Year-end payroll overview for canadian businesses

IN-RGY

SAP

October

Planning year-end activities

November

Download support pack and prepare start of year enhancements

December

SAP year-end notes installation, testing & validation for start of year

January

Year-end preparation & testing

February

Execute year-end reports and submit forms

OCTOBER
Planning year-end activities

steps

- Be detailed in noting all activities that need to be performed
- Consider the operations of regular activities in order to balance the workload and resources
- Monitor SAP communication related to year-end enhancements

consider

- Dedicate resources for year-end activities
- Generally, the month of December comes with high workload, so resources must be planned correctly to ensure goals and timelines are met

typical pitfalls

- Failure to assess and understand what changes will be coming up
- Assigning workload to consultants who are unfamiliar with year-end process requirements

ask yourself...

- Does my organization have the ability and understanding to undertake the activities noted?

how we can help

- Conduct a workshop to train the key users in the SAP process

NOVEMBER
Download support pack installation and prepare start of year enhancements

steps

- Upgrade the system to the latest support package
- Perform the regression test
- Set up and review the premiums, quotas, calendars, and variables for next year
- Stay up to date with new regulations from the government

consider

- Consider how the process can be improved
- Evaluate product enhancements coming in the latest support pack
- Test the process with data as similar as possible to PRD by doing a client refresh of the test environment

typical pitfalls

- Not tracking custom processes that need to be adjusted

ask yourself...

- Are there any organizational changes or benefit changes that need to take place starting January 1?

how we can help

- Perform configuration activities and document the process

DECEMBER
SAP year-end notes installation, testing and validation for start of year

steps

- Apply the notes delivered by SAP for the new taxes amounts and year-end related process
- Test the new values in end-to-end scenarios

consider

- Do not forget to test the whole month to validate for start of year (test cases based on business process)
- Test vacation accruals, quotas set-up, holiday calendars, etc

typical pitfalls

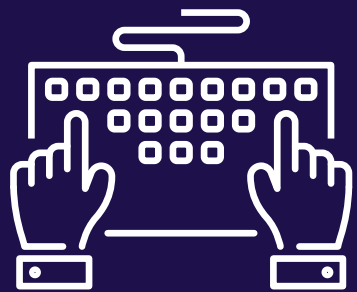- Lack of test scenarios not including integration test

ask yourself...

- What needs to be tested?

how we can help

- Providing services for support
- Applying and testing SNOTES
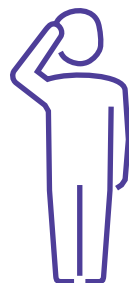- Conduct test phase using Agile methodology

JANUARY
Year-end preparation and testing

steps

- Review the SAP Notes for corrections or adjustments delivered
- Prepare the data if some amounts resides out of the system
- Practice execution of the Year-End forms

consider

- Prepare steps for the delivery of forms to employees
- Execute the audit of the payroll information

typical pitfalls

- Wage types not set up correctly to summarize in the box needed

ask yourself...

- How can we improve the process to have all data collected correctly to simplify and reduce the time it takes to generate forms?

how we can help

- AMS support for issues found
- Provide guidance in executing the year-end reporting process
- Health-check for cumulations and year-end mapping

FEBRUARY
Execute year-end reports and submit forms

steps

- Load and run adjustments needed
- Execute year-end reporting
- Generate the files and forms for employees and the government
- Finalize and submit reports to CRA/MRQ

consider

- Validate forms are displayed correctly
- Document your own procedure for reconciliation

typical pitfalls

- Review forms for employees with specific scenarios

ask yourself...

- Are there pending adjustments?
- Has my organization covered all adjustments to be reported?

how we can help

- AMS support for issues found
- Assist users in addressing questions on the process or issues encountered