



Canadian 2021 Year End Training

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Overview

The purpose of this Instructor Guide is to assist and give guidance in the Canadian Year End training for users responsible for the production of T4, T4As, Releve1 and Releve2 forms as well as those users responsible for the maintenance of Personality.

Users should have a thorough understanding of the T4, T4A, Releve1 and Releve2 reporting requirements for their jurisdiction(s) and have completed the Personality Implementation Training.

High Line provides Year End Training for two main purposes:

- 1) To assist clients with the preparation for the upcoming year end
- 2) To aid in the production of T4, T4A, Releve1 and Releve2 Forms and 1094C Files

Year End Cycle Overview

Preparation for the New Year includes the review and possible changes to your current calendars:

- Business
- Work
- Holiday
- Pay Periods

There are also several forms that need to be reviewed and possibly changed:

- Groups
- Work Rules
- UserCalcs
- User Variables
- Government Registration
- Benefit Plans
- Processing Frequencies
- Pay Categories

After the last pay of the year has been closed, users run the year-to-date register to be used for verification of the To-Date values and comparison to the T4, T4A, Releve1 and Releve2 reporting.

There is required setup for T4, T4As, Releve1 and Releve2 before the forms and reports can be produced. Users must confirm the setup of groups, provinces and tax jurisdictions as they apply to your organization.

The government registration of the required government reporting levels and any applicable user fields must be confirmed.

After the T4/T4A, Releve1/2s set up has been completed, the Summary Report is run for comparison to the Year-To-Date Register. When everything is balanced, the T4/RL forms can be printed and the summary report can be re-run to produce the required media file.

2021-2022 Year End Changes

New for 2021

The High Line RPT4W, RPT4AW, RPRL1W AND RPRL2W programs generate the form boxes for 2021, as well as the instructions on the reverse side. UPPHT Process is no longer needed as the codes 57, 58, 59 and 60 are no longer used for T4 reporting.

T4 Form

The T4 forms (21) have no changes in alignment from last year's form.

For 2021 reporting, T4 (21) Form Layout is used.

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4/t4-21b.pdf>

Employers' Guide – Filing the T4 Slip and Summary

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4120/employers-guide-filing-t4-slip-summary.html>

What's new?

Security (stock) options - Changes effective July 1, 2021

Effective July 1, 2021, there are changes to the rules for stock option deductions for certain employers. This may affect the calculation of code 39 on the T4 slip. For more information, see [Security options](#).

Mandatory Electronic filing of T4 returns

Budget 2021 announces that the threshold for mandatory electronic filing of income tax information returns for a calendar year would be lowered from 50 to 5 information returns.

The legislation for this measure was not finalized when the guides and forms were published. For the latest information about the penalty for not filing information returns over the Internet, go to [Penalty for failure to file information returns over the Internet](#). You can also subscribe to our email distribution list about the electronic filing of information returns at [Canada Revenue Agency electronic mailing lists](#).

Fixing contribution errors in Defined Contribution Pension Plans

Under announced changes, you would be able to fix contribution errors in prior years without amending previously filed T4 slips.

As the legislation for this measure was not finalized at the time the guides and forms were printed, the CRA will publish electronically, if necessary, the revised guides and forms once the applicable legislation has been finalized.

T4 Government XML File

There are no changes for the 2021 T4 Government XML File layout.

Please download CRA 2021 XML Schema from:

<https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-file.html>

Step 2: Download the CRA schema

The XML schema defines the building blocks of an .xml file. The schemas are in .xsd format.

Schema for filing information returns

To file information returns in 2021, download the [xm1schm1-21-4.zip](#) file.
(version 1-21-4, last updated January 21, 2021)

To file information returns in 2022, download the [xm1schm1-22-2.zip](#) file.
(version 1-22-2, last updated November 5, 2021)

After you save the .zip file on your computer, use an extracting software (for example WinZip) to extract the .xsd files.
You have to extract and save **all files** to one location on your hard drive.

IDFDV Form

IDFD and IDFDV new form definition HL\$CAN-T4-2021.

T4A Form

The latest T4A forms (21) have no changes in alignment from last year's form.

For 2021 reporting, the T4A (21) Form Layout is used.

<https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4a/t4a-21e.pdf>

Employers' Guide – Filing the T4A Slip and Summary

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4157/deducting-income-tax-on-pension-other-income-filing-t4a-slip-summary.html>

What's new?

Code 037 – Advanced life deferred annuity purchase

An ALDA is a new type of annuity where the annuitant can defer commencing annuity payments up until the end of the year they turn 85 years of age. For more information, see [Code 037 – Advanced life deferred annuity purchase](#).

Code 200 – Provincial/Territorial COVID-19 financial assistance payments

For 2021 and later tax years, certain amounts that a provincial or territorial government paid as financial assistance to support individuals affected by COVID-19 must be reported on a T4A slip. For more information, see [Code 200 – Provincial/Territorial COVID-19 financial assistance payments](#).

Code 201 – Repayment of COVID-19 financial assistance

For 2021, the CRA has introduced a repayment code 201 on the T4A slip to report federal, provincial and territorial COVID-19 financial assistance payments that were repaid in 2021 in respect of an overpayment of federal, provincial or territorial COVID-19 financial assistance payments received in 2020. For more information, see [Code 201 – Repayment of COVID-19 financial assistance](#).

Code 205 – One-time payment for older seniors

For 2021 and later tax years, the CRA has introduced a new income code 205 to report the \$500 supplementary OAS payment made to individuals who will be 75 years of age or older on June 2020 and this amount must be reported on the T4A slip. For more information, see [Code 205 – One-time payment for older seniors](#).

Code 210 – Postdoctoral Fellowship Income

For 2021 and later tax years, the CRA has introduced a new code 210 to report Postdoctoral Fellowship Income, in addition to its regular reporting at box 105 due to proposed legislation

provided in Budget 2021. For more information, see [Code 210 – Postdoctoral Fellowship Income](#).

Filer of Information Returns

Budget 2021 announced that the threshold for mandatory electronic filing of income tax information returns for a calendar year would be lowered from 50 to 5 returns.

The legislation for this measure was not finalized when the guides and forms were published. For the latest information about the penalty for not filing information returns over the Internet, go to our web page at [Penalty for failure to file information returns over the Internet](#). You can also subscribe to our email distribution list about the electronic filing of information returns at [Canada Revenue Agency electronic mailing lists](#).

Budget 2021 announced to amend the Income Tax Regulations to allow issuers of T4A (Statement of Pension, Retirement, Annuity and Other Income) information returns to provide them to the taxpayer electronically without having to also issue a paper copy and without the taxpayer having to authorize the issuer to do so.

Variable payment life annuity payments from PRPPs and money purchase RPPs

Money purchase registered pension plans and pooled registered pension plans are permitted to provide a variable payment life annuity to members directly from the plan. These annuity payments have to start by the later of these two dates: the end of the year in which the member turns 71 years of age and the end of the calendar year in which they acquire the annuity. For more information, see [Code 133 – Variable pension benefits](#).

T4A Government XML File

There are no changes for the 2021 T4A Government XML File layout

Please download CRA 2021 XML Schema from:

<https://www.canada.ca/en/revenue-agency/services/e-services/filing-information-returns-electronically-t4-t5-other-types-returns-overview/filing-information-returns-electronically-t4-t5-other-types-returns-file.html#stp2>

IDIF Form

The IDIF form is configured for the 2021 xml schema format

IDFDV Form

IDFD and IDFDV new form definition HL\$CAN-T4A-2021.

Releve 1 and Releve 2 Form

The latest Releve 1 & 2 forms (2021-10) have no changes in alignment from last year's form. Revenue Quebec offers both letter and legal size formats for the Releve 1 and Releve 2 Forms: High Line supports the **8 ½ x 11 form ONLY**. This form prints 1 - Releve 1/2 form on a page. To view the requirements for the current year reporting, click on the following links:

Releve 1

Guide to Filing the RL-1 Slip

<https://www.revenuquebec.ca/documents/en/formulaires/rl/RL-1.G-V%282021-10%29.pdf>

<https://www.revenuquebec.ca/documents/en/formulaires/rl/RL-1-T%282021-10%29.pdf>

Releve 2

Guide to Filing the RL-1 Slip

<https://www.revenuquebec.ca/documents/en/formulaires/rl/RL-2.G-V%282021-10%29.pdf>

<https://www.revenuquebec.ca/documents/en/formulaires/rl/RL-2-T%282021-10%29.pdf>

Releve 1 and Releve 2 Government XML File

If you file more than 50 RL slips of the same type, you must submit the RL slips electronically online as an XML file.

If you file fewer than 50 RL slips of the same type, you can submit them either electronically online (xml file) or mail the paper forms.

IDIF Form

The IDIF form is configured for the 2021 xml schema format.

IDFDV Form

IDFD and IDFDV new form definition HL\$CAN-R1-2021 and HL\$CAN-R2-2021.

Government Reporting - Sequence

The following steps outline the procedure to generate and produce the T4, T4A, RL-1 and RL-2 forms and the Magnetic Media file:

RPREGT

- Produce the YTD Register
- For the *Provide Totals By* parameter, select *Fed Regist Number*

IDFD

- Set up the Form Code and the Government File Definitions
- Defines the default values for users to enter on IDFDV
- Information on this form is provided by High Line with the Year End software

IDFDV

- Set up the Form and File Definitions with your user information

RDFD

- Print the Form and File Definition from the IDFD and IDFDV forms

IDIF

- High Line supplied government Magnetic Media file layout
- The information on this form is provided by High Line using a script. Users only need to execute the script to load the most current information

RDIF

- Print the government Magnetic Media file layout from the IDIF form

RPYEC

- Extracts information from the YTD information according to the Form Code on IDFDV
- Creates the records for IPGH and IPGR to generate the T4, Releve 1&2 Forms
- Generates the GVT Run #
- Stores results by GVT Run Number for each employee in the Government Reporting tables
- Produces the Summary Total Report, by government registration or by employee detail
- When RPYEC is run, the *Process Remittance* field should be set to Yes.
- Users must verify the Summary Total balances to the YTD Register report
- Check the exception messages from the Summary Report and correct any exceptions

IPGR

- View data by GVT Run Number after the RPYEC process is run

IPGH

- View data by GVT Header after the RPYEC process is run for an employee
- Users can change the Print Stage to request a *Duplicate* or *Amended Copy*

RPGRC

- Reads the Government Reporting table information generated by the RPYEC process
- Produces the Summary Total report by government registration, or by detail employee, for the defined Form Code on IDFDV
- Produces the government Magnetic Media File to be submitted to the government
- Users must verify the Summary Total balances to the RPYEC/RPREGT reports
- Check the exception messages from the Summary Report and correct any exceptions

Form Print

- RPT4W, RPT4AW, RPRL1W etc. to print government forms for the employee
- Reads the data from the RPYEC GVT run number to print on the Government forms
- Prints the Employee or Employer Copy on the Government forms
- Generates grand totals for the RMEX report for the forms printed by form print program

RMEX

- Reads the Execution Run Log from Form Print programs RPT4W, RPT4AW, RPRL1W, etc.
- Prints grand totals for the forms printed

UPGRUNDO

- Users can undo by GVT Run number by employee
- To undo an erroneous GVT Run due to set up issues or to remove archived GVT information

Preparing for the New Year

Personality does not require a special Year End process or update. New *To-Date* records are automatically created as soon as any information related to a new period is created.

The information stored in the *To-Date* table (IPVT – View To Dates) is dependent on the:

- Pay Issue Date
- Types of *To-Dates* defined on the Define Payrolls (IPPR) form
- G/L calendar set up on the Define Business Calendars (IDCL) form

Example: After the Pay Close (UPCLOZ) process for a pay issued on December 31st, all pay components are stored in the *To-Date* table as follows:

Period	Period	Type	Range
2021	Year-To-Date YTD	Year	January to December
2021-04	Quarter-To-Date QTD	4 th Quarter	October to December
2021-12	Month-To-Date MTD	12 th Month	December
2021-06	Fiscal-To-Date FTD	6 th Fiscal Period	December 1- December 31 (User Defined)

Example: After the Pay Close (UPCLOZ) process for a pay issued on January 6th of the new year, all pay components are stored in the *To-Date* table as follows:

Period	Period	Type	Range
2022	Year-To-Date YTD	Year	January to December
2022-01	Quarter-To-Date QTD	1 st Quarter	January to March
2022-01	Month-To-Date MTD	1 st Month	January
2022-07	Fiscal-To-Date FTD	7 th Fiscal Period	January 1- January 31 (User Defined)

Calendars and Forms

It is necessary to review the current set up to ensure that it complies with the requirements of the New Year before the first pay is issued in the New Year. There are several calendars and forms that must be reviewed prior to running the year-end procedures.

Calendars

Calendar	Description
Business Calendars	Used by several applications within Personality: Benefits, G/L, FLSA, etc.
Work Calendars	Can be used to define shift/work patterns for work rules when they do not conform to the standard Monday to Friday cycle.
Holiday Calendars	Can be used with work rules to ensure that statutory or legal holidays are paid separately from <i>regular</i> time.
Pay Periods	Governs the start, end and issue dates of a pay, as well as defines the pay of the month for comparison with processing frequencies.

Business Calendars

Enter the calendar periods for the upcoming year for all company calendars.

All defined business calendars should be updated on the Define Business Calendars (IDCL) form to include the upcoming year.

Create an entire year at a time. Working with partial year calendars in a live environment is not recommended.

Users can create calendars one year ahead. This allows some ‘breathing room’ at the end of the following year.

Example: At the end of 2021 create calendars for 2022 and 2023 (if not already done).

If calendar periods exist for the upcoming year, users should review the validity of the dates defined. Calendars that may exist:

- Fiscal
- Monthly
- Monthly (Benefits)
- Quarterly
- FLSA, etc.

IMPORTANT: The “DAILY” calendar must not be adjusted. This calendar is created and maintained by the UPTG process.

Work Calendars

Update work calendars/schedules if NOT already a repeating pattern.

All defined work calendars should be updated on the Define Work Calendar (IDWC) form for the New Year.

Work calendars control which days and time codes (linked to pay components) time will be generated for, if using the UPTG Pay Generation process.

Work calendars should *not* normally have to be updated. Once a schedule pattern has been established, the process will extrapolate that information into the future without maintenance. Users need only edit this form if they do not have a pattern that is repeated.

This form should be reviewed for ongoing shift pattern accuracy.

Holiday Calendars

Update the holiday calendars with holidays for the upcoming year.

All defined holiday calendars should be updated on the Define Holiday Calendars (IDHC) form for the upcoming year.

Holiday calendars are used by the UPTG Pay Generation process to create special time codes when holidays fall in a pay period.

These holiday time codes can credit or debit a leave accrual, or can be *regular* time worked.

Users should verify any holidays that were previously entered.

Pay Periods

Add new pay periods for the upcoming year.

All defined pay calendars should be updated on the Define Pay Calendars (IPCL) form for the entire upcoming year.

Payroll periods control the default check issue date, pay start and end dates, pay of month and pay of year. The Pay of Month is used in frequency checks to see if an employee’s timesheet matches the criteria as defined on the frequency.

IMPORTANT: It is important to ensure that the last period defined for any year has the correct Pay of Year entry.

If a user is entering pay periods for a semi-monthly cycle and is unable to complete all 24 periods, the last period entered must be marked as *Pay of Year – 24*. This value is used to annualize taxable earnings where the *annualized* methods are selected.

If a pay issue dates falls on a legal holiday, the actual date that the pays are distributed may need to be adjusted.

It is recommended that users create two full years of entries into the future, to give some 'breathing room' for the next year's process.

Please review existing payroll periods for accuracy.

Forms

The *Weeks per Year* field on the Group and Work Rule forms must be verified.

Any hard-coded rates or dates within UserCalcs must be corrected.

Date-sensitive rate changes may need to be made to the User Variables, Government Registrations and Benefit Plans.

The *Times per Year* field on the Processing Frequencies (IPPF) form may need to be updated.

If it is possible that users may have to run an adjustment pay to correct *Year To Date* Pay Component amounts, the Adjustment Category must be created.

Groups

Check the *Weeks Per Year* field, it may require editing.

The Define Groups (IDGR) form is used to define the working conditions for a set of employees, and is used to control Attendance and Benefit module schedules.

The *Weeks Per Year* field is used for the conversion of wage rates. Consequently, users must analyze if this value should be changed (it may be that all salaries are annualized assuming 52 weeks per year).

Work Rules

Check the *Weeks Per Year* field, it may require editing.

The Define Work Rules (IDWR) form controls how the UPTG (Pay Generation) process creates time worked and earnings for employees on set schedules.

The *Weeks Per Year* field is used for the conversion of wage rates. Consequently, users must analyze if this value should be changed (it may be that all salaries are annualized assuming 52 weeks per year).

UserCalcs

Check UserCalcs for hard-coded rates and dates that are date sensitive.

The UserCalcs created on the Define UserCalcs (IMUC) form are not normally created with hard-coded amounts or dates that may change in the future (date sensitive), but they need to be reviewed to ensure that if there are any hard-coded amounts, they are updated as needed.

An example is a UserCalc that references *Employer Amount*. The value of Employer Maximum Contribution Amount might be \$50.00. If users include statements such as:

Line	CMD	OT	Operand 1	OPER	OT	OPERAND2	OT	OPERAND3
0030	LET	V	ER Amt	EQ	N	50		

Operand 3 must be updated to an appropriate amount (if date sensitive). UserCalcs should not use hard-coded amounts. Instead, users should employ user variables to change the previous statement to:

Line	CMD	OT	Operand 1	OPER	OT	OPERAND2	OT	OPERAND3
0030	LET	V	ER Amt	EQ	\$C	ER Max Amt		

Similarly, users should check for hard-coded dates that may need a similar edit. See the User Variables section for further maintenance details.

User Variables

Update date-sensitive dates and rates for the upcoming year.

The values on the Maintain User Variables (IMVR) form are used by:

- Pay Component details, such as in the calculation of overtime earnings and premiums
- UserCalcs

Check all user variables, particularly dates that require an updated year value.

To change the value of a user variable:

1. Type on the existing *Value*
2. Click Save
3. Enter the new effective date
4. Click OK

Government Registration

Check all rates, particularly those that are only valid one year at a time, and must be renewed. Update any overridden government rates that will change in the New Year.

The Maintain Government Registrations (IDGV) form is used to:

- Record Employer Identification Numbers (EINs)
 - If there is only one Federal Registration, it must be setup under the *Cdn Fed Regist 1* Registration Type.
 - If there are multiple Federal Registrations, then they must be setup under *Cdn Fed Regist 1, Cdn Fed Regist 2*, etc. Registration Types, up to *Cdn Fed Regist 9*
- The Federal Registration number(s) is then used on the IDGR form, *Work Rules* tab, to define which group belongs to each Registration number.

Overriding Rates

- If organizations have multiple government registrations that have different rates, users should override the RATE on the IDGV form.
- UPCALC will always read IDGV first to see if there are any overrides. If there are, UPCALC will use them.

IDGV – Rate Override example

Benefit Plans

Update benefit plan coverage rates that will change in the upcoming year, if required.

Rates on the Maintain Plan/Coverage Definitions (IBPN) form are commonly updated in the New Year. These rates should be entered with an effective date change on the *Rates* tab.

To change the value of a Benefit Rate:

1. Click over the existing *Value* (in the *Rates* tab), or on a specific component in the *Components* tab.
2. Click Save
3. Enter the new effective date
4. Click OK

Processing Frequencies

Edit the *Times Per Year (Benefits)* field on existing payroll frequency records, if required.

The information on the Define Processing Frequency (IPPF) form is used to control the timing of:

- Attendance (Leave Policy Entitlement) (IALP)
- Benefits deductions and contributions (IBEN/IBPN)
- Premiums (certain types) (ISPM)
- Sundry transactions (IPSN)
- UserCalcs (IMUC)

The *Times Per Year (Benefits)* field is used by the Benefits program only to calculate the correct period deduction. Rates in benefits are usually held as monthly amounts, which are annualized using the *# of Months Per Year* value on the Define Group (IDGR) form, and then divided into *Per Pay* amounts using the value from the Define Processing Frequency (IPPF) form.

Example: Period Amount = Benefit Monthly Amount x IDGR # of Months per Year / IPPF Times Per Year (Benefits)

Pay Categories

Ensure that there is an Adjustment category set up.

Categories are maintained on the Define CDN Pay Categories (IPPGC) form. It may or may not be necessary to adjust the To-Date amounts for some of your employees. Organizations must have an adjustment-type payroll category in order to create adjustment timesheets.

Adjustments may be necessary to update taxable earnings or to correct misallocated earnings.

Regular timesheets are used to create hours and earnings, invoke the tax routine and produce a check. *Adjustment* timesheets do not invoke taxes and do not create a check.

Adjustment timesheets are used to adjust payroll history without creating a check. Consequently, adjustments should not affect either the gross or net pay. If the gross and/or net pay are adjusted, a check should be produced, or arrears created.

Preparing for Year End Reporting

Year End Balancing

Following UPCLOZ of the final pay of the year (last *pay issue* date in the year), users have to close the payroll year and prepare for T4's. This requires the following processes to be completed:

1. Produce Pay Totals Register (RPREGT) with the Year-To-Date option
2. Adjustments to Year-To-Date amounts, if required
3. T4 Summary Report (RPYEC) to balance to the register before running the T4's

Produce Pay Totals Register (Year-to-Date)

Run the To Date Register (RPREGT) to create the summary register of YTD totals for employees.

Users can choose to run RPREGT for a group, unit, department, etc., or for a list of employees using the *People List Code* parameter.

Create an element on the IPPE form with only the pay components that will be reported on the T4 form. This will greatly reduce the size of the Year-to-Date Register.

If an employee worked in two different jurisdictions, there will be one register for each jurisdiction. Consequently, the employee will receive a separate T4 form for each province.

RPREGT Report Parameters

Field	Description
Todate Type	Users can select a specific type such as Assignment, Fiscal, Monthly, Quarter or Year to Date
Entity	Defines the entity to report on
Starting and Ending Date	<p>Defines the start and end dates for the periods to be reported.</p> <p>If the Todate Type is <i>Year to Date</i>: Define the years requested in the <i>Starting Date</i> and <i>Ending Date</i> fields. If one year is chosen, use the same year in both fields.</p> <p>If the Todate Type is <i>Month, Quarter or Fiscal</i>: Define the <i>Starting Date</i> and <i>Ending Date</i> fields for the reporting periods.</p> <p>If the Todate Type is <i>Assignment to Date</i>: Enter the Beginning of Time (01-Jan-0001) in the <i>Starting Date</i> field and the End of Time (31-Dec-3999) in the <i>Ending Date</i> field.</p> <p>This allows the report to use the <i>As Of</i> dates to control which dates are reported.</p>

Sort People By	This field sorts employees by either Person code or Last Name/First Name. The default is Last Name, First Name.
Other Section Heading	Users can define a heading to print on the report under which all PCs that are not in the <i>Register Sort Element</i> will show.
Register Sort Element	Users can create and use an element to control the sort and printing of the pay components needed to balance.
Provide Totals By	What totals should the report print?
Print Employee Totals	Should the report print a total of all To-Date records for the Todate Type defined?
Print Period Totals	Should the report print the Entity totals of the To-Date records for the Todate Type defined?
Print Period Details	Should the report print the details of each To-Date record for the Todate Type defined?
Print Entity Totals	Should the report print the Entity totals of the To-Date record for the Todate Type defined?
Print Zeroes	When this toggle is set to ON, any pay components with zero amounts will be reported.
Show Color (*) Oracle Reports only	When this toggle is set to ON, the report will print with a colored background, to highlight information. NOTE: This is only available for Oracle reports.
User Comment	Users can enter text to print on the header of the report

RPREGT Report List Filters

Field	Description
People List Code	Users can select a predefined People List to run the register for
Person Code	Individual or multiple Person Codes can be selected
Location	Defines the location to run the report for
Authorization	Defines the authorization to run the report for
Department	Defines the department(s) to run the report for

Org Level Type	Defines the Org Level Type(s) to run the report for
Org Level	Defines the Org Level(s) to run the report for
Federal Regist Set	Defines the Federal Registration Set, defined on the Employee Group, to run the report for
Federal Regist Number	Defines the Federal Registration Number to run the report for
Unit	Defines the Unit to run the report for
Payroll	Defines the payroll to run the report for
Employment Status	Defines the employment status to run the report for
Todate Work State	Defines the Work Province to run the report for
Todate Home State	Defines the Home Province to run the report for
Todate Work GEO	Defines the Work GEO to run the report for
Todate Home GEO	Defines the Home GEO to run the report for
Todate School District	Defines the school district to run the report for

Adjust Year-to-Date Amounts

Adjustments to the Year-to-date (YTD) record may be required due to:

- Taxable earnings not yet entered, or in need of editing
- Data conversion issues
- Taxation earnings errors due to incorrect master file information, such as an employee taxed in wrong jurisdiction for residence.

Adjustments can be created in any pay period, *however*, if users need to correct an error from a previous pay period, they must create 2 timesheets; one to remove the error transaction, and one to create the transaction in the proper period/jurisdiction.

Adjustments - Multiple Employees

The UPCPAY process can be used to create adjustment timesheets for a large group of employees (or all employees).

Adjustment timesheets can be created for any period.

1. Go to Generate Pay Headers (UPCPAY)
 - a. Select the employees the pay headers should be created for.
 - b. Enter the **appropriate** pay period to be adjusted.
 - c. Define the category as *Adjustment*

- d. Launch and run the report
2. Go to Pay Batches (IPBE)
 - a. Go to the Pay Header tab
 - i. Double-click on the employee to go to each pay header
 - ii. Enter all adjustment transactions in the *Pay Lines* tab for each employee.
 - iii. When done with one employee, close the pay header and select the next employee from the *Pay Header* tab
 - Only the transactions entered will be processed.
 1. No Sundries (IPSN) are processed.
 2. No taxation earnings or taxes will be calculated unless entered as pay lines here.
 3. No UserCalcs will be executed.
3. Process the timesheet through the normal payroll cycle.

Adjustments - Individual Employees

To create an adjustment pay for one or a few employees, add a timesheet on IPPH. Any batch can be used, but users can create a special batch to keep these timesheets separate from the *regular* pays.

It is not necessary to have all adjustments in the batch in the same period.

When UPCALC is run, it will process all timesheets up to and including the period chosen in the UPCALC *Pay Period* parameter.

1. Go to Maintain Employee Pays (IPPH)
 - a. Select an Employee in the *Find* box
 - b. Add a new pay header for the applicable employee.
 - c. Go to the *Batch* field and select a batch from the drop-down list (LOV).
 - d. If necessary, override the default Pay Period.
 - e. Make sure the *Category* field is defined as *Adjustment*. If not, change the Category to Adjustment.
 - f. Save the timesheet.
2. Enter all adjustment transactions in the *Pay Lines* tab.
Only the transactions entered will be processed.
 - a. No Sundries (IPSN) are processed.
 - b. No taxation earnings or taxes will be calculated unless entered as pay lines here.
 - c. No UserCalcs will be executed.
3. Process the timesheet through the normal payroll cycle.

Year End Reporting

Personality provides government Year End reporting that allows users to:

- Report on the employees' Year-To-Date information, according to the selection criteria
- Produce T4 Wage Statement(s)
- Generate the T4 Magnetic Media file to report to the government.

High Line provides the following detailed documentation on how to setup and report Federal information for your reference:

Now on Wiki, search “T4 Process”

IDDP - Department Form

Define User Fields on the IDDP Form

Define the T4 Destination UDF on the IDDP form.

Seq #	User Field	Prompt	Type	Domain Name	Format	Re...	Disab...	Logg...
10	T4 DESTINATION	T4 Destination	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IEID – Employee Identity Form

Define the User Fields on the IEID Form

Define the T4 Destination UDF on the IEID form.

User Field	Seq #	Prompt	Type	Domain Name	Format	Re...	Disab...	Logg...
W2 DESTINATION	100	W2 Destination	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UDF_BOOLEAN	100	Boolean UDF	Boolean			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEST	5	test	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T4 DESTINATION	2	T4 Destination	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IDGR - Groups

Determine if the T4 Employment Type needs to be changed at the group level.

The Define Group (IDGR) form has a *T4 Employment Code* field on the *Work Rules* Tab. All employees will be populated as *Regular* after the year end Software is installed.

Each group must be defined with one of the *T4 Employment Codes* below for T4 reporting purposes:

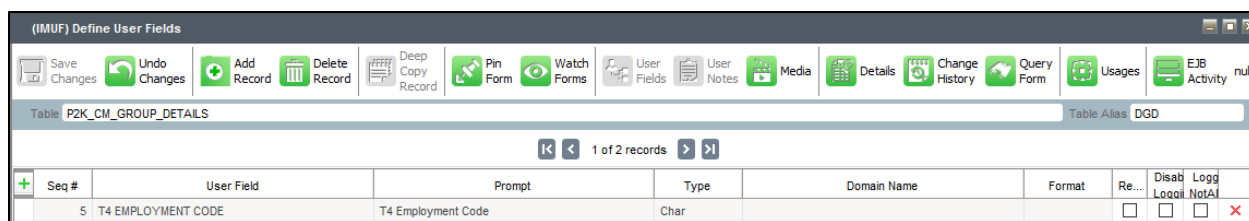
Type	Description
11	Placement Agency - Self Employed
12	Taxi Driver or Other Passenger-Carrying Vehicle
13	Barber or Hairdresser
14	Withdrawal from a Prescribed Salary Deferral Arrangement Plan
15	Seasonal Agriculture Workers Program
16	Detached employee – social security agreement

The *T4 Employment Code* for a group **MUST NOT BE CHANGED** even if there are multiple effective date records for a group.

- If the T4 Employment Code is changed for a group for a different effective date, then the T4 reporting will be incorrect because it cannot qualify the YTD information under the proper T4 Employment Code.
- An employee can work for multiple *Types of Employment* during a year.

Example:

An employee is a *Regular Employment* employee during the year, and also works for *Agriculture Employment* during the summer. In this scenario, the Agriculture Employment earnings require to be separate from the regular reporting of T4.



The Define Group (IDGR) form has a *T4 Employment Code* field on the *Work Rules* Tab. These Employment Codes must be defined on the IMUF form.

IMUF – User Fields

Define User Fields (UDF) for *Union Dues* to be used by Union

Users can set up the IMUF form manually or the RPYEC process will generate any UDFs if they do not already exist.

If Union Dues are to be reported on the T4, users **MUST** set up the *T4 Union Dues* field on the IMUF form, as below. The *T4 Union Dues* field is then entered on the IDUN form.

Seq #	User Field	Prompt	Type	Domain Name	Format	Re...	Disab...	Logg...
0	OUT OF CLASS %	Out of Class %	Number			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	ASRS DEPARTMENT	ASRS Department	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	PERS SIP PLAN ID	Pers SIP Plan ID	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	WAPERS_TYPE CODE	WAPERS_TYPE CODE	Number			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100	T4 UNION DUES	T4 Union Dues	Char			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Units

The **T4 Union Dues UDF** is defined for each **Union** to indicate if the **Union Dues** should be reported on the **T4** form.

If a Union is not issuing a Union Dues Receipt to the employees, the Union Dues should be reported on the T4 form. Set the T4 UNION DUES value to ‘Y’.

Unit: CAW

Table Name: P2K_CM_UNIT_DETAILS

User Fields for: DUN(DEN(CANADIAN CITY), CAW), 01-Jan-0001

User Field	Value
Out of Class %	
ASRS Department	
Pers SIP Plan ID	
WAPERS_TYPE CODE	
T4 Union Dues	Y

Government Registration

- Ensure that the EIN Number DOES NOT have hyphens, prefixes or suffixes.
- Variables tab - Enter extra T4 registrations, if required.

Users can find all of the Employer Registration numbers, as well as any variables needed to complete the T4 process on the IDGV form.

Once the variables have been defined on the IMUF form, users can select these variables on the IDGV form. When filling out the Define Form Definition Variables (IDFDV) form to generate the T4 information, the data can be accessed by selecting the *IDGV Variable* from the *Field Variable* column.

Federal Level

The *Federal Registration Numbers* must be defined on the Government Registration (IDGV) form for the Country in order for the Federal taxes to be reported.

- If an organization has one Federal registration number, it must be setup under the *Cdn Fed Regist 1* Registration Type.
- If an organization has multiple Federal Registration numbers, they must be setup under *Cdn Fed Regist 1, Cdn Fed Regist 2, etc.* Registration Types, up to *Cdn Fed Regist 9*.

Provincial Level

The *Province Registration Number* must be defined on the Government Registration (IDGV) form for a Province in order for the Provincial taxes to be reported.

When users are defining the *Province Registration Number*, they may need to set up the *Variables* tab.

Departments

Ensure that the *T4 Destination* field for distributing the T4 forms by Department has been setup.

NOTE: On the IDDP form, users must click on the *Detail* section of the form, and then click the UDF button to get to the UDF screen.

T4 Form Definition - IDFD

The Define Form Definitions (IDFD) form provides on-line help and updates to the definition of T4s. This form defines the default values for users to enter on the IDFDV form.

High Line provides seed data scripts to our clients with the Year End software release to load in the IDFD form code SEED_IDFD_HL\$CAN_T4_YYYY.sql. 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.

Allowed Sources

#	Type	Data populated from
01	Constant	User entered value
02	Database Item	Predefined data in P2K
03	Statistic	Defined on IDSC, retrieved from IEST
04	Pay Component	Defined on IPPC, retrieved from IPVT
05	Element	Defined on IPPE, retrieved from IPVT
06	IDGV Variable	Defined on IMUF, retrieved from IDGV

IDFD Store Option

The IDFD Form Code HL\$CAN_T4_YYYY provides the *Store Option* starting from Seq# 2000 in order for the RPYEC process to store the Employer Name/Addresses, the Employee Name/Addresses and the Amounts of the Seq# in the Government Remittance Tables.

IMPORTANT: Users must run the RPYEC process with the new IDFD HL\$CAN_T4_YYYY Form Code, or users can run a copy of this Form Code that has the *Store Option* set up to store the Addresses and the Amounts in the Government Remittance Tables.

IDFDV – Copy Last Year’s Definition to Current Year

After the HL\$CAN_T4_YYYY information has been loaded, users can copy the IDFDV Variable definition from last year to the current year using the *COPY* button on the IDFDV form as follows:

1. On the IDFDV form, select the new preloaded HL\$CAN-T4-2021
2. Press the ‘Copy Form Definition’ button and the Copying dialog box is displayed.
3. Enter the name for your user defined Form Code (i.e. XYZ\$CAN-T4-2021)
4. Set the **Copy Definition with Variables** toggle to **ON**.
5. Select last year’s Form Code that has the variables set up (i.e. XYZ\$CAN-T4-2020)
6. Press the ‘Copy Form Definition’ button and the Copying dialog box is displayed.
7. Enter the current year’s user defined Form Code (i.e. XYZ\$CAN-T4-2021)
8. Set the **Copy Definition with Variables** toggle to **ON**. This will copy the variables set up from last year’s Form Code to the current year’s Form Code.

Note: In 5.05 IDFDV Form Code field has been increased therefore an extended Form Code name with more than 16 characters can now be used (i.e. HL\$CAN-T4-2021_XYZ).

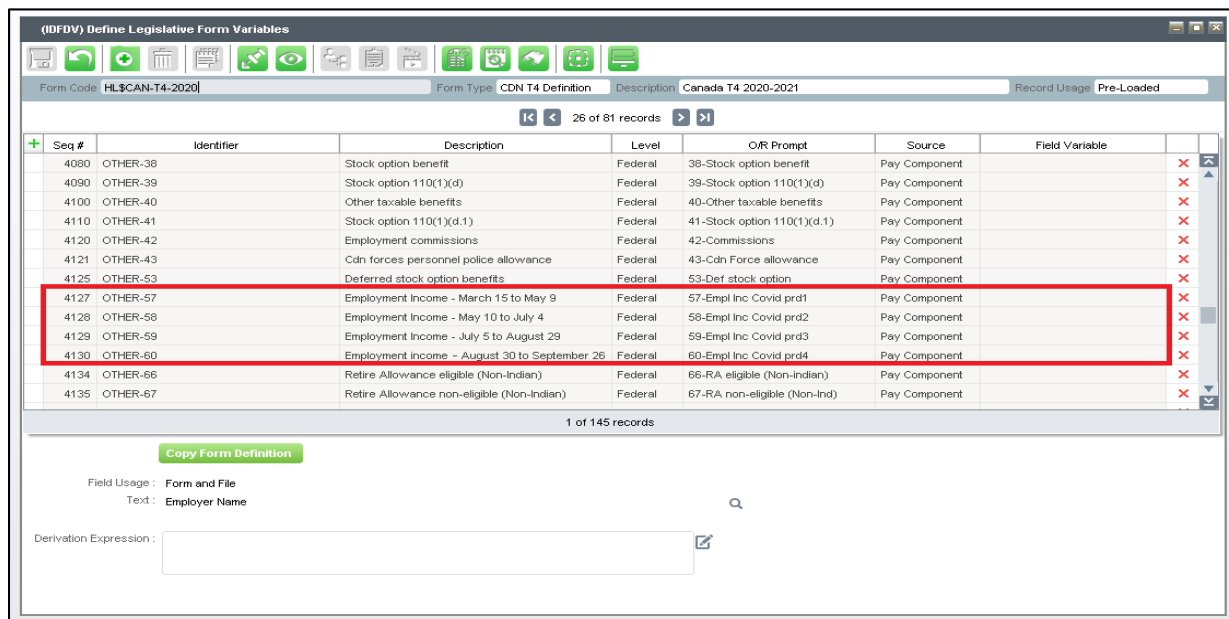
T4 Form Definition Variables

Use the IDFDV form to enter the variable data needed to complete the printing of T4’s. Users define where, in their organization’s particular set up, each required field of data will be retrieved from.

Example: Users can reference pay components, elements, database items, etc. For more information regarding the possible sources, refer the Field Descriptions table below.

Users should only work with the *Source* and *Field Variable* columns. The Derivation Expression field can be used by **advanced** users or under the guidance of a High Line consultant.

Since 2020 new Identifiers have been added to support Codes 57, 58, 59, 60



IDFDV Field Descriptions

Field	Description	
Identifier	This value defaults in from the IDFD form and shows the relevant box on the T4 form or stored on the file.	
Seq #	Defines the sequence number of the Identifier	
Description	This value defaults in from the IDFD form and displays the corresponding T4 Form Box description form or stored on the file.	
Level	Defaults from the IDFD form, displays the Level (Federal, State, Employer, etc.) that is being reported on for forms/media file.	
O/R Prompt	Displays the user-defined text (prompt) to print on the Summary Reports. These user-defined terms are not all used on the T4 forms but are all used on the summary reports .	
Source	Defines the source of the variable data to report on the T4 from. The <i>Source</i> defines the <i>Field Variables</i> that will be available.	
	Source	Field Variable
	Constant	Input a character string, such as the company name. Manual data entry
	Database Column	Choose from a list of Data Base fields available

	Statistic	Choose from a list of Statistics from IDSC
	Pay Component	Choose from a list of Pay Components from IPPC
	Element	Choose from a list of Elements from IPPE
	IDGV Variable	Choose from a list of User Defined fields defined for the Government Registration (IDGV) form
Field Variable	Defines the relevant value for the record from the LOV previously defined in the Source field.	
Field Usage	This value defaults in from the IDFD form and defines where this record will be used. Options are: Form only, File only or Form and File.	
Text	Defaults in from the IDFD form, help/explanation text for the field.	
Derivation Expression	Used to format the information so that it is presented as required. Example: Users can show all of the information in upper case. This is where a string formula would be defined.	

Descriptions and Suggestions

Users should read the following *prior* to setting up the IDFDV form:

- 'Employer's Guide – Filing T4 Slip and Summary 2021 (RC4120)
- Refer to Revenue Canada for a clearer and more in depth description of the appropriate method to complete your forms, at:
<https://www.canada.ca/content/dam/cra-arc/formspubs/pub/rc4120/rc4120-20e.pdf>

HL\$CAN-T4-2021 Form Code Identifiers

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-ER-NAME	Employer Name	Data Base Column	DED.ENTITY_NAME
T4-ER-NAME2	Employer Name – Line 2	Data Base Column	DED.ENTITY_NAME
T4-ER-CAREOF	Employer Name (care of)	Data Base Column	optional
T4-ER-ADDR1	Employer Address Line 1	Data Base Column	DLN.ADDRESS_LINE_1
T4-ER-ADDR2	Employer Address Line 2	Data Base Column	DLN.ADDRESS_LINE_2
T4-ER-ADDR3	Employer City	Data Base Column	DLN.LOCALITY
T4-ER-ADDR4	Employer Province	Data Base Column	DSP.STATE_PROVINCE_CODE
T4-ER-ADDR5	Employer Country	Data Base Column	DCO.COUNTRY_CODE
T4-ER-POSTAL	Employer Postal Code	Data Base Column	DLN.ZIP_POSTAL
T4-ER-MAG-PROV	Employer Prov for Mag File	Constant	Blank
T4-ER-MAG-CNTRY	Employer Country for Mag File	Constant	Blank
T4-ACCT-NAME	Accounting contact name	Constant	Enter your company data
T4-ACCT-TEL-AREA	Accounting contact tel area code	Constant	Enter your company data
T4-ACCT-TEL	Accounting contact telephone	Constant	Enter your company data
T4-ACCT-TEL-EXT	Accounting contact tel extn	Constant	Enter your company data

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-ACCT-LANG	Accounting contact Language		E
T4-REGIST-PEN1	Registered pension plan number 1	Constant	Enter your company data
T4-REGIST-PEN2	Registered pension plan number 2	Constant	Enter your company data
T4-REGIST-PEN3	Registered pension plan number 3	Constant	Enter your company data
T4-REGIST-PEN4	Registered pension plan number 4	Constant	Enter your company data
T4-REGIST-PEN5	Registered pension plan number 5	Constant	Enter your company data
T4-PROP1-SIN	Proprietor #1 SIN	Constant	Enter your company data
T4-PROP2-SIN	Proprietor #2 SIN	Constant	Enter your company data
T4-YOUTH-IND	Youth Hires Program Indicator	Constant	1
T4-EE-NAME1	Employee Surname	Data Base Column	EID.LAST_NAME
Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-EE-NAME2	Employee First Name	Data Base Column	EID.FIRST_NAME
T4-EE-NAME3	Employee Middle Initial	Data Base Column	EID.MIDDLE_NAME
T4-EE-ADDR1	Employee Address Line 1	Data Base Column	EPS.ADDRESS_LINE_1
T4-EE-ADDR2	Employee Address Line 2	Data Base Column	EPS.ADDRESS_LINE_2
T4-EE-ADDR3	Employee City	Data Base Column	EPS.LOCALITY

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-EE-ADDR4	Employee Province	Data Base Column	DSP.STATE_PROVINCE_CODE
T4-EE-ADDR5	Employee Country	Data Base Column	DCO.COUNTRY_CODE
T4-EE-POSTAL	Employee Postal Code	Data Base Column	EPS.ZIP_POSTAL
T4-EE-MAG-PROV	Employee Prov for Mag File	Constant	Blank
T4-EE-MAG-CNTRY	Employee Country for Mag File	Constant	Blank
T4-BOX-SIN	Social Insurance Number	Data Base Column	EID.GOVERNMENT_CODE
T4-EE-DISTR	Print Distribution on T4 form	Constant	Blank or 1 If 1, print employee distribution
T4-EE-DESTIN	Print Pay Destination	Constant	Blank or 1 If 1, employee destination is concatenated to employee distribution for printing purpose
T4-EE-DISTR1	Employee Distribution 1	Data Base Column	PPA.PAYROLL_CODE
T4-EE-DISTR2	Employee Distribution 2	Data Base Column	EID.PERSON_CODE
T4-BOX-14	Employment Income	Element	T4-BOX-14
T4-BOX-16	Employee's CPP contribution	Element	T4-BOX-16
T4-BOX-16-ER	Employer's CPP contribution	Element	T4-BOX-16-ER
T4-BOX-17	Employee's QPP contribution	Element	T4-BOX-17

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-BOX-17-ER	Employer's QPP contribution	Element	T4-BOX-17-ER
T4-BOX-18	Employee's EI Premiums	Element	T4-BOX-18
T4-BOX-18-ER	Employer's EI Premiums	Element	T4-BOX-18-ER
T4-BOX-20	RPP contributions	Element	T4-BOX-20
T4-BOX-22	Federal Income Tax deducted	Element	T4-BOX-22
T4-BOX-24	EI Insurable Earnings	Element	T4-BOX-24
T4-BOX-24-PRT	EI Insurable Earnings Printed	Not specified	Information only, do not set up this identifier
T4-BOX-26-CPP	CPP Pensionable Earnings	Element	T4-BOX-26-CPP
T4-BOX-26-QPP	QPP Pensionable Earnings	Element	T4-BOX-26-QPP
T4-BOX-26-EXCEPT	CPP/QPP Excepted Earnings	Element	T4-BOX-26-EXCEPT
T4-BOX-26-OTHER	CPP/QPP Other Earnings	Element	T4-BOX-26-OTHER
T4-BOX-26-PRT	CPP/QPP Earnings Printed	Not specified	Information only, do not set up this identifier
T4-BOX-28-CPP-PRT	CPP Exempt Indicator	Not specified	Information only, do not set up this identifier
T4-BOX-28-QPP-PRT	QPP Exempt Indicator	Not specified	Information only, do not set up this identifier
T4-BOX-28-EI-PRT	EI Exempt Indicator	Not specified	Information only, do not set up this identifier

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-BOX-28-PIIP-PRT	PIIP Exempt Indicator	Not specified	Information only, do not set up this identifier
T4-BOX-29-PRT	Employment Code	Not specified	Information only, do not set up this identifier
T4-BOX-44	Union Dues	Element	T4-BOX-44
T4-BOX-44-PRT	Union Dues Printed	Not specified	Information only, do not set up this identifier
T4-BOX-46	Charitable Donations	Element	T4-BOX-46
T4-BOX-50-REG1	RPP Registration Number 1	Data Base Column	Constant
T4-BOX-50-RPP1	RPP Amount 1	Element	T4-BOX-50-RPP1
T4-BOX-50-REG2	RPP Registration Number 2	Data Base Column	Constant
T4-BOX-50-RPP2	RPP Amount 2	Element	T4-BOX-50-RPP1
T4-BOX-50-REG3	RPP Registration Number 3	Data Base Column	Constant
T4-BOX-50-RPP3	RPP Amount 3	Element	T4-BOX-50-RPP3
T4-BOX-50-REG4	RPP Registration Number 4	Data Base Column	Constant
T4-BOX-50-RPP4	RPP Amount 4	Element	T4-BOX-50-RPP4
T4-BOX-50-REG5	RPP Registration Number 5	Data Base Column	Constant
T4-BOX-50-RPP5	RPP Amount 5	Element	T4-BOX-50-RPP5
T4-BOX-50-PRT	RPP or DPSP Plan Number Printed	Not specified	Information only, do not set up this identifier
T4-BOX-52	Pension Adjustment	Element	T4-BOX-52

Field Identifier	Description	Suggested Field Source	Suggested Variable
T4-BOX-55	PPIP Employee Premium	Element	T4-BOX-55
T4-BOX-55-ER	PPIP Employer Premium	Element	T4-BOX-55-ER
T4-BOX-56	PPIP Insurable Earnings	Element	T4-BOX-56
T4-BOX-55-PRT	PPIP Insurable Earnings Printed	Not Specified	Information only, do not set up this identifier
OTHER-30	Housing, Board and lodging	PC or Element	T4-BOX-OTH-30
OTHER-31	Special work site	PC or Element	T4-BOX-OTH-31
OTHER-32	Travel in prescribed zone	PC or Element	T4-BOX-OTH-32
OTHER-33	Medical Travel	PC or Element	T4-BOX-OTH-33
OTHER-34	Personal use of employer auto	PC or Element	T4-BOX-OTH-34
OTHER-35	Reasonable KM allowance	PC or Element	T4-BOX-OTH-35
OTHER-36	Interest free loan	PC or Element	T4-BOX-OTH-36
OTHER-37	Home relocation loan deduction	PC or Element	T4-BOX-OTH-37
OTHER-38	Stock option benefits	PC or Element	T4-BOX-OTH-38
OTHER-39	Stock option 110(1)(d)	PC or Element	T4-BOX-OTH-39
OTHER-40	Other Taxable benefits	PC or Element	T4-BOX-OTH-40
OTHER-41	Stock option 110(1)(d.1)	PC or Element	T4-BOX-OTH-41
OTHER-42	Employment Commissions	PC or Element	T4-BOX-OTH-42

Field Identifier	Description	Suggested Field Source	Suggested Variable
OTHER-53	Deferred stock option benefits	PC or Element	T4-BOX-OTH-53
OTHER-57	Employment Income – March 15 to May 9	PC or Element	T4-BOX-OTH-57
OTHER-58	Employment Income – May 10 to July 4	PC or Element	T4-BOX-OTH-58
OTHER-59	Employment Income – Jul 5 to August 29	PC or Element	T4-BOX-OTH-59
OTHER-60	Employment Income – August 30 to September 26	PC or Element	T4-BOX-OTH-60
OTHER-66	Retire Allowance eligible (Non-Indian)	PC or Element	T4-BOX-OTH-66
OTHER-67	Retire Allowance non-eligible (Non-Indian)	PC or Element	T4-BOX-OTH-67
OTHER-68	OBSOLETE	PC or Element	T4-BOX-OTH-68
OTHER-69	Retire Allowance non-eligible (Status Indian)	PC or Element	T4-BOX-OTH-69
OTHER-70	OBSOLETE	PC or Element	T4-BOX-OTH-70
OTHER-71	Status Indian employee	PC or Element	T4-BOX-OTH-71
OTHER-72	Section 122.3 income	PC or Element	T4-BOX-OTH-72
OTHER-73	Number of days outside Canada	PC or Element	T4-BOX-OTH-73
OTHER-74	Pre 1990 Past Serv-Contributor	PC or Element	T4-BOX-OTH-74
OTHER-75	Pre 1990 Past Serv-Not Contributor	PC or Element	T4-BOX-OTH-75

Field Identifier	Description	Suggested Field Source	Suggested Variable
OTHER-77	Workers Compensation repaid	PC or Element	T4-BOX-OTH-77
OTHER-78	Fishers Gross earnings	PC or Element	T4-BOX-OTH-78
OTHER-79	Fishers Net partnership amt	PC or Element	T4-BOX-OTH-79
OTHER-80	Fishers Shareperson amt	PC or Element	T4-BOX-OTH-80
OTHER-81	Placement Agency Earnings	PC or Element	T4-BOX-OTH-81
OTHER-82	Drivers Earnings	PC or Element	T4-BOX-OTH-82
OTHER-83	Barbers Earnings	PC or Element	T4-BOX-OTH-83
OTHER-84	Public Transit Pass	PC or Element	T4-BOX-OTH-84
OTHER-85	EE prem private health plan	PC or Element	T4-BOX-OTH-85
OTHER-86	Security Options Election	PC or Element	T4-BOX-OTH-86
OTHER-87	Vol Firefighter Exempt amt	PC or Element	T4-BOX-OTH-87
OTHER-88	Indian (exempt) Self-employment	PC or Element	T4-BOX-OTH-88
OTHER-97	Stock option benefit-before Feb 28,2000	PC or Element	T4-BOX-OTH-97
OTHER-98	Stock dedn 110(1)(d)-before Feb 28,2000	PC or Element	T4-BOX-OTH-98
OTHER-99	Stock dedn 110(1)(d)-before Feb 28,2000	PC or Element	T4-BOX-OTH-99
SUB-REF-ID	Submission Reference ID	Constant	Unique number for each filing

Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-TYPE-CODE	Transmitter Type Code	Constant	Constant '904' for T4
FILE-DATA-TYPE	Data Type Code	Constant	1
FILE-TRAN-NUM	Transmitter number	Constant	MM999999
FILE-TRAN-TYPE	Transmitter type indicator	Constant	1
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	111
FILE-CONT-TEL	Technical contact telephone	Constant	2223333
FILE-CONT-TEL-EXT	Technical contact tel extn	Constant	1234

Field Identifier	Description	Suggested Field Source	Suggested Variable
FILE-CONT-LANG	Technical contact Language	Constant	E
FILE-CONT-EMAIL	Contact E-mail address	Constant	Enter your company data

IDFDV Mailing Address Set up

Employer Address

If a user wants to use the Employer Primary Address, the user does not need to set up the 1220 – 1270 Identifiers. 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:

Seq	Field Identifier	Description	Field Variable
1220	T4_ER_ADDR1	Employer Address Line 1	MAIL
1230	T4_ER_ADDR2	Employer Address Line 2	Blank
1240	T4_ER_ADDR3	Employer City	Blank
1250	T4_ER_ADDR4	Employer Province	Blank
1260	T4_ER_ADDR5	Employer Country	Blank
1270	T4_ER_POSTAL	Employer Postal Code	Blank

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.

If the Country Code is not Canada or USA, then the T4-ER-MAG-PROV Identifier should be set to ZZ – Other.

Employee Address

If a user wants to use the Primary Address, the user does not need to set up the 2100 – 2170 Identifiers. 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:

Seq	Field Identifier	Description	Field Variable
2100	T4-EE-ADDR1	Employee Address Line 1	MAIL
2110	T4-EE-ADDR2	Employee Address Line 2	Blank
2120	T4-EE-ADDR3	Employee City	Blank
2130	T4-EE-ADDR4	Employee Province	Blank or constant NAME
2140	T4-EE-ADDR5	Employee Country	Blank or constant NAME
2150	T4-EE-POSTAL	Employee Postal Code	Blank
2160	T4-EE-MAG-PROV	Employee Prov for Mag File	Blank
2170	T4-EE-MAG-CNTRY	Employee Country for Mag File	Blank

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.

If the Country Code is not Canada or USA, then the T4-EE-MAG-PROV Identifier should be set to ZZ – Other.

Report T4 Form Definitions Variables - RDFD

Generates a list of the T4 Form and File Definitions defined on the IDFDV form.

T4 Processing

Users can print a specific Province or all Provinces. If all Provinces are to be printed, the Print Program will print a T4 form for each province that an employee has worked in.

If an employee is paid by multiple government registrations, then multiple T4 slips are produced, by government registration number, for the employee.

T4 slips are printed in alphabetical order by the employee's Surname, First Name, within a government registration number.

The font size for printing T4 slips is the standard 10 or 12 character per inch font, character mode.

Negative (credit) amounts are never allowed for T4 reporting. If negative amounts are encountered, an exception message is printed. Users must resolve the negative amount and re-run the report until no exceptions are found.

If there is no amount to be printed in a Box on the T4 form, the Box is left as BLANK. A zero amount or NIL is **not** allowed.

Users can sort inactive and active employees separately for mailing purposes.

If the Employment Status is A (Active), then the employee is considered active, otherwise the employee is considered inactive.

The T4 slip has an *Other Information* area to report up to 6 footnote codes and amounts for each form.

If there are more than 6 footnote codes to be reported in the *Other Information* area, then subsequent T4 slips are produced until all footnote codes have been printed.

- Each subsequent T4 slip must report \$1.00 in *Employment Income* Box 14 in order for Canada Customs and Revenue Agency (CCRA) to process the additional T4 slip. If all numeric boxes are zero, the T4 slip will be bypassed.
- If additional T4 slips are reported with \$1.00 in Box 14, then the previous T4 slip is reduced by \$1.00 in Box 14.
- If an employee works in more than one Province, then one T4 slip is generated for each Province for the employee. The "Other Information" area T4s are also generated by Province.
- The T4 Magnetic Media File also includes the subsequent T4 record(s) for the *Other Information* area in the same manner as the T4 slip. Consequently, an employee can have multiple "110" code records. The Box 14 reporting for the additional code "110" records will also contain \$1.00.

The alphanumeric fields are left justified with no space between each character, such as JOHN DOE, not J O H N D O E.

The numeric fields are lined up with the decimal.

T4 grand totals are generated for all T4 forms as Execution Run Log Exception Messages to balance to the RPYEC summary report.

Users **MUST** run the RMEC report with the RPT4W run Mex ID to print the T4 grand totals to verify all records are printed.

Special Notes for T4 Boxes

Exclude EEs

Users can exclude certain employees from T4 reporting by setting up the T4-EXCLUDE-EE Identifier on the IDFDV form.

If the value of the T4-EXCLUDE-EE Identifier is defined as 'Y', the employee is bypassed.

Example: If a user does not want to report employees whose Assignment Title is *Election Worker* or *Self Employed*, set up the W2-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 indicate 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 W2-EXCLUDE-EE Identifier, on IDFDV, should be set up with:

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

RPYEC – Canadian Year End Summary Report

This process extracts information from the YTD records according to the defined Form Codes on IDFDV and produces a Summary Total Report by Government Registration.

RPYEC

- Used to balance to the Year-To-Date Register (RPREGT)
- Creates records in IPGH and IPGR to populate the Windward T4 Print Programs to print the T4 Forms for all processed employees
- Stores the results by GVT Run Number for each employee in the Government Reporting tables
- Generates the GVT Run #

RPGRC

- Generates the XML file in the federal format to submit to the government
- Generates the XML file to populate the Oracle T4 Print Programs to print the T4 Forms for all processed employees

Form Code: Enter HL\$CAN-T4-YYYY for current reporting year.

Please enter other prompts appropriately.

Sample RPYEC Report

Run: Dec 24, 2020 1:16:40 PM		Canadian Payroll Year End Summary				Page 3 of 14	
Form Code: XYZ\$CAN-T4-2020		Period Type: Y	Period End Date: Dec 31, 2020	As Of Date: Dec 31, 2020			
Government Registration: 00000008RP0025							
ONTARIO JOAN-MARY-SUE 4012 003 SIN:999-99-4236 Pr:BC Status:A Hired: 01-Nov-2008 Term:							
14-EMPLOYMT INCOME	3035.90	16-CPP EE CONTRIB	157.57	16-CPP ER CONTRIB	157.57	18-EI EE PREM	47.97
18-EI ER PREM	52.77	22-FED TAX	654.93	24-EI EARN	3035.90	24-EI EARN PRINTED	3035.90
26-CPP EARN	3035.90	26-C/QPP ERN PRINTED	3035.90	44-UNDUE PRINTED	0.00	50-RPP1 Amount	3035.90
56-PFIP EARN	3035.90	56-PFIP EARN PRINTED	0.00	40-Other taxable ben	91.08		
Footnote: 40-Other taxable benefits 91.08							
ONTARIO JOAN-MARY-SUE 4012 003 SIN:999-99-4236 Pr:MB Status:A Hired: 01-Nov-2008 Term:							
18-EI EE PREM	1.58	18-EI ER PREM	1.74	22-FED TAX	38.21	24-EI EARN	100.00
24-EI EARN PRINTED	100.00	26-CPP EARN	100.00	26-C/QPP ERN PRINTED	100.00	44-UNDUE PRINTED	0.00
50-RPP1 Amount	100.00	56-PFIP EARN	50.00	56-PFIP EARN PRINTED	0.00	42-Commissions	50.00
Footnote: 42-Commissions 50.00							
ONTARIO JOAN-MARY-SUE 4012 003 SIN:999-99-4236 Pr:ON Status:A Hired: 01-Nov-2008 Term:							
14-EMPLOYMT INCOME	18416.64	16-CPP EE CONTRIB	1108.54	16-CPP ER CONTRIB	1108.54	18-EI EE PREM	346.38
18-EI ER PREM	381.00	22-FED TAX	4360.51	24-EI EARN	21922.80	24-EI EARN PRINTED	21922.80
26-CPP EARN	21922.80	26-C/QPP ERN PRINTED	21922.80	44-UNDUE PRINTED	0.00	50-RPP1 Amount	21922.80
56-PFIP EARN	21622.80	56-PFIP EARN PRINTED	0.00	40-Other taxable ben	554.76	42-Commissions	300.00
Footnote: 40-Other taxable benefits 554.76 42-Commissions 300.00							
RELEVEL PERSON-01 R 4650 DECK SIN:999-99-9998 Pr:BC Status:A Hired: 07-Apr-2003 Term:							
14-EMPLOYMT INCOME	1260.00	16-CPP EE CONTRIB	59.08	16-CPP ER CONTRIB	59.08	18-EI EE PREM	19.91
18-EI ER PREM	21.90	22-FED TAX	129.64	24-EI EARN	1260.00	24-EI EARN PRINTED	1260.00
26-CPP EARN	1260.00	26-C/QPP ERN PRINTED	1260.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1260.00
56-PFIP EARN	1260.00	56-PFIP EARN PRINTED	0.00				
RELEVEL-PROBLEM PERSON-0 4775 OPERATIONS SIN:999-999-998 Pr:QC Status:A Hired: 01-Jan-2016 Term:							
14-EMPLOYMT INCOME	1880.00	17-QPP EE CONTRIB	99.49	17-QPP ER CONTRIB	99.49	18-EI EE PREM	23.75
18-EI ER PREM	26.13	22-FED TAX	150.93	24-EI EARN	1979.49	24-EI EARN PRINTED	1979.49
26-QPP EARN	1880.00	26-C/QPP ERN PRINTED	1880.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1979.49
56-PFIP EARN	1880.00	56-PFIP EARN PRINTED	0.00				
RELEVEL PERSON-02 4776 OPERATIONS SIN:999-999-998 Pr:QC Status:A Hired: 03-Mar-2016 Term:							
14-EMPLOYMT INCOME	1880.00	17-QPP EE CONTRIB	99.49	17-QPP ER CONTRIB	99.49	18-EI EE PREM	23.75
18-EI ER PREM	26.13	22-FED TAX	150.93	24-EI EARN	1979.49	24-EI EARN PRINTED	1979.49
26-QPP EARN	1880.00	26-C/QPP ERN PRINTED	1880.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1979.49
56-PFIP EARN	1880.00	56-PFIP EARN PRINTED	0.00				
RELEVEL PERSON-03 4777 OPERATIONS SIN:999-999-998 Pr:QC Status:A Hired: 03-Mar-2003 Term:							
14-EMPLOYMT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM	15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED	1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1260.73
56-PFIP EARN	1200.00	56-PFIP EARN PRINTED	0.00				
RELEVEL PERSON-04 4778 OPERATIONS SIN:999-99-9998 Pr:QC Status:A Hired: 04-Apr-2004 Term:							
14-EMPLOYMT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM	15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED	1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1260.73
56-PFIP EARN	1200.00	56-PFIP EARN PRINTED	0.00				
RELEVEL PERSON-05 4779 OPERATIONS SIN:999-99-9998 Pr:QC Status:A Hired: 05-May-2005 Term:							
14-EMPLOYMT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM	15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED	1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPP1 Amount	1260.73
56-PFIP EARN	1200.00	56-PFIP EARN PRINTED	0.00				
RELEVEL PERSON-06 4780 OPERATIONS SIN:999-999-998 Pr:QC Status:A Hired: 06-Jun-2006 Term:							
14-EMPLOYMT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM	15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED	1260.73

Execution # 353371 run by FTOLENTINO using RPYEC.docx-20130828

Prepared by Personality 5.05.11

Run: Dec 24, 2020 1:18:40 PM		Canadian Payroll Year End Summary				Page 9 of 14	
Form Code: XYZ\$CAN-T4-2020		Period Type: Y		Period End Date: Dec 31, 2020		As Of Date: Dec 31, 2020	
Government Registration: [GRAND TOTALS]							
Grand Totals (Form Code: XYZ\$CAN-T4-2020 Canada T4 2020-2021)							
14-EMPLMNT INCOM	82842.14	16-CPP EE CONTRIB	1325.19	16-CPP ER CONTRIB	1325.19	17-QPP EE CONTRIB	3105.22
17-QPP ER CONTRIB	3105.22	18-EI EE PREM	1102.39	18-EI ER PREM	1213.69	22-FED TAX	9039.97
24-EI EARN	83615.05	24-EI EARN PRINTED	83615.05	26-CPP EARN	26318.70	26-QPP EARN	60129.60
26-C/QPP ERN FRIN	86448.30	44-UNDUE PRINTED	0.00	50-RPP1 Amount	83615.05	56-PPFP EARN	86098.30
56-PPFP EARN FRIN	0.00	40-Other taxable	645.84	42-Commissions	350.00		
Grand Total Statistics							
Total # of records on report:		46					
Total # of employees read:		44					
Total # of employees bypassed with zero amount:		0					
Total # of employees bypassed (identifier EXCLUDE-EE):		0					
End of Grand Totals							
Government Reporting Statistics (Non Trial, GVT Headers created)							
GVT Run Number: 1932							
Total # of GVT Headers generated:		47					
Total # of GVT Amounts generated:		1401					
Total # of GVT Runs deleted:		0					
Total # of GVT Headers deleted:		0					
End Government Reporting Statistics							

RPYEC Report Parameters

Field	Description								
Form Code	<p>Mandatory.</p> <p>Form Code that is defined on the IDFDV form</p> <p>NOTE: always use current year form code, such as HL\$CAN-T4-YYYY. DO NOT use a prior year form code as the Identifiers may be obsolete.</p> <p>For 2021-2022 reporting, the HL\$CAN-T4-2021 form code contains the <i>Store Option</i> field to store the Employer Addresses, Employee Addresses and Amounts in the government remittance tables, which can be viewed on the IPGR or IPGH forms.</p>								
Period Type	Enter the Year for Annual Reporting								
Period End Date	The end date of the reporting period								
As of Date	The date to start gathering demographic information								
Govt Form Option	<p>Mandatory.</p> <p>Defines the type of form to be run. Options are:</p> <table border="1"> <tr> <td>01</td> <td>New Forms only</td> </tr> <tr> <td>02</td> <td>All normal forms</td> </tr> <tr> <td>03</td> <td>Duplicate forms</td> </tr> <tr> <td>04</td> <td>Amended forms</td> </tr> </table>	01	New Forms only	02	All normal forms	03	Duplicate forms	04	Amended forms
01	New Forms only								
02	All normal forms								
03	Duplicate forms								
04	Amended forms								

	05	Rejected forms
	06	Cancelled forms
Retain Amend/Reject Forms	Should the original forms be retained when issuing an amended or replacement form that was rejected by the Government?	
Sort Level By	Mandatory. How should the employees be grouped for sorting?	
Sort People By	Mandatory. How should the employees on the report be sorted?	
Sort Active/Inactive	Should the employees on the report be sorted by their status?	
Combine Fed Regist	Should all the selected Federal Registrations reporting be combined? If a Province code is defined in the report filters, users can combine the Federal Registration Numbers with the Provincial Registration Numbers so that employees are grouped together for the same Provincial Registration Numbers.	
Trace Level	<p>Users should always run RPYEC with the Trace Level set to <i>Exceptions Only</i> for all employees.</p> <p>If there is problem in RPYEC and a user needs to determine which employee has the problem, the user should run RPYEC with the Trace Level set to <i>Program Trace</i>. This will print a list of processed employees to determine which employee has the problem.</p> <p>When the Trace Level is set to <i>Program Trace</i>, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEC Execution ID.</p> <p>After determining which employee has the problem, users should run RPYEC for one employee with the Trace Level set to <i>Utility Trace</i> to determine the problem in detail.</p>	
Regist /Set Up Audit	Option to print exceptions that may exist from set up. Options are:	
	00	Do not print, run
	01	Print, do not run
	02	Print and run
	03	Excp and run

Print Employee Detail	Option to print the report with employee's detailed information
Trial Print Only	<p>Defines if the <i>Print Stage</i> field on the IPGH form will be updated when the T4s are printed.</p> <p>When set to Yes, the field will not be updated.</p> <p>When set to No, the Print Stage will be changed to <i>Forms Printed</i>.</p>
Process Remittance	To generate monthly remittances
Update Remittance	To update monthly remittances

RPYEC Report Filters

Field	Description
Entity	To define and report on a specific Entity
Federal Regist Set	To define and report on a specific <i>Federal Registration Set</i> , defined on IDGV
Federal Regist Number	Employer Identification Number, defined on IDGV
People List	To define and report on the people in the defined list.
Person	Enter the Person Code of employee you are testing with
Select Province	To define and report on a specific Province
Prov Regist Set	To define and report on a specific <i>Provincial Registration Set</i> , defined on IDGV. Not required for Annual reporting.
Prov Regist Numbers	To define and report on a specific Province Registration Number.

RPYEC Notes

The RPYEC process produces a Summary Total Report by Government Registrations. Users must balance this report to the RPREGT report.

Each RPYEC run generates one Government Run Number (GVT Run).

All employees processed by the RPYEC run belong to this GVT Run Number. At end of RPYEC, the Government Reporting Statistics are printed with the generated GVT Run Number. After RPYEC is run, users can go into the IPGR (Government Run) form to view the details by the GVT Run number.

On the IPGR form, the employee's detail government reporting information can be viewed. Alternately, users can go directly to the IPGH (Government Header) form by employee to view this information.

Users can process many RPYEC runs for different sets of employees. This generates multiple GVT Run numbers. Users can run one RPYEC (Government Reporting) run to pick up all GVT Runs to generate one Print Form file for printing and one government interface file.

Employee's Government Header information are re-generated by subsequent RPYEC runs if the Government Header has not been filed to the government. The same IPGH information is removed automatically when a new IPGH is re-generated.

At the end of each run, the RPYEC process removes any GVT Run Number that does not have GVT Header associated with it.

Users can run the RPYEC process concurrently for different sets of employees.

At the beginning of the RPYEC run, the Execution Run Log is stamped with the Execution Start Date. At the end of RPYEC run, the Execution End Date is stamped.

For concurrent RPYEC runs that have not been finished with the Execution End Date, any other concurrent RPYEC runs will not remove the GVT Run Number, even if there are no GVT Headers.

Government Reporting

IPGR – View Government Report Runs

The results from RPYEU can be viewed on the IPGR and IPGH forms. These forms are view only and display the GVT Run numbers in descending order. Each GVT Run number is generated by the RPYEC and the RPGRC processes

Users can:

- Click on the *GVT Run* column to sort the GVT Run # in ascending or descending order.
- Drag and Slide the *Type* column, or any other column, to display the information in the desired sequence.

IPGR - GVT Run Tab

The *GVT Run* tab displays general information for the GVT Run.

Gvt Run	Type	Period	Process	Form Code	Gvt Stage
1932	Y	2020	RPYEC	XYZ\$CAN-T4-2020	Initial GVT Run
1931	Y	2020	RPYEC	XYZ\$CAN-T4-2020	Initial GVT Run
1874	Y	2019	RPT4W	TW\$CAN-T4-2019_01	Forms printed
1873	Y	2019	RPT4W	TW\$CAN-T4-2019_01	Forms printed
1872	Y	2019	RPGRC	TW\$CAN-T4-2019_01	Govt file created
1871	Y	2019	RPGRC	TW\$CAN-T4-2019_01	Govt file created
1870	Y	2019	RPYEC	TW\$CAN-T4-2019_01	Initial GVT Run
1868	Y	2019	RPYEC	TW\$CAN-T4-2019_01	Initial GVT Run
1840	Y	2019	RPT4W	FIL\$CAN-T4-2019	Forms printed
1839	Y	2019	RPT4W	FIL\$CAN-T4-2019	Forms printed
1821	Y	2019	RPT4W	FIL\$CAN-T4-2019	Forms printed
1817	Y	2019	RPGRC	FIL\$CAN-T4-2019	Govt file created
1816	Y	2019	RPYEC	FIL\$CAN-T4-2019	Initial GVT Run
1809	Y	2018	RPYEC	FIL\$CAN-T4-2018	Initial GVT Run
1795	Y	2019	RPYEC	FIL\$CAN-T4-2019	Initial GVT Run

Gvt Run	Header
Execution ID : 353371	Remit Type : Employee Remittance
Process : RPYEC	As Of Date : 31-Dec-2020
User : FTOLENTINO	Print/File Date :
Form Code : XYZ\$CAN-T4-2020	File Name :
Taxation Level : Cdn Federal Level	# of GVT Headers : 47
	# of Employees : 44

IPGR – Header Tab

This is a view only form and displays the GVT Header information, by employee, for the GVT Run.

The *Govt Reg – Tax Suffix* column on IPGR indicates the government registration number and the *Type of Employment* field from the IDGR form.

The *Employee Remittance* line stores the Federal Government Registration information with the Employer's name and addresses, as well as the Total Amounts. The Employer's name and address information will be printed on the T4W2 Form by the T4W2 Print Programs.

Users can click on the *Govt Reg–Tax Suffix* column, the *Employee Name* column or the *Tax Info* column to sort these columns in ascending or descending order.

Users can also Drag and Slide any column to display the information in the desired sequence.

IPGH – Manage Government Report Details

IPGH - Header Tab

This is a view only form and displays the GVT Headers information for the selected employee.

Users can:

- Click on the *Tax Level* column, the *Type* column, *Period* column or the *Govt Registration* column to sort them in ascending or descending order.
- Drag and Slide any column to display the information in the desired sequence.

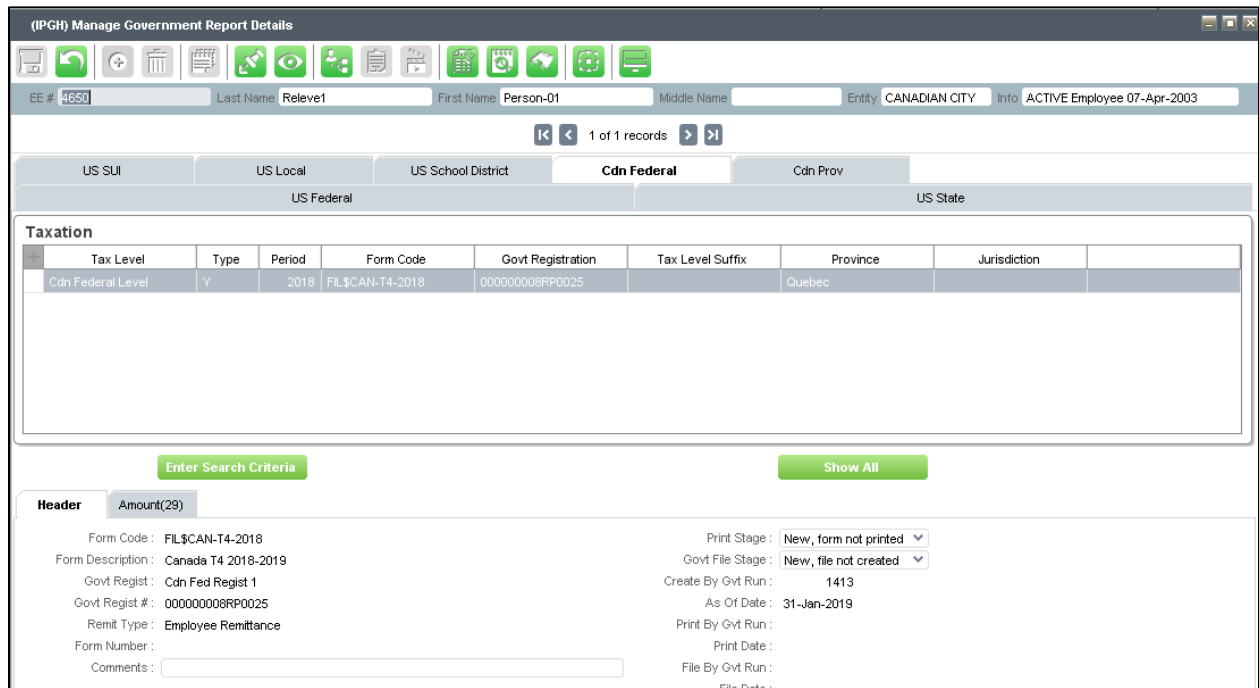
Users can define the following fields, on the *Header* tab:

Field	Description
Comments	User comments can be entered in this field. Used if amending the form and an amendment reason is required.
Print Stage	To change Print Stage for Duplicate copy, Amendment etc. Only the following stages should be used:
	11 Duplicate Requested
	21 Amendment Requested
	91 Form cancelled
	99 To be deleted
Govt File Stage	To change the Govt File Stage. The Stages are:
	00 Not specified
	01 New, file Not created
	02 Govt file created

	03	Amend, file not created
	04	Amend file created
	05	Cancel file created
	06	Reject, file not created
	07	Reject file created
Typically, users do not need to change the Govt Filing Stage for re-filing. Users can change individual forms to be picked up by RPGRC run.		

The following fields on the *Header* tab are system generated:

Field	Description
Create by GVT Run	Populated by the RPYEC process when the GVT Header is generated
Print by GVT Run	Populated by the applicable Form Print Program, such as RPT4W, RPT4AW, RPRL1W etc.
File by GVT Run	Populated by the RPGRC process when the government file is generated



IPGH – Amount Tab

This is a view only form and displays the GVT Amount information, by employee. The Sequence, Identifiers and Description fields are from the IDFDV definitions. The amount or the alphanumeric value of the Identifier is displayed.

The employee’s name and address information is stored for historical reference purposes. The name and address information will be printed on T4 Form by the Form Print Programs.

RPGR - Canadian Government Reporting

Generate GVT Run Number

This process reads the Government Reporting table information generated by the RPYEC process. Users should run the RPGR process to generate the:

- Magnetic Media .xml file in the federal format to submit to the government
 - The government requires users to validate the government xml file according to the downloaded government xml schema, using a validating parser prior to submitting it to the government.
- .xml file to populate the Oracle **Only** T4 Print Programs (RPT4) to print the T4 Forms for all processed employees

RPGRC Notes

Each RPGRC run generates one GVT Run (Government Run Number). All employees processed by the RPGRC run belong to this GVT Run Number.

After RPGRC is run, users can go into the IPGR form to view the employee's detail government reporting information by GVT Run number. Alternately, users can go directly to IPGH to view this information by employee.

Users can process many RPGRC runs for different sets of employees. This generates multiple GVT Run Numbers.

At the end of each run, the RPGRC process removes any GVT Run Number that does not have GVT Headers associated with it.

Once the government xml file is generated, it is ready for an xml parser validation prior to sending the file to the government.

RPGRC Report Parameters

Field	Description
Form Code	Mandatory Form Code that is defined on the IDFDV form NOTE: always use current year form code, such as HL\$CAN-T4-YYYY. DO NOT use a prior year form code as the Identifiers may be obsolete. For 2021-2022 reporting, the HL\$CAN-T4-2021 form code contains the <i>Store Option</i> field to store the Employer Addresses, Employee Addresses and Amounts in the government remittance tables, which can be viewed on the IPGR or IPGH forms.
Govt Interface Format	Mandatory. HL\$CAN-T4-YYYY Defines the IDIF form Interface Format Code to be used to generate the Magnetic Media file to send to the government
Period Type	Defines the period type for the report, such as Year.
Period End Date	Mandatory. 31-Dec-YYYY Defines the end date of the reporting period.
As of Date	The date to start gathering demographic information.
Govt Form Option	Mandatory. Defines the type of form to be run. The options are:
	01 New forms only
	02 All normal forms

	03	Duplicate forms
	04	Amended forms
	05	Rejected forms
	06	Cancelled forms
Sort Level By	Mandatory. How should the employees be grouped for sorting?	
Sort People By	Mandatory. How should the employees on the report be sorted?	
Sort Active/Inactive	Mandatory. Should the employees on the report be sorted by their status?	
Directory Name	The name of the directory where the government Magnetic Media file will be stored.	
File Name	The name of the government Magnetic Media file	
Trace Level	<p>Users should always run RPYEC with the Trace Level set to <i>Exceptions Only</i> for all employees.</p> <p>If there is problem in RPYEC and a user needs to determine which employee has the problem, the user should run RPYEC with the Trace Level set to <i>Program Trace</i>. This will print a list of processed employees to determine which employee has the problem.</p> <p>When the Trace Level is set to <i>Program Trace</i>, the Select Statements for Federal, State and Local levels are also written as Trace messages. Users can review the select statements by running RMEX for the RPYEC Execution ID.</p> <p>After determining which employee has the problem, users should run RPYEC for one employee with the Trace Level set to <i>Utility Trace</i> to determine the problem in detail.</p>	
Print Employee Detail	Option to print the report with employee's detailed information	
Trial Print Only	<p>Defines if the <i>Print Stage</i> field on the IPGH form will be updated when the T4s are printed.</p> <p>When set to Yes, the field will not be updated.</p> <p>When set to No, the Print Stage will be changed to <i>Forms Printed</i>.</p>	

Create File	Defines if interface files should be generated. One file is for the dynamic SQL Select statement, the other is a comma delimited spreadsheet to display all trace messages. Set this field to NO during testing.
--------------------	--

RPGRC Report Filters

Field	Description
GVT Run Number	Enter the GVT Run number from the RPYEC run
Entity	To define and report on a specific Entity
Federal Regist Set	To define and report on a <i>Federal Registration Set</i> (on IDGV)
Federal Regist Number	Employer Identification Number (on IDGV)
People List	This field limits the process to the people in the defined list.
Person	Person Code of employee you are testing with
Select Province	Defines a specific Province to report on.
Prov Regist Set	To define and report on a specific <i>Provincial Registration Set</i> (on IDGV). Not required for Annual reporting.
Prov Regist Number	To define and report on a specific Province Registration Number.

Sample RPGRC Report

Run: Dec 24, 2020 1:21:48 PM		Canadian Government Reporting				Page 3 of 20
Form Code: XYZ\$CAN-T4-2020		Period Type: Y	Period End Date: Dec 31, 2020	As Of Date: Dec 31, 2020		
Government Registration: 00000008RP0025						
AZEVEDO AARON R	7900	SIN:999-999-998	Pr:QC	Status:A	Hired: 01-Jan-2018	Term:
14-EMPLOYMENT INCOME	1880.00	17-QPP EE CONTRIB	99.49	17-QPP ER CONTRIB	99.49	24-EI EARN PRINTED 0.00
26-QPP EARN	1880.00	26-C/QPP ERN PRINTED	1880.00	44-UNDUE PRINTED	0.00	56-PPIP EARN 1880.00
56-PPIP EARN PRINTED	0.00					
ONTARIO JOAN-MARY-SUE	4012	SIN:999-99-4236	Pr:BC	Status:A	Hired: 01-Nov-2008	Term:
14-EMPLOYMENT INCOME	3035.90	16-CPP EE CONTRIB	157.57	16-CPP ER CONTRIB	157.57	18-EI EE PREM 47.97
18-EI ER PREM	52.77	22-FED TAX	684.93	24-EI EARN	3035.90	24-EI EARN PRINTED 3035.90
26-CPP EARN	3035.90	26-C/QPP ERN PRINTED	3035.90	44-UNDUE PRINTED	0.00	50-RPPI Amount 3035.90
56-PPIP EARN	3035.90	56-PPIP EARN PRINTED	0.00	40-Other taxable ben	91.08	
Footnote: 40-Other taxable benefits	91.08					
ONTARIO JOAN-MARY-SUE	4012	SIN:999-99-4236	Pr:MB	Status:A	Hired: 01-Nov-2008	Term:
18-EI EE PREM	1.58	18-EI ER PREM	1.74	22-FED TAX	38.21	24-EI EARN 100.00
24-EI EARN PRINTED	100.00	26-CPP EARN	100.00	26-C/QPP ERN PRINTED	100.00	44-UNDUE PRINTED 0.00
50-RPPI Amount	100.00	56-PPIP EARN	50.00	56-PPIP EARN PRINTED	0.00	42-Commissions 50.00
Footnote: 42-Commissions	50.00					
ONTARIO JOAN-MARY-SUE	4012	SIN:999-99-4236	Pr:ON	Status:A	Hired: 01-Nov-2008	Term:
14-EMPLOYMENT INCOME	18416.64	16-CPP EE CONTRIB	1108.54	16-CPP ER CONTRIB	1108.54	18-EI EE PREM 346.38
18-EI ER PREM	381.00	22-FED TAX	4360.51	24-EI EARN	21922.80	24-EI EARN PRINTED 21922.80
26-CPP EARN	21922.80	26-C/QPP ERN PRINTED	21922.80	44-UNDUE PRINTED	0.00	50-RPPI Amount 21922.80
56-PPIP EARN	21622.80	56-PPIP EARN PRINTED	0.00	40-Other taxable ben	554.76	42-Commissions 300.00
Footnote: 40-Other taxable benefits	554.76	42-Commissions	300.00			
RELEVEL PERSON-01 R	4650	SIN:999-99-9998	Pr:BC	Status:A	Hired: 07-Apr-2003	Term:
14-EMPLOYMENT INCOME	1260.00	16-CPP EE CONTRIB	59.08	16-CPP ER CONTRIB	59.08	18-EI EE PREM 19.91
18-EI ER PREM	21.90	22-FED TAX	129.64	24-EI EARN	1260.00	24-EI EARN PRINTED 1260.00
26-CPP EARN	1260.00	26-C/QPP ERN PRINTED	1260.00	44-UNDUE PRINTED	0.00	50-RPPI Amount 1260.00
56-PPIP EARN	1260.00	56-PPIP EARN PRINTED	0.00			
RELEVEL PERSON-02	4776	SIN:999-999-998	Pr:QC	Status:A	Hired: 03-Mar-2016	Term:
14-EMPLOYMENT INCOME	1880.00	17-QPP EE CONTRIB	99.49	17-QPP ER CONTRIB	99.49	18-EI EE PREM 23.75
18-EI ER PREM	26.13	22-FED TAX	150.93	24-EI EARN	1979.49	24-EI EARN PRINTED 1979.49
26-QPP EARN	1880.00	26-C/QPP ERN PRINTED	1880.00	44-UNDUE PRINTED	0.00	50-RPPI Amount 1979.49
56-PPIP EARN	1880.00	56-PPIP EARN PRINTED	0.00			
RELEVEL PERSON-03	4777	SIN:999-999-998	Pr:QC	Status:A	Hired: 03-Mar-2003	Term:
14-EMPLOYMENT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM 15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED 1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPPI Amount 1260.73
56-PPIP EARN	1200.00	56-PPIP EARN PRINTED	0.00			
RELEVEL PERSON-04	4778	SIN:999-99-9998	Pr:QC	Status:A	Hired: 04-Apr-2004	Term:
14-EMPLOYMENT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM 15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED 1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPPI Amount 1260.73
56-PPIP EARN	1200.00	56-PPIP EARN PRINTED	0.00			
RELEVEL PERSON-05	4779	SIN:999-99-9998	Pr:QC	Status:A	Hired: 05-May-2005	Term:
14-EMPLOYMENT INCOME	1200.00	17-QPP EE CONTRIB	60.73	17-QPP ER CONTRIB	60.73	18-EI EE PREM 15.13
18-EI ER PREM	16.64	22-FED TAX	71.07	24-EI EARN	1260.73	24-EI EARN PRINTED 1260.73
26-QPP EARN	1200.00	26-C/QPP ERN PRINTED	1200.00	44-UNDUE PRINTED	0.00	50-RPPI Amount 1260.73
56-PPIP EARN	1200.00	56-PPIP EARN PRINTED	0.00			
RELEVEL PERSON-06	4780	SIN:999-999-998	Pr:QC	Status:A	Hired: 06-Jun-2006	Term:

Execution # 353372 run by FTOLENTINO using RPGRC.docx-20130827

Prepared by Personality 5.05.11

Run: Dec 24, 2020 1:21:48 PM		Canadian Government Reporting				Page 9 of 20
Form Code: XYZ\$CAN-T4-2020		Period Type: Y	Period End Date: Dec 31, 2020	As Of Date: Dec 31, 2020		
Government Registration: [GRAND TOTALS]						
Grand Totals (Form Code: XYZ\$CAN-T4-2020 Canada T4 2020-2021)						
14-EMPLOYMENT INCOM	82842.14	16-CPP EE CONTRIB	1325.19	16-CPP ER CONTRIB	1325.19	17-QPP EE CONTRIB 3105.22
17-QPP ER CONTRIB	3105.22	18-EI EE PREM	1103.39	18-EI ER PREM	1213.69	22-FED TAX 9039.97
24-EI EARN	83615.05	24-EI EARN PRINTED	83615.05	26-CPP EARN	26318.70	26-QPP EARN 60129.60
26-C/QPP ERN PRIN	86448.30	44-UNDUE PRINTED	0.00	50-RPPI Amount	83615.05	56-PPIP EARN 86098.30
56-PPIP EARN PRIN	0.00	40-Other taxable	645.84	42-Commissions	350.00	
Grand Total Statistics						
Total # of records on report:	46					
Total # of employees read:	44					
Total # of employees bypassed with zero amount:	0					
Total # of employees bypassed (identifier EXCLUDE-EE):	0					
Magnetic Media Filing Information						
Government File Name:	OUTPUTRPGRC_T4-353372.xml					
Form Print File Name:	OUTPUTRPGRC_T4-353372_HL.xml					
Total # of Transmitter records written:	1					
Total # of slip records written:	46					
Total # of summary records written:	1					
End of Grand Totals						
Government Reporting Statistics (Trial Print only)						
GVT Run Number: 1933						
Total # of GVT Headers updated:	0					
Total # of GVT Runs deleted:	0					
End Government Reporting Statistics						

T4 Printing and Balancing

The High Line RPT4W and RPT4AW programs generate the form boxes, as well as the instructions on the reverse side. Pre-printed forms are not required.

Once the year-to-date information is correct, users run the T4 Form Print process to print the T4 Forms.

This function generates and prints the T4 forms based on the parameter selections.

Users should write down the Execution ID of the T4 Print Program report and run RMEX to obtain a grand total report for the T4s printed by RPT4W.

The PDF file is generated in the working directory of your P2K path.

Sample of the T4 form

T4
Statement of Remuneration Paid
État de la rémunération payée

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: []

Employer's name – Nom de l'employeur: []

Employer's account number / Numéro de compte de l'employeur: []

Social insurance number / Numéro d'assurance sociale: []

Exempt – Exemption: [] CPP/QPP [] EI [] PPIP []

Province of employment / Province d'emploi: []

Employment code / Code d'emploi: []

Employee's name and address – Nom et adresse de l'employé

Last name (in capital letters) – Nom de famille (en lettres moulées): []

First name – Prénom: []

Initial – Initiale: []

Employment income – line 10100 / Revenus d'emploi – ligne 10100: []

Income tax deducted – line 43700 / Impôt sur le revenu retenu – ligne 43700: []

Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso: []

EI insurable earnings / Gains assurables d'AE: []

Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso: []

CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ: []

Employee's EI premiums – line 31200 / Cotisations de l'employé à l'AE – ligne 31200: []

Union dues – line 21200 / Cotisations syndicales – ligne 21200: []

RPP contributions – line 20700 / Cotisations à un RPA – ligne 20700: []

Charitable donations – line 34900 / Dons de bienfaisance – ligne 34900: []

Pension adjustment – line 20600 / Facteur d'équivalence – ligne 20600: []

RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB: []

Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso: []

PIPI insurable earnings / Gains assurables du RPAP: []

Other information (see over) / Autres renseignements (voir au verso)

Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]

T4 (20)

Form Printing

- When printing T4s forms, users are required to print the Employer Copy and Employee Copy of the T4s
- When RPT4W is run, the *Print T4 Copy* parameter defines if the Employer or the Employee Copy should be printed.
- Users must run RPT4W twice; once to print the Employer Copy and once to print the Employee Copy

Employer Copy T4 forms:

- On one sheet, the T4 information is printed for two separate employees.
- The Box 54 Business Number is printed.
- The Employer Copy is sent to the government or is kept by your organization.

Employee Copy T4 forms:

- On one sheet, two copies of the T4 is printed for one employee.
- The Box 54 Business Number is NOT printed.
- The Employee Copy is distributed to the employees

Duplicate Copies

If an employee loses their T4 Form, organizations can issue a duplicate copy of the T4 form.

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
2. Run RPGRC with the *Gvt Form Option* set to Duplicate forms
 - a. RPGRC retrieves all GVT Headers with the *Print Stage* set to Duplicate Requested and generates the HL xml file for the Form Print RPT4W, RPT4AW, RPRL1W programs
 - b. There is no need to generate a government xml file for duplicate forms.
 - c. Users do not need to enter the *Govt Interface Format* definition for RPGRC
 - d. Set the *Trial Print Only* field to Yes for RPGRC
3. Run RPT4W or RPT4AW to print the duplicate forms
 - a. Run the Form Print RPT4W, RPT4AW, etc. programs to read the RPYEC GVT Run Number to print the duplicate forms
 - b. At the end of the Form Print, if the *Trial Print Only* is set to No, the GVT Header stage will be updated to *Duplicate Printed*
 - c. Users can re-run the Form Print program for the Employee or the Employer Copy from the same GVT Run Number. 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 T4 form and needs to adjust the Box information, users should either correct the employee amounts or modify the IDFDV set up and then re-run the RPYEC, RPGRC and RPT4W processes. This produces the Amended T4 form.

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.
 - d. Run RPYEC with the GVT Form Option set to Amended Forms
 - e. Do not set the Trial Print Only toggle to YES, for the RPYEC process
 - f. Users can set the Retain Amend/Reject Form to YES, to retain the original copy prior to generating the amendment.
 - g. 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
4. 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.
 - 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 Headers is updated with:
 - i. Print Stage = No Change, Existing Value
 - ii. File Stage = Amend File Created
5. Run RPT4W to print the Amended forms.
 - a. When a user is running RPT4W with the new GVT Run Number, RPT4W will automatically print the word DUPLICATE COPY or AMENDED on the T4 form, depending on the GVT Run option of the RPGRC run.
 - b. If other wording is required to print on the T4 form, in the Duplicate/Amended parameter, users can enter the text for RPT4W, such as CANCEL COPY or ORIGINAL COPY.
 - c. At the end of the RPT4W run in non-trial mode, the GVT Header Stage will be updated with either the DUPLICATE or AMENDED stage.

RPT4W Form Print Processing

The RPT4W and RPT4AW programs generate the form boxes, as well as the instructions on the reverse side.

The RPT4W and RPT4AW program print format is based on the current government published T4 Form.

- The RPT4W Form Print program prints all information retrieved from the RPYEC GVT Run Number, according to the defined selection criteria
- If an employee has multiple footnote codes to be reported, each T4 form is printed with 6 footnote codes until all footnote codes are printed
- If there are more than 6 footnote codes to be printed, then subsequent T4 slips are produced until all footnote codes have been printed.
- RPT4W program generates summary totals, by each business number, at the end of the RPT4W run. A grand total is generated for all business numbers of the run
- Users must run RMEX with the RPT4W Mex ID to obtain the summary and grand totals for the T4s printed using RPT4W
- The RPT4W summary and grand totals are accumulated for the Boxes shown on the T4 form. The footnote codes are not totaled.
- Users should verify the RPT4W boxes balance to the RPYEC report

If the RPT4W process cannot select any information from the .xml file to print, users must run RMEX with the RPT4W Med ID to review any errors or exception messages to locate the problem.

RPT4W Report Parameters

Field	Description
Print T4 Copy	Defines if the Employer or Employee copy will be printed. Options are: <u>01: Employer Copy</u> Prints 2 employees on 1 page Use as the Employer Copy to send to government or keep for reference <u>02: Employee Copy</u> Prints 1 employee 2 times on 1 page Use as the Employee Copy to distribute to the employees
Include Back Information	When set to YES, the report will print the information from the back of the T4.
RPGRC HL XML Directory	The name of the directory where the XML file is stored.

RPGRC HL XML File Name	The name of the XML file (i.e. T4_2021_HL.xml) for the T4 Printing program
Trial Print Only	Defines if the <i>Print Stage</i> field on the IPGH form will be updated when the T4s are printed. When set to Yes, the field will not be updated. When set to No, the Print Stage will be changed to <i>Forms Printed</i> .
Exception Level	Defines the level of detail to be printed on the exception report. Users should always run with <i>Exceptions Only</i> , unless required for tracing.
Print No e-Consent EE	Print No e-Consent EE = NULL to populate the UT tables which is needed to populate the Self Service RET4. Then Print No e-Consent EE = Yes or No as needed.

RPT4W 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: <ul style="list-style-type: none"> • Active • Leave • Survivor • Cobra • Pending • Terminated • Inactive • Retired • Unpaid Leave

Execution Report

- Produces the grand total report from RPT4W by running RMEX for the execution ID of T4 run.
- Enter the Execution ID of the RPT4W run to generate a grand total report for the forms generated by RPT4W.

UPGRUNDO – Undo GVT Run

The UPGRUNDO process allows users to undo a GVT Run number by employee. This process should be used to undo an erroneous GVT Run due to set up issues or to remove any archived GVT information.

UPGRUNDO – Selection Criteria

Field	Description
GVT Run Number	Mandatory. Users must enter at least one GVT Run Number
Person Code	Optional. Enter one or more Person Codes. The selected Person codes within the GVT Run Numbers are processed.
Trace Level	Users should always run this process with this field set to <i>Exceptions Only</i> unless required for tracing purposes.
Trial	Optional. When set to ON, allows users to review the report for verification prior to running the undo process. In non-trial mode, UPGRUNDO removes GVT Headers and GVT Run for the qualified GVT Run.

Releve 1 – Year End Reporting

Personality provides government year-end reporting for users to report on their employees' Year-To-Date information, according to selection criteria. Users can also produce Releve1 Statement(s) and generate the Releve1 Magnetic Media file to report to the government.

Releve 1 Form Definition Variables

Each year High Line submits RL-1 and RL-2 xml test files to Revenu Quebec for Certification.

The 2021-2022 Certification Number for RL-1 Regular Slip issued by Revenu Quebec will be included on the next Canadian YE patch.

The 2021-2022 Certification Number for RL-2 Regular Slip issued by Revenu Quebec Quebec will be included on the next Canadian YE patch.

Users must enter the Certification number on the IDFDV form, Seq# 1310, for the RL-1 and RL-2 Form Code.

Please refer to the Wiki “**CDN RELEVE1 PROCESS**” for the IDFDV Form Definition Variables.

Special Notes for RELEVE 1 Forms

Releve 1 Slip Print Distribution

On the Releve 1 Slip, users can print the user specified distribution information for users to distribute the Releve 1 slips. Users must set up the following Identifiers:

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

If the R1-EE-REFER value = 1, the distribution will be printed below the employee address. The distribution may be visible outside the window envelope, depending on the envelope.

Otherwise, the distribution will not be printed.

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

R1-EE-REFER1

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

- The optional employee's pay destination (such as Department or Pay destination of the employee)
- Concatenates with the values from R1-EE-REFER1 and R1-EE-REFER2

Numbering of Releve 1 Slips

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

The number on each Releve 1 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:

$$71997012 / 7 = 10285287 \text{ with the remainder } 3$$

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:

$$71997012 + 1 = 71997013$$

$$71997013 / 7 = 10285287 \text{ with the remainder } 4$$

Therefore, the RL Slip number is:

719970134 (71997013 concatenated with the remainder 4)

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

After RPYEC is run, RPYEC displays the last Releve 1 Slip number assigned as an exception message on the RPYEC report.

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

Once all of the information is verified with the RPYEC report, users should run RPGRC to generate the xml files

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

For each RPYEC run, users must ensure that the R1-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 Releve 1 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 Releve 1 for the employees, the system derives the Releve 1 Form 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 Releve 1 xml file to send to the Quebec government

RPGRC displays the highest Form Number of the run at the end of the report. If a user is selecting to print for specific employees 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-FORM-NUM-BEG is updated correctly with the highest number.

Field Identifier	Description	Suggested Field Source	Suggested Variable
R1-FORM-NUM-BEG	Releve1 Form begin number	Constant	Enter your company data.
Please enter the number assigned to you by Ministere du Revenu contain eight digits, such as 71997012.			
R1-FORM-NUM-LAST	Releve1 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 is run to print the actual Releve 1 Slip, users must manually add 1 to this number and then update the R1-FORM-NUM-BEG Identifier so that the next RPYEC run can begin with the correct new number.			
R1-FORM-NUM-ORIG	Releve1 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 Releve 1 form and for the government Amended/Canceled XML file.			

Exclude EEs

Users can exclude certain employees from Releve1 reporting by setting up 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 user does not need to set up the 2020 – 2070 Identifiers. 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:

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 user does not need to set up the 2600 – 2650 Identifiers. 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:

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.

Magnetic Media File – Government XML File

IDIF – T4 Government XML File Layout

The government xml 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.

High Line delivers the IDIF form layout using Seed data along with the Year End release, as below. Users do not need to modify this form.

- SEED_IDIF_HL\$CAN_T4_YYYY.sql
- SEED_IDIF_HL\$CAN_T4A_YYYY.sql
- SEED_IDIF_HL\$CAN_R1_YYYY.sql
- SEED_IDIF_HL\$CAN_R1_YYYYC.sql
- SEED_IDIF_HL\$CAN_R2_YYYY.sql
- SEED_IDIF_HL\$CAN_R2_YYYYC.sql

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, in this manual that describes how the process is run.

Validating the Govt XML File

IMPORTANT: The government requires users to validate the government xml file according to the downloaded government xml schema, using a validating parser prior to submitting the file to the government.

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 T4 and T4A xml files.

Since 2020 new fields have been added to HL\$CAN-T4-2021 to support Codes 57, 58, 59, 60

Electronic T4 Print Facility

Consent

The Canadian Government does not require employees to provide consent. As such, employees do not have to give consent in order to get their T4 forms online.

The Electronic Consent logic has been removed, which means the employees do not have to give consent in order to get their T4/Releve 1 forms online.

Electronic Consent logic has been removed but the field is still being used for filtering T4 forms being printed using the new report parameter 'Print No e-Consent EE' and other existing report filters.

Organizations can control the years that T4 forms are available for employees to print, by setting the *EE_T4_GVT_RUN* Preference on the IMST form.

Employee T4's – RET4 and BET4

The BET4 will produce current year T4's only – if you'd like your employees to be allowed to print prior years, RET4 can be utilized – i.e. label the menu “T4 History”. The BET4 output of the T4 form will be in a pdf format.

These functions can be added to the employee pay menu – or take advantage of the “Quick Links” to make this even easier.

IMST

Users must set up the *EE_T4_GVT_RUN* Preference with the values of the GVT Run Numbers that contain the information for the employee's T4s (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).

(IMST) Maintain Client Site Information

Save Changes | Undo Changes | Add Record | Delete Record | Deep Copy Record | Pin Form | Watch Forms | User Fields | User Notes | Media | Details | Change History | Query Form | Usages | EJB Activity null

Environment	Preferences (76)	Languages (5)	Message All	
Preference	Order	Value	Preference Description	Category
EE_RL1_GVT_RUN	10	222	EE_RL1_GVT_RUN	
EE_T4_GVT_RUN	10	661,662,663,809,840,843,845,848,862,910	EE_T4_GVT_RUN	Browser UI

Setup – BEW2

For organizations that wish to use the BET4 process, the implementation steps below must be followed:

1. The new function “BET4” MUST be added to the appropriate menu and provide execution rights to respective role and/or user

2. The ‘T4_GVT_RUN’ lexicon is used to identify the government runs that will be available to the user, to select and print their T4 forms. Organizations should always maintain this record to ONLY have the official government run record.
 - a. To update the lexicon, on the IMLN form, for the Lexicon Name ‘T4_GVT_RUN’, enter a unique value in the ‘Saved Value’ field, such as '01' and enter the Government Run number in the ‘Displayed’ value field.

(IMLN) Maintain Lexicons

Lexicon Name: T4_GVT_RUN | Lexicon Type: User Defined | Length: 4

1 of 2 records

Lexicon Name: T4_GVT_RUN | Length: 4 | Lexicon Type: User Defined | Country Sensitive

+	Saved Value	Displayed	Displayed (ENG)	Sort	Meaning	Usage	Legislation	High Value	Reference...
01	8198				8198	User Defined			X
02	8809				8809	User Defined			X
03	8974				8974	User Defined			X
04	8964				8964	User Defined			X

Check Lists

New Year Preparation Check List

Done?	Form	Task
<input type="checkbox"/>	IDCL	Enter calendar periods for the upcoming year for all company calendars
<input type="checkbox"/>	IDWC	Update work calendars/schedules if not already a repeating pattern.
<input type="checkbox"/>	IDHC	Update the holiday calendars with holidays for the upcoming year
<input type="checkbox"/>	IPCL	Add new pay periods for the upcoming year.
<input type="checkbox"/>	IDGR	Check the 'Weeks Per Year' field. May require editing.
<input type="checkbox"/>	IDWR	Check the 'Weeks Per Year' field. May require editing
<input type="checkbox"/>	IMUC	Check UserCalcs for hard-coded rates and dates that are date sensitive
<input type="checkbox"/>	IMVR	Update date-sensitive dates and rates for the upcoming year.
<input type="checkbox"/>	IMUF	Create required variables to be attached to the government registration form (IDGV).
<input type="checkbox"/>	IDGV	Check all rates, particularly those that are only valid one year at a time, and must be renewed. Update overridden government rates that will change in the new year.
<input type="checkbox"/>	IDGV	Variables tab. Enter 'extra' T4 registration or tape information, if required.
<input type="checkbox"/>	IDGV	Ensure that the EIN Number DO NOT have hyphens, prefixes or suffixes.
<input type="checkbox"/>	IBPN	Update benefit plan coverage rates that will change in the new year, if required.
<input type="checkbox"/>	IPPF	Edit 'Times Per Year (Benefits)' field on any existing payroll frequency records, if required.
<input type="checkbox"/>	IPPGU	Ensure that there is an Adjustment category set up.

Year End Preparation Check List

Done?	Task
<input type="checkbox"/>	Determine leave accrual year end approach
<input type="checkbox"/>	Close last pay of year
<input type="checkbox"/>	Run Year-To-Date Registers

Year End Reporting Check List

Done?	Form	Task
<input type="checkbox"/>	IDGR	Determine if the 'T4 Employment Type' needs to be changed at the group level.
<input type="checkbox"/>	IDGV	An entry must exist on the Government Registration (IDGV) form for a state with the 'Province Registration' in order for the Province to be reported.
<input type="checkbox"/>	IDGV	Create required variables to be attached to the government registration form
<input type="checkbox"/>	IDGV	Ensure that the EIN numbers DO NOT have hyphens, prefixes or suffixes.
<input type="checkbox"/>	IDGV	Variables tab, enter 'Extra' T4 registration or tape information, if required.
<input type="checkbox"/>	IMUF	Create the required variables to be attached to the government registration form (IDGV).

FAQs

T4 Printing

Q: Our data is in mixed case. What do we need to do to print the T4s in all capitals?

A: You will not have to do anything. The RPYEC and RPT4W programs automatically capitalize all text.

Q: We had an employee who left and then came back to work in the same year. Can we print one T4?

A: No. One T4 is printed for each To Date record that exists. This employee would have at least two T4s.

Q: We have several employees who have 4 lines to be printed in Box 13. Will the extra data be printed on a separate T4?

A: Yes. Up to 3 lines of information can be included in Box 13. If more than 3 are defined, overflow logic will create a 2nd T4 form for the employee.

Q: Do we need a certain type of printer to print T4s?

A: No, as the forms are now printed with the boxes on blank paper.

We support most laser printers, with the ability to adjust the top and left margins from 1/16 to 3/8 of an inch, as needed.

Changes? Questions?

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