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What's New?

Highlights

Payworks Holiday Schedule

Payworks will be closed on December 25 and 26, and on January 1, 2013.

Payworks will remain open on December 24, 27, and 28 with partial staffing.

Courier services are closed on December 25-26; therefore, there will be no deliveries to clients or shipments from our offices.

CWEA 2012 Finalist

Barb Gamey, cofounder and President of Payworks, has been named by Women of Influence Inc. as a finalist for the 2012 RBC Canadian Women Entrepreneur Awards (CWEA).

Ms. Gamey is being recognized in the RBC Momentum Award category.

All finalists will be honoured at the 20th Annual Awards Gala on November 28, 2012 in Toronto.

2013 Maximum Pensionable Earnings

The Canada Revenue Agency (CRA) announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2013 will be \$51,100 - up from \$50,100 in 2012.

The basic exemption amount for 2013 remains \$3,500.

The employee and employer contribution rates for 2013 will remain

unchanged at 4.95%, and the self-employed contribution will remain unchanged at 9.9%.

The maximum employer and employee contribution to the plan for 2013 will be \$2,356.20 and the maximum self-employed contribution will be \$4,712.40.

The maximums in 2012 were \$2,306.70 and \$4,613.40.

For more information, please visit the CRA website at www.cra-arc.gc.ca.

Get to Know Them

Get to know your Client Service Representative

Matthew Hiller is a Small Business Customer Service Representative, and a member of the Small Business Support Group, working out of the Payworks National Service Centre in Winnipeg, Manitoba. Matthew has worked for Payworks for almost two years.

Matthew says that there are two things that he likes most about working for Payworks, "The first is the people I work with. I enjoy talking to every single one of them! And the second are the clients. I get to talk to a number of famous businesses, and I get to say I do the payroll for them!"

Before Matthew joined the Payworks team, he was a security guard. He also went to school at CDI College where he took payroll and accounting. It was at this

college where Matthew first learned about Payworks. His instructor insisted that he apply at Payworks, and the rest is history!

When not at work, Matthew enjoys playing video games, shooting pool, hanging out with friends, watching sports, and playing tennis. He also enjoys playing the drums whenever he can. Matthew spends a lot of time with his friends and with his girlfriend Ashley. He doesn't know where he would be today without his friends!

Matthew's main hobby is following professional sports, as he is a huge sports fanatic. He cheers for the home teams - the Winnipeg Jets and the Winnipeg Blue Bombers - and he plans to attend the 100th Grey Cup in Toronto this November with his older brother, Richard.



Matthew Hiller
Small Business Customer Service Representative

Year-End Preparedness

Get Ready for Year-End

2012 Year-End documents are now available. Please read all of this information to ensure that your year-end processing runs as smoothly as possible.

We have begun to generate the schedules for 2012 and you will notice messages related to next year's schedule when you log in to process your payroll. For more information on this process, please consult the Year End Processing Guide. You will find year-end information under the Payroll - Year End Management tab.

Year End Hotline

In order to better serve your Year-End needs, beginning November 27 we will have dedicated resources to field your year-end inquiries. Contact us toll-free at 1-866-788-3500 or at 204-779-0537 and follow the instructions to access the Year-End Hotline. Our goal is to address your concerns as quickly as possible, but in the event that our representatives are not available, please leave a detailed voice mail message, including your payroll number and the nature of your inquiry. You will receive a call back within one business day. Should you have any questions prior to November 27, please contact your Customer Service Representative at 1-866-788-3500 or send an email to yearend@payworks.ca.

Year End Processing Video

Payworks has developed a video to guide clients through the Year End process. The Year End Processing video is accessible after logging in to the Payworks website at www.payworks.ca, and clicking on the Training Videos link under the Customer Information section found on the bottom right side of the portal screen.

The Year End Processing video is recommended for anyone new to year end processing or for those just looking for a refresher. For further information on the Year End process, please review the Year End Processing Guide or contact the Payworks Year End Hotline at 1-866-788-3500.

Key Dates and Activities

	Activities	Completion Date
1	Review Year End Report	November 16, 2012
2	Confirm Run Schedule	On or Before the Last Run of 2012
3	Change Remittance Frequency	On or Before the Last Run of 2012
4	Record any taxable benefits that affect statutory deduction calculations	On or Before the Last Run of 2012
5	Record manual/reversal payments that affect statutory deduction calculations	On or Before the Last Run of 2012
6	Assign all Earnings, Benefits & Deductions to appropriate T4/T4A boxes	On or Before the Last Run of 2012
7	Ensure that all terminated employees and their YTDs have been recorded in the Payworks system	Before Authorizing T4s
8	Record YTD adjustments and process a year-end run	Before Authorizing T4s
9	Request Tax Slips	Before February 22, 2013

Key Dates for Direct Deposits, Processing, and Delivery

Please review your December input dates to ensure sufficient lead time for Electronic Funds Transfer (EFT) and Delivery Requirements during the holiday season.

EFT Payment Date	Processing Date	Delivery Date
December 24, 2012	December 19, 2012	December 20, 2012
December 27, 2012	December 20, 2012	December 21, 2012
December 28, 2012	December 21, 2012	December 24, 2012
December 31, 2012	December 24, 2012	December 27, 2012
January 4, 2013	December 31, 2012	January 2, 2013

2013 Banking/Payworks Schedule

Holiday	Date	Banking Holiday
New Year's Day	January 1, 2013	Tuesday, January 1
Traditional Holiday (QC)	January 2, 2013	Wednesday, January 2
Family Day (BC)	February 11, 2013	Monday, February 11
Family Day (AB, SK, ON)	February 18, 2013	Monday, February 18
Islander Day (PE)	February 18, 2013	Monday, February 18
Louis Riel Day (MB)	February 18, 2013	Monday, February 18
Heritage Day (YT)	February 22, 2013	Friday, February 22 (YT)
Good Friday	March 29, 2013	Friday, March 29
Victoria Day	May 20, 2013	Monday, May 20
St. Jean Baptiste (QC)	June 24, 2013	Monday, June 24 (QC)
Canada Day	July 1, 2013	Monday, July 1
Civic Holiday*	August 5, 2013	Monday, August 5
Labour Day	September 2, 2013	Monday, September 2
Thanksgiving Day	October 14, 2013	Monday, October 14
Remembrance Day	November 11, 2013	Monday, November 11
Christmas Day	December 25, 2013	Wednesday, December 25
Boxing Day	December 26, 2013	Thursday, December 26

* Civic Holiday in BC, AB, SK, MB, ON, NT, NU, NB, and NS only. This is an optional day at the employer's discretion in AB.