NAME
R1-EE-NAME3	Employee Middle Initial	Data Base Column	EID.MIDDLE_NAME
R1-EE-ADDR1	Employee Address Line 1	Data Base Column	EPS.ADDRESS_LINE_1
R1-EE-ADDR2	Employee Address Line 2	Data Base Column	EPS.ADDRESS_LINE_2

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-EE-ADDR3	Employee City	Data Base Column	EPS.LOCALITY
R1-EE-ADDR4	Employee Province	Data Base Column	DSP.STATE_PROVINCE_CODE
R1-EE-ADDR5	Employee Country	Data Base Column	DCO.COUNTRY_CODE
R1-EE-POSTAL	Employee Postal Code	Data Base Column	EPS.ZIP_POSTAL
R1-EE-MAG-PROV	Employee Prov for Mag File	Constant	Blank
R1-EE-MAG-CNTRY	Employee Country for Mag File	Constant	Blank
R1-EE-SIN	Social Insurance Number	Data Base Column	EID.GOVERNMENT_CODE
R1-EE-REFER	Print Distribution	Constant	Blank or 1 If 1, print employee distribution
1-EE-DESTIN	Print Pay Destination	Constant	Blank or 1 If 1, employee destination is concatenated to employee distribution for printing purposes
R1-EE-REFER1	Employee Distribution 1	Data Base Column	PPA.PAYROLL_CODE
R1-EE-REFER2	Employee Distribution 2	Data Base Column	EID.PERSON_CODE
R1-FORM-NUM-BEG	RL-1 Slip beginning number	Constant	Enter your company data

This is the beginning number for the RL-1 Slips, using the modulus 7 method, to derive the ninth digit. The RL-1 Slip is printed with the complete 9 digit number.

For each RPYEC run, users must ensure this number contains the last number that was derived from the last RPYEC run and add 1, to define the next beginning number. This will ensure no duplicate numbers are derived for the RL-1 Slips. Users only need to enter the first 8 digits in this field, from the previous RPYEC run.

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-FORM-NUM-LAST	RL-1 Slip ending number	Constant	System Derived
After each RPYEC run, this identifier is updated to store the last number assigned according to the R1-FORM-NUM-BEG Identifier. After users run the RPRL1/RPRL1W program to print the actual RL-1 Slips, users <u>must manually</u> add 1 to this number and then update the R1-FORM-NUM-BEG Identifier so the next RPYEC run can begin with the correct new number.			
EXCLUDE-EE	Exclude Employee	Data Base Column	Enter your company data
R1-BOX-A	Employment Income	Element	R1-BOX-A
R1-BOX-B-QPP	Employee's QPP contribution	Element	R1-BOX-B-QPP
R1-BOX-B-CPP	Employee's CPP contribution	Element	R1-BOX-B-CPP
R1-BOX-C	Employee's EI Premiums	Element	R1-BOX-C
R1-BOX-D	RPP contributions	Element	R1-BOX-D
R1-BOX-E	Quebec Income Tax deducted	Element	R1-BOX-E
R1-BOX-F	Union Dues	Element	R1-BOX-F
R1-BOX-F-PRT	Union Dues Printed	Not specified	Information only, do not set up this identifier
R1-BOX-G	QPP Pensionable Earnings	Element	R1-BOX-G
R1-BOX-G-EXCEPT	QPP Excepted Earnings	Element	R1-BOX-G-EXCEPT
R1-BOX-G-OTHER	QPP Other Earnings	Element	R1-BOX-G-OTHER
R1-BOX-G-PRT	QPP Earnings Printed	Not specified	Information only, do not set up this identifier

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-BOX-G-PRT-0	QPP Earnings Printed ZERO	Not specified	Do not set up this identifier, High Line internal use only. If the value of this box is 1.00, then Box G will be printed with 0.00
R1-BOX-H	Meals and Accommodation	Element	R1-BOX-H
R1-BOX-I	Personal Use Motor Vehicle	Element	R1-BOX-I
R1-BOX-J	Employer Paid Private Health Plan	Element	R1-BOX-J
R1-BOX-K	Trip to Designated Remote Area	Element	R1-BOX-K
R1-BOX-L	Other Benefits	Element	R1-BOX-L
R1-BOX-M	Commissions	Element	R1-BOX-M
R1-BOX-N	Charitable Donations	Element	R1-BOX-N
R1-BOX-O	Other Income not in Box A	Element	R1-BOX-O
R1-BOX-O-CODE	Box O Footnote Code	Not specified	Do not set up this identifier
R1-BOX-O-RA	Payment by Supplemental Unemployment Benefit Element	Element	Enter your company data
R1-BOX-O-RB	Scholarship, bursaries, fellowship	Element	Enter your company data
R1-BOX-O-RC	Research Grants	Element	Enter your company data
R1-BOX-O-RD	Fees for services rendered	Element	Enter your company data
R1-BOX-O-RE	Post-doctoral fellowship award	Element	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-BOX-O-RF	Maternity Allowance	Element	Enter your company data
R1-BOX-O-RG	Benefit under Labour Adjustment Benefits Act	Element	Enter your company data
R1-BOX-O-RH	Labour Adjustment Benefits	Element	Enter your company data
R1-BOX-O-RI	Plant Workers Adjustment Program	Element	Enter your company data
R1-BOX-O-RJ	Retirement Allowance	Element	Enter your company data
R1-BOX-O-RK	Death Benefits	Element	Enter your company data
R1-BOX-O-RL	Patronage Dividends	Element	Enter your company data
R1-BOX-O-RM	Self-Employed Commissions	Element	Enter your company data
R1-BOX-O-RN	Benefit Paid under Wage Loss Insurance Plan	Element	Enter your company data
R1-BOX-O-RO	Benefits Received by a Shareholder	Element	Enter your company data
R1-BOX-O-RP	Benefits Received by a Partner	Element	Enter your company data
R1-BOX-O-RQ	Retirement Compensation Arrangement	Element	Enter your company data
R1-BOX-O-RR	Non Resident in Canada	Element	Enter your company data
R1-BOX-O-RS	Employment Assistance Allowance	Element	Enter your company data
R1-BOX-O-RT	Indemnities Paid by Employer	Element	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-BOX-O-RU	Amount Paid to Beneficiary under RESP	Element	Enter your company data
R1-BOX-O-RV	Amount Paid to Subscriber under RESP	Element	Enter your company data
R1-BOX-O-RW	Action Emploi Program	Element	Enter your company data
R1-BOX-O-RZ	Miscellaneous	Element	Enter your company data
R1-BOX-P	Contributions to Multi-Employer Insurance Plan	Element	R1-BOX-P
R1-BOX-Q	Deferred Salary or Wages	Element	R1-BOX-Q
R1-BOX-R	Tax Exempt Income Paid to an Indian	Element	R1-BOX-R
R1-BOX-S	Tips Received	Element	R1-BOX-S
R1-BOX-T	Tips Allocated	Element	R1-BOX-T
R1-BOX-U	Phased Retirement	Element	R1-BOX-U
R1-CHILD-EXP	Child Care Expenses (MESS)	Element	R1-CHILD-EXP
R1-BOX-56	PPIP Insurable Earnings	Element	R1-BOX-56
R1-DEDN-FORCE	Deduction for Canadian Force or Police Officers	Element	R1-DEDN-FORCE
R1-NOTE-01	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-02	User Defined Footnote Description	Pay Component	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-NOTE-03	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-04	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-05	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-06	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-07	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-08	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-09	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-10	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-11	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-12	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-13	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-14	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-15	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-16	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-17	User Defined Footnote Description	Pay Component	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-NOTE-18	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-19	User Defined Footnote Description	Pay Component	Enter your company data
R1-NOTE-20	User Defined Footnote Description	Pay Component	Enter your company data
R1-ALPHA-01	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-02	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-03	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-04	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-05	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-06	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-07	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-08	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-09	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R1-ALPHA-10	Stock option 110(1)(d.1)	Data Base Column	Enter your company data
FILE-TYPE-OF-DATA	Type of Data	Constant	P01 for Releve 1
FILE-TRAN-NUM	Transmitter number	Constant	Enter 'NP' and 6 digits, such as NP001159

Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-TYPE-PACKAGE	Type of Package	Constant	Enter your company data
FILE-TRAN-TYPE	Transmitter type indicator	Constant	Enter your company data
FILE-SLIP-SOURCE	Source of RL-1 slips used	Constant	Enter your company data
FILE-TRAN-NAME1	Transmitter Name – line 1	Constant	Enter your company data
FILE-TRAN-NAME2	Transmitter Name – line 2	Constant	Enter your company data
FILE-TRAN-ADDR1	Transmitter Address – line 1	Constant	Enter your company data
FILE-TRAN-ADDR2	Transmitter Address – line 2	Constant	Enter your company data
FILE-TRAN-CITY	Transmitter City	Constant	Enter your company data
FILE-TRAN-PROV	Transmitter Province	Constant	Enter your company data
FILE-TRAN-COUNTRY	Transmitter Country	Constant	Enter your company data
FILE-TRAN-POSTAL	Transmitter Postal Code	Constant	Enter your company data
FILE-CONT-NAME	Technical contact name	Constant	Enter your company data
FILE-CONT-TEL-AREA	Technical contact tel area code	Constant	Enter your company data
FILE-CONT-TEL	Technical contact telephone	Constant	Enter your company data
FILE-CONT-TEL-EXT	Technical contact tel extn	Constant	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-CONT-LANG	Technical contact Language	Constant	Enter your company data
FILE-CONT-EMAIL	Contact E-mail address	Constant	Enter your company data
FILE-ACCT-NAME	Accounting contact name	Constant	Enter your company data
FILE-ACCT-TEL-AREA	Accounting contact tel area code	Constant	Enter your company data
FILE-ACCT-TEL	Accounting contact telephone	Constant	Enter your company data
FILE-ACCT-TEL-EXT	Accounting contact tel extn	Constant	Enter your company data
FILE-ACCT-LANG	Accounting contact Language	Constant	Enter your company data
FILE-ACCT-EMAIL	Accounting E-mail address	Constant	Enter your company data

RL-2 IDFDV Form Definition Variables

Table 2: RL-2 IDFDV Form Definition Variables

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-ER-NAME	Employer Name	Data Base Column	DED.ENTITY_NAME
R2-ER-CAREOF	Employer Name (care of)	Data Base Column	optional
R2-ER-ADDR2	Employer Address Line 1	Data Base Column	DLN.ADDRESS_LINE_1
R2-ER-ADDR2	Employer Address Line 2	Data Base Column	DLN.ADDRESS_LINE_2
R2-ER-ADDR3	Employer City	Data Base Column	DLN.LOCALITY
R2-ER-ADDR4	Employer Province	Data Base Column	DSP.STATE_PROVINCE_CODE
R2-ER-ADDR5	Employer Country	Data Base Column	DCO.COUNTRY_NAME
R2-ER-POSTAL	Employer Postal Code	Data Base Column	DLN.ZIP_POSTAL
R2-ER-MAG-PROV	Employer Prov for Mag File	Constant	Blank
R2-ER-MAG-CNTRY	Employer Country for Mag File	Constant	Blank
R2-NEQ-NUMBER	Quebec Enterprise NEQ #	Constant	Enter your company data
R2-EE-NAME1	Employee Surname	Data Base Column	EID.LAST_NAME
R2-EE-NAME2	Employee First Name	Data Base Column	EID.FIRST_NAME
R2-EE-NAME3	Employee Middle Initial	Data Base Column	EID.MIDDLE_NAME

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-EE-ADDR2	Employee Address Line 1	Data Base Column	EPS.ADDRESS_LINE_1
R2-EE-ADDR2	Employee Address Line 2	Data Base Column	EPS.ADDRESS_LINE_2
R2-EE-ADDR3	Employee City	Data Base Column	EPS.LOCALITY
R2-EE-ADDR4	Employee Province	Data Base Column	DSP.STATE_PROVINCE_CODE
R2-EE-ADDR5	Employee Country	Data Base Column	DCO.COUNTRY_CODE
R2-EE-POSTAL	Employee Address Postal Code	Data Base Column	EPS.ZIP_POSTAL
R2-EE-MAG-PROV	Employee Prov for Mag File	Constant	Blank
R2-EE-MAG-CNTRY	Employee Country for Mag File	Constant	Blank
R2-EE-SIN	Social Insurance Number	Data Base Column	EID.GOVERNMENT_CODE
R2-EE-REFER	Print Distribution	Constant	Blank or 1 If 1, print employee distribution
R2-EE-DESTIN	Print Pay Destination	Constant	Blank or 1 If 1, employee destination is concatenated to employee distribution for printing purpose
R2-EE-REFER2	Employee Distribution 1	Data Base Column	PPA.PAYROLL_CODE
R2-EE-REFER2	Employee Distribution 2	Data Base Column	EID.PERSON_CODE
R2-FORM-NUM-BEG	RL-2 Slip beginning number	Constant	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
This is the beginning number used for the RL-2 Slips, using the modulus 7 method, to derive the ninth digit. The RL-2 Slip is printed with the complete 9 digit number. For each RPYEC run, users must ensure this number contains the last number that was derived from the last RPYEC run and add 1, to define the next beginning number. This will ensure no duplicate numbers are derived for the RL-2 Slips. Users only need to enter the first 8 digits in this field, from the previous RPYEC run.			
R2-FORM-NUM-LAST	RL-2 Slip ending number		System Derived
After each RPYEC run, this identifier is updated to store the last number assigned according to the R2-FORM-NUM-BEG Identifier. After users run the RPRL2/RPRL2W program to print the actual RL-2 Slip, users <u>must manually</u> add 1 to this number and then update the R2-FORM-NUM-BEG Identifier so the next RPYEC run can begin with the correct new number.			
EXCLUDE-EE	Exclude Employee	Data Base Column	Enter your company data
R2-BOX-A	Employment Income	Element	R2-BOX-A
R2-BOX-B-QPP	Employee's QPP contribution	Element	R2-BOX-B-QPP
R2-BOX-B-CPP	Employee's CPP contribution	Element	R2-BOX-B-CPP
R2-BOX-C	Employee's EI Premiums	Element	R2-BOX-C
R2-BOX-D	RPP contributions	Element	R2-BOX-D
R2-BOX-E	Quebec Income Tax deducted	Element	R2-BOX-E
R2-BOX-F	Union Dues	Element	R2-BOX-F
R2-BOX-F-PRT	Union Dues Printed	Not specified	Information only, do not set up this identifier
R2-BOX-G	QPP Pensionable Earnings	Element	R2-BOX-G
R2-BOX-G-EXCEPT	QPP Excepted Earnings	Element	R2-BOX-G-EXCEPT

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-BOX-G-OTHER	QPP Other Earnings	Element	T4-BOX-G-OTHER
R2-BOX-G-PRT	QPP Earnings Printed	Not specified	Information only, do not set up this identifier
R2-BOX-G-PRT-0	QPP Earnings Printed ZERO	Not specified	Do not set up this identifier, High Line internal use only. If the value of this box is 1.00, then Box G will be printed with 0.00
R2-BOX-H	Meals and Accommodation	Element	R2-BOX-H
R2-BOX-I	Personal Use Motor Vehicle	Element	R2-BOX-I
R2-BOX-J	Employer Paid Private Health Plan	Element	R2-BOX-J
R2-BOX-K	Trip to Designated Remote Area	Element	R2-BOX-K
R2-BOX-L	Other Benefits	Element	R2-BOX-L
R2-BOX-M	Commissions	Element	R2-BOX-M
R2-BOX-N	Charitable Donations	Element	R2-BOX-N
R2-BOX-O	Other Income not in Box A	Element	R2-BOX-O
R2-BOX-O-CODE	Box O Footnote Code	Not specified	Do not set up this identifier
R2-BOX-O-RA	Payment by Supplemental Unemployment Benefit Element	Element	Enter your company data
R2-BOX-O-RB	Scholarship, bursaries, fellowship	Element	Enter your company data
R2-BOX-O-RC	Research Grants	Element	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-BOX-O-RD	Fees for services rendered	Element	Enter your company data
R2-BOX-O-RE	Post-doctoral fellowship award	Element	Enter your company data
R2-BOX-O-RF	Maternity Allowance	Element	Enter your company data
R2-BOX-O-RG	Benefit under Labour Adjustment Benefits Act	Element	Enter your company data
R2-BOX-O-RH	Labour Adjustment Benefits	Element	Enter your company data
R2-BOX-O-RI	Plant Workers Adjustment Program	Element	Enter your company data
R2-BOX-O-RJ	Retirement Allowance	Element	Enter your company data
R2-BOX-O-RK	Death Benefits	Element	Enter your company data
R2-BOX-O-RL	Patronage Dividends	Element	Enter your company data
R2-BOX-O-RM	Self-Employed Commissions	Element	Enter your company data
R2-BOX-O-RN	Benefit Paid under Wage Loss Insurance Plan	Element	Enter your company data
R2-BOX-O-RO	Benefits Received by a Shareholder	Element	Enter your company data
R2-BOX-O-RP	Benefits Received by a Partner	Element	Enter your company data
R2-BOX-O-RQ	Retirement Compensation Arrangement	Element	Enter your company data
R2-BOX-O-RR	Non Resident in Canada	Element	Enter your company data
R2-BOX-O-RS	Employment Assistance Allowance	Element	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-BOX-O-RT	Indemnities Paid by Employer	Element	Enter your company data
R2-BOX-O-RU	Amount Paid to Beneficiary under RESP	Element	Enter your company data
R2-BOX-O-RV	Amount Paid to Subscriber under RESP	Element	Enter your company data
R2-BOX-O-RW	Action Emploi Program	Element	Enter your company data
R2-BOX-O-RZ	Miscellaneous	Element	Enter your company data
R2-BOX-P	Contributions to Multi-Employer Insurance Plan	Element	R2-BOX-P
R2-BOX-Q	Deferred Salary or Wages	Element	R2-BOX-Q
R2-BOX-R	Tax Exempt Income Paid to an Indian	Element	R2-BOX-R
R2-BOX-S	Tips Received	Element	R2-BOX-S
R2-BOX-T	Tips Allocated	Element	R2-BOX-T
R2-BOX-U	Phased Retirement	Element	R2-BOX-U
R2-CHILD-EXP	Child Care Expenses (MESS)	Element	R2-CHILD-EXP
R2-BOX-56	PPIP Insurable Earnings	Element	R2-BOX-56
R2-DEDN-FORCE	Deduction for Canadian Force or Police Officers	Element	R2-DEDN-FORCE
R2-NOTE-01	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-02	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-03	User Defined Footnote Description	Pay Component	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-NOTE-04	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-05	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-06	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-07	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-08	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-09	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-10	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-11	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-12	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-13	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-14	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-15	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-16	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-17	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-18	User Defined Footnote Description	Pay Component	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
R2-NOTE-19	User Defined Footnote Description	Pay Component	Enter your company data
R2-NOTE-20	User Defined Footnote Description	Pay Component	Enter your company data
R2-ALPHA-01	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-02	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-03	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-04	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-05	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-06	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-07	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-08	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-09	User Defined Alpha Footnote Description	Data Base Column	Enter your company data
R2-ALPHA-10	Stock option 110(1)(d.1)	Data Base Column	Enter your company data
FILE-TYPE-OF-DATA	Type of Data	Constant	P01 for Releve 2
FILE-TRAN-NUM	Transmitter number	Constant	2 Letters NP and 6 digits, such as NP001159
FILE-TYPE-PACKAGE	Type of Package	Constant	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-TRAN-TYPE	Transmitter type indicator	Constant	Enter your company data
FILE-SLIP-SOURCE	Source of RL-2 Slips used	Constant	Enter your company data
FILE-TRAN-NAME1	Transmitter Name – line 1	Constant	Enter your company data
FILE-TRAN-NAME2	Transmitter Name – line 2	Constant	Enter your company data
FILE-TRAN-ADDR2	Transmitter Address – line 1	Constant	Enter your company data
FILE-TRAN-ADDR2	Transmitter Address – line 2	Constant	Enter your company data
FILE-TRAN-CITY	Transmitter City	Constant	Enter your company data
FILE-TRAN-PROV	Transmitter Province	Constant	Enter your company data
FILE-TRAN-COUNTRY	Transmitter Country	Constant	Enter your company data
FILE-TRAN-POSTAL	Transmitter Postal Code	Constant	Enter your company data
FILE-CONT-NAME	Technical contact name	Constant	Enter your company data
FILE-CONT-TEL-AREA	Technical contact tel area code	Constant	Enter your company data
FILE-CONT-TEL	Technical contact telephone	Constant	Enter your company data
FILE-CONT-TEL-EXT	Technical contact tel extn	Constant	Enter your company data
FILE-CONT-LANG	Technical contact Language	Constant	Enter your company data

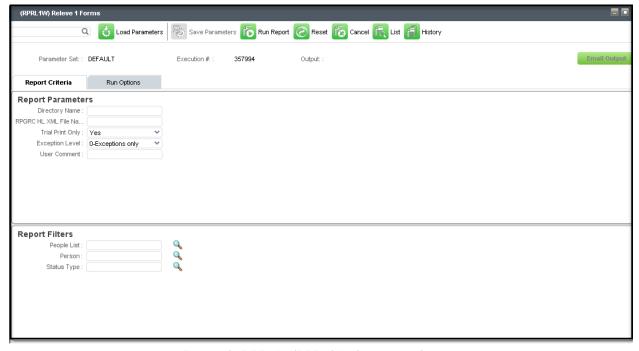| Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-CONT-EMAIL	Contact E-mail address	Constant	Enter your company data
FILE-ACCT-NAME	Accounting contact name	Constant	Enter your company data
FILE-ACCT-TEL-AREA	Accounting contact tel area code	Constant	Enter your company data
FILE-ACCT-TEL	Accounting contact telephone	Constant	Enter your company data
FILE-ACCT-TEL-EXT	Accounting contact tel extn	Constant	Enter your company data
FILE-ACCT-LANG	Accounting contact Language	Constant	Enter your company data
FILE-ACCT-EMAIL	Accounting E-mail address	Constant	Enter your company data

RPRL1W/RPRL2W Selection Criteria

Figure 2: RPRL1W/RPRL2W Selection Criteria

RPRL1W/RPRL2W Report Parameters

Table 3: RPRL1W/RPRL2W Report Parameters

Field	Description
Directory Name	The name of the directory where the RPGRC HL XML file exist
RPGRC HL XML File Name	
Trial Print Only	When this toggle is set to YES, users can print RL-1 forms for verification. When set to NO (non-trial mode), RPRL1 updates the GVT Headers Govt Print Stage of the run.
Exception Level	**Defines the level of detail on the exception report.** Users should always run with **Exceptions Only**, unless required for tracing.
User Comment	Optional. Users can enter text that will print on the header of the report.

RPRL1W/RPRL2W Report Filters

Table 4: RPRL1W/RPRL2W Report Filters

Field	Description
People List	This field limits the process to the people in the defined list.
Person	Person Code of employee being tested with.
Status Type	Optional. Allows organizations to print forms for a defined Status Type. Status on the xml is marked with A for active otherwise I for other employment status from IEAS Options are: • Active • Leave • Survivor • Cobra • Pending • Terminated • Inactive • Retired • Unpaid Leave

RPRL1W/RPRL2W Slip Print Processing

The High Line RPRL1W/RPRL2W program generates the form boxes, as well as the instructions. **Pre-printed forms are no longer required.**

The RPRL1W/RPRL2W Form Print program formats are based on the Government published RL-1.L(2021-10) /RL-2.L (2021-10) Form.

The RPRL1W/RPRL2W Form Print program prints all information generated based the on GVT Run number.

If an employee has many footnotes to be reported, each subsequent RL-1/RL-2 Slip is printed with footnote codes until all footnotes codes are printed.

The RPRL1W//RPRL2W program generates Summary Totals by each Business Number. At the end of the RPRL1W/RPRL2W run, a grand total is generated for all Business Numbers.

Users must run RMEX with the RPRL1W/RPRL2W Mex ID to obtain the Summary and Grand totals to balance to the RPGRC Summary report.

The RPRL1W/RPRL2W Summary and Grand Totals are accumulated for the Boxes shown on the Slip. The footnote codes are not totaled.

Users should confirm that the RPRL1W/RPRL2W Boxes balance to the RPGRC Summary Report.

If the RPRL1W/RPRL2W process cannot select any information from the xml file to print, users must run RMEX with the RPRL1W Mex ID to review any error or exception messages to identify the problem.

Employer and Employee Copy

Users are required to print the Employer and Employee Copy of the RL-1/RL-2. Users must run RPRL1W/RPRL2W twice; once to print the Employer Copy and once to print the Employee Copy.

When RPRL1W/RPRL2W is run, the **Print RL-1/RL-2 Copy** field defines if the Employer or Employee Copy is printed.

Employer Copy

- On one sheet, the RL-1/RL-2 information is printed
- The Employer Copy can be sent to the government or to be kept by your organization

Employee Copy

- On one sheet, 1 RL-1/RL-2 copy is printed for one employee
- The Employee Copy should be distributed to the Employees

Duplicate Copies

If an employee loses their RL-1/RL-2 Slip, the employee can request the employer to issue a duplicate copy of their original RL-1/RL-2 slip to replace the lost or destroyed slips.

To issue Duplicate copies:

1. Go to the IPGH form for the employee and highlight the form to be duplicated
    a. Change the Print Stage to **Duplicate Requested**
    b. Click Save
    c. Repeat for all employees who have requested duplicate copies

When users are running RPRL1W/RPRL2W with the new GVT Run number, RPRL1W/RPRL2W will automatically print the DUPLICATE COPY or AMENDED on the RL-1/RL-2 Slip depending on the **GVT Run option** of the RPRL1W/RPRL2W run.

When RPRL1W//RPRL2W is run in non-trial mode, the GVT Header stage will be updated to Duplicate or Amended.

2. Run RPRL1W/RPRL2W with the **Gvt Form Option** set to Duplicate forms and the **Trial Print Only** set to Yes
    a. RPGRC retrieves all GVT Headers with the Print Stage defined as **Duplicate Requested** There is no need to generate a government xml file for duplicate forms. Users do not need to enter the Govt Interface Format definition for RPGRC.
3. Run RPRL1W/RPRL2W to print the duplicate forms
    a. Run the Form Print RPRL1W/RPRL2W to print the duplicate forms
    b. At the end of the Form Print, if the Trial Print Only field is set to No, the GVT Header stage will be updated to **Duplicate Printed**.
    c. The GVT Header stage will be updated to 'Duplicate Printed' depending on the Trial Print Only field setting.

Amended Copies

If a user discovers erroneous box information on the RL-1/RL-2 slip and needs to revise the Box information, users should either correct the employee amounts or modify the IDFDV set up and re-run the RPGRC and RPRL1W/ RPRL2W processes. This produces the Amended RL-1/RL-2 slip.

To issue Amended copies:

1. Update the employee's YTD information through payroll.
2. Check the IDFDV set up and revise the Box information, if necessary
3. Go to the IPGH form for the employee. Locate the form to be amended
    a. Change the **Print Stage** to **Amendment Requested**
    b. Save
    c. Repeat this for all employees who requested Amended copies of their forms
4. Run RPYEC with the **GVT Form Option** set to **Amended Forms**
    a. **Do not set** the Trial Print Only toggle to Yes, for the RPYEC process
    b. Users can set the **Retain Amend/Reject Form** to Yes, to retain the original copy prior to generating the amendment.
    c. The RPYEC process will retrieve all GVT Headers with the Print Stage set to **Amendment Requested** and re-derives the YTD according to the IDFDV setup to generate the GVT Header with:

     i. Print Stage = Amend, Form not Printed

     ii. File Stage = Amend, File not Created

  5. Run RPGRC with the GVT Form Option set to Amended Forms

    a. Do not set the Trial Print Only toggle to Yes, for the RPGRC process

    b. The RPGRC process will retrieve all GVT Headers with the Print Stage set to **Amend, File not Created** and generates the HL xml file for the RPRL1W/ RPRL2W print program.

    c. Users should enter the **Govt Interface Format** definition for RPGRC to generate the amended government xml file.

    d. At the end of the RPGRC, the **GVT Header** is updated with:

     i. Print Stage = No Change, Existing Value

     ii. File Stage = Amend File Created

  6. Run RPRL1W to print the Amended forms.

    a. When the user is running RPRL1W with the new GVT Run Number, RPRL1W/ RPRL2W will automatically print the word DUPLICATE COPY or AMENDED on the T4 form, depending on the GVT Run option of the RPGRC run. RPRL1W/ RPRL2W uses the GVT Run number.

    b. If other wording is required to print on the RL-1/RL-2 slip, in the **Duplicate/Amended** parameter, users can enter the text for RPRL1W/ RPRL2W, such as CANCEL COPY or ORIGINAL COPY.

    c. At the end of the RPRL1W/ RPRL2W run in non-trial mode, the GVT Header Stage will be updated with either the DUPLICATE or AMENDED stage.

RL-1/RL-2 Slip Print characteristics

When RPYEC is run, users must enter:

1. The **Federal Government Registration** to select employees at the Federal level.
2. The **Province of Quebec** to run RPYEC for Releve 1/Releve 2
3. The **Provincial Government Registration** for Quebec

RL-1/RL-2 slips are printed in alphabetical order by the employee's Surname, First Name.

The font size for printing RL-1/RL-2 slips is the standard 10 characters per inch font size.

Negative (credit) amounts are never allowed for RL-1/RL-2 reporting. If negative amounts are encountered, an exception message is printed, and users must resolve the negative amount(s) and re-run the process.

If there is no amount to be printed in a Box on the RL-1/RL-2 Slip, the Box is left as Blank.

Users can sort inactive and active employees for mailing purposes.

If the Employment Status is A (Active) then the Employee is considered Active, otherwise the employee is considered Inactive.

When RPRL1W is run, RL-1 Grand Totals are generated for all RL-1/RL-2 Slips as Execution Run Log Exception messages to balance to RPYEC summary report.

Users MUST run the RMEX report for the Mex ID from the RPRL1W/ RPRL2W run to print the RL-1 Grand Totals to verify all records are printed.

RL-1 Slip Print Distribution

On the RL-1/RL-2 Slip, the last line in the Address Box is used to print the user defined distribution information for users to distribute the RL-1/RL-2 Slips to the employees. Users must set up the following Identifiers:

Table 5: RL-1 Slip Print Identifiers

Field Identifier	Suggested Field Source	Suggested Variable
Derived from the IDFDV form		
R1/R2-EE-REFER	Constant	1
R1/R2-EE-DESTIN	Constant	1
R1/R2-EE-REFER1		DED.ENTITY_CODE
R1/R2-EE-REFER2		EID.PERSON_CODE

If the R1/R2-EE-REFER value = 1, the distribution will be printed below the employee address, and the distribution will be visible outside the window envelope, for distribution purposes. Otherwise, the distribution will not be printed.

If the R1/R2-EE-REFER value = 1, the distribution information is printed from:

- The employee's pay destination, such as Department, if defined
- Concatenates with the values from R1/R2-EE-REFER1 and R1/R2-EE-REFER2

If the R1/R2-EE-DESTIN value = 1, the employee's pay destination is concatenated to

R1/R2-EE-REFER1

Numbering of RL-1/RL-2 Slips

Refer to the Quebec publication IN-800-V section 4.4 **Numbering of R Slips**.

The number on each RL-1/RL-2 Slip must be composed of nine digits, with the ninth digit representing the check digit.

The Ministere du Revenu du Quebec assigns each Employer with a beginning number that contains 8 digits. The ninth digit is derived from the 8 digits number using the modulus 7 method.

Example:

Beginning number: **71997012**

Using modulus 7 method to retrieve the remainder number:

71997012 / 7 = 10285287 with the remainder 3

Therefore the RL Slip number is:

719970123 (71997012 concatenated with the remainder 3)

The next RL Slip number is calculated by:

Add 1 to the beginning number to calculate the next number:

71997012 + 1 = 71997013

71997013 / 7 = 10285287 with the remainder 4

Therefore the RL Slip number is:

719970134 (71997013 concatenated with the remainder 4)

On the IDFDV form, R1/R2-FORM-NUM-BEG Field Identifier, users must enter the 8 digit beginning number assigned by Ministere du Revenu du Quebec.

After RPYEC is run, RPYEC displays the last RL-1/RL-2 Slip number assigned as an exception message on the RPYEC report.

Users need to verify all RL-1/RL-2 box information on the RPYEC summary report. If the RL-1/RL-2 Summary report is incorrect, users can re-run RPYEC as many times as required without changing the R1/R2-FORM-NUM-BEG number.

Once all of the information is verified with the RPYEC report, users should run RPGRC to generate the xml files for RPRL1W/ RPRL2W to print the RL-1/RL-2 Forms.

IMPORTANT: After the RPRL1W/ RPRL2W program is run, users must **manually go into the IDFDV form and update the R1/R2-FORM-NUM-BEG with the last Form Number assigned + 1** for the next RPYEC RL-1/RL-2 run.

For each RPYEC run, users must ensure that the R1/R2-FORM-NUM-BEG number contains the beginning number to be used since the last RPYEC run so that no duplicate numbers are produced for the RL-1/RL-2 forms. Users only need to enter the 8 digits of the previous RPYEC run in this field.

When RPYEC generates the GVT Header records for RL-1/RL-2 for the employees, the system derives the RL-1/RL-2 Slip number for each form and stores them in the GVT Header *Form Number* field. Users can view the Form Number on the IPGH form after RPYEC is run.

The IPGH Form Number is used by RPGRC to generate:

- The government RL-1/RL-2 xml file to send to the Quebec government, and
- The _HL.xml file for RPRL1W/ RPRL2W to print the exact same number on RL-1/RL-2 form

RPGRC displays the highest Form Number of the run at the end of the report. If a user is selecting to print a specific employee only, the printed Form Number will not be the latest Form Number being used. Consequently, it is the user's responsibility to ensure the IDFDV R1/R2-FORM-NUM-BEG is updated correctly with the highest number.

Table 6: RPGRC Field Identifiers

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1/R2-FORM-NUM-BEG	Releve1/2 Form beginning number	Constant	Enter your company data
Please enter the 8 digit number assigned to you by Ministere du Revenu, such as 71997012.			
R1/R2-FORM-NUM-LAST	Releve1/2 Form Last Assigned #	Constant	System derived
After each RPYEC run, this identifier is updated to store the last number assigned according to the R1-FORM-NUM-BEG Identifier. After RPRL1W/ RPRL2W is run to print the actual RL-1/RL-2 Slip, users must manually add 1 to this number and then update the R1/R2-FORM-NUM-BEG Identifier so that the next RPYEC run can begin with the correct new number.			
R1/R2-FORM-NUM-ORIG	Releve1/2 Original Form Number	Not Specified	Do not set up this identifier
When users are running Amended or Canceled forms, the system will retrieve the Original Releve Form Number and pass this Identifier to print on the RL-1/RL-2 Slip and for the government Amended/Canceled XML file.			

Exclude EEs

Users can exclude certain employees from Releve1 reporting by setting up the EXCLUDE-EE Identifier on the IDFDV form.

If the value of the EXCLUDE-EE Identifier is set to Yes, the employee is by-passed.

Example: If a user does not want to report employees whose Assignment Title is **Election Worker** or **Self Employed**, set up the R1-EXCLUDE-EE Identifier with the following:

- Field variable = EASD.ASSIGNMENT_TITLE
- Derivation Expression =
    decode(UPPER(~),'ELECTION WORKER','Y','SELF EMPLOYED','Y','N')

NOTE: Use UPPER(~) to convert an alphanumeric field to compare all upper case letters.

If a user has a complex situation to exclude an employee, a **STAT CODE** can be used to define the employee should be excluded.

Example: An employee is excluded when they work in certain groups, or with certain hours. Users can keep track of this by setting the **STAT CODE** value to 1.00. Then the EXCLUDE-EE Identifier on IDFDV, should be set up with:

- Field Source = Statistics
- Field variable = the STAT CODE that is used to exclude employee
- Derivation Expression = decode(~,1,'Y','N')

Primary and Mailing Addresses

Employer Address

If a user wants to use the Employer Primary Address, the 1220 – 1290 Identifiers do not need to be set up. Leave these Identifiers blank and the system will use the Primary Address as the default.

If a user wants to use the Employer Mailing Address, the user needs to define the following Identifiers:

Table 7: Employer Address Identifiers

FIELD IDENTIFIER	SUGGESTED FIELD VARIABLE
R1-ER-ADDR1	DLN.ADDRESS_LINE_1
R1-ER-ADDR2	DLN.ADDRESS_LINE_2
R1-ER-ADDR3	DLN.LOCALITY
R1-ER-ADDR4	DSP.STATE_PROVINCE_CODE
R1-ER-ADDR5	DCO.COUNTRY_CODE
R1-ER-POSTAL	DLN.ZIP_POSTAL

The Reference Text field will guide the setup of each Address Identifier.

If the mailing address is not defined for the Employer on the IDLN form or the Location field on the IDEN form, the IDLN primary address will be used.

If an Address was set up prior to 2006, and if the word MAIL is defined, the mailing address will be used, otherwise the primary address will be used.

Employee Address

If a user wants to use the Primary Address, the 2100 – 2140 Identifiers do not need to be set up. Leave these Identifiers blank and the system will use the Primary Address as the default.

If a user wants to use the Mailing Address, the user needs to set up the following Identifiers:

Table 8: Employee Address Identifiers

FIELD IDENTIFIER	SUGGESTED FIELD VARIABLE
R1-EE-ADDR1	EPS.ADDRESS_LINE_1
R1-EE-ADDR2	EPS.ADDRESS_LINE_2
R1-EE-ADDR3	EPS.LOCALITY

R1-EE-ADDR4	DSP.STATE_PROVINCE_CODE
R1-EE-ADDR5	DCO.COUNTRY_CODE
R1-EE-POSTAL	EPS.ZIP_POSTAL

The Reference Text field will guide the user for the setup of each Address Identifier.

If the mailing address for the employee is not defined on the IEPI form, the IEPI primary address will be used.

If an Address was set up prior to 2006, and if the word MAIL is defined, the mailing address will be used, otherwise the primary address will be used.

RL-1 Slip Box O Explanatory Notes

The RL-1 Slip Code (Case O) box defines the appropriate alphabetic code for different types of income.

If several codes apply to Box O, then Box O will print RZ, and in the center of RL-1 slip, it will print the Footnote Code and the corresponding income explanatory note, such as "RJ $10000.00, RC $5000.00"

The RL-1 Slip will print as much information as possible in the center, depending on the size of each Footnote Code.

If there is not enough space in the center of RL-1 Slip to print all Footnote Codes, then subsequent RL-1 Slips will be printed until all Footnote Codes are printed.

RL-1 Slip Footnotes and Messages

Users can set up the following Identifiers to print user defined footnote codes and messages:

Table 9: RL-1 Slip Footnotes and Messgaes Identifiers

Field Identifier	Description	Suggested Field Source	Suggested Variable
For Numeric Field Variables:			
R1-NOTE-01	User defined footnote description	Pay Component	Enter your company data
R1-NOTE-02	User defined footnote description	Pay Component	Enter your company data

R1-NOTE-20	User defined footnote description	Pay Component	Enter your company data
For AlphaNumeric Field Variables:			
R1-ALPHA-01	User defined footnote description	Database Column	Enter your company data
R1- ALPHA -02	User defined footnote description	Database Column	Enter your company data
R1- ALPHA -10	User defined footnote description	Database Column	Enter your company data

RL-2 Slip Footnotes and Messages

Users can set up the following Identifiers to print user defined footnote codes and messages:

Table 10: RL-2 Slip Footnotes and Messages Identifiers

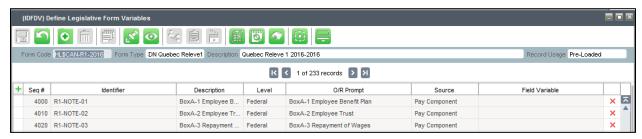| Field Identifier	Description	Suggested Field Source	Suggested Variable
For Numeric Field Variables:			
R2-NOTE-01	User defined footnote description	Pay Component	Enter your company data
R2-NOTE-02	User defined footnote description	Pay Component	Enter your company data
R2-NOTE-20	User defined footnote description	Pay Component	Enter your company data
For Alphanumeric Field Variables:			
R2-ALPHA-01	User defined footnote description	Database Column	Enter your company data
R2- ALPHA -02	User defined footnote description	Database Column	Enter your company data
R2- ALPHA -10	User defined footnote description	Database Column	Enter your company data

Numeric Footnotes Messages Example:

Figure 3: Numeric Footnotes Messages Example

- In the **Description** field, enter a brief description, up to 30 characters
- Define the **Field Variable**. If the Field Variable value is greater than 0, then the description and the amount will be printed in the center of the RL-1/RL-2 Slip

Alphanumeric Messages Example:

Figure 4: Alphanumeric Messages Example

- In the **Description** field, enter a brief description, up to 30 characters
- Define the **Field Variable**. If the Field Variable value is greater than 0, then the description and the amount will be printed in the center of the RL-1/RL-2 Slip.

If a user wants to print the message only when a Field Variable is defined, the ' ' decode can be used to return for printing.

Example: R1/R2-ALPHA-02 defines the **STAT EE** Statistic Component. When STAT EE = 1.00, then print **Employee Non-Contrib**. Use decode(~,'1',' ',NULL) in the derivation expression.

Electronic RL-1 Print

Employees must run the RERL1 (Print My Releve 1 slip) and select the Reporting Year they want to print. The output Releve 1 slip will be in a pdf format.

Organizations can control the years that Releve1 forms are available for employees to print, by setting a Preference on the IMST form, as below.

Setup/Implementation

Users must set up the EE_RL1_GVT_RUN Preference with the values of the GVT Run Numbers that contain the information for the employee's Releve 1 (from the RPYEC run) on the IMST form, Preference tab.

The GVT Run numbers must be entered with comma separators and no spaces, such as 1234,3333,4567).

Figure 5: Example EE_RL1_GVT_RUN Setup

RL-1 Slip – Employment and Other Income

RL-1 Slip – 2021 Format

Users should read the following Form Descriptions and refer to *2021 Guide to Filing the RL-1 Slip RL-1.G-V (2021-10)* prior to setting up IDFDV form.

The Ministere du Revenu du Quebec web site is: http://www.revenu.gouv.qc.ca

RL-1 Slip – Box Descriptions

Table 11: RL-1 Slip Box Descriptions

Box	Title	Description		
	Number on RL-1 slip (Top right corner)	Derived from the IDFDV form, as below		
		Field Identifier	**Field Variable**	**Suggested Variable**
		R1-FORM-NUM-BEG		
	Please refer to the section **Numbering of RL-1 Slip** for full details.			
	Year			
	Pre-printed on RL-1 Slip or from the user defined Calendar Year			
	Employer's Name and Address	Derived from the IDFDV form, as below		

Seq	Field Identifier	Description	Field Variable
1000	R1-ER-NAME	Employer Name	DED.ENTITY_NAME
1220	R1-ER-ADDR2	Employer Address Line 1	MAIL
1230	R1-ER-ADDR2	Employer Address Line 2	Blank
1240	R1-ER-ADDR3	Employer City	Blank
1250	R1-ER-ADDR4	Employer Province	Blank or Constant NAME

Box	Title	Description			
		1260	R1-ER-ADDR5	Employer Country	Blank or Constant NAME
		1270	R1-ER-POSTAL	Employer Postal Code	Blank or Constant NAME
		1280	R1-ER-MAG-PROV	Employer Prov for Mag File	Blank
		1290	R1-ER-MAG-CNTRY	Employer Country for Mag File	Blank

The Reference Text field will guide the user to set up each Address Identifier.

If the mailing address for the Employer is not defined on IDLN, the primary address on IDLN will be used

If there was an Address set up prior to 2006, and the word MAIL is defined, then the mailing address will be used, otherwise the primary address will be used.

If the Country Code is not Canada or USA, then the R1-ER-MAG-PROV Identifier should be set to ZZ – Other.

	Employee's Social Insurance #	Derived from the IDFDV form, as below	
		Field Identifier	**Field Variable**
		R1-EE-SIN	Constant

Invalid SIN numbers are reported on the RPYEC exception report

SIN numbers defined as 999 999 999 are invalid

If a SIN number does not exist, leave this field blank

	Reference Number (Numero de reference employeur)	Contains the employee's Person Code, (PERSON-CODE Identifier) as an additional employee identifier.	
	Employee's Name	Derived from the IDFDV form, as below	
		Field Identifier	**Suggested Variable**
		R1-EE-NAME1	EID.LAST_NAME
		R1-EE-NAME2	EID.FIRST_NAME
		R1-EE-NAME3	EID.MIDDLE_NAME

Box	Title	Description			
	Employee's Address	Derived from the IDFDV form, as below			
		Seq	**Field Identifier**	**Description**	**Field Variable**
		2100	R1-EE-ADDR1	Employee Address Line 1	MAIL
		2110	R1-EE-ADDR2	Employee Address Line 2	Blank
		2120	R1-EE-ADDR3	Employee City	Blank
		2130	R1-EE-ADDR4	Employee Province	Blank or NAME
		2140	R1-EE-ADDR5	Employee Country	Blank or NAME
		2150	R1-EE-POSTAL	Employee Postal Code	Blank
		2160	R1-EE-MAG-PROV	Employee Prov for Mag File	Blank
		2170	R1-EE-MAG-CNTRY	Employee Country for Mag File	Blank
	The Reference Text field will guide the user to set up each Address Identifier.				
	If the mailing address for the employee is not defined on IEPI, the primary address on IEPI will be used.				
	If there was an Address set up prior to 2006, and the word MAIL is defined, then the mailing address will be used, otherwise the primary address will be used.				
	If the Country Code is not Canada or USA, then the R1-EE-MAG-PROV Identifier should be set to ZZ – Other.				
	Area below the Employee Information	Derived from the IDFDV form, as below			
		Print for RL-1 distribution purposes			
		Field Identifier		**Suggested Variable**	
		R1-EE-REFER		1	

Box	Title	Description	
		R1-EE-REFER1	DED.ENTITY_CODE
		R1-EE-REFER2	EID.PERSON_CODE
	If the R1-EE-REFER = 1, then: The distribution will be printed below the employee address for distribution purposes. Otherwise, the distribution will not be printed. The distribution information is printed from the R1-EE-REFER1 and R1-EE-REFER 2 Identifiers		
A	Employment Income	Derived from the IDFDV form, as below	
		Field Identifier	**Suggested Variable**
		R1-BOX-A	R1-BOX-A
	This is the taxable earnings applicable for Quebec income tax withheld.		
B	Employee QPP Contributions	Derived from the IDFDV form, as below	
		Field Identifier	**Suggested Variable**
		R1-BOX-B-QPP	R1-BOX-B-QPP
	The Employee's QPP contribution is also retrieved from the R1-BOX-B-CPP Field Identifier. The QPP Employee contribution is not printed on the RL-1 Slip for each employee. It is reported on the RL-1 government file.		

All of the following Box Information is derived from the IDFDV form, as below

Table 12: RL-1 Slip Box Descriptions Cont.

Box	Title	Field Identifier	Suggested Variable
C	Employee EI Premiums	R1-BOX-C	R1-BOX-C
D	Employee RPP Premiums	R1-BOX-D	R1-BOX-D
E	Quebec Income Tax Withheld	R1-BOX-E	R1-BOX-E
F	Union Dues	R1-BOX-F	R1-BOX-F
G	QPP Pensionable Earnings	Derived from the IDFDV form, as below	
		Please refer to Guide to Filing the RL-1 Slip RL-1.G-V 2017-10 for Box G processing	
		Field Identifier	**Suggested Variable**
		R1-BOX-G	R1-BOX-G
		R1-BOX-G-EXCEPT	R1-BOX-G-EXCEPT
		R1-BOX-G-OTHER	R1-BOX-G-OTHER
		R1-BOX-G-PRT	R1-BOX-G-PRT
		R1-BOX-G-PRT-0	R1-BOX-G-PRT-0
	If R1-BOX-G-PRT-0 = 1.00, then Box G is printed with 0.00. Otherwise, if R1-BOX-G-PRT-0 is not defined and if the value from R1-BOX-G-PRT is greater than zero, the amount from R1-BOX-G-PRT will be printed, otherwise Box G is blank.		

Box G Processing

The R1-BOX-G-EXCEPT value should define the remuneration that is taxable, but not pensionable, such as:

- Remuneration paid to employee for work not covered by QPP
- An amount allocated under an employee trust
- An amount paid by a custodian under an employee benefit plan, etc.

Please see refer to *Guide to Filing the RL-1 Slip Box G* for details.

The R1-BOX-G-OTHER identifier **is not currently used**. The value should define any other remuneration that is pensionable, but not taxable.

Box G QPP Pensionable Earnings are derived from one of the following:

1. If there are no pensionable earnings (Identifier R1-BOX-G = 0), Box G is printed as 0.00
2. If pensionable earnings are over the QPP maximum earnings for the year (IPCT form, Tax Rate Code 010101, QPP Annual Maximum Earnings for Quebec), then leave Box G blank.

   Example: If Box G is greater than or equal to the QPP maximum earnings, then Box G = Blank.

   When R1-BOX-G-PRT = 0.00, RPRL1 will not generate the R1-BOX-G-PRT-0 Identifier, then Box G is left as blank.

3. If pensionable earnings are the same as the employment income and there is no amount in Box Q and Box U, then leave Box G blank.
   Example: Box G = Box A, and if Box Q and Box U = 0, then leave Box G blank

   When R1-BOX-G-PRT = 0.00, RPRL1 will not generate the R1-BOX-G-PRT-0 Identifier, then Box G is left as blank.

4. When an employee reaches the age 18 during the year, and if the employee worked prior to age 18, then usually Box A is greater than Box G. Box G will be printed with the amount from the R1-BOX-G Identifier.

   A message **Box G-Employ period from [date] to [date] (French message: Case G:d'emploi du [date] au [date])**' will be printed in the center of the RL-1 slip.

   The **From Date** is the Hired date, and the **To Date** is end date of current reporting year.

5. Calculate pensionable earnings from Box A with Box G excepted earnings, Box Q and Box U amount. Calculate revised Box G amount = Box A – Box G excepted amount + Box Q + Box U

   If the result of this calculation is zero, then Box G is printed with '0'.

   Example: R1-BOX-G-PRT = 0.00 and R1-BOX-G-PRT-0 = 1.00, then Box G is printed as 0.00

   Otherwise, if the revised Box G = Box A, Box Q and Box U, then Box G is blank.

   Example: R1-BOX-G-PRT = 0.00, RPRL1 will not generate the R1-BOX-G-PRT-0 Identifier, then Box G is left as blank.

   Otherwise, the Box G amount is printed.

All of the following Box Information is derived from the IDFDV form, as below

Table 13: RL-1 Slip Box Descriptions Cont.

Box	Title	Field Identifier	Suggested Variable
H	QPIP Employee Premium	R1-BOX-H	R1-BOX-H
I	QPIP Earnings	R1-BOX-I	R1-BOX-I
J	Employer Paid Private Health Plan	R1-BOX-J	R1-BOX-J
K	Trip to Designated Remote Area	R1-BOX-K	R1-BOX-K
L	Other Benefits	R1-BOX-L	R1-BOX-L
M	Commissions	R1-BOX-M	R1-BOX-M
N	Charitable Donations and Gifts	R1-BOX-N	R1-BOX-N
O	Other income not included in Box A	R1-BOX-O	R1-BOX-O
P	Contributions to multi-employer insurance plan	R1-BOX-P	R1-BOX-P
Q	Deferred Salary or Wages	R1-BOX-Q	R1-BOX-Q
R	Tax Exempt Income Paid to an Indian	R1-BOX-R	R1-BOX-R
S	Tips received	R1-BOX-S	R1-BOX-S
T	Tips allocated by Employer	R1-BOX-T	R1-BOX-T
U	Phased Retirement	R1-BOX-U	R1-BOX-U
O	CODE (case O)	Derived from the IDFDV form, as below	
		Field Identifier	**Suggested Variable**
		R1-BOX-O-CODE	R1-BOX-O-CODE

	Derived from the R1-BOX-O-RA to R1-BOX-O-RZ Identifiers. The derived footnote code is stored in R1-BOX-O-CODE to print on RL-1 Form.	
	If more than one Identifier has a value greater than zero, then RZ is stored in Identifier R1-BOX-O-CODE	
	If RZ is printed, then each Identifier with a value greater than zero will be printed in the center of the RL-1 Slip.	

	Centre of RL Slip	Derived from the IDFDV form, as below
		Field Identifier / **Suggested Variable**
		R1-BOX-O-RA / R1-BOX-O-RZ
		R1-NOTE-01 / R1-NOTE-20
		R1-ALPHA-01 / R1-ALPHA-10

Up to 4 lines of messages can be printed on each RL-1 form

Line 1 and Line 2 are printed beside the Box O Footnote Code, with up to 30 characters for each message

Line 3 and Line 4 are concatenated together and will be printed beside the Employee's name, up to 54 characters

If there are more than 4 lines to be reported, the extra information is printed as Execution Run Log messages

RL-2 Slip – Retirement and Annuity Income

RL-2 Slip - 2021 Format

Users should read the following Form Descriptions and refer to *2021 Guide to Filing the RL-2 Slip RL2.G-V (2021-10)* prior to setting up IDFDV form.

Note: There is no change for RL-2 Format in 2021

The Ministere du Revenu du Quebec web site is: http://www.revenu.gouv.qc.ca

RL-2 Slip – Box Descriptions

Table 14: RL-2 Slip Box Descriptions

Box	Title	Description		
	Number on RL-2 Slip (Top right corner)	Derived from the IDFDV form, as below		
		Field Identifier	**Field Variable**	**Suggested Variable**
		R2-FORM-NUM-BEG		
		Please refer to the section **Numbering of RL-2 Slip** for full details.		
	Year			
		Pre-printed on RL-2 Slip or from the user defined Calendar Year		
	Code du releve			
		System derived. If printing an Amended Form define as 1, otherwise define as 0 for Original or Duplicate Forms.		
	Provenance des revenus	Derived from the IDFDV form, as below		
		Field Identifier	**Field Variable**	**Suggested Variable**
		R2-RELEVE-CODE1	Constant	FERR-A
	Employer's Name and Address	Derived from the IDFDV form, as below		
		Seq	**Field Identifier**	**Description** / **Field Variable**

Box	Title	Description			
		1000	R2-ER-NAME	Employer Name	DED.ENTITY_NAME
		1220	R2-ER - ADDR2	Employer Address Line 1	MAIL
		1230	R2-ER - ADDR2	Employer Address Line 2	Blank
		1240	R2-ER - ADDR3	Employer City	Blank
		1250	R2-ER - ADDR4	Employer Province	Blank or Constant NAME
		1260	R2-ER - ADDR5	Employer Country	Blank or Constant NAME
		1270	R2-ER - POSTAL	Employer Postal Code	Blank or Constant NAME
		1280	R2-ER - MAG-PROV	Employer Prov for Mag File	Blank
		1290	R2-ER - MAG-CNTRY	Employer Country for Mag File	Blank

The Reference Text field will guide the user to set up each Address Identifier.

If the mailing address for the Employer is not defined on IDLN, the primary address on IDLN will be used

If there was an Address set up prior to 2006, and the word MAIL is defined, then the mailing address will be used, otherwise the primary address will be used.

If the Country Code is not Canada or USA, then the R2-ER-MAG-PROV Identifier should be set to ZZ – Other.

	Employee's Social Insurance #	Derived from the IDFDV form, as below		
		Field Identifier	**Field Variable**	**Suggested Variable**
		R2-EE-SIN	Constant	EID.GOVERNMENT_CODE

Box	Title	Description			
		Invalid SIN numbers are reported on the RPYEC exception report SIN numbers defined as 999 999 999 are invalid If a SIN number does not exist, leave this field blank			
	Employee's Name	Derived from the IDFDV form, as below			
		Field Identifier		**Suggested Variable**	
		R2-EE-NAME1		EID.LAST_NAME	
		R2-EE-NAME2		EID.FIRST_NAME	
		R2-EE-NAME3		EID.MIDDLE_NAME	
	Employee's Address	Derived from the IDFDV form, as below			
		Seq	**Field Identifier**	**Description**	**Field Variable**
		2100	R2-EE-ADDR2	Employee Address Line 1	MAIL
		2110	R2-EE-ADDR2	Employee Address Line 2	Blank
		2120	R2-EE-ADDR3	Employee City	Blank
		2130	R2-EE-ADDR4	Employee Province	Blank or constant NAME
		2140	R2-EE-ADDR5	Employee Country	Blank or constant NAME
		2150	R2-EE-POSTAL	Employee Postal Code	Blank
		2160	R2-EE-MAG-PROV	Employee Prov for Mag File	Blank
		2170	R2-EE-MAG-CNTRY	Employee Country for Mag File	Blank

Box	Title	Description
		The Reference Text field will guide the user to set up each Address Identifier.
		If the mailing address for the employee is not defined on IEPI, the primary address on IEPI will be used.
		If there was an Address set up prior to 2006, and the word MAIL is defined, then the mailing address will be used, otherwise the primary address will be used.
		If the Country Code is not Canada or USA, then the R2-EE-MAG-PROV Identifier should be set to ZZ – Other.

All Box Information is derived from the IDFDV form, as below

Table 15: RL-2 Slip Box Descriptions Cont.

Box	Title	Field Identifier	Field Variable	Suggested Variable
A	Payments from Pension Plan	R2-BOX-A	Element	R2-BOX-A
B	Payments from RRSP, RRIF, DPSP, PRPP, VRSP	R2-BOX-B	Element	R2-BOX-B
C	Other Payments	R2-BOX-C	Element	R2-BOX-C
D	Refund of RRSP Premiums	R2-BOX-D	Element	R2-BOX-D
E	Death Benefit	R2-BOX-E	Element	R2-BOX-E
F	Refund of unused RRSP Contributions	R2-BOX-F	Element	R2-BOX-F
G	Taxable Amount of Revocated Pension Plan	R2-BOX-G	Element	R2-BOX-G
H	Other Income (RRSP, RRIF)	R2-BOX-H	Element	R2-BOX-H
I	Deduction Amount (RRSP, RRIF)	R2-BOX-I	Element	R2-BOX-I
J	Quebec Income Tax Withheld	R2-BOX-J	Element	R2-BOX-J
K	Death Income	R2-BOX-K	Element	R2-BOX-K
L	Withdrawal under LLP	R2-BOX-L	Element	R2-BOX-L
M	Tax Paid Amounts	R2-BOX-M	Element	R2-BOX-M

N	SIN of Contributor's Spouse	R2-BOX-N	Element	SIN SPOUSE
O	Withdrawal under HBP	R2-BOX-O	Element	R2-BOX-O

Centre of RL Slip Slip Footnote Information	Derived from the IDFDV form, as below	
	Field Identifier	**Suggested Variable**
	R2-NOTE-01	R2-NOTE-20
	R2-ALPHA-01	R2-ALPHA-10

Up to 2 lines of messages can be printed on each RL-2 Slip

If there are more than 2 lines to be reported, the extra information is printed on additional RL-2 Slips until all footnotes are printed.

RL-1/RL-2 Magnetic Media - Government XML File

RL-1/RL-2 Govt XML File Layout-IDIF

The government file layouts are provided by the government on their web site each year. High Line uses the IDIF form to define the government file as specified, in an xml file format. The IDIF layout is provided by High Line with the year end software (SEED_IDIF_HL$CAN_R1/R2_2021.sql. Users do not need to modify this form.

Users must run the RPYEC and the RPGRC processes to generate the Magnetic Media file in the government XML file format. Please refer to the *Government Reporting Procedures, Sequence* section in this manual that describes how the processes should be run.

IMPORTANT: The government requires users to validate the government XML file according to the downloaded government xml schema using a validation parser prior to sending the file to the government.

Validating the Govt XML File

A validating parser, from any third party tool, will perform the following checks on the government XML file generated by RPGRC:

1. Verify the government XML file is properly created according to the XML syntax rules, such as the file is well formed, no missing xml tags, etc.
2. Verify the government XML file conforms to the schema downloaded from the government web site.

Validating parser software is NOT provided by High Line. Organizations can use any third party validating parser tool.

High Line uses the XML SPY Home edition tool to validate the Releve1 xml files.

Sample RL-1 Govt XML File

```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<Transmission VersionSchema="2019.1" xmlns="http://www.mrq.gouv.qc.ca/T5">
<P>
<Annee>2019</Annee>
<TypeEnvoi>1</TypeEnvoi>
<Preparateur>
<No>NP088880</No>
<Type>1</Type>
<Nom1>Canadian City</Nom1>
<Adresse>
<Ligne1>123 Street</Ligne1>
<Ville>Quebec</Ville>
<Province>Quebec</Province>
<CodePostal>L4RM3B</CodePostal>
</Adresse>
</Preparateur>
<Informatique>
<Nom>Filipina Tolentino</Nom>
<IndRegional>905</IndRegional>
<Tel>940-8777</Tel>
<PosteTel>2261</PosteTel>
<Langue>A</Langue>
</Informatique>
<Comptabilite>
<Nom>Canadian City</Nom>
<IndRegional>905</IndRegional>
<Tel>940-8777</Tel>
<PosteTel>2261</PosteTel>
<Langue>A</Langue>
</Comptabilite>
<NoCertification>RQ-19-99-999</NoCertification>
<IdPartenaireReleves>00000000000000ED</IdPartenaireReleves>
<IdProduitReleves>000000000000115A</IdProduitReleves>
<NoCasEssai>RAD_2019_01_001</NoCasEssai>
</P>
<Groupe01>
<R>
<Annee>2019</Annee>
<NoReleve>719970451</NoReleve>
<Identification>
<Employe>
<NAS>999999998</NAS>
<No>BW (12 DY HOLD)</No>
<NomFamille>RELEVE1</NomFamille>
<Prenom>PERSON-01</Prenom>
</Employe>
</Identification>
<Adresse>
<Ligne1>89 GREEN GROVE LANE</Ligne1>
<Ville>RAWLING</Ville>
<Province>NC</Province>
<CodePostal>00930</CodePostal>
</Adresse>
<Montants>
<A_RevenuEmploi>1339.08</A_RevenuEmploi>
<B_CotisationRRQ>63.33</B_CotisationRRQ>
<C_CotisationAssEmploi>64.80</C_CotisationAssEmploi>
<D_CotisationRPA>100.50</D_CotisationRPA>
<E_ImpotQue>64.80</E_ImpotQue>
<G_SalaireAdmisRRQ>1339.08</G_SalaireAdmisRRQ>
<H_CotisationRQAP>1275.75</H_CotisationRQAP>
<I_SalaireAdmisRQAP>2.55</I_SalaireAdmisRQAP>
<J_RegimeAssMaladie>63.33</J_RegimeAssMaladie>
<K_Voyage>1275.75</K_Voyage>
<L_AutreAvantage>1275.75</L_AutreAvantage>
```

Figure 6: Sample RL-1 Govt XML File

Sample RL-2 Govt XML File

```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<Transmission VersionSchema="2019.1" xmlns="http://www.mrq.gouv.qc.ca/T5">
<P>
 <Annee>2019</Annee>
 <TypeEnvoi>1</TypeEnvoi>
<Preparateur>
 <No>NP088880</No>
 <Type>1</Type>
 <Nom1>Canadian City</Nom1>
<Adresse>
 <Ligne1>123 Address1</Ligne1>
 <Ville>Quebec</Ville>
 <Province>Quebec</Province>
 <CodePostal>L4R3TB</CodePostal>
 </Adresse>
 </Preparateur>
 <NoCertification>RQ-19-99-999</NoCertification>
 <NomLogiciel>NAMEL</NomLogiciel>
 <VersionLogiciel>VERSL</VersionLogiciel>
 <IdPartenaireReleves>00000000000000ED</IdPartenaireReleves>
 <IdProduitReleves>000000000000115A</IdProduitReleves>
 <NoCasEssai>RAD_2019_02_001</NoCasEssai>
 </P>
<Groupe02>
<R>
 <Annee>2019</Annee>
 <NoReleve>200000452</NoReleve>
<Beneficiaire>
 <NAS>999999998</NAS>
 <No>BW (12 DY HOLD)</No>
 <NomFamille>RELEVE2</NomFamille>
 <Prenom>TEST-01</Prenom>
<Adresse>
 <Ligne1>101 STREET</Ligne1>
 <Ville>QUEBEC</Ville>
 <Province>QC</Province>
 </Adresse>
 </Beneficiaire>
<Montants>
 <A_PrestRPA>1200.00</A_PrestRPA>
 <B_PrestationsOuRentes>59.96</B_PrestationsOuRentes>
 <D_RembPrimeConjoint>59.96</D_RembPrimeConjoint>
 <E_PrestDeces>1215.00</E_PrestDeces>
 <F_RembCotisInutilise>59.96</F_RembCotisInutilise>
 <G_RevocationREER_FERR>59.96</G_RevocationREER_FERR>
 <H_AutreRevenu>1215.00</H_AutreRevenu>
 <I_DroitDeduction>59.96</I_DroitDeduction>
 <J_ImpotQueRetenuSource>59.96</J_ImpotQueRetenuSource>
 <L_RetraitREEP>1215.00</L_RetraitREEP>
 <M_LibereImpot>59.96</M_LibereImpot>
 <O_RetraitRAP>59.96</O_RetraitRAP>
 </Montants>
 </R>
<R>
 <Annee>2019</Annee>
 <NoReleve>200000463</NoReleve>
<Beneficiaire>
 <NAS>999999998</NAS>
 <No>BW (12 DY HOLD)</No>
 <NomFamille>RELEVE2</NomFamille>
 <Prenom>TEST-02</Prenom>
<Adresse>
 <Ligne1>102</Ligne1>
 <Ville>QUEBEC</Ville>
 <Province>QC</Province>
```

Figure 7: Sample RL-2 Govt XML File

Changes? Questions?

Any questions, comments or suggestions for High Line can be sent to our training documentation team at education@Highlinecorp.com.