

With the 2024 year-end fast approaching, here are some tips for a smooth transition:

- Make sure all employees (*Active, Terminated, On Leave, etc.*) have correct SIN, DOB and address entered in the payroll (adjust if necessary before December 31, 2024).
- For your first 2025 payroll run: Remember to set the “**Clear YTD Balance**” box to “**Yes**” in the *Payroll Processing - Calculations* screen when creating a new sequence.
- Count the number of payrolls (by pay date) that you will have for 2025, and then update your pay frequency (in the *Current Payroll - Control* screen) before you run your first payroll for 2025.
- If you receive any notices from the Canada Revenue Agency regarding changes to your Remittance Threshold, please email them to your payroll representative at eNETEmployer Services Ltd. You can also fax them to: (204) 987-8506.
- Update your WCB/WSIB rates and maximum assessable earnings in the *Current Payroll - WCB* screen. You can email your payroll representative the changes or fax the information to: (204) 987-8506.
- If you have a new *Reduced EI Rate* for 2025, you must update the rate in the *Current Payroll - Business Accounts* screen. You can email your payroll representative the changes, or fax the information to: (204) 987-8506.
- Confirm that your dental code for T4 Box 45 is correctly set in the *Current Payroll - Business Accounts* screen.
- All "basic" TD1 amounts and tax changes are automatically updated during the first calculation of the new payroll year. Non-basic amounts will also be indexed based on the associated province's indexation rate (to ensure that your custom rate will increase in percentage that is similar to the revised default TD1 rate). In this case, you must have them fill out new 2025 TD1 forms.
- If you are making the above rate changes on your own, remember that these adjustments **should not be made until you have completed and closed your last payroll for 2024.**
- Return your 2024 Client Year End letter (T4 Instructions) to your payroll representative prior to December 31, 2024.

Best wishes for a smooth year end, and happy holidays to all!