



The following **highlighted** changes need to be made after your last payroll of 2023 and before your first payroll of 2024, also make sure that the first payroll period starts at **2024-01**.

This guide is only provided as an example as to how to update your payroll rates and it is up to you to ensure that all rates are correct and entered properly. RSA Software assumes no responsibility for incorrect/missing information as well as for any penalties/interest charged by government agencies.

ONLINE PAYROLL CALCULATOR	<a href="#">CANADA</a>	<a href="#">QUEBEC</a>
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**As of January 2024, if you file more than 5 slips for a calendar year, you are required to file electronically. The previous limit was 50 slips and you will face serious penalties if you file using the wrong method.**

ONLINE SLIP FILING	<a href="#">CANADA (EN)</a>	<a href="#">CANADA (FR)</a>	<a href="#">QUEBEC (EN)</a>	<a href="#">QUEBEC (FR)</a>
	or login to your “My Business Account” You require a CRA Web access code.		or login to your “My Account for business” Our transmitter number : NP009245 Our Identification number : 1009889031	

**The T4 and **Relevé 1** can now both be printed on a laser printer without ordering forms.**

**If this is your first time filing Relevé 1 slips online using RSA, please do not wait till the Feb 28th deadline. Unlike the CRA, Revenu Québec can take up to 24 hours to process a return and confirm a successful transmission. Errors can be caused by employee information like invalid postal codes, incorrect SIN, etc. A separate email will follow describing the steps involved with online slip filing.**

Maximum insurable earnings	2024	2023	EXEMPTION
QPP (QUEBEC)	68,500	66,600	3,500
<b>QPP2 (QUEBEC)</b>	<b>73,200</b>		<b>68,500</b>
CPP	68,500	66,600	3,500
<b>CPP2</b>	<b>73,200</b>		<b>68,500</b>
EI	63,200	61,500	
EI (QUEBEC)	63,200	61,500	
QPIP (QUEBEC)	94,000	91,000	
CSST (QUEBEC)	94,000	91,000	
WCB (NOVA SCOTIA)	72,500	69,800	
WSIB (ONTARIO)	112,500	110,000	
WORKSAFE (NEW BRUNSWICK)	76,900	74,800	
BASIC PERSONAL EXEMPTION	17,705	15,000	
BASIC PERSONAL AMOUNT (QUEBEC)	18,056	17,183	

## EMPLOYEE FILE (BOX 45 ON T4)

For the calendar year 2023 and after, it is mandatory to indicate whether the employee or any of their family members were eligible, on December 31 of that year, to access any dental care insurance, or coverage of dental services of any kind, that you offered.

If you do not offer dental benefits, you have nothing to do as all employees will be set to None (1).

## FEDERAL INCOME TAX

Deductions - Modify...FEDTAX

PROFILE GENERAL EARNINGS

Deduction: FEDTAX  Active

Language Description

English: FEDERAL TAX

French: IMPÔT FEDERAL

System Function: PRFED2401

Type: Income Tax Union: No

Display Order: 10

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
0.00	0.00	0.00

Employee Deduction: 0.0000 \$

Vendor: CRA-DAS Expense Account: Use Vendor Expense Account

## QUEBEC INCOME TAX

Deductions - Modify...QUETAX

PROFILE GENERAL EARNINGS

Deduction: QUETAX  Active

Language Description

English: QUÉBEC TAX

French: IMPÔT QUÉBEC

System Function: PRQUE2401

Type: Income Tax Union: No

Display Order: 21

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
0.00	0.00	0.00

Employee Deduction: 0.0000 \$

Vendor: MRQ-DAS Expense Account: Use Vendor Expense Account



## CANADA PENSION PLAN

Deductions - Modify...CPP

PROFILE GENERAL EARNINGS

Deduction: CPP Active

Language Description

English: CANADA PENSION PLAN

French: COTISATIONS AU CCP

System Function:

Type: Withholding Union: No

Display Order: 12

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
3867.50	3500.00	0.00

Employee Deduction: 5.9500 %

Vendor: RECGEN\_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 5.9500 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: GOVERNMENT PENSION PLAN

## QUEBEC PENSION PLAN

Deductions - Modify...QPP

PROFILE GENERAL EARNINGS

Deduction: QPP Active

Language Description

English: QUÉBEC PENSION PLAN

French: COTISATIONS AU RRQ

System Function:

Type: Withholding Union: No

Display Order: 22

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
4160.00	3500.00	0.00

Employee Deduction: 6.4000 %

Vendor: MINREV\_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 6.4000 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: GOVERNMENT PENSION PLAN

## CANADA PENSION PLAN (ENHANCEMENT)

If you deduct CPP, you need to add an additional CPP2 deduction for January 1, 2024.

Select CPP and click on the copy icon and then enter the following information.

**Make sure you check the ADD TO ACTIVE EMPLOYEES box before saving**

Deductions [CP] - DEMO COMPANY - Profile 1 - Microsoft Edge  
https://rsaaccounting.ca/accounting/prsys.php?pr\_command=0

Deductions - Search...

Deduction	Description	Boxes	Employee	Annual Exemption	Annual Maximum	Annual Calculation	Vendor	Employer	Active
CPP	CANADA PENSION PLAN Withholding	16	Rate:5.9500% Union:No	3500.00	3754.45	0.00	RECGEN_DAS	Rate:5.9500% Account:56230	Yes <input checked="" type="checkbox"/>
	CANADA PENSION PI AN								

Deduction: CPP2  Active

Language Description

English: CANADA PENSION PLAN (ENHANCEMEN

French: COTISATIONS AU CCP (ENHANCEMENT)

System Function:

Type: Withholding Union: No

Display Order: 12

Tax level:

Annual Maximum: 188.00 Annual Exemption: 68500.00 Annual Calculation: 0.00

Employee Deduction: 4.0000 %

Vendor: RECGEN\_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 4.0000 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group: Used In Tax Calculation as: GOVERNMENT PENSION PLAN

Add To Active Employees

## QUEBEC PENSION PLAN (ENHANCEMENT)

If you deduct QPP, you need to add an additional QPP2 deduction for January 1, 2024.

Select QPP and click on the copy icon and then enter the following information.

**Make sure you check the ADD TO ACTIVE EMPLOYEES box before saving**

Deduction	Description	Boxes	Employee	Annual Exemption	Annual Maximum	Annual Calculation	Vendor	Employer	Active
QPP	QUÉBEC PENSION PLAN Withholding	17,B	Rate:6.4000% Union:No	3500.00	4038.40	0.00	MINREV_DAS	Rate:6.4000% Account:56230	Yes <input checked="" type="checkbox"/>
QPIP	QUÉBEC PARENTAL INSURANCE PLAN Withholding	55,H	Rate:0.4940% Union:No	0.00	434.72	0.00	MINREV_DAS	Rate:0.6920% Account:56230	Yes <input type="checkbox"/>

**Deduction** QPP2  **Active**

**Language** **Description**  
 English QUÉBEC PENSION PLAN (ADDITIONAL)  
 French COTISATIONS AU RRQ

**System Function**

**Type** Withholding  **Union** No

**Display Order** 22

**Tax level**

**Annual Maximum** 188.00 **Annual Exemption** 68500.00 **Annual Calculation** 0.00

**Employee** **Deduction** 4.0000 %

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**Vendor** MINREV\_DAS **Expense Account** Use Vendor Expense Account

**Employer** **Deduction** 4.0000 % **Expense Account** 56230 ~ FRINGE BENEFITS

**Government Group** **Used In Tax Calculation as** GOVERNMENT PENSION PLAN

**Add To Active Employees**



## EMPLOYMENT INSURANCE

Deduction  Active

Language **Description**

English

French

System Function

Type  Union

Display Order

Tax level

Annual Maximum	Annual Exemption	Annual Calculation
<input type="text" value="1049.12"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Employee Deduction  %

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Vendor  Expense Account

Employer Deduction  % Expense Account

Government Group Used In Tax Calculation as

## EMPLOYMENT INSURANCE (QUEBEC)

Deduction  Active

Language **Description**

English

French

System Function

Type  Union

Display Order

Tax level

Annual Maximum	Annual Exemption	Annual Calculation
<input type="text" value="834.24"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Employee Deduction  %

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Vendor  Expense Account

Employer Deduction  % Expense Account

Government Group Used In Tax Calculation as

## QUEBEC PARENTAL INSURANCE

Deduction: QPIP Active

Language Description

English: QUÉBEC PARENTAL INSURANCE PLAN

French: ASSURANCE PARENTALE QUÉBÉC

System Function:

Type: Withholding Union: No

Display Order: 23

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
464.36	0.00	0.00

Employee Deduction: 0.4940 %

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Vendor: MINREV\_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 0.6920 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group Used In Tax Calculation as: QUÉBEC PARENTAL INSURANCE PLAN

## QUEBEC HEALTH INSURANCE

The employer contribution rate is generally 1.65% for employers whose annual payroll is \$1M or less. The rate is reduced to 1.25% for employers in the primary and manufacturing sectors. When the payroll exceeds \$1M, the rate increases gradually up to 4.26%. Please verify your situation.

Deduction: QHIP Active

Language Description

English: QUÉBEC HEALTH INSURANCE

French: FOND DE SERVICES DE SANTÉ

System Function:

Type: Withholding Union: No

Display Order: 24

Tax level:

Annual Maximum	Annual Exemption	Annual Calculation
0.00	0.00	0.00

Employee Deduction: 0.0000 %

Vendor: MINREV\_DAS Expense Account: Use Vendor Expense Account

Employer Deduction: 1.6500 % Expense Account: 56230 ~ FRINGE BENEFITS

Government Group Used In Tax Calculation as: None

Companies with less than \$1 million in annual payroll. Enter your applicable rate.





**WORKPLACE SAFETY (ONTARIO)**  
**WCB NOVA SCOTIA**  
**WORKSAFE (NEW BRUNSWICK)**  
**CSST (QUEBEC)**

Deduction  Active

Language Description

English

French

System Function

Type  Union

Display Order  *Enter your annual maximum*

Tax level

Annual Maximum	Annual Exemption	Annual Calculation
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="94000.00"/>

Employee Deduction  %  *Enter your applicable rate*

Vendor  Expense Account

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Employer Deduction  % Expense Account

Government Group

Used In Tax Calculation as