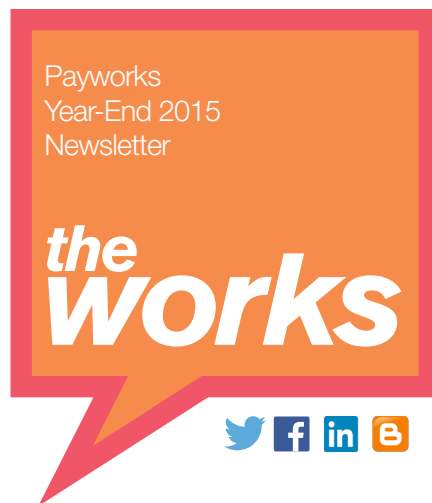


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What's New?

Holiday Hours and 2016 Resources

Holiday Hours

Payworks will be closed on December 25 and 28, and on January 1, 2016. Courier services are closed on December 25 and on January 1; therefore, there will be no deliveries to clients or shipments from our offices on those dates.

2016 Payroll Guide and Calendar

The 2016 Payroll Guide and the 2016 Payroll Calendar will soon be available for download from the Payworks application or the Payworks website. These useful references will be located under the Resources tab along with legislative and regulatory information for 2016.


From all of us at Payworks, all the best in 2016!


Payworks proudly supports a wide range of local and national charities, and in 2015 we announced our official national partnership with Ronald McDonald House Charities® Canada.


This holiday season, in lieu of mailing printed cards, we will be making a donation in honour of all of our clients to fourteen Ronald McDonald House Charities across the country. Each Ronald McDonald House provides a compassionate, safe, and affordable home-away-from-home for families of seriously ill children who are being treated at nearby children's hospitals.


May you and your family enjoy all the warmth and cheer the season has to offer.

This Just In...

 Check out @PayworksInc's overview of overtime rules across Canada, as published in the Nov 30 issue of @HRReporter payworks.ca/in-the-news.asp. *Posted December 9, 2015.*

 From @HRMCanada: #Ontario passed legislation amending 3 separate acts that will impact employers & further strengthen employee rights. #WSIB. *Posted December 11, 2015.*

 The Payworks 2015 Hamper Drive. *Posted December 16, 2015.*

 Bi-weekly or weekly pay frequency? Every 11 years, organizations processing pay on a bi-weekly frequency will experience 27 pay periods, rather than the usual 26... *Posted December 7, 2015.*

Get to Know Them

Get to know the people at Payworks

Melissa Celere is a Corporate Client Service Representative at Payworks. She works out of the Payworks National Service Centre in Winnipeg, and has been with the company for seven months.

"The best thing about working for Payworks is the culture! There always seems to be food around, everyone has a great attitude, and Payworks is well-known in the community," says Melissa. "I look forward to participating in more community initiatives."

Before joining the Payworks team in Winnipeg, Melissa was working and taking accounting classes at the same time. Her employment allowed her to dabble in payroll, and she found that she enjoyed that aspect of her job the most! She decided to make it a career.

Melissa is married and she and her husband have two fur babies (dogs) named Molly and Fynn. Outside of work, Melissa enjoys hiking, camping, and traveling. She has been to Italy, Mexico, and a handful of places across Canada, but there are still many destinations on her list.

Melissa's favourite hobby is eating! She enjoys visiting new restaurants, and trying out new recipes at home. She also recently learned how to make her own wine, and she says that it's fun to have an endless supply of house wine. This winter, Melissa and her husband are planning a kitchen renovation, and she is already excited for the new space.



Melissa Celere
Client Service Representative, Corporate Accounts

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.

Payworks' industry-leading and stress-reducing suite of year-end processing tools includes:

- + A user-friendly, interactive year-end checklist
- + Helpful videos to guide you through each step
- + Convenient warnings widget available year-round
- + Instant reports with no processing runs required
- + Simplified YTD adjustments with tax form previews
- + Authorization history that is trackable in the Activity Table.

The enhancements that we have introduced NEW this year include: new Audit Trail and Pay Element Summary reports, additional Year-to-Date import functionality, and a number of fields and features that will further improve the year-end experience.

Payworks' year-end checklist identifies the tasks to be reviewed to ensure complete and accurate results for employee and employer year-end reports and tax forms. Track your progress by checking off each step within the Payworks system.

Task Description	Recommended Timeline
1 Review Year-End Documentation	Available Now
2 Confirm 2016 Payroll Run Schedule	Mid-November
3 Review Preliminary Year-End Reports:	Every Pay Run
+ 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 2015
6 Enter All Manual/Reversal Payments Not Yet Recorded	Complete on or before last run of 2015 and before authorizing tax forms
7 Ensure All Terminated Employees are included on the Year-End Reports	Complete on or before last run of 2015 and before Authorizing Tax Forms
8 Enter Year-to-Date Adjustments before authorizing year-end tax forms	Complete on or before last run of 2015 and before authorizing tax forms
9 Review and authorize final Year-End Reports and forms	Before February 20, 2016

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 2015 holiday season.

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

2015 Holiday Schedule - Payroll Processing and Delivery Dates

Employee Payment Date	Processing Date	Delivery Date
December 24, 2015	December 21, 2015	December 22, 2015
December 29, 2015	December 22, 2015	December 23, 2015
December 30, 2015	December 23, 2015	December 24, 2015
December 31, 2015	December 24, 2015	December 29, 2015
January 4, 2016*	December 29, 2015	December 30, 2015
January 5, 2016	December 30, 2015	December 31, 2015

*Saturday, January 2, 2016 is a holiday in Quebec and is observed on Monday, January 4. Please adjust your payment date as required if your banking institution is affected by this holiday.

2016 Statutory Holiday Schedule

Holiday	Date	Banking Holiday
New Year's Day	January 1, 2016	Friday, January 1
Traditional Holiday (QC)**	January 2, 2016	Monday, January 4 (obs.)
Family Day (BC)	February 8, 2016	Monday, February 8
Family Day (AB, SK, ON)	February 15, 2016	Monday, February 15
Islander Day (PE)	February 15, 2016	Monday, February 15
Louis Riel Day (MB)	February 15, 2016	Monday, February 15
Heritage Day (NS)	February 15, 2016	Monday, February 15
Heritage Day (YT)	February 19, 2016	Friday, February 19
Good Friday	March 25, 2016	Friday, March 25
Easter Monday (QC)**	March 28, 2016	Monday, March 28
Victoria Day (Patriots' Day in QC)	May 23, 2016	Monday, May 23
St. Jean Baptiste (QC)**	June 24, 2016	Friday, June 24
Canada Day	July 1, 2016	Friday, July 1
First Monday in August***	August 1, 2016	Monday, August 1
Discovery Day (YT)	August 15, 2016	Monday, August 15
Labour Day	September 5, 2016	Monday, September 5
Thanksgiving Day	October 10, 2016	Monday, October 10
Remembrance Day	November 11, 2016	Friday, November 11
Christmas Day	December 25, 2016	Monday, December 26 (obs.)
Boxing Day	December 26, 2016	Tuesday, December 27 (obs.)

** Quebec only

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