

# WELCOME

Welcome to the payroll update procedure for Abacus II. This program updates only the Abacus II payroll programs (and related files). It does not affect programs in other areas of Abacus II.

## ***BEFORE YOU BEGIN YOUR PAYROLL INSTALLATION***

Three very important steps to remember before you begin the Payroll Installation are:

Ensure that you have prepared and posted the last payroll in December.

Make sure you have performed a backup of all the data locations you are going to update.

- 1) Ensure that you turn off your Anti-virus scanning software running in the background.

You are now ready to begin your Payroll Installation.

**Note: Please make sure that after you have installed the Abacus payroll update for 2024 that you only enter the Abacus program using a 2024 date and not a 2023 date. This is especially important when you want to run the T4s and the payroll year-end functions.**

## ***INSTALLATION FROM DOWNLOADED FILE***

### **For Abacus Windows Versions 6.00 & Higher**

#### **To install the payroll update from downloaded file:**

1. Open Windows Explorer and locate the file downloaded:

Jan2024-600Windows.exe (version 6.00)

Jan2024-610Windows.exe (version 6.10)

Jan2024-620Windows.exe (version 6.20)

Jan2024-630Windows.exe (version 6.30)

Jan2024-640Windows.exe (version 6.40)

Double click on the file to start.

2. The file will self extract (Click OK to continue) and start to run.
3. Click "Setup" to Continue.
4. The installation program will start and appear on the screen.
5. Press Enter on "1-Install Payroll Update" and enter the location of the Abacus2 directory Or  
Press Enter on "2-Search for Existing Install and the program will search ALL drives for Abacus2 program directories.
6. Answer "Yes" to Install Payroll Update if the directory displayed is correct.
7. You are asked to confirm, "Yes" one more time.
8. After you have updated the program location, Press Enter on "Q-Quit".
9. Login into Abacus and Go into any of the Wages menu selections. If the data location has not been updated, you will be asked to update the current location. Answer "Yes" to update the current location. If you answer "No", you will be presented with a list of all the data locations. Select each data location one at a time and press enter. NOTE: ONLY UPDATE EACH LOCATION ONCE. IF THE UPDATED COLUMN CONTAINS A "YES", IT HAS ALREADY BEEN UPDATED. DO NOT UPDATE A SECOND TIME.
10. When finished updating the data locations, Press F10-Quit.
11. Your update is now complete.

## **PAYROLL CONVERSION PROGRAM**

This is the program that actually updates the Abacus II payroll programs and does any necessary data file conversions. The first screen you are presented with displays the available data locations and their update status. From this screen you select the data location(s) that need to be updated. The first data location the Payroll Conversion program updates will also cause the Abacus II payroll programs to be updated. The payroll programs will not be updated again unless you exit and re-enter the Payroll Conversion program.

## **TECHNICAL SUPPORT**

If you encounter any problems installing this payroll update or you have a question you can contact Silver Mountain Software Technical Support at: **Phone: 905-853-6922 Fax: 905-853-1709**

Please have your Abacus II serial number available when you call and include it on any correspondence to Silver Mountain Software.

### **Internet**

Silver Mountain Software also can be reached through the Internet, our home page address is:

**<http://www.silvermountain.ca>**

or email at:

[support@silvermountain.ca](mailto:support@silvermountain.ca)

**Abacus January 2024 Canadian Tax Changes**

**Revision 1.0**

**December 12, 2023**

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# Tax Rate Changes

The changes specified below are required to be changed in Abacus for January 1, 2023.

## **FEDERAL**

1. Tax brackets have changed as follows:

| Old Tax Bracket               | Old Tax Rate | Old Federal Constant |
|-------------------------------|--------------|----------------------|
| <= \$53,359                   | 15.0. %      | \$0                  |
| > \$ 53,359 and <= \$106,717  | 20,5.%       | \$2,935              |
| > \$ 106,717 and <= \$165,430 | 26.0%        | \$8,804              |
| > \$165,430and <=\$235,675    | 29.0%        | \$13,767             |
| >\$235,675                    | 33.0%        | \$23,194             |

| New Tax Bracket              | New Tax Rate | New Federal Constant |
|------------------------------|--------------|----------------------|
| <= \$55,867                  | 15%          | \$0                  |
| > \$55,867 and <= \$111,733  | 20.5%        | \$3,073              |
| > \$111,733 and <= \$173,205 | 26.0%        | \$9,218              |
| > \$173,205 and <= \$246,752 | 29.0%        | \$14,414             |
| > \$246,752                  | 33.0%        | \$24,284             |

2. Federal tax credits that are subject to indexation will be increased by 1.047.

**Some of the modified personal amounts are as follows:**

|                                     |          |
|-------------------------------------|----------|
| a) Basic personal amount            | \$15,705 |
| b) Age amount                       | \$8,790  |
| c) Disability amount                | \$9,872  |
| d) Spouse or common-law partner     | \$15,705 |
| e) Amount for an eligible dependant | \$15,705 |

3. Canada Pension Plan (CPP) maximum earnings increased from \$66,600 to \$68,500.
4. The CPP Basic Personal Exemption will be \$3,500.
5. The CPP contribution rate remains at 5.95%.
6. The CPP maximum contribution for the year has increased from \$3754.45. to \$3,867.50.
7. The CPP2 maximum contribution is set to \$188.00 for the next \$4,700.00 at a rate of 4.0%
8. The Employment Insurance (EI) rate increases to 1.66%
9. The EI maximum contribution is increases from \$1002.45 to \$1049.12.
10. The EI maximum insurable earnings are \$63,200.
11. RRSP annual limit is set to \$32,490.00.

## ALBERTA

1. Provincial Tax Credits are subject to indexation rate of 1.042.
2. Basic personal amount increases from \$21,003 to \$21,885.
3. Spouse or common-law partner increases from 21,003 to \$21,885.

| Old Tax Bracket              | Old Tax Rate | Old Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$142,292                 | 10.00%       | \$0                |
| > \$142,292 and <= \$170,751 | 12.00%       | \$2,846            |
| >\$170,751 and <= \$227,688  | 13.00%       | \$4,553            |
| >\$227,688 and <= \$341,502  | 14.00%       | \$6,830            |
| >\$341,502                   | 15.00%       | \$10,245           |

| New Tax Bracket              | New Tax Rate | New Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$148,269                 | 10.00%       | \$0                |
| > \$148,269 and <= \$177,922 | 12.00%       | \$2,965            |
| >\$177,922 and <= \$237,230  | 13.00%       | \$4,745            |
| >\$237,230 and <= \$355,845  | 14.00%       | \$7,117            |
| >\$355,845                   | 15.00%       | \$10,675           |

## BRITISH COLUMBIA

1. Tax brackets have changed as follows:

| Old Tax Bracket               | Old Tax Rate | Old Prov. Constant |
|-------------------------------|--------------|--------------------|
| <= \$45,654                   | 5.06%        | \$0                |
| > \$45,654 and <= \$91,310    | 7.7%         | \$1,205            |
| > \$ 91,310 and <= \$104,835  | 10.5%        | \$3,762            |
| > \$ 104,835 and <= \$127,299 | 12.29 %      | \$5,638            |
| >\$127,299 and <= \$172,602   | 14.7%        | \$8,706            |
| >\$172,602 and <= \$240,716   | 16.8%        | \$12,331           |
| <=\$240,0716                  | 20.5%        | \$21,238           |

| New Tax Bracket              | New Tax Rate | New Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$47,937                  | 5.06%        | \$0                |
| > \$47,937 and <= \$95,875   | 7.7%         | \$1,266            |
| > \$95,875 and <= \$110,076  | 10.5 %       | \$3,950            |
| > \$110,076 and <= \$133,664 | 12.29%       | \$5,920            |
| > \$133,664 and <= \$181,232 | 14.7%        | \$9,142            |
| >\$181,232 and <= \$252,752  | 16.8%        | \$12,948           |
| <=\$252,752                  | 20.5%        | \$22,249           |

2. Provincial Tax Credits that are subject to indexation will be adjusted by 1.05.
3. Basic personal amount increased from \$11,981 to \$12,580.
4. Provincial Tax Reductions have increased as follows:
 

Where the net income is less than or equal to \$24,338.00, the reduction is equal to the lesser of (i) basic provincial tax, and (ii) \$ 547.00;

Where the net income is greater than \$24,338.00 and less than or equal to \$39,703, the reduction is equal to the lesser of (i) basic personal tax, and (ii) \$547.00 - [(Annual net income - \$24,338.00) x 3.56%]

Where the net income is greater than \$39,703.00 the reduction is equal to \$0.

## MANITOBA

The tax brackets have changed as follows:

| Old Tax Bracket          | Old Tax Rate | Old Prov. Constant |
|--------------------------|--------------|--------------------|
| <=\$36,842               | 10.8%        | \$0                |
| >\$36,842 and <=\$79,625 | 12.75%       | \$718              |
| > \$79,625               | 17.4%        | \$4,421            |

| New Tax Bracket           | New Tax Rate | New Prov. Constant |
|---------------------------|--------------|--------------------|
| <=\$47,000                | 10.8%        | \$0                |
| >\$47,000 and <=\$100,000 | 12.75%       | \$917              |
| > \$100,000               | 17.4%        | \$5,567            |

1. Provincial Tax Credits that are subject to indexation will be adjusted by 1.052.
2. Basic personal amount increases from \$10,855. to \$15,780.
3. Spouse or common-law partner amount remains \$9,134.
4. The "Manitoba Family Tax Benefit will remain in effect.

## NEW BRUNSWICK

1. Tax brackets have changed as follows:

| Old Tax Bracket            | Old Tax Rate | Old Prov. Constant |
|----------------------------|--------------|--------------------|
| <= \$47,715                | 9.40%        | \$0                |
| > \$47,715 and <= \$95,431 | 14.00        | \$2,195            |
| >\$95,431 and <= \$145,955 | 16.00        | \$4,104            |
| >\$176,756                 | 19.50%       | \$10,790           |

| New Tax Bracket             | New Tax Rate | New Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$49,958                 | 9.40%        | \$0                |
| > \$49,958 and <= \$99,916  | 14.00%       | \$2,298            |
| > \$99,916 and <= \$185,064 | 16.00%       | \$4,296            |
| > \$185,064                 | 19.50%       | \$10,774           |

2. Provincial Tax Credits that are subject to indexation will be adjusted by 1.047.
3. Basic Personal amount increases from to \$12,458 to \$13,044.
4. Spouse or common-law partner amount increased to \$10,223.

## NEWFOUNDLAND AND LABRADOR

1. Tax brackets have changed as follows:

| Old Tax Bracket              | Old Tax Rate | Old Prov. Constant |
|------------------------------|--------------|--------------------|
| <=\$41,457                   | 8.70%        | \$0                |
| >\$41,457 and <= \$82,913    | 14.5%        | \$2,405            |
| >\$82,913 and <= \$148,027   | 15.8%        | \$3,482            |
| >\$148,027 and <= \$207,239  | 17.8%        | \$6,443            |
| >\$207,239 and <= \$264,7500 | 19.8%        | \$10,588           |
| >\$264,750 and <=\$529,500   | 20.8%        | \$13,235           |
| >\$529,500 and <= 1059000    | 21.3%        | \$15,883           |
| >\$1,059,000                 | 21.8%        | \$21,178           |

| New Tax Bracket            | New Tax Rate | New Prov. Constant |
|----------------------------|--------------|--------------------|
| >\$43,198                  | 8.7%         | \$0                |
| >\$43,198 and <= \$86,359  | 14.5%        | \$2,505            |
| >\$86,359 and <=\$154,244  | 15.8%        | \$3,629            |
| >\$154,244 and <=\$215,943 | 17.8%        | \$6,713            |
| >\$215,943 and <=\$278,870 | 19.8%        | \$11,032           |
| >\$278,870 and <=\$551,739 | 20.8%        | \$13,791           |
| >\$551,739and<=\$1,103,478 | 21.3%        | \$16,550           |
| >\$1,103,478               | 21.8%        | \$22,067           |

Provincial Tax Credits that are subject to indexation will be adjusted by 1.042.

Basic Personal amount is increased to \$10,818.

Spouse or common-law partner amount is revised to \$8,840.

## NORTHWEST TERRITORIES

1. Tax brackets have changed as follows:

| Old Tax Bracket             | Old Tax Rate | Old Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$48,326                 | 5.90%        | \$0                |
| > \$48,326 and <= \$ 96,655 | 8.60%        | \$1,305            |
| > \$96,655 and <= \$157,139 | 12.20%       | \$4,784            |
| > \$157,139                 | 14.05%       | \$7,691            |

| New Tax Bracket              | New Tax Rate | New Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$50,597                  | 5.90%        | \$0                |
| > \$50,597 and <= \$101,198  | 8.60%        | \$1,366            |
| > \$101,198 and <= \$164,525 | 12.20%       | \$5,009            |
| > \$164,525                  | 14.05%       | \$8,053            |

2. Territorial Tax Credits that are subject to indexation will be increased by 1.047.

3. Basic personal amount increases from \$16,593 to \$17,373.

4. Spouse or common-law partner amount increases from \$16,593 to \$17,373.



## NOVA SCOTIA

1. Tax brackets remains as follows:

| New Tax Bracket            | New Tax Rate | New Prov. Constant |
|----------------------------|--------------|--------------------|
| <= \$29,590                | 8.79%        | \$0                |
| > \$29,590 and <= \$59,180 | 14.95%       | \$1,823            |
| > \$59,180 and <= \$93,000 | 16.67%       | \$2,841            |
| >\$93,000 and <=\$150,000  | 17.50%       | \$3,613            |
| >\$150,000                 | 21.00%       | \$8,863            |

2. Basic personal amount is \$8,481.00.

3. Spouse or common-law partner amount remains at \$8,481.00

## NUNAVUT

1. Tax brackets have changed as follows:

| Old Tax Bracket             | Old Tax Rate | Old Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$50,877                 | 4.00%        | \$0                |
| > \$50,877 and <= \$101,754 | 7.00%        | \$1,526            |
| > \$101,754 and <=\$165,429 | 9.00%        | \$3,561            |
| > \$165,429                 | 11.50%       | \$7,697            |

| New Tax Bracket              | New Tax Rate | New Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$53,268                  | 4.00%        | \$0                |
| > \$53,268 and <= \$106,537  | 7.00%        | \$1,598            |
| > \$106,537 and <= \$173,205 | 9.00%        | \$3,729            |
| > \$173,205                  | 11.50%       | \$8,059            |

2. Territorial Tax Credits that are subject to indexation will be increased by 1.047

3. Basic personal amount is increased from \$17,925 to \$18,767.

4. Spouse or common-law partner amount is increased from \$17,925 to \$18,767.

## ONTARIO

1. Tax brackets have changed as follows:

| Old Tax Bracket            | Old Tax Rate | Old Prov. Constant |
|----------------------------|--------------|--------------------|
| <= \$49,231                | 5.05%        | \$0                |
| > \$49,231 and <= \$98,463 | 9.15%        | \$2,018            |
| >\$98,463 and <=\$150,000  | 11.16%       | \$3,998            |
| >\$150,000 and <=\$220,000 | 12.16%       | \$5,498            |
| >\$220,000                 | 13.16        | \$7,698            |

| New Tax Bracket            | New Tax Rate | New Prov. Constant |
|----------------------------|--------------|--------------------|
| <= \$51,446                | 5.05%        | \$0                |
| >\$51,446 and <=\$102,894  | 9.15%        | \$2,109            |
| >102,894 and <=\$150,000   | 11.16%       | \$4,177            |
| >\$150,000 and <=\$220,000 | 12.16%       | \$5,677            |
| >\$220,000                 | 13.16%       | \$7,877            |

2. Provincial Health Premium remain using the following brackets:

| Tax Bracket                 | Tax Rate | Constant | Lesser Of Value |
|-----------------------------|----------|----------|-----------------|
| <= \$20,000                 | 0.0%     | \$0      | \$0             |
| > \$20,000 and <= \$36,000  | 6.00%    | \$0      | \$300           |
| > \$36,000 and <= \$48,000  | 6.00%    | \$300    | \$450           |
| > \$48,000 and <= \$72,000  | 25.00%   | \$450    | \$600           |
| > \$72,000 and <= \$200,000 | 25.00%   | \$600    | \$750           |
| > \$200,000                 | 25.00%   | \$750    | \$900           |

| New Tax Bracket (Basic Provincial Tax Payable) | New Surtax Rate |
|--|-----------------|
| <= \$5,554                                     | 0.0%            |
| > \$5,554 and <= \$7,108                       | 20.0%           |
| > \$7,108                                      | 36.0%           |

3. Provincial Tax Credits that are subject to indexation will be increased by 1.045.
4. Basic personal amount increased from \$11,865 to \$12,399.
5. Spouse or common-law partner amount increased from \$10,075 to \$10,528.
6. The provincial tax reduction for the basic personal amount is \$286.
7. The provincial tax reduction for each dependant under 19 is \$529.
8. The provincial tax reduction for each dependant with a disability is \$529.

## PRINCE EDWARD ISLAND

TD1 amounts were increased from \$12,000 to \$13,500.

**Please adjust accordingly under Wages-Canadian Payroll- Employee Edit- Tax Credits (WCET)**

| New Tax Bracket             | New Tax Rate | New Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$32,656                 | 9.85%        | \$0                |
| > \$32,656 and <= \$64,313  | 13.63%       | \$1,300            |
| > \$64,313 and <= \$105,000 | 16.65%       | \$3,242            |
| >\$105,000 and <=\$140,000  | 18.00%       | \$4,659            |
| >\$140,000                  | 18.75%       | \$5,709            |

## QUEBEC

1. Tax brackets have changed as follows:

| Old Tax Bracket             | Old Tax Rate | Old Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$49,275                 | 15.00%       | \$0                |
| > \$49,275 and <= \$98,540  | 20.00%       | \$2,463            |
| > \$98,540 and <= \$119,910 | 24.00%       | \$6,405            |
| > \$119,910                 | 25.75%       | \$8,503            |

| New Tax Bracket             | New Tax Rate | New Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$51,780                 | 14.00%       | \$0                |
| > \$51,780 and <= \$103,545 | 19.00%       | \$2,589            |
| >\$103,545 and <=\$126,000  | 24.00%       | \$7,766            |
| >\$126,000                  | 25.75%       | \$9,971            |

2. Provincial Tax Credits that are subject to indexation will be increased by 1.0508.
3. Basic personal amount increased from \$17,183 to \$18,056.
4. Amount transferred from one spouse to the other (replaces the Amount respecting a spouse) increased from \$17,143 to \$18,056.
5. Amount with respect to age \$3,798.
6. Amount for other dependant has increased from \$4, 810 to \$5,416.
7. Amount for child engaged in full-time post-secondary studies increased from \$3,301 to \$3,717.
8. Reduction threshold increased from \$38,945 to \$40,925.
9. QPIP maximum earnings are set to \$94,000 with a rate of 0.494 for the employee with a maximum annual premium of \$464.36 for N and a rate of 0.692% for the employer with an annual premium of \$650.48 for N1.
10. QPP maximum earnings are set to \$68,500 for a maximum annual premium of \$4,160.00 with a rate of 12.8% which corresponds to a contribution rate of 6.4% for the employee and 6.40% for the employer. QPP2 amount is set to a maximum of \$188.00 on the next \$4,700.00 of income at a rate of 4%.
11. The Quebec EI premium rate is 1.32% for a maximum annual premium of \$834.24 on an Income of \$63,200.

## SASKATCHEWAN

1. Tax brackets have changed as follows:

| Old Tax Bracket             | Old Tax Rate | Old Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$49,720                 | 10.05%       | \$0                |
| > \$49,720 and <= \$142,058 | 12.50%       | \$994              |
| > \$142,058                 | 14.50%       | \$3,836            |

| New Tax Bracket             | New Tax Rate | New Prov. Constant |
|-----------------------------|--------------|--------------------|
| <= \$52,057                 | 10.50%       | \$0                |
| > \$52,057 and <= \$148,734 | 12.50%       | \$1,041            |
| > \$148,734                 | 14.50%       | \$4,016            |

2. Provincial Tax Credits that are subject to indexation will be increased by 1.047.
3. Basic personal amount increases from \$17,661 to \$18,491.
4. Spouse or common-law partner amount increase from \$17,661 to \$18,491.
5. Child amount is \$7,015.

## YUKON

1. Tax brackets have changed as follows:

| Old Tax Bracket              | Old Tax Rate | Old Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$53,359                  | 6.04%        | \$0                |
| > \$53,359 and <= \$106,717  | 9.00%        | \$1,387            |
| > \$103,717 and <= \$165,430 | 10.90%       | \$3,415            |
| > \$165,430 and <= \$500,000 | 12.80%       | \$6,558            |
| > \$500,000                  | 15.00%       | \$17,558           |

| New Tax Bracket              | New Tax Rate | New Prov. Constant |
|------------------------------|--------------|--------------------|
| <= \$55,867                  | 6.4%         | \$0                |
| >\$55,867 and <=\$111,733    | 9.00%        | \$1,453            |
| > \$111,733 and <= \$173,205 | 10.90%       | \$3,575            |
| > \$173,205 and <= \$500,000 | 12.80%       | \$6,866            |
| > \$500,000                  | 15.0%        | \$17,866           |

2. Territorial Tax Credits that are subject to indexation will be increased by 1.047.
3. Basic personal amount is increased from \$15,000 to \$15,705.
4. Spouse or common-law partner amount is increased from \$15,000 to \$15,705.
5. Territorial Canada Employment Credit is \$1,433

## **Email Advice Slips (Only available in Abacus V6.30 or higher)**

You can now email advice directly to the employee.

Email must be activated in the system. (Please refer to the Abacus V6.20 email documentation)

[http://www.silvermountain.ca/downloads/docs/Abacus\\_32\\_V6.2\\_Update\\_Document.pdf](http://www.silvermountain.ca/downloads/docs/Abacus_32_V6.2_Update_Document.pdf)

You need to enter the Email Address into the Employee, under WCE.

The screenshot shows a form with the following fields and values:

|               |                           |                |   |
|---------------|---------------------------|----------------|---|
| Employee      | BARA                      |                |   |
| Last Name     | BARATONE                  |                |   |
| First Name    | APRIL                     | Initial        |   |
| Address       | 1572 SMITH STREET         |                |   |
| City          | TORONTO                   |                |   |
| Province      | ON                        |                |   |
| Postal Code   | L9A 0A0                   |                |   |
| Phone         | (416)787-0011             |                |   |
| Email Address | support@silvermountain.ca |                |   |
| Class Code    |                           | High Security? | N |

Ins Mode: OVR

When you are printing the advice slips under CDPS – (Cash – Disbursements – Payroll – Standard Payroll)

You will be presented with the follow options.

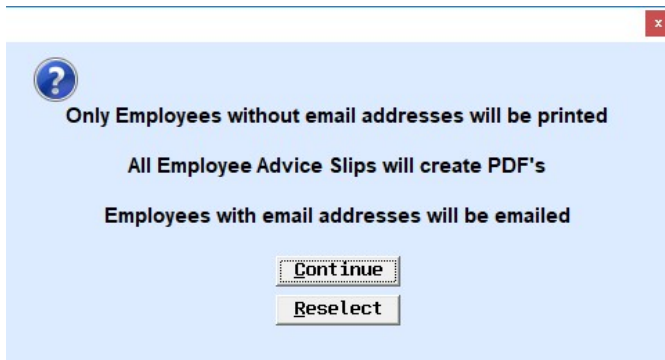
The screenshot shows a dialog box titled "Employee Advice Slips Selection" with the following options:

1. Print Only
2. Create PDF's
3. Print and PDF's
4. Print and Email
5. PDF's and Email
6. Print, PDF's, Email
- Q. Quit Printing

Buttons: OK, Cancel

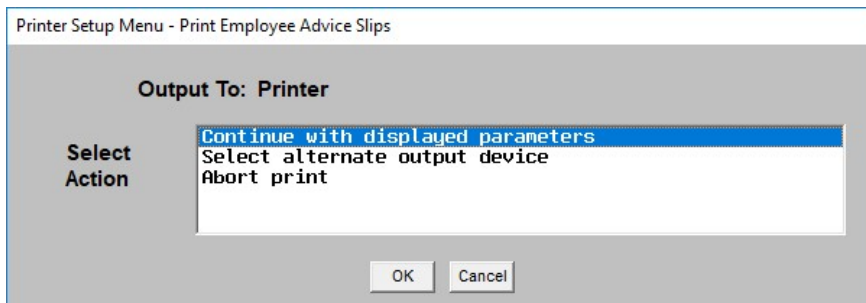
1. Print Only – All Employee Advice Slips will be printed.
2. Create PDF's – All Employee Advice Slips will have PDF's created
3. Print and PDF's – All Employee Advice Slips will be printed and PDF's created
4. Print and Email – Only Employee Advice Slips without email address will be printed, the rest will be emailed
5. PDF's and Email – All Employee Advice will create PDF's and with email address will be emailed.
6. Print, PDF's, Email – Only Employees without email will be printed, All employee will have PDF's created and only employee with email address will be email.

When selecting the print option, you will be presented with what will happen with your selection. Example below.

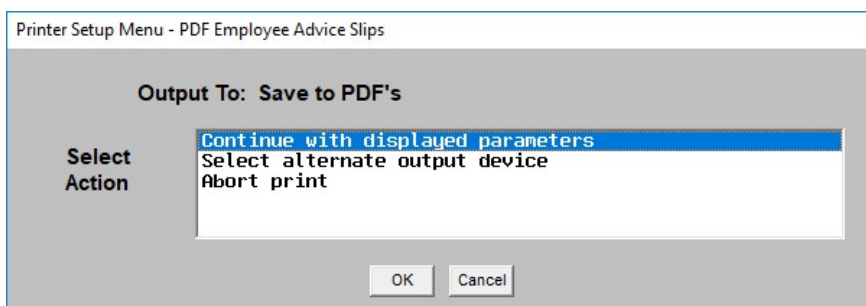
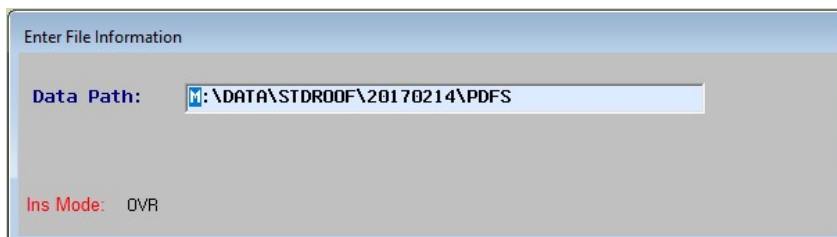


If the selection is not the one you want, you may Reselect and the original selection screen will be presented again.

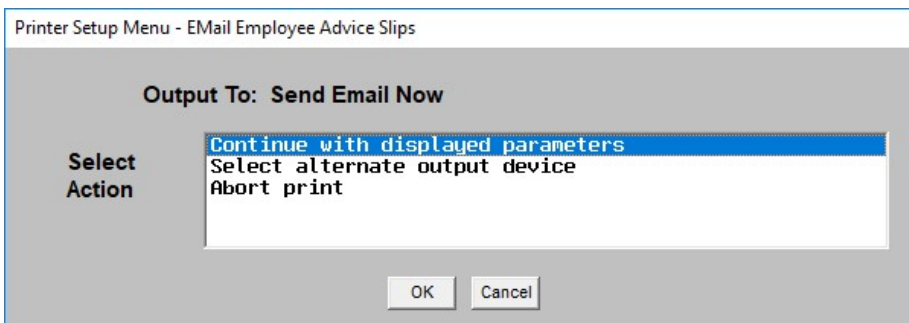
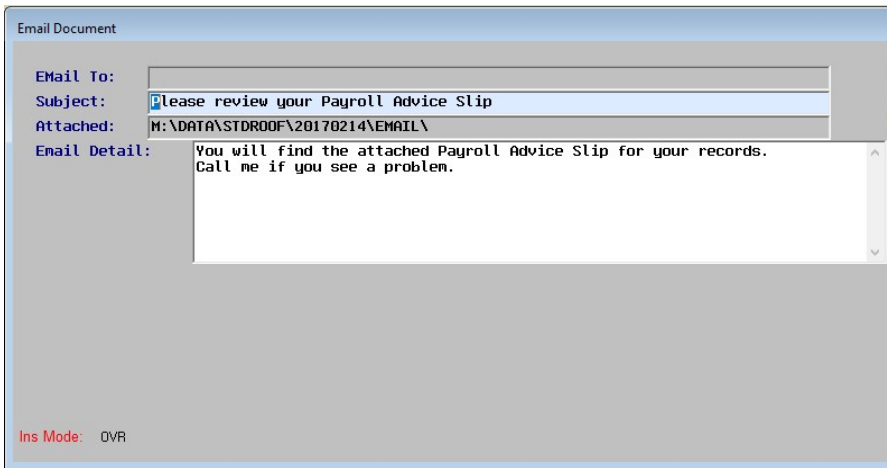
If you are printing any Advice slips, you will then see the following screen.



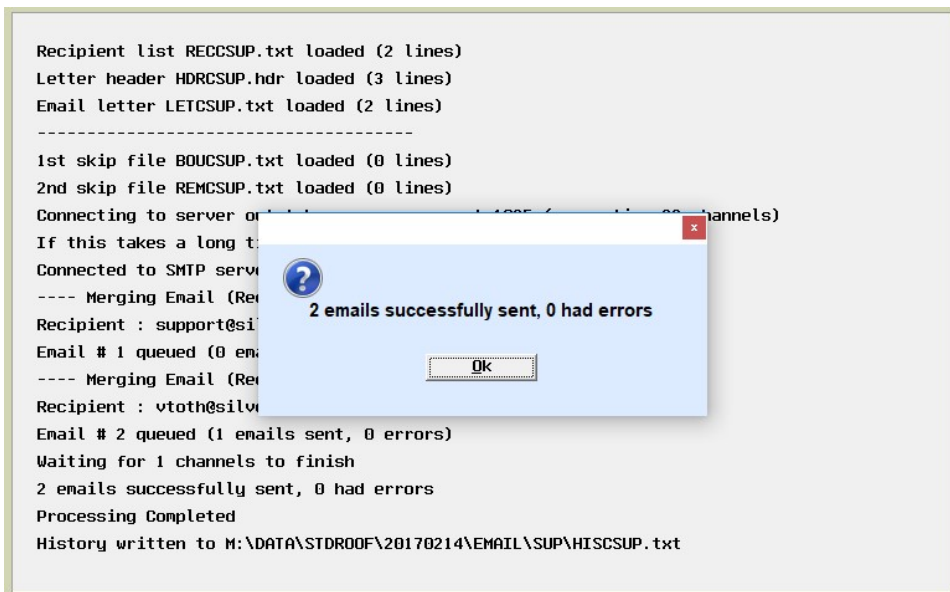
If PDF's are selected, you will be presented with the following two selections. You can select where the PDF's are to be stored



If you selected email, you will be presented with the following email Dialog. If you make any changes, they may be saved for next time you email Advice Slips.



The follow screen shows the emails as they are processed and send. **Make note to make sure you do not have any errors.**



## **Changes to T4 Processing (Company Medical/Dental Coverage)**

The federal government will be providing Dental Coverage sometime in 2024. They require that you supply the information as to whether you provide a Medical Package through work that includes some sort of dental coverage.

This information will help them to determine if your employees and their family member are eligible for the new federal funded dental coverage.

- 1) First you need to tell Abacus if you have any medical coverage for your employees.

### **This needs to be done before you create the T4's for 2023.**

You will need to go into the menu item Util – Initialize – Control Accounts – Wages (UICW)

At the bottom of the list,

|                       |   |
|-----------------------|---|
| Rate 1 - Overtime 1   |   |
| Rate 2 - Overtime 2   |   |
| Rate 3 - Overtime 3   |   |
| Rate 4 - Overtime 4   |   |
| Rate 5 - Overtime 5   |   |
| Treaty Indian Payroll | Y |
| Health Care Coverage? | Y |

You will see Health Care Coverage.

If you have Health Care Coverage for you employee, Press enter on the line and answer Yes.

**If you answer No, you are finished with the Health Care Coverage.**

If you answer “Yes”, then you will be presented with the following screen.

?? Is there any Dental Coverage in the Health Care ??

Select The Default of who is covered!!

|  |   |
|--|---|
| 1 - No Dental Coverage                   | . |
| 2 - Payee Only has Dental                | . |
| 3 - Payee, spouse and dependent children | . |
| 4 - Payee and their spouse               | . |
| 5 - Payee and their dependent children   | . |

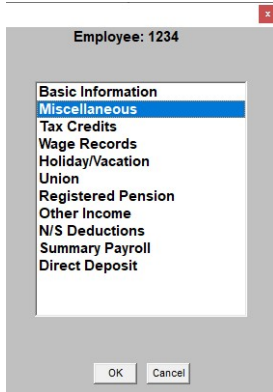
This is the default coverage for all employees. If the coverage for the employee vary between employees, you will need to edit each employee whose coverage varies from this default selection.



- 2) If employees have different Medical/Dental coverage from the Default Selected in Step 1, then you will need to edit each employee whose coverage differs from the default.

**Note: You will only need to edit the employees who's coverage differs from the default.**

Edit the employees under Wages – Canadian Payroll – Employee Edit (WCE)



In the Miscellaneous information item at the bottom of the screen,

|                      |                                  |                      |                                  |
|----------------------|----------------------------------|----------------------|----------------------------------|
| Pay Period.....      | <input type="button" value="H"/> | CPP Deducted? (Y/N)  | <input type="button" value="Y"/> |
| Pay Periods Per Year | 26                               | Casual Labor (Y/N)   | <input type="button" value="N"/> |
| Province.....        | ON                               | Part/Full Time (P/F) | <input type="button" value="F"/> |
| Tax Deducted? (Y/N)  | <input type="button" value="Y"/> | Salaried/Wage (S/W)  | <input type="button" value="S"/> |
| EI Deducted? (Y/N)   | <input type="button" value="Y"/> | Employer EI Rate     | 1.400                            |
| Dental Coverage..    | 1 - NO DENTAL COVERAGE           |                      |                                  |

Ins Mode: OVR

You can select the coverage this employee has.