



# How to complete the Payroll Company Profile Review & Update

2022/2023

This guide will help you learn how to complete the **Company Profile Review & Update (CPRU)**. This is a mandatory step that must be performed prior to running your first payroll of the new year.

Throughout this process, you will be able to inform us of any important changes that we may need to know about your payroll for the new year.

DISCLAIMER: There are several key items in this process that must be updated with accurate information. Incorrect rates, numbers, or remittance thresholds may lead to government penalties.

## Accessing the Company Profile Review & Update

Once Deluxe Payroll initiates the start of the Year-end Process, the Year-end Progress Bar will become available.



Click on the **Company Profile Review Update** button in the progress bar. If the review is not completed yet, it appears as orange.

## Getting Started

Once you start the CPRU, you will be taken to the Welcome screen. Here is an overview of what you can do in this screen:

The screenshot shows the 'Company Profile Review & Update' interface. At the top, a progress bar shows steps 1 through 7. The main content area includes a 'Welcome to the Company Profile Review and Update' message, a list of changes to know about, and a 'Start' button. A sidebar on the left contains a 'Need Help?' section with options like 'Watch the tutorial', 'Download the guide', 'Search our Help Site', 'Print', and 'Exit'. Numbered callouts (1-6) point to specific elements: 1. Tutorial link, 2. Download guide link, 3. Search help link, 4. Print button, 5. Exit button, and 6. Start button.

## Special Note

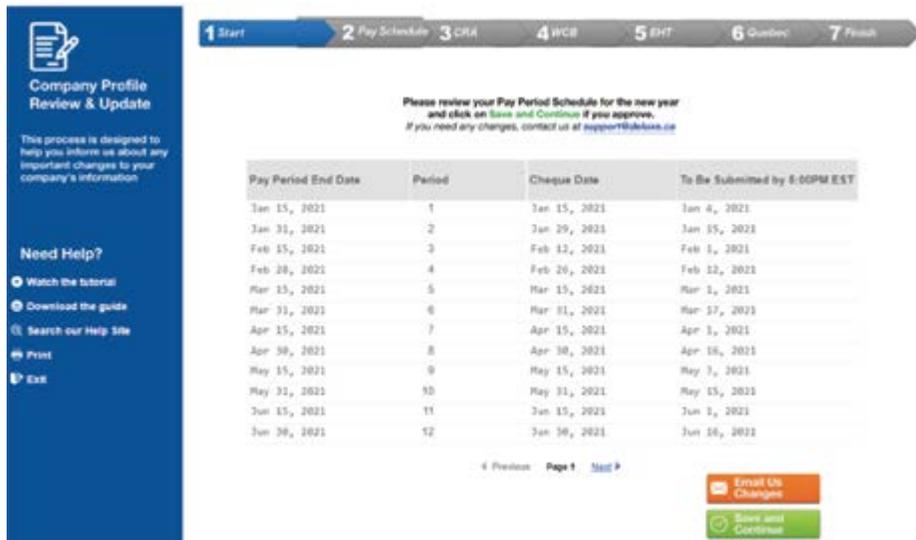
You can navigate the CPRU screens by using the green button on the bottom right of each screen. You can also use the heading buttons at the top of your screen (marked with the tab numbers and names), however this will not save your progress on any given screen.

# New Year Pay Schedule

The Pay Schedule section will present you with a preview of your pay schedule for the next year.

If you require any changes, you can provide them to us via email at [support@deluxe.ca](mailto:support@deluxe.ca).

If your pay schedule is correct, you can click on **Save and Continue**.



## Pay Schedule Changes

There are four main types of pay schedules:

- Weekly
- Bi-weekly
- Semi-monthly
- Monthly

Certain employers may choose to switch from one type to another at this time of year. Other employers may want to switch pay days from one specific day of the week to another, such as a weekly employer switching from paying on every Thursday to paying on every Friday.

## What are the steps if I want to make changes?

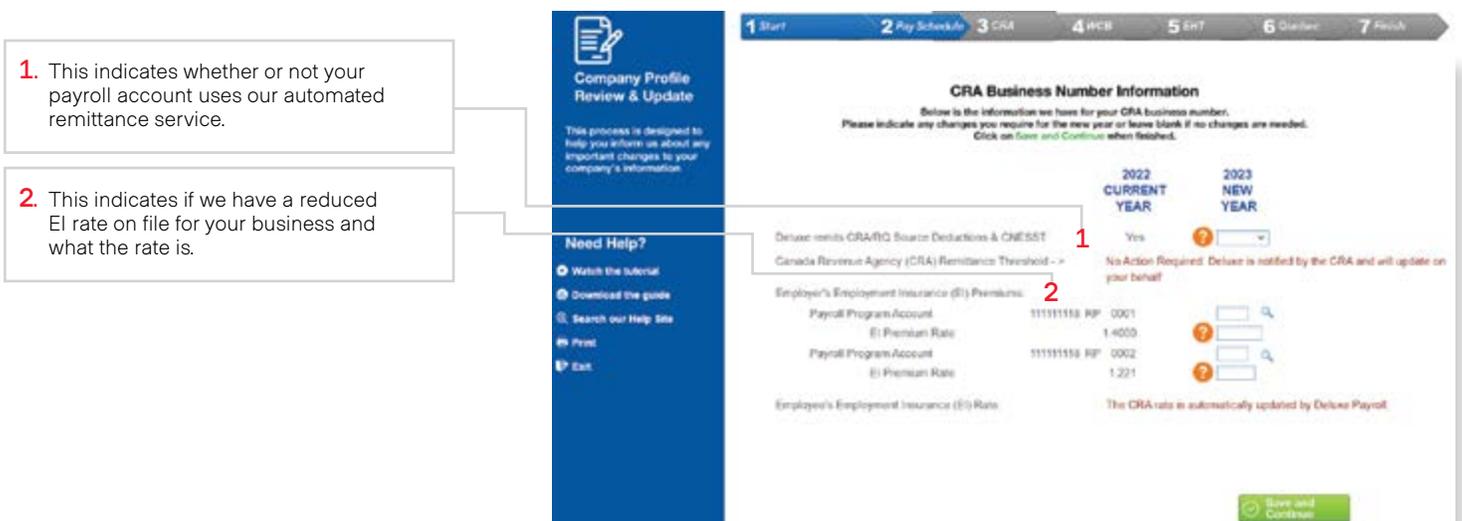
Email us at [support@deluxe.ca](mailto:support@deluxe.ca). Depending on how many changes you require, you may need to issue Records of Employment to your employees before we can proceed.

This is because Service Canada requires that Records of Employment be issued if an employer makes certain modifications to their pay schedule. Our Support Team can help you navigate this process.

# Canada Revenue Agency

The **Canada Revenue Agency (CRA)** tab will list your current settings for any service or information pertaining to your federal business number. You can update these items as required.

If you are changing your business number or RP extension in the new year, please contact us at [support@deluxe.ca](mailto:support@deluxe.ca).



## Turning the Remittance Service On or Off

Most customers choose to have us handle their CRA remittances (and RQ in Quebec) on their behalf. This is because our system automatically sends the required payment and information to the government, which is much easier than doing this yourself.

If you currently use our remittance service and wish to keep it that way, simply leave this field empty.

Changing this to a NO will mean that we will no longer do this on your behalf. You will need to handle remittances yourself for the new year. Keep in mind that failure to remit these source deductions directly to the CRA on time will result in penalties.

**TIP : Make sure to only turn off this service if you fully understand and are prepared to remit to the CRA on your own.**

## What is Reduced EI?

Certain companies offer extensive benefit packages to their employees that entitle them to reduced EI rates on payroll. The federal government offers these rates when certain overages are offered to staff that lead to a reduced burden on the EI system.

Not sure if you qualify? [Click Here](#) to learn more about CRA's reduced EI program.

If you have a new reduced EI rate, update it here. Click on Save and Continue when you are ready.

## In the past, I used to update my CRA remittance frequency here. Why can't I find this field?

Due to Deluxe Payroll interfacing directly with the [CRA](#) we are electronically notified by the CRA of any changes to your remittance frequency.

## WCB / WSIB / CNESST

If we calculate/remit your WCB, WSIB, and/or CNESST contributions, you can enter your new year rate in this section.

Certain companies may have multiple rates. If Deluxe Payroll calculated multiple rates for you in the past, you can update them here.

If you do not see multiple rates here and you need that function for the new year, contact us at [support@deluxe.ca](mailto:support@deluxe.ca).

**WCB/WSIB/CNESST Information**  
Please indicate any changes you require for the new year or leave blank if no changes are needed.  
Click on **Save** and **Continue** when finished.

[Add new province or group](#) (when 2nd step for processing)

2022 CURRENT YEAR      2023 NEW YEAR  
(Leave blank if no changes)

Deluxe remits WCB/WSIB/CNESST (ON/ON/OG only)      Yes

Prov	Code	Rate Group	Rate/100 Current Year	Rate/100 New Year	Remit Frequency	Remit Frequency
ON	1	LABOUR	1.75000		Quarterly	Quarterly
QC	1	QCTEST	1.55000			

## WCB Remittance Frequency

You can also update your WCB or WSIB remittance frequency if it has changed. Click on the magnifying glass to access a list of frequencies that may apply. Click on the frequency that matches your new year frequency.

If your frequency has not changed, leave this field empty.

### Not sure what your new year rate is or if your frequency has changed?

Contact your province's organization with questions:

Alberta: 1 (800) 661-9608

British Columbia: 1 (888) 922-2768

Manitoba: 1 (855) 954-4321

New Brunswick: 1 (800) 222-9775

Newfoundland: 1 (800) 563-9000

Northwest Territories & Nunavut: 1 (800) 661-0792

Nova Scotia: 1 (800) 870-3331

Ontario: 1 (800) 387-0750

Prince Edward Island: 1 (800) 237-5049

Quebec: 1 (844) 838-0808

Saskatchewan: 1 (800) 667-7590

Yukon: 1 (800) 661-0443

### Special Note

Deluxe Payroll can only remit WCB for the following provinces: British Columbia, Ontario, Quebec, and Nova Scotia.

These provinces offer fixed remittance rates to companies.

Other provinces use what is called an estimated rate: an estimation of what your company would owe, instead of a direct calculation of your regular payroll. Our system is only able to calculate remittances directly on the payroll, it does not calculate estimated rates.

### Not signed up for our WCB remittance service, but want to be?

Contact us at [accounting@deluxe.ca](mailto:accounting@deluxe.ca) with a copy of your latest statement or rate notification.

Please note that employers are required to complete the Annual Return and submit directly to WSIB/WCB/ CNESST.

## Ontario EHT

### If you have employees in Ontario, you are required to pay Ontario's Employer Health Tax.

If you are not sure if you are required to pay Employer Health Tax, you can contact the Ontario government at 1 (866) 668-8297.

Ontario employers start contributing once they surpass \$1,000,000 in annual gross payroll. However, this \$1,000,000 exemption is shared among affiliated companies and payroll accounts.

For example, if you own two businesses then they would share this and do not get \$1,000,000 each.



**TIP: If you do not have employees in Quebec, you can click on No Ontario Employees.**

## Special Note

Companies that exceed \$5 million in annual gross payroll do not get an exemption.

### In this section:

1. You can turn remittance service on or off.
2. You can update your TE extension (contact EHT if you are not sure about this field).
3. You can update your contribution rate (1.95% is the standard but certain companies may qualify for a different rate. Contact EHT if you are not sure about this field.)
4. You can update the exemption amount that you wish to use for this payroll account. If there are no affiliated companies, your gross annual payroll is less than \$5 million, and you do not have any other payroll accounts, you can use the full \$1,000,000 exemption.

**TIP:** If you wish to use an exemption of Zero, you can click on the special Check Box.

Please note that employers are required to complete the EHT Annual Return and submit it directly to Ministry of Finance.

## Quebec Information

Employers with operations in Quebec and for whom we calculate Quebec source deductions will need to complete this section.

**TIP:** If you do not have any employees in Quebec, you can click on No Quebec Employees.

1. This is your 4-digit remittance extension on file with Revenu Quebec.
2. This is your company's rate for Quebec's Health Services Fund and must be updated every year. [Consult Revenu Quebec's guide](#) for more information on this rate.
3. This is the remittance schedule that we must follow if we remit to Revenu Quebec on your behalf. This may change from year to year for any given company.

## In the past, I used to update my RQ remittance frequency here. Why can't I find this field?

Due to Deluxe Payroll interfacing directly with [RQ](#) we are electronically notified by RQ of any changes to your remittance frequency.

### Special Note

Proceeding to the new year with the wrong Health Services Fund rate may lead to penalties and fines from Revenu Quebec.

## Wrapping Up

Once you have updated and saved your entries in all screens, you will unlock the final option labelled Finish.



Simply click the **Check Box** indicating that you have entered accurate updates to all pertinent fields, and then enter your name and email address.

### Why do I need to enter my name and email address?

We need to know who completed this Review in case our team has any questions concerning your entries. You will not receive any automated emails from this process; this is simply for reference only.

Click on **Save and Finalize** in order to complete this process.

You will then be taken to a final version of the PDF report containing your entries.



**TIP:** After finalizing, you can still click on Unapprove & Edit if you have some last-minute changes you wish to make. However, you only have access to this feature before starting your first payroll of the new year. If you have already started your new year payroll and need further changes, contact us at [support@deluxe.ca](mailto:support@deluxe.ca).