

July 2017 Payroll Release Notes

CRA Changes for July Payroll Edition :

-PEI:

The Prince Edward Island budget, tabled on April 7, 2017, announced that effective January 1, 2017, the province will increase the basic personal amount to \$8,160 from \$8,000. Since \$8,000 has been used for employees for the first six months of this year, a basic personal amount of \$8,320 will be applied for the remaining six months commencing with the first payroll in July. The Option 2 personal amounts will not be prorated. Effective July 1, 2017, the prorated amounts for Option 1 are as follows: ■ The basic personal amount is revised to \$8,320. Refer to the revised Form TD1PE for complete information

-SK:

Saskatchewan In the provincial Budget 2017 of March 22, 2017, the following changes were announced: Personal Tax rates Effective July 1, 2017, the personal tax rates of 11%, 13% and 15% will be changed to 10.5%, 12.5%, and 14.5% respectively.

Changes In Samco:

-In the Employee Maintenance screen you will now see extra fields for each of the TD1 – TDP1 entries;

-Provincial TD1

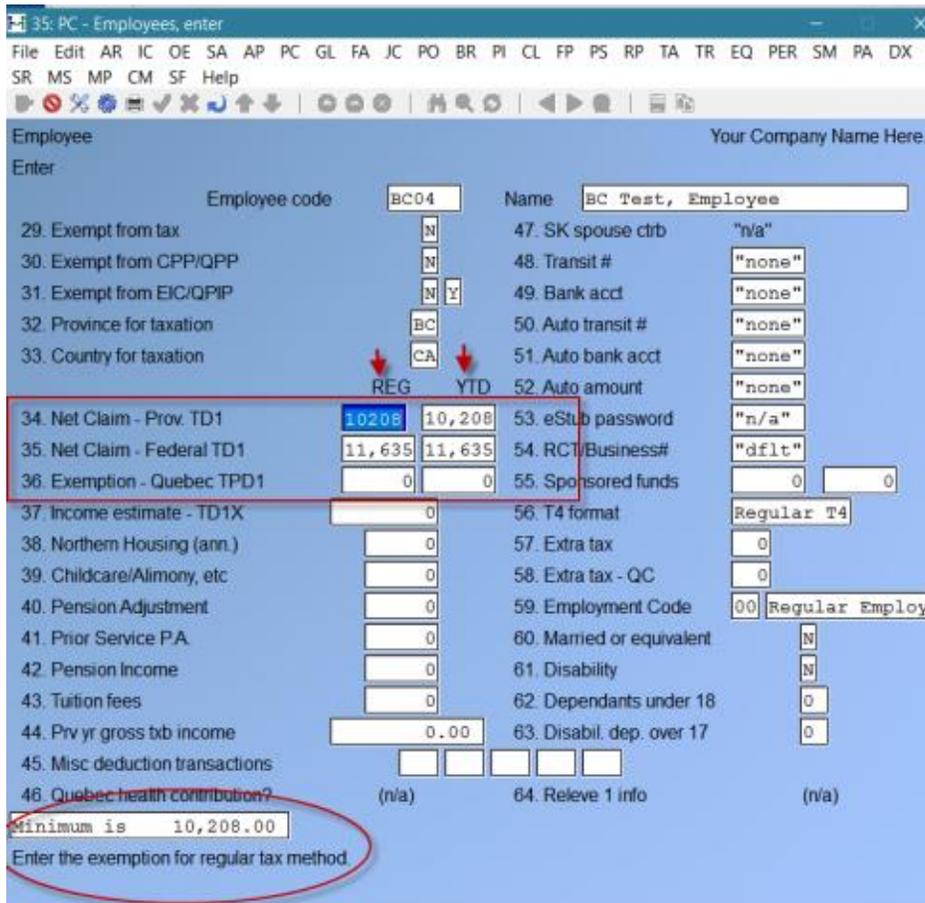
-Federal TD1

-Quebec TDP1

All amounts come in Regular and YTD Values.

-The regular value is used for regular tax calculations. When a government does a mid-year change to the TD1 value, which is retroactive to the beginning of the year, this value will have a built in "correction" to allow for the computations that took place during the first half of the year to be corrected.

-The YTD will average out using the correct values and will self-correct to any changes made in the regular exemptions.



To Schedule your Payroll update:

Call Samco @ 604-547-4211 or contact us through www.support@samco.com

You can be updated anytime, just do not run July update until you are ready to do your July payroll.

For Window Users scroll to last page titled: Installation and Instructions for Window Users

BEFORE YOUR FIRST JULY PAYROLL

1. Install the update
2. Apply the tax changes

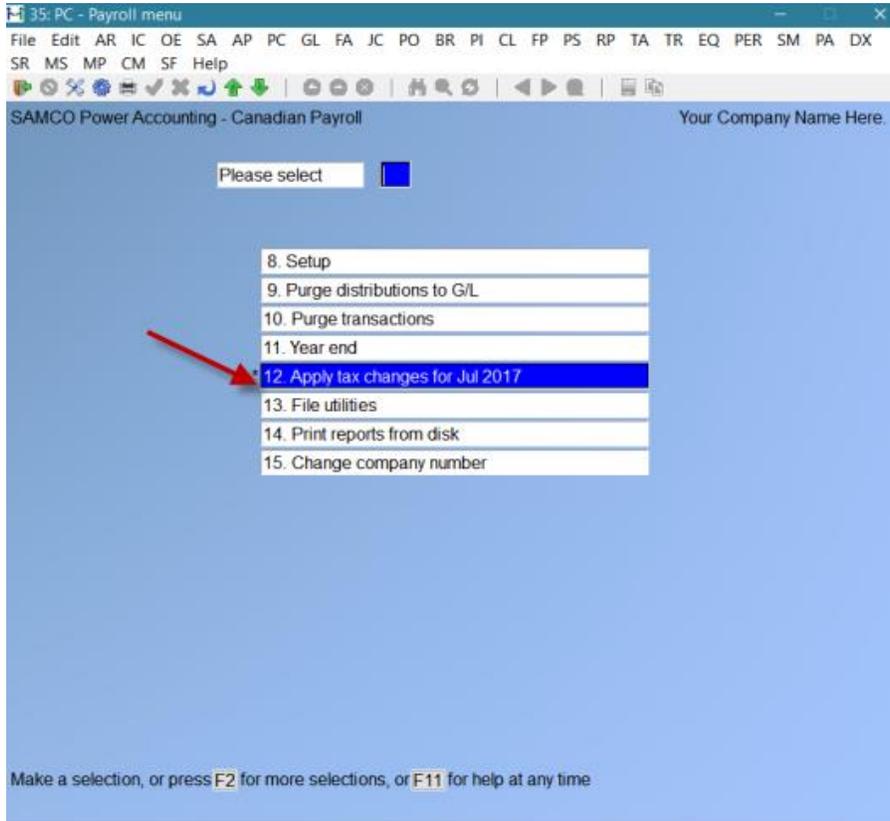
1-Install the update:

Whether you are affected by the changes or not, all payroll needs to be updated to the 106th edition of the payroll deduction formulas. The next MC edition#: **106** . If you want to double check the MC number , it is found in the Control File . If you do not have access to the Control File , have someone check the current MC edition# for you.

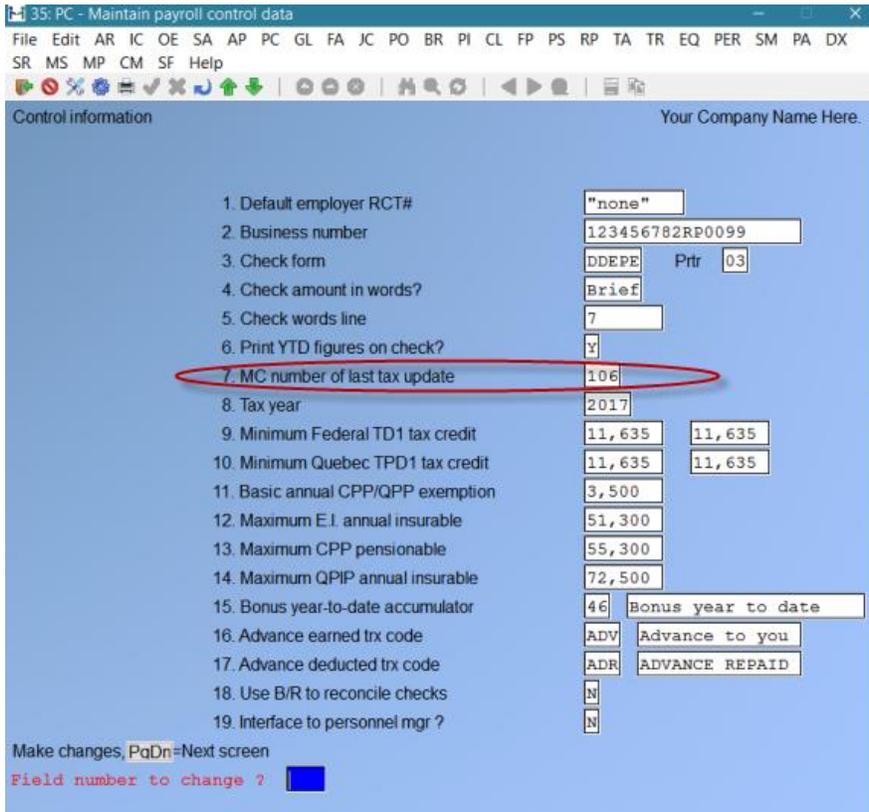
Go to > Payroll Module > Second Screen (F2) > Set -Up > Control Information

2-Apply the tax changes:

Update to run can be found on the Second Screen (F2) of the payroll menu, and it is called "Apply tax changes for Jul 2017"



Control File Screen After Update



Installation and Setup Instructions For Window Users

Use the link <ftp://ns2.samco.com> to access the FTP server.

User ID : samcowin35

Enter Password : 85\$eotaYM

Install the software update from the dvd image according to the instructions provided

- **NOTE: Installation is normally done immediately after the last payroll cheque run for June has been completed, but before the first payroll run of July (July dated cheques) are processed.**

After you have successfully completed the install complete the following steps:

1. Confirm that you have installed the update successfully by pressing the F4 Key at any menu. The information window should be the one shown in the image below Build information.

If this window does not show the updated **BUILD NUMBER** than the update has not been installed!

Confirm that you have the update installed successfully by pressing the [F4] key at any menu. The information window should show that the **BUILD is 14.07.35.131 OR LATER**

- **NOTE: the new update that has been installed replaces the “old” calculations with the “new calculations”.**
- **To apply the new tax changes go to: APPLY TAX CHANGES FOR JUL. 2017**