



HARMONY PAYROLL USER MANUAL

PAYMATE SOFTWARE CORPORATION

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Common Icons and Symbols

Refer to the table below for common icons, buttons, and symbols throughout Harmony Payroll.

Icon Image	Description
	User Settings. Click this button to navigate to your user settings.
	Save button. Click this button to save all your changes for the current page.
	Delete button. Click this button to delete the item from the database.
	Three (3) dots icon. Click this icon to select an item from a list to view details.
	Toggle. Click this toggle to activate/deactivate an item.
	Refresh button. Click this button to refresh your selection.
	Import button. Click this button to import a completed interface.
	File location icon. Click this icon to identify the location of a file from your local computer.
	Checkboxes. Click it to check or uncheck the box.
	Print button. Click this button to print the item.
	Email button. Click this button to email the item.
	Download button. Click this button to download the item. It will automatically be downloaded to your browser's default downloads folder.
	Search icon. Use the search bar to search for specific items or employees.



Welcome to Harmony Payroll!

Thank you for selecting Harmony as part of your payroll solution. Harmony's interface was developed with the best technology in the market and will allow you to easily use the application, no matter where you are. Considering both the basic and advanced features of Harmony, we recommend that you visit [Paymate's knowledge base](#) to view our comprehensive articles and watch our how-to videos to get the most out of this application. You can also email Paymate's support team at support@paymatesoftware.com if you require additional help or have any specific questions.

About Harmony Payroll

Harmony is a hosted application available in the U.S. and Canada. The hosted nature of this software allows all your data to be stored on the cloud for easy access. You can access it with any browser; including Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, and more. Harmony conveniently lets you access an unlimited number of companies with a single login.

Harmony's payroll module simplifies your payroll processes yet still provides the functions you need, all in a single place. From helping you run payroll to creating government forms, Harmony Payroll is the perfect payroll solution for you.



Logging Into Harmony

Paymate will provide you your user credentials and unique Harmony URL via email. This account is the only one in the system that has the widest permissions available.

1. Enter your credentials and click **“Login”**.

Welcome to Harmony. Please log in.

Username
supervisor@paymatesoftware.com

Password
.....

Remember Me Login



If you do not have your credentials to log into Harmony, please contact Paymate.

Available Companies:

- Demo Company
- Demo Company USA

Payroll Year:
2021

Select Logout



If you need to create a new company or delete a company, please contact Paymate's support team. You will not be able to create or delete a company.



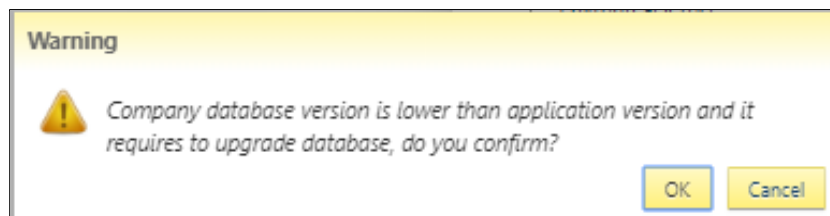
2. Select the Payroll module.



Depending on what modules you have purchased from Paymate and allowed for a user to view, the modules shown here will be different. If you have purchased these modules but cannot see them, please contact your supervisor or manager, or Paymate's support team for more information.

Updating Your Database

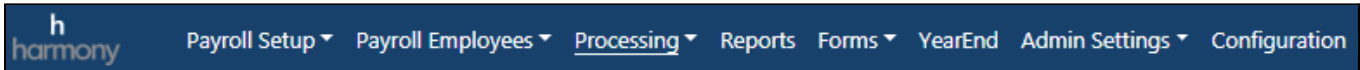
Because Harmony is hosted on Microsoft Azure, a web-based application, all your tax tables are automatically updated, as long as you keep your database updated. When a new version of Harmony is available, you will receive a message that prompts you to update your company database version upon logging in. Just click **“OK”** and Harmony will update your database automatically.



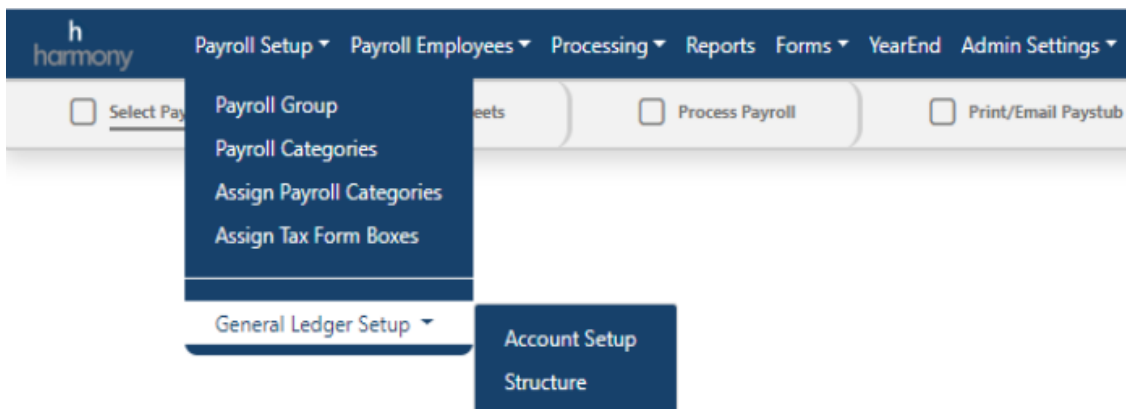


Navigating Around Harmony Payroll

Navigating around Harmony Payroll is easy. The navigation bar at the top allows users to flow from one page to another without frustration. It is friendly and simple to work with. The main navigation bar contains the main categories of payroll components, such as your payroll employees or processing your payroll. These are laid out horizontally.



You will notice that some of the menu items have drop down arrows next to them. Clicking these will allow you to access sub-menu items. These appear vertically and you can select them to access that page. Some of these sub-menu items may have even more sub-menu items, such as when you're setting up your General Ledger!



On the far right of the navigation bar, you will see the logged in user's username, a gear icon, and a logout button. The gear icon will take you to your User Settings. For more information on your User Settings, refer to your *Harmony Setup Manual*.

Editing Your Company Information for Payroll

You will need to edit your company information upon logging in. Harmony will use this information when producing reports and tax forms, so it is important for this information to be accurate.

Note: This is **not** the contact information that Paymate will use to contact your company. To change this information, please visit [Paymate's Customer Portal](#).



Only the 'supervisor' user account is permitted to edit company information. Other users will not be able to access this section, even if all permissions are granted.

1. Navigate to Configuration > Setup > Company Information.
2. Your company details, such as the name and address of your company, are featured on the left side. Your contact person details are featured on the right side of the page.
3. Update the fields as required.
4. Click the save icon to save your changes.



Employment Insurance (EI) Groups and Québec Business Numbers

Harmony requires at least one (1) entry for EI groups, but you can have more if needed. Each EI group created will have a business number and an employer EI rate as provided to you by the government. Use a description as is convenient. These descriptions will be used to select which EI group applies to each employee, as well as for reports that can be filtered by the EI group. You will also be able to generate and print tax forms using EI groups.

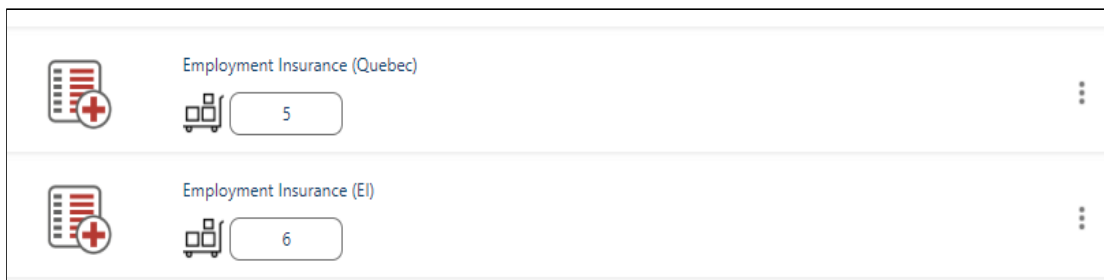
Your Québec Business Number fields work in the same way as EI groups and will be used to generate your RL-1s and remittance reports.



We will be using EI Groups in the upcoming example. You can follow the same steps for Québec Business Numbers, but select “Employment Insurance (Québec)” instead.

Setting Up Your Employer Employment Insurance

1. Navigate to Admin Settings > User-Defined fields.
2. Select the three (3) dots next to “*Employment Insurance (EI)*”.



3. Click the edit button next to “*EI Group - Business Numbers*”.

	Employee Rate :	NUMBER	
	Employer Rate :	NUMBER	
	Maximum insurable earnings :	NUMBER	
	Maximum annual premium :	NUMBER	
	EI Group - Business Numbers	COLLECTION	
	Pension Group	COLLECTION	

4. You may already have a placeholder EI number in your system. Click the edit button to edit this placeholder.



If you accidentally add a new EI/business number instead of editing the placeholder, please contact Paymate to remove it. You will not be able to remove this number yourself.

5. Type in your Business Number in the left field. Type in the rate in the right field.
6. If you only have one (1) EI group, click on the edit button to edit your company’s EI Group and the EI rate if this is required.



7. If your company has more than one EI group, check off the box labelled “Display in” at the bottom of the window. This will display your business number in the employee profile.

Employment Insurance (EI)

Name Active

EI Group - Business Numbers

Mandatory Read only

Description

Data type: COLLECTION

110626686RP0002	1.8	+
110626686RP0001	1.4	

Display in

8. Click on the “+” sign next to the business rate to add your business number.
9. Click on the **“Save”** button to save your changes.



Once you add an EI number and rate, you will not be able to delete it. You will only be able to update these numbers.



Administrative Settings

Payroll Preferences

Payroll preferences are where you can define your settings for the Payroll module. It is divided into three (3) sections that you can access via the tabs: System Preferences, Tax Preferences, and User-Defined Fields. To access your payroll preferences, navigate to > Admin Settings > Payroll Preferences.

System Preferences

Your system preferences lets you define certain aspects of Harmony Payroll. If this is your first time logging into Harmony Payroll, you will be required to set your preferences before you can access other menu items.

Payroll country:	<input type="text" value="Canada"/>
Decimal for rate:	<input type="text" value="2"/>
Decimal for units:	<input type="text" value="2"/>
Decimal for amount:	<input type="text" value="2"/>

- **“Payroll Country”**: This defines where you are running payroll. You cannot change this.
- **“Decimal For Rate/Units”**: This value indicates the number of decimal places to apply to your rates or units, such as reporting and pay cards.
- **“Decimal For Amount”**: This value is set to two (2) decimal places by default and cannot be changed.




Tax Preferences

Taxes are typically updated 2-3 times per year, depending on your country’s regulations. When a new tax table is available, you will see a notification with an exclamation icon by your current tax table version.

Payroll Year: 2020	 Tax version: 2020.01.01
--------------------	--

To update your payroll tax tables:

1. Navigate to Admin Settings > Payroll Preferences.
2. Go to the “Tax” tab.
3. Click the “Upgrade” button. This will update your tax tables and you’ll be ready to run payroll.

New tax tables are available, it is recommended to upgrade:	<input type="text" value="2021 01.01"/>	
Tax year:	<input type="text" value="2020"/>	
Tax version:	<input type="text" value="01.01"/>	
Tax start date:	<input type="text" value="01/01/2020"/>	
Tax end date:	<input type="text" value="12/31/2020"/>	



User-Defined Fields

The section for user-defined fields is where you can see your Canada Pension Plan (CPP), Québec Pension Plan (QPP), Employment Insurance (EI), and Relevé 1 (RL-1) tax tables. These fields are view-only and cannot be modified.

If you see something is inaccurate or should be changed, please contact our Support team directly at Support@paymatesoftware.com.

Payroll Legislation: Contributions, Maximums, Exemption, and Premium Rates

Harmony can calculate Maximums, Exemptions, Contributions, and Premium rates, based on the payroll legislation in Canada. We recommend having your tax tables up-to-date, as calculations in Harmony depend on these tax tables in addition to your employee payroll information.

1. Navigate to Admin Settings > Payroll Process.
2. Select the “User-Defined” tab.
3. To view your information regarding your CPP, QPP, EI, QPIP, RL-1, and WCB Maximum values, click on the “+” beside each header.

Employment Insurance (Quebec)	+
QPIP premiums	+
Releve (Quebec Form)	+
WCB maximum assessable earnings	+

Canada Pension Plan (CPP) Contribution Rates, Maximums, and Exemptions

Harmony calculates CPP by taking into account the basic exemption that every employee is allowed. Values used from the Canadian Revenue Agency of the Government of Canada: [Maximum Pensionable Earnings for CPP](#). You can check to ensure your CPP contribution rates, maximums, and exemptions are up-to-date and accurate by navigating to your Admin Settings > Payroll Preferences > User-defined fields tab.

Canada Pension Plan (CPP)	
Maximum pensionable earnings :	58700
Exemption for the year :	3500
Insurance companies Maximum pensionable earnings :	58712.35
Employee Rate :	5.25
Employer Rate :	5.25
Maximum contribution for the year :	2898



Québec Pension Plan (QPP) Contribution Rates, Maximums, and Exemptions

Values used from Revenu Québec: [QPP Contribution Rates, Maximums, and Exemptions](#)

Quebec Pension Plan	
Maximum pensionable earnings :	58700
Exemption for the year :	3500
Insurance companies Maximum pensionable earnings :	58712.35
Employee Rate :	5.7
Employer Rate :	5.7
Maximum contribution for the year :	3146.4

Employment Insurance (EI) Maximums and Premium Rates

Values used from the Canadian Revenue Agency of the Government of Canada: [EI Maximums and Premium Rates](#)

Employment Insurance (EI)	
Employee Rate :	1.58
Employer Rate :	1.4
Maximum insurable earnings :	54200
Maximum annual premium :	856.36

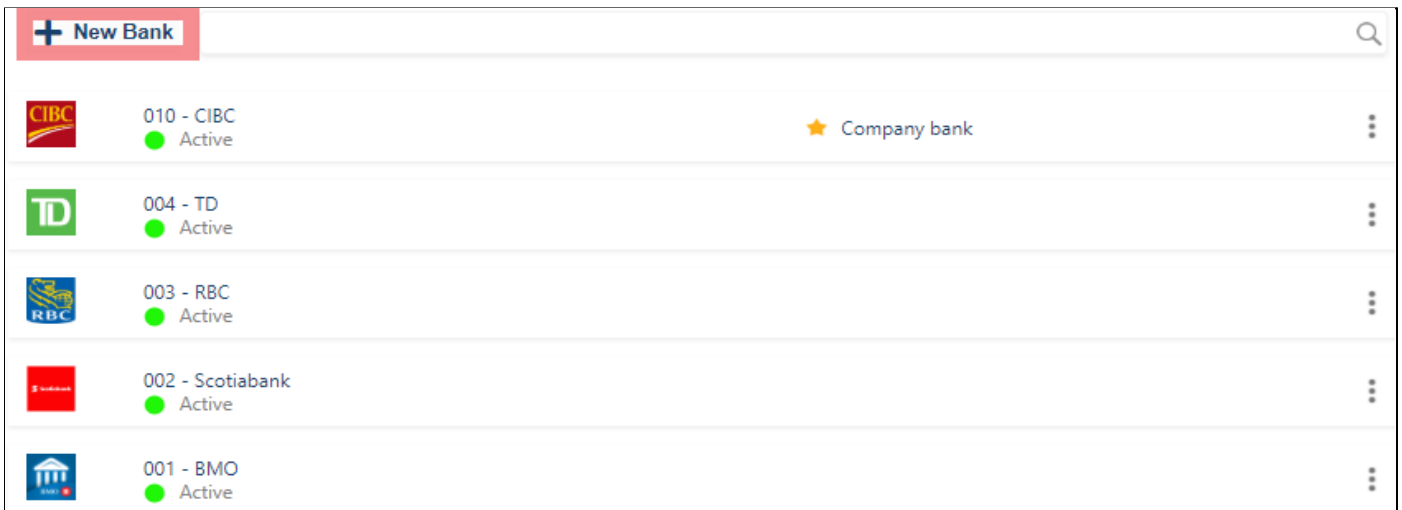


Company Bank Accounts

While you can define multiple bank accounts for your company in Harmony, only one can be applied to a direct deposit payroll at a time, seen below as starred with the label “*Company Bank*”. If you pay different groups of employees with different bank accounts, then we recommend you to use separate payroll groups and select the appropriate bank account when you process each payroll group. For your convenience, Harmony already has a variety of predefined bank interfaces for you to use, including those for five popular Canadian banks.

Defining a New Company Bank Account

1. Navigate to > Admin Settings > Company Bank Account.
2. Click the “+ New Bank” button.



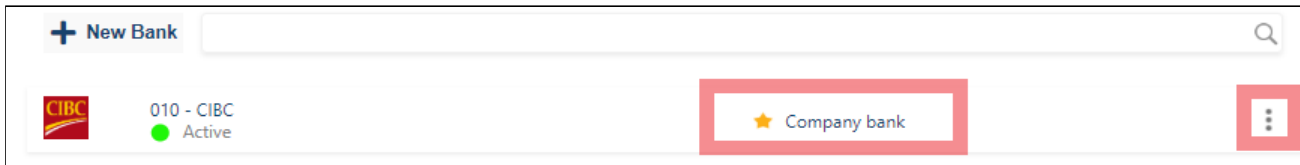
3. Enter in the required information.

- a. “Company Bank” toggle: Toggling this on (is green) will indicate that this bank account will be your main company bank account. Only one bank account may have this toggled ‘on’. Additional information will be required to be completed - refer to [Setting Up a Bank Interface](#).
- b. “Active Bank” toggle: Toggling this on will enable the company bank, allowing you to use it in your payrolls.
- c. “Bank Code” and “Bank Name”: These values will help you recognize the bank account.
- d. “Bank Logo”: If you wish to include your bank’s logo, upload your image from your computer by clicking the folder icon.



Setting Up a Bank Interface

1. Once your company bank is identified, navigate to Admin Settings > Company Bank Account.
2. Your company bank will have a star to indicate its status as your company bank. Select the company bank by clicking on the three (3) dots next to it.



3. Select your bank interface. We recommend using the CPA Standard, as this interface is compatible with all Canadian banks.



If you do not see an interface option to select from, you may not have identified a bank account to be your company bank. Ensure that you are selecting the bank account that is marked with “★ Company bank”.

4. Information on this page is obtained from your bank and will be used when generating a direct deposit file at the end of each pay run. Enter in the required information. You may want to contact your bank, if there are details that you're not sure of. We recommend setting this up before you run payroll for your convenience, but you can set these up during your pay run, too.



Speaking with your bank's processing centre personnel can help you complete the required fields for file transfers. Be sure to let them know that you require information about submitting a file to the processing centre.

When creating a new bank interface, it is best practice to arrange a sample file transmission with your bank. This way, your file will not fail when you are processing a live payroll. The method defined here is the standard procedure. Your company or bank may require a different interface. For more information on how to set up an EFT direct deposit, please refer to [Paymate's Knowledge Base](#) or contact Paymate Support.



Interfaces

There are three (3) types of interfaces that are defined in Harmony: Import Interfaces, Bank Interfaces, and General Ledger (GL) Export Interfaces. Bank Interfaces was covered in the [Company Bank section](#) and GL Export Interfaces will be covered in the [GL section](#).

Import Interfaces

Import interfaces help to import your file into the correct fields in Harmony. For example, you may want to import your employees' timesheet hours when processing payroll to accurately capture their worked hours. There are two (2) types of import interfaces that you can set up. The following examples capture employees' timesheet hours:



If you're not sure which import interface type you should set up, take a look at your import file and compare it with the sample file images below.

- 1. Fixed Length Files:** A tab-delimited text file is a .TXT file containing tabs that separate information with one record per line, that is often used to upload data to a system. The most common program used to create these files is Notepad.

File	Edit	Format	View	Help
CODE	PC	WORK DAY		UNIT
0134	102	01/17/2020		10
0134	103	01/17/2020		02
0035	102	01/16/2020		08
0035	103	01/16/2020		05
0110	102	01/15/2020		07
0110	103	01/15/2020		03

- “Code”: Employee ID in Harmony
- “PC”: Payroll Category code
- “Work Day”: the date worked
- “Units”: Number of worked hours

- 2. Comma Delimited Files:** Each field/column is separated with a comma (“,”). This sample import file does not have headers.

File	Edit	Format	View
0134,102,20/01/2020,11.5			
0134,102,21/01/2020,11.5			
0134,102,22/01/2020,11.5			
0134,102,23/01/2020,11.5			
0134,102,24/01/2020,9			
0134,103,24/01/2020,2			
0134,102,25/01/2020,11.5			
0035,102,20/01/2020,11.5			
0035,102,21/01/2020,11.5			
0035,102,22/01/2020,15			

- Column 1: Employee ID in Harmony
- Column 2: Payroll Category code
- Column 3: Work Day, the date worked
- Column 4: Number of worked hours



Setting Up An Import Interface

1. Navigate to Admin Settings > Interfaces > Import Interfaces.
2. Click on the “+ New” button to add a new interface.
3. On the left side, you will see fields to define your import interface’s basic information. Toggle the “Company Interface” ‘on’ (green) if it will be your company’s main import interface.



You can only have one (1) company interface at a time. This will be the import interface you will be using to import your employees’ timesheets in the Payroll process. You must always untoggle your company interface first if you would like to identify another import interface to be your company interface.

4. Define a code and the name for your new import interface.
5. Define the type of your importing file (fixed length file or comma delimited file). This will change the table in which you will be mapping your fields (step #8).
6. If the file you are importing has headers, ensure that the “Import file has a header” in “Additional Settings” is checked.
7. On the right side, you will see where you can map the fields in your import file to their respective fields in Harmony. Click on the “+ NEW” button to include a new field.
8. Under “Target Field”, select the appropriate field of which you will be including in your import file. For example, if the Target Field is “Employee Number” and the “Source Column” is 1 in your comma delimited file, then the file’s first column (before the first comma) will be your employee numbers.



Depending on the file type you selected, you will see different fields to map your import file to Harmony. Please see below for samples of each.

- a. ‘**Employee Number**’ indicates the employee ID/number. This is defined in Configuration > Employees > Employee under *Job Information* and is a required field.
 - b. ‘**Category Code**’ refers to your payroll category code. This is defined in Payroll > Payroll Setup > Payroll Categories under *Code* and is a required field. Typically this will be your “*Hourly Wages*” payroll category, but you can also include your “*Overtime*” payroll categories.
 - c. ‘**Work Date**’ refers to the date that the employee worked and is a required field. Be sure to identify the correct date format.
 - d. ‘**Units**’ refers to the number of hours that the employee worked and is a required field.
 - e. ‘**Amount/Rate**’ refers to the employee’s rate of pay and is an optional field. If you do not include this field in your import file, Harmony will automatically take the rate indicated in their master paycard in Payroll > Payroll Employees > Assign Payroll Category.
9. If your interface is ready to go, click the save icon at the top-right corner to save your changes.



Once you have saved your import interface, it is always best practice to test it before using it for live payrolls.



Comma Delimited File Types

Paycard import interface ← ImportHour → ← Back to import interfaces

Company Interface

Code: ImportHour

Name: Import Paycard

File type:
 Comma delimited file
 Fixed length file

Additional settings:
 Import file has a header

+ NEW

Target field	Source column	Format	
Employee number	1		
Category code	2		
Work date	3	dd/mm/yyyy	
Units	4		

Fixed Length File Types

Paycard import interface ← 002 → ← Back to import interfaces

Company Interface

Code: 002

Name: ImportFLF

File type:
 Comma delimited file
 Fixed length file

Additional settings:
 Import file has a header

+ NEW

Target field	Source start position	Source end position	Format	
Employee number	1	8		
Category code	9	16		
Work date	17	28	mm/dd/yyyy	
Units	31	39		



Setting Up Harmony Payroll

It's important to set up your Payroll module correctly. In this section, we'll explore what you will need to set up if this is the first time you've accessed your Payroll module, including setting up your payroll groups, payroll categories, and assigning both of these to your employees. This section will also cover setting up your tax form boxes and general ledger accounts.

Payroll Groups

There are two (2) key items that payroll groups capture:

- I. **Pay Frequency:** This is how often you will be paying your employees. Harmony will calculate your tax- and pay-related items, depending on your pay periods each year.



If your pay frequency is weekly or bi-weekly, your total pay periods for the year may be different depending on the year. For example, a leap year may change your number of pay periods. For weekly, it may be 53 instead of the typical 52. For bi-weekly, it may be 27 instead of the typical 26.

- II. **Pay Dates:** These are the dates that your employees in this payroll group will be paid, including the pay period of which they are paid and the day they receive their payment. Harmony will automatically create a pay schedule based on your first pay date of the year and your pay frequency.

Harmony allows you to create as many payroll groups as you want, but you must have a minimum of one (1) in order to run payroll. If you're unsure whether you need more than one payroll group, consider your:

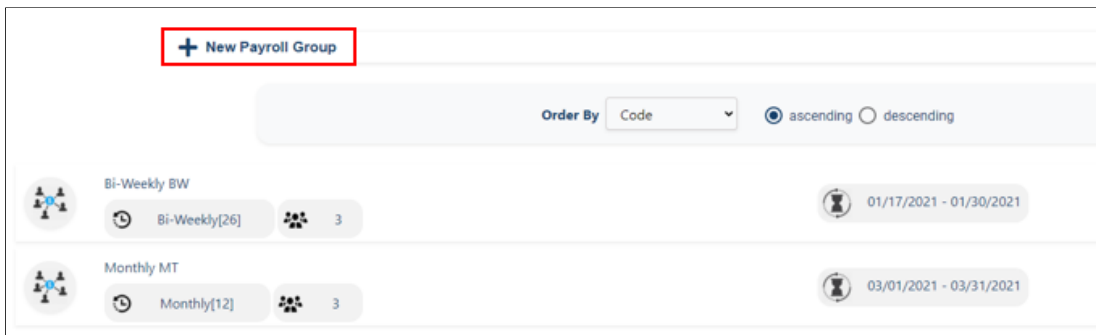
- **Pay Dates:** If your employees are paid **ON** different dates or **FOR** different dates (i.e. paid on the same date, but for different working dates), you will need to create a payroll group for each differing date.
- **Security:** You may want to have different payroll employees working with different groups of employees. Depending on the security setup of each user, you can limit their access to particular payroll groups. If this is the case for you, you may want to consider creating different payroll groups according to the permissions your payroll employees have.
- **Convenience:** It may be more convenient for you to have multiple payroll groups. Having more than one can accommodate a large number of employees, as payroll groups can divide them as needed. It may also be useful in reporting to have your employees divided.



Creating Payroll Groups

A minimum of one (1) payroll group must be created in order to process payroll. Payroll groups can be created at any time, but they cannot be deleted if they have historical data linked to them (i.e. have already posted a payroll in a pay run).

1. Navigate to > Payroll Setup > Payroll Groups.
2. Click the “+ New Payroll Group” button in the top-left corner of the screen.



3. Complete the following required fields:
 - **“Code”**: This field is a unique reference used by Harmony to identify a particular payroll group. It may include numbers or letters but not special characters.
 - **“Name”**: The name you identify for your payroll groups will be used on your reports.
 - **“Take Home Salary %”**: This field is a label, or marker, for employees whose paycards were deducted too much. This will not stop you from running payroll, but will provide a warning if the employee is taking home less than this defined percentage of their pay. Typically, this is set to 20 or 30.
 - **“Pay Frequency”**: This is how often you will be paying your employees. Verify on your calendar the number of pay periods you will have for this company, for this year, as defined by the check date (actual date paid).
 - **“Proration Mode”**: If you would like to prorate the payroll for this payroll group, you can select from this dropdown field. However, this is typically set to ‘N/A’.
 - **“First Period End Date”**: The last date of your first pay period. **DO NOT USE** the first live date you will be processing payroll in Harmony, but rather the first end date that will correspond to the first check date of the current calendar year (below).
 - **“First Period Pay Date”**: The first actual check/payment date of the current year. This may not be the first check date that you will be processing in Harmony, but rather the first check date of the year that corresponds to the first pay period of the year. A common mistake is entering an incorrect date, resulting in a pay calendar that is **unusable and cannot be saved**.
4. Once you have created your payroll group, Harmony will calculate the dates associated with the calendar based on what you have entered. If there are any errors, you will be notified.



You may see a gap at the end of your pay calendar that is greater than one (1) pay period. In this case, we recommend increasing the number of pay periods for the year. Remember to double-check the dates in the calendar!



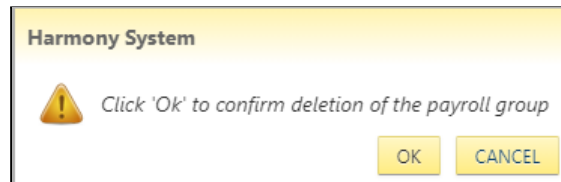
Deleting a Payroll Group

If you would like to delete a payroll group, follow these steps:

1. Navigate to Payroll Setup > Payroll Groups.
2. Select the payroll group you wish to delete by clicking the three (3) dots.
3. Click the trashcan icon on the top right of the page.

The screenshot shows a form for editing a payroll group. At the top right, there is a button labeled "← Back to Payroll Groups". Below this, the form has two main sections: "Name" with a text input field containing "Weekly", and "Pay Frequency" with a dropdown menu showing "Weekly [53]". To the right of the "Name" field, there are two icons: a document icon and a trashcan icon. The trashcan icon is highlighted with a red rectangular box.

4. Click the “OK” button to confirm the deletion of your payroll group.



You will not be able to delete a payroll group if you have already run payroll for the group or have employees assigned to the group. If you do not have any payrolls for the group but would like to delete it, you must first assign the employees to another payroll group.

- 5.



Payroll Categories

Understanding how your payroll categories work and how they interact with the rest of the Harmony system is the key to processing successful payrolls, tax forms, and returns.

A payroll category refers to all of the possible sources of an employee's pay record, such as earnings and/or deductions. Payroll categories track how taxes function, how vacation percentages calculate, and how gross pay is calculated. Each payroll category is assigned to employees as needed. When you process payroll, Harmony looks at the employee record, sees that a given code is active for that employee and then processes the code against that employee's record. You can see how ensuring your payroll categories are set up accurately is vital. Fortunately, each code can be tested before processing and posting an actual payroll to ensure everything is perfect.

Importance of Payroll Categories

A great deal of consideration may need to go into the setup of a payroll category. Harmony uses several details and tabs to define your payroll categories. Each type behaves differently and they have different tabs to capture all the required information. If you create or change your payroll category settings, realize that you are making company-level changes, which means that every time that payroll category code is used - every employee, every pay - it will behave as defined here.

For example, if an earnings category is marked as not subject to a tax, then Harmony will not count those dollars towards the tax calculation. If this is incorrect, it can result in a sizable problem to solve in the future. It is highly recommended that your categories are carefully reviewed and tested by generating pay cards and reviewing them before an actual pay is processed and posted.

Payroll Category Types

There are seven (7) types of permanent payroll categories that you can add and four (4) temporary payroll categories. The type that you add will determine the company-level behavior of your payroll category.

A permanent payroll category is a category that your company will regularly use whenever you process payroll in Harmony. A temporary payroll category is not a regular payout or is not regularly scheduled, such as loans or bonuses, that are short-term. Temporary payroll categories can apply to some pay periods as needed.



Permanent Payroll Categories

There are six (6) permanent payroll category types you can add: Permanent Earnings, Permanent Deductions, Basic Salary, Permanent Benefits, Accruals, and Income Tax.



The payroll categories of the 'Basic Salary' type are predefined. You will not be able to change or add more payroll categories in this type. However, if you deleted the payroll categories of this type by mistake, you will be able to re-add them.

1. Permanent Earnings



Earnings are any monetary compensation given to the employee typically. They result in paying dollars out on the employee's cheque and are compared against tax tables, even if there are no taxes taken out. Permanent earnings payroll categories will be your hourly wages, salary, and/or commissions.

2. Permanent Deductions



A permanent deduction is any monetary amount, other than taxes, taken from the employee's pay. They can be deductible before or after taxes (cannot be taxable). Deductions can include insurance or retirement deductions.

3. Basic Salary



Your basic salary payroll categories are system-generated. While the numbers in these payroll categories can be changed, all other fields cannot. These payroll categories are vital to pay out to your employees. You can also define how your employees will get paid (i.e. salary or hourly).

4. Permanent Benefits



A permanent benefit can refer to an item that is tracked and may be taxable, but it is not paid out to the employee. In contrast to your permanent earnings, it does not add dollars to the gross amount paid to the employee. It increases the amount that may be taxable. For example,



personal use of company equipment and other items, in which the employee receives, are a tangible benefit that needs to be taxed, but not actual dollars.

5. Accruals

Accruals are used to track the quantity that is added to an employee's total accrued, such as sick time or vacation. Harmony uses an accrual code to calculate the total an employee earns in a specific paycard. An employee's balance will include the current accrual amount as year-to-date (YTD). Your accrual payroll categories are also associated with your earnings, since they are used to reduce the balance when the employee is paid.

6. Taxes

Your income taxes are dollar amounts calculated against other dollar amounts or percentages, usually a combination of earnings and benefits, with deductions possibly being removed. Each tax can behave differently. Some taxes are managed entirely by Harmony, while others will require you to input values manually. Taxes can be paid by the employer or by the employee.

- **If paid by the employer:** The taxes are not taken from the employee's pay (e.g. provincial/federal withholding /WCB).
- **If paid by the employees:** The taxes are taken from the employee's gross pay (e.g. federal income tax, provincial income tax).

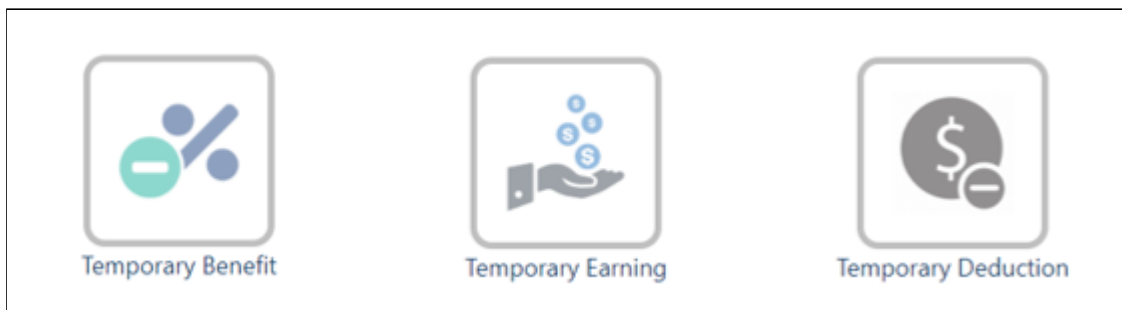


Take care in deciding whether your tax payroll category will be paid by the employer or the employee. Once you have saved this payroll category, you will not be able to make changes to that field.



Temporary Payroll Categories

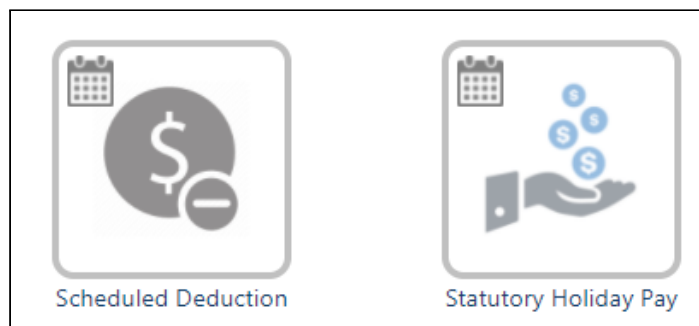
Temporary payroll categories are similar to the permanent payroll categories. You can add three (3) different temporary payroll category types: Temporary Earnings, Temporary Deductions, and Temporary Benefits. Unlike permanent payroll categories, temporary ones allow you to apply the payroll category to particular pay periods for particular employees. On the other hand, permanent payroll categories can only be disabled or deleted.



If you want to create a Bonus payroll category that is taxed, you will need to create a temporary/variable earning. If this payroll category is not taxed, you can create a permanent earning.

Other Payroll Categories

There are two (2) other payroll categories that are not permanent, but not temporary either: Scheduled Deductions and Statutory Holiday Pay.



Scheduled Deductions can be set to a specific schedule, when deducting from your employees' pay.

Statutory Holiday Pay will refer to a holiday calendar that you set up and will be included in your pay runs when the dates in your holiday calendar are in the pay period you are processing. For more information on creating a holiday calendar, please refer to the *Harmony Company Setup Manual*.



Creating Your Payroll Categories

1. Navigate to Payroll Setup > Payroll Categories.
2. Click on the “+ Payroll Category” at the top-left corner.
3. Select and choose the type you’d like to create. Refer to [Payroll Category Types](#) to learn more.



Alternatively, if you would like to duplicate an existing payroll category, there is a button for this at the bottom of the screen. You will then need to change the duplicated category’s code and name to ensure it is unique.

4. Enter in the required information and check off the taxes that this payroll category is subject to. A detailed explanation of the functions of the general fields and tabs are below.
5. Click the save icon to save your changes.



Adding or changing payroll categories that impact an employee while that employee has an active, unposted paycard will result in Harmony clearing the paycard. This may adversely impact your payroll. It is recommended that payroll categories are added or maintained between payrolls (i.e. before beginning a new payroll, but after posting your previous payroll).

Permanent Earning

Code: 122

Name: Allowance

Status: Active

Entitlement: Default to new employee

Basis: Salary

Add to: Gross Pay

Order: 18

Subject to:

301	Federal income tax	<input checked="" type="checkbox"/>
302	Federal extra income tax	<input type="checkbox"/>
303	Provincial income tax	<input checked="" type="checkbox"/>
304	Provincial extra income tax	<input type="checkbox"/>
305	Canada/Quebec pension plan	<input checked="" type="checkbox"/>



Payroll Category Details Tab

The setup for your payroll categories are divided into two (2) tabs: Details and Formula. The initial screen will allow you to define the basic details of your payroll category, including the name of your payroll category, its rates, amounts, as well as the taxes it is subjected to. The fields you see on your screen are dependent on the payroll category type you selected. The following are common fields that are applicable to most payroll category types:

- **“Status Toggle”**: This toggle changes the active/inactive status of your payroll category. If it is inactive, you will not be able to use this payroll category and cannot assign it to employees.

The screenshot shows the 'Basic Salary' setup screen. At the top, there is a title 'Basic Salary' with a small icon. Below the title, there is a 'Status' section with a green toggle switch labeled 'Active', which is highlighted by a red rectangular box. Underneath the status, there is a 'Basis' section with a dropdown menu currently set to 'Salary'. At the bottom of the visible area, there is a 'Code' field containing the number '101'.

- **“Entitlement Toggle”**: This toggle identifies whether this payroll category will be defaulted to your new employees automatically. This will be useful if this is a payroll category that is always used, so you do not have to manually add this payroll category to a new employee.

The screenshot shows the 'Basic Salary' setup screen. At the top, there is a title 'Basic Salary' with a small icon. Below the title, there is a 'Status' section with a green toggle switch labeled 'Active'. To the right of the status, there is an 'Entitlement' section with a green toggle switch labeled 'Default to new employee', which is highlighted by a red rectangular box. Below the entitlement, there is an 'Add to' section with a dropdown menu currently set to 'Gross Pay'. At the top right of the screen, there is a 'Code' field containing the number '101'.



Even if this toggle is on (will be defaulted to every new employee), it may be harmful if required information is not entered. For example, if you switched this toggle on for the payroll category ‘Hourly Wages’, yet you do not add a rate for a new employee, this payroll category will not be calculated for the new employee.

- **“Basis”**: Identifies how this payroll category should be calculated.

The screenshot shows the 'Basic Salary' setup screen. At the top, there is a title 'Basic Salary' with a small icon. Below the title, there is a 'Status' section with a green toggle switch labeled 'Active'. Below the status, there is a 'Basis' section with a dropdown menu currently set to 'Salary', which is highlighted by a red rectangular box.

- **‘Salary’**: Indicates that the earning will be input as a dollar value. It is required to indicate the type, but if this value will apply for all employees, you can include the value



under “Amount” (refer below). If the value is different for all employees, you will need to include the amount in the employee’s master paycard (accessed via Payroll Employees > Assign Payroll Category). You can define a default amount for a given employee or you can enter a different amount every pay period.

- **‘Units’:** Selecting this option will calculate a dollar value based on a number of units (hours) multiplied by a rate. If this rate will apply for all employees, you can include the rate under “Rate” (refer below). If the rate is different for each employee, you will need to include the rate on the employee’s master paycard (accessed via Payroll Employees > Assign Payroll Category). However, the rate can also be set each pay period, if needed.
Note: This option is only available for Earnings, Deductions, Benefits, and Accruals.

- **‘Percentage’:** Calculates the payroll category, such as contributions and taxes, based on assigned percentages.

- **‘Calculated’:** This is an advanced option to calculate special and custom taxes based on your company setup and requirements. Paymate’s developers will encrypt a formula script into your database to fit your needs. For more information, please contact Paymate Support directly.

- “Add to”: This is a view-only field that indicates whether the payroll category will be added to the gross pay or the net pay in the employee’s paycard.

Basic Salary 101

Status Active Entitlement Default to new employee

Basis Add to

- “Paid by”: Only available for tax payroll categories, you can identify whether this tax is paid by the employer or employee.

Tax Federal

Status Active Entitlement Default to new employee

Basis Paid by



- **“Code”**: Identifies the unique code for your payroll category. It can be a combination of letters and numbers. This can be changed at any time.

The screenshot shows a configuration form for a payroll category named 'Basic Salary'. At the top, there is a status indicator 'Active' with a green toggle. Below that, the 'Basis' is set to 'Salary'. The 'Code' field is highlighted with a red border and contains the value '101'. The 'Name' field contains the value 'Salary'.



It is best practice to have a categorization system for your payroll categories. For example, all your earnings can be in the ‘100s’ series, such as 101, 102, 103, etc. This will allow you to easily organize your payroll categories.

- **“Name”**: Identifies the unique name for the payroll category. This will be used for your paystubs, paycards, and reports. This can be changed at any time.
- **“Paystub Abbreviation”**: Identifies an abbreviation, or shortened name, for the payroll category that will appear on your paystubs. This will be helpful if your payroll category name is too long.
- **“Units Refer to”**: This option is only available if your payroll category is based on ‘units’. This field identifies what your ‘units’ will be, such as ‘hours’, ‘days’, or ‘other’. If ‘other’ is selected, you will be required to indicate what your units are, such as kilometers or miles.
- **“Rate/Amount”**: Identifies the rate (if in ‘units’) or amount (if ‘salary’) for this payroll category. If **“Always”** is checked, this number will automatically populate in the employee’s master paycard (accessed via Payroll Employees > Assign Payroll Category) and cannot be changed at the employee level.

Note: This option is only available for Earnings, Deductions, Benefits, and Accruals.



We recommend to leave this box unchecked if the rate or amount does not apply to all your employees. This way, you will be able to change the rate or amount for each employee in your master paycard, if needed.

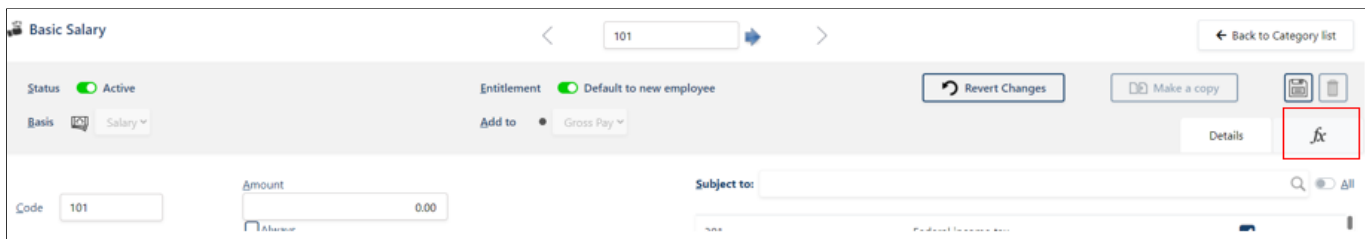
- **“Order”**: Identifies the order that this payroll category will appear in your reports. If two or more payroll categories have the same order, they will appear alphabetically, according to the paystub abbreviation.



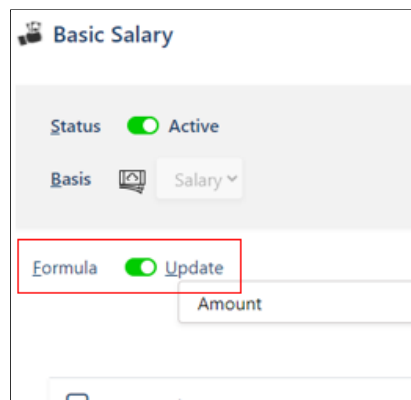
Payroll Category Formula Tab *fx*

Using a formula is a very flexible and simple way to program Harmony to calculate an amount based on another code or make a calculation. For example, you can use a formula to make commission or bonus calculations, or to calculate vacation.

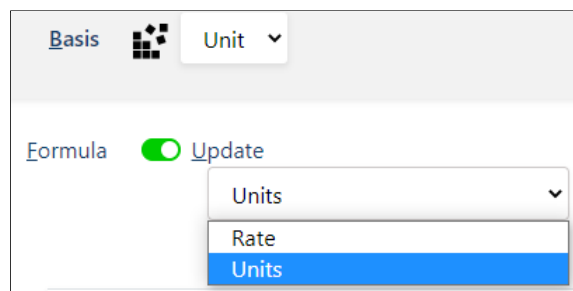
1. Navigate to Payroll Setup > Payroll Categories.
2. Click “+ **New Payroll Category**” if you would like to input the formula into a new payroll category, or select an existing payroll category to include the formula into an existing one.
3. Click on the “Formula” tab.



4. Activate the formula by clicking on the “Update” toggle.





5. If you selected “Units” as the “Basis”, you will need to identify if the values in your formula will be a rate or units.

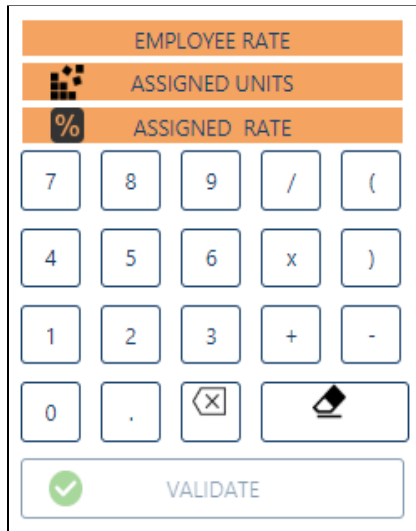


6. Define your formula using the calculator on the right side of the screen. Use your mouse and cursor to access the calculator buttons to enter in the formula. The entered formula is visible at the bottom of the page.
 - o To include other payroll categories in your formula, check off the particular payroll category from the left side of the screen.



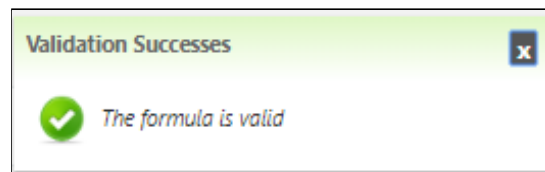
- Available buttons: Division (“/”), Multiplication(“x”), Subtraction (“-”), Addition (“+”), Parentheses (“(“, “)”), Decimal (“.”), Backspace (“”), Clear (“”).

Note: Parentheses, or brackets, are used to group variables together, or specify a particular order or operations. The Backspace button will erase one character at a time. The Clear button will erase the entire formula box.



- “*Employee Rate*”: Employee’s billing rate. This can be viewed/changed from the employee’s payroll profile (Payroll Employees > Employee List).
- “*Assigned Units*”: If your payroll category is based on ‘**salary**’, this will not apply. If your payroll category is based on ‘**units**’, this number will be the employee’s assigned units from their master paycard (Payroll Employees > Assign Payroll Category).
- “*Assigned Rate/Amount*”: Depending what your payroll category is based on, either ‘**salary**’ or ‘**units**’, this will be the employee’s assigned amount or rate, respectively. This number will come from the employee’s master paycard (Payroll Employees > Assign Payroll Category).

7. Once your formula has been entered and confirmed to be accurate, click the “**Validate**” button. This will confirm that the formula is valid.



8. Once Harmony confirms that your formula is valid, click the save icon to save your changes.

Creating and validating formulae can be complex. Let’s go through three (3) examples of how you can use formulae to your advantage.



Sample #1: Taking a percentage of another payroll category

This payroll category (“Commission”) takes a percentage (5%) of the total dollar amount of another payroll category (“101 - Salary”).

Formula Update Pre-defined Processing order

Rate

- 101 - Salary
- 102 - Hourly wages
- 103 - Overtime 1.5
- 104 - Overtime 2

Formula area

$(*101 - \text{Salary}) * 5.00 / 100.00$

Quick View ×

 0033 - Gomes, Jennifer
2020-01-06 - 2020-01-19

	Current	YTD
Salary	1,000.00	15,400.00
Training Wages	0.00	0.00
Commission	50.00	50.00



Sample #2: Multiply a number with the units of another payroll category

This payroll category will multiply a number (25%) with the number of units of another payroll category (“102 - Hourly Wages”). The result will be X times the number of units based on the original payroll category.



Ensure that your formula is set to ‘units’ to take the units of another payroll category.

For example, in the image below, the formula/expression is as follows:

$$('102 - Hourly wages') * 0.25$$

If an employee worked 15 hours using the ‘102’ payroll category, then the resulting equation will be:

$$(15 \text{ hours}) * 0.25 = 3.75$$

Formula Update Pre-defined

101 - Salary
 102 - Hourly wages
 103 - Overtime 1.5
 104 - Overtime 2

Formula area
('102 - Hourly wages')*0.25



Sample #3: Multiply a number with the rate of another payroll category

This will multiply a number with the rate of another payroll category. This can be used if the employee's rate of pay is variable. Note that this will not calculate overtime, as the overtime formula will perform that function. Instead, this value will take the base rate of the target hourly payroll category and multiply with the specified number.



Ensure that your formula is set to 'rate' to take the rate of another payroll category.

For example, in the image below, the formula/expression is as follows:

$$('102 - \text{Hourly wages}') * 1.5$$

Assuming that an employee's base rate is \$12/hour, then the resulting equation will be:

$$(\$12/\text{hour}) * 1.5 = \$18/\text{hour}$$

Formula Update Pre-defined Processing order

Rate

- 101 - Salary
- 102 - Hourly wages
- 103 - Overtime 1.5
- 104 - Overtime 2

Formula area

('102 - Hourly wages')*1.5

- Bi-Weekly 26		Bi-weekly (26 Pay periods) 01/06/2020 - 01/19/2020					
<input checked="" type="checkbox"/>	Number	Employee Name	Category	Units	Rate	Total	Other
<input type="checkbox"/>	(0035)	Gaylard, Leia	Hourly wages	80.00	12.00	\$960.00	
<input type="checkbox"/>	(0035)	Gaylard, Leia	FactorAgRate	10	18.00	\$180.00	



Two-Tiered Calculations



Two-tiered calculations are only available to these payroll categories based on salary: Permanent/Temporary Earnings, Permanent/Temporary Deductions, Permanent/Temporary Benefits, and Permanent/Temporary Accruals.

A two-tiered calculation is a group of four (4) fields that work together when you need Harmony to calculate differing percentages based on a tiered threshold. These fields are used when creating a benefit or deduction that uses a formula. You can add as many tiered rules as you need and can be calculated by percentage or amount. The key field here is the “Prorate Threshold”. It determines if the year-to-date amount is based on the gross dollars of the benefit/deduction code formula, or if it is based on the year-to-date calculated for the code.

If you have “Prorate Threshold” checked, then the annual threshold will be the split point for the two tiers in your calculation. The amount entered here will be divided by the number of pay periods. For example, if \$50,000 is entered for a monthly payroll, then the amount will be $\$50,000/12 = \$4,166.67$. For amounts up to \$4,166.67 per month, then the “Percentage to apply to lower tier” will apply. For amounts above \$4,166.67, then the “Percentage to apply to upper tier” will apply.

If you leave “Prorate Threshold” unchecked, then the annual threshold will be the split point for the two tiers in your calculation. For example, if \$500 is the annual threshold, the “Percentage to apply to lower tier” will apply until the year-to-date amount of the payroll category reaches \$500. After this threshold is reached, then “Percentage to apply to upper tier” will apply.

How to Activate Two-Tiered Calculation

1. Navigate to Payroll Setup > Payroll Categories
2. Select the payroll category you'd like to activate two-tiered calculation for.



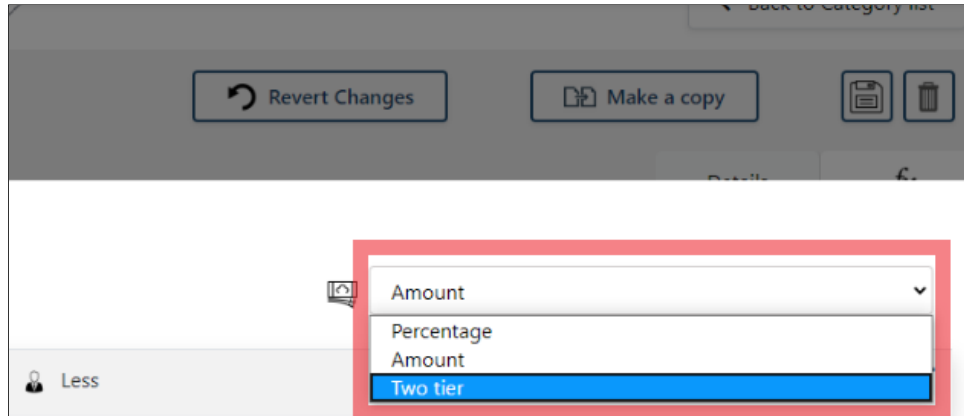
Two-tiered calculations are only available for existing payroll categories. If you'd like to create a new payroll category that uses two-tiered calculations, please save the payroll category first.

3. Select the “Basis” field to be ‘Salary’.
Note: ‘Unit’ is not compatible with two-tiered calculations.
4. Navigate to the Formula tab.
5. Toggle on the Formula.
6. Click the **“Apply two-tiered calculation”** button on the bottom-left corner, under the formula area box. A pop-up window will appear.

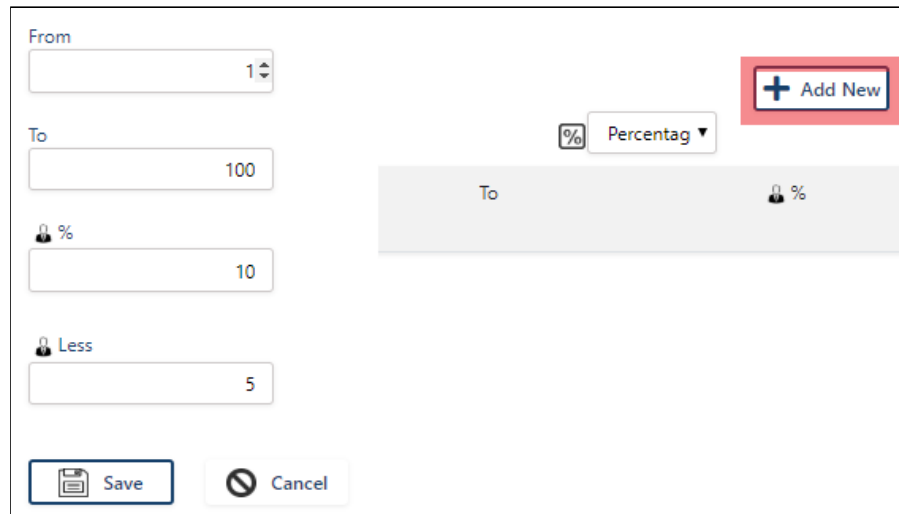
The screenshot shows a software interface for configuring payroll categories. At the top, there is a 'Basis' dropdown menu with 'Salary' selected. Below this, there is a 'Formula' section with a toggle switch for 'Update' and a dropdown menu for 'Amount'. A list of payroll categories is shown below, including '111 - Warehouse Hourly', '116 - Driver Stat', '115 - Driver Wages', '113 - Drive Hourly', and '122 - Training Wages'. At the bottom, there is a 'Formula area' containing the text '(102 - Hourly wages)*0.25'. A red box highlights the 'Apply two-tiered calculation' button at the bottom left of the interface.



7. Select how you would like to calculate: Percentage, Amount, or Two Tier.



8. Click the “+ Add New” button to add a new rule.

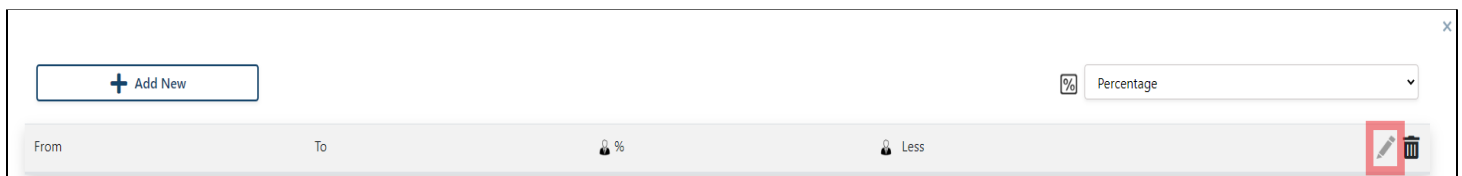


9. Input all fields on the left side.

Note: The “Less” field is optional.

10. Click on the “**S**ave” button to save the rule.

11. To edit an existing rule, click the pencil icon next to the rule you’d like to edit.





Fields Specific to Payroll Category Type

In addition to the general fields that are not specific to the payroll category type, your payroll categories may include an additional field depending on the type:

- **“Minimum (Per Amount)”**: Identifies the minimum amount per pay. If **“Always”** is checked, this will be the default minimum amount for any employee that is assigned this payroll category. Changes made to the minimum in the employee’s master paycard for this payroll category will be ignored.

Note: This applies to your permanent/temporary benefits, permanent/temporary deductions, permanent/temporary contributions, and tax payroll categories.

The screenshot shows a configuration form for a payroll category named "Dental Benefit". It includes a "Name" field with the value "Dental Benefit", a checked "Paystub abbreviation" field with the value "Dental Benefit", and an unchecked "Proration" field. The "Minimum" checkbox is checked and highlighted with a red box. To its right is a dropdown menu labeled "Amount" with a downward arrow.

- **“Maximum”**: Identifies the maximum amount. It can be calculated either (a) by the employee’s year-to-date amount, (b) the company’s year-to-date amount, or (c) as a percentage of net pay. If **“Always”** is checked, this will be the default maximum amount for any employee that is assigned this payroll category. Changes made to the maximum in the employee’s master paycard for this payroll category will be ignored.

Note: This applies to your permanent/temporary benefits, permanent/temporary deductions, permanent/temporary contributions, and tax payroll categories.

The screenshot shows a configuration form for a payroll category named "Benefit". It includes a "Name" field with the value "Benefit", a checked "Paystub abbreviation" field with the value "Benefit", and an unchecked "Proration" field. The "Maximum" checkbox is checked and highlighted with a red box. To its right is a dropdown menu labeled "Employee YTD amount" with a downward arrow. Further right is an "Order" field with the value "1" and two "Always" checkboxes, one of which is checked.

- **“Employee’s Year-to-Date Amount”**: Bases the amount on the Year-to-Date amount calculated for the payroll category. So if it is 3% of earnings and the default maximum is \$5,000, then the employee would accumulate \$5,000 in this category. Each time the employee is paid, 3% is calculated based on formula in the general tab. If this was based on salary, the employee would be paid \$166,666,67 before 3% would stop at \$5,000.



- “Company’s Year-to-Date Amount”: Examines the total for the entire company and stops when the total amount of this code is equal to the ‘Default maximum’. If the default maximum is 50,000 and the formula is 10% then this amount will stop at \$500,000 total paid across the company.
- “% of Net Pay”: Applies to the maximum based on the percentage of Net Pay. The % Net Pay option is only available for your permanent/temporary deductions payroll categories.

- “Reset Balance to Zero at Year End” Toggle: Identifies whether this payroll category will be reset to zero at year-end. If you’d like this category to carry over each year, such as vacation, leave this toggled off.
Note: This only applies to your Accruals payroll categories.



When you close your year in Harmony, the system will ask you about the payroll categories with this toggle to ensure what you intend is what will occur at the moment the new year files are created.

- “Subject to (tax)”: If the payroll category is subject to a tax, payroll tax, worker’s compensation, or accrual code, the checkbox beside tax should be checked off here. If a payroll category is exempt from a tax or does not contribute toward an accrual percentage of worker's compensation calculation, then the checkbox should be left unchecked.
Note: This applies to your permanent/temporary earnings and permanent/temporary benefits payroll categories.



If a tax is checked, it does not mean that the tax will be charged. Some amounts may not meet a tax minimum or the employee may not have earned enough to pay certain taxes.

Subject to:		
301	Federal income tax	<input type="checkbox"/>
302	Federal extra income tax	<input type="checkbox"/>
303	Federal Social Security tax	<input type="checkbox"/>
304	Federal Medicare tax	<input type="checkbox"/>
305	Federal Additional Medicare tax	<input type="checkbox"/>
701	Federal Social Security tax (ER)	<input type="checkbox"/>



Incorrectly marking something as subject to a tax or neglecting to do so can have a tremendous impact during tax season. Be certain and verify your selections with your tax professional. Harmony does not verify the correctness of a decision on this page. It simply calculates based on the settings in these boxes. It is up to you to ensure the accuracy of your settings.



- **“Deduct before (tax)”**: If the payroll category must have certain taxes deducted, the checkbox beside the tax should be checked off here. Otherwise, the checkbox should be left unchecked.
Note: This applies to your permanent/temporary deductions payroll categories.

Deduct before: All

301	Federal income tax	<input type="checkbox"/>
302	Federal extra income tax	<input type="checkbox"/>
303	Provincial income tax	<input type="checkbox"/>
304	Provincial extra income tax	<input type="checkbox"/>
305	Canada/Quebec pension plan	<input type="checkbox"/>
306	Employment insurance	<input type="checkbox"/>



Be certain and verify your selections with your tax professional. Harmony does not verify the correctness of a decision on this page. It simply calculates based on the settings in these boxes. It is up to you to ensure the accuracy of your settings.

- **“Based on (payroll categories)”**: If the payroll category is based on another payroll category, the checkbox beside the payroll category should be checked here. Otherwise, the checkbox should be left unchecked.
Note: This applies to your permanent/temporary contributions payroll categories.

Based on: All

101	Salary	<input type="checkbox"/>
102	Hourly wages	<input type="checkbox"/>
103	Overtime 1.5	<input type="checkbox"/>
104	Overtime 2	<input type="checkbox"/>
203	Vacation paid	<input type="checkbox"/>
205	Sick paid	<input type="checkbox"/>



- **“Subject to (payroll categories)”**: If the payroll category is subject to another payroll category, the checkbox beside the payroll category should be checked off here. Otherwise, the checkbox should be left unchecked.

Note: This applies to your taxes payroll categories.

Subject to: <input type="text"/>			<input type="checkbox"/>
101	Salary		<input type="checkbox"/>
102	Hourly wages		<input type="checkbox"/>
103	Overtime 1.5		<input type="checkbox"/>
104	Overtime 2		<input type="checkbox"/>
203	Vacation paid		<input type="checkbox"/>
205	Sick paid		<input type="checkbox"/>

- **“Payout (payroll categories)”**: An earning which will be used to pay the actual amount accrued to the employee.

Note: This applies to your accruals payroll categories.

Payout: <input type="text"/>			<input type="checkbox"/>
103	Overtime 1.5		<input type="checkbox"/>
104	Overtime 2		<input type="checkbox"/>
203	Vacation paid		<input type="checkbox"/>
205	Sick paid		<input type="checkbox"/>
105	Salary Advance		<input type="checkbox"/>
122	Allowance		<input type="checkbox"/>



Assigning Payroll Categories to Employees

You will need to assign your payroll categories to your employees to properly run payroll. While it is possible to mass remove payroll categories from your employees' paycards by payroll group, Harmony will not allow you to do this if the payroll category contains historical data for that payroll group.

Assigning One Payroll Category to Payroll Groups, All Employees, or One Employee

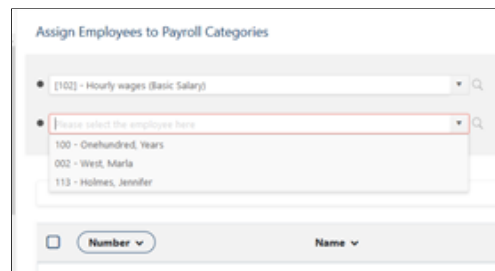
The ability to assign a payroll category to groups of employees can be convenient if you create a new payroll category that is to be assigned to more than one employee.

1. Navigate to Payroll Setup > Assign Payroll Category.
2. Select the payroll category you want to assign from the first dropdown list.



Employees who are already assigned the payroll category will appear in a list at the bottom of the page.

3. To assign the selected payroll category to one employee, select their name in the second dropdown list. Only employees who are not assigned the selected payroll category will appear in this list.



4. Identify the amount/rate/units if it is the same for all employees. If it is different for all employees, enter '0'.
5. Click the **"Add"** button. The employee is now assigned the selected payroll category and will appear at the list at the bottom of the screen.



Assigning One Payroll Category to a Payroll Group or All Employees

1. Navigate to Payroll Setup > Assign Payroll Categories.
2. Select the payroll category you want to assign from the first dropdown list.
3. Click on the “Assign to Payroll Group” button.

Assign Employees to Payroll Categories

• $\{101\}$ - Salary (Basic Salary)

• Please select the employee here

Amount

Assign to payroll group

4. Select the payroll group you want to assign this payroll category to.

Assign to payroll group

Payroll Group Code	Payroll Group name
<input checked="" type="checkbox"/> BW	Bi-Weekly
<input type="checkbox"/> MT	Monthly

5. Click on the “Save” button to save your changes.

Success

Payroll Groups Successfully Loaded



To assign the payroll category to all employees, simply select all payroll groups. This option also works to mass update the amount/rate/unit by payroll group.



Assigning Multiple Payroll Categories to One Employee

The ability to assign multiple payroll categories to one employee can be convenient if you have a new employee. There are a couple ways you can do this.

Method #1

When you activate a new employee, you can instantly add all default payroll categories in their employee profile (Payroll Employees > Employee List > Select an employee). These will be the payroll categories in which you have the “Default to new employees” toggle on. This process can occur only once if no payroll categories were previously assigned to the employee.

The screenshot shows the 'Employee Details' form for Rachel Greene. The form includes the following fields and controls:

- ID:** 001 GREENE, RACHEL
- Payroll status:** Active (toggle is turned on)
- Payroll group:** Bi-Weekly - Bi-Weekl (dropdown menu)
- Tax province:** Ontario (dropdown menu)
- Add default payroll categories:** YES (toggle is turned on, highlighted with a red box)

For more information, review the section on [Payroll Employees](#).



Method #2

1. Navigate to Payroll Employee > Assign Payroll Category.
2. Select the employee you want to assign payroll categories to. The employee's assigned categories will appear. You can filter this list using the filter options if the employee is already assigned categories.
3. Click the “+ Add New” button to add payroll categories to your selected employee.

4. Select the payroll category you want to assign to the employee. You can search for the payroll category by typing the name or code into the box, or select from the dropdown menu.

5. Identify the amount/rate/units. If the payroll category is calculated with a formula, enter in “0”.



If your selected payroll category has the “Always” checkbox checked in its setup, you will not be able to change these values.

6. Click on the “**Save**” button to save your changes.

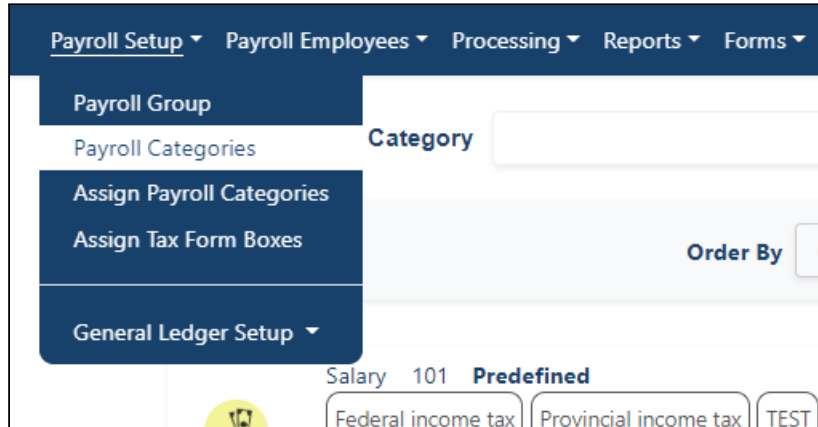


Deleting Payroll Categories

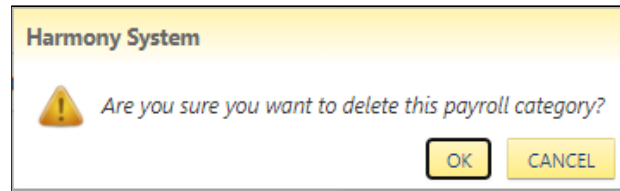


If a payroll category has historical data, or is assigned to an employee with no historical data, it cannot be deleted.

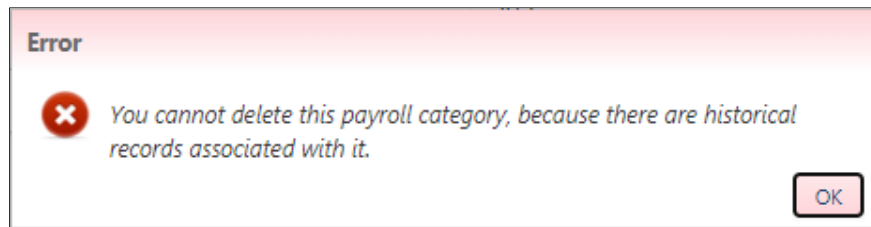
1. Navigate to Payroll Setup > Payroll Categories.



2. Select a payroll category using the three (3) dots next to it.
3. Click the delete icon to delete the payroll category.
4. A window will appear to confirm that you'd like to delete the payroll category. Click "OK".



5. Harmony will indicate whether you've successfully deleted the payroll category. If not, you will receive an error message.





Assigning Your Tax Form Boxes

This is where you can identify which tax form boxes your payroll categories will apply to. All payroll categories will apply here, with the exception of your accruals payroll categories. Depending on the payroll category type, different tax form boxes will be visible.



Accuracy of tax forms and filing of tax forms in a timely fashion is the customer's responsibility.

1. Navigate to Payroll Setup > Assign Tax Form Boxes. A list of all the payroll categories will appear. Under each payroll category, you will see the tax forms that are already assigned.
2. Select the payroll category using the three (3) dots on the right side.



3. Use the toggle to activate or deactivate the form and box as needed.

Report to below tax form boxes:

Form	Box	Description	Sub box	Text
T4	14	Employment income		<input checked="" type="checkbox"/>
T4A	16	Pension or superannuation		<input type="checkbox"/>
ROE	17A	Vacation paid		<input type="checkbox"/>
ROE	17B	Statutory holiday pay		<input type="checkbox"/>
ROE	17C	Sick pay paid		<input type="checkbox"/>
T4A	18	Lump-sum payments		<input type="checkbox"/>
T4A	20	Self-employed commissions		<input type="checkbox"/>

4. In some instances, a dropdown field will appear in the “Sub Box” column. This field allows you to select a code related to the tax form box. Harmony will only assign values to the boxes on this tax form based on each individual payroll category setup. The form assignment can be corrected at any time, up to the point when you create the forms.

T4A	OTHER	Other information	032 - Registered pension plan contributions (p	<input type="checkbox"/>
T4	Other	Other information	- No code assigned	<input checked="" type="checkbox"/>
RL-1	Q	Deferred salary or wages	- No code assigned	<input type="checkbox"/>
RL-1	R	Income situated on a reserve or premises	43 - Canadian forces personnel and police allowance	<input type="checkbox"/>
RL-1	S	Tips received (not included in box T)	85 - Employee-paid premiums for private health services plans	<input type="checkbox"/>
RL-1	T	Tips allocated by employer		<input type="checkbox"/>

5. Click the save icon on the top-right of the page to save your changes.



If you have previously created any tax form records and require changes, please recreate your tax forms after you have made your changes.



General Ledger (GL) Setup and Maintenance

One of the optional last steps in a pay run is to export your payroll to your GL. Harmony provides exports for any major accounting package. If your GL software doesn't appear to be represented, please contact Paymate Support for more information. Harmony Payroll also supports two dimensions, allowing you to maintain each segment separately. This will limit the overall maintenance on your GL accounts and your chart of accounts will remain clean.

Harmony is very flexible when it comes to GL number entry. In most cases, GL numbers are entered without special characters, such as punctuation and hyphens, because most GL systems prefer that imported information does **not** include special characters.

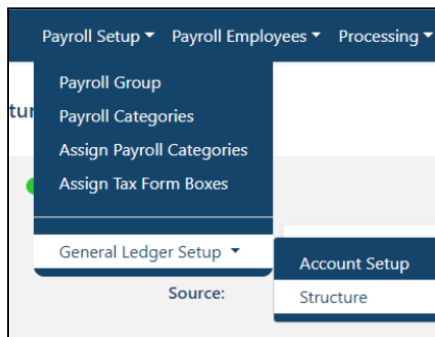
Setting Up Your GL

Setting up your GL in Harmony Payroll is straightforward and simple.

I. Define Your GL Structure

You will only need to set up your GL structure once and is required, since it is necessary to export your GL accounts. Harmony provides a predefined structure for your convenience, but you will be able to create your own customized structure if needed.

1. Navigate to Payroll Setup > General Ledger Setup > Structure.



2. Click the “+ New” button to define a new structure.
3. Enter in the “Name” and “Source”.
4. Ensure that your GL structure is active by using the toggle on the top left.



5. A list of “Available Payroll Categories” is on the bottom-left of the page. Check off the payroll categories you wish to select.





6. Click the arrow (“>”) button to include the selected payroll categories.



If you’ve mistakenly added a payroll group, simply check off the incorrectly-added payroll category and click the opposite arrow (“<”) to remove it from the list.

7. Build your debit and credit structure on the right side. You can select any combination of “(payroll) category GL”, “department GL”, “department code”, and hyphens (“-”).

8. Click the save icon on the top-right of the page to save your changes.

II.



II. Define Your GL Accounts

1. Navigate to Payroll Setup > General Ledger Setup > Account Setup.
2. You will notice two (2) tabs to enter in your accounts - “Payroll Category” and “Department”. Enter your debit accounts and credit accounts for each applicable payroll category and/or department. Refer to our [Payroll Categories](#) section for more information about your payroll categories or refer to the *Harmony Setup Manual* for more information about your departments.

Payroll Category	Debit Account	Credit Account
101 Salary	91022	
102 Hourly wages	91022	
103 Overtime 1.5	91022	
104 Overtime 2	91022	
105 Salary Advance	22500	
106 Salary Advance Recovery		22500
122 Allowance	22500	

Department	Debit Account	Credit Account
1 Main	1	1
101 Admin	123	123
102 Support	124	124

3. Click the save icon on the top-right of the page to save your changes.



III. Create Your GL Export Interface

Harmony provides a range of standard GL interfaces that is compatible with most accounting softwares. If you would like a custom GL export interface that better fits your needs, please contact Paymate Support.

Harmony can export your GL in two ways - directly or indirectly. If *directly (seamless)*, Harmony will automatically connect with your accounting application to export your GL. If *indirectly (file-based)*, you will need to export your GL into a .CSV file before uploading it to your accounting application. This means that you will need to create a GL export interface before you can export. Contact Paymate's support team if you're not sure if a direct integration is available for your accounting application.

To create your GL export interface, follow these steps:

1. Navigate to Admin Settings > Interfaces > GL Export Interfaces.
2. Click **“+ New”** to add a new GL export interface.
3. Enter in the required fields.
 - a. “Code” and “Name” must be unique.
 - b. Check off “Export with dashes” if this applies to your interface.
 - c. Identify the “Layout” and “File Name”.
4. Click **“+ New”** to add a new export field.
5. Enter in the required fields.
 - a. “Code” and “Name” must be unique.
 - b. “Type” indicates the nature of the field.
 - c. “Length” indicates how long the field will be in your export.
 - d. Checking off “Required” will force you to enter in a value when exporting your GL.
 - e. Checking off “Reset” will reset the value to zero.
6. Click the save icon on the top-right of the page to save your changes.



Your GL export interface must be set up prior to your first attempt to export your GL records. It is best practice to test the GL process before using this feature live.

Troubleshooting Your GL Records

If you see a red checkmark next to a created GL record, this indicates that something is amiss in your GL settings, such as a missing payroll category or department in your GL accounts, or your debit/credit accounts do not balance. The error message will be displayed at the bottom-left corner of your screen and you can click into this document icon to check the balances.



If you cannot resolve your issue, please take a look at [Paymate's Knowledge Base](#), or contact Paymate Support.



Payroll Dashboard

Your Harmony payroll dashboard includes several key elements that you might need, right at your fingertips. You can use the available buttons to quickly navigate to a page, or use the dropdowns to easily view real-time data for your selection.

WELCOME BACK, info@paymatesoftware.com

<p>Total Employees</p> <p>15</p>	<p>Your Current Pay Period</p> <p>Payroll Group: 001 - Bi-Weekly (L)</p> <p>Pay Period #: 6</p> <p>Pay Period: 02/27/2021 to 03/12/2021</p> <p>Pay Date: 03/12/2021</p> <p>Run Payroll</p>	<p>Your Previous Pay Period</p> <p>Payroll Group: 001 - Bi-Weekly (L)</p> <p>Pay Period #: 02/27/2021 to 03/12/2021</p> <p>Pay Date: 03/12/2021</p> <p>Post Date: 10/28/2021</p> <p>Total Payments: \$16,838.17</p> <p>Print/Email Paystubs</p>
<p>Inactive Employees</p> <p>2</p>	<p>Inactive Employees in Payroll</p> <p>5</p>	<p>Year-to-Date</p> <p>Payroll Group: 001 - Bi-Weekly (L)</p> <p># Employees: 9</p> <p>Pay Periods Ran: 6 / 26</p> <p>Employee Net Pay: \$79,398.13</p>
<p>Active Employees</p> <p>13</p>	<p>Active Employees in Payroll</p> <p>10</p>	<p>Upcoming Holidays</p> <p>Calendar: Canada Ontario - Ontario, Canada</p> <p>11/11/2021 Remembrance Day</p> <p>12/25/2021 Christmas Day</p> <p>12/26/2021 Boxing Day</p>
<p>Terminated Employees</p> <p>0</p>		

Dashboard Element Name	Description
Total Employees	Refers to the total number of employees you have in your company. This includes all active, inactive, and terminated employees.
Inactive Employees	Refers to the total number of employees who are 'inactive' in their <u>"Employment Status"</u> .
Inactive Employees in Payroll	Refers to the total number of inactive employees in Payroll.
Active Employees	Refers to the total number of employees who are 'active' in their <u>"Employment Status"</u> .
Active Employees in Payroll	Refers to the total number of active employees in Payroll.
Terminated Employees	Refers to the total number of employees who are 'terminated' in their <u>"Empus"</u> .
Your Current Pay Period	View essential information for your next pay period for your payroll groups. Click "Run Payroll" to navigate to the payroll wizard.
Your Previous Pay Period	View essential information from your previous pay period for your payroll groups. Click "Print/Email Paystubs" to navigate to your paystub history.
Year-to-Date	View some quick information about your payroll groups, including the number of employees in the group, how many pay periods you've run so far, and the total employee net pay.
Upcoming Holidays	View any upcoming holidays, as defined in your holiday calendar.



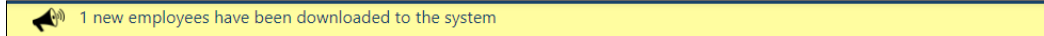
Payroll Employees

All employees that you have created or imported into Harmony are brought over to your Payroll module. However, not all your employees may be a part of your payroll, so you will have to activate your employees in the Payroll module to include them in your payruns.

1. Navigate to > Payroll Employees > Employee List.



If you have added new employees into Harmony, there will be a notification at the top of the page.



2. You will see a list of all your employees, including whether they are active in your payroll module. Select an employee using the three (3) dots next to their name.

The screenshot shows the 'Employee List' interface. At the top, there is a search bar with a magnifying glass icon and a filter icon. Below the search bar is a sorting section with 'Order By' set to 'None', and radio buttons for 'ascending' (selected) and 'descending'. The list contains two employees:

Employee ID	Name	Status	Payroll Type	Actions
0079	Poter, Megan	Inactive		NEW (with arrow icon) and a red-bordered three-dot menu icon
10036	Figo, Luis	Active	Monthly - Monthly	Three-dot menu icon



Activating and Setting Up Your Employees

If this is your first time using Harmony, you will need to assign your employees to a payroll group and set up their taxes and payment methods.

- **“Payroll Status” Toggle:** Activates or deactivates this employee in the Payroll module.
 - **“Payroll Group”:** Identifies what payroll group this employee is a part of.
 - **“Tax Province”:** Identifies which province’s tax will be calculated for this employee.
 - **“Add default payroll categories” Toggle:** Assigns all default payroll categories when toggled on (green). This toggle will only apply prior to the first save of this employee.



If you save this employee without turning on this toggle, then return to this page to toggle it on, the default payroll categories will not be assigned. Likewise, if you toggle it on and save, then add a new default payroll category, the new payroll category will not be assigned.

- **“Billing Rate”:** Indicates whether the employee is hourly, salary/daily, or neither. If hourly or salary/daily, you will need to indicate their rate.



This field is only a label. It does not affect the values in their master paycard.

- **“Receive paystubs/tax slips by email”:** Indicates whether your employee will receive their paystubs and/or tax slips via a password-protected PDF email attachment. If so, you will need to set up the employee’s receiving email, as well as the password to access the PDF file. For more information, view [Setting Up Your Employee’s Password to Access Important Documents](#).



The password you create here will be encrypted for security purposes and will be used by the employee to access their paystubs. Remember to provide this password to the employee!



If your employees are set up to receive paystubs by email, you must have your email settings configured. Refer to the *Harmony Setup Manual* for more information.

- **“Payment Method”:** Identifies how the employee will be paid - by cash, direct deposit (EFT), or cheque.



If your employee is paid via direct deposit (EFT), you must include their banking information in their employee profile. View [Setting Up Your Employee’s Bank Account\(s\)](#) for more information.



Setting Up Your Employee's Bank Account(s)



Ensure that the employee's "Payment Method" is set to "Direct Deposit".

If your employee is paid by direct deposit (EFT), then you will need to set up the employee's bank account in their employee profile. Harmony has the ability to add multiple bank accounts to a single employee, in the event that you would like to divide the employee's earnings this way. For example, you can direct 80% of an employee's earnings to one bank account, and the other 20% to another bank account. Likewise, you can direct \$100 to one bank account and the remaining balance to another.

						Other	Bank accounts	Federal Tax	Ontario Tax
+ NEW								Amount	Percentage
ORDER	INSTITUTION	TRANSIT NUMBER	TYPE	ACCOUNT NO	PERCENTAGE				
1	CIBC	010	CHECKING	123456789	80%				
2	CIBC	010	SAVINGS	234567890	20%				

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. Click on the "Bank Accounts" tab to set up your employee's bank account(s).
4. Select whether you'd like to enter the values in percentages or dollar amounts.



If you are entering the values in dollar amounts ("**Amount**"), you can enter "0" into a subsequent account to deposit the remaining balance into it.

5. Click "+" to add a new bank account for the employee.
6. A pop-up window will appear. Enter the employee's banking information.

Greene, Rachel ×

Order:

Institution:

Transit number:

Account type:

Account number:

Percentage:

- a. "Order": This is the order of bank accounts that the employee's pay will be deposited.
- b. "Institution", "Transit Number", and "Account Number": These are fields that your employee must provide to you.
- c. "Type": Determines what kind of account it is - either credit card, checking, or savings.
- d. "Amount"/"Percentage": The amount or percentage of the employee's pay that will be deposited into this account.



If you are entering the values in percentages, entering '100' in the "Percentage" field will mean you will be depositing 100% of the employee's earnings into this bank account. If you are entering the values in amounts, enter in the dollar amount that will deposit into this bank account.

7. Click the **"Save"** button to save your changes.



Setting Up Your Employee's Password to Access Important Documents



Ensure that the employee's email address is included in their employee profile.

To send your employee's paystubs and tax slips (T4s, T4As, and RL-1s) as password-protected PDF email attachments, you will need to set up the employee's email address in their employee profile, as well as a password for your employee to securely access their attachments. For instructions on how to add an email address to your employee's profile, please refer to your *Harmony Setup Manual*.

1. Navigate to Payroll Employees > Employee List.
2. Select the employee by clicking the three (3) dots next to their name.
3. Activate the "Receive paystubs by email" and/or the "Receive tax slips by email" toggles.
4. An additional "Password" field will appear. Enter in the password your employees will use when opening their paystubs or tax slips files. You can use the "Show password" toggle to view the employee's password, in case they request it again.



The password you create here will be encrypted for security purposes and will be used by the employee to access their paystubs. Remember to provide this password to the employee!

Receive paystubs by email: <input checked="" type="checkbox"/> YES	Receive tax slips by email: <input checked="" type="checkbox"/> YES
Password: <input type="password" value="....."/>	Show password: <input type="checkbox"/> NO



If your employees are set up to receive paystubs by email, you must have your email settings configured. Refer to the *Harmony Setup Manual* for more information.



Setting Up Taxation Information In Your Employee's Profile

There are two (2) ways that Harmony will calculate your taxes: Per Process or Cumulative.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. At the bottom of the page, select the tab for "Other".
4. In the "Tax calculation method" dropdown field, you will see the two ways that Harmony can calculate your taxes.

Other Bank accounts Federal Tax Ontario Tax

Tax calculation method:

Per Process ▼

Per Process

Cumulative

Employment Insurance (EI) +

Commission +

Calculating Taxes Per Process

This option is used to calculate the federal and provincial/territorial tax deductions on your salaries, wages, taxable benefits, pension income, commissions, and other periodic payments. This can also be used to calculate the tax on a bonus or other non-periodic payments.



Ensure that the "Tax calculation method" is set to "Per Process".

Calculating your estimated federal and provincial/territorial tax deductions must be done outside of Harmony. For more information on how to do this, please visit our [Knowledge Base](#).

Calculating Taxes Cumulatively

This option is intended for employees whose remuneration fluctuates each pay period. The amount of deducted tax is based on the projected annual taxable income, including bonuses, compared to the previous year's deducted tax. This option is ideal for employees who are employed for a full calendar year. For more information on Harmony's calculations, please visit [Paymate's Knowledge Base](#).



Ensure that the "Tax calculation method" is set to "Cumulative".



Setting Up Your Employee's Tax Province and Including TD1 Information



Setting up your employee's tax province must be done before you process payroll. This will allow Harmony to calculate your employee's taxes based on the province's tax rates.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. On the left side, you will see a dropdown field for "Tax province". Select the appropriate tax province for this employee.

The screenshot shows the 'Employee Details' form for Rachel Greene. The 'Tax province' dropdown menu is highlighted with a red box and is currently set to 'Ontario'. Other fields include 'Payroll status' (Active), 'Payroll group' (Bi-Weekly - Bi-Weekl), and 'Add default payroll categories' (YES).

4. Once you have selected a province, a tab for the selected province will appear at the bottom of the page.

The screenshot shows the 'Ontario Tax' tab selected in the TD1 form. The 'TOTAL CLAIM AMOUNT' is 10783. Below this are sections for 'Basic personal amount', 'Age amount', and 'Pension income amount', each with a 'Full claim' checkbox and a value field. The 'No. of children' field is also present. The form is divided into four parts (Part 1 to Part 4) with expandable sections.

5. The tab is divided into various parts that all include TD1 relevant fields. Harmony will calculate the net claim amount automatically, but you will need to input the values into other necessary fields. This will allow Harmony to correct the net claim amount when it changes each year.

Note: While you can set up additional taxable credits, it is important to note that you can only enter this information after an employee has provided you with the information themselves. The submission of TD1 information is a **legal document** that **must** be signed by the employee. Intentionally incorrect information entered is a criminal offence.



Depending on your payroll preferences, certain fields or parts may or may not be visible for every employee.



Setting Up Your Employee's Federal Tax (TD1)

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. At the bottom of the screen, select the "Federal Tax" tab.

Other Bank accounts **Federal Tax** Ontario Tax

Part 1

TOTAL CLAIM AMOUNT 13229

Total income less than total claim amount

More than one employer or payer at the same time

Non-residents (Only fill in if you are a non-resident of Canada.)

Basic personal amount 13229

Child amount 0

No. of children: 0

Age amount Full claim 0

Pension income amount Full claim 0

Part 2 +

Part 3 +

Part 4 +

4. The basic claim amounts are managed by the automatic software and tax table updates you receive. You do **NOT** have to update the basic claim amounts on an employees taxation information screen yourself.
5. You can enter the complete details of the employee's TD1 information for all applicable fields. For example, if the employee claims to have two children, simply enter '2' in the # of children field and the amount per child will automatically be added to the credits for this employee.



Harmony will handle all software tax updates for you and your TD1 information will change according to your tax calculations. Any item adjustments entered, however, must be updated each year when the tax tables change.



Your employees must submit their TD1 information every year, as it will not carry forward to the next year.

6. Enter additional taxes an employee has asked to be taken off of their pay.
Note: Navigate to Payroll Employees > Assign Payroll Category > "Tax" tab. The payroll category 'Federal Extra Income Tax' should be where you enter the additional credits the employee has asked to be taken off of their pay.
7. Click the "**Save changes**" button to save your changes.



Assigning Employees to an EI Group



You do not need to assign your employees to an EI group if you only have one (1) EI/business number. For more information, view the [Setting Up Your Employer Employment Insurance](#) section.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. At the bottom of the screen, navigate to the “Other” tab.
4. Select the “*Employment Insurance (EI)*” section to display all related fields.
5. Select the appropriate EI group for this employee.

Note: This will calculate the employee’s EI rate according to your company settings, impact reports, payroll calculations, and tax forms.

The screenshot shows a software interface with a top navigation bar containing tabs: "Other", "Bank accounts", "Federal Tax", and "Ontario Tax". The "Other" tab is highlighted with a red box. Below the navigation bar, there is a "Tax calculation method:" label and a dropdown menu set to "Per Process". A dark blue bar labeled "Employment Insurance (EI)" is expanded. Below this, the "EI Group - Business Numbers" dropdown menu is set to "999999998RP0001 1.4000", which is also highlighted with a red box. At the bottom, there is a "Commission" section with a plus sign (+).

6. Click the “**Save changes**” button to save your changes.



Assigning Employees to Payroll Groups

Your employees must belong to a payroll group to include them in your payrolls. For more information on what a payroll group is or how to create one, please refer to the [Payroll Groups](#) section.



Ensure that you have at least one (1) payroll group created.

1. Navigate to Payroll Employees > Employee List.
2. Select an employee using the three (3) dots next to their name.
3. On the left side of the page, you will see a dropdown field for “Payroll group”. Select the appropriate payroll group for this employee.

Employee Details

ID: 001 GREENE, RACHEL

Payroll status: Active

Payroll group: Bi-Weekly - Bi-Weekl ▾

Tax province: Ontario ▾

Add default payroll categories: YES



We do not recommend that you change an employee’s payroll group after a payroll has been processed with this employee.

4. Click the **“Save changes”** button to save your changes.



Small adjustments will be made at year-end for CPP and EI.



Processing Payroll



All aspects of Harmony Payroll should be thoroughly tested and verified before processing live payrolls. Harmony is extremely functional and flexible, but requires all aspects to be set up properly for a successful payroll.

Prerequisites to Processing Payroll

At a minimum, the following should be properly set up:

- *Company Information
- *At least one (1) payroll group (created and assigned to employees)
- *Payroll Categories (created and assigned to employees)
- *Employees are activated in Harmony Payroll and have the required fields completed
 - Setting up their bank accounts are required if you're paying via EFT
- *Departments and Locations
- Company Bank Accounts (optional; required if you have employees paid via EFT)
- General Ledger (GL) Information (optional)
- Cheque & Paystub Layout (optional)
- Employee Email Settings for Emailing Paystubs and Tax Slips (optional)



Although some settings can always be changed in Harmony later (e.g. departments, GL structure, etc.), they should always be accurately and correctly set up before processing any payrolls to avoid unexpected results.

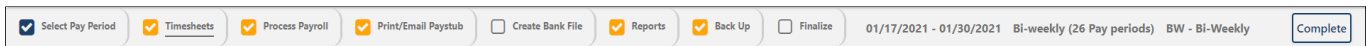


Harmony’s Payroll Process Wizard

Harmony’s Payroll Process Wizard is a great tool to help you easily and quickly process payroll.

1. Navigate to Processing > Payroll Process Wizard.
2. At the top of the page, underneath the navigation bar, is the steps to go through the Wizard. You can click each step or use the arrows at the sides of the page to move to another step, but Harmony will not allow you to move forward if you have missed a required step.

Note: All steps are required, with the exception of Timesheets, Create Bank File, and Reports.

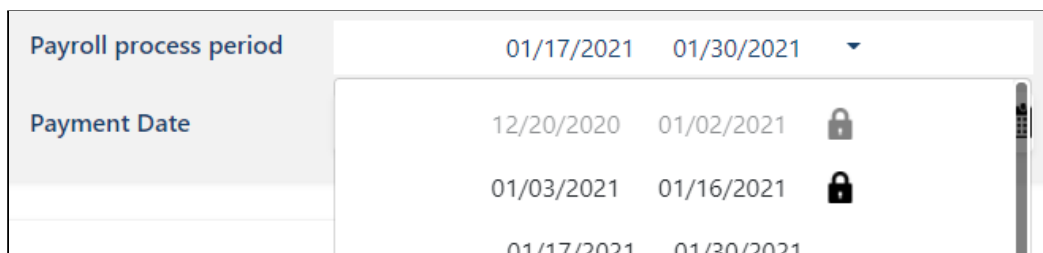


Beside each step is a checkbox.

- A blank checkbox indicates that no action has been taken in this step.
- A blue checkmark indicates that the step is completed.
- A yellow checkmark indicates that the step is pending or has not yet been completed.
- The “**Complete**” button allows you to check off the steps you have completed. A blank box or a yellow checkmark will turn into a blue checkmark if you click this button. Be sure to save before clicking this button to save your changes!

I. Select Pay Period

1. Select a “Payroll Group” and the pay period (“Payroll process period”) of which you would like to pay your employees. Your pay periods are automatically taken from your selected payroll group’s pay calendar. For more information, refer to the [Payroll Groups](#) section.

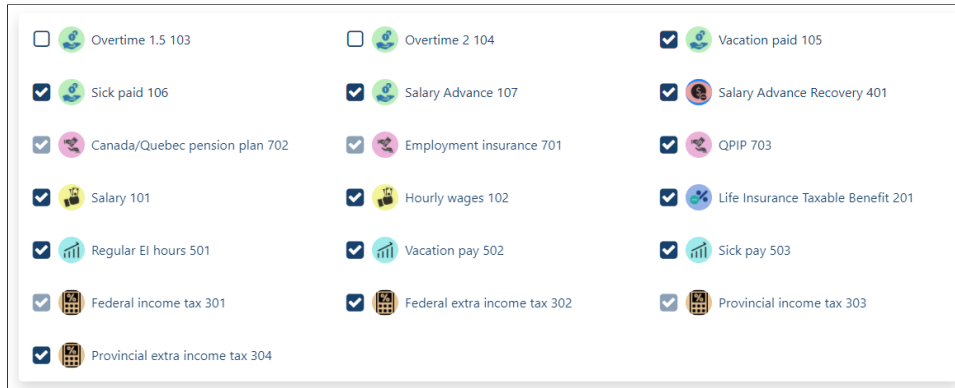


If you see a lock icon next to a pay period, it means that the payroll for this pay period has been posted previously.

2. Select a payment date. This is automatically brought from your payroll group’s pay calendar, but you can change this date if needed.
3. By default, your paycard type is set to ‘Regular’, but it can be changed if necessary. Harmony handles three (3) paycard types:
 - a. ‘**Regular**’: This is the default type that is used for regular payrolls.
 - b. ‘**Special**’: This is often used for irregular payrolls, such as advances, bonuses, or extra pay that is not defined in your payroll group’s pay calendar.



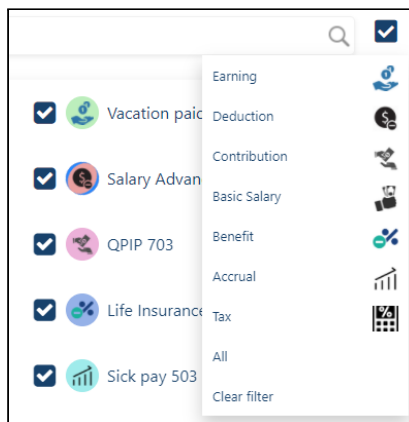
- c. **'Adjustment'**: This is used to adjust your payroll or employee history for any reason, such as payrolls that were processed by mistake or if certain employees were excluded.
- 4. Check or uncheck the payroll categories that are applicable to this pay period. Checking a payroll category will enable it for this pay period. Unchecking one will disable it for the pay period.



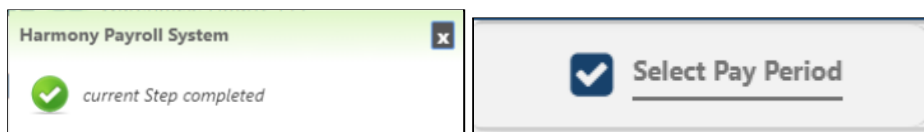
Note: Harmony will retain the enabled/disabled payroll categories from your previous pay run. If you enable/disable a payroll category only for one pay run, remember to disable/enable it in your next pay run!



Use the filter options and the search bar to quickly find the payroll category you're looking for!



- 5. Click the save icon to save your changes.
- 6. Click the **"Complete"** button to complete the first step. Once you see a blue checkmark next to the first step, you can move onto the second step!



You can always return to this step to enable/disable a payroll category before posting, as long as you rollback your paycards and delete your timesheets. Remember to save and complete the step once you make your changes!

II.



II. Edit Timesheets

As mentioned earlier, this step is one of the few that are not mandatory. This step only applies for your hourly employees, so you may skip it if you do not have hourly employees.

Your employees' timesheets can be entered in two ways: Manually entered or imported from a file. It is also possible to do both; Import from a file and make individual adjustments if necessary

Manually Entering in Your Employees' Timesheets

1. On the right side, you will see a list of your hourly employees. Click the icon to add them into this pay run.
2. Edit the "Units" (hours) and "Rate" fields as required for each employee. These fields may automatically be populated according to your employee's Payroll Category settings.

<input type="checkbox"/>	Number ▾	Employee Name ▾	Category ▾	Units ▾	Rate ▾	Total ▾	Other
<input type="checkbox"/>	(001)	Greene, Rachel	Hourly wages	80.00	23.00	\$1,840.00	

The above fields capture the employee's total units for the whole pay period. But you can also edit your employees' timesheets according to each day in the selected pay period by selecting the three (3) dots in the timesheet. Remember to save your changes!

Greene, Rachel									
Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hourly Rate	Add Other
Greene, Rachel (001) Hourly wages							Jan 17		
							0.00		
	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23	Jan 24	23.00	
	10.00	10.00	10.00	10.00	10.00	0.00	0.00		
	Jan 25	Jan 26	Jan 27	Jan 28	Jan 29	Jan 30			
	10.00	10.00	10.00	0.00	0.00	0.00			

3. Use the "+" icon or the trash bin icon to add a new timesheet for another payroll category or delete the timesheet, respectively.

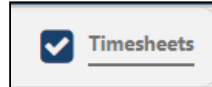
Greene, Rachel ✕

Please select a payroll category ▾

- Overtime 1.5
- Overtime 2



- Once you have saved your changes, review all your employees' timesheets to ensure they are accurate. This is very important in avoiding missing or incorrect timesheet entries.
- Once you have reviewed for accuracy, click the save icon to save your changes and then click the **“Complete”** button to complete the step. After you see the blue checkmark appear, you're ready to move onto the next step.



Importing Your Employees' Timesheets

Importing data can work in a number of ways. It typically encompasses both auto-populating paycards for each employee in the payroll group as well as importing data from an outside source.



To import your employees' timesheets, you must ensure that an import interface has been defined and tested. If not, your timesheets may not import correctly. For more information, refer to the [Import Interfaces](#) section.

- Click the import icon at the top-right corner of the page.
- Click the folder icon to identify the location of the file from your computer.
- Select the appropriate import file.
- Click the **“Process”** button to import the file.
- All your employees' timesheets according to the imported file should automatically populate their respective fields. Review all the timesheets to ensure they are accurate.





<input type="checkbox"/>	Number ▾	Employee Name ▾	Category ▾	Units ▾	Rate ▾	Total ▾	Other
<input type="checkbox"/>	(001)	Greene, Rachel	Hourly wages	80.00	23.00	\$1,840.00	
<input type="checkbox"/>	(005)	Buffay, Phoebe	Hourly wages	15.00	45.00	\$675.00	

- Once you have reviewed for accuracy, click the save icon to save your changes and click the **“Complete”** button to complete this step. After a blue checkmark appears, you're ready to move onto the next step.
-



III. Process Payroll

The third step in the Wizard is to actually process your employees' payroll. You will be able to view their paycards after processing. Paycards indicate all values for all assigned payroll categories for each employee and are created every pay run. Paycards can be one of five (5) statuses:

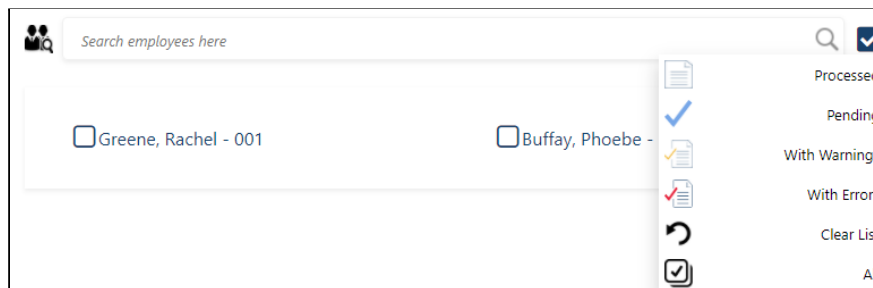
-  **Pending / Rolled Back:** These paycards have either not yet been created, or were created but were successfully rolled back. You will need to recreate this paycard.
-  **Processed:** These paycards were created successfully.
-  **Warning:** These paycards were created and you can still continue to the next step, but you may want to double-check them. Reasons for these warnings are displayed at the bottom of the screen in the 'Output Status' box.
-  **Error:** The paycard has not been created and there may be something wrong. Commonly, you may need to adjust or check the payroll category setup for an employee. Reasons for these errors are displayed at the bottom of the screen in the 'Output Status' box.

It is also important to note that your salaried employees are brought here as well. Their paycards will automatically be populated according to master paycard information.

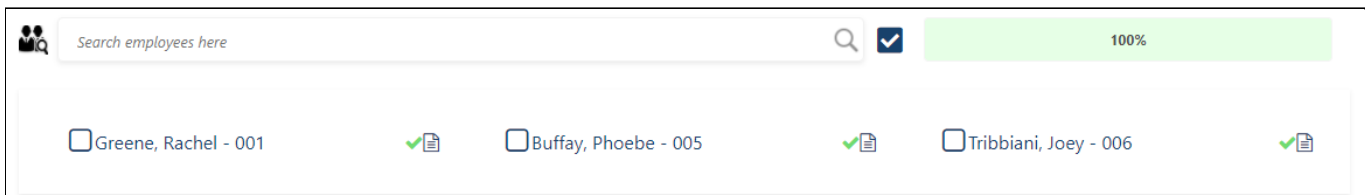


Before beginning this step, your employees' bank account information and password information in their profile are also required if you're paying by direct deposit. Refer to the [Activating and Setting Up Your Employees](#) section for more information.

1. Select the employee(s) that you'd like to process payroll for by using the checkbox next to their name. You can use the filter options to filter the employees by their paycard status or check all of them at once.



2. Click the "Process" button to process your payroll and create your employees' paycards. You may see a change in the paycards' status once Harmony completes this process.





- At the bottom-left of the screen, in the 'Output Status' box, you will see the status of the paycards. If you have any errors, warnings, or messages, you will see the reason why.

Output - Current Process Period [01/17/2021 - 01/30/2021]


3 Success 0 Errors 0 Warnings 0 Messages

- 001 Greene, Rachel - Successfully completed
- 005 Buffay, Phoebe - Successfully completed
- 006 Tribbiani, Joey - Successfully completed

- To see the details of an employee's paycard, click on the icon next to their name.

Greene, Rachel - 001

- The employee's paycard will appear on the right side. To modify the values in their paycard, click the "Edit" button at the bottom of the paycard. You can also click the "Payroll Category" button to adjust the employee's assigned payroll categories.



Quick View ×

001 - Greene, Rachel

01/17/2021 - 01/30/2021

Tax province: Ontario

	Current	YTD
Salary	0.00	0.00
Hrly wages	1,840.00	5,520.00
OT 1.5	0.00	0.00
OT 2	0.00	0.00
Vac. paid	0.00	0.00
Sick paid	0.00	0.00
Salary Advance	0.00	0.00
Salary Advance Recovery	0.00	0.00
Gross Salary	1,840.00	5,520.00
Fed. inc. tax	-170.79	512.37
Fed. ext. tax	0.00	0.00
Prov. inc. tax	-87.18	261.54
Prov. ext. tax	0.00	0.00
CPP/QPP	-92.94	278.82
EI	-29.07	87.21
Net Salary	1,460.02	4,380.06
CPP/QPP [Company]	92.94	278.82
EI [Company]	40.70	122.10
Reg. EI hrs	0.00	0.00
Vac pay	0.00	0.00
Sick pay	0.00	0.00

Edit

Payroll Category

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Editing Your Employee's Paycard

Changes made here are temporary and will not apply in your next pay run.

1. Click on the **“Edit”** button at the bottom of the employee's paycard.
2. Make the necessary edits. You can use the “Overwrite” checkbox to make a manual change, but Harmony will automatically calculate the employee's taxes based on their employee profile and the latest Canadian tax tables.



It can be helpful to use the “Overwrite” checkbox to make a manual calculation, in cases such as deduction or permanent contribution.

001 - Greene, Rachel

01/17/2021 - 01/30/2021

Tax province: Ontario

✕

	Units	Rate	Amount	
101 Salary			0.00	
102 Hrly wages	Hours	80.00	23.00	1840.00 <input type="checkbox"/> Overwrite
103 OT 1.5	Hours	0.00	34.50	0.00
104 OT 2	Hours	0.00	46.00	0.00
105 Vac. paid			0.00	
106 Sick paid			0.00	
107 Salary Advance			0.00	
401 Salary Advance Recovery			0.00	<input type="checkbox"/> Overwrite
Gross Salary			1840.00	
301 Fed. inc. tax			170.79	<input checked="" type="checkbox"/> Overwrite
			[170.79]	
302 Fed. ext. tax			0.00	
303 Prov. inc. tax			87.18	<input type="checkbox"/> Overwrite
304 Prov. ext. tax			0.00	
702 CPP/QPP			92.94	<input type="checkbox"/> Overwrite
701 EI			29.07	<input type="checkbox"/> Overwrite
Net Salary			1460.02	
702 CPP/QPP [Company]			92.94	<input type="checkbox"/> Overwrite
701 EI [Company]			40.70	<input type="checkbox"/> Overwrite
501 Reg. EI hrs	Hours	0.00	1.00	0.00
502 Vac pay			0.00	<input type="checkbox"/> Overwrite
503 Sick pay			0.00	<input type="checkbox"/> Overwrite



We do not recommend using the “Overwrite” checkbox to make changes to your federal tax, provincial tax, EI, CPP/QPP, or another payroll category related to income tax as it may make irreversible changes in your payroll.

3. Click on the **“Process”** button to save your changes and update the employee's paycard.



Updating Your Employee's Payroll Categories in Their Paycard

With this option, you can add, enable/disable, and/or update the employee's assigned payroll categories.



Changes made in this option will be saved for your future pay runs. If your intention is only to make changes for the current pay run, remember to reverse your changes in your next pay run!

1. Click on the **"Payroll Category"** button at the bottom of the employee's paycard.
2. Click the pencil icon next to the particular payroll category to change the values if necessary. To enable/disable particular payroll categories, use the appropriate toggle.
3. To assign a payroll category to the employee, click the **"+ Add New"** button at the top-left corner of the screen.
4. Enter the appropriate fields as required.

	Opening amount	Opening units		Min/Max	
Salary 101			0.00		
Hourly wages 102			23.00	80.00	
Overtime 1.5 103			0.00	0.00	
Overtime 2 104			0.00	0.00	

5. Click on the save icon to save your changes.
6. Click the **"Back to process"** button on the top-right of the screen to return to the Wizard.
7. To see the changes you've made in your employee's paycard, select the employee and click the **"Rollback"** button.
8. If the rollback was processed successfully, select the same employee and click the **"Process"** button once more.
9. If the paycard was processed successfully, you can now click the same paycard icon and see the updates you've made.

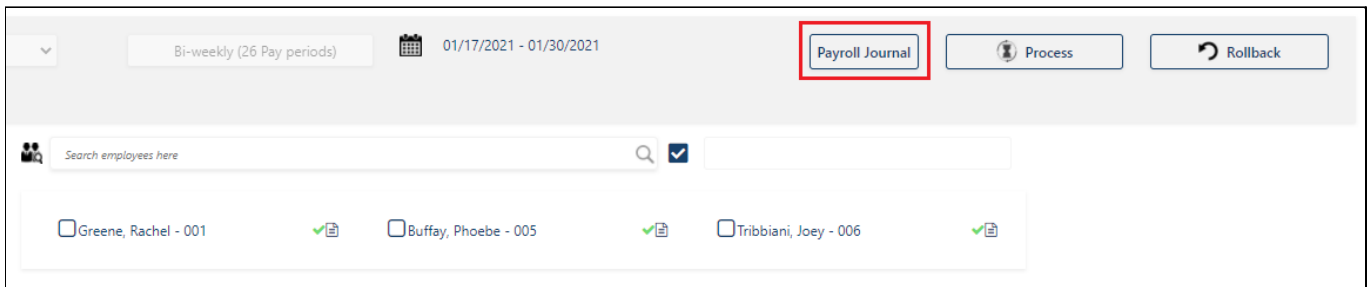
Bi-weekly (26 Pay periods) 01/17/2021 - 01/30/2021 Payroll Journal **Process** **Rollback**

Search employees here

Greene, Rachel - 001 Buffay, Phoebe - 005 Tribbiani, Joey - 006



10. Repeat this process if you need to continue to make changes. If all paycards are accurate, you can view your payroll journal by clicking the **“Payroll Journal”** button. You will be able to view other reports later. If something is amiss in your payroll journal, perform a rollback and make the necessary changes.



11. Once you have confirmed that all items are accurate, click the **“Complete”** button. After the blue checkmark appears, continue to the next step.



IV. Print Cheques and Print/Email Paystubs



Everytime you print a check, the “Last Check #” will be automatically populated according to your last printed check.

1. Enter in the “Starting Cheque #”.
2. Select the appropriate “Payment Date”. By default, it will be set to a date specified in your payroll group’s pay calendar, or the date you indicated in the first step of this run.
3. If required, enter a short broadcast message that will be displayed.
4. Select the “Pay by” method.



Everytime you change the “Pay by” field, you must click on the save icon for Harmony to register this field and update the table of employees.

5. Select the “Style”. This will change how your cheques/paystubs are printed/mailed.



To select a custom style, ensure that you have it created in Configuration > Checks and Paystubs first. After it is created, you can select “User-defined layout” in this field. Because it is a custom style, you will not be able to select “Paystub/Check Options” nor “Check Adjustment”.

6. Select the “Sort Order”. This will change the order that your cheques/paystubs are printed.
7. Expand the *Items to be printed on the paystub* and *Items to be printed on the check* sections. Select the items that you’d like to be printed on these. If you are using a custom check or paystub, these items will not apply.

Pay by	Cheque
Style	Cheque & Paystub & Paystub
Sort order	Employee number
Items to be printed on the paystub	
<input checked="" type="checkbox"/> Employee name	<input checked="" type="checkbox"/> Company name
<input checked="" type="checkbox"/> Employee number	<input checked="" type="checkbox"/> Company address
<input checked="" type="checkbox"/> Employee address	<input type="checkbox"/> Department
<input type="checkbox"/> Employee SIN	<input type="checkbox"/> Job title
<input type="checkbox"/> Employee's bank accounts	<input type="checkbox"/> Payroll group
<input checked="" type="checkbox"/> Cheque/Voucher number	<input checked="" type="checkbox"/> Pay period dates
<input checked="" type="checkbox"/> Cheque date	<input checked="" type="checkbox"/> Year to date amounts
Paystub date format	mm/dd/yyyy
Items to be printed on the cheque	
<input checked="" type="checkbox"/> Cheque/Voucher number	<input checked="" type="checkbox"/> Company name
<input checked="" type="checkbox"/> Print the dollar figure in letters only	<input checked="" type="checkbox"/> Company address
<input checked="" type="checkbox"/> Print a dollar sign (\$) next to the cheque amount	
Cheque date format	mm/dd/yy

8. Click on the save icon to save your changes.
9. To print your employees’ cheques and paystubs, select the applicable employees and click the print icon. If you are emailing your paystubs, go to step 11.



If you are printing your checks and paystubs, you may need to adjust your printer and checks. You can do this by going to the “Options” tab. To move things left or right, input a negative or positive value in the “Horizontal” field. To move things up or down, input a positive or negative value in the “Vertical” field.

Payroll group(s) BW - Bi-Weekly

Search Employees here

<input type="checkbox"/>	Number	Name	Pay period
<input type="checkbox"/>	001	Greene, Rachel	2021-01-17 - 2021-01-30
<input type="checkbox"/>	005	Buffay, Phoebe	2021-01-17 - 2021-01-30
<input type="checkbox"/>	006	Tribbiani, Joey	2021-01-17 - 2021-01-30

10. Once you’ve printed your paystubs and checks, you will see a blue checkmark next to the employees that you’ve printed for.

<input type="checkbox"/>	Number	Name	Pay period	Printed
<input type="checkbox"/>	001	Greene, Rachel	2021-01-17 - 2021-01-30	✓
<input type="checkbox"/>	005	Buffay, Phoebe	2021-01-17 - 2021-01-30	✓
<input type="checkbox"/>	006	Tribbiani, Joey	2021-01-17 - 2021-01-30	✓

11. Employees who have their emails set up in their employee profile are indicated in the table. To email their paystubs, select the applicable employees and click the email icon. You can use the search bar and filter options to easily select the correct employees.

Search Employees here

With Email Address
Clear filter

<input type="checkbox"/>	Number	Name	Pay period	Email
<input type="checkbox"/>	001	Greene, Rachel	2021-01-17 - 2021-01-30	✓
<input type="checkbox"/>	005	Buffay, Phoebe	2021-01-17 - 2021-01-30	✓
<input type="checkbox"/>	006	Tribbiani, Joey	2021-01-17 - 2021-01-30	✓

Note: If you’ve selected employees who do not have an email icon next to their name, a warning will appear. If you do not set up the employee’s email, your employee will not receive their paystubs via email.



12. Add a subject and body to the email.

Emails will be sent to 1 employees

Subject of the outgoing emails:

Body of the outgoing emails:

13. Click the “**Send Emails**” button to send the emails. Your paystubs will be sent as a password-protected PDF attachment. You will see a blue checkmark in the email column in the list of employees if your emails were sent successfully.

<input type="checkbox"/>	<input type="checkbox"/>	Number ▾	Name ▾	Pay period ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	001	Greene, Rachel	2021-01-17 - 2021-01-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	005	Buffay, Phoebe	2021-01-17 - 2021-01-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	006	Tribbiani, Joey	2021-01-17 - 2021-01-30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Remember to provide your employees their respective passwords so they can securely access their paystubs! For more information, refer to the [Setting Up Your Employee's Password to Access Important Documents](#) section.

14. Once your cheques and paystubs have been printed and/or emailed, click the “**Complete**” button. After the blue checkmark appears, continue to the next step.

I.



V. Create Bank File(s)



Before beginning this step, ensure that your company bank account has been set up and that you have an existing bank interface that has been tested. Please see the [Company Bank Accounts](#) and [Setting Up a Bank Interface](#) sections for more information.

1. By default, your bank interface will be selected. You can change this selection by clicking “**Back to data export list**” and selecting a different one.



While it is possible to set up more than one bank account in Harmony Payroll, you can only have one that is your default ‘company bank account’ at one time. This will be the one that is automatically selected. If you want to change it, you can do so manually.

2. Select a “Bank File Sequence Number”.



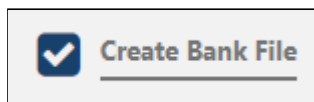
Your bank may require a specific sequence number. Verify that the value in this field is accurate before proceeding.

3. You can also include other payroll groups if you’d like to combine employees from different payroll groups into one bank file.
4. Click on the create icon at the top-right of the screen to create your bank file.
5. A pop-up window will appear to indicate the number of transactions that were written and the total deposit value. Enter in a file name at the bottom of this pop-up window.



The file name you enter here is very important, as it will indicate which file you will be sending to the bank. If you use a file name that you’ve previously used, you may mistakenly send the wrong file to the bank.

6. Click the “**Save to Downloads**” button at the bottom of the pop-up window to save the file into your computer’s default download folder. If you’re not sure where it was saved, look into your browser settings or ask your IT department.
7. Follow your bank’s instructions on how to upload your bank file to send it to the bank. This will be done external to Harmony. Contact your bank for more information.
8. Once your bank file has been created and downloaded to your computer, click the “**Complete**” button. After a blue checkmark appears, continue to the next step.





VI. Reports (In-Progress)

All reports in the Wizard are related to the current payroll you are processing. Available reports include your payroll journal, deposit register, cheque register, and posting balance sheet. All reports can be printed, emailed, and/or downloaded for your convenience.



1. To open a report, click on the three (3) dots next to the report you'd like to open.



Some reports may require you to enter in additional fields, such as a date range. You can also use the additional options to make your report specific to the filters.

2. Click the **“Open”** button.
3. Your selected report will open automatically in a pop-up window.
4. The toolbar at the top of the pop-up window is easy to navigate and use. Use the appropriate buttons to print, email, and/or download the report.

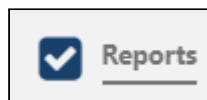


If you do not see this toolbar at the top of your screen, your screen resolution size may have affected this. To fix this, try zooming out in your browser.



We highly recommend that you save these reports, as you will not be able to access or recreate these reports after you have posted your payroll.

5. Once you have viewed, saved, and/or printed all necessary reports, click the **“Complete”** button to complete the step. After a blue checkmark appears, continue to the next step.





Payroll Journal

The payroll journal includes all your paycards that are entered for your selected pay period.



We recommend that you print and analyze your payroll journal before printing your cheques and posting your payroll, so you can discover and correct any errors early. We also recommend that you keep a hard copy of this report for future reference.

Payroll journal				Page 1
Demo Company				
Payroll group: BW				
Pay period: 3(01/17/2021 to 01/30/2021)				Payment date: 02/01/2021
001	Greene, Rachel	Pay group: BW	Depa.: SAL	EI group: 1111
Hrly wages (80.00 Hours @ \$23.00)	\$1,840.00	Fed. inc. tax	\$170.79	
Reg. EI hrs (0.00 Hours @ \$1.00)	0.00	ON Prov. inc. tax	\$87.18	
Vac pay	\$0.00	CPP/QPP	\$92.94	
Vac pay balance	\$0.00	EI	\$29.07	
Vac. paid	\$0.00	CPP/QPP(ER)	\$92.94	
Sick pay	\$0.00	EI(ER)	\$40.70	
Sick pay balance	\$0.00			
Sick paid	\$0.00			
EI hours	80.00			
Insurable earning	\$1,840.00			
Total payments	\$1,840.00	Total deductions	\$379.98	
		Net pay	\$1,460.02	
005	Buffay, Phoebe	Pay group: BW	Depa.: MAR	EI group: 1111
Hrly wages (15.00 Hours @ \$45.00)	\$675.00	Fed. inc. tax	\$8.32	
Reg. EI hrs (0.00 Hours @ \$1.00)	0.00	ON Prov. inc. tax	\$2.55	
Vac pay	\$0.00	CPP/QPP	\$29.45	
Vac pay balance	\$0.00	EI	\$10.67	
Vac. paid	\$0.00	CPP/QPP(ER)	\$29.45	
Sick pay	\$0.00	EI(ER)	\$14.94	
Sick pay balance	\$0.00			
Sick paid	\$0.00			
EI hours	15.00			
Insurable earning	\$675.00			
Total payments	\$675.00	Total deductions	\$50.99	
		Net pay	\$624.01	
006	Tribbiani, Joey	Pay group: BW	Depa.: ADMIN	EI group: 1111
Hrly wages (30.00 Hours @ \$14.00)	\$420.00	CPP/QPP	\$15.55	
Reg. EI hrs (0.00 Hours @ \$1.00)	0.00	EI	\$6.64	
Vac pay	\$0.00	CPP/QPP(ER)	\$15.55	
Vac pay balance	\$0.00	EI(ER)	\$9.30	
Vac. paid	\$0.00			
Sick pay	\$0.00			
Sick pay balance	\$0.00			
Sick paid	\$0.00			
EI hours	30.00			
Insurable earning	\$420.00			
Total payments	\$420.00	Total deductions	\$22.19	
		Net pay	\$397.81	
Grand totals:	Number of departments: 3	Number of employees: 3	Number of records: 3	
Hrly wages (125.00 Hours)	\$2,935.00	Fed. inc. tax	\$179.11	
Reg. EI hrs (0.00 Hours)	0.00	ON Prov. inc. tax	\$89.73	
Vac pay	\$0.00	CPP/QPP	\$137.94	
Vac pay balance	\$0.00	EI	\$46.38	
Vac. paid	\$0.00	CPP/QPP(ER)	\$137.94	
Sick pay	\$0.00	EI(ER)	\$64.94	
Sick pay balance	\$0.00			
Sick paid	\$0.00			



Deposit Register

The deposit register includes all your deposits made to each employee. This will only include the employees of which are paid via EFT, or direct deposit.

Deposit register						
SANDBOX						Page 1
Payroll group: 001						
Pay period: 4(02-16-2020 to 02-29-2020)						
Voucher No.	Pay date	Emp. No.	Employee name	Depa.	Institute / Transit / Account	Amount
	2020-02-29	5	Geddes, Michael	1	004 010 1122211	\$3,366.84
	2020-02-29	36	Preston, Maria	1	004 010 1122211	\$586.74
	2020-02-29	34	Larry, Scott	1	004 004 1122211	\$2,458.58
	2020-02-29	33	Macdonald, Mark	1	006 010 2233664	\$2,337.56
	2020-02-29	32	Brett, Donald	1	004 010 11200998833	\$2,225.10
	2020-02-29	30	Bale, Richard	1	001 010 1122334433	\$1,872.45
	2020-02-29	3	Becker, Ronald	1	007 010 1122334	\$4,207.75
	2020-02-29	29	Rey, Chistina	1	008 010 112222	\$2,557.36
	2020-02-29	21	Mana, Shophia	1	2211 010 11222333	\$1,375.22
	2020-02-29	20	White, Luis	1	003 004 1223344	\$2,312.03
	2020-02-29	19	Curtis, Angela	1	004 010 22333221	\$1,874.72
	2020-02-29	18	Brad, Jacob	1	004 010 1222211	\$1,763.33
	2020-02-29	17	Stuart, William	1	003 003 1000222	\$1,943.02
	2020-02-29	16	MICHAEL, VANDERWATER	1	003 010 122332	\$875.14
Payroll group totals:						
						Number of deposits: 14
						Total amount of deposits: \$29,755.84



Cheque Register

Your cheque register includes all your cheques that were created in this pay run. This report only includes employees paid by cheque or cash.

Cheque register						Page 1
Demo Company						
Payroll group: BW		Pay period: 3(01/17/2021 to 01/30/2021)				
Payment method: Cheque						
Voucher No.	Cheque date	Emp. No.	Employee name	Depa.	Amount	
4	02/01/2021	001	Greene, Rachel	SAL	\$1,460.02	
5	02/01/2021	005	Buffay, Phoebe	MAR	\$624.01	
6	02/01/2021	006	Tribbiani, Joey	ADMIN	\$397.81	
Payroll group totals:			Number of cheques: 3			
			Total amount of cheques: \$2,481.84			
Printed on 02/05/2021 at 04:23 PM						(C)copyright Paymate Software Corporation

Posting Balance Sheet

Your posting balance sheet report compares your payroll entries that were previously posted, currently posting, and after posting.

Posting balance sheet										Page 1
Demo Company										
Payroll group: BW		Pay period: 3(01/17/2021 to 01/30/2021)				Payment date: 02/01/2021				
Description	Before posting		Current		After posting		Description	Before posting	Current	After posting
	Amount	Units	Amount	Units	Amount	Units				
Reg. wages	\$6,572.00	278.00	\$2,935.00	125.00	\$9,507.00	403.00	Fed. inc. tax	\$428.87	\$179.11	\$607.98
Reg. EI hrs	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	ON Prov. inc. tax	\$222.77	\$89.73	\$312.50
Vac pay	\$0.00		\$0.00		\$0.00		CPP/QPP	\$314.15	\$137.94	\$452.09
Sick pay	\$0.00		\$0.00		\$0.00		EI	\$103.85	\$46.38	\$150.23
							CPP/QPP(EI)	\$314.15	\$137.94	\$452.09
							EI(EI)	\$145.40	\$64.94	\$210.34
Totals payment:	\$0.00		\$2,935.00		\$2,935.00		Totals deductions:	\$0.00	\$453.16	\$453.16
							Net pay:	\$0.00	\$2,481.84	\$2,481.84
Number of active employees in payroll group:				3						
Number of inactive or terminated employees in payroll group:				0						
Number of payroll active employees in payroll group:				3						
Number of employees paid in payroll group:				3						
Printed on 02/05/2021 at 04:28 PM						(C)copyright Paymate Software Corporation				



We recommend that you save and/or print this report for future reference.

VII.



VIII. Backup Your Data

When you back up your data, you will back up all relevant data for your current company database for all years, including all setup, employee, and paycard information up to the current date.

1. In the “Backup file name” field, enter the name of your backup file.



It can be helpful to include all pertinent information in the name of your backup file. For example, the company name and date of the backup.

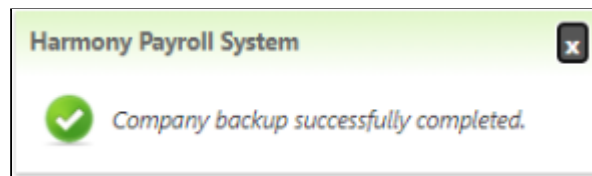
Company Backup

Backup file name 2021-01-31 Bi-Weekly Payroll #1

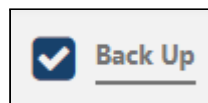
2. Click on the “Backup” button.



3. If you are successful in your backup, you will receive a notification.



4. Once you have viewed, saved, and/or printed all necessary reports, click the “Complete” button to complete the step. After a blue checkmark appears, continue to the next step.

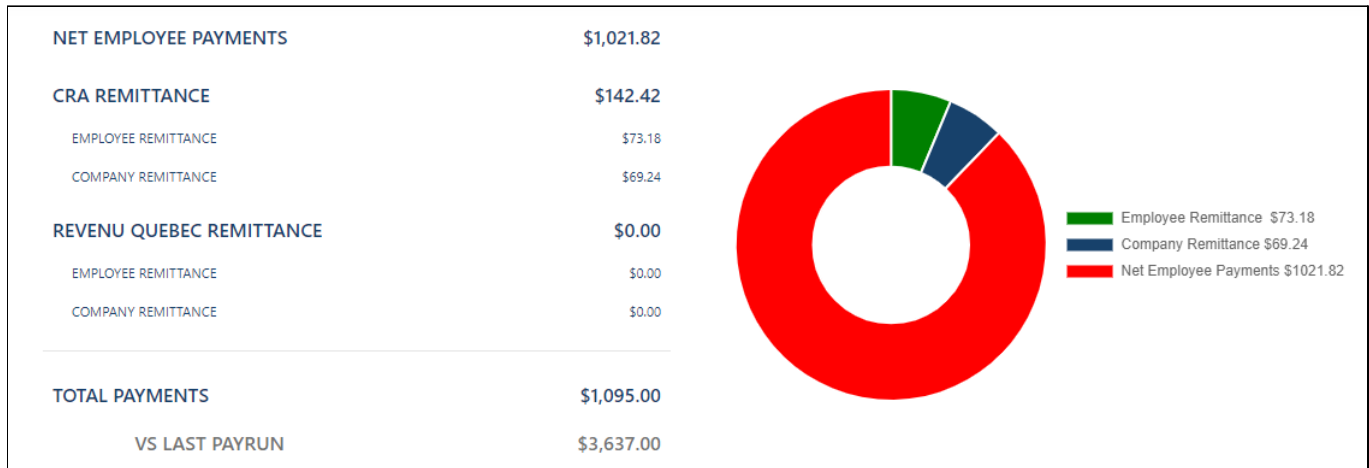


- 5.



VIII. Finalize and Post Payroll

The last step in the Wizard is to finalize and post your payroll. This final page summarizes your pay run, including your net employee payments, CRA remittances, and/or Revenu Québec remittances. It will also compare your total payments made in the current pay run to your previous pay run so you can quickly see if there are any major discrepancies.



1. Review and verify that your payroll is accurate. You can also print your pay run summary (this page) by clicking on the print icon.

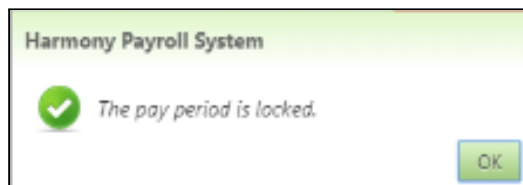


We recommend that you print and/or save your pay run summary, as you will not be able to access or recreate it after posting your payroll.

2. Click on the **“Post”** button to post your payroll. The payroll entries are now committed to history.

<u>PAYRUN SUMMARY</u>			
PAY PERIOD	01/17/2021 - 01/30/2021	ACCRUED VACATION	\$0.00
PROCESSING DATE	2021-02-09	TOTAL COST	\$2,935.00
PAYMENT DATE	2021-01-31		
PAYMENT METHOD	Cheque		
PAYROLL GROUP	BW - Bi-Weekly		
PAY FREQUENCY	Bi-weekly (26 Pay periods)		
TOTAL EMPLOYEES	3		
TOTAL EMPLOYEES PAID	3		

3. A confirmation window will appear. Follow the instructions and then click **“OK”**.
4. Your pay period is now locked and your payroll has been posted into history. Click the **“OK”** button to finish using the Payroll Process Wizard.



IX.



Creating and Exporting Your GL Records

Each time you create your GL records, the included records are marked as exported in Harmony. This will allow you to export GL records for all other payrolls processed that have not yet been exported, even adjustments for past months or accounting periods.

If you do not use an accounting or financials system, you can skip this step.



You must have posted your payroll before creating and exporting your GL records.

1. Navigate to Processing > Create GL Records.
2. Your GL export interface is already selected by default.



To change the default selected GL export interface, navigate to Admin Settings > Interfaces > GL Export Interfaces and select the interface you'd like to make the default. Change the "Standard GL Detail" toggle accordingly.

3. Select your payroll group.
4. Select the "Filter by" field to "Not exported".
5. Refresh the page by clicking the appropriate icon. You will now see a list of your employees and the pay period end date.



Your employee will have a document icon next to their name if a GL record has already been created for this employee. A green checkmark with this icon indicates that the GL record has already been exported. A red checkmark with this icon indicates that there is an issue with your GL settings. An orange checkmark with this icon indicates that you've already exported the GL record, but have created another one afterwards.

Create GL Records

Payroll Group: All ↕

Filter by: Not exported ↻

🔍

<input type="checkbox"/> Greene, Rachel - 001 (01/02/2021 - 1)	📄	<input type="checkbox"/> Greene, Rachel - 001 (01/16/2021 - 1)	📄
<input type="checkbox"/> Geller, Ross - 002 (01/31/2021 - 1)	📄	<input type="checkbox"/> Geller, Ross - 002 (02/28/2021 - 1)	📄
<input type="checkbox"/> Geller, Monica - 003 (01/31/2021 - 1)	📄	<input type="checkbox"/> Geller, Monica - 003 (02/28/2021 - 1)	📄
<input type="checkbox"/> Bing, Chandler - 004 (01/31/2021 - 1)	📄	<input type="checkbox"/> Bing, Chandler - 004 (02/28/2021 - 1)	📄
<input type="checkbox"/> Buffay, Phoebe - 005 (01/02/2021 - 1)	📄	<input type="checkbox"/> Buffay, Phoebe - 005 (01/16/2021 - 1)	📄
<input type="checkbox"/> Tribbiani, Joey - 006 (01/02/2021 - 1)	📄	<input type="checkbox"/> Tribbiani, Joey - 006 (01/16/2021 - 1)	📄



- To create your GL records, select the respective employees. Harmony includes filter options to filter this list or select all employees.

Create GL Records

Payroll Group: All

Filter by: Not exported

Exported
Not Exported
Clear Filters
Select All

<input type="checkbox"/>	Greene, Rachel - 001 (01/02/2021 - 1)	
<input type="checkbox"/>	Geller, Ross - 002 (01/31/2021 - 1)	
<input type="checkbox"/>	Geller, Monica - 003 (01/31/2021 - 1)	
<input type="checkbox"/>	Bing, Chandler - 004 (01/31/2021 - 1)	
<input type="checkbox"/>	Buffay, Phoebe - 005 (01/02/2021 - 1)	
<input type="checkbox"/>	Tribbiani, Joey - 006 (01/02/2021 - 1)	

- Click on the **“Create”** button to create your GL records.
- You will know the GL record has been created successfully if you see the document icon next to your selected employees’ names. Click this icon to view details of the record.

Greene, Rachel - 001 (01/02/2021 - 1)

	Debit	Type	Amount
Hourly wages	111111	Paycard	\$1,840.00
Canada/Quebec pension plan - Company	123456	Paycard	\$92.94
Employment insurance - Company	123456	Paycard	\$40.70
Allocated Debit			\$1,973.64
	Credit	Type	Amount
Federal income tax	123456	Paycard	\$170.79
Provincial income tax	123456	Paycard	\$87.18
Canada/Quebec pension plan	123456	Paycard	\$92.94
Employment insurance	123456	Paycard	\$29.07
Canada/Quebec pension plan - Company	123456	Paycard	\$92.94
Employment insurance - Company	123456	Paycard	\$40.70
Net	123456	Paycard	\$1,460.02
Allocated Credit			\$1,973.64

- Select your GL Export Interface in the dropdown menu. If you’ve selected one to be the company interface, this will automatically be selected.

Create GL Records

Payroll Group: All

Filter by: Not exported

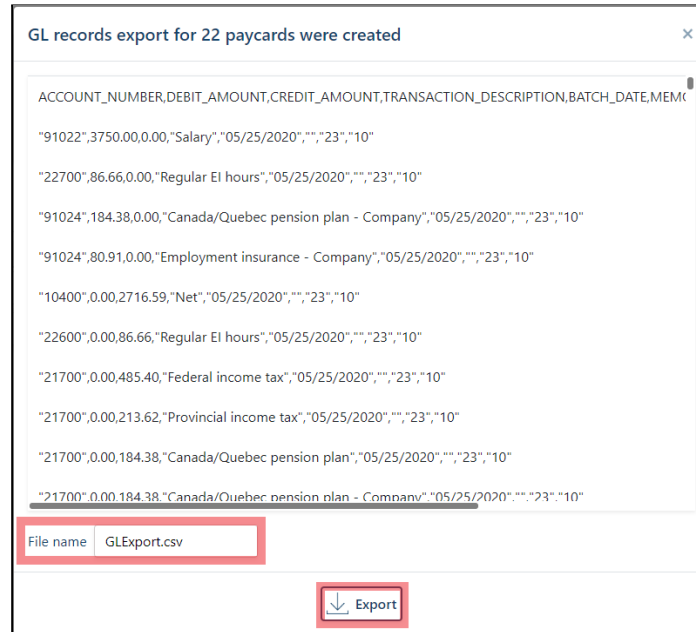
Create Rollback

STDFL™ - Standard GL Detail Export

- Click on the **“Export”** button to export your GL records.



11. Identify the “Batch date”.
12. Select the employee identification (employee number/ID).
13. Click the **“Export”** button on the top-right.
14. A pop-up window will appear with all the records in the file. You can rename this file before downloading, if required. Click **“Export”** to download the exported file.



15. Your exported GL records will be downloaded to your default download location.



If you're not sure where your GL records were downloaded, check your browser settings or ask your IT department for more information.



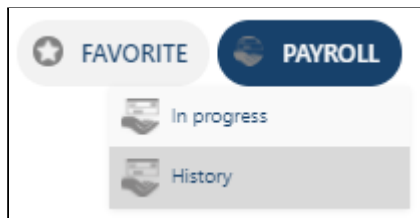
Reports (History)

In addition to the in-progress reports as mentioned earlier when processing payroll, a wide range of reports and tax forms are also available in Harmony.

1. Navigate to Reports > Reports.
2. Click the **“Favorite”** button to view your starred reports. To favorite a report, simply click the star icon next to the report.



3. Click the **“Payroll”** button and click ‘History’.



- **“In Progress Payroll Reports”**: These relate to the current payroll that you are processing. You can access these reports when using the Payroll Process Wizard.
 - **“History Payroll Reports”**: These provide information that relate to paycard history, including federal tax reports or government remittance reports. You can access these at any time.
4. Select the report you wish to view by clicking the three (3) dots next to the report name.
 5. Depending on the report you chose, additional options may appear for you to select, such as date range filters or specific groups to include.
 - **“Filter By Date Range”**: This will filter your report to the date range you select. You can either select to filter by **“Pay Date”**, the date that your employees are paid, or by **“Period End Date”**, the last date of your pay period. Both selections will depend on your payroll frequency and paycard historical information.





- **“Groups to Include”**: You can also filter the report by particular groups, such as departments, payroll groups, and/or EI groups. The report will apply to all groups if left unselected by default.

Department All ▼	Payroll Group All ▼
EI Group All ▼	

- **“Payroll Groups to Include”**: Some reports require you to select at least one payroll group to be included, including your *Payroll Category Report* and *Accrual Report*. For reports that allow selection of multiple payroll categories, you can only select a maximum of five (5) payroll categories.

Payroll Category

Salary × Hourly wages × Overtime 1.5 × | ×

- Salary
- Hourly wages
- Overtime 1.5
- Overtime 2
- Regular EI hours
- Vacation pay
- Vacation paid

- Once you have selected the filters you need, click the **“Open”** button.
- The report will open in a pop-up window. Review your reports and refer to the navigation bar of this pop-up window to perform several functions.



If you do not see this toolbar at the top of your screen, your screen resolution size may have affected this. To fix this, try zooming out in your browser.

- **Export**: Click the download icon and select your desired format. You can export the report in a variety of formats, including CSV, PDF, Excel, and others. The report will automatically download to your computer.



Make note of where your exported file was saved. If you’re not sure where it was downloaded, refer to your browser settings or ask your IT department.

- **Print**: Click the print icon to print the report. Your browser’s print settings will appear in a pop-up.

1 / 2

Acrobat (PDF) file

CSV (comma delimited)

Excel 97-2003

Rich Text Format

TIFF file

Web Archive

Page 1

Demo Company

Payroll group: All

Pay period: 3(01/17/2021 to 01/30/2021)

Payment date: 02/01/2021

001	Greene, Rachel	Pay group:	
Hrly wages (80.00 Hours @ \$23.00)		\$1,840.00	\$170.79
Reg. EI hrs (0.00 Hours @ \$1.00)		0.00	\$87.18
		ON Prov. inc. tax	



- **Email:** Click the email icon to email the report. Include the sender's and recipients' email addresses, and the subject of the email. You can also include an email body if needed.



If your email did not send successfully, double-check the email addresses entered and your internet connection before trying again. If this did not resolve your issue, verify that your email settings are correct in Configuration > Setup > Email Settings.

Send Email

From: info@paymatessoftware.com

To:

CC:

Subject: Payroll Journal Report

Format: Acrobat (PDF) file

B I U abc [list icons] [link icons] Format

(inherited font) (inherited size) A [color icons] x₂ x²

Send Cancel

- **Search:** Click the search icon and enter keywords into the search bar to search the contents of the report.



Forms

Harmony can generate the following forms:

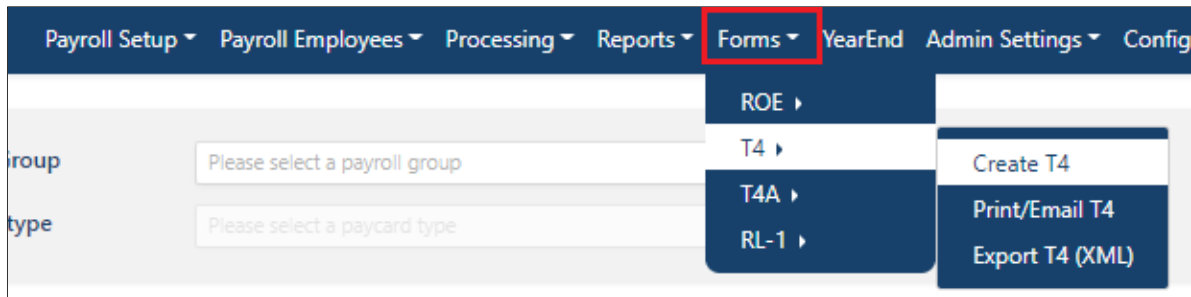
- Records of Employment (ROEs)
- Statements of Remuneration Paid (T4s)
- Statements of Pension, Retirement, Annuity, and Other Income (T4As)
- Relevé 1 - Revenus d'emploi et revenus divers (RL-1s) ***Québec only**



It is up to you, the customer, to verify the accuracy of your tax forms' contents, as well as ensuring that the filing of your tax forms are done in a timely fashion.

The Create-Edit-Print Cycle

Canadian forms and returns are all generated in Harmony using the same process: Create-Edit-Print. This process is designed to make creating the forms as efficient as possible, yet still give you the ability to verify the data and ensure accuracy before committing to paper. Each form's navigation menu has this process laid out in order for your convenience.



You must first create your forms. This process creates a table of records that can be reviewed and edited later. If changes are made (e.g. running additional payrolls, editing history records), then you must repeat this step to update your records with the changes. For year-end forms, each record creation is flagged with a 'submission' number that is used to generate electronic submission files.

You can then make all necessary changes, if required, before verifying all information. The final step is to print, email, and/or export the form.



Records of Employment (ROEs)

The requirements and specifics of your ROEs are managed by the Canadian government. For information on compliance and other requirements, refer to your appropriate government agency.

Harmony will produce ROEs based on the information stored in the employee’s paycard history, in addition to the hire and termination dates in the employee’s profile (Configuration > Employee > Employees).

The amounts shown on the ROE are not based on earnings precisely, but are based on the ‘Wage Base’ associated with the Employment Insurance (EI) payroll tax that is shown for each paycard.



If an employee was paid for a date for dates after termination, you will see a warning message. The termination date in Harmony should be after any final pays for the employee for which the ROE is being generated.

Prerequisites to Creating a ROE

- Completed the final payroll for the employee, including vacation payroll
- Changed the “Employment Status” of the employee to “Terminated” or “Inactive”
- “Termination date” is entered



You can change the “Employment Status” and “Termination date” by navigating to Configuration > Employee > Employees. Select an employee and view the fields under ‘Job Information’. Remember to save your changes!

Creating a ROE

1. Navigate to Forms > ROE > Create ROE.
2. Verify the contact and issuer information. This will be the contact information that is attached to the ROE if Service Canada needs to contact your company about the ROE. By default, the contact information will be taken from your company information (Configuration > Setup > Company Information).



You can always change the contact information even after you’ve generated a ROE. Simply navigate to Forms > ROE > Create ROE and select the employee’s ROE to edit the contact information.

Create ROE

<u>Contact</u>		<u>Issuer</u>	
First name	<input type="text" value="Paymate"/>	Phone	<input type="text" value="9057711155"/>
Middle name	<input type="text"/>	Extension	<input type="text"/>
surname	<input type="text" value="Software"/>	First name	<input type="text" value="Paymate"/>
		Phone	<input type="text" value="9057711155"/>
		Middle name	<input type="text"/>
		Date	<input type="text" value="02/08/2021"/>
		surname	<input type="text" value="Software"/>



- On the right side of the screen is a table of terminated or inactive employees. Select the appropriate employee(s) by using the checkbox. You can use the search bar or filter options to find the employee(s) you're looking for.

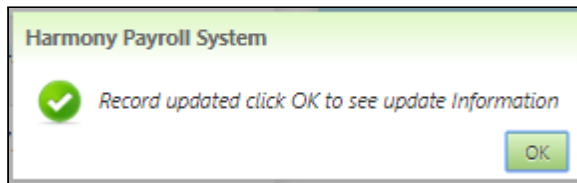
<input checked="" type="checkbox"/>	Employee Number	Employee Name	Termination date	Status
<input checked="" type="checkbox"/>	17	MacDonalds, Harry	03/01/2020	Terminated
<input checked="" type="checkbox"/>	18	Fernandes, Alvaro	03/01/2020	Terminated
<input checked="" type="checkbox"/>	5	Martin, Angela	03/01/2020	Terminated

- Click the “**Create**” button.



This process only generates database records and does not produce any actual output.

- A pop-up window will appear to inform you details and records have been updated. Click the “**OK**” button to create your ROE.




Employee Name	# of Records inserted
Martin, Angela	1
Fernandes, Alvaro	1
MacDonalds, Harry	1

- The ROE(s) created will have an icon next to it. To edit a ROE, click the icon next to the employee's name.




Employee Number	Employee Name	Date	
17	MacDonalds, Harry	06/23/2020	
18	Fernandes, Alvaro	06/23/2020	
5	Martin, Angela	06/23/2020	



7. There are three (3) tabs for entering ROE information. The fields on the window correspond to the fields on the official ROE form. Most of the fields are automatically filled in when you add a ROE record, however some fields may require manual entry. After adding a new ROE record, you will want to review each page to make certain all required fields have been populated. In particular, the expected date of recall (if any) will need to be filled in.
- “ROE Information” Tab: You can update and confirm your employee contact information. Once you’re satisfied with this information, click “**Save**” to continue.

 **ROE**

Fernandes, Alvaro

Serial number for this ROE	<input type="text" value="123456789"/>
Serial number of ROE AMENDED or REPLACED	<input type="text"/>
Employer's payroll reference number	<input type="text" value="E087"/>
Revenue Canada business number	<input type="text" value="105791479RP0001"/>
Payroll group	<input type="text" value="001 - Semi-Monthly Gr"/>
Pay period type	<input type="text" value="Semi-Monthly"/>
Owner's organization number(Web)	<input type="text"/>
Folder(web)	<input type="text"/>
Social insurance number	<input type="text" value="724537121"/>
First day worked	<input type="text" value="01/17/1997"/> 
Last day for which period	<input type="text" value="03/01/2020"/> 
Final pay period ending date	<input type="text" value="03/15/2020"/> 
Occupation	<input type="text" value="ADMIN ASSISTANT"/>
Orgnization Number	<input type="text"/>

Preferred language

English

French



- **“Boxes 15A-15C”**: The amounts by date shown here are based on the employee’s paycard history. These amounts are the **“Base Wage”** recorded in history for EI payroll tax.

ROE

Martin, Angela

15A Total insurable hours 15B Total insurable earnings Number of consecutive pay periods to report for Box 15c

	End date	Calendar	EI hours	Insurable Earnings
1	02/15/2020		86.66	6250
2	01/31/2020		86.66	7135
3	01/15/2020		86.66	6250



If the employee was paid, but these amounts are 0.00 or do not appear, verify in the employee’s paycard history that the amounts are shown as **“Base Wage”** for EI. If the employee was paid wages that were not subject to EI, then those wages will not appear here.

- **“Other Payments”**: If the employee had a vacation balance owing at the time of termination, then Harmony will reflect this in this tab. If this was incorrect, then the employee’s vacation payout needs to be reflected in Harmony and the ROE will then need to be recreated.



If the employee received special payments on their last paycheque, ensure these amounts are reported. If the employee will be receiving special payments after termination (e.g. maternity leave), ensure this is specified.

ROE

Martin, Angela

ONLY COMPLETE IF: Payments or benefits (Other than regular pay) paid in or in anticipation of the final pay period or payable at a later date

Comments (Box 18)

Vacation pay	Start date	End date	Amount
2 - Paid because no longer working	01/01/2020	03/23/2020	358
Other monies	Start date	End date	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Save your changes by clicking the save icon.



Export to ROEWeb

Harmony allows you to create a bulk transfer file that is suitable for transmitting your ROEs on the Web. This file can contain multiple ROEs.



Prior to beginning, ensure that your ROEs are created and verified for accuracy. Refer to the [Creating a ROE](#) section for more information.

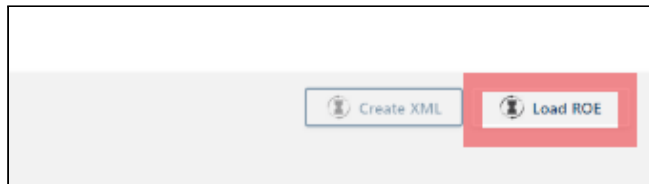
1. Navigate to Forms > ROE > Export ROE (XML).
2. Select the appropriate date range of when your ROEs were created.

ROE Web

Include ROE with final period ending date on or after

Exclude ROE with final period ending date after

3. Click the **“Load ROE”** button.



4. The ROE records within your selected date range will appear at the bottom of the screen.

<input type="checkbox"/>	Employee number	Employee name	SIN	Box12	Box15A	Box15B
<input type="checkbox"/>	17	MacDonalds, Harry	629709684	03/15/2020	346.64	15,001.17
<input type="checkbox"/>	18	Fernandes, Alvaro	724537121	03/15/2020	346.64	13,001.17
<input type="checkbox"/>	5	Martin, Angela	648290211	03/15/2020	259.98	19,635.00

5. Enter your **“Export File Name”**.

ROE Web

Include ROE with final period ending date on or after

Exclude ROE with final period ending date after

Export file name



6. Select the appropriate “Processing Method”.

Processing method

Draft

To be submitted

7. Select the employees of whom you'd like to export their ROEs by checking the checkbox.

<input checked="" type="checkbox"/>	Employee number	Employee name	SIN	Box12	Box15A	Box15B
<input checked="" type="checkbox"/>	17	MacDonalds, Harry	629709684	03/15/2020	346.64	15,001.17
<input checked="" type="checkbox"/>	18	Fernandes, Alvaro	724537121	03/15/2020	346.64	13,001.17
<input checked="" type="checkbox"/>	5	Martin, Angela	648290211	03/15/2020	259.98	19,635.00

8. Click on the **“Create XML”** button.

9. Harmony will create and download a .BLK file to your browser's default download folder. If you're not sure where your file was downloaded, check your browser settings or ask your IT department.

10. In a new tab/window in your browser, go to the Canada Revenue Agency (CRA) website and follow their instructions to upload your .BLK file.



Statements of Remuneration Paid (T4s) & Statements of Pension, Retirement, Annuity, and Other Income (T4As)



Before beginning to create or print/export your T4s and T4As, ensure that you are in the correct data year in Harmony. Because these forms are typically created after payroll has been processed in the following year, you will need to change the data year when logging into Harmony Payroll.

Prerequisites to Creating a T4 or T4A

- Ensure that all payrolls for the year have been processed.



All data that appears on your T4s should be processed with a cheque date concurrent with the year for which the T4 is being created. The entries that appear on your T4 also need to be processed when Harmony is in the current year that corresponds to the year for which the T4 is being created.

- Verify that your tax form boxes are assigned correctly. For more information, refer to the [Assigning Your Tax Form Boxes](#) section.

Creating a T4 or T4A

1. Navigate to Forms > T4 or T4A > Create T4/T4A.
2. Select the appropriate “EI Group”.

Note: If you are using multiple EI groups, you can select the EI group/business number for which you are creating T4s currently.

3. Enter in the “Submission Number”. This number will be used as an identifier when printing, editing, or electronically producing the T4s and T4As.



The submission number can be thought of as a batch number. The first time you create T4s, use the submission number ‘1’ (one). If you have not yet submitted your T4s, you will continue to use ‘1’. If you’ve already submitted your T4s and are amending them, increase your submission number.

4. A list of all your employees are shown in the middle of the screen. Select the employee(s) you wish to create a T4/T4A for by using the checkbox next to their name.

The screenshot shows the 'T4 Create' interface. At the top, there are fields for 'EI Group' (105791479RP0001), '2020', and 'Assign submission number' (1). Below this is a search bar labeled 'Search employees here'. A list of employees is displayed, each with a checked checkbox and a document icon to its right. The employees listed are:

<input checked="" type="checkbox"/> Gomes, Thomas - 11	<input checked="" type="checkbox"/> Geddes, Michael - 5	<input checked="" type="checkbox"/> Geddes, Paul - 4
<input checked="" type="checkbox"/> Preston, Maria - 36	<input checked="" type="checkbox"/> Shawn, Dhaval - 35	<input checked="" type="checkbox"/> Larry, Scott - 34
<input checked="" type="checkbox"/> Macdonald, Mark - 33	<input checked="" type="checkbox"/> Brett, Donald - 32	<input checked="" type="checkbox"/> Bale, Richard - 30



If you have previously created T4/T4A records, Harmony will prompt you to confirm that you want to overwrite those previously created records. A message will appear to tell you how many T4/T4A records have been created. We recommend that you perform a rollback for the T4/T4A records before recreating them.

- Click the **“Create”** button. The employees who have their T4/T4A created will have an icon next to their name.

The screenshot shows a software interface for creating T4/T4A records. At the top, there is a field for 'Assign submission number' with the value '1'. To the right are two buttons: 'Create' (highlighted with a red box) and 'Rollback'. Below this is a search bar with a magnifying glass icon and a checkmark. A list of employees is shown, each with a green checkmark and a document icon: Geddes, Paul - 4; Larry, Scott - 34; and Bale, Richard - 30. To the right of the list is a 'Summary' table.

Summary	
88. Total number of T4 slips fields	23
14. Employment income	102045.84
20. RPP contributions	0
52. Pension adjustment	0

- Verify your tax form boxes. You will see a window showing all payroll categories that relate to the T4 form.



If a payroll category isn't visible or if it's incorrectly assigned, then you must correct the category's setup prior to producing your T4s. To do this, navigate to Payroll Setup > Assign Tax Form Boxes and select the payroll category. Review and verify that the “Report to” field is correct. This form assignment can be correct at any time, up until you create your T4s.



If your payroll category's taxable amount is set up incorrectly, your data will be incorrect and you will have to adjust your payrolls for them to be corrected.



Editing Your T4/T4A Slips

1. Navigate to Forms > T4 or T4A > Create T4/T4A.
2. Your employees who have their T4/T4As created will have an icon next to their name with a green checkmark. Click the icon to navigate to the employee's T4/T4A slip.

T4 Create

El Group: 105791479RP0001 2020 Assign submission number 1

Search employees here

<input type="checkbox"/> GLEN, WENAAS - 11	<input checked="" type="checkbox"/>	<input type="checkbox"/> MICHAEL, GEDDES - 5	<input checked="" type="checkbox"/>	<input type="checkbox"/> PAUL, GEDDES - 4	<input checked="" type="checkbox"/>
<input type="checkbox"/> PRESTON, SCHNELLETT - 36	<input checked="" type="checkbox"/>	<input type="checkbox"/> SHAWN, CAMPBELL - 35	<input checked="" type="checkbox"/>	<input type="checkbox"/> GEOFFREY, SCOTT - 34	<input checked="" type="checkbox"/>
<input type="checkbox"/> MARK, MACLEAN - 33	<input checked="" type="checkbox"/>	<input type="checkbox"/> BRETT, BILLEY - 32	<input checked="" type="checkbox"/>	<input type="checkbox"/> RICHARD, HIEBERT - 30	<input checked="" type="checkbox"/>
<input type="checkbox"/> RONALD, BECKER - 3	<input checked="" type="checkbox"/>	<input type="checkbox"/> CHRISTINA, PAPE - 29	<input checked="" type="checkbox"/>	<input type="checkbox"/> KLEBBER, DA SILVA - 28	<input checked="" type="checkbox"/>

3. Review and update the fields as necessary.

T4 Slip 11 < > Back to list

El Group: 105791479RP0001 2020

Number: 11

Last name: GLEN

First name: WENAAS

Initial:

Address: 37 FRASER ROAD SE

14	Employment income	3333.33
16	Employee's CPP contributions	164.53
17	Employee's QPP contributions	0.00
18	Employee's EI premiums	51.82
19	Employer's EI premiums	72.55
20	RPP contributions	0.00
22	Income tax deducted	678.83

- **“Report Type” & “Submission #”:** By default, Harmony will define the **“Report Type”** as **“Original”** and the **“Submission #”** as **“1”**. However, you can change the **“Report Type”** to be **“Amended”** or **“Cancelled”**.



If you've submitted your T4s and/or T4As to the CRA with the **“Report Type”** as **“Original”** with **“Submission #”** as **“1”**, and later you'd like to amend them, you should use a different **“Submission #”**.

4. Once all the information has been updated and is verified as accurate, click on the save icon at the top-right corner of the page to save your changes.



If you've saved your changes and proceed to change and recreate the T4/T4A after saving, the changed T4/T4A will be overwritten according to the history and payroll category settings found in Payroll Setup > Assign Tax Form Boxes.



Editing Your T4/T4A Summary

1. Navigate to Forms > T4 or T4A > Create T4/T4A.
2. The summary should appear on the right side of the page. Click the “**Edit**” button.

Summary	
88. Total number of T4 slips fields	23
14. Employment income	100745.84
20. RPP contributions	0
52. Pension adjustment	0
16. Employee's CPP contributions	4930.53
27. Employer's CPP contributions	4930.53
18. Employee's EI premium	1536.83
19. Employer's EI premium	2151.56
22. Income tax deducted	23047.13
80. (16 + 27 + 18 + 19 + 22)	36596.58
Minus: 82 Remittances	0
Difference	36596.58
84. Overpayment	0
86. Balance due	36596.58

3. Review and update the fields as necessary.
4. Once all the information has been updated and is verified as accurate, click on the save icon at the top-right corner of the page to save your changes.



It is your responsibility, as the customer, to enter the correct amount of the company remittances into box 82. This value should be obtained from your accounting software.



Printing and/or Emailing a T4 or T4A

1. Navigate to Forms > T4 or T4A > Print/Email T4/T4A.
2. Select the appropriate “El Group” and “Submission #”.
3. Select one of the “Copy to be printed” options.
4. Select the employee(s) whose T4s/T4As you’d like to print by using the checkbox next to their name in the table on the right.

	Employee	Box 10	Slip type			
<input checked="" type="checkbox"/>	0109 Gomes, Thomas	AB	O			
<input checked="" type="checkbox"/>	0134 Martin, Angela	AB	O			
<input checked="" type="checkbox"/>	0033 Gomes, Jennifer	ON	O			
<input checked="" type="checkbox"/>	0035 Fernandes, Leia	AB	O			
<input checked="" type="checkbox"/>	0029 Macgregor, Scott	AB	O			

5. Click the print icon or the email icon at the top-right of the page.
6. If you’re successful in printing or emailing an employee their T4/T4A, a checkmark will appear in the appropriate column in the table.

	Employee	Box 10	Slip type			
<input checked="" type="checkbox"/>	0109 Gomes, Thomas	AB	O	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0134 Martin, Angela	AB	O	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0029 Macgregor, Scott	AB	O	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0035 Fernandes, Leia	AB	O		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	0033 Gomes, Jennifer	ON	O		<input checked="" type="checkbox"/>	



Exporting Your T4s/T4As to an XML File

Your XML export file is to be uploaded to the government as a means to file your T4/T4A records. You must create separate files for each business number (EI group) that you have. For more information, refer to the [Employment Insurance \(EI\) Groups and Quebec Business Numbers](#) section.

1. Navigate to Forms > T4 or T4A > Export T4/T4A (XML).
2. Select an “EI Group” from the dropdown list.
3. Enter in your “Transmitter Number” (i.e. “MM”+ six numeric characters). If you’re unsure what your transmitter number is, please check with the CRA. If you do not require a special transmitter number, please type in “MM000000” or “MM999999”.
4. Enter in the correct “Submission Number”. By default, Harmony will set this to “1”.
5. Select one of the “Report Type Code” options. By default, “Original” is selected.



If this is your first transmittal record, leave the option “Original” selected.

6. Select one of the “Language of communication” options. By default, “English” is selected.
7. Verify whether you are submitting the form on your own behalf or on the behalf of others in “Transmitter type indicator”. By default, it will be set to submitting returns on the behalf of others.
8. “Line 1” of the “Transmitter name” will automatically be set to your company name. You can make changes if needed.
9. Verify your address and postal information under the *Company Information, Contact Person, and Person responsible for the file* sections.
10. Verify that all information on this page is correct.
11. Click on the **“Load T4s/T4As”** button on the bottom-right corner of the page.
12. Your employees that you’ve loaded the T4s/T4As for will be listed at the bottom of the page. Review this list and ensure that all employees are included.



If you do not see a particular employee listed, the employee may not have a T4/T4A created or the employee might be assigned to a different business number (EI group).

	Employee	Box 10
<input checked="" type="checkbox"/>	0109 Gomes, Thomas	AB
<input checked="" type="checkbox"/>	0134 Martin, Angela	AB
<input checked="" type="checkbox"/>	0029 Macgregor, Scott	AB
<input checked="" type="checkbox"/>	0035 Fernandes, Leia	AB
<input checked="" type="checkbox"/>	0033 Gomes, Jennifer	ON

13. Once you have reviewed that all employees are included, click the **“Create XML”** button to create the file. The XML file will then be created and downloaded to your browser’s default downloads folder.



Make note of where your file was saved. If you’re unsure of the location, double-check your browser settings or contact your IT department.



Amended or Cancelled T4s/T4As

In the event you make a mistake in your T4s/T4As or sent them by mistake, you can amend or cancel them.

1. Navigate to Forms > T4s/T4As > Create T4s/T4As. Select the “El Group” and the employee’s T4/T4A that you’d like to amend or cancel.

2. Change the “Report type” to “Amended” or “Cancelled”. Enter in the “Submission #”. We recommend entering “2” as the “Submission #”.

3. Click the save icon to save your changes.



Exporting Amended or Cancelled T4s/T4As to an XML File

1. Navigate to Forms > T4s> Export T4s (XML).
2. Select “Report Type Code” as “Amended”.
3. In “Submission Number”, enter the submission number you used when you amended or cancelled the T4. In our example, we used the number “2”.
4. In the “File amendment note” field, you can put in notes for the T4/T4A if needed.
5. Verify that the information on this page is correct.
6. Click the “**Load T4s/T4As**” button on the bottom-right of the page.
7. Your amended/cancelled T4s/T4As associated with your “Submission Number” will appear at the bottom of the page. Review this list and ensure that all applicable employees are included.



If you do not see a particular employee listed, the employee may not have an amended or canceled T4/T4A or the employee may be assigned to a different business number (EI group) or submission number.

	Employee	Box 10
<input checked="" type="checkbox"/>	0109 Gomes, Thomas	AB
<input checked="" type="checkbox"/>	0134 Martin, Angela	AB
<input checked="" type="checkbox"/>	0029 Macgregor, Scott	AB
<input checked="" type="checkbox"/>	0035 Fernandes, Leia	AB
<input checked="" type="checkbox"/>	0033 Gomes, Jennifer	ON

8. Once you have reviewed the list of employees, click the “**Create XML**” button to create the file. The XML file will then be created and downloaded to your browser’s default downloads folder.



Make note of where your file was saved. If you’re unsure of the location, double-check your browser settings or contact your IT department.



Relevé 1 - Revenus d'emploi et revenus divers (RL-1s)

*** This tax form is to be used by Québec only**

The process of creating, printing, and exporting your RL-1s are the same as that of your T4s/T4As, with the exception of six (6) additional parts. For more information on the process to create, print, and export your T4s/T4As, refer to the [Statements of Remuneration Paid \(T4s\) & Statements of Pension, Retirement, Annuity, and Other Income \(T4As\)](#) section.

1. Navigate to Forms > RL-1 > Create RL-1.
2. To edit your RL-1 summary, click the **“Edit”** button at the bottom of the page in the summary window.
3. Ensure that the **“Original starting sequential number”** is correct.
4. Click the **“Assign All”** button in the ‘Assigning sequential numbers’ section.

Part 1 Part 2(A) Part 2(B) Part 2(C) Part 3 Sequential number

Sequential number information:

Original starting sequential number: 00000011

Next sequential number:

Clearing all sequential numbers:

This option will:

1. Reset all the RL-1 slips as «Original»
2. Clear out the original sequential numbers from all RL-1 slips
3. Clear out the amended sequential numbers from all RL-1 slips

Clear all

Assigning sequential numbers:

This option will:

1. Assign an original sequential number to any «Original» or «Cancelled» RL-1 with no original sequential number
2. Assign an amended sequential number to any «Amended» RL-1 slip with no amended sequential number

Assign all

5. Once you've reviewed the information to ensure accuracy, click the save icon to save your changes.
6. Continue the same process as [Exporting Your T4s/T4As to an XML File](#) to export your RL-1s.
7. Submit your exported XML file to Revenu Québec.



e-Filing

The CRA requires companies with more than 50 employees to file their T4s online. To file your T4s online, please have your access information (i.e. account number and web access code) ready.



If you have not received or have forgotten your access information, please contact the CRA to regain your access information.

1. Follow the instructions in the [Exporting Your T4s/T4As to an XML File](#) section to export your T4s. Make note of where you downloaded the file.
2. In your web browser, connect to the following website:
https://apps.cra-arc.gc.ca/ebci/leb0/upload/pub/disclaimer.action?request_locale=en
3. After you've read and understood the disclaimer, click the “**I agree**” button at the bottom of the page.
4. Enter in your “Account Number” and “Web Access Code”.
5. Click the “**Continue to Step Two**” button.
6. Click the “**Browse**” button and select the XML file you exported from Harmony.
7. Click the “**Submit**” button.
8. Print the confirmation page for your reference.



You will have to repeat this process for every business or company you do payroll for. Each company will have their own unique access information.

For any issues regarding e-filing, visit the [CRA website](#) or [contact the CRA directly](#).



Year-End

Year-End Checklist

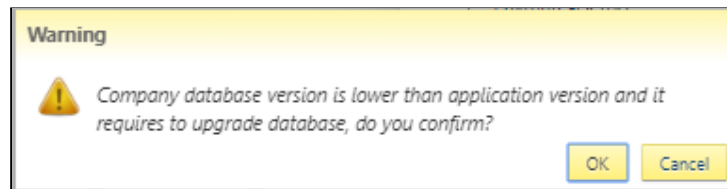
Before you begin the year-end process, ensure that the following have been completed:

- ✓ Reviewed accruals (employee year-to-date (YTD) report and opening balance)
- ✓ Reviewed deductions if they reset at year-end
- ✓ Processed and posted all payrolls for the year
- ✓ Reviewed all employee information (name, social insurance number (SIN), address, etc.)
- ✓ Reviewed company information (name, address, RCT #, etc.)
- ✓ Made a backup of the company

Year-End Process

I. Upgrading the Database / Tax Tables

When you log in, ensure that you select the correct data year. You should be selecting the data year that you would like to close. All payrolls for the selected data year must be completed. Harmony will inform you that there are new tax tables available. Click the “OK” button to upgrade your database. The process may take a few minutes.



II. Closing Off Your Current Year

1. Navigate to YearEnd.
2. The steps to close off your year are laid out at the top of the page. Read the details of the procedure before clicking the arrow to proceed to the next step.

This function will close this company's **2020** year and set up a database for **2021**. Before running this option, you should be sure you have finished processing all the payroll for & After you close the year, you will still be able to access the data for **2020**, and you will still be able to print your & T4, T4A, & Relevé 1 slips.

3. Select the payroll categories that you'd like to reset to zero for next year, then proceed to the next step.



If your deduction and accrual payroll categories do not have “Reset at Year End” checked, they will not appear in this list. Their values will automatically carry over to the next year. If you do not see a payroll category here that should be in this list, go to the payroll category setup to check this checkbox and restart the Year-End process.



step 3 step 4 **5 step 5** step 6 step 7 step 8

The payroll categorie(s) below (deduction, accrual) are flagged to carry forward the «Year to Date» total for each employee to the new year. If you are sure you want to carry forward the employee year to date totals for these items to the new year, click on «Next» to continue. If you want to change any category so that employee year to date totals are cleared for the beginning of the new payroll year, you can change the flag in the table below, and then click on «Next» to continue.

Description	Reset to zero
Regular EI hours	<input checked="" type="checkbox"/>
Vacation pay	<input type="checkbox"/>
Sick pay	<input type="checkbox"/>

Cancel

- Because you've already updated your tax tables, the values for the employee and employer maximums and minimums are automatically entered. However, you can overwrite this value for year-end if needed. To do so, navigate to Payroll Setup > Payroll Categories, change these values, then return to this page. Once this is complete, proceed to the next step.

The payroll categorie(s) below are flagged to have a maximum or minimum, or percentage for the year. The 2020 maximum and minimum, and percentage for each of the respective categories are displayed in the grid below. If you wish to update these values for your 2021 payroll year you may do so now and then click «Next» to continue. The wizard will apply these changes to the categories

Description	Employee Minimum	Employee Maximum	Employer Minimum	Employer Maximum
WCB	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="92600"/>

- A backup of your data is mandatory. Enter the name of your backup file and click the “Backup” button.

Company Backup

Backup file name 100%

Backup

The backup function will backup all data of the current company database. This means you will be backing up all the setup information, all the employee information and all the paycard information.

- Once you've typed in the prompted text, click the “Process” button, and then “OK”. You will automatically be logged out of Harmony.



Ready to Close the Year.
Enter the words «CLOSE 2020» below and click on «Process» to continue.

CLOSE 2020|

Process

7. Log back into Harmony with the new data year. This will be the year that you will begin processing payroll for after closing the year.

III. Review Your Payroll Groups and Their Pay Calendar

1. Once you've logged into Harmony with the new data year, navigate to Payroll Setup > Payroll Groups.
2. Select a payroll group that is "Weekly" or "Bi-Weekly" in pay frequency.
3. Review the pay calendar to ensure that the pay periods and pay dates are correct.



If your payroll group is "Weekly" (53 periods) or "Bi-Weekly" (27 periods), this means the previous year was a leap year or had an extra period. Change this field to 52 periods and 26 periods respectively to reflect the new year.



Keep in mind that New Year's Day lands at the beginning of the year. Refer to the last pay period in your pay calendar. If the pay date is in the current year OR January 1st, 2nd, or 3rd of the new year, see what day of the week it lands on. If the day is a weekend, you'll have to pay your employees prior to the long week.

4. Click the save icon at the top-right of the page to save your changes.
5. Return to your list of payroll groups and repeat this process for each payroll group you have.

IV. Review Your Employees' Taxation Information

1. Navigate to Payroll Employees > Employee List.
2. Select an employee.
3. At the bottom of the employee's profile, navigate to the "Federal Tax" tab.
4. If you have any additional tax credits, it will be listed here.
5. Repeat this process for all your employees.



Contact Paymate Support

Before you contact Paymate Support directly, please see our available resources:

Paymate Knowledge Base: <https://helpdesk.paymatesoftware.com>

Paymate's knowledge base contains a wide variety of help documents, guides, and how-to videos. We highly recommend browsing through our articles to fix any issue you may have.

If you still require additional help with Harmony, please feel free to contact Paymate Support directly. We will be happy to help you and answer any questions you may have.

Email Us: Support@paymatesoftware.com

Call Us: 1 (866)-PAYMATE (1-866-729-6283) ext. 1

Visit Us: www.paymatesoftware.com/contact