



Anthology Payroll for Microsoft Dynamics 365 Finance

ANTHOLOGY PAYROLL – V77 STATUTORY DEDUCTION SPREADSHEET FOR CANADA

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Introduction

This document contains a summary of changes and installation instructions for Statutory Deductions Spreadsheet Version 77 for Canada.

This spreadsheet is only compatible with the following version of Anthology Payroll:

- Anthology Payroll for Microsoft Dynamics 365 Finance

This spreadsheet updates Canadian statutory deductions in Anthology Payroll according to the most recent legislation by governing authorities. It is intended for companies that process Canadian statutory deductions in the specified jurisdictions.

Version 77 for Canada is a new baseline version of the Statutory Deductions Spreadsheet. You can install this version on any statutory spreadsheet condition. Please follow any installation steps that may apply to your current spreadsheet condition.

For more details about the objects and statutory deductions updated by this spreadsheet, contact Client Support: <https://support.campusgmt.com>.

It is recommended that this spreadsheet is installed in a test environment and validated against your test data before installing it in production.

This document is divided into the following sections:

- Summary of Changes
- Installation

Summary of Changes

The following changes are made since the previous version.

Canadian Federal Changes

This version of the spreadsheet contains changes to the following federal taxes:

Tax	Changes
Federal Tax	<p>TD1 exemption amount is increased from \$14,398 to \$15,000.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>Employment credit amount is increased from \$1,287 to \$1,368.</p> <p>Basic Personal Amount high income threshold is increased from \$221,708 to \$235,675.</p> <p>Basic Personal Amount low income threshold is increased from \$155,625 to \$165,430.</p> <p>BPA minimum credit is increased from \$12,719 to \$13,521.</p> <p>BPA maximum credit is increased from \$14,398 to \$15,000.</p>
Canadian Pension Plan	<p>CPP Additional contributions are treated as deductions at source.</p> <p>The CPP worker maximum annual contribution is increased from \$3,499.80 to \$3,754.45.</p> <p>The CPP contribution rate is increased from 5.7% to 5.95%. This figure includes the 1% for CPP additional contributions that are treated as a deduction at the source for federal and provincial income taxes.</p> <p>Annual pensionable earnings is increased from \$64,900 to \$66,600.</p>
Employment Insurance	<p>The worker EI maximum contribution amount is increased from \$952.74 to \$1,002.45. The rate is increased from 1.58% to 1.63%.</p> <p>Annual insurable wage base is increased from \$60,300 to \$61,500.</p> <p>Employer rates for each category are reduced.</p>
Income Tax on Bonus Payments	<p>New objects are added to track the amount of tax reduction on income tax on bonus payments based on CPP (and QPP in Quebec) already deducted. The first additional employee and employer contribution rate is set at 1% and the maximum first additional employee and employer contribution amount is set at \$631.00. This change requires post-installation instructions.</p>

Provincial Changes

This version contains the following provincial/territorial changes:

Tax	Changes
Alberta	<p>TD1 exemption is increased from \$19,369 to \$21,003.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$98,700 to \$102,100.</p>
British Columbia	<p>TD1 exemption is increased from \$11,302 to \$11,981.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>Tax reduction constant is increased from \$491 to \$521. Minimum income amount for tax reduction is increased from \$21,867 to \$23,179. Maximum income amount for tax reduction is increased from \$35,659 to \$37,814.</p> <p>Labour tax credits are reduced from \$2,000 to zero. The labour credit rate is reduced from 15% to zero.</p> <p>WCB maximum assessable earnings amount is increased from \$108,400 to \$112,800.</p>
New Brunswick	<p>TD1 exemption is increased from \$10,817 to \$12,458.</p> <p>Tax rates, constant amounts and thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$69,200 to \$69,800.</p>
Newfoundland & Labrador	<p>TD1 exemption is increased from \$9,803 to \$10,382.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>Labour tax credits are reduced from \$2,000 to zero. The labour credit rate is reduced from 20% to zero.</p> <p>WCB maximum assessable earnings amount is increased from \$69,005 to \$72,870.</p>
Northwest Territories	<p>TD1 exemption is increased from \$15,609 to \$16,593.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$102,200 to \$107,400.</p>
Nova Scotia	<p>WCB maximum assessable earnings amount is increased from \$69,000 to \$69,800.</p>

Tax	Changes
Nunavut	<p>TD1 exemption is increased from \$16,862 to \$17,925.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$102,200 to \$107,400.</p>
Ontario	<p>TD1 exemption is increased from \$11,141 to \$11,865.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>Tax reduction constant is increased from \$257 to \$274. The dependent exemption is increased from \$475 to \$506.</p> <p>Surtax thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$100,422 to \$110,000.</p>
Prince Edward Island	<p>TD1 exemption is increased from \$11,250 to \$12,000.</p> <p>WCB maximum assessable earnings amount is increased from \$58,300 to \$65,000.</p>
Quebec	<p>The QPP worker maximum annual contribution is increased from \$3,776.10 to \$4,038.40. The QPP rate is increased from 6.15% to 6.4%.</p> <p>Annual pensionable earnings for QPP is increased from \$64,900 to \$66,600.</p> <p>The worker QEI maximum contribution amount is increased from \$723.60 to \$781.05. The QEI rate is increased from 1.2% to 1.27%.</p> <p>Annual insurable wage base is increased from \$60,300 to \$61,500.</p> <p>The worker QPIP maximum contribution amount is increased from \$434.72 to \$449.54. The employer amount is increased from \$608.96 to \$629.72.</p> <p>Annual insurable wage base for QPIP is increased from \$88,000 to \$91,000.</p> <p>Basic personal tax credit is increased from \$16,143 to \$17,183.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>WCB maximum assessable earnings amount is increased from \$88,000 to \$91,000.</p>
Saskatchewan	<p>TD1 exemption is increased from \$16,615 to \$17,661.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>The labour credit rate is reduced from 20% to 17.5%.</p>
Yukon	<p>TD1 exemption is increased from \$14,398 to \$15,000.</p> <p>Tax constant amounts and thresholds are changed.</p> <p>Yukon Basic Personal Amount is reduced from \$13,808 to \$12,719.</p> <p>Employment credit amount is increased from \$1,287 to \$1,368.</p>

Tax	Changes
	<p>Labour tax credits are reduced from \$1,250 to zero. The labour credit rate is reduced from 25% to zero.</p> <p>WCB maximum assessable earnings amount is increased from \$94,320 to \$98,903.</p>

Installation

Installation procedures are divided into the following sections:

- Time to install.
- Prerequisites
- Installation instructions
- Post-installation

Time to Installation

The time required for Anthology Payroll to complete the import process varies depending on the type of spreadsheet:

- This is an update version. The import process time will be minimal because you are only importing records that have been updated since the last baseline version.

These other factors can also impact the time required for installation:

- The amount of pre-existing, custom statutory deduction records in your system. Anthology Payroll must check each of these against the imported records for conflicts.
- The amount of statutory deduction changes included in the current version.

Prerequisites

The prerequisites for installing Version 77 for the Canada are:

- Microsoft Excel installed on the Microsoft Dynamics client from which the statutory deduction spreadsheet is updated.
- Anthology Payroll version required.
- Latest statutory deductions spreadsheet version.

Anthology Payroll Version Required

- This version of the spreadsheet is intended for Anthology Payroll Canadian localization version 10.0. Other versions are not compatible with this spreadsheet.
- To verify your version, click **Anthology Payroll** > Setup > Parameters. The version number appears in the General definitions form title.

- For the latest software updates of Anthology Payroll, please contact Client Support:
<https://support.campusmgmt.com>

Latest Statutory Deduction Spreadsheet Version

Depending on the last Statutory Deductions Spreadsheet that you have imported into your environment, you may need to import a prerequisite spreadsheet before importing this one.

Version 77 for Canada is an update version of the Anthology Payroll Statutory Deductions Spreadsheet.

You can install this version on top of any version. Please follow all installation steps.

If there are any update spreadsheets that you have not installed since the last baseline, please check for any pre- and post-installation instructions applicable to these missed versions that may apply to statutory deductions in jurisdictions where your company operates. For an overview of these steps since the last baseline, see Pre-Installation Procedures on page **Error! Bookmark not defined.** and Post-Installation Procedures on page **Error! Bookmark not defined.**

To determine your current spreadsheet version, click **Anthology Payroll** > System update utilities > Other > Import statutory deduction updates to open the Import statutory deduction updates pane. Note the value of the Latest version installed.

For other versions of the Statutory Deductions Spreadsheet, please contact Client Support:
<https://support.campusmgmt.com>

Note: *it is recommended that you install and test the spreadsheet in a test environment before installing it in production.*

Pre-Installation Procedures

Pre-installation procedures may be required to prepare Anthology Payroll for the installation of the spreadsheet. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before performing the same steps in your production environment.

This is a new baseline version. The following table describes the pre-installation procedures applicable to each update version after the last baseline version up to this version.

Note: *If you have previously skipped the installation of any spreadsheet versions listed below and they contain pre-installation instructions, then you must contact Client Support for the release notes of those past versions:*

<https://support.campusmgmt.com>

Spreadsheet Version	Pre-installation procedures
77	None
78	None

Spreadsheet Version	Pre-installation procedures
75	None
76	None
77	None

Installation Instructions

You must complete the following steps in the proper sequence to install the spreadsheet. It is recommended that you first install and test the spreadsheet in a test environment before installing it in your production environment. It is also recommended to install the spreadsheet at the start of a new pay period, before any transactions are made.


To install the Statutory Deductions Spreadsheet:

1. It is recommended to take a backup of your database prior to importing the spreadsheet.
2. Log in to the Microsoft Dynamics 365 Finance. Ensure you are in the company (legal entity) that you want to update.
3. Click **Anthology Payroll** > System update utilities > Other> Import statutory deduction updates to open the Import statutory deduction updates pane. Note the value of the Latest version installed.
4. In the pane, browse to your statutory deduction spreadsheet and select it.
5. This is a baseline spreadsheet and the import process can take a very long time. Expand the Run in the background section and set Batch processing to Yes. Set other options as desired.

6. Click OK to start the import.
7. When the import process is complete, navigate to Anthology Payroll > Inquiries > Run controls to view the results of the import process. Take the recommended actions (see Error Messages and Conditions on page **Error! Bookmark not defined.**) accordingly if there are error messages or other issues with the import process.
8. The installation process is complete. Please check for any post-installation notes or instructions that may apply to you. Remember to test the spreadsheet in a test environment before repeating these instructions in your production environment.

Error Messages and Conditions

The following table details some common error messages or conditions that you may encounter when importing a Statutory Deductions Spreadsheet and the recommendations on fixing the error:

Error Condition	Problem and Resolution
<p>No statutory deduction updates are imported. The run controls do not display any messages about importing spreadsheet tables, only that the process has initialized. For reference, highlighted lines in the image below do not appear in the run controls.</p> 	<p>A synchronization error has occurred on the cloud-based environment resulting in the import process hanging.</p> <p>The Statutory Deductions Spreadsheet import process must be restarted. However, it is possible that a partial import has occurred and some records have been imported. These records must be deleted before the import process can be restarted.</p> <p>If this scenario occurs, please contact our Client Support for assistance (https://support.campusmgmt.com).</p>
<p>Table <tableName> contains field 'Code' with key value <keyValue> which is a system record; it must be renamed or removed prior to import.</p>	<p>You have set up a record in the <tableName> that matches a versioned record in the spreadsheet.</p> <p>If your custom record serves a specific purpose, then it must be renamed. If you want to replace your record with the one in</p>

Error Condition	Problem and Resolution
	<p>the spreadsheet, then simply delete your custom record.</p> <p>After taking one of these steps, run the import process again.</p>

Post-Installation Procedures

After you have installed the spreadsheet, post-installation procedures are sometimes required to properly configure new data elements. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before installation in your production environment.

This is a new baseline version. The following table describes the post-installation procedures applicable to each cumulative version after the last baseline version up to the current version.

Note: *If you have previously skipped the installation of any spreadsheet versions listed below and they contain post-installation instructions, contact our Client Support for the release notes of those past versions: <https://support.campusmgmt.com>*

Spreadsheet Version	Post-installation procedures
77	Set up CPP Additional Tax Income Reduction
78	None

Spreadsheet Version	Post-installation procedures
75	Set up T4 Other Information Boxes for 2020 Reporting
76	None
77	Set up CPP Additional Tax Income Reduction

Set up CPP Additional Tax Income Reduction

Starting January 1, 2023, income subject to federal and provincial tax is reduced by a portion of employee CPP contributions. Existing calculations for taxable income are updated to account for this change. Additionally, new payroll objects are introduced to track the additional amounts of CPP (and QPP in Quebec) contributions on bonus income as those amounts can reduce later taxable bonus income.

These new objects are:

- new accumulators for tracking the additional amounts of CPP and QPP on bonus income, including year-to-date amounts
- new and updated calculations for CPP and QPP on bonus income
- benefit/deduction codes for the additional amount of CPP and QPP on bonus income

To set up the new accumulators:

1. Change your current context date to January 1, 2023 for ease of setting up the following objects.
2. In the navigation pane, click Setup > Tables > Accumulators > Accumulator values to open the Accumulator values form.
3. Create new accumulator values for the following accumulators and their Active dates and set their values accordingly:

Accumulator	Benefit/deduction	Accumulator Active Date
CPP addl frm bon PPd	CPP Addl from bonus	1/1/2023
QPP addl frm bon PPd	QPP Addl from bonus	1/1/2023
CPP addl frm bon YTD	CPP Addl from bonus	1/1/2023
QPP addl frm bon YTD	QPP Addl from bonus	1/1/2023

4. Save and close the Accumulator values form.
5. In the navigation pane, click Setup > Tables > Eligibilities > Accumulators to open the Accumulator eligibility form.
6. Create new accumulator eligibility values for the following accumulators and their Active dates and set their eligibility accordingly:

Accumulator	Benefit/deduction	Accumulator Active Date
CPP addl frm bon PPd	all workers (blank row)	1/1/2023
QPP addl frm bon PPd	all workers in Quebec	1/1/2023
CPP addl frm bon YTD	all workers (blank row)	1/1/2023
QPP addl frm bon YTD	all workers in Quebec	1/1/2023

7. Save and close the Accumulator eligibility form.

To set up the new benefit/deduction codes:

1. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deductions to open the Benefit/deductions form.
2. On the Overview tab, locate and select the CPP addl from bonus Benefit/deduction and select it.
3. On the General tab, enter accounting information for the deduction as needed. Set the DR employer ledger account and CR employer ledger account to either the same clearing account or a pair of clearing accounts that offset each other.
4. Set the calculation and depletion sequence numbers to values such that this deduction calculates and depletes directly after the CPP Benefit/deduction, and before federal and provincial taxes. This means that it should have a lower sequence number (higher priority) than federal and provincial taxes.
5. Set the Use by **worker** field to Yes and the User by **worker** position field to No to indicate that this deduction is only intended to be assigned at the worker level.
6. If you withhold taxes for workers in Quebec, repeat the above for the QPP addl from bonus Benefit/deduction Set its calculation sequence number equal to the QPP Benefit/deduction.
7. Save your changes and close the form.
8. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction groups to open the Benefit/deduction groups form.
9. Add the CPP addl from bonus benefit/deduction to groups as required for your implementation. It should be added to the same groups that the CPP benefit/deduction is in. Some suggested groups are:
 - All
 - Payment all types
 - Schedule every pay pd
10. If you withhold taxes for workers in Quebec, repeat the above for the QPP addl from bonus benefit/deduction. Add it to the same groups that the QPP benefit/deduction is in.
11. Save and close the Benefit/deduction groups form.
12. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction rule group calculations to open the Benefit/deduction rule group calculations form.
13. On the Fast entry tab, select all your Benefit/deduction rule groups that deduct CPP. Select the CPP addl from bonus benefit/deduction in the Benefit deductions pane.
14. Specify the CPP Addl on bonus Employer calculation. Leave the **Worker** calculation blank.

15. Set an Active date of 1/1/2023. Click Insert to create the rule group calculation for each selected benefit/deduction rule group.
16. If you withhold taxes for workers in Quebec, repeat the above steps with the QPP addl from bonus Benefit deduction. Specify the QPP Addl on bonus Employer calculation with **Worker** calculation blank.
17. Save your changes and close the form.
18. Reset your context date back to the current date if you changed it earlier.

After creating the benefit/deduction rule group calculation record(s), you may assign the CPP addl from bonus and QPP addl from bonus benefit/deductions for all affected workers. Please refer to your end-user manual or implementer's guide for the relevant documentation.

To insert the deduction for multiple workers at a time:

1. In the navigation pane, click Periodic > Other > Mass worker changes > Mass benefit/deductions insert to open the Worker benefit/deductions form with the Fast entry tab expanded.
2. On the Fast entry tab, select the CPP addl from bonus Benefit deduction.
3. Select from Pay groups, Departments, Occupations, etc. to filter the workers that you wish to assign the deduction to. Click Build **workers** list to populate the list of workers according to your selection.
4. In the workers list, select one or more workers to assign the deduction to.
5. Click Insert to add the benefit/deduction to all selected workers.
6. If you withhold taxes for workers in Quebec, repeat the above steps with the QPP addl from bonus Benefit deduction and workers in Quebec.
7. Save and close the form.

The new benefit/deductions must also be associated with payment types. Payment types are specific to your implementation. If you added the benefit/deduction(s) to groups that are already configured for payment types (e.g: Payment all types), you can skip this procedure. It is highly recommended to add the benefit/deductions to benefit/deduction groups associated with payment types instead of associating it individually. To associate the new benefit/deductions to payment types individually:

1. In the navigation pane, click Setup > Tables > Payments > Payment type benefit deduction selections to open the Payment type benefit deduction selections form.
2. On the Fast entry tab, select the CPP addl from bonus Benefit deduction and the following suggested Payment types:
 - regular payments
 - manual/off-cycle payments
 - bonus/supplemental payments

- adjustment/correction payments
 - gross up payments
 - advances
3. Click Insert to add the benefit/deduction to all selected Payment types.
 4. If you withhold taxes for workers in Quebec, repeat the above steps with the QPP addl from bonus Benefit deduction.
 5. Save and close the form.

The new benefit/deductions must also be scheduled to deduct every pay period. Schedules are specific to your implementation. If you added the benefit/deductions to groups that are already scheduled to deduct every pay period (e.g: Sched every pay pd), you can skip this procedure. It is highly recommended to add the benefit/deductions to a benefit/deduction group that is scheduled every pay period instead of scheduling them individually. To schedule the new benefit/deductions individually:

1. In the navigation pane, click Setup > Tables > Schedules > Pay period benefit/deductions to open the Pay period benefit/deduction schedules form.
2. On the Fast entry tab, select the CPP addl from bonus Benefit deduction and Pay group as desired.
3. Select all Pay period end dates.
4. Click Insert to schedule the benefit/deduction for all pay periods.

Note: this procedure must be repeated as new date periods are added.

5. If you withhold taxes for workers in Quebec, repeat the above steps with the QPP addl from bonus Benefit deduction.
6. Save and close the form.

If you need assistance with configuring the above, please contact Systems Client Services:

<https://support.campusmgmt.com> .