

Payroll Year-End: A Checklist

Payroll Register

- Verify all manual payroll cheques were recorded in the payroll register and balance source deduction remittances to payroll register and general ledger accounts.

Final Remittance

- Prepare a PIER audit of CPP and EI deductions and remit any amounts owing with the final remittance for the year.

Summary Report

- Generate a draft T4 run and T4 summary report for use in reconciling. Verify employee addresses and SIN numbers are correct.

Reconcile

- Reconcile T4 summary report to payroll register and accounting general ledger accounts. Verify all amounts balance and are recorded in the correct boxes on the T4.

Share Results

- Communicate any additional payroll time for reconciliations with your employer or clients in advance.

Taxable Benefits A

- Ensure taxable benefits (employer paid life, dep life, AD&D, CI) were reported each pay period, are balanced to the provider statements and are recorded in the correct boxes on the T4.

Taxable Benefits B

- Process taxable benefit variances and other entries such as company car benefits.

Review Calendar

- Review payroll provider 2020 calendar for payroll processing/pay day conflicts (statutory holidays etc.).

New Forms

- Email employees new TD1 and TD1 ON forms from CRA for the 2020 payroll year.

Statutory Deductions

- Review 2020 CPP and EI statutory deductions rates and maximums. You can find details by following the below links to CRA website:

Canadian Pension Plan

- 2020 CPP Contribution rates, maximums and exemptions are changing. Learn more about these changes by [clicking here](#) (link to Government of Canada information on CPP).

Employment Insurance

- 2020 EI premium rates and maximums have slightly decreased. You can learn more about the 2020 EI changes on [this concise chart](#) (link to Government of Canada information on EI).