

January 2025 Payroll Updates

IMPORTANT NOTE

According to a notice sent out by the CRA in November, their *electronic filing systems for information returns will be shut down for maintenance and upgrades from December 2, 2024, (3:00 a.m. EST) to January 13, 2025, (6:00 a.m. EST). You can resume filing starting January 13, 2025, (6:00 a.m. EST).*

This means that they will **not be accepting electronic T4/T4A submissions** until then. You can still do your update and create the file(s), however, you cannot submit the file(s) until then.

Payroll Update Do's and Don'ts

The following are things you should and should not do **prior to running** the Payroll year-end for 2024:

- **DO...** Complete the last payroll for cheques dated in 2024.
- **DON'T...** Process time transactions for payroll cheques that will be dated in 2025. This may mess up accumulators.
- **DON'T...** Process a payroll cheque dated for 2025 even if it includes time transactions for 2024.
- **DO...** Calculate journal entries.
- **DO...** Reach out to us if you have any questions – call 604-597-4211 or email support@samco.com.

After completing the last payroll for 2024 (cheques dated in 2024), this includes generating journal entries, follow these steps in sequence to prepare your Payroll files for the 2025 tax year. Repeat these steps for each company ID within SAMCO that you do payroll.

Closing the 2024 Payroll

The fundamental idea is to take a snapshot of the 2024 files, placing them in their own folder for viewing/reporting, and then generating T4/T4A/Releve1 forms through the **Employee History** function.

1. Go to **Payroll » [F2] » Year end**;
2. Select **Create employee history** from the menu list;
3. If you have accumulators that need to be zeroed out manually, run **Initialize accumulators**. At 'Do you wish to run this update?' **Enter 'Y'**. If you have accumulators that you do this for every year, change the *Zero at year end* flag within each Accumulator affected to **Y**;
4. Run **Year end closing** to zero out accumulators and prepare the Payroll files for the new year.

Once you have closed payroll for 2024:

1. Apply the January 2025 tax changes by running **Payroll » [F2] » Apply Tax Changes for Jan 2025**. If the menu selection says **Jan 2024**, stop and call SAMCO Support at 604-597-4211 or email support@samco.com. **Do not continue** as the software update containing the 2025 tax changes has not been installed on your system yet;

2. Answer **Y** to *Do you wish to run this update?*;
3. Enter **Y** to *Do you wish to continue?*;
4. The data has now been updated.

Next, go to the **Payroll » [F2] » Setup » Control information** and confirm the following:

- **MC Number** is 120
- **Tax year** is 2025
- **RL1 XML cert. code** is RQ-24-01-174, found on the 3rd page of the **Enable magnetic filing...** field (applies only to Quebec employers)

If you do not see these numbers, please contact support@samco.com and we will gladly assist you.

It is only **after this update** is done that you can run your first payroll for 2025, and generate T4, T4A, and Releve 1 forms.

Repeat the above steps for each company ID within SAMCO that you do payroll in.

Print Slips/Summaries and Submission File

NOTE: If you need to set the employee Pension adjustment value prior to printing T4s, go to **Payroll » Employee History » 2024 » Set pension adj from accum.**

Go to **Payroll » Employee history » 2024 » Print Historical T4 / T4A or Releve Slips** and fill in the fields, following the prompts at the bottom of the screen. At the form ID field enter **24EMP** to print/email the forms, or press **F1** to generate an XML file for submission to the CRA.

The **Data type** field will ask if this is original, amended, or a cancellation. It is an original if the form has not already been submitted. If you need to reissue **because of changes**, it is an amendment. If you are cancelling a submission, it is a cancellation.

Immediately after printing the slips, select the printer for the **Summary** – normally a standard laser printer or PDF.

NOTE: Refer to Chapter 20 in the on-line Canadian Payroll manual (https://www.samco.com/support/user-manuals/Payroll_Manual_14_07_35.pdf) for details.

If you have any questions or concerns regarding this process, please do not hesitate to give us a call at 604-597-4211 or email support@samco.com. We'll be more than happy to help out.