

T4 Instructions

Modified on: Tue, 30 Jan, 2024 at 1:18 PM

Company Information

Make sure that the company setup is completed for the T4 to run correctly. This is done in the Payroll Company Information.

Search for “Payroll Company Information List” select the payroll company from the list and click MANAGE > Edit.

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

Payroll Company Information

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
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CA EOY Information

T4 Contact Name	JIM SMITH	T4 Proprietor SIN2	
T4 Contact Phone	555-555-5555	T4 Contact Email1	JSMITH@COMPANYA.COM
T4 Employment Code	ABC123	T4 Contact Email2	
T4 Proprietor SIN1			

CA ROE Information >

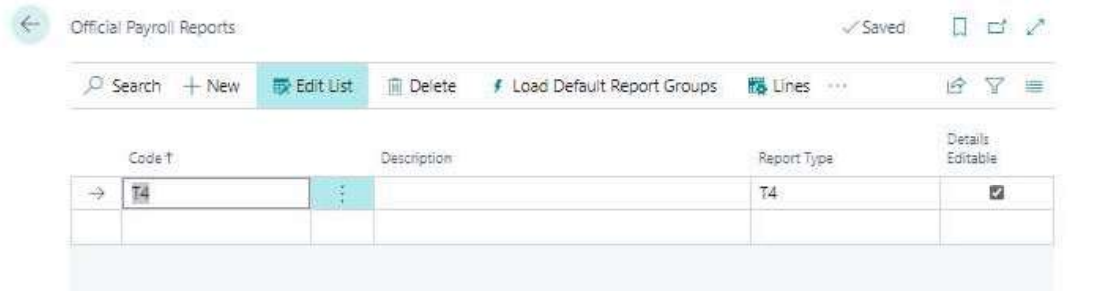
CA EFT Information >

Setting up the T4

Go to FULL PAYROLL MENU and navigate to Setup Groups. Then click on Report Setup > OFFICIAL PAYROLL REPORTS.

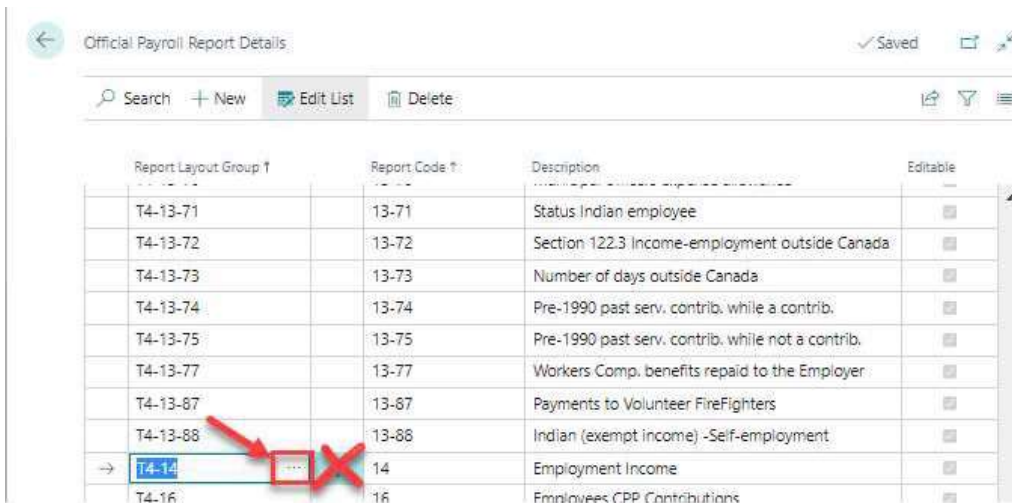
To edit the lines, you must check the DETAILS EDITABLE field on the line.

Select the T4 report. Click on **LINES** in the header to open the **OFFICIAL PAYROLL REPORT DETAILS** screen. Now each T4 field can be seen in the list, and there is the ability to add more if the government were to add to the form.



To see what Payroll Codes are linked, we need to highlight the Report Layout Group line you want to look at. Click on the report layout then click on the ellipse to the right of the layout.

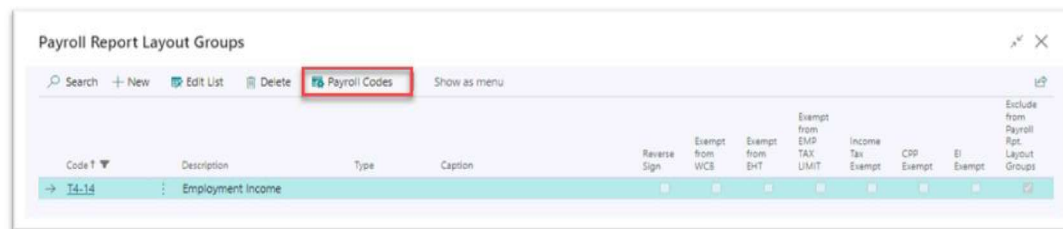
This will open the **PAYROLL REPORT LAYOUT GROUPS** screen.



On this line you have the same options that are available for use in procedures. The field that is specific to the reporting is **EXCLUDE FROM PAYROLL RPT LAYOUT GROUPS**. The T4 fields will have this checked, this hides the code from the list that is used in the procedures.

From here you will click on **PAYROLL CODES** on the header. This will open the **PAYROLL REPORT LAYOUT GROUP CODES**.

This is where you will assign all the **PAYROLL CODES** that you want in that T4 field.



Edit - Payroll Report Layout Group Codes

Search + New Edit List Delete Suggest Payroll Codes

Payroll Type ↑	Payroll Code ↑	Description	Reverse Sign
→ Earnings	BANKED OT	Banked OT Paid	☐
Earnings	BONUS	Bonus	☐
Earnings	EARNED VACATION	Earned Vacation	☐
Earnings	HOLIDAY	Holiday	☐
Earnings	HOURLY BONUS	Hourly Bonus	☐
Earnings	OTHER	Other	☐
Earnings	OVERTIME	Overtime	☐
Earnings	PERSONAL DAY	Personal Day	☐
Earnings	PIECE RATE	Piece Rate	☐
Earnings	REG NATIVE	REG Native Earnings	☐
Earnings	REGULAR	Regular	☐
Earnings	SICK PAY	Sick Pay	☐
Earnings	VACATION EARNED	Vacation Earned	☐
Earnings	VACATION PAY	Vacation Pay	☐

Search for T4 Distribution Management or Payroll Ledger Entries > Reports > T4 Distribution Management or Navigate to Payroll Ledger Entries > Reports > T4 Distribution Management

The options are all described below:

T4 Distribution Management

Search + New Edit List Delete Process Reports

Load T4 Employees Email T4 to Employees

Year ↑	Payroll Employee No. ↑	First Name	Last Name	Paperless T4 Opt-in	Printed	Sent via Email	Signed via Self-Service Web Portal	Downloaded from Self-Service Web Portal	Distribution Completed
→ 2022	AAA1234	BMP AAA	1234	☐	☐	☐	☐	☐	☐
2022	BMP10020	DECAST	TEST EMPLOYEE	☐	☐	☐	☐	☐	☐
2022	SAL-CK-QC	Test	Employee	☐	☐	☐	☐	☐	☐
2022	SAL-OD-SK	Test	Employee	☐	☐	☐	☐	☐	☐

Load T4 Employees - Provides a list of all employees with earnings in the current year. If there are blocked or terminated employees with earnings for the year they will show in this list. Once this list is loaded you can begin processing T4's.

Email T4 to Employees – This feature will create password protected files that are sent by email to all employees that have the proper settings marked in their employee card. We suggest printing at least one copy of the T4 to a pdf prior to emailing. This way you can confirm that all copies needed are in the file. Once that is done you can process all the employees by email.

T4 Downloaded / Signed – This is only valid if you have Web portal. This will provide you with a list of employees that have downloaded their T4 and signed it digitally if required.

Paperless T4 Opt-in: This is located on each employee's card. Administration tab.

Printed: Once T4 is printed this will show checked if the option in the T4 report 'Set Printed to True in T4 Dist.' is set to true when running the T4 report

Sent via Email: Will populate if T4's are emailed (

Signed via Self-Service Web Portal: This will be populated when employees access the portal, download, and sign their T4 if required.

Downloaded from Self-Service Web Portal: This will be populated when employees access the portal and download their T4.

Distribution Completed: This will be populated if any of the other options are filled in. It allows for quick filtering to see who is completed.

T4 Excel Review Report

T4 Report



Printer (Handled by the browser) ✓

Report Layout CANT4ExcelReport ...

Options

Year 2021

Set Printed to True in T4 Dist. ☒

Include Covid Data ☒

Save to Employee Files ☒

Navigate to:

NAV: DEPARTMENTS > NAV PAYROLL > REPORTS AND ANALYSIS.

Scroll down to the CANADA section and click on T4 REPORT.

BC: Main Payroll Menu > Reports > T4 Report

This can also be found in the Distribution Management Screen. Reports > T4 Report

T4 Report Selections

When in the T4 Report Screen select the ellipsis button to the right of the Report layout.

Select "CANT4ExcelReport"

T4 Report



Printer (Handled by the browser) ✓

Report Layout CANT4ExcelReport ...

Options

Year 2021

Set Printed to True in T4 Dist. ☒

Include Covid Data ☒

Save to Employee Files ☒

T4 Excel Review Report

Report Layouts | 🔍 ⌵ ⋮

Report ID 1	Report Name	Layout Name	Description
→ 14141190	T4 Report	CANT4ExcelReport	CANT4ExcelReport
14141190	T4 Report	USPYCANT4Report	USPYCANT4Report

Options

1. Enter the year you are running the report for.
2. Set Printed to True in T4 Dist. (Do not check this when running the excel report)
3. Include COVID Data – check the box to include data if necessary
4. Save to Employee Files (Do not check this when running the excel

report)

XML File Generation

1. Check the box if you want the XML Export to be created.
2. Select the type of XML (Original or Amended)
3. Type of transmission – select the applicable option:
 - a. Submit on own behalf using purchased software package
 - b. Submit on behalf of others
 - c. We are the software vendor
4. Submission reference – reference in XML file
5. Language – English or French

Then select Send to... Microsoft Excel Document (data and layout)

If you checked the box for the XML export, the XML report will open after the excel file.

Example of Excel Report

T4 Report

Printer

(Handled by the browser)

Report Layout

CANT4ExcelReport

...

Options

Year

2021

Set Printed to True in T4 Dist.

☒

Include Covid Data

☒

Save to Employee Files

☒

XML File Generation

XML Export

☒

Type of XML File

Original

Type of Transmission

Submit on own behalf using purchased software

Submission Reference

T4_2021

Language

English

Filter: Company Information

× Code

+ Filter...

Filter: Payroll Employee

× No.

× Payroll Division

× Blocked

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1				Employee's Name													
2	Year	Company Name	Employee No.	Last Name	First Name	Middle Initial	Employee's Address	10 - Prov.	12 - SSN	14 - Income	16 - CPP	17 - QPP	18 - EI Premiums	20 - RPP	22 - Income Tax Deducted	24 - EI Insurable	26 - CPP/QPP Pensionable
3	2022	COMPANY A INC	AAA1234	TEST	EMP AAA		123 ANY STREET ON M4B 1A1	ON	732-408-165	64000	3499.8	0	952.74	0	10497.76	60300	64032.5
4	2022	COMPANY A INC	EMP10020	TEST	DECAST		123 ANY ST ONTARIO, ON M5S 6H4	ON	492-744-206	4664.88	235.02	0	77.34	0	175.96	4894.88	4661.64
5	2022	COMPANY A INC	SALCK-QC	EMPLOYEE	TEST	P.	999 DYNAMICS BLDG, TORONTO, QC M4C 1M5	QC	139-993-621	120000	3776.1	0	723.6	0	30281.04	60300	64900
6	2022	COMPANY A INC	SALDD-SK	EMPLOYEE	TEST	P.	999 DYNAMICS BLDG, TORONTO, SK M4C 1M5	SK	318-178-258	5798.7	322.86	0	9162	0	569.96	5798.7	5798.7
7																	
8																	

Running the T4 Report

Navigate to:

NAV: DEPARTMENTS > NAV PAYROLL > REPORTS AND ANALYSIS.

Scroll down to the CANADA section and click on T4 REPORT.

BC: Main Payroll Menu > Reports > T4 Report

This can also be found in the Distribution Management Screen. Reports > T4 Report

T4 Report Selections

Options

1. **Select USPYCANT4Report**
2. **Year:** Enter the year you are running the report for.
3. **Set Printed to True in T4 Dist:** (If the employee is listed in the T4 distribution list, setting this to true will check them off as T4 printed in that list)
4. **Include COVID Data:** Check the box to include data if necessary.
5. **Save to Employee Files:** (When set to true, the PDF copy of the T4 will be saved to the employee files table and therefore will be available on the employee self-service portal) **This is obsolete. See "Set Report to run on Web Portal"**

XML File Generation

1. **XML Export:** Check the box if you want the XML Export to be created.
2. **Type of XML File:** Select the type of XML (Original or Amended)
3. **Type of transmission:** Select the applicable option:
 - a. Submit on own behalf using purchased software package
 - b. Submit on behalf of others

c. We are the software vendor

4. **Submission reference:** Reference in XML file

5. **Language:** English or French

T4 Report



Printer (Handled by the browser)

Report Layout **USPYCANT4Report**

Options

Year 2022

Set Printed to True in T4 Dist. ☐

Include Covid Data ☐

Save to Employee Files ☐

XML File Generation

XML Export ☒

Type of XML File Original

Type of Transmission Submit on own behalf using purchased software

Submission Reference T4_2021

Language English

Filter: Company Information

× Code

[+ Filter...](#)

Filter: Payroll Employee

× No.

.....

× Payroll Division: []

× Blocked: []

Send to... Print Preview & Close Cancel

Set Report to run on Web Portal

Navigate to Custom Payroll Reports

Fill out the screen as seen below and put a check in the box for Available in Web Portal.

Custom Payroll Reports

✓ Saved

Search + New Edit List Delete Process Reports More options

Object Type ↑	Object ID ↑	Object Caption	Description	Available in Web Portal
→ Report	14141190	T4 Report		☒