

# Oracle Fusion Cloud Human Resources

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## **Administering Payroll for Canada End-of-Year Processing**



Oracle Fusion Cloud Human Resources  
Administering Payroll for Canada End-of-Year Processing

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Author: Lata Sundar

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# 1 Introduction

## Introduction to EOY Guide

This document is intended to provide the general requirements for end-of-year processing for Canada.

End-of-Year processing consists of multiple steps, which you must complete in the correct order. Specific information regarding the steps involved can be found in relevant sections of this guide as mentioned in this table.

| Chapter Number | Chapter Title                   | Details                                                                                                                                                                                                                                                                                                              |
|----------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chapter 1      | Introduction                    | This chapter gives you an introduction to the contents of this guide and the End-of-Year process for Canada.                                                                                                                                                                                                         |
| Chapter 2      | End-of-Year Configuration       | This chapter gives you an overview of the end-of-year configuration required for Canada. It provides worked examples for creating the Employer Liability and Information elements for reporting pension adjustments. It also has worked examples on how you can adjust individual balances and create balance feeds. |
| Chapter 3      | End-of-Year Archive             | This chapter explains the end-of-year archive process and how you can archive the payroll results data for end-of-year processing.                                                                                                                                                                                   |
| Chapter 4      | Payroll Reconciliation          | Before you generate the year-end slips, ensure that the slips don't include any errors or missing information. This chapter explains the various tasks that you must complete to review data and reconcile the payroll balances.                                                                                     |
| Chapter 5      | Federal End-of-Year Slips       | This chapter explains the federal year-end slips and how you can generate the final federal year-end slips.                                                                                                                                                                                                          |
| Chapter 6      | Quebec End-of-Year Slips        | This chapter explains the provincial year-end slips and how you can generate the final provincial year-end slips.                                                                                                                                                                                                    |
| Chapter 7      | Electronic Interfaces           | This chapter explains how you can generate, report, and archive electronic interfaces.                                                                                                                                                                                                                               |
| Chapter 8      | View Employee End-of-Year Slips | This chapter explains how you can enable Employee Self-Service and the responsive pages, so that your employees can use the enhanced user interface (UI) to access their year-end documents.                                                                                                                         |

| Chapter Number | Chapter Title                                  | Details                                                                                                                                                                                                      |
|----------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                                                |                                                                                                                                                                                                              |
| Chapter 9      | Corrections                                    | This chapter lists changes or corrections you can make while preparing and processing year-end tax data for reporting.                                                                                       |
| Chapter 10     | Troubleshooting                                | This chapter explains the possible problems and solutions you might have when archiving your year-end data and generating the reports and the final year-end slips.                                          |
| Chapter 11     | Year-Begin                                     | This chapter explains the year-begin activities after you complete your end-of-year activities and before you run the first payrolls of the new year.                                                        |
| Appendix I     | Year-End Slip Box Information                  | The appendix details the year-end slips box information along with the Oracle Fusion balances that you can manually adjust for end-of-year reporting.                                                        |
| Appendix II    | Balances Defined for Predefined Balance Groups | The appendix details the balances defined for each of the balance groups predefined in the application. You can use these groups as a parameter when you run the Employee Active Payroll Balance Report.     |
| Appendix III   | User-Defined Balance Group Usages              | This appendix includes the procedure to create your own balance group usage for your specific requirements. You can then use the balance group usage to generate the Employee Active Payroll Balance Report. |

## End-of-Year Processing for Canada

At the end of every tax year, as a Canadian employer, comply with these statutory requirements:

- Submit to Canada Revenue Agency (CRA) the following federal year-end slips, if applicable:
  - T4: Statement of Remuneration Paid
  - T4A: Statement of Pension, Retirement, Annuity, and Other Income
- If you operate in the province of Quebec, submit to Revenu Québec these year-end slips, if applicable:
  - RL-1: Employment and Other Income
  - RL-2: Retirement and Annuity Income

Submit these year-end slips to your employees for tax filing purposes.

**Note:** During a reporting year, if you haven't paid any earnings reported on any of the year-end slips, then you need not submit that particular year-end slip.

The tax reporting year is January, 01 through December, 31. All payrolls or balance adjustments with a payment date during that time frame are included in the year-end slip for that year.

The end-of-year processing for Canada consists of multiple steps, which you must complete in the correct order.

End-of-year processing includes these activities:

1. Configuring end-of-year reporting

Before beginning your end-of-year reporting, complete these operations:

- Configuration for Quebec
- Tax reporting unit (TRU) setup
- Element setup
- Year-end balance feeds

2. Archive end-of-year payroll results

Use the Archive End-of-Year Payroll Results process to retrieve employee and employer information, including employee balances in a given year for a payroll statutory unit (PSU) and TRU. The Archive End-of-Year Payroll Results process archives the data for year-end reporting.

3. Validate the year-end slips data

Before you generate the year-end slips, ensure that the slips don't contain any errors or missing information. Generate the End-of-Year Exception Report for each slip to review and correct any errors or discrepancies in transmitter, employer and employee data. If data corrections are required, correct the data and run the exception report to check if the exceptions reported earlier are resolved. Continue repeating the process of rollback and rerun of the archive process until all errors are resolved.

4. Perform year-end payroll reconciliation

Before you use the archived payroll results data to generate the year-end slips, review and validate the results data for each slip.

Generate the end-of-year register report to review and validate the results data for each slip. Compare this data against the archived data to assist in reconciling your periodic payrolls and year-end balances. If changes are required, perform balance adjustments and if required, modify employee and employer data.

For more information, refer to the Payroll Reconciliation document at the Information Center: Oracle Fusion Human Capital Management for Canada: (Document ID 2102586.2) on My Oracle Support.

5. Resolve any balance errors detected

- For information about adjusting balances detected by this process, refer to the Balance Adjustments document at the Information Center: Oracle Human Capital Management for Canada: (Document ID 2102586.2) on My Oracle Support.
- For information about mass balance adjustments, refer to the Batch Balance Adjustments document at the Information Center: Oracle Human Capital Management for Canada: (Document ID 2102586.2) on My Oracle Support.

6. Generate the year-end slips and interfaces

*Related Topics*

- [End-of-Year Configuration for Canada](#)
- [End-of-Year Register Report for Canada](#)

## 2 End-of-Year Configuration

### Overview of End-of-Year Configuration Tasks

Before beginning your end-of-year reporting, perform these tasks:

- Configuration for Quebec
- Tax reporting unit (TRU) setup (to configure the transmitters)
- Element setup
- Year-end balance feeds
- Year-End Reporting Information Card Component
- Document delivery preference setup (to allow employees to view their year-end documents in self-service)
- Year-End Documents Publish Date

### Set the Scope

Before you perform any operation on the legal entity, first set the scope for the tasks. It can be a legal entity or a payroll statutory unit (PSU), if designated as such in payroll, or the legal reporting unit (or TRU in payroll). This sets the PSU and TRU to the appropriate entity for the task itself so you can perform any operations for them. For example, before you update the interface rules or add registrations, set the scope to the PSU or TRU you're working with.

**Note:** If the scope is already set for the task, the Scope column displays the TRU or PSU name.

To set the scope for the PSU:

1. Navigate to the following:
  - Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Define Legal Entities for Human Capital Management
2. Click **Define Legal Entities for Human Capital Management** task to expand the entry and display a list of related tasks.
3. Click the **Select Scope** link for the Manage Legal Entities task or any other task for the legal entity.
4. In the Select Scope window, select **Manage Legal Entity**.
5. In the Legal Entity field, select **Select and Add** and click **Apply and Go to Task**.
6. In the Select and Add: Manage Legal Entity page, search for and select the appropriate PSU.
7. Click **Save and Close** twice.

The Scope column on the tasks list page displays the name of the PSU you selected as the scope for the tasks related to the legal entity.

To set the scope for the TRU:

1. Navigate to the following:

- Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Define Legal Entities for Human Capital Management
2. In the search area, enter **Define Legal Entities** and click **Search**.
  3. Click **Define Legal Entities for Human Capital Management** task to expand the entry and display a list of related tasks.
  4. Click the **Select Scope** link for the Manage Legal Reporting Units task or any other task for the legal reporting unit.
  5. In the Select Scope window, select **Manage Legal Reporting Unit**.

The Legal Entity window displays the PSU you selected in the previous task, or the name of the PSU that the scope is currently set to.

6. In the Legal Reporting Unit field, select **Select and Add** and click **Apply and Go to Task**.
7. In the Select and Add: Manage Legal Reporting Unit page, search for and select the appropriate TRU.
8. Click **Save and Close** twice.

The Scope column on the tasks list page displays the name of the TRU you have selected as the scope for the tasks related to the legal reporting unit.

## Quebec Enterprise Number Setup

The Quebec Enterprise Number is a ten-digit numeric identifier assigned to businesses operating in Quebec. If you have a Quebec Enterprise Number, configure it at the legal entity level (or PSU, if designated as such in payroll). If configured, it's used in reporting to Revenu Québec, to identify the enterprise at a level higher than the Quebec Identification Number.

To set up the Quebec Enterprise Number at the PSU:

1. Navigate to the following:
  - Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Manage Legal Entity
2. In the search area enter **Manage Legal Entity** and click **Search**.
3. Click **Manage Legal Entity HCM Information** task.
4. Enter the Legal Entity Name. This is also referred to as the PSU.
5. Click **Search** and select the Legal Entity in the search results window.
6. Select the **Payroll Statutory Unit** tab.
7. Click **Edit** and **Update**, or **Edit** and **Correct**.
8. Click **Quebec** and enter the **Quebec Enterprise Number**.
9. Click **Submit**, **Yes**, and **OK**.

## Quebec Provincial Tax Setup

If you operate in the province of Quebec, complete these additional setup tasks.

You typically set up the Quebec Provincial Tax information when you define your organization structures, and not necessarily during the time of processing the payroll or at year-end. However, confirm this configuration before you perform any year-end processing so that your RL-1 and RL-2 processing is successful.

- *Quebec Provincial Tax Jurisdiction Registration Code*

The Quebec Provincial Tax jurisdiction must have the Quebec Identification Number (QIN) set up as the Legal Reporting Unit Registration Code.

**Note:** The Quebec Provincial Tax jurisdiction is predefined by Oracle. You must first use the **Maintain Canadian Geography** task to load the requisite provinces for which you need to create the jurisdictions.

To set up the Legal Reporting Unit Registration Code for QIN:

- a. Navigate to **Setup and Maintenance**.
- b. Search for and select **Manage Legal Jurisdictions** task.
- c. In the Manage Legal Jurisdictions page, enter **QC** (for Quebec) in the Territory field and click **Search**.
- d. Select **Quebec Provincial Tax** in the Search Results to display the Edit Legal Jurisdiction page.
- e. In the **Legal Entity Registration Code** field, select **Legal Entity Registration Number**.
- f. In the Legal Reporting Unit Registration Code field, select **Quebec Identification Number**.
- g. Click **Save and Close**.

- *Quebec Provincial Tax Registration*

Additionally, set up the Quebec Provincial Tax Registration information for each PSU or TRU that has employees in Quebec. Set up this information at either the PSU or the TRU level.

If you set up the Quebec Provincial Tax Registration at the PSU level, it's applicable for all the TRUs attached to the PSU, unless you override it on the TRU. Only enter this information at the TRU level, if it's different from that defined for the PSU. The Quebec Provincial Tax Registration associates the Quebec Identification Number (QIN) with the PSU or TRU.

- *Quebec Provincial Tax Registration at the PSU Level*

To set up the Quebec Provincial Tax Registration at the PSU level:

**Note:** You must first set the scope. If the scope isn't already set for the tasks, set the scope as given in the Set the Scope section.

- i. Navigate to **Setup and Maintenance**.
- ii. Search for and select **Define Legal Entities for Human Capital Management** task.
- iii. Select the **Manage Legal Entity Registrations** task.
- iv. In the **Manage Registrations** page do either of the following:
  - If Quebec Provincial Tax doesn't already exist, click **Create**.
  - If Quebec Provincial Tax already exists, click **Edit**.

Enter or confirm the information in this table.

v.

| Field Name        | Field Value           |
|-------------------|-----------------------|
| Jurisdiction Name | Quebec Provincial Tax |
| Territory         | QC                    |

| Field Name                       | Field Value                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered Address               | Select the address from the list.                                                                                                                                                                |
| Registered Name                  | Enter the registered name. This name is displayed on year-end slips and electronic interfaces.                                                                                                   |
| Alternate Name                   | Optionally enter the alternate name to replace registered name. The alternate name displays on year-end slips and electronic interfaces.                                                         |
| Legal Entity Registration Number | <p>Enter the number assigned by Revenu Québec to report the taxes and wages.</p> <p><b>Note:</b><br/>The number should not contain any spaces and must be in the format of 1234567890RS0001.</p> |
| Start Date                       | Enter the effective start date of the registration.                                                                                                                                              |
| End Date                         | Enter the effective end date of the registration.                                                                                                                                                |

The rest of the fields are optional.

- vi. Click **Save and Close**.
- vii. Click **Done**.
- o *Quebec Provincial Tax Registration at the TRU Level*

To set up the Quebec Provincial Tax Registration at the TRU level:

- i. Navigate to **Setup and Maintenance**.
- ii. Search for and select **Define Legal Entities for Human Capital Management** task.
- iii. Select the **Manage Legal Reporting Unit Registrations** task.
- iv. In the **Manage Registrations** page do either of the following:
  - o If Quebec Provincial Tax doesn't already exist, click **Create**.
  - o If Quebec Provincial Tax already exists, click **Edit**.

Enter or confirm the information in this table.

v.

| Field Name         | Field Value                       |
|--------------------|-----------------------------------|
| Jurisdiction Name  | Quebec Provincial Tax             |
| Registered Address | Select the address from the list. |

| Field Name                   | Field Value                                                                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registered Name              | Enter the registered name. This name is displayed on year-end slips and electronic interfaces.                                                                                                   |
| Alternate Name               | Optionally enter the alternate name to replace registered name. The alternate name displays on year-end slips and electronic interfaces.                                                         |
| Quebec Identification Number | <p>Enter the number assigned by Revenu Québec to report the taxes and wages.</p> <p><b>Note:</b><br/>The number should not contain any spaces and must be in the format of 1234567890RS0001.</p> |
| Start Date                   | Enter the effective start date of the registration.                                                                                                                                              |
| End Date                     | Enter the effective end date of the registration.                                                                                                                                                |

The rest of the fields are optional.

- vi. Click **Save and Close**.
- vii. Click **Done**.

#### Related Topics

- [Geography Information for Canada](#)

## Transmitter TRU Setup

To facilitate electronic submission of year-end reports, you designate a business number or Quebec identification number as the transmitter. The TRUs file their slips electronically through this transmitter.

A transmitter can file slips for itself or on behalf of other TRUs. Capture the transmitter information at the TRU level. If you designate a TRU as a transmitter, the information you enter for the TRU is used for year-end reporting to the government. Multiple TRUs with different account numbers can use the same transmitter to submit year-end information to the government.

## Configure the TRUs

You must set up the transmitter information for each TRU prior to processing the end-of-year archive. Configure the transmitter information at the federal and provincial levels, as well as for each form type (T4, T4A, RL-1, RL-2). The application uses this data to generate the electronic files that you submit to the government.

As an employer you can designate multiple transmitter TRUs, but you must configure each transmitter with a unique transmitter account number. This means that you register the TRU as a transmitter with the Canada Revenue Agency (for T4 and T4A) or Revenu Québec (for RL-1 and RL-2). Other TRUs get associated with the transmitter TRU by updating the Transmitter Name and Account Number fields of the transmitter information for this TRU.

The steps given here outline how you can configure the TRU as a transmitter or as a non-transmitter.

## Transmitter TRU for the T4 and T4A

To configure the TRU as the transmitter for the T4 and T4A:

1. Navigate to the following:
  - Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Define Legal Reporting Units for Human Capital Management
2. In the search area, enter **Define Legal Reporting Units for Human Capital Management** and click **Search**.
3. Click **Define Legal Reporting Units for Human Capital Management** to expand the entry and display a list of related tasks.

**Note:** If the scope isn't already set for the Manage Legal Reporting Unit Registrations task, set the scope as given in the Set the Scope section.

4. Click **Go to Task** for the Manage Legal Reporting Unit HCM Information task.
5. Enter search criteria and select the record.
6. On the Manage Legal Reporting Unit page, select the **Tax Reporting Unit** tab.
7. Click **Federal Tax Reporting Unit Information**.
8. Click **Edit-Update**.
9. In the T4 Interface Rules and T4A Interface Rules sections, enter these transmitter details for both the T4 and T4A rules.

| Field Name       | Field Value                                                                                                                                                                                                                                                                                                    |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmitter TRU  | Select <b>Yes</b> to designate the TRU as a transmitter. This indicates the TRU has a CRA My Business Account, which is used to file and submit returns.<br><br><b>Note:</b><br>You can designate multiple transmitter TRUs, but each transmitter must be configured with a unique Transmitter Account Number. |
| Transmitter Name | Select the Transmitter Name.<br><br><b>Note:</b><br>You must select the Transmitter Name before selecting the Transmitter Account Number.                                                                                                                                                                      |

| Field Name                            | Field Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmitter Account Number            | <p>Select either the 9-digit or 15-alphanumeric Payroll Account Number assigned by the CRA to report the year-end slip data electronically.</p> <p><b>Note:</b><br/>You can use the 15-character alphanumeric number if you use <b>My Business Account</b> or <b>Web Access Code</b> to file your information return. You can use the 9-digit number if you use <b>My Business Account</b> to file your information return. However, don't use the 9-digit number if you use <b>Web Access Code</b> to file.</p> |
| Transmitter Representative Identifier | <p>Enter a representative identifier, if applicable. This field is optional. When provided, it grants the representative associated with this ID access to the submitted return.</p> <p><b>Note:</b> See section <b>Multiple Transmitter Representative Identifiers for the T4 and T4A</b> below.</p>                                                                                                                                                                                                            |
| Transmitter Type                      | <p>Select the associated transmitter type from the list.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p>                                                                                                                                                                                                                                                                                                                                                  |
| Transmitter Contact Name              | Enter the contact name of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Transmitter Contact Area Code         | Enter the contact area code of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Transmitter Contact Phone Number      | Enter the contact phone number of the transmitter. Enter only the numbers, without spaces or dashes.                                                                                                                                                                                                                                                                                                                                                                                                             |
| Transmitter Contact Extension Number  | Enter the contact extension number of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Transmitter Contact Email             | Enter the contact email of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Transmitter Secondary Contact Email   | Enter the email for a secondary contact of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Language of Communication             | Enter the language of communication of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Transmitter Country                   | Select the country of the transmitter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Field Name                   | Field Value                                                                                                                                                    |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmitter Province         | <p>Enter the province of the transmitter.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p>               |
| Transmitter City             | <p>Enter the city of the transmitter.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p>                   |
| Transmitter Address Line 1   | <p>Enter the address line 1 details of the transmitter.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p> |
| Transmitter Address Line 2   | <p>Enter the address line 2 details of the transmitter.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p> |
| Transmitter Postal Code      | <p>Enter the postal code of the transmitter.</p> <p><b>Note:</b><br/>This is no longer used in the transmitter record. It's informational only.</p>            |
| Contact Name for this Return | Enter the contact name of the employer.                                                                                                                        |
| Contact Area Code            | Enter the contact area code of the employer.                                                                                                                   |
| Contact Phone Number         | Enter the contact phone number of the employer. Enter only the numbers, without spaces or dashes.                                                              |
| Contact Extension            | Enter the contact extension number of the employer.                                                                                                            |

| Field Name                           | Field Value                                                                |
|--------------------------------------|----------------------------------------------------------------------------|
| Proprietor 1 Social Insurance Number | Enter the Social Insurance Number of the proprietor of the business.       |
| Proprietor 2 Social Insurance Number | Enter the Social Insurance Number of the second proprietor, if applicable. |

## Multiple Transmitter Representative Identifiers for the T4 and T4A

This enables the configuration and use of multiple transmitter representative identifiers for T4 and T4A year-end reporting by allowing users to override the Transmitter Representative Identifier defined for the transmitter's Tax Reporting Unit (TRU).

Some employers require different transmitter representative identifiers based on payroll relationship groups or TRUs. Use the below two items to support this requirement:

- **Extensible Common Lookup:** Use the below lookup to add the transmitter representative identifiers that your business requires. Once configured, this list of transmitter representative IDs is available for selection in the End-of-Year Reports process.

### **Common Lookup**

| Lookup Type               | Meaning                                       |
|---------------------------|-----------------------------------------------|
| ORA_CA_EOY_TRANS_REP_INFO | Canada Transmitter Representative Identifiers |

- End-of-Year Reports Process Parameter: Use the parameter **Transmitter Representative Identifier** to override the default transmitter representative ID configured at the TRU. This parameter is only applicable for the T4 and T4A.

If required, to override the default Transmitter Representative Identifier configured at the TRU, add the transmitter representative identifiers to the new lookup using these steps:

- a. Navigate to **Setup and Maintenance** and select the **Tasks** menu.
- b. Click Search, and search for **Manage Common Lookups**.
- c. Search for Lookup Type = **ORA\_CA\_EOY\_TRANS\_REP\_INFO**.
- d. Under Lookup Codes, click **New** and add the lookup code details:
  - **Lookup Code:** Enter an alphanumeric representative identifier. This grants the representative associated with this ID access to the submitted T4 or T4A return.
  - **Display Sequence:** Enter a number to specify the order of appearance in the parameter's list of values.
  - **Enabled:** Check this box to make the ID visible in the parameter's list of values.
  - **Start and End Dates:** Optionally enter start and end dates.

**Note:** If specified, only records active as of **December 31 of the reporting year** are available for selection.

  - **Meaning:** Enter the representative's name or description.
- e. Click **Save and Close**.

## Non-Transmitter TRUs for the T4 and T4A

To configure the non-transmitter TRUs for the T4 and T4A:

1. Navigate to the following:
  - Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Define Legal Reporting Units for Human Capital Management
2. In the search area, enter **Define Legal Reporting Units for Human Capital Management** and click **Search**.
3. Click **Define Legal Reporting Units for Human Capital Management** to expand the entry and display a list of related tasks.

**Note:** If the scope isn't already set for the Manage Legal Reporting Unit Registrations task, set the scope as given in the Set the Scope section.

4. Click **Go to Task** for the Manage Legal Reporting Unit HCM Information task.
5. Enter search criteria and select the record.
6. On the Manage Legal Reporting Unit page, select the **Tax Reporting Unit** tab.
7. Click **Federal Tax Reporting Unit Information**.
8. Click **Edit-Update**.

9. In the T4 Interface Rules and T4A Interface Rules sections, enter the following non-transmitter information for both the T4 and T4A rules.

**Note:** Only the fields listed in this table are required. The other fields are optional and you should only populate them if the information is different from that of the Transmitter TRU.

| Field Name                           | Field Value                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmitter TRU                      | Select <b>No</b> to designate this as a non-transmitter TRU.                                                                                                                                                                                                                                                                                                                                                                       |
| Transmitter Name                     | Search and select the transmitter name.<br><br><b>Note:</b><br>You must select the Transmitter Name before selecting the Transmitter Account Number. This list of values contains only transmitters that already exist. If the required Transmitter Name isn't yet available for selection, you must first create the transmitter TRU. Save the record, go back into the record, select the Transmitter Name, and save the record. |
| Transmitter Account Number           | Select the transmitter account number. The transmitter account number of the TRU defined as the transmitter. This is derived from the TRU selected in the Transmitter Name field and is the 9-digit or 15-alphanumeric Payroll Account Number of the transmitter TRU.                                                                                                                                                              |
| Contact Name of this Return          | Enter the contact name of the employer.                                                                                                                                                                                                                                                                                                                                                                                            |
| Contact Area Code                    | Enter the contact area code of the employer.                                                                                                                                                                                                                                                                                                                                                                                       |
| Contact Phone Number                 | Enter the contact phone number of the employer. Enter only the numbers, without spaces or dashes.                                                                                                                                                                                                                                                                                                                                  |
| Contact Extension                    | Enter the contact extension number of the employer.                                                                                                                                                                                                                                                                                                                                                                                |
| Proprietor 1 Social Insurance Number | Enter the Social Insurance Number of the proprietor of the business.                                                                                                                                                                                                                                                                                                                                                               |
| Proprietor 2 Social Insurance Number | Enter the Social Insurance Number of the second proprietor, if applicable.                                                                                                                                                                                                                                                                                                                                                         |

## Transmitter TRU for the RL-1 and RL-2

To configure the TRU as the transmitter for the RL-1 and RL-2:

1. Click **Provincial Tax Reporting Unit Information**. This data is used to generate the electronic file that's submitted to the Quebec government.

2. In the RL-1 Interface Rules and RL-2 Interface Rules sections, enter the transmitter information as given in this table for both the RL-1 and RL-2 rules.

| Field Name                            | Field Value                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmitter TRU                       | <p>Select <b>Yes</b> to designate the TRU as a transmitter. This indicates the Quebec Identification Number is registered as a transmitter with Revenu Québec.</p> <p><b>Note:</b><br/>You can designate multiple transmitter TRUs, but each transmitter must be configured with a unique transmitter number.</p>                                                               |
| Transmitter Name                      | <p>Search and select the name registered with the Revenu Québec.</p> <p><b>Note:</b><br/>This list of values contains only transmitters that already exist. If the required Transmitter Name isn't yet available for selection, you must first create the transmitter TRU. Save the record, go back into the record, then select the Transmitter Name, and save the record.</p> |
| Transmitter Number                    | <p>Enter the number assigned by Revenu Québec to report the year-end slip data electronically. The format is NPXXXXXX, where X is a number.</p>                                                                                                                                                                                                                                 |
| Transmitter Type                      | <p>Select the associated transmitter type from the list.</p>                                                                                                                                                                                                                                                                                                                    |
| Source of RL Slips Used               | <p>Select the source of the RL-1 or RL-2 slip used.</p>                                                                                                                                                                                                                                                                                                                         |
| RL-2 Source of Income                 | <p>Select the RL-2 source of income.</p> <p><b>Note:</b><br/>This is only applicable for the RL-2 transmitter interface rules.</p>                                                                                                                                                                                                                                              |
| Computer Resource Person Name         | <p>Enter the contact name of the transmitter.</p>                                                                                                                                                                                                                                                                                                                               |
| Computer Resource Person Area Code    | <p>Enter the contact area code of the transmitter.</p>                                                                                                                                                                                                                                                                                                                          |
| Computer Resource Person Phone Number | <p>Enter the contact phone number of the transmitter. Enter only the numbers, without spaces or dashes.</p>                                                                                                                                                                                                                                                                     |

| Field Name                                   | Field Value                                                                                                                  |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Computer Resource Person Extension Number    | Enter the contact extension number of the transmitter.                                                                       |
| Computer Resource Person Language            | Select the language of communication of the computer resource person.                                                        |
| Accounting Resource Person Name              | Enter the name of the accounting resource person.                                                                            |
| Accounting Resource Person Area Code         | Enter the area code of the accounting resource person.                                                                       |
| Accounting Resource Person Phone Number      | Enter the phone number of the accounting resource person. Enter only the numbers, without spaces or dashes.                  |
| Accounting Resource Person Extension Number  | Enter the extension number of the accounting resource person.                                                                |
| Accounting Resource Person Language          | Enter the language of communication of the accounting resource person.                                                       |
| Email of the Person Responsible for the File | Enter the contact email of the person responsible for the file.                                                              |
| Desired Language of Communication by Email   | Enter the preferred language of communication by email.                                                                      |
| Transmitter Country                          | Select the country of the transmitter.                                                                                       |
| Transmitter Province                         | Enter the province of the transmitter.                                                                                       |
| Transmitter City                             | Enter the city of the transmitter.                                                                                           |
| Transmitter Address Line 1                   | Enter the address line 1 details of the transmitter.                                                                         |
| Transmitter Address Line 2                   | Enter the address line 2 details of the transmitter.                                                                         |
| Transmitter Postal Code                      | Enter the postal code of the transmitter.                                                                                    |
| Starting RL Slip Number                      | Enter the starting RL slip number as provided by Revenu Québec. This is required prior to processing the year-end documents. |

| Field Name            | Field Value                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------|
| Ending RL Slip Number | Enter the ending RL slip number as provided by Revenu Québec. This is required prior to processing the year-end documents. |

## Non-Transmitter TRUs for the RL-1 and RL-2

To configure the non-transmitter TRUs for the RL-1 and RL-2:

1. Navigate to the following:
  - Work Area: Setup and Maintenance
  - Offering: Workforce Deployment
  - Task: Define Legal Reporting Units for Human Capital Management
2. In the search area, enter **Define Legal Reporting Units for Human Capital Management** and click **Search**.
3. Click **Define Legal Reporting Units for Human Capital Management** to expand the entry and display a list of related tasks.
 

**Note:** If the scope isn't already set for the Manage Legal Reporting Unit Registrations task, set the scope as given in the Set the Scope section.
4. Click **Go to Task** for the Manage Legal Reporting Unit HCM Information task.
5. Enter search criteria and select the record.
6. On the Manage Legal Reporting Unit page, select the **Tax Reporting Unit** tab.
7. Click **Provincial Tax Reporting Unit Information**. This data is used to generate the electronic file that's submitted to the Quebec government.
8. Click **Edit-Update**.
9. On the Update Legal Reporting Unit form, select an **Action Reason**. Click **OK**.
10. In the RL-1 Interface Rules and RL-2 Interface Rules sections, enter the following non-transmitter information for both the RL-1 and RL-2 rules.

**Note:** Only the fields listed in this table are required. The other fields are optional and you should only populate them if the information is different from that of the Transmitter TRU. The only exception to this are the Starting and Ending Slip Numbers, which you must populate on the Transmitter TRU.

| Field Name       | Field Value                                                  |
|------------------|--------------------------------------------------------------|
| Transmitter TRU  | Select <b>No</b> to designate this as a non-transmitter TRU. |
| Transmitter Name | Search and select the name registered with Revenu Québec .   |

| Field Name         | Field Value                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <p><b>Note:</b><br/>This list of values contain only transmitters that already exist. If the required Transmitter Name isn't yet available for selection, you must first create the transmitter TRU. Save the record, go back into the record, select the Transmitter Name, and save the record.</p>                                                                     |
| Transmitter Number | <p>The transmitter number of the TRU defined as the transmitter. This is derived from the TRU selected in the Transmitter Name field.</p> <p><b>Note:</b><br/>Don't enter this value for a non-transmitter TRU, as it must be derived from the transmitter TRU. The value is derived when the record is saved and can be viewed in the UI after the record is saved.</p> |

11. Click **Submit**, **Yes**, **OK** and, then click **Done**.

## Element Setup

When you create a deduction element belonging to the primary classification of Pretax and Voluntary Deductions, provide the seven-digit number as the default value for either of these:

- Deferred Profit Sharing Plan (DPSP)
- Registered Pension Plan (RPP) number

If you report pension adjustments, create an Employer Liability or Information element to report the amount on the slips. Use the **Elements** task under **Payroll** in **My Client Groups** on the Home page, to create the required element.

While creating these elements, enter a value to report the registration number for T4 Box 50 and T4A Box 036 reporting.

**Note:** The registration number must be set up prior to year-end processing, otherwise the registration number will not appear on the year-end forms.

## Dynamic Payroll Relationship Group for Reports

Use payroll relationship groups to define a set of people for payroll processing, data entry, or reporting. For example, you can create a group to process the report for terminated employees.

**Note:** Use the **Objects Group** task under Payroll in **My Client Groups** on the Home page to define the payroll relationship group before you can select it in reports and processes.

While defining the payroll relationship group, select any of these options:

- Include: To only include the payroll relationship numbers defined in the object group.
- Exclude: To exclude the payroll relationship numbers defined in the object group.

You can make the payroll relationship group dynamic by configuring a formula that dynamically builds the list of employees, based on defined criteria. For example, you may configure a formula to build a group of terminated employees, union employees, or employees that are on leave. You may then attach those employees to a payroll relationship group.

## Year-End Balance Feeds

Before you start the end-of-year processing, review the balances required for year-end reporting. Many of the year-end balances are predefined for you, but if required, manually configure additional year-end balance feeds.

Use the **Balance Definitions** task under Payroll in **My Client Groups** on the Home page to manually configure the year-end feeds for balances that are reported on the year-end slips.

**Note:** Generally, the best practice is to create the year-end feeds using the same date that the balance is created. If you don't create it using the same date and it's the first year that you're configuring the feeds, set up the year-end balance feeds with an effective date prior to December, 31 of the calendar year you're reporting. Once this is configured, you need not make changes in the subsequent years.

**Note:** For proper year-end processing and reporting, you must also create the balance feed for the related retroactive element when the element is:

- User-defined
- Processed in a payroll run during the year
- Retroactively enabled

## T4 Predefined Balances

This table lists the balances that are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| T4 Box | Box Definition    | Predefined Balance |
|--------|-------------------|--------------------|
| 14     | Employment Income | Gross Earnings     |

| T4 Box | Box Definition                                             | Predefined Balance                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                            | <b>Note:</b><br>Use the T4 Box 14 Adjustment balance to reduce box 14, if required. For example, to exclude Indian exempt wages.                                                                                                                                                                                                                                                                                                                                                           |
| 16     | Employee's Canada Pension Plan (CPP) Contributions         | CPP Employee Withheld<br><br><b>Note:</b><br>If an employee is paid after the CPP Election Date on their tax calculation card, the CPP annual maximum contribution and CPP yearly maximum pensionable earnings are prorated based on the number of months in the year they were subject to CPP.<br><br>If the employee contributed over this limit, the CPP Withheld is refunded and the CPP Taxable amount is adjusted to bring the year-to-date values in line with the prorated limits. |
| 16A    | Employee's second Canada Pension Plan (CPP2) contributions | CPP2 Employee Withheld<br><br><b>Note:</b><br>Only applicable to slips<br><br>filed for calendar year 2024 and<br><br>after.                                                                                                                                                                                                                                                                                                                                                               |
| 17     | Employee's Quebec Pension Plan (QPP) Contributions         | QPP Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17A    | Employee's second Quebec Pension Plan (QPP2) Contributions | QPP2 Employee Withheld<br><br><b>Note:</b><br>Only applicable to slips<br><br>filed for calendar year 2024 and<br><br>after.                                                                                                                                                                                                                                                                                                                                                               |
| 18     | Employee's Employment Insurance (EI) premiums              | EI Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22     | Income tax deducted                                        | Federal Tax Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24     | EI Insurable earnings                                      | EI Employee Taxable                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| T4 Box | Box Definition                            | Predefined Balance                                                                                                                                                                    |
|--------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26     | CPP/QPP pensionable earnings              | CPP Employee Taxable + CPP2 Employee Taxable + QPP Employee Taxable + QPP2 Employee Taxable<br><br><b>Note:</b><br>This includes both CPP/QPP and CPP2/QPP2 Employee Taxable amounts. |
| 55     | Provincial Parental Insurance Plan (PPIP) | QPIP Employee Withheld                                                                                                                                                                |
| 56     | PPIP insurable earnings                   | QPIP Employee Taxable                                                                                                                                                                 |

## T4A Predefined Balances

This table lists the balances that are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| T4A Box | Box Definition      | Predefined Balance   |
|---------|---------------------|----------------------|
| 22      | Income Tax deducted | Federal Tax Withheld |

## RL-1 Predefined Balances

This table lists the balances that are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| RL-1 Box | Box Definition                             | Predefined Balance                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | Employment income before source deductions | Gross Earnings<br><br><b>Note:</b><br>Use balance RL-1 Box A Adjustment to reduce box A, if required. For example, to exclude Indian exempt wages.<br><br>Also, if you are using an information element to adjust this balance, you must include the Province and Reporting Type context input values for the adjustment. You also must populate the values for the Province (geography code for the province) and Reporting Type (T4_RL1) in the adjustment. |
| BA       | Quebec Pension Plan (QPP) contribution     | QPP Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| RL-1 Box              | Box Definition                                                           | Predefined Balance                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BB                    | Additional QPP contribution                                              | QPP2 Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C                     | Employment Insurance (EI) premium                                        | EI Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| E                     | Quebec income tax (including the health contribution) withheld at source | Provincial Tax Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| G                     | Pensionable salary or wages under the Quebec Pension Plan (QPP)          | QPP Employee Taxable                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| H                     | Quebec Parental Insurance Plan (QPIP) premium                            | QPIP Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| I                     | Eligible salary or wages under the Quebec Parental Insurance Plan (QPIP) | QPIP Employee Taxable                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| O - Code RZ           | Amount derived from more than one source                                 | Derived by the Oracle Fusion application                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Other Information B-1 | Canada Pension Plan (CPP) contribution                                   | CPP Employee Withheld<br><br><b>Note:</b><br>If an employee is paid after the CPP Election Date on their tax calculation card, the CPP Withheld and CPP Taxable annual maximum limits are prorated based on the number of months in the year they were subject to CPP. If the employee contributed over this limit, the CPP Withheld is refunded and the CPP Taxable amount is adjusted to bring the year-to-date values in line with the prorated limits. |
| Other Information B-2 | Additional CPP contribution                                              | CPP2 Employee Withheld                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Information G-1 | Taxable benefit in kind                                                  | RL-1 Taxable Benefit Paid in Kind                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other Information G-2 | Pensionable earnings under the Canada Pension Plan (CPP)                 | CPP Employee Taxable                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## RL-2 Predefined Balances

This table lists the balances that are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| RL-2 Box | Box Definition             | Predefined Balance      |
|----------|----------------------------|-------------------------|
| J        | Quebec Income Tax Deducted | Provincial Tax Withheld |

The element that you should feed to the year-end balances is the 'Results' element and not the 'Base' element. However, for elements with a primary classification of Information, you must use the 'Base' element for balance feeds. A Results element isn't created for Information elements.

Refer to the appendix at the end of this document for additional information about the Oracle Fusion balances that map to the individual boxes on the year-end slips.

## Example: Balance Feed to T4 Union Dues

This example illustrates a scenario for year-end reporting of the Union Dues balance on the T4 Box 44. This is a feed from a voluntary deduction element. This is an example and may not meet your business requirements. You must feed all balances that meet your business requirements.

**Note:** For proper year-end processing and reporting, you must also create the balance feed for the related retroactive element when the element is:

- User-defined
- Processed in a payroll run during the year
- Retroactively enabled

**Note:** You must feed retroactive elements to the year-end balances in the same way the base element is, to be included in the box balance.

### T4 Union Dues balance

| Element Name                                                                     | Element Primary Classification | Input Value | Balance Name  | Add or Subtract |
|----------------------------------------------------------------------------------|--------------------------------|-------------|---------------|-----------------|
| T4 Union Dues Results (user-defined element)                                     | Voluntary Deductions           | Pay Value   | T4 Union Dues | Add             |
| T4 Union Dues Retroactive (shadow element created for base user-defined element) | Voluntary Deductions           | Pay Value   | T4 Union Dues | Add             |

## Example: Balance Feed to T4 Code 69 - Indian Exempt Income, Non-eligible Retiring Allowances and T4 Box 14 Adjustment

This example illustrates a scenario for year-end reporting of Indian Exempt balances. This is an example and may not meet your business requirements. You must feed all balances that meet your business requirements.

**Note:** For proper reporting at year-end, you must create separate elements for Indian exempt and non-Indian exempt cases. This enables you to create the necessary balance feeds to the year-end box balances reported on year-end slips.

**Note:** For proper year-end processing and reporting, you must also create the balance feed for the related retroactive element when the element is:

- User-defined
- Processed in a payroll run during the year
- Retroactively enabled

In this example, the feed is required from a supplemental earnings element to report Indian Exempt wages in the T4, Code 69, and adjust T4 Box 14 (for an Indian exempt percentage-based employee, 100% of Retiring Allowance payment must be reduced from Box 14 and not just the Indian exempt portion).

**Note:** You must feed retroactive elements to the year-end balances in the same way the base element is, to be included in the box balance.

**Note:** You must use the Results element for the user-defined elements.

### Reporting of Indian Exempt Income

| Element Name                                                                                                    | Element Primary Classification | Input Value         | Balance Name                                              | Add or Subtract |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|-----------------------------------------------------------|-----------------|
| T4 Indian Exempt Retiring Allowance Earnings Results (user-defined element)                                     | Supplemental Earnings          | Supplemental Indian | T4 Indian Exempt Income, Non-eligible Retiring Allowances | Add             |
| T4 Indian Exempt Retiring Allowance Earnings Results (user-defined element)                                     | Supplemental Earnings          | Earnings            | T4 Box 14 Adjustment                                      | Subtract        |
| T4 Indian Exempt Retiring Allowance Earnings Results (user-defined element)                                     | Supplemental Earnings          | Supplemental Indian | T4 Box 14 Adjustment                                      | Add             |
| T4 Indian Exempt Retiring Allowance Earnings Retroactive (shadow element created for base user-defined element) | Supplemental Earnings          | Supplemental Indian | T4 Indian Exempt Income, Non-eligible Retiring Allowances | Add             |
| T4 Indian Exempt Retiring Allowance Earnings Retroactive (shadow element created for base user-defined element) | Supplemental Earnings          | Earnings            | T4 Box 14 Adjustment                                      | Subtract        |

| Element Name                                                                                                    | Element Primary Classification | Input Value         | Balance Name         | Add or Subtract |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|----------------------|-----------------|
| T4 Indian Exempt Retiring Allowance Earnings Retroactive (shadow element created for base user-defined element) | Supplemental Earnings          | Supplemental Indian | T4 Box 14 Adjustment | Add             |
| Federal Indian Wages (seeded element)                                                                           | Employee Tax Deductions        | Federal T4 Gross    | T4 Box 14 Adjustment | Subtract        |

## Year-End Reporting Information Card Component

Use the Reporting Information calculation card to capture year-end data required for reporting. Use the component Year-End Data to capture this information.

### RL-2 Additional Information Code C-10

If the amount entered in Box C includes a single payment made under a registered pension plan (RPP) or a deferred profit-sharing plan (DPSP), report **C-10** followed by the date of the payment. Use the Reporting Information calculation card's **Year-End Data** component to capture this date.

If required, add the Reporting Information card within the reporting year. Then add the card component, component detail, and populate the **RL-2 RPP or DPSP Single Payment Date** field with the date of the payment.

To create the Reporting Information card:

1. In the Person Management area, select **Calculation Cards**.
  2. Complete the fields in the Search section.
  3. Click **Search** to display a list of matching records.
  4. Select person.
  5. Search and select the **Calculation Cards** task under **Payroll** in **My Client Groups** on the Home page.
  6. Click **Create** to open the Create Calculation Card window.
  7. In the Name field, select **Reporting Information**.
  8. Click **Continue** to display the Calculation Cards page.
  9. To create the **Year-End Data** calculation component and component details, click **Create** in the Calculation Components section.
  10. In the Create Calculation Component window, select **Year-End Data**.
  11. Click **OK**.
- Note:** The calculation component details are created by default for the related calculation component.
12. On the new Year-End Data calculation component details row, click **Edit > Correct**.
  13. Enter the date of payment in the **RL-2 RPP or DPSP Single Payment Date** field.
  14. Click **Save**.

## RL-2 Type of Income and Plan

Use the Reporting Information card's **Year-End Data** component to capture the fields below. These fields are available to override the source of income for an employee. Enter the RL-2 Type of Income. If none of the options apply, select 'Other plan or fund' and enter the RL-2 Type of Plan field. This will report 'AUTRE' in the Provenance box along with Other Info code 201.

- RL-2 Type of Income
- RL-2 Type of Plan

## Document Delivery Preferences Setup

Define delivery preferences for documents that are delivered periodically from employers to workers, for example, the end-of-year slips. You can select the default delivery methods of either paper or online delivery and specify the other delivery related preferences.

Set these preferences using the Manage Document Types task in the Setup and Maintenance work area.

When you process the end-of-year slips in the Final reporting mode, the application automatically creates the PDF versions and publishes them to the Document Records. For employees who have opted for paper delivery, the tasks create separate PDF files containing their slips. You can print and distribute these files as needed.

Let's look at steps required to set up the document delivery preferences.

## How to Configure the Default Delivery Options

To configure the default print options for your organization:

1. In the Setup and Maintenance work area, go to the following:  
Offering: Workforce Deployment  
Task: Manage Document Types
2. Search for Canada documents. These document types are available for end-of-year slips:
  - T4\_ORIGINAL
  - T4\_AMENDED
  - T4\_CANCELLED
  - T4A\_ORIGINAL
  - T4A\_AMENDED
  - T4A\_CANCELLED
  - RL1\_ORIGINAL
  - RL1\_AMENDED
  - RL1\_CANCELLED
  - RL2\_ORIGINAL
  - RL2\_AMENDED

- RL2\_CANCELLED

3. Select a document type to edit.
4. In the Document Type Information section, set the Enable Document Delivery Preferences field to **Yes**.
5. Use the Override Hierarchy field to define the level where your document overrides are applied. The default is Payroll. See the Overriding Default Preferences section for additional information.

**Note:** This field is available only if Enable Document Delivery Preferences is set to **Yes**.

6. In the Document Delivery Preferences section, check the settings and make changes as given here:
    - The default delivery method is Paper. Select **Online** for employees to access their slips online using employee self-service.
- Note:** If you don't select Online, the document isn't published to the Document Record and the employees won't be able to view it. If you change the Delivery Method after running the End-of-Year process in Final mode, you must roll back that process and re-run the End-of-Year process in Final mode.
- To receive digital versions of their slips, employees must provide explicit consent using Document Delivery Preferences. You can also grant initial consent at the document type level.
  - If you're outsourcing the printing of your employee slips to a third-party provider, change these settings as necessary to satisfy their requirements.
7. Use the fields in the Document Delivery Default Overrides for any areas that require overrides to the current default settings.
  8. Click **Submit**.

**Note:** Repeat this process for each year-end document type.

## Default Preference Overrides

You can set default delivery preferences on the document type and override the preferences on associated work structures. You can override default delivery preferences at various levels for a payroll statutory unit (for payroll documents) or legal employer (for other document categories).

The delivery preference levels exist in a hierarchy. For example, delivery preferences set for a location override those set for a department. Delivery preferences set for a department override those set for a legal employer. The document type is at the highest level in the hierarchy. The default delivery preferences you specify for a document type apply to all documents, if you don't override them at lower levels.

## Person Level Overrides

You can enable persons to override the delivery preferences for their documents, on the Document Delivery Preferences page in the Personal Information area. The delivery preferences that workers specify on this page override delivery preferences specified elsewhere for the document type.

## How to View Overrides

You can view all overrides for delivery preferences for a given document type. The View Document Delivery Preferences Report page provides information about all overrides set at the organization and person levels by document type.

To view all overrides made to delivery settings:

1. In the Setup and Maintenance work area, go to the following:  
Offering: Workforce Deployment  
Task: Manage Document Types
2. Search for the document type you want to view overrides.
3. In the Document Delivery Preferences section, click the **View Document Delivery Preference Report** button.
4. To export the details, select **Actions-Export to Excel**.
5. To remove overrides, select **Remove Overrides** button.
6. Click **Done**.

## Employee Print Elections

If you allow your employees to specify their own preferences for year-end slips, they can do so through their **Me** page.

1. On the **Me** page, select **Pay**.
2. Select **Document Delivery Preferences**.
3. For the appropriate form, click **Edit** and make the necessary changes.
4. Click **Save**.

**Note:** If the employee selects the **Online** delivery method, and grants online delivery consent, they can view their forms online. If they don't grant consent, the forms are generated and stored in Document Records, but the employee won't be able to view them. Online access to documents can reduce the cost of printing and provides employees ease of access.

## Document Record and Attachment Preferences

By default, the preferences for document records and attachments are restricted, employees or payroll professionals can't add, update, or delete completed year-end documents and attachments. This disables updates and removal of the slips after they're created and posted. This applies to all year-end document types, as well as original, cancelled, and amended slips. Here's a list of preconfigured restrictions.

- Restrict Create = Yes
- Restrict Update = Yes
- Restrict Delete = Yes
- Restrict Add Attachment = Yes
- Restrict Update Attachment = Yes
- Restrict Delete Attachment = Yes

The restrictions are preconfigured for these year-end document types.

- T4\_ORIGINAL
- T4\_AMENDED
- T4\_CANCELLED
- T4A\_ORIGINAL
- T4A\_AMENDED
- T4A\_CANCELLED

- RL1\_ORIGINAL
- RL1\_AMENDED
- RL1\_CANCELLED
- RL2\_ORIGINAL
- RL2\_AMENDED
- RL2\_CANCELLED

If required, you can remove the restrictions by updating the record and attachment preferences for a document type.

To access the document record and attachment preferences, use the Manage Document Types task in the Setup and Maintenance area.

**Note:** These restrictions aren't preconfigured for existing customers. This is only applicable for new customers implementing Release 19A, or later. Existing customers prior to Release 19A can manually configure the restrictions as noted.

## HCM Data Loader

Oracle Cloud provides a data loader for performing mass-uploads of employee print preferences into the application. For further information, see HCM Data Loader: Loading Document Record Delivery Preferences (2021205.1) on My Oracle Support.

## Year-End Documents Publish Date

Specify the day and month when employees can view their year-end documents in employee self-service for the following document types:

- T4
- T4A
- RL-1
- RL-2

The configuration addresses original, amended, and cancelled form types.

The publish day and month determines the date the documents are published to Document Records. In order to publish these documents to Document Records, complete these conditions:

- Submit the Run End-of-Year Reports task in final mode.
- Set the publish date on or before the system date, so that the PDF Final option generates a final version of the individual year-end slips and publishes them to the Document Records.

Once these two conditions are met, the employee can view their document in employee self-service and the professional user will be able to access the final document in the Document Records.

You can configure the publish day and month for the payroll statutory unit (PSU) or tax reporting unit (TRU), or for both. If you configure the publish date at the PSU level, all TRUs belonging to that PSU will adhere to the same date. You may override the configuration at the TRU level, if needed.

To configure the publish date for the PSU, use the Manage Legal Entity HCM Information task. To configure the publish date for a TRU, use the Manage Legal Reporting Unit HCM Information task. The fields are located in the Year-End Reporting Rules section. Once you configure the publish day and month, this controls both the federal and provincial form types.

If the publish dates are left blank, the documents are available once final mode is processed.

Here's what you must ensure to display the documents in employee self-service:

- Publish Day and Month on or before today's date (PSU or TRU level, or PSU and TRU level)
- Run End-of-Year Reports task in PDF Final mode
- Set Document Type Delivery Method to Online
- Set Document Type Publish Required to Yes

## Year-End Balance Adjustments

Perform balance adjustments to report balances not processed through the payroll, or to reduce balances, for example, those of T4 Box 14 or RL-1 Box A.

Perform balance adjustments for a single employee or for multiple employees in batch mode.

**Note:** When processing balance adjustments, use the 'Results' element and populate all the required input values of the element, for example, province and reporting type.

- When processing balance adjustments for elements that have an input value of 'Registration Number', add the registration number to the 'Results' element as a default value to avoid entering the value manually.
- If you're performing a balance adjustment to amend a slip, the electronic interface process must be complete prior to processing the adjustment. For more information, see the Troubleshooting section.

Refer to the Adjusting an Individual Balance section for detailed steps to adjust balances.

Refer to the appendix at the end of this document for additional information on the predefined balances that map to the individual boxes on the year-end slips.

You can also refer to the balance adjustment documents at the Information Center: Oracle Fusion Human Capital Management - Canada (Document ID: 2102586.2) on My Oracle Support.

## Create an Employer Liability Element

This example demonstrates how you can use the element template and create an Employer Liability element. Use this element for reporting pension adjustments in Box 52 of the T4 slip as well as the associated registration number in Box 50.

Complete these tasks to create an Employer Liability element for Canada.

1. Create a user-defined secondary classification of Employer Liability.

**Note:** Creating a secondary classification isn't required, but it helps identify what the element represents.

2. Create the Employer Liability element.
3. Create an eligibility record for the base element.
4. Add the Registration Number input value to the **RESULTS** element.
5. Create an eligibility record for the **RESULTS** element.

## How to Create a User-Defined Secondary Classification of Employer Liability

To create a user-defined secondary classification:

1. Search and select the **Element Classifications** task under **Payroll** in **My Client Groups** on the Home page.
2. Select a **Canadian LDG** and click **Search**.
3. Select **Employer Liabilities** from the list of primary classifications.
4. Select **Edit**.
5. In the Secondary Classifications section, select **Actions>Create**.
6. Enter these details in the Create Secondary Classification window.

| Field       | Value                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------|
| Name        | Enter an appropriate name for the user-defined secondary classification, example, Employer Liabilities. |
| Description | Enter the description of the secondary classification you're creating.                                  |
| Start Date  | Enter the start date of the classification.                                                             |

7. Click **OK**.
8. Click **Save**.
9. Click **Submit**.

## How to Create the Employer Liability Element

To create the Employer Liability element:

1. Search and select the **Elements** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create**.
3. Complete the fields as shown in this table.

| Field                    | Value                                                                          |
|--------------------------|--------------------------------------------------------------------------------|
| Legislative Data Group   | Select a Canadian LDG.                                                         |
| Primary Classification   | Select Employer Liabilities from the list of primary classifications.          |
| Secondary Classification | Select the user-defined secondary classification created in the previous task. |

| Field | Value |
|-------|-------|
|       |       |

When you select the primary classification the associated category name is automatically displayed.

4. Click **Continue**.
5. On the Basic Details page, enter these details.

| Field                                                                           | Value                                                                     |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Name                                                                            | Enter a name, example, Pension.                                           |
| Reporting Name                                                                  | Enter the name that you want to display on reports for this element.      |
| Effective Date                                                                  | Enter an early date so that the element is available for use immediately. |
| Input Currency                                                                  | Canadian Dollar                                                           |
| Should every person eligible for the element automatically receive it?          | No                                                                        |
| What is the earliest entry date for this element?                               | First Standard Earning Date                                               |
| What is the latest entry date for this element?                                 | Last Standard Earning Date                                                |
| At which employment level should this element be attached?                      | Assignment Level                                                          |
| Does this element recur each payroll period, or does it require explicit entry? | Recurring                                                                 |
| Process the element only once in each payroll period?                           | Yes                                                                       |
| Process the element only once in each payroll period?                           | No                                                                        |

6. Click **Next**. On the Additional Details page, respond to the questions, as shown in this table.

| Question                                        | Answer                 |
|-------------------------------------------------|------------------------|
| What is the calculation rule?                   | Fixed amount deduction |
| Is this element subject to proration?           | No                     |
| Is this element subject to retroactive changes? | No                     |
| Processing Stop when the Total is reached?      | No                     |

7. Click **Next**. Verify that the information shown on the Create Element: Review page is correct.  
8. Click **Submit**.

## How to Create an Eligibility Record for the Base Element

To create the eligibility record:

1. In the Element Overview section, select **Element Eligibility**.
2. In the Element Eligibility Name field, enter a name for the eligibility record.
3. In the Eligibility Criteria section, select a criterion that determines the eligibility for this element.
4. Click **Save**.

## Create an Information Element to Report Year-End Pension Adjustment

This example shows how to use the element template to create a Canadian Information element for reporting year-end pension adjustments.

Complete these tasks to create an Information element to report year-end pension adjustments:

1. Create the Information element.
2. Create an input value for the Pay Value and the Registration Number. The Registration Number appears on the year-end forms when you populate the Registration Number input value.
3. Create an Eligibility Record for the base element.

**Note:** Before you create elements, ensure that your Product License is set to Payroll. You can verify this by using the Manage Features by Country or Territory task in the Setup and Maintenance area. Setting the Payroll License to Payroll automatically creates the Province input value which is required for processing payroll for Canada.

## How to Create the Information Element

To create the Information element:

1. Search and select the **Elements** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create**.
3. Complete the fields as shown in this table.

| Field                    | Value                  |
|--------------------------|------------------------|
| Legislative Data Group   | Select a Canadian LDG. |
| Primary Classification   | Information            |
| Secondary Classification | Pension Adjustment     |

When you select the primary classification the associated category name is automatically displayed.

4. Click **Continue**.
5. On the Basic Details page, complete the fields, as shown in this table.

| Field                                                                  | Value                                                                                                                                                                           |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                   | Enter a name, example, Pension Adjustment1.                                                                                                                                     |
| Reporting Name                                                         | Enter the name that you want to display on reports for this element.                                                                                                            |
| Effective Date                                                         | Enter an early date so that the element is available for use immediately.                                                                                                       |
| Input Currency                                                         | Canadian Dollar                                                                                                                                                                 |
| Should every person eligible for the element automatically receive it? | No                                                                                                                                                                              |
| What is the earliest entry date for this element?                      | First Standard Earning Date                                                                                                                                                     |
| What is the latest entry date for this element?                        | Last Standard Earning Date<br><br>If you select this date, then you must enable proration so that the calculation is correct if a person leaves prior to a pay period end date. |

| Field                                                                           | Value            |
|---------------------------------------------------------------------------------|------------------|
| At which employment level should this element be attached?                      | Assignment Level |
| Does this element recur each payroll period, or does it require explicit entry? | Recurring        |
| Can a person have more than one entry of this element in a payroll period?      | No               |

6. Click **Next**. Verify that the information shown on the Create Element: Review page is correct.
7. Click **Submit**.

## How to Add the Pay Value and Registration Number

To add the pay value and registration number input values to the element:

1. In the Element Overview section, select the **Input Values** folder.
2. Select **Actions>Create Input Values** in the Element Overview pane.
3. Enter these details to create the Pay Value input value for the element.

| Field                  | Value                       |
|------------------------|-----------------------------|
| Name                   | Enter the name, Pay Value.  |
| Display Sequence       | Enter an appropriate value. |
| Unit of Measure        | Select Money.               |
| Displayed              | Select the checkbox.        |
| Allow User Entry       | Select the checkbox.        |
| Create a Database Item | Select the checkbox.        |

4. Click **Save**.
5. In the Element Overview section, select **Input Values** folder.

You may need to select another folder and then select the Input Values folder, to trigger the action.

6. Select **Actions>Create Input Values** in the Element Overview pane.

7. Enter these details to create the Registration Number input value for the element.

| Field                  | Value                                  |
|------------------------|----------------------------------------|
| Name                   | Enter the name, Registration Number.   |
| Display Sequence       | Enter an appropriate value.            |
| Unit of Measure        | Select Character.                      |
| Displayed              | Select the checkbox.                   |
| Allow User Entry       | Select the checkbox.                   |
| Create a Database Item | Select the checkbox.                   |
| Reference              | Select Statutory Reporting Code.       |
| Default Value          | Enter the default Registration Number. |

8. Click **Save**.

## How to Create an Eligibility Record for the Base Element

Information elements don't have a results element and therefore create the eligibility record for the base element. To create an eligibility record

1. In the Element Overview section, select the **Element Eligibility** folder.
2. Select **Actions>Create Element Eligibility**.
3. In the Element Eligibility name field, enter a name for the eligibility record.
4. In the Eligibility Criteria section, select a criterion that identifies the eligibility for this element.
5. Click **Submit**, then **Done**.

## Create Balance Feeds and Adjustments for End-of-Year Reporting

Review the balances required for year-end reporting and if required, perform balance adjustments and create balance feeds before you begin the end-of-year processing. This example demonstrates how to adjust the balance and create balance feeds for year-end reporting.

**Note:** For proper year-end processing and reporting, you must also create the balance feed for the related retroactive element when the element is:

- User-defined
- Processed in a payroll run during the year
- Retroactively enabled

## How to Adjust an Individual Balance

Process an individual year-to-date balance adjustment for an employee to report balances not processed through the payroll.

Complete these steps to adjust an individual balance for an employee.

1. Search and select the **Adjust Individual Balances** task under **Payroll** in **My Client Groups** on the Home page.
2. Enter the search criteria and click **Search**.
3. Select the employee name in the Search Results section to open the Adjust Individual Balances page.
4. On the Person Details page in the Adjust Individual Balances Element Details section, complete the fields as shown in this table. Use the default values except as indicated in this table.

| Field             | Value                                                                                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Date    | <p>Enter the effective date of the adjustment. Use a date that's on or prior to December 31, of the calendar year.</p> <p><b>Note:</b><br/>The adjustment date must be within the calendar reporting year.</p> |
| Element Name      | <p>Select the name of the results element.</p> <p><b>Note:</b><br/>Ensure you populate all the required input values of the element, for example, province and reporting type.</p>                             |
| Assignment Number | Select the assignment number of the employee, if applicable.                                                                                                                                                   |

5. In the Adjustment Values section, enter a value for the **Pay Value** and select the **Province**.
6. In the Costing and Payment Details section, select **No** for both these questions.
  - Do I owe the person a refund?
  - Does the balance adjustment require costing?
7. Click **Submit**.
8. Click **OK** and then **Done**.

## How to Create the Balance Feeds

Complete these steps to create the balance feeds.

1. Search and select the **Balance Definitions** task under **Payroll** in **My Client Groups** on the Home page.
2. In the Balance Definitions search section, enter the year-end balance name in the **Name** field. For example, *T4 Pension Adjustment*.
3. Select a Canadian **Legislative Data Group**.
4. Click **Search**.
5. Select the balance to navigate to the Balance Definitions page.
6. Select **Balance Feeds** folder in the left pane.
7. In the Balance Feeds by Elements section, select **Actions-Create**.
8. Select the **Element Name**. This element feeds the year-end balance.
9. Select the **Input Value** of the Pay Value.
10. Select **Add**.
11. Click **Submit**, then **Done**.

**Note:** For proper year-end processing and reporting, you must also create the balance feed for the related retroactive element when the element is:

- User-defined
- Processed in a payroll run during the year
- Retroactively enabled

### Related Topics

- [End-of-Year Configuration for Canada](#)

## T4 Box 29 Employment Code Reporting

Capture and report the Employment Code on the employee's T4 slip in Box 29, using an Information element.

To report the Employment Code on the T4, use the Information element to feed the new T4 Employment Code balance in element entries.

The following employment codes are supported. Enter one of the values below when creating the default value for the Employment Code input value, or in the element entry if no default was provided.

Additionally, populating the Employment Code also affects reporting on Box 14 and Box 56 (for Quebec employees only), whether it is to be blanked out or not. See the table below that outlines employment codes and the behavior for Box 14 and 56 for each employment code.

| Employment Code | Meaning                                | Box 14 (Employment Income) Behaviour                             | Box 56 (PPIP Insurable Earnings) Behaviour                                |
|-----------------|----------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------|
| 11              | Placement or employment agency workers | No change in <b>behaviour</b> (report Gross Earnings in Box 14). | If T4 Box 14 = Box 56, do not report amount in Box 56 (blank out Box 56). |

| Employment Code | Meaning                                                       | Box 14 (Employment Income) Behaviour                             | Box 56 (PPIP Insurable Earnings) Behaviour                                |
|-----------------|---------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------|
| 12              | Drivers of taxis or other passenger-carrying vehicles         | Leave blank.                                                     | No change in <b>behaviour</b> (report PPIP Insurable Earnings in Box 56). |
| 13              | Barbers or hairdressers                                       | Leave blank.                                                     | No change in <b>behaviour</b> (report PPIP Insurable Earnings in Box 56). |
| 14              | Withdrawal from a prescribed salary deferral arrangement plan | No change in <b>behaviour</b> (report Gross Earnings in Box 14). | If T4 Box 14 = Box 56, do not report amount in Box 56 (blank out Box 56). |
| 15              | Seasonal Agricultural Workers Program                         | No change in <b>behaviour</b> (report Gross Earnings in Box 14). | If T4 Box 14 = Box 56, do not report amount in Box 56 (blank out Box 56). |
| 16              | Detached employee - Social security agreement                 | No change in <b>behaviour</b> (report Gross Earnings in Box 14). | If T4 Box 14 = Box 56, do not report amount in Box 56 (blank out Box 56). |
| 17              | Fishers - Self-employed                                       | Leave blank.                                                     | No change in <b>behaviour</b> (report PPIP Insurable Earnings in Box 56). |

The End-of-Year Exception Report generates an informational exception, if the Employment Code archived is invalid or not supported for the employee. It states, 'The Employment Code configured for Box 29 is not valid.'

Complete the following prior to running the End-of-Year Reports process to generate the T4:

- Create an Information element for the T4 Employment Code
- Create the input values to capture the Pay Value and the Employment Code.
- Create the eligibility record for the base element.
- Create the balance feed to the T4 Employment Code balance.
- Create the element entry and process in payroll.
- Run the End-of-Year Reports to generate the T4 register, slip, and interface.

## Create an Information Element

Perform these steps to capture and report the Employment Code on the employee's T4.

1. Search and select the **Elements** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create**.
3. Complete the fields as shown in this table.

| Field                  | Value                  |
|------------------------|------------------------|
| Legislative Data Group | Select a Canadian LDG. |
| Primary Classification | Information.           |

| Field                    | Value        |
|--------------------------|--------------|
| Secondary Classification | Leave blank. |

4. Click **Continue**.
5. On the Basic Details page, complete the fields as shown in this table.

| Field                                                                           | Value                                                                                                                                                                            |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                            | Enter a name. For example, Employment Code 11.                                                                                                                                   |
| Reporting Name                                                                  | Enter a reporting name for the element.                                                                                                                                          |
| Effective Date                                                                  | Enter an early date so that the element is available for use immediately. For example, 1/1/10.                                                                                   |
| Input Currency                                                                  | Canadian Dollar                                                                                                                                                                  |
| Should every person eligible for the element automatically receive it?          | No                                                                                                                                                                               |
| What is the earliest entry date for this element?                               | First Standard Earning Date                                                                                                                                                      |
| What is the latest entry date for this element?                                 | Last Standard Earning Date<br><br>If you select this date, then you must enable proration so that the calculation is correct, if a person leaves prior to a pay period end date. |
| At which employment level should this element be attached?                      | Assignment Level                                                                                                                                                                 |
| Does this element recur each payroll period, or does it require explicit entry? | Recurring or Nonrecurring                                                                                                                                                        |
| Can a person have more than one entry of this element in a payroll period?      | Yes                                                                                                                                                                              |

6. Click **Next**. Verify that the information shown on the Create Element: Review page is correct.
7. Click **Submit**.

## Create the Input Values

Perform these steps to add the Pay Value and Employment Code input values to the element:

1. In the Element Overview section, select the **Input Values** folder.
2. Select **Actions>Create Input Values** in the Element Overview pane.
3. Enter these details to create the **Pay Value** input value for the element.

| Field                  | Value                                                                                                                                                                                                                                   |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                   | Enter the name, <b>Pay Value</b> .<br><br><b>Note:</b> The Pay Value is used to identify the Employment Code to report. The value is not reported on any report. The Employment Code associated with the highest Pay Value is reported. |
| Display Sequence       | Enter an appropriate value.                                                                                                                                                                                                             |
| Unit of Measure        | Select <b>Money</b> .                                                                                                                                                                                                                   |
| Displayed              | Select the check box.                                                                                                                                                                                                                   |
| Allow User Entry       | Select the check box.                                                                                                                                                                                                                   |
| Create a Database Item | Select the check box.                                                                                                                                                                                                                   |

4. Click **Save**.
5. In the Element Overview section, select the **Input Values** folder.  
**Note:** You may have to select another folder and then select the **Input Values** folder, to trigger the action.
6. Select **Actions>Create Input Values** in the Element Overview pane.
7. Enter these details to create the **Employment Code** input value for the element.

| Field            | Value                                    |
|------------------|------------------------------------------|
| Name             | Enter the name, <b>Employment Code</b> . |
| Display Sequence | Enter an appropriate value.              |
| Unit of Measure  | Select <b>Character</b> .                |
| Displayed        | Select the check box.                    |

| Field                  | Value                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------|
|                        |                                                                                                     |
| Allow User Entry       | Select the check box.                                                                               |
| Create a Database Item | Select the check box.                                                                               |
| Reference              | Select <b>Statutory Reporting Code</b> .                                                            |
| Default Value          | Enter a default Employment Code. Enter one of the supported two-digit codes (for example, 11 – 17). |

8. Click **Save**.

**Note:** The province input value is created by default.

## Create the Balance Feed

Perform these steps to create the balance feed for this element:

1. Search for and select the **Balance Definitions** task under **Payroll** in **My Client Groups** on the Home page.
2. In the Balance Definitions search section, enter the balance name (T4 Employment Code) in the **Name** field.
3. Select a Canadian **Legislative Data Group**.
4. Click **Search**.
5. Select the balance to navigate to the Balance Definitions page.
6. In the Effective As-of Date, enter an early date so that the feed is available for use immediately. For example, 1/1/10.
7. Select the **Balance Feeds** folder in the left pane.
8. In the Balance Feeds by Elements section, select **Actions>Create**.
9. Select the **Element Name** (the element previously created, for example, Employment Code 11). This element feeds the balance.
10. Select **Pay Value** for Input Value.
11. Select **Add**.
12. Click **Submit**, then **Done**.

## Create the Element Entry

Perform these steps to create the element entry and define values for the employee:

1. Search and select the **Element Entries** task under **Payroll** in **My Client Groups** on the Home page.
2. Create the element entry for the employee using the new element name (the element previously created, for example, Employment Code 11).
3. Select the **Province** and **Pay Value**.

**Note:** If you entered a default employment code when you created the Information element, it is displayed in the Employment Code input value field.

4. Click **Submit**.
5. Process the element entry in a payroll run

## Employer Offered Dental Benefit Code Reporting

Capture the code associated with the Employer Offered Dental Benefit, and report it on the employee's T4 (Box 45) and T4A (Box 015) slips.

You can configure a default code at the Payroll Statutory Unit (PSU) (if applicable) or the Tax Reporting Unit (TRU). If required, you can override the default for a specific employee using an information element and process it in the payroll, or alternatively a balance adjustment.

Use the Dental Access or Coverage field in the Year-End Reporting Rules section of the PSU or TRU to capture the default code. The following codes are supported. Select one of the values when creating the default value, or in the element entry if the value must be overridden for the employee.

| Dental Access or Coverage Code | Meaning                      |
|--------------------------------|------------------------------|
| Code 1                         | No access or coverage        |
| Code 2                         | Payee only                   |
| Code 3                         | Payee, spouse and dependents |
| Code 4                         | Payee and spouse             |
| Code 5                         | Payee and dependents         |

The balances used to hold the values of the codes are:

| Slip | Balance Name                         | Reporting Name                                 |
|------|--------------------------------------|------------------------------------------------|
| T4   | T4 Employer Offered Dental Benefits  | T4 Box 45 - Employer Offered Dental Benefits   |
| T4A  | T4A Employer Offered Dental Benefits | T4A Box 015 - Employer Offered Dental Benefits |

The **End-of-Year Exception Report** generates an error exception, if the code archived is invalid or missing for the employee. Depending on the form, this is the error exception reported:

- T4
  - The Dental Access or Coverage Code value of <CODE> for Box 45 is not valid.
  - The Dental Access or Coverage Code for Box 45 is missing.
- T4A
  - The Dental Access or Coverage Code value of <CODE> for Box 015 is not valid.
  - The Dental Access or Coverage Code for Box 015 is missing.

**Note:** This message is only displayed when there is an amount reported in T4A Box 016.

## Capturing and Reporting the Employer Offered Dental Benefit Code

To capture and report the Employer Offered Dental Benefit on the T4 or the T4A, perform the following steps. Complete these steps prior to running the Archive End-of-Year Payroll Results and the End-of-Year Reports.

- Capture the default code at the payroll statutory unit (PSU) level (if applicable) or at the tax reporting unit (TRU) level.
- If you require an override for the employee, create an information element for the code and process in a payroll or a balance adjustment.
  - Create the input values to capture the Pay Value and the Employer Offered Dental Benefit code.
  - Create the eligibility record for the base element.
  - Create the feeds to the balances.
  - Create the element entry and process in payroll (or alternatively in a balance adjustment).
- Run the Archive End-of-Year Payroll Results and the End-of-Year Reports to generate the registers, slips, and interfaces.

## How to capture the Default Code at the PSU or TRU level

Use the **Dental Access or Coverage** field in the **Year-End Reporting Rules** section of the PSU or TRU to capture the default code. The default value is reported on both the T4 and T4A

To configure a default Employer Offered Dental Benefit code for the PSU, use the **Manage Legal Entity HCM Information** task.

To configure a default Employer Offered Dental Benefit code for a TRU, use the **Manage Legal Reporting Unit HCM Information** task.

### Create the Information Element

To create the Information element:

1. Search and select the **Elements** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create**.

3. Complete the fields as shown in this table:

| Field                    | Value                 |
|--------------------------|-----------------------|
| Legislative Data Group   | Select a Canadian LDG |
| Primary Classification   | Information           |
| Secondary Classification | Leave Blank           |

4. Click **Continue**.

5. On the Basic Details page, complete the fields as shown in this table

| Field                                                                           | Value                                                                                          |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Name                                                                            | Enter a name. For example, <b>Employer Offered Dental Benefit Code</b> .                       |
| Reporting Name                                                                  | Enter a reporting name for the element.                                                        |
| Effective Date                                                                  | Enter an early date so that the element is available for use immediately. For example, 1/1/10. |
| Input Currency                                                                  | Canadian Dollar                                                                                |
| Should every person eligible for the element automatically receive it?          | No                                                                                             |
| What is the earliest entry date for this element?                               | First Standard Earning Date                                                                    |
| What is the latest entry date for this element?                                 | Final Close                                                                                    |
| At which employment level should this element be attached?                      | Assignment Level                                                                               |
| Does this element recur each payroll period, or does it require explicit entry? | Recurring or Nonrecurring                                                                      |
| Can a person have more than one entry of this element in a payroll period?      | Yes                                                                                            |

| Field | Value |
|-------|-------|
|       |       |

6. Click **Next**. Verify that the information shown on the Create Element: Review page is correct.
7. Click **Submit**.

## Create the Input Values

To add the **Pay Value** and **Employment Code** input values to the element:

1. In the Element Overview section, select the **Input Values** folder.
2. Select **Actions>Create Input Values** in the Element Overview pane.
3. Enter these details to create the **Pay Value** input value for the element.

| Field                  | Value                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                   | Enter the name, <b>Pay Value</b> .<br><br><b>Note:</b> The Pay Value is used to identify the code to report. The value does not appear on any report. The code associated with the highest Pay Value is reported. |
| Display Sequence       | Enter an appropriate value.                                                                                                                                                                                       |
| Unit of Measure        | Select <b>Money</b> .                                                                                                                                                                                             |
| Displayed              | Select the check box.                                                                                                                                                                                             |
| Allow User Entry       | Select the check box.                                                                                                                                                                                             |
| Create a Database Item | Select the check box.                                                                                                                                                                                             |

4. Click **Save**.
5. In the Element Overview section, select the **Input Values** folder.  
**Note:** You may have to select another folder and then select the Input Values folder, to trigger the action.
6. Select **Actions>Create Input Values** in the Element Overview pane.
7. Enter these details to create the **Dental Code** input value for the element

| Field            | Value                                |
|------------------|--------------------------------------|
| Name             | Enter the name, <b>Dental Code</b> . |
| Display Sequence | Enter an appropriate value.          |

| Field                  | Value                                                                                                                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        |                                                                                                                                                                                                                                                                                                                                     |
| Unit of Measure        | Select <b>Character</b> .                                                                                                                                                                                                                                                                                                           |
| Displayed              | Select the check box.                                                                                                                                                                                                                                                                                                               |
| Allow User Entry       | Select the check box.                                                                                                                                                                                                                                                                                                               |
| Create a Database Item | Select the check box.                                                                                                                                                                                                                                                                                                               |
| Reference              | Select <b>Statutory Reporting Code</b> .                                                                                                                                                                                                                                                                                            |
| Default Value          | Enter a default Dental Code. Enter one of the supported codes (for example, 1 - 5). If a default code is entered, the value will automatically be present in the element entry and balance adjustment UI. If no default code is entered, you must populate the input value when performing the element entry or balance adjustment. |

8. Click **Save**.

**Note:** The province input value is created by default.

### Create the Eligibility Record

Information elements do not have a results element. Create the eligibility record for the base element. To create an eligibility record for the base element:

1. In the Element Overview section, select the **Element Eligibility** folder.
2. Select **Actions>Create Element Eligibility**.
3. In the Element Eligibility name field, enter a name for the eligibility record.
4. In the Eligibility Criteria section, select a criterion that determines the eligibility for this element.
5. Click **Submit**, then **Done**.

### Create the Balance Feeds

To create the balance feeds for this element:

1. Search and select the **Balance Definitions** task under **Payroll** in **My Client Groups** on the Home page.
2. In the Balance Definitions search section, enter the balance name (**T4 Employer Offered Dental Benefits**) in the **Name** field.
3. Select a Canadian **Legislative Data Group**.
4. Click **Search**.
5. Select the balance to navigate to the Balance Definitions page.
6. In the Effective As-of Date, enter an early date so that the feed is available for use immediately. For example, 1/1/10.
7. Select the **Balance Feeds** folder in the left pane.

8. In the Balance Feeds by Elements section, select **Actions>Create**.
9. Select the **Element Name** (the element previously created, for example, Employer Offered Dental Benefit Code). This element feeds the balance.e
10. Select **Pay Value** for Input Value
11. Select **Add**.
12. Click **Submit**, then **Done**.
13. Repeat the process for the balance, **T4A Employer Offered Dental Benefits**.

## Override the default code set at the PSU or TRU level

You can override the default code set at the PSU or TRU, for an employee by creating an element entry and processing it in the payroll, or by creating a balance adjustment.

**Note:** Once you process a payroll for 2024, you will not be able to process the Information element in 2023 as part of a payroll run. In this case, you must create a balance adjustment. If you want to use the Information element to create the element entry, this must be done prior to processing any payrolls in 2024.

### Create Element Entry

To create the element entry to override of the default code for the employee:

1. Search and select the **Element Entries** task under **Payroll** in My Client Groups on the Home page.
  2. Create the element entry for the employee using the new element name (the element previously created, for example, **Employer Offered Dental Benefit Code**.
  3. Enter the **Dental Code**, **Province**, and **Pay Value**.
- Note:** If you entered a default code when you created the Information element, it is displayed in the **Dental Code** input value field.
4. Click **Submit**.
  5. Process the element entry in a payroll run.

### Create Balance Adjustment:

Alternatively, you can create a balance adjustment to override of the default code for the employee. Process a date-effective balance adjustment within the reporting year (for example, 12/31/2023), where you must populate the following for the adjustment:

1. **Adjustment Element:** Select the newly created Information element.
2. **Dental Code:** Enter a Dental Code. Enter one of the supported codes (for example, 1-5), if no default code is present when performing the balance adjustment.
3. **Pay Value:** Enter an amount.

**Note:** The Pay Value is used to identify the dental code to report. The value does not appear on any report. The code associated with the highest Pay Value is reported. You can also perform the balance adjustments for all employees at once using the HCM Data Loader.

## Tips and Considerations

- On the T4A, Box 015 is mandatory for slips that report an amount in Box 16. If no amount is reported in Box 016, it is optional.

- If an error exception is reported as “missing”, that means the dental code is not available at the employee level and a default is not configured at the PSU/TRU level.
- The Employer Offered Dental Benefit code is reported in the T4 Box 45 column, on the End-of-Year Register for the T4.
- The Employer Offered Dental Benefit code is reported in the T4A Box 015 column, on the End-of-Year Register for the T4A.
- This feature includes reporting for the original, amended, and cancelled T4 and T4A.
- You can process a balance adjustment using the information element to populate T4 Box 45, or T4A Box 015, with the Employer Offered Dental Benefit code, if you need to override the default code for a specific employee.
- Updating the default code at the PSU or TRU does not trigger an amendment. You must process a balance adjustment to report the corrected code.
- If processing an amendment, process a balance adjustment using a Pay Value that is higher than the original. For example, if the Pay Value associated with the original code is 100, enter a Pay Value of 200 in the balance adjustment. The Pay Value is used to identify the code to report and the code associated with the highest Pay Value is reported.
- The default code in the new **Dental Access or Coverage** field configured on the PSU or TRU is reported on both the T4 and T4A.
- If an employee has transferred from one tax reporting unit (TRU) to another within the calendar year, and you need to perform a balance adjustment for either TRU, then you must perform a separate adjustment for each, using a process date as of when the transfer took place.

# 3 End-of-Year Archive

## Overview of End-of-Year Archive

Oracle Fusion Human Capital Management for Canada provides the Archive End-of-Year Payroll Results process to archive employee and employer information for end-of-year reporting.

The Archive End-of-Year Payroll Results process retrieves employee and employer information, including employee balances in a given year. It retrieves information for a payroll statutory unit and tax reporting unit, and archives them for year-end reporting.

After you run the process, navigate to **Regulatory and Tax Reporting** under **Payroll** on the Home page, and click **Submit a Process or Report** task. Use the **Archive End-of-Year Payroll Results** process to view the archived results.

The process archives these details included on the T4, T4A, RL-1, and RL-2 slips:

- Transmitter information used in electronic reporting to the government
- Employer information, such as:
  - Name (registered or alternate name)
  - Address
  - Employer Account Number
  - Quebec Identification Number
- Employee information, such as:
  - Name
  - Address
  - Social Insurance Number
  - Province of employment
  - Exemptions
  - Balances

Before you use this archived data to generate the year-end slips, you must review and validate the results data. Validating the results data involves reconciling the data by running the registers, exception reports, and balancing the data.

## Archive End-of-Year Payroll Results Report

Oracle Fusion Human Capital Management for Canada delivers the Archive End-of-Year Payroll Results report to retrieve and archive employee and employer information for year-end reporting. The year-end reports also include employee balances in a given year.

Payroll managers or payroll administrators can use the **Archive End-of-Year Payroll Results** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the Archive End-of-Year Payroll Results output. You can also run this report using the **Submit a Flow** task under **Payroll** in **My Client Groups** on the Home page.

## Parameters

### Flow Pattern

Select **Archive End-of-Year Payroll Results**.

### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must roll back any process.

### Year

Specify the 4-digit tax year.

### Payroll Statutory Unit

Select the PSU. The process archives the year-end data of employees belonging to this PSU only.

### Tax Reporting Unit

Select the TRU. If a value is selected, the process archives the year-end data of employees belonging to this TRU only. If left blank, all TRUs belonging to the selected PSU are processed.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

**Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Process Configuration Group

Select the process configuration group name, if you have defined one. This is an optional parameter. It is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

### Reason for Amendment

Enter the amendment reason, if you're amending the T4 or T4A. This is an optional parameter and applies only to the amended T4 and T4A report types. It's reported in the electronic interface files.

## Results

### Viewing the Report Output

Use the View Person Process Results task to open and view the archived data for each payroll relationship in the selected PSU or TRU. The archived results include T4, T4A, RL-1, and RL-2 data.

## Post-Archive Tasks

**You can view the archived data for each payroll relationship in the selected PSU or TRU. Use the following processes to roll back and rerun the archive process.**

### Process Rerun

There may be cases when employees are excluded from an original archive run, such as a missed vacation payout. The last payroll run for the tax year is also successfully completed. You must rerun the process to include the excluded employees.

**Note:** You can rerun the process for an individual employee or a group of employees. Create a configuration group for the individual employee or group of employees and use the object group to rerun the process.

You can identify these employees and rerun the archive again. The rerun archive process captures data for the employees excluded in the previous archive process. This process doesn't archive data that was already archived by a previous run.

To archive all data once again, you must first roll back the archive.

### Process Retry

Use the retry process to archive changed, new, or otherwise not archived data for selected employees.

### Roll Back Process

Use the Roll Back process to remove the archived data. Sometimes rerun or retry isn't possible. For example, if you ran the Archive End-of-Year Payroll Results process before completion of all the payroll processes. In this case, the data in the archive is not valid. To resolve this you must roll back the archive process.

When you roll back the Archive End-of-Year Payroll Results, the process removes the archived data from the Oracle Fusion database. Rolling back and rerunning the Archive End-of-Year Payroll Results process reruns the process and recreates the archive completely.

Use the Roll Back Process from the Checklists page.

### Data Locks

After you archive the payroll run results and run any subsequent process, such as the T4, T4A, RL-1, or RL-2 Electronic Interfaces or PDFs, the archived data gets locked. Once locked, you can't change the data through either retry or roll back of the archive. You must first roll back the Electronic Interfaces or PDF process, to try the retry or roll back archive process.

**Note:** Take care when rolling back the locking processes. If you have distributed the tax forms to the employee or submitted the electronic files to the government authorities, additional steps are required to resubmit the files.

### Special Characters

If special characters (< > ' " &) exist in any of the year-end electronic interface files, the government may reject the files. Therefore, all special characters entered in the application are removed during the archive process, before they're submitted to the government. This includes the interface files for the T4, T4A, RL-1, RL-2. This change is reflected in all year-end reports (End-of-Year Exception Report, End-of-Year Register, employee slips, and electronic interface

files). The fields given here are scrubbed for special characters. All special characters are replaced with a space, with an exception of '&', which is replaced with the word 'and'.

- Employee first name
- Employee last name
- Employee address line 1 and 2
- Transmitter name
- Transmitter contact name
- Contact name for this return
- Transmitter computer resource person name
- Transmitter accounting resource person name

## View the Archive End-of-Year Payroll Results Output

Upon successful completion of the archive process, you can open and view the archived process results. Here are some examples of from where you can view the output results.

### From the Regulatory and Tax Reporting Area

To view the Archive End-of-Year Payroll Results output from the Regulatory and Tax Reporting area:

1. Navigate to **Regulatory and Tax Reporting** area under **Payroll** on the Home page.
2. Click **Submit a Process or Report**.
3. Select a **Legislative Data Group** and search for *Archive End-of-Year Payroll Results* flow pattern.
4. Click **Next**.
5. Enter the **Payroll Flow** name, **Year**, and select the other parameters if required.
6. Click **Next** twice and **Submit** the process. Verify that the process runs to success.
7. Under Task Details tab, click the **Go to Task** icon for Archive End-of-Year Payroll Results.
8. Click the **Archive End-of-Year Payroll Results** link.
9. Select the **Process** and click the **View Results** icon.
10. Click on any employee to see the archived data for the employee.

### From the Checklist Area

To view the Archive End-of-Year Payroll Results output from the Checklist area:

1. Navigate to the **Checklist** area under **Payroll** on the Home page.
2. Follow steps 2 through 10, as given in the previous section.

### From the Payroll Calculation Area

To view the Archive End-of-Year Payroll Results output from the Payroll Calculation area:

1. Navigate to the **Payroll Calculation** area under **Payroll** on the Home page.

2. Click **View Payroll Process Results**.
3. In the search criteria, specify the **Payroll Flow** name.
4. Select a **Legislative Data Group** and click **Search**.
5. Search for and click the **Archive End-of-Year Payroll Results** flow pattern.
6. Select the **Process** and click the **View Results** icon.
7. Click on any employee to see the archived data for the employee.



# 4 Payroll Reconciliation

## End-of-Year Exception Report

### Overview of End-of-Year Exception Report

Before you generate the year-end slips, ensure that the slips don't contain any errors or missing information. Generate the End-of-Year Exception Report to review and correct any errors or discrepancies in transmitter, employer and employee data. This report facilitates year-end reconciliation.

Use the report to respond to government reports identifying discrepancies in Canada Pension Plan, Quebec Pension Plan, Employment Insurance, Quebec Parental Insurance Plan amounts reported in the year-end slips or other government reports.

**Note:** Not all exceptions displayed on the reports are errors. Some exceptions are informational only.

Run this report after you process the Archive End-of-Year process. All of the data displayed on the report comes from the archived data, with the exception of the name and address of the employee and the employer. The End-of-Year Exception Report automatically produces both a PDF and an Excel spreadsheet version of the report for all slip types.

These sections list the exception messages reported in the End-of-Year Exception Report for transmitter, employer and employee information.

### T4 Exceptions

Here's a list of the T4 exception messages.

#### *Transmitter Exceptions*

- The Transmitter Name is missing on the T4 Interface Rules.
- The Transmitter Name on the T4 Interface Rules contains more than 60 characters and will be reported as per the specific report requirements.
- The Transmitter Contact Name is missing on the T4 Interface Rules.
- The Transmitter Contact Name on the T4 Interface Rules contains more than 22 characters and will be truncated on the electronic interface file.
- The Transmitter Contact Area Code is missing on the T4 Interface Rules.
- The Transmitter Contact Phone Number is missing on the T4 Interface Rules.
- The Language of Communication Indicator is missing on the T4 Interface Rules.

#### *Employer Exceptions*

- The Legal Reporting Unit Registered Name contains more than 30 characters and will be reported as per the specific report requirements.
- The Employer Account Number is missing or is invalid on the Legal Entity Registration Information.

- The Employer Account Number on the Legal Entity Registration Information contains more than 15 characters and will be truncated on the electronic interface file.
- The Proprietor 1 Social Insurance Number is invalid on the T4 Interface Rules.
- The Proprietor 2 Social Insurance Number is invalid on the T4 Interface Rules.
- The Contact Name for this Return is missing on the T4 Interface Rules.
- The Contact Name for this Return on the T4 Interface Rules contains more than 22 characters and will be truncated on the electronic interface file.
- The Contact Area Code is missing on the T4 Interface Rules.
- The Contact Phone Number is missing on the T4 Interface Rules.

### *Employee Exceptions*

- The First Name of the employee is missing on the person record.
- The Last Name of the employee on the person record contains more than 20 characters and will be truncated on the electronic interface file.
- The Primary Address Line 1 of the employee is missing on the person record.
- The Primary Address Line 1 of the employee on the person record contains more than 30 characters and will be reported as per the specific report requirements.
- The Social Insurance Number of the employee is missing on the person record.
- The Social Insurance Number of the employee has expired on the person record. The Expiration Date of the Social Insurance Number is <SIN EXP DATE>.
- One or more negative balances exist for the employee.
- No box balance values exist for the employee.
- The employee is designated as CPP Exempt on the employee's tax calculation card.
- The employee is designated as EI Exempt on the employee's tax calculation card.
- The employee has CPP deductions over the annual limit.
- The employee has EI deductions over the annual limit.
- The employee turned 18 years of age during the reporting year. The Date of Birth on the person record is <DOB>.
- The employee turned 70 years of age either in the current reporting year, or in a previous year. The Date of Birth on the person record is <DATE>.
- The employee is under 18 years of age.
- The employee was hired during the reporting year. The Hire Date on the person record is <HD>.
- The employee was terminated during the reporting year. The Termination Date on the employee's work relationship record is <TD>.
- The employee has worked in multiple provinces during the reporting year, as reported on the calculation card of the employee.
- The employee has a CPP Election Date of <date> on the employee's tax calculation card.
- The employee has a CPP Revocation Date of <date> on the employee's tax calculation card.
- The expected and actual CPP deductions don't match. <calc table>
- The expected and actual EI deductions don't match. <calc table>

- The employee had taxable benefits without any other remuneration in one or more payroll runs.
- The Employment Code configured for Box 29 isn't valid.
- The Dental Access or Coverage Code value of <CODE> for Box 45 isn't valid.
- The Dental Access or Coverage Code for Box 45 is missing.
- The employee has CPP2 deductions over the annual limit.
- The expected and actual CPP2 deductions do not match. See columns P-S.
- The employee has Indian exempt wages.
- One or more balances exceed the government limit of 999,999.99.
- The Employment Code value of <CODE> for Box 29 is not valid.

## T4A Exceptions

Here's a list of the T4A exception messages.

### *Transmitter Exceptions*

- The Transmitter Name is missing on the T4A Interface Rules.
- The Transmitter Name on the T4A Interface Rules contains more than 60 characters and will be reported as per the specific report requirements.
- The Transmitter Contact Name is missing on the T4A Interface Rules.
- The Transmitter Contact Name on the T4A Interface Rules contains more than 22 characters and will be truncated on the electronic interface file.
- The Transmitter Contact Area Code is missing on the T4A Interface Rules.
- The Transmitter Contact Phone Number is missing on the T4A Interface Rules.
- The Language of Communication Indicator is missing on the T4A Interface Rules.

### *Employer Exceptions*

- The Legal Reporting Unit Registered Name contains more than 30 characters and will be reported as per the specific report requirements.
- The Employer Account Number is missing or is invalid on the Legal Entity Registration Information.
- The Employer Account Number on the Legal Entity Registration Information contains more than 15 characters and will be truncated on the electronic interface file.
- The Proprietor 1 Social Insurance Number is invalid on the T4A Interface Rules.
- The Proprietor 2 Social Insurance Number is invalid on the T4A Interface Rules.
- The Contact Name for this Return is missing on the T4A Interface Rules.
- The Contact Name for this Return on the T4A Interface Rules contains more than 22 characters and will be truncated on the electronic interface file.
- The Contact Area Code is missing on the T4A Interface Rules.
- The Contact Phone Number is missing on the T4A Interface Rules.

### *Employee Exceptions*

- The First Name of the recipient is missing on the person record.

- The Last Name of the recipient on the person record contains more than 20 characters and will be truncated on the electronic interface file.
- The Primary Address Line 1 of the recipient is missing on the person record.
- The Dental Access or Coverage Code value of <CODE> for Box 015 isn't valid.
- The Dental Access or Coverage Code for Box 015 is missing.

**Note:** This message is only displayed when there is an amount reported in T4A Box 016.

- The Primary Address Line 1 of the recipient on the person record contains more than 30 characters and will be reported as per the specific report requirements.
- The Social Insurance Number of the recipient is missing on the person record.
- The Social Insurance Number of the recipient has expired on the person record. The Expiration Date of the Social Insurance Number is <SIN EXP DATE>.
- One or more negative balances exist for the recipient.
- No box balance values exist for the recipient.
- The employee is under 18 years of age.
- The recipient has Indian exempt wages.

## RL-1 Exceptions

Here's a list of the RL-1 exception messages.

### *Transmitter Exceptions*

- The Transmitter Name is missing on the RL-1 Interface Rules.
- The Transmitter Name on the RL-1 Interface Rules contains more than 30 characters and will be reported as per the specific report requirements.
- The Source of RL Slips Used is missing on the RL-1 Interface Rules.
- The Computer Resource Person Name is missing on the RL-1 Interface Rules.
- The Computer Resource Person Area Code is missing on the RL-1 Interface Rules.
- The Computer Resource Person Phone Number is missing on the RL-1 Interface Rules.
- The Computer Resource Person Language is missing on the RL-1 Interface Rules.
- The Accounting Resource Person Name is missing on the RL-1 Interface Rules.
- The Accounting Resource Person Area Code is missing on the RL-1 Interface Rules.
- The Accounting Resource Person Phone Number is missing on the RL-1 Interface Rules.
- The Accounting Resource Person Language is missing on the RL-1 Interface Rules.
- The Starting RL-1 Slip Number is missing on the RL-1 Interface Rules.
- The Ending RL-1 Slip Number is missing on the RL-1 Interface Rules.

### *Employer Exceptions*

- The Legal Reporting Unit Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Legal Reporting Unit Alternate Registered Name contains more than 60 characters and will be reported as per the specific report requirements.

- The Payroll Statutory Unit Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Payroll Statutory Unit Alternate Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Quebec Identification Number is missing or is invalid on the Legal Entity or the Legal Reporting Unit Registration Information.

### *Employee Exceptions*

- The First Name of the employee is missing on the person record.
- The Last Name of the employee on the person record contains more than 30 characters and will be truncated on the electronic interface file.
- The Primary Address Line 1 of the employee is missing on the person record.
- The Primary Address Line 1 of the employee on the person record contains more than 30 characters and will be reported as per the specific report requirements.
- The Social Insurance Number of the employee is missing on the person record.
- The Social Insurance Number of the employee has expired on the person record. The Expiration Date of the Social Insurance Number is <SIN EXP DATE>.
- One or more negative balances exist for the employee.
- No box balance values exist for the employee.
- The employee is designated as QPP Exempt on the employee's tax calculation card.
- The employee is designated as QPIP Exempt on the employee's tax calculation card.
- The employee has QPP deductions over the annual limit.
- The employee has QPIP deductions over the annual limit.
- The employee turned 18 years of age during the reporting year. The Date of Birth on the person record is <DOB>.
- The employee is under 18 years of age.
- The employee turned 73 years of age either in the current reporting year, or in a previous year. The Date of Birth on the person record is <DATE>.

**Note:** For the validations regarding the employee's age, the **Tax Report Year** parameter determines the reporting year, as of December 31.

- The employee was hired during the reporting year. The Hire Date on the person record is <HD>.
- The employee was terminated during the reporting year. The Termination Date on the employee's work relationship record is <TD>.
- The employee has worked in multiple provinces during the reporting year, as reported on the calculation card of the employee.
- The expected and actual QPP deductions don't match. <calc table>
- The expected and actual QPIP deductions don't match. <calc table>
- The employee had taxable benefits without any other remuneration in one or more payroll runs.
- The employee has QPP2 deductions over the annual limit.
- The expected and actual QPP2 deductions do not match. See columns O-R.

- The employee has a QPP Revocation Date of <DATE> on the employee's tax calculation card.
- The employee has a QPP Election Date of <DATE> on the employee's tax calculation card.
- The employee has Indian exempt wages.

## RL-2 Exceptions

Here's a list of the RL-2 exception messages.

### *Transmitter Exceptions*

- The Transmitter Name is missing on the RL-2 Interface Rules.
- The Transmitter Name on the RL-2 Interface Rules contains more than 30 characters and will be reported as per the specific report requirements.
- The Source of RL Slips Used is missing on the RL-2 Interface Rules.
- The Computer Resource Person Name is missing on the RL-2 Interface Rules.
- The Computer Resource Person Area Code is missing on the RL-2 Interface Rules.
- The Computer Resource Person Phone Number is missing on the RL-2 Interface Rules.
- The Computer Resource Person Language is missing on the RL-2 Interface Rules.
- The Accounting Resource Person Name is missing on the RL-2 Interface Rules.
- The Accounting Resource Person Area Code is missing on the RL-2 Interface Rules.
- The Accounting Resource Person Phone Number is missing on the RL-2 Interface Rules.
- The Accounting Resource Person Language is missing on the RL-2 Interface Rules.
- The Starting RL-2 Slip Number is missing on the RL-2 Interface Rules.
- The Ending RL-2 Slip Number is missing on the RL-2 Interface Rules.

### *Employer Exceptions*

- The Legal Reporting Unit Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Legal Reporting Unit Alternate Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Payroll Statutory Unit Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Payroll Statutory Unit Alternate Registered Name contains more than 60 characters and will be reported as per the specific report requirements.
- The Quebec Identification Number is missing or is invalid on the Legal Entity or the Legal Reporting Unit Registration Information.

### *Employee Exceptions*

- The First Name of the employee is missing on the person record.
- The Last Name of the employee on the person record contains more than 30 characters, may be truncated, and will be reported as per the specific report requirements. This message is informational only, and will cause any failures.
- The Primary Address Line 1 of the employee is missing on the person record.

- The Primary Address Line 1 of the employee on the person record contains more than 30 characters and will be reported as per the specific report requirements.
- The Social Insurance Number of the employee is missing on the person record.
- The Social Insurance Number of the employee has expired on the person record. The Expiration Date of the Social Insurance Number is <SIN EXP DATE>.
- One or more negative balances exist for the employee.
- No box balance values exist for the employee.
- The RL-2 Source of Income is missing on the RL-2 Interface Rules.
- The employee has Indian exempt wages.

#### Related Topics

- [End-of-Year Exception Report for Canada](#)

## Run the End-of-Year Exception Report

Generate the End-of-Year Exception Report to review the output and correct any discrepancies in transmitter, employer and employee data. The End-of-Year Exception Report automatically produces both a PDF and an Excel spreadsheet version of the report for all slip types.

Payroll managers and administrators can use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the report. You can also run this report using the **Submit a Flow** task under **Payroll** in **My Client Groups** on the Home page.

### Prerequisites

Before you run this report, run the Archive End-of-Year Payroll Results process. The information reported in the exception report comes from the end-of-year archive process, with the exception of the employee and employer name and address.

### Parameters

Enter these parameters to run the End-of-Year Exception report.

#### Flow Pattern

Select **Run End-of-Year Reports**.

#### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you need to rollback any process.

#### Tax Report Year

Select the four-digit year. The list displays only those years for which the end-of-year archive has been run.

## Year End Report

Select the report that you want to validate. Valid values are T4, T4A, RL-1, and RL-2.

### Report Type

Select **Original**. The values you can select are Original, Amended, or Cancelled. The exception report is based on the latest archive.

### Format

Select **Exception Report**.

### Transmitter

Select a transmitter if you want to run the report by a transmitter. If you have selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU, if you want to run the report by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Province

Select a province if you want to run the report for a specific province. For RL-1 and RL-2, the field displays only Québec. Also, it's blank for T4A.

### Print Employer Address

This only applies to the T4 and T4A PDF Draft or PDF Final formats. The default value for this field is *No*.

### Print Instructions

This only applies to the PDF Draft or PDF Final format.

### Sort Option One

Select Location, Payroll, or Province.

### Sort Option Two

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Sort Option Three

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

## Process Configuration Group

Select the process configuration group name if you have defined one. It is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

## Copyright Message

This only applies to the PDF Draft or PDF Final format of the T4 and T4A slips. This field holds a read-only copyright message. This message isn't reported on the actual slips.

## Results

### View the Report Output

Use the View Results icon to view the report output. The End-of-Year Exception Report automatically produces both a PDF and an Excel spreadsheet version of the report for all slip types. If there are exceptions met, the report displays those exception messages. Exceptions are reported for transmitter, employer, and employee data. Before proceeding with the end-of-year processing, you must correct the data as required.

### Process Rerun

To archive all data once again, you must first roll back and then rerun the archive. The rerun archive process captures data for the employees excluded in the previous archive process.

Run the exception report to check if the exceptions reported earlier are resolved. If you notice any exceptions, fix them and repeat the process of rollback and rerun of the archive process.

# End-of-Year Register

## Overview of End-of-Year Register

Oracle Fusion Human Capital Management for Canada provides the Run End-of-Year Reports process for generating and verifying the end-of-year information prior to distribution of the statutory year-end slips.

The End-of-Year Register uses the archived payroll run results and generates employee details required for each year-end slip. The report is created in a spreadsheet format and includes employee information as well as the information or amounts reported in each box on each of the year-end slips.

You must run the Archive End-of-Year Payroll Results process prior to running the End-of-Year Register.

Use this report to:

- Review employee information included in each year-end slip
- Verify the box balances

This process doesn't lock the end-of-year archive process. You can run this process multiple times for the same employee or group of employees, without rolling back the process.

The end-of-year registers you can generate are:

- T4
- T4A
- RL-1
- RL-2

Select the Register report format so that you can generate the year-end slip register and review and verify the generated information. Once you confirm your forms are accurate, you can select the PDF or Interface format.

## Report Type

You can generate the register for an original, amended or cancelled report type.

## Transmitters and Tax Reporting Units

You must select a transmitter name. The report includes information for all TRUs that transmit their data using this transmitter TRU.

If you select a TRU, the process generates the report for employees belonging to this TRU only.

### *Related Topics*

- [Overview of End-of-Year Processing for Canada](#)
- [End-of-Year Register Report for Canada](#)

# Run the End-of-Year Register

Oracle Fusion Human Capital Management for Canada delivers the Run End-of-Year Reports task to process and generate the end-of-year register. You must review and verify this information prior to distribution of the statutory year-end slips.

As a payroll manager or payroll administrator, use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the register report.

## Prerequisites

Before you run this report, you must run the Archive End-of-Year Payroll Results report. The information reported in the end-of-year register comes from the end-of-year archive process.

## Parameters

Enter these parameters to run the End-of-Year Register report.

### **Flow Pattern**

Select **Run End-of-Year Reports**.

### **Payroll Flow**

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you need to rollback any process.

### Tax Report Year

Select the 4-digit tax year.

### Year End Report

Select the report that you want to validate. Valid values are T4, T4A, RL-1, and RL-2.

### Report Type

Select **Original**. The values you can select are Original, Amended, and Cancelled.

### Format

Select **Register** to preview the information before generating the final year-end slip.

### Transmitter

Select a transmitter if you want to run the report by a transmitter. If you have selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU if you want to run the report by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name if you have defined one. For example, you can create a group to process all employees within a specific province or process the report for terminated employees.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Province

Select a province if you want to run the report for a specific province. For RL-1 and RL-2, the field displays only Québec. Also, it's blank for T4A.

### Print Employer Address

This only applies to the T4 and T4A PDF Draft or PDF Final formats. The default value for this field is No.

### Print Instructions

This applies only to the PDF Draft or PDF Final format.

### Sort Option One

Select Location, Payroll, or Province.

### Sort Option Two

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Sort Option Three

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

**Note:** If location or payroll are selected as sort options, they're displayed as separate columns in the T4 register output. If the province is selected as a sort option, the value is displayed in Box 10 column of the T4 register output.

### Process Configuration Group

Select the process configuration group name if you have defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group, before you can select it here.

### Copyright Message

This field holds a read-only copyright message for the PDF Draft or PDF Final format. It's not reported on the actual slips.

## Results

### Report Output

The report output is a spreadsheet. It displays information or amounts reported in each box of the year-end slip for all employees in a specified transmitter or TRU in a reporting year.

#### Related Topics

- [Overview of End-of-Year Processing for Canada](#)
- [Overview of End-of-Year Register for Canada](#)

# Employee Active Payroll Balance Report

## Overview of Employee Active Payroll Balance Report

Use the Employee Active Payroll Balance report to reconcile your balances prior to year-end reporting. The Employee Active Payroll Balance Report displays the current and year-to-date values for employee balances without the need to process the payroll archive.

This report assists in determining any tax balances that are over the statutory limits and any of the tax liability balances that are improperly calculated. To assist with reconciliation and balancing of your data, run this report prior to generating the employee slip and interface files.

The report is a pipe delimited text file of live payroll balances for an employee filtered by various parameters. You can easily convert the output text file into an Excel spreadsheet for further totaling and manipulation to meet your specific

requirements. You can also get the report in excel format. You can select a dimension of run or year, and a balance group usage displays all balances defined for that group.

You can configure this report to return balances for these components:

- Individual employees
- Members of a payroll relationship group
- All employees in a tax reporting unit (TRU)
- Employees associated with a specific payroll run
- Year-end employee balances
- Pay-period employee balances

## Run the Employee Active Payroll Balance Report

Generate the Employee Active Payroll Balance report to review the output and correct any balance discrepancies prior to year-end reporting.

Payroll Managers and administrators can use the **Run Employee Active Payroll Balance Report** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the report. You can also run this report using the **Submit a Flow** task under **Payroll** in **My Client Groups** on the Home page.

### Prerequisites

The only prerequisite to running this report is that a valid payroll action must exist, like a payroll run, QuickPay, or balance initialization. Processing the payroll archive isn't required prior to running this report.

### Parameters

Enter these parameters to run the Employee Active Payroll Balance Report.

#### Flow Pattern

Select **Run Employee Active Payroll Balance Report**.

#### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must rollback any process.

#### Start Date

Enter a start date to retrieve balances. This is a required parameter.

#### End Date

Enter an end date to retrieve balances. This is a required parameter.

#### Payroll

Select a payroll, to run the report for a specific payroll.

### Consolidation Group

Select the consolidation group name if you have defined one.

**Note:** Use the **Consolidation Groups** task under **Payroll** in **My Client Groups** on the Home page to define the consolidation group before you can select it here.

### Tax Reporting Unit

Select a tax reporting unit (TRU), to run the report for a specific TRU.

### Payroll Relationship Group

Select the payroll relationship group name if you have defined one. For example, you can create a group to process all employees within a specific province.

**Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Employee Name

Select the name of an employee, to run this report for a specific employee.

### Balance Dimension

Select the balance dimension used to report balances. This is a required parameter.

Valid Values are:

- Run

**Note:** This option can cause performance issues if your selection results include many people, and span a long period of time, as indicated by the Start Date and End Date parameters.

- Month
- Quarter
- Year
- Quarter and Year
- Inception to Date

**Note:** This option can cause performance issues if your selection results include many people.

If you select **Quarter** or **Quarter and Year** in the **Balance Dimension** parameter, the values presented to you in the Quarter parameter is dependent on the Start Date and End Date parameters. The Quarter Number you can select is within the date range you select. For example, if the Start Date is 1/1/21 and the End Date is 12/31/21, you will be presented with all four quarters to select. You can select any of the quarters or select

**All** to include all the quarters.

The amounts are displayed on the report for each quarter selected. If Quarter and Year was selected, the balances are also reported for the year, which is a sum of the quarters reported, as given here.

- Balance Dimension = Quarter and Year
- Quarter = Quarter 1,2
- Balance Group Usage = Canadian Employer Liabilities Quarter and Year Balance Group Usage

### Balance Group Usage

Select the balance group usage to report balances. The balance group usage displays all balances defined for that group. The list of values is dynamically determined based on the Balance Dimension parameter value selected. This is a required parameter.

The Balance Group Usage parameter is a defined group of balances used for reporting. Six groups of balances are predefined in the application:

- Canadian T4 Balance Group
- Canadian T4A Balance Group
- Canadian RL-1 Balance Group
- Canadian RL-2 Balance Group
- Canadian Tax Remittance Balance Group
- Canadian Employer Liabilities Balance Group
- Canadian Employer Liabilities Quarter and Year Balance Group

If you select Quarter or Quarter and Year in the Balance Dimension parameter, only the applicable quarter-to-date dimension values are presented for selection in the Balance Group Usages parameter.

If these balance groups don't meet your specific requirements, create additional balance group usages to use for reporting. For additional details, refer to the Appendix III: Creating User-Defined Balance Group Usages.

For a list of the individual balances included within each predefined balance group, refer to the Appendix II: Balances Defined for Predefined Balance Groups.

### Display Person National Identifier

Select the display option for the person's Social Insurance Number. Valid values are:

- Do not display ID – the column isn't present in the report (this is the default value)
- Display masked ID – displays the Social Insurance Number, partially masked, as XXX-XXX-### (for example XXX-XXX-555)
- Display full ID – displays the full Social Insurance Number (for example, 555-555-555)

**Note:** Out-of-the-box, the **National Identifier** column isn't displayed on the report, and this parameter isn't visible in the **Run Employee Active Payroll Balance Report** flow. To enable and use the new parameter in the flow, you must copy the seeded flow and create a copy, then enable the **Display Person National Identifier** parameter for that flow. This feature offers the ability to configure various versions of the report, offering flexibility to display the national identifier or not, and in what format. This feature can make it easier to reconcile balances with third-party tax providers that may require the employee's Social Insurance Number.

### Process Configuration Group

Select the process configuration group name if you have defined any. This parameter is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

## Results

### Report Output

Generate the **Employee Active Payroll Balance Report** in Excel using the **Report Category** parameter. These values are displayed using the new parameter during report submission:

- Employee Payroll Balance Report in Text
- Employee Payroll Balance Report in Excel

You can convert the text output file into an Excel spreadsheet for further totaling and manipulation to meet your specific requirements. For additional details, refer to the link given in the Related Links section and search for the Text Import Wizard on the portal.

Typically, the report contains one line for each employee. However, for Canada, there are certain contexts associated with some Canadian balances that may report multiple lines for a single employee balance, if there is a change in context value. Some Canadian balances may have province, statutory reporting type, or reference code contexts associated with them that result in reporting multiple lines for one employee. Not all balances have contexts.

The statutory reporting type context is the year-end form that the balances are associated with. The statutory reporting type is associated with an element's secondary classification. It determines how the element is used in the payroll calculation, and how the element is reported at the end of the year.

The reference code context is for Workers' Compensation and Provincial Medical balances and contain the relevant account information.

The output of this report is purely a balance-based record of an employee's live balances. If an employee has any of the balances defined in the balance group usage selected as a parameter, within the date range specified, they're included in this report. These balances are defined in the balance group usage and as noted, certain balances require certain contexts, (province, statutory report type, reference code), and are stored that way in the application. Because of this, the report may display multiple lines for each balance for each dimension and context for that employee. A row with a blank context value may also appear as a total. Restrict the output of the data by selecting specific report parameters to generate the report for relevant employees for each balance group usage. For example, to restrict the output for employees who receive an RL-2, create a group that contains only those RL-2 employees and select that group while generating the report.

If the predefined balance groups don't meet your specific reporting needs, you can create additional balance group usages to use for reporting. For additional details, refer to the Appendix III: Creating User-Defined Balance Group Usages. For a list of the individual balances included within each predefined balance group, refer to the Appendix II: Balances Defined in the Predefined Balance Groups.

### Displaying the Social Insurance Number on the Employee Active Payroll Balance Report

You have the option to display the person's national identifier (Social Insurance Number) on the **Employee Active Payroll Balance Report**. This feature offers various display options, using a hidden parameter. The valid values for the **Display Person National Identifier** parameter are:

- Do not display ID – the column is not present in the report (this is the default value)

- Display masked ID – displays the Social Insurance Number, partially masked, as XXX-XXX-### (for example XXX-XXX-555)
- Display full ID – displays the full Social Insurance Number (for example, 555-555-555)

This feature supports the ability to configure various versions of the report, offering flexibility to display the national identifier or not, and in what format. This feature can make it easier to reconcile balances with third-party tax providers that may require the employee's Social Insurance Number.

Note these important considerations for this feature:

- You do not have to use the new feature if you do not want to display the national identifier. You can simply use the seeded flow as is, or if you create a custom flow, do not enable the parameter.
- The employee's designated primary national identifier is displayed. This is held in the National Identifiers section for the person. If you only added one identifier, it is automatically set as the primary identifier.
- You can create different versions of the flow pattern with different parameter settings for different users, depending on their security requirements. For example, one user could use the existing seeded report with no changes so the new parameter hidden, and the National Identifier column is not displayed at all. Another user could use a version of the report where the parameter is set to display the full identifier, and the National Identifier column is displayed with the person's primary identifier that is fully displayed.

### Enabling the Display Person National Identifier Parameter

Out-of-the-box, the **National Identifier** column isn't displayed on the report, and the parameter isn't visible in the **Run Employee Active Payroll Balance Report** flow. If you choose to use this feature and enable the **Display Person National Identifier** parameter, you must copy the seeded **Run Employee Active Payroll Balance Report** flow. This will create a custom flow and allow you to enable the new parameter. Use the **Payroll Flow Patterns** task to copy the existing flow, then enable the **Display Person National Identifier** parameter by changing **Display** to **Yes**. Once the changes are submitted, the **Display Person National Identifier** parameter is enabled for the custom flow.

## Additional References for Payroll Reconciliation

For complete instructions on balance reconciliation refer to the Oracle Fusion Human Capital Management for Canada: Payroll Reconciliation document on My Oracle Support.

For more information about how to adjust balances detected by this process, refer to the Oracle Fusion Human Capital Management for Canada: Balance Adjustments document on My Oracle Support.

For more information about performing mass balance adjustments, refer to the Oracle Fusion Human Capital Management for Canada: Batch Balance Adjustments document on My Oracle Support.

You can view these documents from the Canada Information Center (Document ID 2102586.2).



# 5 Federal End-of-Year Slips

## Overview of Federal End-of-Year Slips

Use the Run End-of-Year Reports task from the Regulatory and Tax Reporting area under Payroll on the Home page to generate the statutory T4 and T4A federal year-end slips,

The tax reporting year is January 01 through December 31. The deadline to provide employees and the government with year-end slips is the last day of February of the following year.

### Copyright Message

Every year, Oracle obtains a copyright clearance to use the CRA issued T4 and T4A slips. This read-only message that appears in the Copyright Message field indicates that Oracle has Canada Revenue Agency (CRA) clearance. It also gives credit to the CRA for the format of the T4 and T4A slips generated from the application.

### Locking

When the slips are generated, the end-of-year archive is locked. You can't generate the slips multiple times. You must first perform a rollback process of the slip generation process, then you can rerun the process.

The XML process also creates a lock on the records, and therefore, generate the slips prior to the interface files.

### Reporting Mode

Process the year-end slips in draft or final mode. The Format parameter is available within the Run End-of-Year Report process and applies to the year-end T4 and T4A slips. It is available for the Original, Amended, and Canceled Report Type options.

The Format parameter has these two options:

- PDF Draft
- PDF Final

The PDF Draft option generates a draft version of the year-end slips as they would appear in final format. Perform data verification prior to distributing the final versions to the employees. Additionally, it ensures you're satisfied with the results. This version of the slip isn't published to the Document Record, and hence isn't visible to the employee. The draft version is a single PDF that contains the slips of all the employees included in the process. You can run the year-end slips in the draft mode multiple times without rolling back the process. Additionally, you can roll back the end-of-year archive without rolling back the draft PDF process.

The PDF Final option generates a final version of the individual year-end slips to distribute to the employees and publish them to the Document Record. It creates a single PDF that contains the slips of all the employees included in the process. After you have run the process in PDF Final mode, you must roll back the process if you require changes.

## Generate the T4 Slip

The T4 slip is a federal year-end form issued primarily for reporting employment income, statutory deductions and other information required by CRA.

Payments reported on the T4 are elements with a secondary classification reporting type of T4/RL1.

Use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the T4 slip.

### Prerequisites

Before you run this process, complete these tasks:

- The Archive End-of-Year Payroll Results process. The information reported on the T4 slip comes from the end-of-year archive.
- The Run End-of-Year Reports task to generate the T4 register. Review and validate the information. Make balance adjustments or adjust employee information before you generate the T4 slip.

**Note:** Although the register isn't mandatory, it's strongly recommended to run the register to identify and correct discrepancies.

### Parameters

#### Flow Pattern

Select **Run End-of-Year Reports**.

#### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you need to roll back any process.

#### Tax Report Year

Select the 4-digit tax year.

#### Year End Report

Select **T4**. Valid values are T4, T4A, RL-1, and RL-2.

#### Report Type

Select **Original**. The values you can select include Original, Amended, and Cancelled.

#### Format

Select **PDF Draft** or **PDF Final** format.

### Transmitter

Select a transmitter to generate the slip by a transmitter. If you have selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU, to generate the slip by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name if you have defined one. For example, you can create a group to process the report for terminated employees.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Province

Select a province, if you want to run the report for a specific province. For RL-1 and RL-2, the field displays only Québec. Also, it is blank for T4A.

### Print Employer Address

Select **Yes** to display the employer address on the T4 slip. The default value for this field is **No**.

### Print Instructions

Select **Yes** to print the instructions for the T4 slip. The default value for this field is No. If the paper stock that the slips are printed on has instructions, printing the instructions isn't necessary.

### Sort Option One

Select Location, Payroll, or Province.

### Sort Option Two

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option One parameter.

### Sort Option Three

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Process Configuration Group

Select the process configuration group name if you have defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

### Copyright Message

This field is used to hold a copyright message for the PDF Draft or PDF Final format of the T4 and T4A slips. It isn't reported on the actual slips.

## Results

### Report Output

The application generates the T4 PDF in the format provided by the Canada Revenue Agency for all employees in a specified transmitter or TRU and for a particular reporting year.

## Generate the T4A Slip

The T4A slip is a federal year-end form that's issued primarily for reporting retirement income, annuity income, and federal income tax withheld.

Payments reported on the T4A are those elements with a secondary classification reporting type of T4A/RL1 and T4A/RL2.

Use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the T4A slip.

## Prerequisites

Before you run this process, complete these tasks:

- The Archive End-of-Year Payroll Results process. The information reported on the T4A slip comes from the end-of-year archive.
- The Run End-of-Year Reports task to generate the T4A register. Review and validate the information. Make balance adjustments or adjust employee information before you generate the T4A slip.

**Note:** Although the register isn't required, it's strongly recommended to run the register to identify and correct discrepancies.

## Parameters

### Flow Pattern

Select **Run End-of-Year Reports**.

### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you've already run or if you need to roll back any process.

### Tax Report Year

Select the 4-digit tax year.

### Year End Report

Select **T4A**. Valid values are T4, T4A, RL-1, and RL-2.

### Report Type

Select **Original**. The values you can select are Original, Amended, and Cancelled .

### Format

Select **PDF Draft** or **PDF Final** format.

### Transmitter

Select a transmitter to generate the slip by a transmitter. If you've selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU to generate the slip by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name if you've defined one. For example, you can create a group to process the report for terminated employees.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Print Employer Address

Select **Yes** to display the employer address on the T4A slip. The default value for this field is *No*.

### Print Instructions

Select **Yes** to print the instructions for the T4A slip. The default value for this field is *No*. If the paper stock that the slips are printed on has instructions, printing the instructions isn't necessary.

### Sort Option One

Select Location, Payroll, or Province.

### Sort Option Two

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option One parameter.

### Sort Option Three

Select Location, Payroll, or Province. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Process Configuration Group

Select the process configuration group name if you've defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

### Copyright Message

This field is used to hold a copyright message for the PDF Draft or PDF Final format of the T4 and T4A slips. It isn't printed on the actual slips.

## Results

### Report Output

The application generates the T4A PDF in the format provided by the Canada Revenue Agency for all employees in the specified transmitter or TRU and for a particular reporting year.

# 6 Quebec End-of-Year Slips

## Overview of Provincial End-of-Year Slips

Use the Run End-of-Year Reports task from the Regulatory and Tax Reporting area under Payroll on the Home page to generate the statutory provincial RL-1 and RL-2 year-end slips.

The tax reporting year is January 01 through December, 31. The deadline to provide employees and the governments with year-end slips is the last day of February of the following year.

### Locking

When the slips are generated, the end-of-year archive is locked. You can't generate the slips multiple times. You must first perform a rollback process of the slip generation process, then you can rerun the process.

The XML process also creates a lock on the records, and therefore, generate the slips prior to the interface files.

### Reporting Mode

Process the year-end slips in draft or final mode. The Format parameter is available within the Run End-of-Year Report process and applies to the year-end RL-1 and RL-2 slips. It's available for the Original, Amended, and Canceled Report Type options.

The Format parameter has these options:

- PDF Draft
- PDF Final

The PDF Draft option generates a draft version of the year-end slips as they would appear in final format. Use this mode to perform data verification prior to generating and distributing the final versions to the employees. Additionally, it ensures you're satisfied with the results. This version of the slip isn't published to the Document Record, and hence isn't visible to the employee. The draft version is a single PDF that contains the slips of all the employees included in the process. You can run the year-end slips in the draft mode multiple times without rolling back the process. Additionally, you can roll back the end-of-year archive without rolling back the draft PDF process.

The PDF Final option generates a final version of the individual year-end slips to distribute to the employees and publish them to the DOR. It creates a single PDF that contains the slips of all the employees included in the process. After you have run the process in PDF Final mode, you must roll back the process if you require to make any further changes.

## Generate the RL-1 Slip

The RL-1 slip is a provincial year-end form that's issued primarily for reporting employment income as well as statutory and other deductions. The information is reported on an annual basis to Revenu Québec.

Payments reported on the RL-1 slip are elements with a secondary classification reporting type of T4/RL1 or T4A/RL1.

Use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the RL-1 slip.

## Prerequisites

Before you run this process, complete these tasks:

- The Archive End-of-Year Payroll Results process. The information reported on the RL-1 slip comes from the end-of-year archive.
- The Run End-of-Year Reports task to generate the RL-1 register. Review and validate the information. Make balance adjustments or adjust employee information before you generate the RL-1 slip.

**Note:** Although the register isn't mandatory, Oracle strongly recommends to run the register to identify and correct discrepancies.

## Parameters

### Flow Pattern

Select **Run End-of-Year Reports**.

### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must roll back any process.

### Tax Report Year

Select the 4-digit tax year.

### Year End Report

Select **RL-1**. Valid values are T4, T4A, RL-1, and RL-2.

### Report Type

Select **Original**. The values you can select are Original, Amended, and Cancelled.

### Format

Select **PDF Draft** or **PDF Final**.

### Transmitter

Select a transmitter, to generate the slip by a transmitter. If you have selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU, to generate the slip by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process the report for terminated employees.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Print Employer Address

This only applies to the T4 and T4A PDF Draft or PDF Final formats. The RL-1 automatically displays the employer address.

### Print Instructions

This applies only to T4 and T4A.

### Sort Option One

Select **Location** or **Payroll**.

### Sort Option Two

Select **Location** or **Payroll**. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Sort Option Three

This applies only to T4 and T4A. RL-1 and RL-2 only have Location and Payroll as sort options.

### Process Configuration Group

Select the process configuration group name, if you have defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

### Copyright Message

This applies only to T4 and T4A.

## Results

### Report Output

The application generates the RL-1 slip in the format provided by Revenu Québec for all employees in the specified transmitter or TRU and for a particular reporting year.

#### *Related Topics*

- [Provincial End-of-Year Slips for Canada](#)

## Generate the RL-2 Slip

The RL-2 slip is a provincial year-end form that's issued primarily for reporting retirement income, annuity income, and Quebec income tax withheld from those payments.

Payments reported on the RL-2 are those elements with a secondary classification reporting type of T4A/RL2.

Use the **Run End-of-Year Reports** task from the **Regulatory and Tax Reporting** area under **Payroll** on the Home page to generate the RL-2 slip.

### Prerequisites

Before you run this process, run these reports:

- The Archive End-of-Year Payroll Results process. The information reported on the RL-1 slip comes from the end-of-year archive.
- The Run End-of-Year Reports task to generate the RL-1 register. Review and validate the information. Make balance adjustments or adjust employee information before you generate the RL-1 slip.

**Note:** Although the register isn't mandatory, Oracle strongly recommends to run the register to identify and correct discrepancies.

### Parameters

#### Flow Pattern

Select **Run End-of-Year Reports**.

#### Payroll Flow

Enter a payroll flow name.

**Note:** It's best practice to name the flow so that you can easily identify the process later. This is helpful while searching so you can determine what you have already run or if you must roll back any process.

#### Tax Report Year

Select the 4-digit tax year.

#### Year End Report

Select **RL-2**. Valid values are T4, T4A, RL-1, and RL-2.

#### Report Type

Select **Original**. The values you can select are Original, Amended, and Cancelled.

#### Format

Select **PDF Draft** or **PDF Final**.

### Transmitter

Select a transmitter, to generate the slip by a transmitter. If you have selected a transmitter, the list displays only those TRUs that transmit data using this transmitter TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a transmitter, data is processed for all TRUs for which the data is archived.

### Tax Reporting Unit

Select a TRU, to generate the slip by a TRU. The list includes only those TRUs for which the data is archived. However, if you haven't selected a TRU, report is processed for all TRUs for which the data is archived.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process the report for terminated employees.

**Note:** Use the **Object Groups** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Print Employer Address

This only applies to the T4 and T4A PDF Draft or PDF Final formats. The RL-2 automatically displays the employer address.

### Print Instructions

This applies only to T4 and T4A.

### Sort Option One

Select **Location** or **Payroll**.

### Sort Option Two

Select **Location** or **Payroll**. The options presented to you for selection is dynamically changed depending on your selection in the previous Sort Option parameter.

### Sort Option Three

This applies only to T4 and T4A. RL-1 and RL-2 only have Location and Payroll as sort options.

### Process Configuration Group

Select the process configuration group name, if you have defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

### Copyright Message

This applies only to T4 and T4A.

## Results

### Report Output

The application generates the RL-2 slip in the format provided by Revenu Québec for all employees in the specified transmitter or TRU and for a particular reporting year.

# 7 Electronic Interfaces

## Generate Electronic Interfaces

The electronic interfaces are files that contain employee information and balances and are in the XML format. Use the Run End-of-Year Reports task from the Regulatory and Tax Reporting area under Payroll on the Home page to generate the files.

These files are generated by the employer and submitted to the government. It has the same information provided to the employees in their year-end slips. You can generate the electronic interface files for the original, amended, or canceled report types.

### Locking

When you generate the electronic interface files, the end-of-year archive is locked. You can't generate the interface files multiple times. You must first perform a rollback process of the file generation process, then you can rerun the process.

The XML process also creates a lock on the records, and therefore, generate the slips prior to the interface files.



# 8 View Employee End-of-Year Slips

## Employee Self-Service

Enable the Employee Self-Service so that your employees can access their year-end documents online. Configure employee access using any of these methods:

- Document Records
- Responsive Pages in the Redesigned User Experience product

Using either method, employees can access their T4, T4A, RL-1, and RL-2 slips for the original, amended and canceled form types.

**Note:** Configure the Document Delivery Preferences in Manage Document Types for employees to view their year-end documents in employee self-service. See the Document Delivery Preferences Setup section for more details.

### Access using Document Records

Employees can access their year-end documents by navigating to the Document Records.

To access the Year-End Documents in employee self-service using the Document Records:

1. On the employee dashboard, click **Me**.
2. Click **Personal Information**.
3. Click **My Documents**.

### Access using the Responsive Pages

Enable the Employee Self-Service and the responsive pages, so that your employees can use the enhanced user interface to access their year-end documents. It provides the employee easy, direct access to their year-end documents, and they need not navigate to the Document Records.

Access the documents using either **Quick Actions** or the **Pay app**, both of which are located on the employee dashboard under the **Me** tab. Employees can use the default search of the last 3 years, or choose to enter a specific date range.

To access the Year-End Documents in employee self-service using the Pay app:

1. On the employee dashboard, under the **Me** tab, click **Pay**.
2. Select **Year-End Documents**.

### Enable Year-End Documents

To enable the Year-End Documents, enable these profile options:

1. HCM\_RESPONSIVE\_PAGES\_ENABLED
2. PAY\_PAYROLL\_RESPONSIVE\_ENABLED

**Note:** To enable the HCM\_RESPONSIVE\_PAGES\_ENABLED profile option, refer these documents on My Oracle Support: HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document ID: 2399671.1).

To enable the PAY\_PAYROLL\_RESPONSIVE\_ENABLED profile option:

1. In the Setup and Maintenance work area, go to the following:

Offering: Workforce Deployment

Functional Area: Maintain Common Reference Objects

Task: Manage Administrator Profile Values

2. Search for and select the profile option.
3. Click **Add** to add a new Profile Value.
4. Select **Level** in the **Site** field.
5. Enter **Y** in the **Profile Value** field.
6. Click **Save and Close**.

**Note:** By enabling the PAY\_PAYROLL\_RESPONSIVE\_ENABLED profile option, you're also enabling all the payroll responsive pages that are available.

# 9 Corrections

## Update End-of-Year Data

While preparing and processing your year-end tax data for reporting, if required, you can make changes or corrections as needed. However, how you uptake those changes into your year-end reports depends on where you're in the process:

- After year-end archive
- After year-end register
- After generation of the year-end slips
- After the year-end slips are distributed to employees

### After Year-End Archive

To make any corrections subsequent to running the year-end archive:

1. Make corrections.
2. Roll back and rerun the Archive End-of-Year Payroll Results process to capture your changes.
3. Run the End-of-Year Register report to review the corrected year-end data.
4. Run the End-of-Year Exception report to review exceptions.
5. Run the individual year-end slips.

### After Year-End Register

Follow the procedures mentioned in the previous section, to make changes to your employee data subsequent to running the year-end register. You can run the End-of-Year Register as many times as needed and no roll back is necessary.

### After Generation of Year-End Slips

If you haven't yet distributed the year-end slips to your employees or submitted them to the government, and you want to make changes to your employee data:

1. Make corrections.
2. Roll back the individual year-end report processes.
3. Roll back and rerun the Archive End-of-Year Payroll Results process to capture your changes.
4. Run the End-of-Year Register report to review your corrected year-end data.
5. Run the End-of-Year Exception report to review exceptions.
6. Run the individual year-end slips.

### After Distribution of Year-End Slips to Employees

If you have already distributed the year-end slips to your employees and submitted the electronic interface files to the government, and you want to cancel or amend the slips, complete these tasks as required.

## Scenario

### Cancellations

**Note:** As a prerequisite, you must configure a Payroll Relationship Group to include the employees whose slips you want to cancel.

To cancel slips:

1. Run the End-of-Year Reports process to generate the cancelled year-end PDF.

**Note:** Populate the Payroll Relationship Group parameter in the Run End-of-Year process. If the Payroll Relationship Group is blank, all slips are cancelled.

2. Run the End-of-Year Register report to review the cancelled slips. Set the Report Type parameter to **Cancelled**.
3. Run the End-of-Year Reports process to generate the cancelled year-end interface.

## Scenario

### Amendments

To amend slips:

1. Make changes to the tax data already reported to the government, for example, balance adjustments to the data displayed on the slips.
2. Run the Archive End-of-Year Payroll Results process to capture the changes.

**Note:** You may optionally populate the Reason for Amendment to report the reason in the interface files for the T4 or T4A.

3. Run the End-of-Year Register report to review year-end data for the amendment. Set the Report Type parameter to Amended.
4. Run the End-of-Year Exception report to review exceptions for the amendment. Set the Report Type parameter to Amended.
5. Run the End-of-Year Reports process to generate the amended year-end PDF.
6. Run the End-of-Year Reports process to generate the amended year-end interface.

When performing amendments for the employee, note the following tips:

- If you perform a YTD adjustment to amend a year-end slip after the original PDF and interface is processed, the date of the YTD adjustments for the prior year must be "12/31/XX", where XX denotes the affected year. The balance adjustment is processed using the results element that feeds the year-end balance. Ensure that the eligibility exist for the results element.
- The file name of the T4, T4A, RL-1, and RL-2 registers and PDFs distinguish if it's an original or amended version.
- The header of the register indicates if it's an original or amended version.
- The PDFs follow government guidelines to distinguish if it's an original or amended version.
- The RL-1 includes the original slip number from the original archive and reports it on the amended version of the PDF and interface file.

The amended slip is provided to the employee, as well as reported to the government.

*Related Topics*

- [Overview of End-of-Year Processing for Canada](#)
- [Overview of End-of-Year Register for Canada](#)
- [Archive End-of-Year Payroll Results for Canada](#)



# 10 Troubleshoot End-of-Year Reporting

## Common Issues with End-of-Year Reporting

This topic helps you troubleshoot some common issues with the end-of-year process. This table outlines common messages or issues, their solutions and any additional notes that you should be aware of.

### Troubleshooting CA End-of-Year processing

| Issue                                                                                                                                                           | Possible Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Where to Find Information                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The year-end documents aren't displayed in Employee Self-Service.                                                                                               | <p>Is the <b>Document Type Delivery Method</b> set as <b>Online</b>?</p> <p><b>Note:</b> The default is <b>Paper</b>.</p> <p>Is the publish day and month configured on or before today's date?</p> <p><b>Note:</b> Configure the publish date for the PSU or TRU, or for both. If you configure the publish date at the PSU level, all TRUs belonging to that PSU will adhere to the same date. If required, you can override the configuration at the TRU level.</p> <p>Did you run the process in <b>Final</b> mode?</p> | <ul style="list-style-type: none"> <li>Configuring the Default Delivery Options</li> <li>Year-End Documents Publish Date</li> <li>Generate the T4 Slip</li> <li>Generate the T4A Slip</li> <li>Generate the RL-1 Slip</li> <li>Generate the RL-2 Slip</li> </ul> |
| How can I control when the year-end documents are available in Employee Self-Service. They're immediately available once the slips are processed in Final mode. | <p>The publish day and month aren't configured. If the publish dates are left blank, the documents are available once final mode is processed.</p> <p><b>Note:</b> Configure the publish date for the PSU or TRU, or for both. If you configure the publish date at the PSU level, all TRUs belonging to that PSU will adhere to the same date. If required, you can override the configuration at the TRU level.</p>                                                                                                       | Year-End Documents Publish Date                                                                                                                                                                                                                                  |
| Employees or professional users are able to add, update, or delete year-end document or attachments after they're complete and posted.                          | The document record or attachment preferences aren't restricted for the document type.                                                                                                                                                                                                                                                                                                                                                                                                                                      | Document Record and Attachment Preferences                                                                                                                                                                                                                       |
| The employer address isn't printing on the T4 or T4A PDF slips.                                                                                                 | <p>Did you select <b>Yes</b> for the <b>Print Employer Address</b> parameter?</p> <p><b>Note:</b> This only applies to the T4 and T4A PDF Draft or PDF Final formats. The RL-1 and RL-2 automatically displays the employer address.</p>                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Generate the T4 Slip</li> <li>Generate the T4A Slip</li> </ul>                                                                                                                                                            |

| Issue                                                                                                                                                                                                                                                                                                                       | Possible Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Where to Find Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The End-of-Year Reports process fails when processing the RL-1 and RL-2 slips.                                                                                                                                                                                                                                              | The <b>Starting RL Slip Number</b> and <b>Ending RL Slip Number</b> fields aren't configured for the transmitter TRU.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Transmitter TRU Setup                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The RL-1 or RL-2 slip doesn't contain any data.                                                                                                                                                                                                                                                                             | The <b>Legal Reporting Unit Registration Code</b> isn't set to <b>Quebec Identification Number</b> . If you operate in the province of Quebec, you must also complete additional setup tasks for Quebec Provincial Tax.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quebec Provincial Tax Setup                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Slip number range error as noted below:<br><br><MESSAGE><NUMBER>HRX-1562134</NUMBER><TEXT> The range of available slip numbers has been exceeded. Increase the range of the starting and ending slip numbers for the transmitter. </TEXT><CAUSE></CAUSE><ACTION></ACTION><DETAILS></DETAILS><INCIDENT></INCIDENT></MESSAGE> | Check if you have designated multiple transmitter TRUs with the same transmitter account number. You can designate multiple transmitter TRUs, but you must configure each transmitter with a unique transmitter account number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Transmitter TRU Setup                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The registration number doesn't appear on the year-end form                                                                                                                                                                                                                                                                 | Check that the element contains a default value for the registration number.<br><br>If performing balance adjustments, ensure the registration number input value was created and is populated for the balance adjustment.<br><br>Ensure the registration number exists on the element or the balance adjustment prior to any year-end processing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Element Setup for End-of-Year Reporting for Canada<br><br>Year-End Balance Adjustments for Canada                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| The employee isn't picked up by the End-of-Year Archive. The archive log file contains an error that contains a reference to "CA_EOY_ARCH_AREA1".                                                                                                                                                                           | Ensure the balance adjustment or initialization entry contains the Province input value. Within the Person Process Results UI, view the Run Results to check the value of the province input value. If it's blank, roll back the entries that have a blank province input value and date effectively recreate the entry by selecting the employee's province as of the adjustment date. If you've used a loader to originally create the invalid entry, rerun this same loader for all affected employees by including the province value.<br><br><b>Note:</b> If any balance adjusted using the HCM Data Loader doesn't appear on the year-end reports, then roll back the process and test the adjustment using the Person Process Results UI. If this works, then you can assume the HDL file wasn't created correctly. | Year-End Balance Adjustments for Canada<br><br>These documents at the Canada Information Center.<br><br>(MOS DOC ID 2102586.2).<br><br><ul style="list-style-type: none"> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Balance Adjustments</li> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Loading Canada Data Using HCM Data Loader &gt; Loading Balance Adjustments for Canada Using HCM Data Loader</li> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Loading Canada Data Using HCM Data Loader &gt; Loading Initial Balances for Canada Using HCM Data Loader</li> </ul> |
| The employee was picked up by the End-of-Year Archive, but no balances were archived for the employee, therefore no year-end slip was generated.                                                                                                                                                                            | Check the balance feed to <b>T4 Box 14 Adjustment</b> , or <b>RL-1 Box A Adjustment</b> . In this case, you must feed the information element to the <b>T4 Box 14 Adjustment</b> , or the <b>RL-1 Box</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | T4 Slip Box Information<br><br>RL-1 Slip Box Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Issue                                                                                                                                                                                            | Possible Solution                                                                                                                                                                                                                                                                       | Where to Find Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This may be the case if you are attempting to report earnings by using a balance adjustment using an information element to populate T4 Box 14 or RL-1 Box A with the employee's gross earnings. | <b>A Adjustment</b> , balances depending on your requirement.                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| In the case where an employee has more than one T4, due to a TRU transfer, amounts are overstated on one of the slips.                                                                           | Ensure that balance adjustments processed have the correct effective date and TRU combination. The effective date of the balance adjustment must correspond to the active TRU at the time of the adjustment.                                                                            | <p>Year-End Balance Adjustments for Canada</p> <p>These documents at the Canada Information Center.</p> <p>(MOS DOC ID 2102586.2).</p> <ul style="list-style-type: none"> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Balance Adjustments</li> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Loading Canada Data Using HCM Data Loader &gt; Loading Balance Adjustments for Canada Using HCM Data Loader</li> <li>CA - Payroll tab &gt; Product Documentation &gt; White Papers &gt; Loading Canada Data Using HCM Data Loader &gt; Loading Initial Balances for Canada Using HCM Data Loader</li> </ul> |
| <b>RL-1 Box A</b> was not reduced by the <b>RL-1 Box A Adjustment</b> value when an Information element was used for the adjustment.                                                             | You must include the <b>Province and Reporting Type</b> input values when creating or using an information element for the adjustment. You also must populate the values for the <b>Province</b> (geography code for the province) and <b>Reporting Type</b> (T4_RL1) in the adjustment | RL-1 Slip Box Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## FAQs

### FAQs for End-of-Year Reporting

This topic helps you find answers to frequently asked questions. The following table outlines the questions, their answers, and directs you to the relevant section for additional details.

| Question                                                                   | Answer                                                                                                                      | Where to find more information                                                                |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Can I run the electronic interface files prior to processing the PDF slips | No, the XML process creates a lock on the records. For that reason, you must create the slips prior to the interface files. | <p>Federal End-of-Year Slips</p> <p>Quebec End-of-Year Slips</p> <p>Electronic Interfaces</p> |

| Question                                                                                                                                                                   | Answer                                                                                              | Where to find more information        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------|
| On the RL-2, Box C includes a single payment made under a Registered Pension Plan (RPP) or a Deferred Profit-Sharing Plan (DPSP). How do I report the date of the payment? | Create a Reporting Information calculation card to capture the date of the payment to the employee. | RL-2 Additional Information Code C-10 |

# 11 Year-Begin

## Begin-of-Year Processing

Complete year-begin activities after you complete your last payrolls of the year, but before you run the first payrolls of the new year. Year-Begin processing involves the following:

- Report/Remove Employee Tax Overrides
- Load Basic Personal Amounts for all Provinces and Territories
- Payroll Definition Updates

### Report/Remove Employee Tax Overrides

The Tax Overrides Report provides the ability to either report, or report and remove, federal and provincial tax overrides for employees. This is especially useful for employers who, as part of their year-end and year-begin activities, want to reset the Total Claim Amount to the Basic Amount.

The federal and provincial overrides to report are:

- Total Claim Amount (Federal and Provincial)
- Annual Deduction (Federal and Quebec)
- Other Tax Credits (Federal and Provincial)
- Additional Tax (Federal and Quebec)
- Annual Income Including Commission (Federal)
- Annual Commission Income (Quebec)
- Commission Expenses (Federal and Quebec)
- Labour Fund Contributions (Federal and Provincial)
- Tax Rate (Federal and Quebec)
- Tax Amount (Federal and Quebec)
- Prescribed Zone Deduction (Federal and Quebec)
- Federal Lump Sum Rate (Federal and Provincial)
- Provincial Lump Sum Rate (Quebec only)

### Payroll Definition Updates

Use the Manage Payroll Definitions task to verify the payroll calendar dates for the coming calendar year.

## Tax Overrides Report

When you run the Tax Overrides Report, these two tasks are executed sequentially:

1. Report Tax Overrides
2. Remove Tax Overrides

The Report Tax Overrides task reports the overrides for the selected employees. The Remove Tax Overrides task removes the override values, for the selected data type, if overrides exist.

**Note:** Roll back isn't supported for the Tax Overrides Report.

Use the **Run Tax Overrides Report** task from the **Regulatory and Tax Reporting** area under **Payroll** on your Home page to run the report..

## Parameters

### Flow Pattern

Select **Run Tax Overrides Report**.

### Payroll Flow

Enter a payroll flow name.

### Effective Date

Enter an effective date. This is required. The report removes or reports records as of the effective date you enter.

**Note:** If future-dated records exist, the overrides aren't removed.

### Payroll Statutory Unit

Select a payroll statutory unit (PSU), if you want to run the report by a PSU.

### Tax Reporting Unit

Select a tax reporting unit (TRU), if you want to run the report by a TRU.

### Payroll

Select a payroll, if you want to run the report by a payroll.

### Payroll Relationship Group

Select the payroll relationship group name, if you have defined one. For example, you can create a group to process all employees within a specific province.

**Note:** Use the **Objects Group** task under **Payroll** in **My Client Groups** on the Home page to define the payroll relationship group before you can select it here.

### Data Type

Select the data type. This is required. Valid values are:

- Total claim amount
- Annual deduction
- Other tax credits

- RRSP limit
- Lump sum rate
- All

**Note:** It's important to note that report doesn't remove all the overrides when you select All as the Data Type parameter. It removes only the Total Claim Amount, Annual Deduction, Other Tax Credit, RRSP Limit, and Lump Sum Rate overrides. Also, if you select All as the Data Type parameter, the report displays all value definitions regardless of the parameters selected. For example, there's no province filtering.

## Reporting Mode

Select the reporting mode. This is mandatory. Valid values are:

- Report Overrides (default)
- Report and Remove Overrides

## Process Configuration Group

Select the process configuration group name, if you have defined any. This field is used for logging and reporting purposes.

**Note:** Use the **Payroll Process Configuration** task under **Payroll** in **My Client Groups** on the Home page to define the process configuration group before you can select it here.

## Report Results

The Report Tax Overrides task reports the overrides for the selected employees in an Excel format. The data isn't sorted, but you can sort easily in the spreadsheet according to your needs.

The Remove Tax Overrides task removes the override values, for the selected data type, if overrides exist.

The Data Type and Mode parameter work together. This table displays the relationship for each parameter selection and the override that's reported, or reported and removed.

| Data Type Parameter | Mode Parameter                                | Overrides used for Reporting or Reporting and Removal |
|---------------------|-----------------------------------------------|-------------------------------------------------------|
| Total Claim Amount  | Report Overrides, Report and Remove Overrides | Total Claim Amount                                    |
| Annual Deduction    | Report Overrides, Report and Remove Overrides | Annual Deduction                                      |
| Other Tax Credits   | Report Overrides, Report and Remove Overrides | Other Tax Credits                                     |
| RRSP Limit          | Report Overrides, Report and Remove Overrides | RRSP Limit                                            |

| Data Type Parameter | Mode Parameter                                | Overrides used for Reporting or Reporting and Removal                                                                                                                                                                                                                                                       |
|---------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lump Sum Rate       | Report Overrides, Report and Remove Overrides | Lump Sum Rate                                                                                                                                                                                                                                                                                               |
| All                 | Report Overrides                              | Total Claim Amount<br>Annual Deduction<br>Other Tax Credits<br>Additional Tax<br>Annual Income Including Commission (Federal)<br>Annual Commission Income (Quebec)<br>Commission Expenses<br>Labour Fund Contribution<br>Tax Rate<br>Tax Amount<br>Prescribed Zone Deduction<br>RRSP Limit<br>Lump Sum Rate |
| All                 | Report and Remove Overrides                   | Total Claim Amount<br>Annual Deduction<br>Other Tax Credits<br>RRSP Limit<br>Lump Sum Rate                                                                                                                                                                                                                  |

# 12 Appendix I: Year-End Slips Box Information

## T4 Slip Box Information

This table lists the balances that are required for end-of-year reporting for the T4 slip. Some of them are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| T4 Box | Box Definition                                             | Balance                | Preconfigured Feed                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------|------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14     | Employment Income                                          | Gross Earnings         | Yes<br><br><b>Note:</b><br>Use balance T4 Box 14 Adjustment to reduce box 14, if required. For example, if you have any amounts that should not be reported in this box.                                                                                                                                                                                                                                                                                           |
| 16     | Employee's Canada Pension Plan (CPP) Contributions         | CPP Employee Withheld  | Yes<br><br><b>Note:</b><br>If an employee is paid after the CPP Election Date on their tax calculation card, the CPP annual maximum contributions and CPP yearly maximum pensionable earnings are prorated based on the number of months in the year they were subject to CPP. If the employee contributed over this limit, the CPP Withheld is refunded and the CPP Taxable amount is adjusted to bring the year-to-date values in line with the prorated limits. |
| 16A    | Employee's second Canada Pension Plan (CPP2) contributions | CPP2 Employee Withheld | Yes<br><br><b>Note:</b> Only applicable to slips filed for calendar year 2024 and after.                                                                                                                                                                                                                                                                                                                                                                           |
| 17     | Employee's Quebec Pension Plan (QPP) Contributions         | QPP Employee Withheld  | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| T4 Box        | Box Definition                                             | Balance                                                                                     | Preconfigured Feed                                                                         |
|---------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 17A           | Employee's second Quebec Pension Plan (QPP2) Contributions | QPP2 Employee Withheld                                                                      | Yes<br><br><b>Note:</b> Only applicable to slips filed for calendar year 2024 and after.   |
| 18            | Employee's Employment Insurance (EI) premiums              | EI Employee Withheld                                                                        | Yes                                                                                        |
| 20            | Registered Pension Plan (RPP) Contributions                | T4 RPP Contributions                                                                        | No                                                                                         |
| 22            | Income tax deducted                                        | Federal Tax Withheld                                                                        | Yes                                                                                        |
| 24            | EI Insurable earnings                                      | EI Employee Taxable                                                                         | Yes                                                                                        |
| 26            | CPP/QPP pensionable earnings                               | CPP Employee Taxable + CPP2 Employee Taxable + QPP Employee Taxable + QPP2 Employee Taxable | Yes<br><br><b>Note:</b> This includes both CPP/QPP and CPP2/QPP2 Employee Taxable amounts. |
| 44            | Union dues                                                 | T4 Union Dues                                                                               | No                                                                                         |
| 46            | Charitable donations                                       | T4 Charitable Donations                                                                     | No                                                                                         |
| 52            | Pension adjustment                                         | T4 Pension Adjustment                                                                       | No                                                                                         |
| 55            | Provincial Parental Insurance Plan (PPIP)                  | QPIP Employee Withheld                                                                      | Yes                                                                                        |
| 56            | PPIP insurable earnings                                    | QPIP Employee Taxable                                                                       | Yes                                                                                        |
| Other Info 30 | Board and lodging                                          | T4 Board and Lodging                                                                        | No                                                                                         |
| Other Info 31 | Special work site                                          | T4 Special Work Site                                                                        | No                                                                                         |
| Other Info 32 | Travel in a prescribed zone                                | T4 Travel In a Prescribed Zone                                                              | No                                                                                         |
| Other Info 33 | Medical travel assistance                                  | T4 Medical Travel Assistance                                                                | No                                                                                         |

| T4 Box        | Box Definition                                         | Balance                                                   | Preconfigured Feed                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|--------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Info 34 | Personal use of employer's automobile or motor vehicle | T4 Personal Use of Employer's Automobile or Motor Vehicle | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 36 | Interest-free and low-interest loans                   | T4 Interest Free and Low Interest Loans                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 37 | Employee home-relocation loan deduction                | T4 Employee Home Relocation Loan Deduction                | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 38 | Security options benefits – Before June 25, 2024       | T4 Security Options Benefits – Before June 25, 2024       | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 39 | Security options deduction 110(1)(d)                   | T4 Security Options Deduction 110(1)(d)                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 40 | Other taxable allowances and benefits                  | T4 Other Taxable Allowances and Benefits                  | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 41 | Security options deduction 110(1)(d.1)                 | T4 Security Options Deduction 110(1)(d.1)                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 42 | Employment commissions                                 | T4 Employment Commissions                                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 43 | Canadian Forces personnel and police deduction         | T4 Canadian Forces Personnel and Police Deduction         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info 57 | Employment income - March 15 to May 9                  | T4 Employment Income, COVID-19 Period Mar 15 to May 9     | <p><b>Note:</b><br/>This code will remain in the 2021 schema as “optional” on the T4, for those filing amended or original slips for the 2020 tax year. For those reporting for any other year, you may leave them out, or populate with 0.00. Otherwise the T4 will be rejected.</p> <p>For configuration information, refer to the COVID-19 Payroll Announcement at the Canada Information Center (Document ID 2102586.2) on My Oracle Support.</p> |
| Other Info 58 | Employment income - May 10 to July 4                   | T4 Employment Income, COVID-19 Period May 10 to Jul 4     | No                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| T4 Box        | Box Definition                                | Balance                                                | Preconfigured Feed                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|-----------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                                               |                                                        | <p><b>Note:</b><br/>This code will remain in the 2021 schema as “optional” on the T4, for those filing amended or original slips for the 2020 tax year. For those reporting for any other year, you may leave them out, or populate with 0.00. Otherwise the T4 will be rejected.</p> <p>For configuration information, refer to the COVID-19 Payroll Announcement at the Canada Information Center (Document ID 2102586.2) on My Oracle Support.</p>           |
| Other Info 59 | Employment income - July 5 to August 29       | T4 Employment Income, COVID-19 Period Jul 5 to Aug 29  | <p>No</p> <p><b>Note:</b><br/>This code will remain in the 2021 schema as “optional” on the T4, for those filing amended or original slips for the 2020 tax year. For those reporting for any other year, you may leave them out, or populate with 0.00. Otherwise the T4 will be rejected.</p> <p>For configuration information, refer to the COVID-19 Payroll Announcement at the Canada Information Center (Document ID 2102586.2) on My Oracle Support.</p> |
| Other Info 60 | Employment income - August 30 to September 26 | T4 Employment Income, COVID-19 Period Aug 30 to Sep 26 | <p>No</p> <p><b>Note:</b><br/>This code will remain in the 2021 schema as “optional” on the T4, for those filing amended or original slips for the 2020 tax year. For those reporting for any other year, you may leave them out, or populate with 0.00. Otherwise the T4 will be rejected.</p> <p>For configuration information, refer to the COVID-19 Payroll Announcement at the</p>                                                                         |

| T4 Box        | Box Definition                                                               | Balance                                                                        | Preconfigured Feed                                                      |
|---------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------|
|               |                                                                              |                                                                                | Canada Information Center (Document ID 2102586.2) on My Oracle Support. |
| Other Info 66 | Eligible retiring allowances                                                 | T4 Eligible Retiring Allowances                                                | No                                                                      |
| Other Info 67 | Non-eligible retiring allowances                                             | T4 Non-Eligible Retiring Allowances                                            | No                                                                      |
| Other Info 69 | Indian (exempt income) – Non-eligible retiring allowances                    | T4 Indian Exempt Income, Non-eligible Retiring Allowances                      | No                                                                      |
| Other Info 71 | Indian (exempt income) - Employment                                          | T4 Indian Exempt Income, Employment                                            | No                                                                      |
| Other Info 72 | Section 122.3 income -Employment outside Canada                              | T4 Section 122.3 Income, Employment Outside Canada                             | No                                                                      |
| Other Info 73 | Number of days outside Canada                                                | T4 Number Of Days Outside Canada                                               | No                                                                      |
| Other Info 74 | Past service contributions for 1989 or earlier years while a contributor     | T4 Past Service Contributions Prior to 1990 While a Contributor                | No                                                                      |
| Other Info 75 | Past service contributions for 1989 or earlier years while not a contributor | T4 Past Service Contributions Prior to 1990 While Not a Contributor            | No                                                                      |
| Other Info 77 | Workers' compensation benefits repaid to the employer                        | T4 Workers' Compensation Benefits Repaid to the Employer                       | No                                                                      |
| Other Info 78 | Fishers - Gross income                                                       | T4 Fishers, Gross Income                                                       | No                                                                      |
| Other Info 79 | Fishers - Net partnership amount                                             | T4 Fishers, Net Partnership Amount                                             | No                                                                      |
| Other Info 80 | Fishers - Shareperson amount                                                 | T4 Fishers, Shareperson Amount                                                 | No                                                                      |
| Other Info 81 | Placement or employment agency workers                                       | T4 Placement or Employment Agency workers                                      | No                                                                      |
| Other Info 82 | Taxi drivers and drivers of other passenger-carrying vehicles                | T4 Taxi Drivers and Drivers Of Other Passenger Carrying Vehicles, Gross Income | No                                                                      |
| Other Info 83 | Barbers or hairdressers                                                      | T4 Gross Income Of Barbers or Hairdressers                                     | No                                                                      |

| T4 Box        | Box Definition                                           | Balance                                                               | Preconfigured Feed |
|---------------|----------------------------------------------------------|-----------------------------------------------------------------------|--------------------|
| Other Info 84 | Public transit pass                                      | T4 Public Transit Pass                                                | No                 |
| Other Info 85 | Employee-paid premiums for private health services plans | T4 Employee Paid Premium for Private Health Services Plans            | No                 |
| Other Info 86 | Security options election                                | T4 Security Options Election                                          | No                 |
| Other Info 87 | Emergency services volunteer exempt amount               | T4 Emergency Services Volunteer Exempt Amount                         | No                 |
| Other Info 88 | Indian (exempt income) - Self-Employment                 | T4 Indian Exempt Income, Self-Employment                              | No                 |
| Other Info 90 | Security option benefits – On or after June 25, 2024     | T4 Security Options Benefits – On or After June 25, 2024              | No                 |
| Other Info 91 | Security options deduction 110(1)(d)                     | T4 Security Options Deduction 110(1)(d) – On or After June 25, 2024   | No                 |
| Other Info 92 | Security options deduction 110(1)(d.1)                   | T4 Security Options Deduction 110(1)(d.1) – On or After June 25, 2024 | No                 |
| Other Info 94 | Indian (exempt employment income) - RPP contributions    | T4 Indian Exempt Employment Income - RPP Contributions                | No                 |
| Other Info 95 | Indian (exempt employment income) - Union dues           | T4 Indian Exempt Employment Income - Union Dues                       | No                 |

## T4A Slip Box Information

This table lists the balances that are required for end-of-year reporting for the T4A slip. Some of them are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| T4A Box | Box Definition            | Balance                       | Preconfigured Feed |
|---------|---------------------------|-------------------------------|--------------------|
| 16      | Pension or Superannuation | T4A Pension or Superannuation | No                 |
| 18      | Lump Sum Payments         | T4A Lump Sum Payments         | No                 |
| 20      | Self-Employed Commissions | T4A Self-Employed Commissions | No                 |

| T4A Box        | Box Definition                                                                 | Balance                                                                       | Preconfigured Feed |
|----------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------|
|                |                                                                                |                                                                               |                    |
| 22             | Income Tax deducted                                                            | Federal Tax Withheld                                                          | Yes                |
| 24             | Annuities                                                                      | T4A Annuities                                                                 | No                 |
| 48             | Fees for services                                                              | T4A Fees For Services                                                         | No                 |
| Other Info 028 | Other income                                                                   | T4A Other Income                                                              | No                 |
| Other Info 030 | Patronage allocations                                                          | T4A Patronage Allocations                                                     | No                 |
| Other Info 032 | Registered Pension Plan contributions (past service)                           | T4A Registered Pension Plan Contributions, Past Service                       | No                 |
| Other Info 034 | Pension adjustment                                                             | T4A Pension Adjustment                                                        | No                 |
| Other Info 037 | Advanced life deferred annuity purchase                                        | T4A Advanced Life Deferred Annuity Purchase                                   | No                 |
| Other Info 040 | Registered Education Savings Plan (RESP) accumulated income payments           | T4A RESP accumulated income payments                                          | No                 |
| Other Info 042 | RESP educational assistance payments                                           | T4A RESP Educational Assistance Payments                                      | No                 |
| Other Info 046 | Charitable donations                                                           | T4A Charitable Donations                                                      | No                 |
| Other Info 102 | Lump-sum payments - nonresident services transferred under paragraph 60(j)     | T4A Lump-Sum Payments, Nonresident Services Transferred Under Paragraph 60(J) | No                 |
| Other Info 104 | Research grants                                                                | T4A Research Grants                                                           | No                 |
| Other Info 105 | Scholarships, bursaries, fellowships, artists' project grants, and prizes      | T4A Scholarships, Bursaries, Fellowships, Artists Project Grants, and Prizes  | No                 |
| Other Info 106 | Death benefits                                                                 | T4A Death Benefits                                                            | No                 |
| Other Info 107 | Payments from a wage-loss replacement plan                                     | T4A Payments from a Wage Loss Replacement Plan                                | No                 |
| Other Info 108 | Lump-sum payments from a Registered Pension Plan (RPP) that you can't transfer | T4A Lump Sum Payments from a Registered Pension Plan That You Cannot Transfer | No                 |

| T4A Box        | Box Definition                                                      | Balance                                                              | Preconfigured Feed |
|----------------|---------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|
|                |                                                                     |                                                                      |                    |
| Other Info 109 | Periodic payments from an unregistered plan                         | T4A Periodic Payments from an Unregistered Plan                      | No                 |
| Other Info 110 | Lump-sum payments accrued to December 31, 1971                      | T4A Lump Sum Payments Accrued to December 31, 1971                   | No                 |
| Other Info 111 | Income averaging annuity contracts (IAAC)                           | T4A Income Averaging Annuity Contracts                               | No                 |
| Other Info 115 | Deferred profit-sharing plan (DPSP) annuity or installment payments | T4A Deferred Profit Sharing Plan, Annuity or Installment Payments    | No                 |
| Other Info 116 | Medical travel assistance                                           | T4A Medical Travel Assistance                                        | No                 |
| Other Info 117 | Loan benefits                                                       | T4A Loan Benefits                                                    | No                 |
| Other Info 118 | Medical premium benefits                                            | T4A Medical Premium Benefits                                         | No                 |
| Other Info 119 | Premiums paid to a group term life insurance plan                   | T4A Premiums Paid to a Group Term Life Insurance Plan                | No                 |
| Other Info 122 | RESP accumulated income payments paid to other                      | T4A RESP Accumulated Income Payments Paid to Other                   | No                 |
| Other Info 123 | Payments from a revoked DPSP                                        | T4A Payments from a revoked DPSP                                     | No                 |
| Other Info 124 | Board and lodging at special work sites                             | T4A Board and Lodging At Special Work Sites                          | No                 |
| Other Info 125 | Disability benefits paid out of a superannuation or pension plan    | T4A Disability Benefits Paid Out of a Superannuation or Pension Plan | No                 |
| Other Info 126 | Pre-1990 past service contributions while a contributor             | T4A Past Service RPP Contributions Prior to 1990 While a Contributor | No                 |
| Other Info 127 | Veterans' benefits                                                  | T4A Veterans Benefits                                                | No                 |
| Other Info 128 | Veterans' benefits eligible for pension splitting                   | T4A Veterans Benefits Eligible for Pension Splitting                 | No                 |
| Other Info 129 | Tax deferred cooperative share                                      | T4A Tax Deferred Cooperative Share                                   | No                 |

| T4A Box        | Box Definition                                                                                                    | Balance                                                                                 | Preconfigured Feed |
|----------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------|
| Other Info 130 | Apprenticeship Incentive Grant/<br>Apprenticeship Incentive Grant<br>for Women/Apprenticeship<br>Completion Grant | T4A Apprenticeship Incentive<br>Grant. Incentive Grant for Women.<br>Completion Grant   | No                 |
| Other Info 131 | Registered disability savings plan                                                                                | T4A Registered Disability Savings<br>Plan                                               | No                 |
| Other Info 132 | Wage Earner Protection Program                                                                                    | T4A Wage Earner Protection<br>Program                                                   | No                 |
| Other Info 133 | Variable pension benefits                                                                                         | T4A Variable Pension Benefits                                                           | No                 |
| Other Info 134 | Tax-free savings account (TFSA)<br>taxable amount                                                                 | T4A Tax Free Savings Account<br>Taxable Amount                                          | No                 |
| Other Info 135 | Recipient-paid premiums for<br>private health services plans                                                      | T4A Recipient Paid Premiums for<br>Private Health Services Plans                        | No                 |
| Other Info 136 | Parents of Murdered or Missing<br>Children or Parents of Young<br>Victims of Crimes                               | T4A Parents of Murdered or<br>Missing Children or Parents of<br>Young Victims of Crimes | No                 |
| Other Info 144 | Indian (exempt income) - Other<br>income                                                                          | T4A Indian Exempt Income, Other<br>Income                                               | No                 |
| Other Info 146 | Indian (exempt income) - Pension<br>or superannuation                                                             | T4A Indian Exempt Income,<br>Pension or Superannuation                                  | No                 |
| Other Info 148 | Indian (exempt income) - Lump-<br>sum payments                                                                    | T4A Indian Exempt Income, Lump<br>Sum Payments                                          | No                 |
| Other Info 150 | Labour Adjustment Benefits Act<br>and Appropriation Acts                                                          | T4A Labour Adjustment Benefits<br>Act and Appropriation Acts                            | No                 |
| Other Info 152 | Supplementary Unemployment<br>Benefit Plan (SUBP) qualified under<br>the Income Tax Act                           | T4A SUBP Qualified under the<br>Income Tax Act                                          | No                 |
| Other Info 154 | Cash award or prize from payer                                                                                    | T4A Cash Award or Prize from<br>Payer                                                   | No                 |
| Other Info 156 | Bankruptcy settlement                                                                                             | T4A Bankruptcy Settlement                                                               | No                 |
| Other Info 158 | Lump-sum payments that you<br>can't transfer, that aren't reported<br>elsewhere                                   | T4A Lump Sum Payments That<br>You Cannot Transfer and Are Not<br>Reported Elsewhere     | No                 |

| T4A Box        | Box Definition                                                                                             | Balance                                                                            | Preconfigured Feed                                                                                                                                                                 |
|----------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Info 162 | Pre-1990 past services contributions while not a contributor                                               | T4A Past Service RPP Contributions Prior to 1990 While Not a Contributor           | No                                                                                                                                                                                 |
| Other Info 180 | Lump-sum payments from a deferred profit-sharing plan (DPSP) that you can't transfer (included in box 018) | T4A Lump Sum Payments from a Deferred Profit Sharing Plan That You Cannot Transfer | No                                                                                                                                                                                 |
| Other Info 190 | Lump-sum payments from an unregistered plan (included in box 018)                                          | T4A Lump Sum Payments from an Unregistered Plan                                    | No                                                                                                                                                                                 |
| Other Info 194 | Pooled Registered Pension Plan (PRPP) payments                                                             | T4A Pooled Registered Pension Plans Annuity Payments from Taxable Income           | No                                                                                                                                                                                 |
| Other Info 195 | Indian (exempt income) - PRPP payments                                                                     | T4A Indian Exempt Income, PRPP Payments                                            | No                                                                                                                                                                                 |
| Other Info 196 | Adult basic education tuition assistance                                                                   | T4A Adult Basic Education Tuition Assistance                                       | No                                                                                                                                                                                 |
| Other Info 200 | Provincial or Territorial COVID-19 financial assistance payments                                           | T4A Provincial, Territorial COVID-19 Financial Assistance Payments                 | No<br><br><b>Note:</b><br>For configuration information, refer to the COVID-19 Payroll Announcement at the Canada Information Center (Document ID 2102586.2) on My Oracle Support. |

## RL-1 Slip Box Information

This table lists the balances that are required for end-of-year reporting for the RL-1 slip. Some of them are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| RL-1 Box | Box Definition                             | Balance        | Preconfigured Feed                                                                                  |
|----------|--------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------|
| A        | Employment income before source deductions | Gross Earnings | Yes<br><br>Use balance RL-1 Box A Adjustment to reduce box A, if required. For example, if you have |

| RL-1 Box | Box Definition                                                           | Balance                                                            | Preconfigured Feed                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                                          |                                                                    | <p>any amounts that should not be reported in this box.</p> <p><b>Note:</b> : If you are using an information element to adjust this balance, you must include the <b>Province</b> and <b>Reporting Type</b> input values when creating or using an information element for the adjustment. You also must populate the values for the <b>Province</b> (geography code for the province) and <b>Reporting Type</b> (T4_RL1) in the adjustment.</p> |
| B.A      | Quebec Pension Plan (QPP) contribution                                   | QPP Employee Withheld                                              | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| B.B      | Additional QPP contribution                                              | QPP2 Employee Withheld                                             | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| C        | Employment Insurance (EI) premium                                        | EI Employee Withheld                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| D        | Registered pension plan (RPP) contribution                               | RL-1 Registered Pension Plan Contributions                         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| E        | Quebec income tax (including the health contribution) withheld at source | Provincial Tax Withheld                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| F        | Union dues                                                               | RL-1 Union Dues                                                    | No                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| G        | Pensionable salary or wages under the QPP                                | QPP Employee Taxable                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| H        | Quebec Parental Insurance Plan (QPIP) premium                            | QPIP Employee Withheld                                             | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| I        | Eligible salary or wages under the QPIP                                  | QPIP Employee Taxable                                              | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| J        | Amount paid by the employer to a private health services plan            | RL-1 Amount Paid by the Employer to a Private Health Services Plan | No                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| K        | Trips made by a resident of a designated remote area                     | RL-1 Trips Made by a Resident of a Designated Remote Area          | No                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| L        | Other benefits                                                           | RL-1 Other Benefits                                                | No                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| RL-1 Box    | Box Definition                                                                                                                                 | Balance                                                                          | Preconfigured Feed |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------|
|             |                                                                                                                                                |                                                                                  |                    |
| M           | Commissions included in the amount in box A or box R                                                                                           | RL-1 Commissions Included in the Amount in Box A or Box R                        | No                 |
| N           | Charitable donations and gifts. See the instructions for line 395 in the guide to the income tax return.                                       | RL-1 Charitable Donations And Gifts                                              | No                 |
| O - Code CA | Wage Earner Protection Program (WEPP) payments                                                                                                 | RL-1 Wage Earner Protection Program Payments                                     | No                 |
| O - Code CB | Tax-free savings account (TFSA)                                                                                                                | RL-1 Amounts in Trust in a Tax Free Savings Account Paid Out After a Death       | No                 |
| O - Code CC | Payments to the beneficiary of a registered disability savings plan (RDSP)                                                                     | RL-1 Payments to the Beneficiary of a Registered Disability Savings Plan         | No                 |
| O - Code CD | Benefits paid to parents of murdered or missing children                                                                                       | RL-1 Benefits Paid to Parents of Murdered or Missing Children                    | No                 |
| O - Code RA | Payments made under a supplementary unemployment benefit plan                                                                                  | RL-1 Payments Made Under a Supplementary Unemployment Benefit Plan               | No                 |
| O - Code RB | Scholarships, bursaries, fellowships and prizes                                                                                                | RL-1 Scholarships, Bursaries, Fellowships And Prizes                             | No                 |
| O - Code RC | Research grants                                                                                                                                | RL-1 Research Grants Paid to An Individual                                       | No                 |
| O - Code RD | Fees for services rendered                                                                                                                     | RL-1 Fees for Services Rendered                                                  | No                 |
| O - Code RG | Labour adjustment benefits                                                                                                                     | RL-1 Labour Adjustment Benefits                                                  | No                 |
| O - Code RH | Labour adjustment benefits for older workers                                                                                                   | RL-1 Income Assistance Payments for Older Workers                                | No                 |
| O - Code RI | Benefits paid under a program administered pursuant to an agreement entered into under section 5 of the Department of Fisheries and Oceans Act | RL-1 Benefits Paid Under a Program by the Department of Fisheries And Oceans Act | No                 |
| O - Code RJ | Retiring allowance (including an amount paid for the loss of employment)                                                                       | RL-1 Retiring Allowance                                                          | No                 |

| RL-1 Box    | Box Definition                                                                  | Balance                                                                          | Preconfigured Feed                                                       |
|-------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| O - Code RK | Death benefit                                                                   | RL-1 Death Benefit                                                               | No                                                                       |
| O - Code RL | Patronage dividends                                                             | RL-1 Patronage Dividends                                                         | No                                                                       |
| O - Code RM | Commissions paid to a self-employed person                                      | RL-1 Commissions Paid to a Self Employed Person                                  | No                                                                       |
| O - Code RN | Benefits paid under a wage loss replacement plan                                | RL-1 Benefits Paid Under a Wage Loss Replacement Plan                            | No                                                                       |
| O - Code RO | Benefits received by a shareholder                                              | RL-1 Benefits Received by a Shareholder                                          | No                                                                       |
| O - Code RP | Benefits received by a partner                                                  | RL-1 Benefits Received by a Partner                                              | No                                                                       |
| O - Code RQ | Amounts allocated under a retirement compensation arrangement                   | RL-1 Amounts Allocated Under a Retirement Compensation Arrangement               | No                                                                       |
| O - Code RR | Payments for services rendered in Quebec by a person not resident in Canada     | RL-1 Payments for Services Rendered in Quebec by a Person Not Resident in Canada | No                                                                       |
| O - Code RS | Financial assistance                                                            | RL-1 Financial Assistance                                                        | No                                                                       |
| O - Code RT | Other indemnities paid by the employer further to an industrial accident        | RL-1 Other Indemnities Paid by the Employer Further to An Industrial Accident    | No                                                                       |
| O - Code RU | Educational assistance payments from a registered education savings plan (RESP) | RL-1 Accumulated Income Payments from a Registered Education Savings Plan        | No                                                                       |
| O - Code RV | Accumulated income payments from a registered education savings plan (RESP)     | RL-1 Educational Assistance Payments from a Registered Education Savings Plan    | No                                                                       |
| O - Code RX | Subsidy to the apprentices                                                      | RL-1 Subsidy to the Apprentices                                                  | No                                                                       |
| O - Code RZ | Amount derived from more than one source                                        | Derived by the Oracle Fusion application                                         | Yes<br><br>This is the code used when more than one element feeds box O. |
| P           | Contribution to a multi-employer insurance plan                                 | RL-1 Contribution to a Multi-Employer Insurance Plan                             | No                                                                       |

| RL-1 Box        | Box Definition                                                                                                  | Balance                                                              | Preconfigured Feed |
|-----------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|
| Q               | Deferred salary or wages (salary or wages that are tax-exempt and not included in the amount in box A or box R) | RL-1 Deferred Salary or Wages                                        | No                 |
| R               | Income paid to an Indian and situated on a reserve or premises                                                  | RL-1 Income Situated on a Reserve or Premises                        | No                 |
| S               | Tips not included in box T                                                                                      | RL-1 Tips                                                            | No                 |
| T               | Tips allocated by the employer                                                                                  | RL-1 Tips Allocated by the Employer                                  | No                 |
| V               | Meals and lodging                                                                                               | RL-1 Meals and Lodging                                               | No                 |
| W               | Use of a motor vehicle for personal purposes                                                                    | RL-1 Use of a Motor Vehicle for Personal Purposes                    | No                 |
| Other Info A-1  | Employee benefit plan                                                                                           | RL-1 Employee Benefit Plan                                           | No                 |
| Other Info A-2  | Employee trust                                                                                                  | RL-1 Employee Trust                                                  | No                 |
| Other Info A-3  | Repayment of salary or wages                                                                                    | RL-1 Repayment of Salary or Wages                                    | No                 |
| Other Info A-4  | Chainsaw expenses                                                                                               | RL-1 Chainsaw Expenses                                               | No                 |
| Other Info A-5  | Brush cutter expenses                                                                                           | RL-1 Brush cutter Expenses                                           | No                 |
| Other Info A-6  | Remuneration received by a Québec sailor                                                                        | RL-1 Remuneration Received by a Québec Sailor                        | No                 |
| Other Info A-7  | Canadian Forces personnel and police deduction                                                                  | RL-1 Canadian Forces Personnel and Police Deduction                  | No                 |
| Other Info A-9  | Deduction for foreign specialists                                                                               | RL-1 Deduction for Foreign Specialists                               | No                 |
| Other Info A-10 | Deduction for foreign researchers                                                                               | RL-1 Deduction for Foreign Researchers                               | No                 |
| Other Info A-11 | Deduction for foreign researchers on a post-doctoral internship                                                 | RL-1 Deduction for Foreign Researchers on a Post Doctoral Internship | No                 |
| Other Info A-12 | Deduction for foreign experts                                                                                   | RL-1 Deduction for Foreign Experts                                   | No                 |

| RL-1 Box        | Box Definition                                                     | Balance                                                                 | Preconfigured Feed                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------|--------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Info A-13 | Deduction for foreign professors                                   | RL-1 Deduction for Foreign Professors                                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info B-1  | Canada Pension Plan (CPP) contribution                             | CPP Employee Withheld                                                   | Yes <div> <p><b>Note:</b><br/>If an employee is paid after the CPP Election Date on their tax calculation card, the CPP annual maximum contribution and CPP yearly maximum pensionable earnings are prorated based on the number of months in the year they were subject to CPP.</p> <p>If the employee contributed over this limit, the CPP Withheld is refunded and the CPP Taxable amount is adjusted to bring the year-to-date values in line with the prorated limits.</p> </div> |
| Other Info B-2  | Additional CPP contribution                                        | CPP2 Employee Withheld                                                  | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info D-1  | Retirement compensation arrangement                                | RL-1 Retirement Compensation Arrangements                               | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info D-2  | Contribution for service before 1990: Contributor                  | RL-1 Contribution for Service Before 1990 Contributor                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info D-3  | Contribution for service before 1990: Non-contributor              | RL-1 Contribution for Service Before 1990 Non-Contributor               | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info G-1  | Taxable benefit in kind                                            | RL-1 Taxable Benefit Paid in Kind                                       | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info G-2  | Pensionable earnings under the CPP                                 | CPP Employee Taxable                                                    | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Other Info G-3  | Phased retirement                                                  | RL-1 Phased Retirement                                                  | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info K-1  | Trips for medical services                                         | RL-1 Trips for Medical Services                                         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info L-2  | Volunteer: Compensation not included in boxes A and L              | RL-1 Volunteer, Compensation Not Included in Boxes A And L              | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Other Info L-3  | Tax-exempt allowance for expenses incurred in the course of duties | RL-1 Tax Exempt Allowance for Expenses Incurred in the Course of Duties | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| RL-1 Box        | Box Definition                                                                                         | Balance                                                                           | Preconfigured Feed |
|-----------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|
| Other Info L-4  | Benefit resulting from a debt contracted for the acquisition of investments                            | RL-1 Benefit Resulting from a Debt Contracted for the Acquisition of Investments  | No                 |
| Other Info L-7  | Benefit related to a security option at the time of death                                              | RL-1 Benefit Related to a Security Option At the Time of Death                    | No                 |
| Other Info L-8  | Election respecting security options                                                                   | RL-1 Election Respecting Security Options                                         | No                 |
| Other Info L-9  | Security option deduction under section 725.2 of the Taxation Act, before June 25, 2024                | RL-1 Security Option Deduction under Tax Act S. 725.2, issued Before Jun 25, 2024 | No                 |
| Other Info L-10 | Security option deduction under section 725.3 of the Taxation Act before June 25, 2024                 | RL-1 Security Option Deduction under Tax Act S. 725.3, issued Before Jun 25, 2024 | No                 |
| Other Info L-11 | Rate for the deduction entered in box L-12 or L-13                                                     | RL-1 Rate for the Deduction Entered in Box L-12 or L-13                           | No                 |
| Other Info L-12 | Security option deduction under section 725.2 of the Taxation Act: Benefit granted after June 24, 2024 | RL-1 Security Option Deduction under Tax Act S. 725.2, Issued After Jun 24, 2024  | No                 |
| Other Info L-13 | Security option deduction under section 725.3 of the Taxation Act: Benefit granted after June 24, 2024 | RL-1 Security Option Deduction under Tax Act S. 725.3, Issued After Jun 24, 2024  | No                 |
| Other Info O-2  | Deduction for patronage dividends                                                                      | RL-1 Deduction for Patronage Dividends                                            | No                 |
| Other Info O-3  | Redemption of preferred shares                                                                         | RL-1 Redemption of Preferred Shares                                               | No                 |
| Other Info O-4  | Repayment of wage loss replacement benefits                                                            | RL-1 Repayment of Wage Loss Replacement Benefits                                  | No                 |
| Other Info O-6  | Canada emergency benefits (CERB or CESB)                                                               | RL-1 Canada Emergency Benefits                                                    | No                 |
| Other Info O-7  | Canada recovery benefits (CRB, CRSB and CRCB)                                                          | RL-1 Canada Recovery Benefits                                                     | No                 |
| Other Info R-1  | Employment income                                                                                      | RL-1 Box R Employment Income Adjustment                                           | No                 |

| RL-1 Box       | Box Definition                                 | Balance                                             | Preconfigured Feed |
|----------------|------------------------------------------------|-----------------------------------------------------|--------------------|
| Other Info V-1 | Tax-exempt benefit for board and lodging       | RL-1 Tax Exempt Benefit for Board And Lodging       | No                 |
| Other Info 201 | Allowance for childcare expenses               | RL-1 Allowance for Childcare Expenses               | No                 |
| Other Info 211 | Benefit related to previous employment         | RL-1 Benefit Related to Previous Employment         | No                 |
| Other Info 235 | Premium paid to a private health services plan | RL-1 Premium Paid to a Private Health Services Plan | No                 |

#### Related Topics

- [Provincial End-of-Year Slips for Canada](#)

## RL-2 Slip Box Information

This table lists the balances that are required for end-of-year reporting for the RL-2 slip. Some of them are automatically fed. You must manually establish feeds for the rest of the balances reported on year-end slips.

| RL-2 Box | Box Definition                                                                       | Balance                                                                     | Preconfigured Feed |
|----------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------|
| A        | Payments from a Registered Pension Plan                                              | RL-2 Payments from a Registered Pension Plan                                | No                 |
| B        | Payments from an RRSP, an RRIF, a DPSP, a PRPP, a VRSP, or annuities                 | RL-2 Payments under an RRSP, an RRIF, a DPSP, a PRPP, a VRSP or Annuities   | No                 |
| C        | Other Payments                                                                       | RL-2 Other Payments                                                         | No                 |
| D        | Refund of RRSP premiums paid to a surviving spouse                                   | RL-2 Refund of RRSP Premiums Paid to Surviving Spouse                       | No                 |
| E        | Benefit deemed to have been received at the time of death (RRSP, RRIF, PRPP or VRSP) | RL-2 Benefit Deemed Received at the Time of Death, RRSP, RRIF, PRPP or VRSP | No                 |
| F        | Refund of unused RRSP, PRPP or VRSP contributions                                    | RL-2 Refund of Unused RRSP, PRPP or VRSP Contributions                      | No                 |

| RL-2 Box       | Box Definition                                                                                               | Balance                                                                          | Preconfigured Feed |
|----------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------|
| G              | Amount that is taxable because of the revocation of the registration of an RRSP, a RRIF, or an ALDA contract | RL-2 Amount Taxable Due to Revocation of the Registration of an RRSP, RRIF, ALDA | No                 |
| H              | Other income (RRSP or RRIF)                                                                                  | RL-2 Other Income, RRSP or RRIF                                                  | No                 |
| I              | Amount giving entitlement to a deduction (RRSP or RRIF)                                                      | RL-2 Amount Giving Entitlement to a Deduction, RRSP or RRIF                      | No                 |
| J              | Québec income tax including the health contribution, withheld at source                                      | Provincial Tax Withheld                                                          | Yes                |
| K              | Income earned after death (RRSP, RRIF, PRPP or VRSP)                                                         | RL-2 Income Earned After Death, RRSP, RRIF, PRPP, or VRSP                        | No                 |
| L              | Withdrawals from an RRSP under the LLP                                                                       | RL-2 Withdrawal Under the Lifelong Learning Plan                                 | No                 |
| M              | Tax-paid amounts (for information only)                                                                      | RL-2 Tax-Paid Amounts                                                            | No                 |
| O              | Withdrawals from an RRSP under the HBP                                                                       | RL-2 Withdrawal Under the Home Buyer's Plan                                      | No                 |
| Other Info A-1 | Payments from a Registered Pension Plan                                                                      | RL-2 Payments from a Registered Pension Plan                                     | No                 |
| Other Info B-1 | Payment from an RRIF exceeding the minimum amount                                                            | RL-2 Payments from an RRIF Exceeding Minimum Amount                              | No                 |
| Other Info B-2 | Payment from an RRIF that was transferred                                                                    | RL-2 Payment from an RRIF that were Transferred                                  | No                 |
| Other Info B-3 | Designated benefit exceeding the minimum amount                                                              | RL-2 Designated Benefit Exceeding the Minimum Amount                             | No                 |
| Other Info B-4 | Transferred designated benefit                                                                               | RL-2 Transferred Designated Benefit                                              | No                 |
| Other Info C-1 | Single payment accrued to December 31, 1971                                                                  | RL-2 Single Payment Accrued to December 31, 1971                                 | No                 |
| Other Info C-2 | Single payment under an unregistered pension plan                                                            | RL-2 Single Payment Under an Unregistered Pension Plan                           | No                 |

| RL-2 Box        | Box Definition                                                                                                                      | Balance                                                                                                           | Preconfigured Feed |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------|
| Other Info C-3  | Excess amount of a single payment transferred                                                                                       | RL-2 Excess Amount of a Single Payment Transferred                                                                | No                 |
| Other Info C-4a | Payments received under a retirement pension                                                                                        | RL-2 Payments Received Under a Retirement Pension                                                                 | No                 |
| Other Info C-4b | Payments received under a surviving spouse's pension                                                                                | RL-2 Payments Received Under a Surviving Spouse's Pension                                                         | No                 |
| Other Info C-4c | Payments received under a disability pension                                                                                        | RL-2 Payments Received Under a Disability Pension                                                                 | No                 |
| Other Info C-4d | Payments received under an orphan's pension                                                                                         | RL-2 Payments Received Under an Orphan's Pension                                                                  | No                 |
| Other Info C-4e | Payments received under a pension for a disabled person's child                                                                     | RL-2 Payments Received Under a Pension for a Disabled Person's Child                                              | No                 |
| Other Info C-4f | Death benefit                                                                                                                       | RL-2 Death Benefit                                                                                                | No                 |
| Other Info C-6  | Number of months in the year during which the annuitant was disabled and for which they didn't receive a retirement pension payment | RL-2 Number of Months in Year During Which Annuitant was Disabled and Didn't Receive a Retirement Pension Payment | No                 |
| Other Info C-9  | Special tax deducted at source                                                                                                      | RL-2 Special Tax Deducted at Source                                                                               | No                 |
| Other Info 210  | Charitable donations.                                                                                                               | RL-2 Charitable Donations                                                                                         | No                 |
| Other Info 235  | Premium paid to a private health services plan.                                                                                     | RL-2 Premium Paid to a Private Health Services Plan                                                               | No                 |



# 13 Appendix II: Balances Defined for Predefined Balance Groups

## Canadian T4 Balance Group

The individual balances included in the predefined Canadian T4 balance group are listed here. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- Gross Earnings
- T4 Box 14 Adjustment
- CPP Employee Withheld
- CPP Employee Taxable
- QPP Employee Withheld
- QPP Employee Taxable
- EI Employee Withheld
- EI Employee Taxable
- Federal Tax Withheld
- QPIP Employee Withheld
- QPIP Employee Taxable
- T4 RPP Contributions
- T4 pension Adjustment
- T4 Union Dues
- T4 Charitable Donations
- T4 Other Taxable Allowances and Benefits
- T4 Personal Use of Employer's Automobile or Motor Vehicle
- T4 Employment Commissions
- T4 Eligible Retiring Allowances
- T4 Non-eligible Retiring Allowances
- T4 Interest Free and Low Interest Loans
- T4 Security Options Benefits – Before June 25, 2024
- T4 Security Options Benefits – On or After June 25, 2024
- T4 Security Options Deduction 110(1)(d)
- T4 Security Options Deduction 110(1)(d.1)
- T4 Security Options Election
- T4 Board and Lodging

- T4 Canadian Forces Personnel and Police Deduction
- T4 Security Options Deduction 110(1)(d) – On or After June 25, 2024
- T4 Security Options Deduction 110(1)(d.1) – On or After June 25, 2024
- T4 Emergency Services Volunteer Exempt Amount
- T4 Indian Exempt Income, Self-Employment
- T4 Indian Exempt Employment Income - RPP Contributions
- T4 Indian Exempt Employment Income - Union Dues
- T4 Emergency Services Volunteer Exempt Amount
- T4 Employee Home Relocation Loan Deduction
- T4 Employee Paid Premiums for Private Health Services Plans
- T4 Medical Travel Assistance
- T4 Municipal Officer's Expense Allowance
- T4 Number of Days Outside Canada
- T4 Past Service Contributions Prior to 1990 While a Contributor
- T4 Past Service Contributions Prior to 1990 While not a Contributor
- T4 Placement or Employment Agency Workers, Gross Income
- T4 Public Transit Pass
- T4 Section 122.3 Income, Employment Outside Canada
- T4 Special Work Site
- T4 Travel in a prescribed Zone
- T4 Workers' Compensation Benefits Repaid to the Employer
- T4 Indian Exempt Income, Eligible Retiring Allowances
- T4 Indian Exempt Income, Non-eligible Retiring Allowances
- T4 Indian Exempt Income, Self Employment
- T4 Fishers, Gross Income
- T4 Fishers, Net Partnership Income
- T4 Fishers, Shareperson Amount
- T4 Gross Income of Barbers or Hairdressers
- T4 Taxi Drivers and Drivers of Other Passenger Carrying Vehicles, Gross Income
- T4 Employment Income, COVID-19 Period Mar 15 to May 9 (Applicable only for reporting tax year 2020)
- T4 Employment Income, COVID-19 Period May 10 to July 4 (Applicable only for reporting tax year 2020)
- T4 Employment Income, COVID-19 Period July 5 to Aug 29 (Applicable only for reporting tax year 2020)
- T4 Employment Income, COVID-19 Period Aug 30 to Sep 26 (Applicable only for reporting tax year 2020)
- Box 16A (Employee's second CPP contributions - CPP2)
- Box 17A (Employee's second QPP contributions - QPP2)
- Box 26 (CPP/QPP pensionable earnings)

## Canadian T4A Balance Group

The individual balances included in the predefined Canadian T4A balance group are listed here. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- T4A Pension or Superannuation
- T4A Lump Sum Payments
- T4A Annuities
- Federal Tax Withheld
- T4A Self-Employed Commissions
- T4A Fees for Services
- T4A Other Income
- T4A Registered Pension Plan Contributions, Past Service
- T4A Pension Adjustment
- T4A Premiums Paid to a Group Term Life Insurance Plan
- T4A Adult Basic Education Tuition Assistance
- T4A Apprenticeship Incentive Grant. Incentive Grant for Women, Completion Grant
- T4A Bankruptcy Settlement
- T4A Board and Lodging at Special Work Sites
- T4A Cash Award or Prize from Payer
- T4A Charitable Donations
- T4A Death Benefits
- T4A Deferred Profit Sharing Plan, Annuity or Installment Payments
- T4A Disability Benefits Paid out of a Superannuation or Pension Plan
- T4A Federal Income Support for Parents of Murdered or Missing Children Grant
- T4A Income Averaging Annuity Contracts
- T4A Labour Adjustment Benefits Act and Appropriation Acts
- T4A Loan Benefits
- T4A Lump Sum Payments Accrued to December 31, 1971
- T4A Lump Sum Payments from Deferred Profit Sharing Plan that you Cannot Transfer
- T4A Lump Sum Payments from a Registered Pension Plan that you Cannot Transfer
- T4A Lump Sum Payments from an Unregistered Plan
- T4A Lump Sum Payments that you Cannot Transfer and aren't Reported Elsewhere
- T4A Lump Sum Payments, Nonresident Services Transferred Under Paragraph 60(j)
- T4A Medical Premium Benefits

- T4A Medical Travel Assistance
- T4A Past Service RPP Contributions Prior to 1990 While a Contributor
- T4A Past Service RPP Contributions Prior to 1990 While not a Contributor
- T4A Patronage Allocations
- T4A Payments from a Revoked DPSP
- T4A Payments from a Wage Loss Replacement Plan
- T4A Periodic Payments from an Unregistered Plan
- T4A Pooled Registered Pension Plans Annuity Payments from Taxable Income
- T4A RESP Accumulated Income Payments
- T4A RESP Accumulated Income Payments Paid to Other
- T4A RESP Educational Assistance Payments
- T4A Recipient Paid Premiums for Private Health Services Plans
- T4A Registered Disability Savings Plan
- T4A Research Grants
- T4A SUBP Qualified under the Income Tax Act
- T4A Scholarships, Bursaries, Fellowships, Artists Project Grants, and Prizes
- T4A Tax Deferred Cooperative Share
- T4A Tax Free Savings Account Taxable Amount
- T4A Variable Pension Benefits
- T4A Veterans Benefits
- T4A Veterans Benefits Eligible for Pension Splitting
- T4A Wage Earner Protection Program
- T4A Indian Exempt Income, Lump Sum Payments
- T4A Indian Exempt Income, Other Income
- T4A Indian Exempt Income, PRPP Payments
- T4A Indian Exempt Income, Pension or Superannuation
- T4A Advanced Life Deferred Annuity Purchase
- T4A Provincial, Territorial COVID-19 Financial Assistance Payments
- T4A Repayment of COVID-19 Financial Assistance
- T4A One-time Payment for Older Seniors
- T4A Postdoctoral Fellowship Income Amount

## Canadian RL-1 Balance Group

The individual balances included in the predefined Canadian RL-1 balance group are listed here. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- Gross Earnings
- RL-1 Box A Adjustment
- QPP Employee Withheld
- QPP2 Employee Withheld
- QPP Employee Taxable
- QPIP Employee Withheld
- QPIP Employee Taxable
- EI Employee Withheld
- Provincial Tax Withheld
- RL-1 Registered Pension Plan Contributions
- RL-1 Union Dues
- RL-1 Amount Paid by the Employer to a Private Health Services Plan
- RL-1 Trips Made by a Resident of a Designated Remote Area
- RL-1 Other Benefits
- RL-1 Commissions Included in the Amount in Box A or Box R
- RL-1 Charitable Donations and Gifts
- RL-1 Accumulated Income Payments from a Registered Education Savings Plan
- RL-1 Amounts Allocated under a Retirement Compensation Arrangement
- RL-1 Amounts in Trust in a Tax Free Savings Account Paid out After a Death
- RL-1 Subsidy to Apprentices
- RL-1 Benefits Paid Under a Program by the Department of Fisheries and Oceans Act
- RL-1 Benefits Paid to Parents of Murdered or Missing Children
- RL-1 Benefits Paid under a Wage Loss Replacement Plan
- RL-1 Benefits Received by a Partner
- RL-1 Benefits Received by a Shareholder
- RL-1 Commissions Paid to a Self Employed Person
- RL-1 Educational Assistance Payments from a Registered Education Savings Plan
- RL-1 Labour Adjustment Benefits
- RL-1 Income Assistance Payments for Older Workers
- RL-1 Fees for Services Rendered
- RL-1 Financial Assistance
- RL-1 Other Indemnities Paid by the Employer Further to an Industrial Accident
- RL-1 Patronage Dividends
- RL-1 Payments Made under a Supplementary Unemployment Benefit Plan
- RL-1 Payments for Services Rendered in Quebec by a Person not Resident in Canada

- RL-1 Payments to the Beneficiary of a Registered Disability Savings Plan
- RL-1 Research Grants Paid to an Individual
- RL-1 Retiring Allowance
- RL-1 Scholarships, Bursaries, Fellowships and Prizes
- RL-1 Wage Earner Protection Program Payments
- RL-1 Death Benefit
- RL-1 Contribution to a Multi-Employer Insurance Plan
- RL-1 Deferred Salary or Wages
- RL-1 Income Situated on a Reserve or Premises
- RL-1 Tips
- RL-1 Tips Allocated by the Employer
- RL-1 Phased Retirement
- RL-1 Meals and Lodging
- RL-1 Use of a Motor Vehicle for Personal Purposes
- RL-1 Allowance for Childcare Expenses
- RL-1 Benefit Related to Previous Employment
- RL-1 Benefit Related to a Security Option at the Time of Death
- RL-1 Benefit Resulting from a Debt Contracted for the Acquisition of Investments
- RL-1 Box R Employment Income Adjustment
- RL-1 Brushcutter Expenses
- RL-1 Canadian Forces Personnel and Police Deduction
- RL-1 Chainsaw Expenses
- RL-1 Contribution for Service before 1990 Contributor
- RL-1 Contribution for Service before 1990 Non-contributor
- RL-1 Deduction for Foreign Experts
- RL-1 Deduction for Foreign Professors
- RL-1 Deduction for Foreign Researchers
- RL-1 Deduction for Foreign Researchers on a Post Doctoral Internship
- RL-1 Deduction for Foreign Specialists
- RL-1 Deduction for Patronage Dividends
- RL-1 Election Respecting Security Options
- RL-1 Employee Benefit Plan
- RL-1 Employee Trust
- RL-1 Premium Paid to a Private Health Services Plan
- RL-1 Redemption of Preferred Shares
- RL-1 Remuneration Received by a Quebec Sailor

- RL-1 Repayment of Salary or Wages
- RL-1 Repayment of Wage Loss Replacement Benefits
- RL-1 Retirement Compensation Arrangements
- RL-1 Security Option Deduction under Tax Act S. 725.2, issued Before Jun 25, 2024
- RL-1 Security Option Deduction under Tax Act S. 725.3, issued Before Jun 25, 2024
- RL-1 Tax Exempt Allowance for Expenses Incurred in the Course of Duties
- RL-1 Tax Exempt Benefit for Board and Lodging
- RL-1 Taxable Benefit Paid in Kind
- RL-1 Trips for Medical Services
- RL-1 Volunteer, Compensation not Included in Boxes A and L
- RL-1 Canada Emergency Benefits
- RL-1 Canada Recovery Benefits
- CPP Employee Taxable
- CPP Employee Withheld
- CPP2 Employee Withheld
- RL-1 Rate for the Deduction Entered in Box L-12 or L-13
- RL-1 Security Option Deduction under Tax Act S. 725.2, Issued After Jun 24, 2024
- RL-1 Security Option Deduction under Tax Act S. 725.3, Issued After Jun 24, 2024

## Canadian RL-2 Balance Group

The individual balances included in the predefined Canadian RL-2 balance group are listed here. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- RL-2 Payments from a Registered Pension Plan
- RL-2 Payments under an RRSP, an RRIF, a DPSP, a PRPP, a VRSP or Annuities
- RL-2 Other Payments
- RL-2 Refund of RRSP Premiums Paid to Surviving Spouse
- RL-2 Benefit Deemed Received at the Time of Death, RRSP, RRIF, PRPP or VRSP
- RL-2 Refund of Unused RRSP, PRPP or VRSP Contributions
- RL-2 Amount Taxable Due to Revocation of the Registration of an RRSP, RRIF, ALDA
- RL-2 Other Income, RRSP or RRIF
- RL-2 Amount Giving Entitlement to a Deduction, RRSP or RRIF
- Provincial Tax Withheld
- RL-2 Income Earned After Death, RRSP, RRIF, PRPP, or VRSP
- RL-2 Withdrawal under the Lifelong Learning Plan

- RL-2 Tax Paid Amounts
- RL-2 Withdrawal Under Home Buyers Plan
- RL-2 Income situated on a reserve or premises
- RL-2 Charitable Donations
- RL-2 Death Benefit
- RL-2 Designated Benefit Exceeding the Minimum Amount
- RL-2 Excess Amount of a Single Payment Transferred
- RL-2 Payments from a RRIF Exceeding the Minimum Amount
- RL-2 Payments from a RRIF that were Transferred
- RL-2 Payments Received under a Disability Pension
- RL-2 Payments Received under an Orphan's Pension
- RL-2 Payments Received under a Pension for a Disabled Person's Child
- RL-2 Payments Received under a Retirement Pension
- RL-2 Payments Received under a Surviving Spouse's Pension
- RL-2 Payments from a Registered Pension Plan
- RL-2 Premium Paid to a Private Health Services Plan
- RL-2 Single Payment Accrued to December 31, 1971
- RL-2 Single Payment under an Unregistered Pension Plan
- RL-2 Special Tax Deducted at Source
- RL-2 Transferred Designated Benefit
- RL-2 Number of Months in Year During Which Annuitant was Disabled and Didn't Receive a Retirement Pension Payment
- RL-2 Number of Years of Retroactivity
- RL-2 Amount of Retroactivity

## Canadian Employer Liabilities Balance Group

The individual balances included in the predefined Canadian Employer Liabilities balance group are listed here. These balances are for Workers' Compensation and Provincial Medical reporting. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- Workers' Compensation Excess
- Workers' Compensation Exempt
- Workers' Compensation Exempt Employee
- Workers' Compensation Gross
- Workers' Compensation Liability
- Workers' Compensation Subject

- Workers' Compensation Taxable
- Provincial Medical Exempt
- Provincial Medical Gross
- Provincial Medical Liability
- Provincial Medical Subject

## Canadian Tax Remittance Balance Group

The individual balances included in the predefined Canada Tax Remittance balance group are listed here. These balances are for end-of-year tax remittances. The balances are listed in the order they're displayed in the Employee Active Payroll Balance Report.

- CPP Employee Basic Exemption
- CPP Employee Excess
- CPP Employee Exempt
- CPP Employee Gross
- CPP Employee Pretax Reductions
- CPP Employee Reduced Subject
- CPP Employee Subject
- CPP Employee Taxable
- CPP Employee Withheld
- CPP Employee Supplemental Withheld
- CPP Employer Basic Exemption
- CPP Employer Excess
- CPP Employer Exempt
- CPP Employer Gross
- CPP Employer Liability
- CPP Employer Supplemental Liability
- CPP Employer Pretax Reductions
- CPP Employer Reduced Subject
- CPP Employer Subject
- CPP Employer Taxable
- CPP Not Taken
- EI Employee Excess
- EI Employee Exempt
- EI Employee Gross

- EI Employee Pretax Reductions
- EI Employee Reduced Subject
- EI Employee Subject
- EI Employee Taxable
- EI Employee Withheld
- EI Employee Supplemental Withheld
- EI Employer Excess
- EI Employer Exempt
- EI Employer Gross
- EI Employer Liability
- EI Employer Supplemental Liability
- EI Employer Pretax Reductions
- EI Employer Reduced Subject
- EI Employer Subject
- EI Employer Taxable
- EI Not Taken
- Federal Tax Exempt
- Federal Tax Gross
- Federal Tax Not Taken
- Federal Tax Pretax Reductions
- Federal Tax Reduced Subject
- Federal Tax Subject
- Federal Tax Withheld
- QPP Employee Basic Exemption
- QPP Employee Excess
- QPP Employee Exempt
- QPP Employee Gross
- QPP Employee Pretax Reductions
- QPP Employee Reduced Subject
- QPP Employee Subject
- QPP Employee Taxable
- QPP Employee Withheld
- QPP Employee Supplemental Withheld
- QPP Employer Basic Exemption
- QPP Employer Excess
- QPP Employer Exempt

- QPP Employer Gross
- QPP Employer Liability
- QPP Employer Supplemental Liability
- QPP Employer Pretax Reductions
- QPP Employer Reduced Subject
- QPP Employer Subject
- QPP Employer Taxable
- QPP Not Taken
- QPIP Employee Excess
- QPIP Employee Exempt
- QPIP Employee Gross
- QPIP Employee Pretax Reductions
- QPIP Employee Reduced Subject
- QPIP Employee Subject
- QPIP Employee Taxable
- QPIP Employee Withheld
- QPIP Employee Supplemental Withheld
- QPIP Employer Excess
- QPIP Employer Exempt
- QPIP Employer Gross
- QPIP Employer Liability
- QPIP Employer Supplemental Liability
- QPIP Employer Pretax Reductions
- QPIP Employer Reduced Subject
- QPIP Employer Subject
- QPIP Employer Taxable
- QPIP Not Taken
- Provincial Tax Exempt
- Provincial Tax Gross
- Provincial Tax Not Taken
- Provincial Tax Pretax Reductions
- Provincial Tax Reduced Subject
- Provincial Tax Subject
- Provincial Tax Withheld
- Payroll Tax Exempt
- Payroll Tax Gross

- Payroll Tax Not Taken
- Payroll Tax Pretax Reductions
- Payroll Tax Reduced Subject
- Payroll Tax Subject
- Payroll Tax Withheld

# 14 Appendix III: User-Defined Balance Group Usages

## Create User-Defined Balance Usage Groups

Create additional balance group usages, if the predefined balance groups don't meet your specific reporting needs for the Employee Active Payroll Balance Report. You can then use the newly created balance group as a parameter while running the report.

Use the **Balance Definitions** task under **Payroll** in **My Client Groups** on the Home page to create a balance.

This topic explains how you can create a:

1. Balance
2. Balance Group
3. Balance Group Usage

To create a balance:

1. Search and select the **Balance Definitions** task.
2. Click **Create** on the Balance Definitions page.
3. Select the **Legislative Data Group** and click **Continue**.
4. Add the Payroll Balance details, and click **Next**.
5. On the Balance Dimensions page, click **Select and Add**.
6. Search for and select the **Dimension Name**, for example, Relationship Tax Unit Run or Relationship Tax Unit Year to Date.
7. Click **Apply**, and then **Done**.
8. Click **Next**, **Submit**, and then **OK**.

**Note:** Use this procedure only if you don't want to use the predefined balances.

To create a balance group:

1. Search and select the **Balance Groups** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create** on the Balance Groups page.
3. Select the **Legislative Data Group**, enter a **Name**, and click **Continue**.
4. Click **Submit**.
5. In the Balance Group Overview pane, click **Balance Definitions**, and then click **Select and Add**.
6. Search for and select the required **Balance Definition**.
7. Click **Apply** to add each balance definition you require, and then click **OK**. You can select the predefined balances or a new balance.

**Note:** If the context level balance values are required for Reference Code and Year End Forms (Statutory Report Type), add the balances with dimensions that include that context. For example Relationship Tax Unit, Province, Reference Code Year to Date or Relationship Tax Unit, Statutory Report Type Run.

8. Click **Submit**.

To create a balance group usage:

1. Select the **Balance Group Usages** task under **Payroll** in **My Client Groups** on the Home page.
2. Click **Create** on the Balance Group Usages page.
3. Select the **Legislative Data Group**, and enter a name.
4. Select the newly added Balance Group, and select **Matrix**.
5. Click **Continue**.
6. In the Balance Group Usages pane, select **Matrix Items**.
7. In Matrix Items page, click **Create**.
8. Search for and select the required **Balance Dimension Name** and enter a Position value. Continue this step until you have created all the required usages. Create multiple usages for each combination of contexts required.

**Note:** Each Balance Group Usage should only contain one period type of balance dimensions, for example, all Run, or all Year to Date, or all Month to Date.

9. To sort the balances in the group, select **Sorting** to define the sequencing.
10. Click **Submit**.

You can now select the newly added Balance Group Usage as a parameter of the report.