

Canadian Preparing for Year-End Course Outline

Live Course (4.5 hours):

Federal Legislative Updates from Canada Revenue Agency and Service Canada.

Budget 2021

- Canada Emergency Wage Subsidy (CEWS) extension
- Canada Recovery Hiring Program
- Updates to electronic filing requirements for tax slips
- Removal of the requirement for handwritten signatures on certain forms
- Maintenance of flexible access to Regular EI benefits
- Extension of EI sickness benefits
- Defined Contribution (DC) pension plans, administrative amendments regarding contribution errors
- Canada Labour Code (CLC) Part III:
 - Federal minimum wage
 - Leave for parents of young crime victims
 - New statutory holiday for Truth and Reconciliation

Federal Legislative Updates

- Canada Pension Plan YMPE & rate enhancement
- EI Maximum Insurable Earnings & rate
- Projected EI rates through 2028
- Reduced EI program and multipliers
- TD1 basic exemptions and claim codes
- Updated TD1-IN
- RPP/RRSP/TFSA limits
- Year-end slip changes
- Taxable benefits update

Provincial Legislative Updates

- Minimum wage
- Bank holiday schedule
- Provincial tax changes
- New Brunswick
- Employment Standards updates
- New leaves
- Sick leave
- Vaccination leave
- Worker's Compensation updates
- Provincial Health tax updates

Quebec Legislative Update

- Quebec Pension Plan (QPP) Year's Maximum Pensionable Earnings (YMPE) and rate
- QPP enhancement
- QPIP MIE and rate

- Health Services Fund (HSF) - total payroll and rates
- Taxable benefits updates
- Garnishment exemptions

On Demand Course (2 sessions):

Session 1 (4 hours)

- Box-by-box Federal Year-End reporting
 - Reconciling and balancing year-end
 - Performing a pensionable and insurable earning review (PIER)
 - Methods of filing tax slips and reporting deadlines and penalties
- Quebec Year-End Reporting
 - Deadlines and penalties
 - Reconciling and balancing year-end
 - Step-by-step instructions for completing the RL-1 and RL-2 slip and summary

Session 2 (1.5 hours)

- Payroll Balancing and Year-End Reconciliations Webinar
 - Reconciliation process to balance T4 slips to remittance account if 10% subsidy used
 - Requirements to report CEWS payments

All live and on demand course links will be sent from the Canadian Payroll Association