

Checklist of year-end activities

This checklist is your primary tool for processing your year-end with Ceridian. All tasks are sequentially ordered, and references to other sections of this guide are provided. Use this checklist to ensure that all necessary tasks are completed in order and on time.

November 2021

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	<p>When you receive your preliminary year-end reports package, follow the instructions for each report to ensure that the information it contains is correct as of the pay period ending date shown in the upper right-hand corner of each report.</p> <p>If you require new earning or deduction codes or adjustments to a current code, contact your Service Delivery Team prior to your final payroll run of the year. Charges may apply.</p> <p>For each of the following items, verify that they are correct by checking the relevant reports, see Year-End reports.</p>	At least 5 business days prior to your final input with a 2021 cheque date
<input type="checkbox"/>	<p>For each employee (including those on terminated status), verify:</p> <ul style="list-style-type: none"> • Name and address • Social Insurance Number • CPP/QPP, EI and QPIP (Quebec Parental Insurance Plan) deficiencies • Province(s) of employment for 2021. <hr/> <p>Note: Any employee in a terminated status on your last pay of the year will be removed from your payroll.</p>	
<input type="checkbox"/>	Review Earnings and Deduction/Benefit Matrix to ensure all codes are accurate and are directed to the appropriate box on the T4/RL-1.	
<input type="checkbox"/>	Verify Business Number(s) and/or Quebec Remittance Account Number(s)	
<input type="checkbox"/>	Verify EI/QPIP reduced rates, with associated Business Numbers (BNs), for 2021	

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	If your payroll includes employees in any of the following provinces, verify: <ul style="list-style-type: none"> • Manitoba Health and Post Secondary Education Tax Number • Ontario Employer Health Tax Number • Newfoundland and Labrador Health and Post-Secondary Education Tax Number • Northwest Territories/Nunavut Payroll Tax Number • Nova Scotia WCB account number and rate • CNESST employer number and rate, Revenu Quebec Identification No. 	
<input type="checkbox"/>	If applicable verify: <ul style="list-style-type: none"> • Deferred Profit Sharing Plan Number(s) • Registered Pension Plan Number(s) 	
<input type="checkbox"/>	Review and validate your 2022 payroll input schedule provided in your preliminary balancing reports. If you have any changes, contact your Service Delivery Team.	
<input type="checkbox"/>	If you need to make year-end adjustments, a Year-End Adjustment Spreadsheet is available at www.ceridian.com/ca > Support > Employer. This spreadsheet can be downloaded, populated and e-mailed to sbyearend@ceridian.ca .	At least 5 business days prior to final input with a cheque date of 2021.
<input type="checkbox"/>	<p>If you have employees in any of the provinces or territories that have medical/payroll tax plans (BC, NL, ON, MB, QC, NT, NU) and the projected earnings for these jurisdictions for the new year may result in a change in the way Ceridian calculates your provincial health care levy, as this information is required in writing, forward to your Service Delivery Team.</p> <p>BC EHT was a new payroll tax in 2019. If you are subject to British Columbia Employer Health Tax, you are responsible for remitting payment. Ceridian does not calculate or remit BC EHT on behalf of employers.</p>	

December 2021 and last pay of the year

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	To prepare for Tax Form Initiation, ensure you have your IVR Branch ID, Payroll ID and PIN number. See, Requesting tax forms through IVR	
<input type="checkbox"/>	Schedule any special bonus or vacation runs with your Service Delivery Team, if required.	December 1

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	<p>Verify the remittance amounts made by Ceridian, on your behalf, during the year by comparing them with the reports from the appropriate government agency (For example: PD7A for Federal and TPZ-1015.R. 14.#-V for Quebec).</p> <div style="border: 1px solid #00aaff; padding: 10px; margin: 10px 0;"> <p>Note: Anything not included in your regular payroll processing in 2021 requires you to make the remittance payment to CRA/Revenu Quebec directly.</p> <p>Starting with the 2019 tax year, CRA and RQ began permitting eligible employers to make an additional adjustment remittance in January. Conditions apply (CRA "Payment on Filing"/RQ "Administrative Policy").</p> </div>	
<input type="checkbox"/>	<p>Notify Ceridian, in writing, of any changes to your company's EI/QPIP rates, Receiver General remittance frequency, and/or WCB assessment rate effective for 2022 if applicable.</p> <p>Advise Ceridian of any changes to your CNESST (CSST) assessment rate effective for 2022 if applicable (Quebec employers only).</p>	At least 5 business days prior to processing your first payroll of 2022
<input type="checkbox"/>	If you have employees in Nova Scotia , forward your 2022 WCB rates to Ceridian.	At least 5 business days prior to processing your first payroll of 2022
<input type="checkbox"/>	If pension adjustments (PAs) are being calculated by an actuary , ensure that they have been provided and verified to reports prior to processing your tax forms. See Calculate pension adjustments (PA) .	
<input type="checkbox"/>	If you have a company pension plan and your payroll includes a YTD maximum amount for 2021, the maximum must be re-entered in the new year. Contact your Service Delivery Team for assistance.	
<input type="checkbox"/>	Ensure that tax exemption status codes and claim amounts for employees that have other than the basic exemptions are updated with your first payroll of the new year.	
<input type="checkbox"/>	Employees in terminated status will be removed from Powerpay when your first pay in 2022 is processed. If you would like them to remain in Powerpay, update their status to On Leave on or before your last pay dated in 2021.	
<input type="checkbox"/>	Some deductions allow for a target feature where deductions automatically stop once the target is met. If you are using this feature, contact your Service Delivery Team for assistance.	First pay period in 2022
<input type="checkbox"/>	Review any amounts for employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or K3 or K3P amounts for federal/provincial tax credits as they are re-set to zero on the first pay of the new year. If the amount applies to multiple years, the figure needs to be re-entered on the first pay of the new year. Contact your Service Delivery Team for assistance if you require a special report to review these figures. (service fees may apply)	

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	<p>Ensure that any exemption amounts for commissioned employees are re-entered on the first pay of the new year if these employees have completed a TD1X form.</p> <p>All commissioned employees should complete a TD1X form for 2022 prior to the first pay of the new year.</p>	
<input type="checkbox"/>	<p>You should receive, with your final pay of the year, a set of year-end balancing reports. If you do not receive these reports, contact your Service Delivery Team immediately.</p> <hr/> <p>Note: All employees in a terminated status on the last pay of the year will be removed from your payroll after the first pay of the year has been processed. If any employees will be returning next year, move them to a Leave status.</p>	

First pay of the year: January – February 2022

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	<p>Review the Powerpay Info Centre and Year-End tab for communication of Ceridian's important dates and deadlines detailing when adjustments must be received and tax forms must be processed. See Missed tax form deadlines, for more information. If you are unable to meet any deadline, contact your Service Delivery Team for advice on how to proceed.</p>	
<input type="checkbox"/>	<p>If you have employees in Quebec, with your first payroll run in 2022 you will need to enter your total Worldwide gross payroll amount (including taxable benefits) for 2021, in order to accurately calculate the Quebec Health Services Fund in the new year. The upper total payroll threshold for QHSF is expected to increase from \$6.5M to \$7.0M in 2022. The change has not yet been confirmed.</p>	First pay period in 2022
<input type="checkbox"/>	<p>On the first pay of the year you should not use the following Employee Status Change option: Terminated; Do not produce; Do not process.</p> <p>If this scenario is required, please wait until the second pay of the year to enter. You can manually override the employee's pay under Payroll > Regular Payments.</p>	First pay period in 2022
<input type="checkbox"/>	<p>Employees who have CRA/Revenu Quebec letters (for reductions in taxable remuneration) and/or labour-sponsored tax credits automatically have these amounts re-set to zero with the first payroll of the new year. Enter new amounts for 2022 as part of your first payroll of the new year on the Statutory Deductions page. From the Payroll menu, select Regular Payment > Statutory Deductions.</p>	First pay period in 2022
<input type="checkbox"/>	<p>If you submitted adjustments to be processed for your tax forms after your last pay of 2021, you are responsible for remitting any statutory deductions created by the adjustments to the appropriate agencies by the specified deadline imposed by those agencies.</p> <p>Starting with the 2019 tax year, CRA and RQ began permitting eligible employers to make an additional adjustment remittance in January. Conditions apply (CRA "Payment on Filing"/RQ "Administrative Policy").</p>	

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	If you have adjustments, review the information provided on the After the First Pay of the New Year page. From the Year End menu, select Year-End Adjustment Process > After the First Pay of the New Year .	After your first pay dated in January
<input type="checkbox"/>	If you have reviewed your Year-End Balancing Reports and are ready to request your tax forms, call our Interactive Voice Response service (IVR) at 1-800-667-7867 or see Requesting tax forms through IVR. The deadline to request your tax forms is February 18 .	February 18
<input type="checkbox"/>	After verifying that your tax forms are correct distribute them to your employees. Note: Failure to distribute tax forms to employees before this deadline can result in penalties (fines) being levied by CRA/Revenu Quebec.	February 28
<input type="checkbox"/>	If you have employees in Quebec , you are responsible for submitting the RL Summary to Revenu Quebec, see Tax form deadlines.	February 28
<input type="checkbox"/>	If you have employees in Quebec , you are responsible for filing your CNT levy and WSDRF return with Revenu Quebec. Please refer to the RL-1 Summary (RLZ-1.S-V).	February 28
<input type="checkbox"/>	If you have employees working in provinces other than Quebec or Nova Scotia , you are responsible for remitting your WCB premiums (if applicable) for 2021. Your provincial WCB should communicate to you the rates at which to calculate your premiums owing and your annual return filing obligations.	Please check with your WCB board for deadlines
<input type="checkbox"/>	If you use Time Off Requests in Powerpay , review and update your 2022 statutory holiday calendar to ensure that the observed dates are appropriate for your organization.	
<input type="checkbox"/>	If you use Time Off Requests in Powerpay , review and update your 2022 custom holidays.	

March 2022

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	If you have employees in Ontario , you are responsible for filing an annual Ontario EHT Return, to reconcile the annual tax due against the installments made in 2021. This is the employer's responsibility, even if Ceridian remits EHT on your behalf. See Ontario employer health tax (EHT).	March 15
<input type="checkbox"/>	If you have employees in Quebec , you are responsible for completing and filing your annual Quebec CNESST report to reconcile the annual CSST premiums due against the installments made in 2021.	March 15
<input type="checkbox"/>	If you have employees in British Columbia , you are responsible for completing and filing your BC EHT annual return by March 31, 2022 and for making all tax payments.	March 31
<input type="checkbox"/>	If you have employees in Ontario , you are responsible for filing your Ontario WSIB reports and remittances (if applicable) for 2021. The WSIB should communicate to you the rates at which to calculate your premiums owing	March 31

<input checked="" type="checkbox"/>	Action	Deadline
<input type="checkbox"/>	If you have employees in Manitoba and the Manitoba gross earnings for 2021 are \$1,500,000 or greater, you are required to file an annual report that includes a copy of your information summaries (i.e. T4, T4A) requested from CRA. See Manitoba health and post-secondary education tax.	March 31
<input type="checkbox"/>	If you have employees in Newfoundland and Labrador , and your Newfoundland remuneration is greater than the 1.3M threshold, you are responsible for submitting an Annual Declaration Return form to the Department of Finance. See Newfoundland and Labrador health and post-secondary education tax (HAPSET)	March 31