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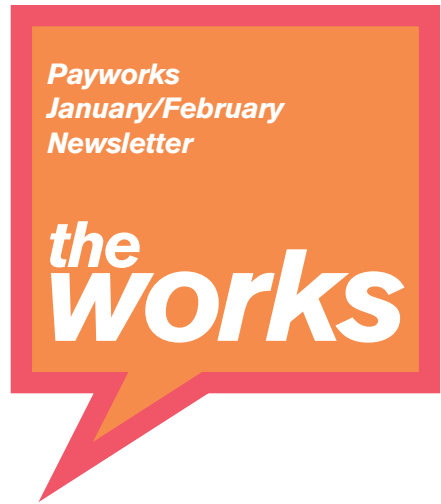
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What's New?

Payworks Highlights

Minimum Wage Increases

Minimum wage rates in Nova Scotia will increase on April 1, 2013. The general minimum wage will increase from \$10.15 to \$10.30 per hour.

As well, minimum wage rates will increase in Quebec on May 1, 2013. The general minimum wage will increase from \$9.90 to \$10.15 per hour.

Please visit the Nova Scotia and/or Quebec provincial government websites for more information on these upcoming minimum wage increases.

Product Update - ETM

Payworks has recently completed enhancements to the Payroll and Employee Time Management (ETM) modules. Effective immediately, updates have been made regarding Status Changes and Employee Clock Status (S900 Web Enabled clocks only).

These updates give Payworks clients the option to remove their employees from their punch clocks when the employee status is changed to final pay or terminated. The update is applicable only for those clients who use the S900 web enabled clocks, and does not apply to clients who use

the Device Manager with their punch clocks. When an employee's status is changed to terminated or final pay, a message highlighted in orange will appear.

If "no" is selected, the employee will continue to have access until that access is removed manually in the Time Management > Employee Set Up > Employee Clock Set Up Screen.

If "yes" is selected, the employee will immediately be deactivated from the punch clock.

For more information, please view the complete product bulletins in the Company Bulletins section of the Payworks Portal Page.

Best Managed Companies

Payworks is a 2012 winner of Canada's Best Managed Companies



Canada's Best managed Companies continues to be the mark of excellence for Canadian-owned and managed companies with revenues over \$10 million. Every year hundreds of entrepreneurial companies have competed for this designation in a rigorous and independent process that evaluates their management skills and practices. Learn more at www.bestmanagedcompanies.ca.

Get to Know Them

Get to know your Client Service Representative

Kevin Black has worked for the Payworks National Service Centre in Winnipeg since April of 2011. He assists 287 clients as a Small Business Customer Service Representative.

After obtaining his Business Administration diploma, Kevin worked for one of the five big banks. After spending some time there, he decided that if he was going to work for an organization, he wanted to work for one that puts the needs of its clients ahead of the need to make more money - and so he came to Payworks!

Kevin says that the best thing about working for Payworks is "the relationships that we are able to build with our clients, and the day-to-day

variety. Believe it or not, I love the crazy weeks where we're running 5,000 payrolls and you feel like you can't catch up and there just aren't enough hours in the day to get it all done. It's great to see everyone pull together to make sure it all gets done."

Outside of Payworks, Kevin sits on the board of director for his co-op, overseeing the selection of new tenants and creating new policies. He recently retired from playing wheelchair rugby, but he tries to remain active in the wheelchair sports community.

Kevin grew up on a farm where he cultivated a love of building things. A couple of years ago he built a planter to surround his outside patio, and last

summer he built a 7-foot long dining room table. He also enjoys playing music; he used to play the trumpet and recently bought an old upright piano.

Kevin has an older sister and a six-year-old niece that he loves to spoil. He enjoys getting to be the cool uncle that buys all the toys that mom frowns upon because they are too loud! With Kevin, the batteries are always included. And while Kevin doesn't currently have any pets, he is looking at getting a Doberman this summer.

Like the rest of the Payworks Winnipeg office, Kevin is looking forward to spring and being able to spend more time outside again, not to mention the end of T4 season!



Kevin Black
Small Business Customer
Service Representative

Ensuring Compliance

2013 Payroll Legislation Updates

All 2013 legislative updates and TD1 forms are available on the Payworks website under the Resources tab, and have been compiled into the 2013 Payroll Guide.

The 2013 Payroll Guide is available on the Payworks website and on the web portal for download. Updates include:

Canada/Quebec Pension Plan (C/QPP)

- The maximum pensionable earnings have been increased from \$50,100 to \$51,100.
- The maximum contributory earnings have been increased from \$46,600 to \$47,600.
- The contribution rate remains at 4.95%.
- The QPP contribution rate increased from 5.025% to 5.100%.
- The maximum employee/employer contribution has been increased from \$2,306.70 to \$2,356.20.

Employment Insurance (EI) (Non-Quebec Employee)

- The maximum insurable earnings have increased from \$45,900 to \$47,400.
- The employee contribution rate has increased from 1.83% to 1.88%.
- The employer contribution rate has increased from 2.562% to 2.632%.
- The maximum employee contribution has been increased from \$839.97 to \$891.12.
- The maximum employer contribution has been increased from \$1,175.96 to \$1,247.57.

Employment Insurance (EI) (Quebec Employee)

- The maximum insurable earnings have increased from \$45,900 to \$47,400.
- The employee contribution rate has increased from 1.47% to 1.52%.
- The employer contribution rate has increased from 2.058% to 2.128%.
- The maximum employee contribution has increased from \$674.73 to \$720.48.
- The maximum employer contribution has increased from \$944.62 to \$1,008.67.

Quebec Parental Insurance Plan (QPIP)

- The maximum insurable earnings have increased from \$66,000 to \$67,500.
- The employee contribution rate remains at 0.559%.
- The employer contribution rate remains at 0.782%.
- The maximum employee contribution has increased from \$368.94 to \$377.33.
- The maximum employer contribution has increased from \$516.12 to \$527.85.

Worker's Compensation Filing Deadlines/Assessable Earnings 2013

Province	Filing Deadline	Max. Assessable Earnings
BC	Last day of February (quarterly); March 1-15 (yearly)	\$75,700
AB	Last day of February	\$90,200
SK	Last day of February	\$55,000
MB	Last day of February	\$111,000
ON	March 31	\$83,200
QC	March 15	\$67,500
NB	Last day of February	\$59,500
NS	Last day of February	\$54,400
PE	Last day of February	\$50,000
NL	Last day of February	\$54,155
YT	Last day of February	\$82,105
NT	Last day of February	\$84,200
NU	Last day of February	\$84,200

Pension Adjustment (PA) limits 2013

- The annual contribution limit for Defined Contribution RPPs (Money Purchase) is \$24,270.
- The annual contribution limit (one half of money purchase limit) for DPSPs is \$12,135.
- The annual contribution limit for RRSPs is \$23,820.
- The annual contribution limit for Defined Benefit RPPs is \$23,670.

Federal and Provincial TD1 and Quebec TP-1015.3-V Basic Personal Amounts

Province or Territory	Basic Personal Amount
Federal	\$11,038
British Columbia	\$10,276
Alberta	\$17,593
Saskatchewan	\$15,241
Manitoba	\$8,884
Ontario	\$9,574
Quebec	\$11,195
New Brunswick	\$9,388
Nova Scotia	\$8,481
Prince Edward Island	\$7,708
Newfoundland	\$8,451
Yukon	\$11,038
Northwest Territories	\$13,546
Nunavut	\$12,455

2013 Statutory Holidays

New Year's Day	Jan 1
Traditional Holiday (QC)	Jan 2
Family Day (BC)	Feb 11
Family Day (AB, SK, ON)	Feb 18
Louis Riel Day (MB)	Feb 18
Islander Day (PE)	Feb 18
Heritage Day (YT)	Feb 22
Good Friday	Mar 29
Easter Monday (NU)	Apr 1
Victoria Day	May 20
Aboriginal Day (NT)	Jun 21
St. Jean Baptiste (QC)	Jun 24
Discovery Day (NL)	Jun 24
Canada Day	Jul 1
Nunavut Day (NU)	Jul 9
Civic Holiday*	Aug 5
Discovery Day (YT)	Aug 19
Labour Day	Sep 2
Thanksgiving Day	Oct 14
Remembrance Day**	Nov 11
Christmas Day	Dec 25
Boxing Day	Dec 26

*Holiday in BC, AB, SK, MB, ON, NT, NU, NB and NS. Optional day at employer's discretion in AB.

**Offices closed in BC, AB, SK, NT, NU, YT, NB, & PE.

What's Up?

Come and stop by our booth at these upcoming conferences and tradeshows:

April

Atlantic Canada's Premier Foodservice & Hospitality Event
ApEx 2013
Tradeshow: April 14 & 15, 10:00 AM - 5:00 PM
Booth: #445
Exhibition Park, Halifax, NS
www.apextradeshow.ca

Saskatchewan Hotel & Hospitality Association (SHHA)
SHHA 2013 Conference & Tradeshow
Tradeshow: April 15, 11:30 AM - 5:00 PM
Booth: #31
Delta Hotel, Regina, SK
www.shha.ca

May

The BC Chamber of Commerce
61st Annual BC Chamber of Commerce AGM & Conference
Tradeshow: May 23-25
Vancouver Island Conference Centre
Nanaimo, BC
www.bcchamber.org

June

Chartered Accountants and Certified Management Accountants of Manitoba
2013 CA & CMA Conference
Tradeshow: June 12 & 13
Winnipeg Convention Centre
Winnipeg, MB
www.cma-manitoba.com

The Canadian Payroll Association
31st Annual Conference & Tradeshow
Tradeshow: June 19, 9:00 AM - 5:00 PM
The Westin Bayshore
Vancouver, BC
www.payroll.ca

At the CPA Conference, Payworks is sponsoring the Snack Food Break, which takes place on Wednesday, June 19 from 2 PM - 4 PM.