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What's New at Payworks

Holiday Hours

Payworks will be closed on December 25 and 26, and on January 1, 2015. Courier services are closed on December 25-26 and on January 1; therefore, there will be no deliveries to clients or shipments from our offices. Happy Holidays!

Minimum Wage Increases

The minimum wage in New Brunswick will rise to \$10.30 per hour from \$10 as of December 31, 2014. Please visit the Government of New Brunswick's website to see more information.

JP Perron's Move to President

Payworks made the internal announcement on October 24, 2014, that JP Perron's move to the role of President at Payworks is a natural progression for the business, while Barb Gamey retains her role as CEO of Payworks. The announcement followed several years of continuous growth, including surpassing Payworks' 10,000th customer milestone in January 2014.


Read the complete media release online at Payworks.ca/in-the-news.asp.


Announcing Meridian Partnership

Payworks has partnered with Meridian, Ontario's largest credit union, to provide payroll, human resource, and employee time and attendance solutions to Meridian Members. Payworks is excited to announce this partnership with Meridian and the opportunity to provide its suite of flexible and affordable solutions to more than 19,000 Meridian Business Members.

Read the complete media release online at Payworks.ca/in-the-news.asp.

This Just In...

 Help is here! Working with Payworks is like having a personal assistant...for payroll. Wereheretohelp.ca.
Posted November 14.

 Payworks is thrilled to be a regional finalist of Canada's Best Managed Companies program for 2014. *Posted November 25.*

 Payworks Year-End Checklist
Posted November 24.

 Our new Meridian and Payworks partnership is a great fit, because both companies strive for service excellence and make corporate responsibility a top priority!
Posted November 20.

Get to Know Them

Get to know your Client Service Representative

Salma Belghiti is a Client Service Representative at Payworks, who works with Canadian Federation of Independent Business (CFIB) clients in the Simple & Smart program. In October, Salma celebrated her first anniversary with Payworks. Salma has a tourism degree, and worked in administration and sales before joining the Payworks team.

Salma loves the fact that all of her clients are very easy to work with, and that she is able to help make their payroll runs go smoothly. Her ideal work

day occurs when she is able to get her new clients through training and their first payrolls, and she feels like they are grateful to realize that Payworks is here to lighten their loads a little bit when it comes to payroll.

Salma speaks three languages, including English and French, and she moved to Canada on her own when she was 17 years old, right after graduating from high school.

When Salma isn't at work, she enjoys working out, shopping, and traveling

when she can. In the summer, she enjoys joining her boyfriend and brother in car shows. In the winter, Salma goes into hibernation mode. The winter in Winnipeg is VERY COLD! Once year-end is complete, Salma hopes to book a tropical vacation.

Salma's Payroll Tip: Process your Records of Employment (ROEs) before joining Payworks, as it will save a lot of time in the on-boarding process and in the long run. Also, always include your payroll number if contacting Salma, as it will help her to respond very quickly!



Salma Belghiti
Client Service Representative
CFIB Simple & Smart

Year-End Checklist

Get Ready for Year-End

Payworks is committed to continually improving its customer service, including making the Year-End process easier to complete and providing our clients across Canada with easy access to their online information.

The enhancements that we are making this year include: a new intuitive Year-End Report, and archive access to view and/or print year-end reports and employee tax forms.

Payworks' year-end checklist identifies the tasks to be reviewed to ensure accurate results for employee and employer year-end reports and tax forms:

Task Description	Recommended Timeline
1 Review Year-End Documentation	Available Now
2 Confirm 2015 Payroll Run Schedule	Mid-November
3 Review Preliminary Year-End Reports:	Every Pay Run
<ul style="list-style-type: none"> • Check Social Insurance Numbers and mailing addresses for all employees. • Check for CPP/EI Shortages – please note that CPP statutory deduction shortages can occur as the result of an employee turning 18 or 70 during the calendar year. • Compare total remittances on the report with your PD7A (Statement of Account) CRA Report 	
4 Review the Year-End Box Assignments by Pay Element	End of November
5 Enter All Taxable Benefits that Affect Statutory Deduction Calculations	Complete on or before last run of 2014
6 Enter All Manual/Reversal Payments Not Yet Recorded	Complete on or before last run of 2014 and before authorizing tax forms
7 Ensure All Terminated Employees are included on the Year-End Reports	Complete on or before last run of 2014 and before Authorizing Tax Forms
8 Enter Year-to-Date Adjustments before authorizing year-end tax forms	Complete on or before last run of 2014 and before authorizing tax forms
9 Review and authorize final Year-End Reports and forms	Before February 21, 2015

Keep the holiday schedule in mind - Payroll payments cannot be dated on a Statutory or Banking Holiday. Therefore, Payroll Processing dates must be adjusted to accommodate statutory holidays. See the table at right for Payworks' payroll processing dates for the 2014 holiday season.

Should you have any questions concerning your Payworks year-end processing, please contact your client service representative at 1.866.788.3500.

2014 Holiday Schedule - Payroll Processing and Delivery Dates

Employee Payment Date	Processing Date	Delivery Date
December 24, 2014	December 19, 2014	December 22, 2014
December 29, 2014	December 22, 2014	December 23, 2014
December 30, 2014	December 23, 2014	December 24, 2014
December 31, 2014	December 24, 2014	December 29, 2014
January 2, 2015	December 29, 2014	December 30, 2014

* Note: January 2 is a banking holiday in Quebec. Please adjust your payment date as required.

2015 Banking/Payworks Schedule

Holiday	Date	Banking Holiday
New Year's Day	January 1, 2015	Thursday, January 1
Traditional Holiday (QC)	January 2, 2015	Friday, January 2
Family Day (BC)	February 9, 2015	Monday, February 9
Family Day (AB, SK, ON)	February 16, 2015	Monday, February 16
Islander Day (PE)	February 16, 2015	Monday, February 16
Louis Riel Day (MB)	February 16, 2015	Monday, February 16
Viola Desmond Day (NS)	February 16, 2015	Monday, February 16
Heritage Day (YT)	February 20, 2015	Friday, February 20
Good Friday	April 3, 2015	Friday, April 3
Victoria Day	May 18, 2015	Monday, May 18
St. Jean Baptiste (QC)**	June 24, 2015	Wednesday, June 24
Canada Day	July 1, 2015	Wednesday, July 1
Civic Holiday***	August 3, 2015	Monday, August 3
Labour Day	September 7, 2015	Monday, September 7
Thanksgiving Day	October 12, 2015	Monday, October 12
Remembrance Day	November 11, 2015	Wednesday, November 11
Christmas Day	December 25, 2015	Friday, December 25
Boxing Day	December 26, 2015	Monday, December 28

** Quebec only

*** 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.