

ROE Instructions

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ROE Instructions

Company Information

Make sure that the company setup is completed for the ROE to run correctly. This is under Additional Setups > Payroll Companies List.

Make sure the information you enter on the PAYROLL COMPANY INFORMATION is correct for the company.

COMP A

General

Code

COMP A

Phone No. 2

Name

COMPANY A INC

ZIP Code

Name 2

State

ONTARIO

Address

BOX 345

Email

Address 2

Home Page

City

TORONTO

Country/Region Code

CA

Phone No.

Picture

+

CA Payroll Information

Business Number

123456RP0001

Employer EI Rate

1.40

CA EOY Information

CA ROE Information

Contact Method

Company Contact

Contact Phone Area

555

Preferred Language

ROE Contact Phone

555-5555

Contact First Name

JIM

Contact Phone Ext

1234

Contact Last Name

SMITH

Setup Groups

Additional Setups..

TimeClock Cross-Ref.

Payroll Batch Filters

Custom Deduct. Limits

Work Shifts

Mandatory Fields

Calendars

Workers Comp. Codes

Payroll Locations

Reason Codes

Event Codes

Prevailing Wage

Arrears Limits

Payroll Companies List

Deduct. Spouse/Dep.

Union Deduction

COMP B

General

Code	COMP B	Phone No. 2	
Name	COMP B	ZIP Code	
Name 2		State	AB
Address	235 ANY STREET	Email	
Address 2		Home Page	
City	ALBERTA	Country/Region Code	CA
Phone No.		Picture	+

CA Payroll Information

Business Number	123456RP0002	Employer EI Rate	1.20
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CA EOY Information >

CA ROE Information

Contact Method	Company Contact	Contact Phone Area	555
Preferred Language		ROE Contact Phone	555-5555
Contact First Name	Joe	Contact Phone Ext	123
Contact Last Name	Smith		

Payroll Setup

1. Go to PAYROLL SETUP
2. In the ribbon on the PAYROLL SETUP screen, click on ADDITIONAL SETUP.
3. The bottom tab on the ADDITIONAL SETUP screen is CANADIAN SETUP.
4. In the Canadian Setup section, there is a field USE ROE ADANCED INSURABLE HOURS.

There is a field in the employee ledger entries that tracks the insurable hours for each pay period. When check the system will use this field for insurable hours.

If you uncheck this box, the system will tally the hours from the earnings codes of each pay period.

Additional Payroll Setup

Actions

[Additional Web Portal Setup >](#)

[Additional Payroll Check Setup >](#)

Canadian Setup

Use Actual Number of Annual Pay Periods ☒

Use ROE Advanced Insurable Hours ☒

Use ROE Advanced Insurable Hours

Allows the ROE to use the recorded Insurable Hours instead of the hours linked to earnings.

[Learn more](#)

Payroll Codes

1. Go to PAYROLL CODES
2. Under each payroll code is a section called CANDA SETUP. Within this section is the "RECORD OF EMPLOYMENT"
 1. **For each payroll code**, you will need to select the correct fields the code is to be included in the ROE.
 2. By doing this, when an employee is released it is possible to have the system generate the ROE details automatically for review.

Employee Card

When an ROE is required, there are fields on the employee card that must be changed to generate the ROE.

1. Click on PAYROLL EMPLOYEES

1. Open the PAYROLL EMPLOYEE CARD for the employee that needs the ROE.