

Multiple ROE Setup

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Multiple ROE Setup

There are 2 new fields (Multiple ROE Per Employee and ROE Serial No.) added to Additional Payroll Setup, under Canadian Setup. If Multiple ROE Per Employee is on, then ROE Serial No. is mandatory.

Navigate to Payroll Setup > Additional Setup > Canadian Setup

Canadian Setup

Use Actual Number of Annual Pay P...

☒

Use ROE Advanced Insurable Hours

☒

Allow Multi-Company Fed./Prov. Wit...

☐

Allow Employer Contributions to im...

☒

Use CAN ROE Actual Work Date

☐

Multiple ROE per Employee

☒

ROE Serial No.

Skip CPP 2nd Pay Wage Reduction

☐

Suppress Blank Company Create Pay...

☐

Include Covid in Web Portal T4

☐

Include Open Docs in CPP/EI Limit C...

☐

Enable CPP Exemption Amount Led...

☐

Use Bank Account File Creation No.

☒

Use Employee Number in EFT File

☐

Turn the flag on for Multiple ROE per Employee. Once this is turned on you must select a no series for the ROE Serial No. This is a mandatory field. You will have to add a new selection to the Serial No. page for the ROE.

Then when running the ROE the ROE that needs to be exported has to have a number in the Serial No Field. On the ROE that was previously issued, you need to put a number in ROE Issued No. You can add the Serial number or an issued date, it is your choice. On the ROE that needs to be issued, the ROE Issued No. will contain the words "XML TO EXPORT" if more than one line has this field populated all of the data associated with both lines will be exported.

view

Edit List

Delete

Generate ROE Detail

ROE Details

Export XML

More options

Code	Default Company Code	Amended Serial No.	Serial No.	ROE Issued No.	Termination Date	Submission	Date issued	First Worked Date	Last Day for Which Paid	Pay End
→ JSAL-CK-NL	COMP A		ROE00000008	issued 2/8	2/8/2024	Draft	1/18/2024	12/1/2021	2/8/2024	2/5
JSAL-CK-NL	COMP A		ROE00000009	XML TO EXPORT	7/1/2022	Draft	1/18/2024	6/1/2022	7/1/2022	6/1

Once this information has been updated then you can proceed as normal to run the ROE.

