

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 2025 that you only enter the Abacus program using a 2025 date and not a 2024 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:

Jan2025-600Windows.exe (version 6.00)

Jan2025-610Windows.exe (version 6.10)

Jan2025-620Windows.exe (version 6.20)

Jan2025-630Windows.exe (version 6.30)

Jan2025-640Windows.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

Abacus January 2025 Canadian Tax Changes

Revision 1.0

December 12, 2024

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Tax Rate Changes

The changes specified below are required to be changed in Abacus for January 1, 2025.

FEDERAL

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old Federal Constant
<= \$55,867	15.0. %	\$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

New Tax Bracket	New Tax Rate	New Federal Constant
<= \$57,375	15%	\$0
> \$57,375 and <= \$114,750	20.5%	\$3,156
> \$114,750 and <= \$177,892	26.0%	\$9,467
> \$177,892 and <= \$253,414	29.0%	\$14,803
> \$253,414	33.0%	\$24,940

2. Federal tax credits that are subject to indexation will be increased by 1.027.

Some of the modified personal amounts are as follows:

a) Basic personal amount increased to	\$16,129
b) Age amount	\$8,790
c) Disability amount	\$9,872
d) Spouse or common-law partner	\$16,129
e) Amount for an eligible dependant	\$16,129

The CPP is set up with two tiers, the first tier is on earnings up to \$71,300 and the second tier is on the next \$9,900 of earnings. For a total earnings of \$81,200 that CPP is calculated on.

3. The CPP Basic Personal Exemption will be \$3,500.
4. Canada Pension Plan (CPP) maximum earnings increased from \$68,500 to \$71,300 before Personal Exemption is subtracted. Therefore the amount of CPP is calculate on \$67,800
5. The CPP contribution rate remains at 5.95% for regular CPP.
6. The regular CPP maximum contribution for the year has increased from \$3,867.50. to \$4,034.10.
7. The CPP2 maximum contribution on the next \$9900 of earnings is set 4.0% for total of \$396.00.
8. The total annual combined amount for both CPP and CPP2 is \$4430.10 on \$81,200.00 before personal exemption.
9. The Employment Insurance (EI) rate increases to 1.64%
10. The EI maximum contribution is increases from \$1049.12 to \$1077.48.
11. The EI maximum insurable earnings are \$65,700.
12. RRSP annual limit is set to \$32,490.

ALBERTA

1. Provincial Tax Credits are subject to indexation rate of 1.020.
2. Basic personal amount increases from \$21,885 to \$22,323.
3. Spouse or common-law partner increases from 21,885 to \$22,323.

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$151,234	10.00%	\$0
> \$151,234 and <= \$181,481	12.00%	\$3,025
>\$181,481 and <= \$241,974	13.00%	\$4,839
>\$241,974 and <=\$362,961	14.00%	\$7,259
>\$362,961	15.00%	\$10,889

BRITISH COLUMBIA

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$49,279	5.06%	\$0
> \$49,279 and <= \$98,560	7.7%	\$1,301
> \$98,560 and <= \$113,158	10.5 %	\$4,061
> \$113,158 and <= \$137,407	12.29%	\$6,086
> \$137,407 and <= \$186,306	14.7%	\$9,398
>\$186,306 and <= \$259,829	16.8%	\$13,310
<=\$259,829	20.5%	\$22,924

2. Provincial Tax Credits that are subject to indexation will be adjusted by 1.028.
3. Basic personal amount increased from \$12,580 to \$12,932.
4. Provincial Tax Reductions have increased as follows:

Where the net income is less than or equal to \$25,020.00, the reduction is equal to the lesser of (i) basic provincial tax, and (ii) \$ 562.00;

Where the net income is greater than \$25,020.00 and less than or equal to \$40,807, the reduction is equal to the lesser of (i) basic personal tax, and (ii) \$547.00 - [(Annual net income - \$25,020.00) x 3.56%]

Where the net income is greater than \$40,807.00 the reduction is equal to \$0.

MANITOBA

The tax brackets have changed as follows:

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

New Tax Bracket	New Tax Rate	New Prov. Constant
<=\$47,564	10.8%	\$0
>\$47,564 and <=\$101,200	12.75%	\$927
> \$101,200	17.4%	\$5,633

1. Provincial Tax Credits that are subject to indexation will be adjusted by 1.012.
2. Basic personal amount increases from \$15,780. to \$15,969
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
<= \$49,958	9.40%	\$0
> \$47,958 and <= \$99,916	14.00	\$2,298
>\$99,916 and<= \$185,064	16.00	\$4,296
>\$185,064	19.50%	\$10,774

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$51,306	9.40%	\$0
> \$51,306 and <= \$102,614	14.00%	\$2,360
> \$102,614 and<= \$190,060	16.00%	\$4,412
> \$190,060	19.50%	\$11,064

2. Provincial Tax Credits that are subject to indexation will be adjusted by 1.027.
3. Basic Personal amount increases from to \$13,044 to \$13,396.
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
<=\$43,198	8.70%	\$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 <= \$275,870	19.8%	\$11,032
>\$275,870 and <=\$551,739	20.8%	\$13,791
>\$551,739 and <= 1,103,478	21.3%	\$16,550
>\$1,103,478	21.8%	\$22,067

New Tax Bracket	New Tax Rate	New Prov. Constant
>\$44,192	8.7%	\$0
>\$44,192 and <= \$88,382	14.5%	\$2,563
>\$88,382 and <=\$157,792	15.8%	\$3,712
>\$157,792 and <=\$220,910	17.8%	\$6,868
>\$220,910 and <=\$282,214	19.8%	\$11,286
>\$282,214 and <=\$564,429	20.8%	\$14,108
>\$564,429 and <=\$1,128,858	21.3%	\$16,930
>\$1,128,858	21.8%	\$22,575

Provincial Tax Credits that are subject to indexation will be adjusted by 1.023.

Basic Personal amount is increased from \$10,818 to \$11,067

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
<= \$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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$51,964	5.90%	\$0
> \$51,964 and <= \$103,930	8.60%	\$1,403
> \$103,930 and <= \$168,967	12.20%	\$5,145
> \$168,967	14.05%	\$8,270

2. Territorial Tax Credits that are subject to indexation will be increased by 1.027.

3. Basic personal amount increases from \$17,373 to \$17,842.

4. Spouse or common-law partner amount increases from \$17,373 to \$17,842.

NOVA SCOTIA

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$30,507	8.79%	\$0
> \$30,507 and <= \$61,015	14.95%	\$1,879
> \$61,015 and <= \$95,883	16.67%	\$2,929
>\$95,883 and <=\$154,650	17.50%	\$3,725
>\$154,650	21.00%	\$9,137

2. Basic personal amount is increased from \$8,481.00 to \$8,749.00.
3. Spouse or common-law partner amount is increased from \$8,481.00 to \$8,749.00
4. Provincial Tax Credits that are subject to indexation will be increase by 1.031

NUNAVUT

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$54,707	4.00%	\$0
> \$54,707 and <= \$109,413	7.00%	\$1,641
> \$109,413 and <= \$177,881	9.00%	\$3,829
> \$177,881	11.50%	\$8,278

2. Territorial Tax Credits that are subject to indexation will be increased by 1.027
3. Basic personal amount is increased from \$18,767 to \$19,274.
4. Spouse or common-law partner amount is increased from \$18,767 to \$19,274.

ONTARIO

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$52,886	5.05%	\$0
>\$52,886 and <=\$105,775	9.15%	\$2,168
>105,775 and <=\$150,000	11.16%	\$4,294
>\$150,000 and <=\$220,000	12.16%	\$5,794
>\$220,000	13.16%	\$7,964

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
<= \$5,710	0.0%
> \$5,710 and <= \$7,307	20.0%
> \$7,307	36.0%

3. Provincial Tax Credits that are subject to indexation will be increased by 1.028.
4. Basic personal amount increased from \$12,399 to \$12,747.
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 \$294.
7. The provincial tax reduction for each dependant under 19 is \$544.
8. The provincial tax reduction for each dependant with a disability is \$544.

PRINCE EDWARD ISLAND

TD1 amounts were increased from \$13,500 to \$14,250.

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

Old Tax Bracket	Old Tax Rate	Old 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

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$33,328	9.50%	\$0
> \$33,328 and <= \$64,656	13.47%	\$1,323
> \$64,656 and <= \$105,000	16.60%	\$3,347
>\$105,000 and <=\$140,000	17.62%	\$4,418
>\$140,000	19.00%	\$6,350

QUEBEC

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old Prov. Constant
<= \$51,780	14.00%	\$0
> \$51,780 and <= \$103,545	20.00%	\$2,589
> \$103,545 and <= \$126,000	24.00%	\$7,766
> \$126,000	25.75%	\$9,971

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$53,255	14.00%	\$0
> \$53,255 and <= \$106,495	19.00%	\$2,662
>\$106,495 and <=\$129,590	24.00%	\$7,987
>\$126,590	25.75%	\$10,255

The QPP is set up with two tiers, the first tier is on earnings up to \$71,300 and the second tier is on the next \$9,900 of earnings. For a total earning of \$81,200 that QPP is calculated on.

2. Provincial Tax Credits that are subject to indexation will be increased by 1.0285.
3. Basic personal amount increased from \$18,056 to \$18,571.
4. Amount transferred from one spouse to the other (replaces the Amount respecting a spouse) increased from \$18,056 to \$18,571.
5. Amount with respect to age \$3,906.
6. Amount for child engaged in full-time post-secondary studies increased from \$3,823.
7. Reduction threshold increased from \$40,925 to \$42,090.
8. QPIP maximum earnings are set to \$98,000 with a rate of 0.494 for the employee with a maximum annual premium of \$484.12 for N and a rate of 0.692% for the employer with an annual premium of \$678.16 for N1.
9. QPP maximum earnings are set to \$71,300 for a maximum annual premium of \$4,339.20 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 \$396.00 on the next \$9,900.00 of income at a rate of 4%.
10. The Quebec EI premium rate is 1.31% for a maximum annual premium of \$860.67 on an Income of \$65,700 for the employee. The employer rate is 1.834 for a maximum of \$1,204.94.

SASKATCHEWAN

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old Prov. Constant
<= \$52,057	10.05%	\$0
> \$52,057 and <= \$148,734	12.50%	\$1,041
> \$148,734,	14.50%	\$4,016

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$53,463	10.50%	\$0
> \$53,463 and <= \$152,750	12.50%	\$1,069
> \$152,750	14.50%	\$4,124

2. Provincial Tax Credits that are subject to indexation will be increased by 1.027.
3. Basic personal amount increases from \$18,491 to \$18,991.
4. Spouse or common-law partner amount increase from \$18,491 to \$18,991.
5. Child amount is \$7,015.

YUKON

1. Tax brackets have changed as follows:

Old Tax Bracket	Old Tax Rate	Old Prov. Constant
<= \$55,867	6.04%	\$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	15.00%	\$17,866

New Tax Bracket	New Tax Rate	New Prov. Constant
<= \$57,375	6.4%	\$0
>\$57,375 and <=\$114,750	9.00%	\$1,492
> \$114,750 and <= \$177,882	10.90%	\$3,672
> \$177,882 and <= \$500,000	12.80%	\$7,052
> \$500,000	15.0%	\$18,052

2. Territorial Tax Credits that are subject to indexation will be increased by 1.027.
3. Basic personal amount is increased from \$15,705 to \$16,129.
4. Spouse or common-law partner amount is increased from \$15,757 to \$16,129.
5. Territorial Canada Employment Credit is \$1,471.

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

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.

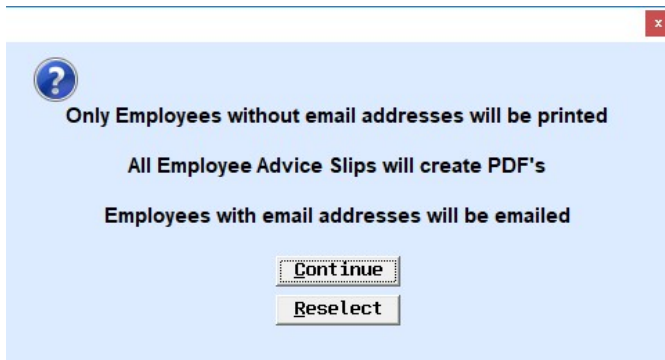
The screenshot shows a dialog box titled "Employee Advice Slips Selection" with the following options:

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

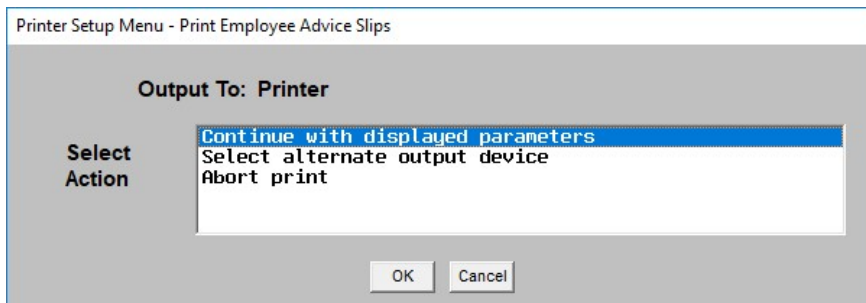
1. Print Only – All Employee Advice Slips will be printed.
2. Create PDF's – All Employee Advice Slips will have PDF's created
3. Print and PDF's – All Employee Advice Slips will be printed and PDF's created
4. Print and Email – Only Employee Advice Slips without email address will be printed, the rest 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.

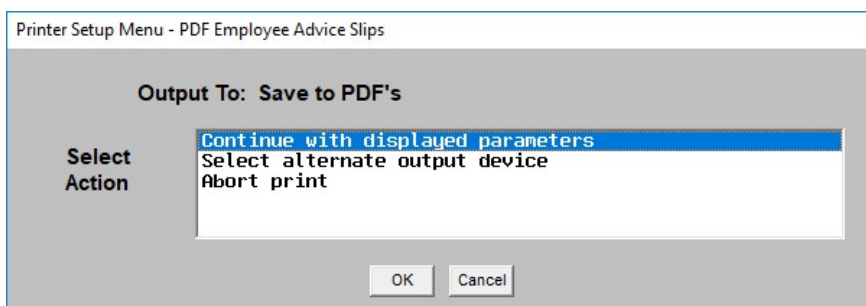
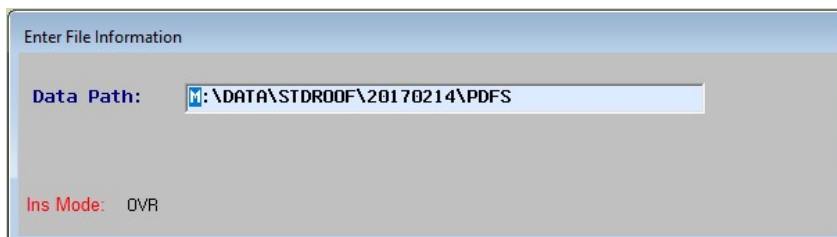


If the selection is not the one you want, you may Reselect and the original selection screen will be presented again.

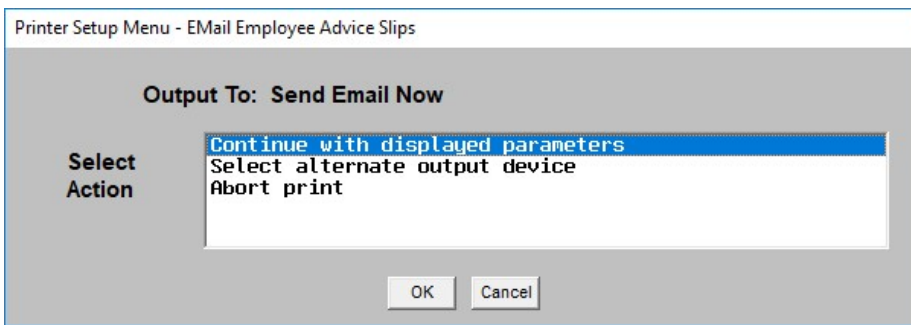
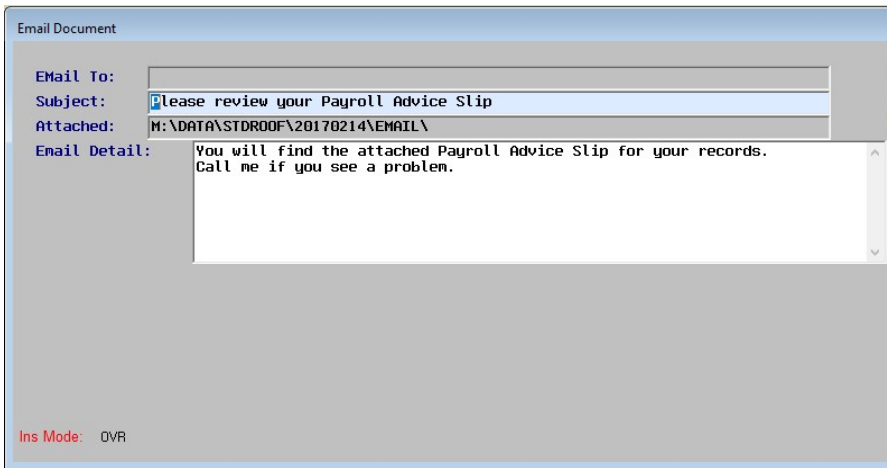
If you are printing any Advice slips, you will then see the following screen.



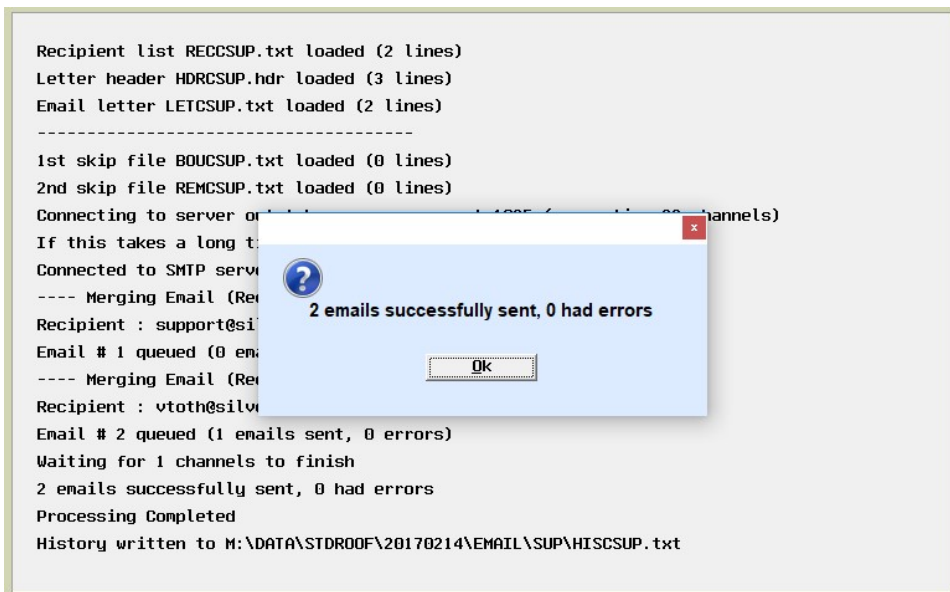
If PDF's are selected, you will be presented with the following two selections. You can select where the PDF's are to be stored



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!!

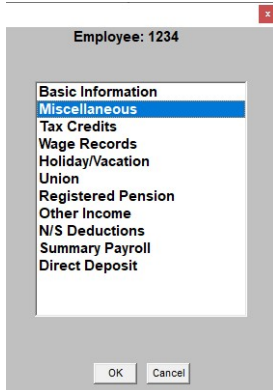
1 - No Dental Coverage	.
2 - Payee Only has Dental	.
3 - Payee, spouse and dependent children	.
4 - Payee and their spouse	.
5 - Payee and their dependent children	.

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.

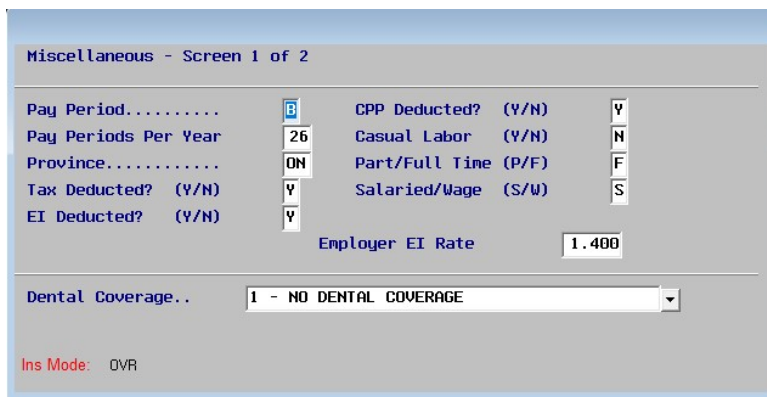
- 2) If employees have different Medical/Dental coverage from the Default Selected in Step 1, then you will need to edit each employee whose coverage differs from the default.

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,



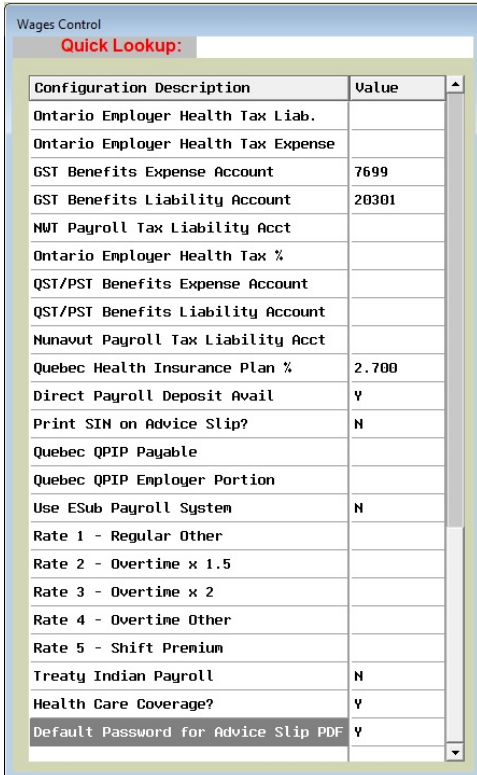
You can select the coverage this employee has.

Set password to be used when printing Payroll Advice Slips PDF

You can now set a password to be used to Encrypt the PDF that is created then printing the Employee's advice slips. You can create a default password that is used, as well as a unique password for each employee.

If you do not create a password for an employee, then the default password will be used.

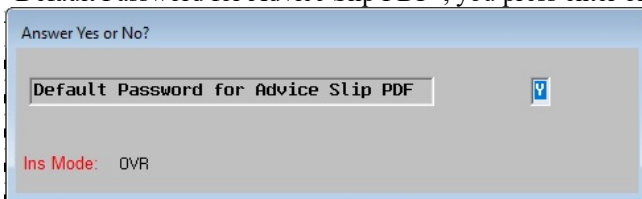
First you need to turn on this feature. This is done within the Util-Initialize-Control Accounts-Wages (UICW) menu item.



Configuration Description	Value
Ontario Employer Health Tax Liab.	
Ontario Employer Health Tax Expense	
GST Benefits Expense Account	7699
GST Benefits Liability Account	20301
NWT Payroll Tax Liability Acct	
Ontario Employer Health Tax %	
QST/PST Benefits Expense Account	
QST/PST Benefits Liability Account	
Nunavut Payroll Tax Liability Acct	
Quebec Health Insurance Plan %	2.700
Direct Payroll Deposit Avail	Y
Print SIN on Advice Slip?	N
Quebec QPIP Payable	
Quebec QPIP Employer Portion	
Use ESub Payroll System	N
Rate 1 - Regular Other	
Rate 2 - Overtime x 1.5	
Rate 3 - Overtime x 2	
Rate 4 - Overtime Other	
Rate 5 - Shift Premium	
Treaty Indian Payroll	N
Health Care Coverage?	Y
Default Password for Advice Slip PDF	Y

The new line is at the very bottom.

“Default Password for Advice Slip PDF”, you press enter on this line.

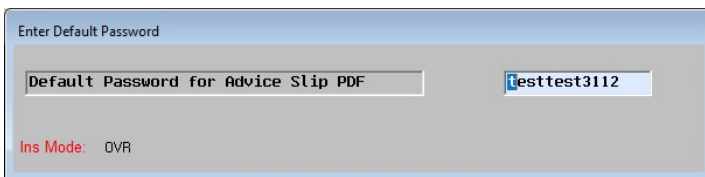


Answer Yes or No?

Default Password for Advice Slip PDF Y

Ins Mode: OVR

Then answer Yes and the following screen will appear



Enter Default Password

Default Password for Advice Slip PDF testtest3112

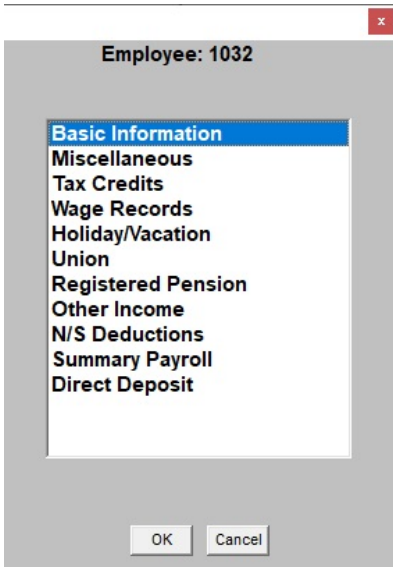
Ins Mode: OVR

This is where you enter the default password to be use if an employee does not have their own unique password set up.

Next you can set the unique passwords for each of the employees. Remember that you do not need to set up unique passwords. If not set then the password will be the default password set under UICW on the previous page


To set the password for each employee, go to the menu item Wages-Canadian Payroll-Employee Edit (WCE).

Select the employee you want to set the password on and press enter. The following selection will appear.



A screenshot of a software window titled "Employee: 1032". The window has a close button in the top right corner. Inside, there is a list of menu items: "Basic Information", "Miscellaneous", "Tax Credits", "Wage Records", "Holiday/Vacation", "Union", "Registered Pension", "Other Income", "N/S Deductions", "Summary Payroll", and "Direct Deposit". The "Basic Information" item is highlighted with a blue background. At the bottom of the window, there are two buttons: "OK" and "Cancel".

Select the Basic Information line at the top.



A screenshot of the "Employee Edit" form. The form contains the following fields and values:

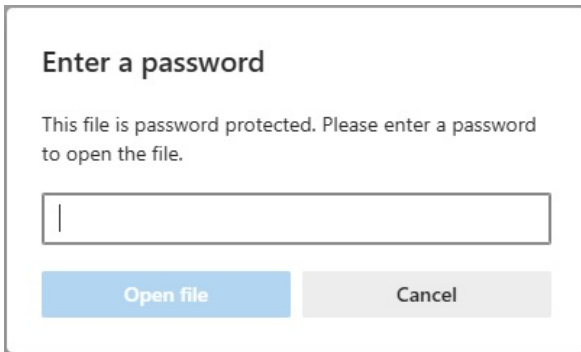
Employee	1032		
Last Name	ALBERTA		
First Name	TEST	Initial	<input type="checkbox"/>
Address	302 ANY STREET		
City	HOMETOWN		
Province	AB		
Postal Code	S0K 0E0		
Phone	(306)444-1234		
Email Address	alberts@gmail.com		
Password	personal		
Class Code	<input type="checkbox"/>	High Security?	<input type="checkbox"/>

At the bottom left of the form, it says "Ins Mode: OVR".

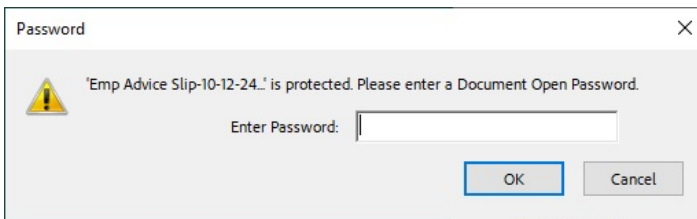
The password is just below the Email Address. You can enter up to 15 characters and remember the password is case sensitive.

When anyone wants to open the Employee's Payroll Advice Slip, a prompt will appear requesting a password. You will need to enter the password exactly and enter in either the Employee Set up or the default password set up under UICW. Only the one password will work.

Here are two examples of how the password screen will look.



The above screen is from Microsoft Edge program.



The above screen is from Acrobat PDF Reader program.