



Payday with QuickBooks standard payroll

Marnie Stretch



A photograph of two young women with long blonde hair, seen from the chest up, engaged in conversation outdoors at night. The woman on the left is in profile, looking towards the right, wearing a dark jacket with a light-colored fur collar. The woman on the right is seen from the back, looking towards the left. The background is dark and out of focus, showing some green foliage. The text "Take a minute to connect with your neighbour" is overlaid in white on the right side of the image.

Take a minute
to connect with
your neighbour

#QBConnect | WiFi: QBConnect

CPD Process

In order to receive CPD credit

- Be sure to sign in or scan your badge for this session
- You must stay in the session for the duration of the training
- This session is eligible for **1 hour of CPD**
- CPE certificates are emailed directly to you within 4 weeks of the conference date to the same email address you used to register

About today's speaker



Marnie Stretch, CPB
Accounting Loft

- Certified Professional Bookkeeper, IPBC
- Member, Intuit Trainer Writer Network
- Insightful Accountant Top 100 ProAdvisor 2019
- Top Ten Influencer in the Canadian Bookkeeping World
- Background in media production
- I love to kayak, travel, and dance; I'm learning to speak French

Agenda

- What's New
- Bonus Payments
- Year End
- What's on the Roadmap
- Accrued Vacation
- Q&A





**QuickBooks Online Standard Payroll is
always the first solution I consider for
my customers.**

~ Marnie Stretch, Accounting Loft



Assisted

Standard Payroll[†]

\$20 + \$2 /employee
Per month

- ☐ Run payroll & calculate taxes
- ☐ Payroll reports
- ☐ Direct deposit
- ☒ File & pay taxes
- ☒ Year end forms
- ☒ Records of employment
- ☐ Employee access
- ☐ Free onboarding assistance
- ☒ Print pay cheques
- ☒ Time Tracking
- ☒ Project Costing
- ☐ Pay contractors
- ☐ Workers' compensation

Automated

Advanced Payroll[§]

\$20 + \$2 /employee
Per pay run

- ☐ Run payroll & calculate taxes
- ☐ Payroll reports
- ☐ Direct deposit
- ☒ File & pay taxes
- ☒ Year end forms
- ☒ Records of employment
- ☐ Employee access
- ☐ Free onboarding assistance
- ☐ Print pay cheques
- ☐ Time Tracking
- ☐ Project Costing
- ☒ Pay contractors
- ☒ Workers' compensation

WHAT'S NEW?



Standard Payroll now supports non-cash taxable benefits

26 new types to be exact

- Simple to use & find
- Extensive list for your workforce needs
- Fast and accurate calculations for your province

What deductions or contributions does Andrew have?

Deduction/contribution type
Taxable Benefits (non-cash) ▾

Type

- Life insurance ▾
- Company vehicle
- Counselling services
- Critical illness
- Disability benefits
- Gifts and awards
- Life insurance
- Loan interest
- Meals
- Medical expenses
- Medical insurance

Company-paid contribution

Amount per pay period
\$ amount ▾ \$

Annual maximum (Optional)
\$

Bonus Payments





There are lots of good reasons to pay bonuses, but employers need to be wary of the difference between discretionary and automatic ones

~ Stuart Rudner, Canadian HR Law

<https://www.hrreporter.com/opinion/canadian-hr-law/bonus-if-necessary-but-not-necessarily-a-bonus/297590>



Important! Use the right bonus method

A **discretionary** payment will be made at the sole discretion of the employer. The amount, the requirements, and the timing are not disclosed in advance.

A **non-discretionary** bonus or incentive payment, on the other hand, is based on standards that have to be met in order to receive such payment.

Source: HR Daily Advisor

Important! Use the right bonus method

Is the bonus discretionary?

Pay the bonus using a bonus only

- Separate paycheque
- **Not vacationable** (the bonus does not earn vacation)

Is the bonus non-discretionary?

Pay the bonus using a regular pay

- Part of regular paycheque
- **Vacationable** (the bonus earns vacation)

TIP: Christmas Bonus should be paid separately, using the bonus only method



My payroll

\$2,746

2019 PAYROLL COST

\$1,684

NET PAY

\$816

EMPLOYEE

\$246

EMPLOYER



Run payroll ▾

Bonus only



Next payroll due Friday, 11/29

[Pay cheque list](#)

Automate time tracking: save 3 hours per payroll run.
[Try TSheets free](#)

Employees list

Find an employee 🔍

Active employees ▾

Wrap up 2019

Get details on your year-end payroll tasks so you can start the new year off right.

PRIVACY

[Payroll year-end guide](#)[Add an employee](#)

NAME ▲

PAY RATE

PAY METHOD

STATUS

LS

Beal, Larry

\$25.00 / hour

Cheque



Active

VK

Kerton, Valma

\$25.00 / hour

Cheque



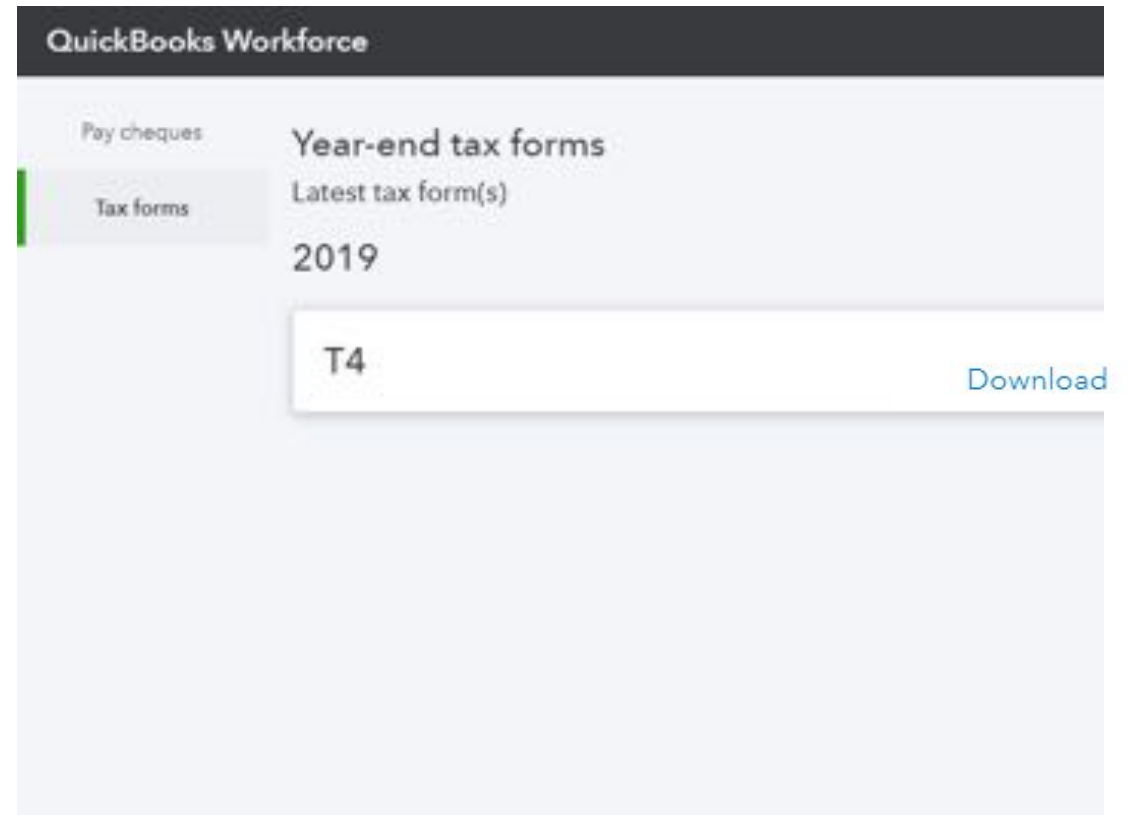
Active

Year end



NEW! QuickBooks Workforce (employee portal) **will support T4's and RL-1 employee slips for 2019 tax year**

- Review T4's & RL-1's
- Electronically send to Workforce at your discretion
- Employee is notified when form is available
- Get peace of mind - it's secure



Go to Annual Forms

Select an Employee

Review T4 slip

Send to Workforce

Employee view from Workforce

The screenshot shows the QuickBooks Payroll Tax Centre for the company "GBC Sticky and Booboo's Bar & Grills". The left sidebar contains navigation links: Dashboard, Banking, Expenses, Sales, Projects, Employees, Reports, Taxes (highlighted), Mileage, and Accounting. The main content area is titled "Payroll Tax Centre" and includes a "Pay Taxes" button. Below this is a table with the following data:

TAX TYPE	DUE DATE
Federal Taxes	15/12/2019

Below the table, there is a section "You may also want to:" with links to "Edit your tax setup", "View your Tax Liability report", "View tax payments you have made", and "Enter prior tax history". On the right side, there is a "Forms" section with three links: "Monthly Forms" (Monthly remittance forms and worksheets), "Annual Forms" (Annual forms, including T4 and Releve 1 slips), and "Employer Forms" (Other employer forms, including Records of Employment). The "Annual Forms" link is highlighted with a green box.

Go to Annual Forms

Select an Employee

Review T4 slip

Send to Workforce

Employee view from Workforce

The screenshot shows the 'Payroll Tax' section of a software interface. The 'Annual Tax Forms' page is active. It includes instructions for the T4 Summary and Employer copies. Below the instructions, there is a section titled 'The following forms are filed for each employee. To view a form, select the employee, then click the name of the form you want to view. You do not need to select a form to view the employee's T4 slip.' A dropdown menu is open, showing a list of employees: 'Franz, Gary', '-- All Employees --', and 'Dabreu, Andrew'. The 'Franz, Gary' option is highlighted with a green border. To the right of the dropdown, the text 'e copy of their T4 slip before the end of February each year.' is visible.

Go to Annual Forms

Select an Employee

Review T4 slip

Send to Workforce

Employee view from Workforce

Select Tax

Payroll Tax

< Back

T4 slip for employee

Select the period: 2019

1

Give each employee a copy of their T4 slip before the end of February each year.

View

Want to review or print this form? Click View to open it in a new window.

Archive

Finished working on this form? Click Archive to keep an electronic copy for future reference and remove the form reminder from your Home page.

Send to employee

Send your employee their T4 slip online through QuickBooks Workforce before the end of February.

Employee's name – Nom de l'employeur
QBC: Stinky and Booboo's Bar & Grille
563 Oxford Street
Elsobeeke ON M8Y4H2

14

6240.00

22

1586.34

54

Employee's account number / Numéro de compte de l'employeur

10

ON

16

307.95

24

6240.00

12

222 222 226

28

29

17

17

26

6240.00

Employee's name and address – Nom et adresse de l'employé
FRANZ Gary
10 Navy Wharf Court
Toronto ON M5A3V2

18

101.10

44

20

46

52

50

55

56

Other information (see over)
Autres renseignements (voir au verso)

Box - Case

Amount - Montant

Box - Case

Amount - Montant

Box - Case

Amount - Montant

Box - Case

Amount - Montant

RC-14-107

Sales Tax

Payroll Tax

[← Back](#)

T4 slip for employee

Select the period:

2019

Give each employee a copy of their T4 slip before the end of February each year.

View

Want to review or print this form? Click View to open it in a new window.

Archive

Finished working on this form? Click Archive to keep an electronic copy for future reference and remove the form.

Send to employee

Send your employee their T4 slip online through QuickBooks Workforce before the end of February.

Go to Annual Forms

Select an Employee

Review T4 slip

Send to Workforce

**Employee view
from Workforce**

QuickBooks Workforce

Pay cheques
Tax forms

Your latest paycheck

\$1,287.58
NET PAY

40
HOURS WORKED

Past paychecks

Paid on Nov. 22	Pay period Nov. 16 - Nov. 22, 2019
Paid on Nov. 15	Pay period Nov. 09 - Nov. 15, 2019

QuickBooks Workforce

Pay cheques
Tax forms

Year-end tax forms

Latest tax form(s)

2019

T4 [Download](#)

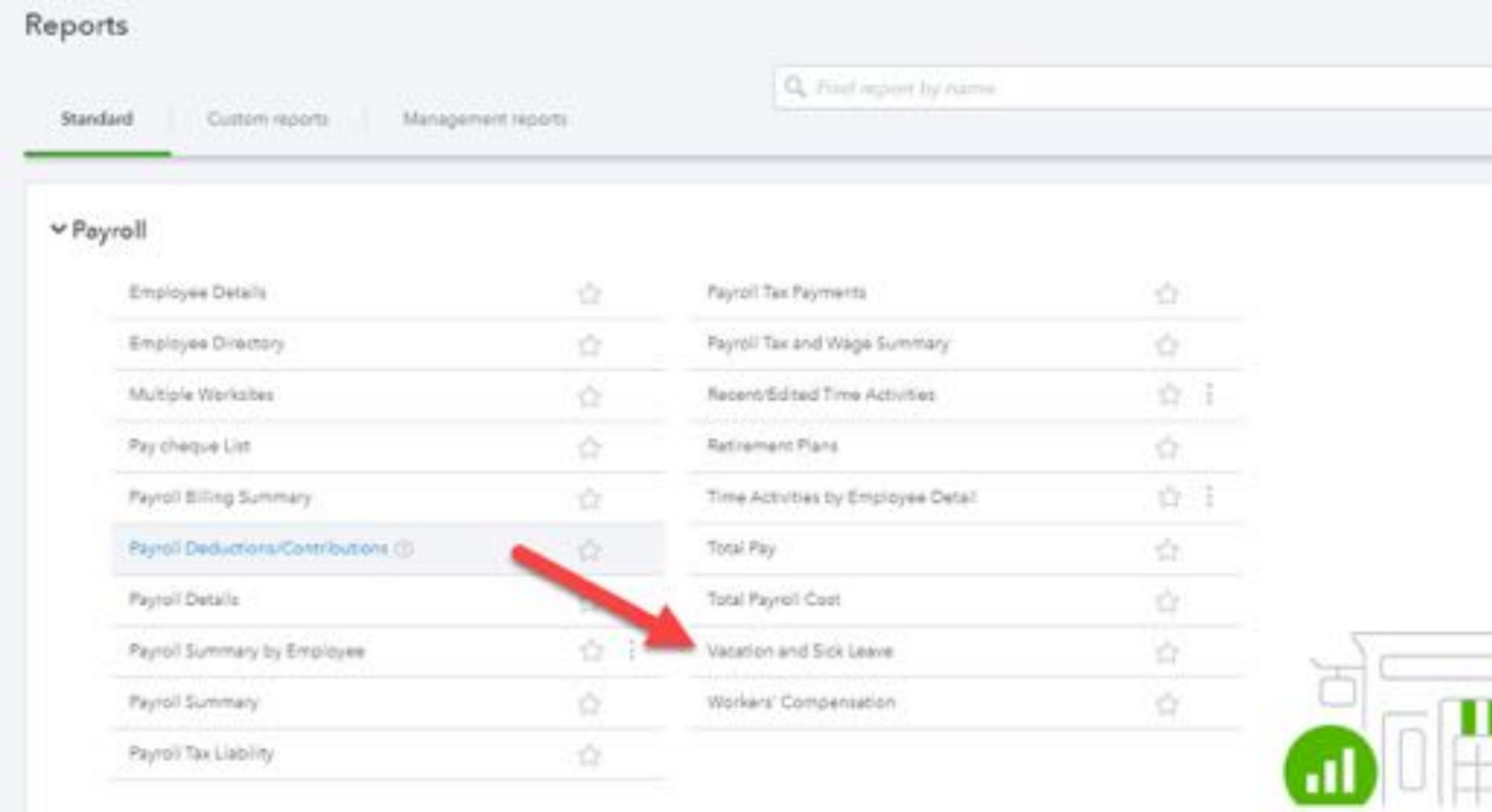
Road map



COMING SOON! Vacation Pay improvements



Manually Entering Accrued Vacation



Manually Entering Accrued Vacation

Journal Entry no.18

Journal date

Journal no.

☐ Is Adjusting Journal Entry?

11/30/2018

18

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	SALES TAX
1	Accrued Vacation Pay		72.00	Monthly accrued vacation	Ryan LeBlanc	
2	Payroll Expenses/Wages	72.00		Monthly accrued vacation	Ryan LeBlanc	
3						
4						
5						
6						
7						

Cancel

Revert

Reverse

Make recurring

More

Save

Save and close

Manually Entering Accrued Vacation (used)

Journal Entry no.17

Journal date

Journal no.

☐ Is Adjusting Journal Entry?

11/30/2018

17

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	SALES TAX
1	Accrued Vacation Pay	100.00		Used Accrued vacation	Ryan LeBlanc	
2	Payroll Expenses/Wages		100.00	Used Accrued vacation	Ryan LeBlanc	
3						
4						
5						
6						
7						

Cancel

Revert

Reverse

Make recurring

More

Save

Save and close



Questions?

QuickBooks Online Standard Payroll training

If your clients are using QuickBooks Standard payroll, this class is designed for you. You'll discover everything you need to know to support their payroll requirements.

You'll learn the fundamentals of setting up payroll and employees, paying employees and tracking liabilities.

A sample of the topics that we'll cover in this class:

- Setup payroll basics
- Setup employee information to run payroll efficiently
- Setup basic payroll items for wages includes salary, hourly and commissions
- Create pay items like deductions for health care and RSAs and the company portions
- Create paycheques
- Track and pay payroll liabilities
- Create T4's and
- Create Records of Employment information

There is also time for Q & A to answer your payroll questions.

Audience: Accountants and bookkeepers interested in learning QuickBooks Online Payroll

Delivery: Webinar

Length: 3 hours

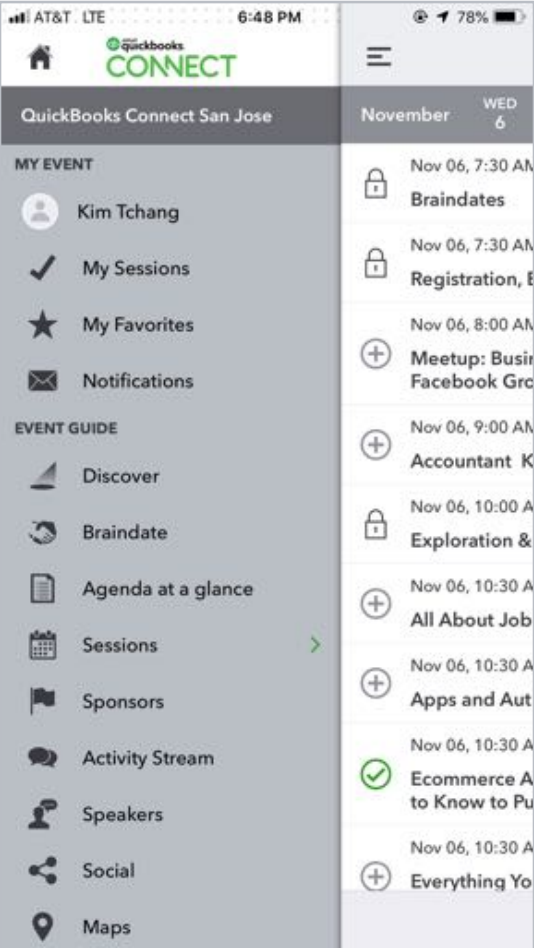
[Register](#)

<https://quickbooks.intuit.com/ca/accountants/training/>

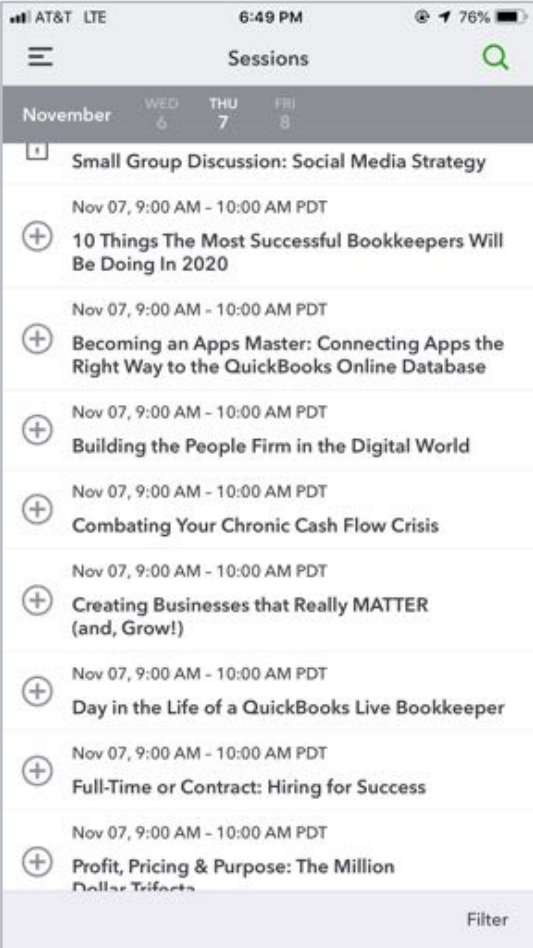
Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

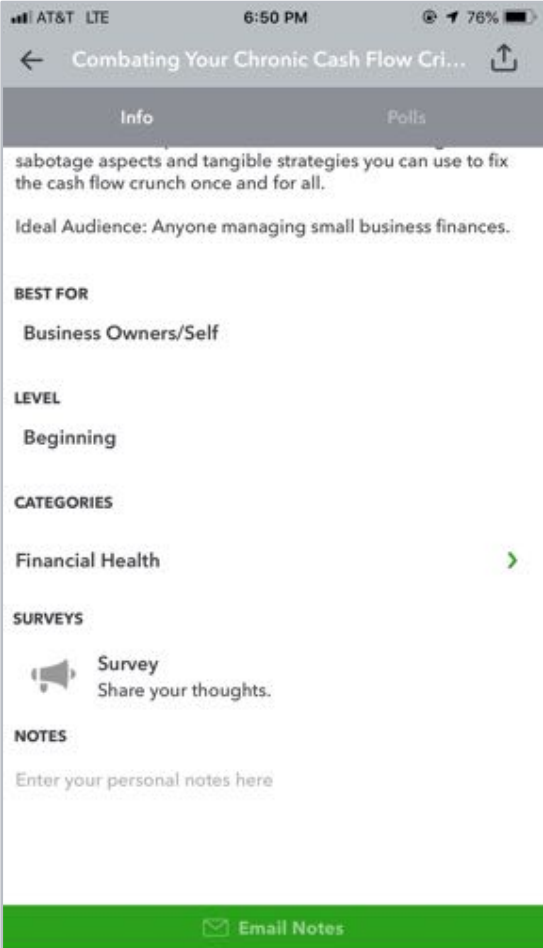
1. Select Sessions



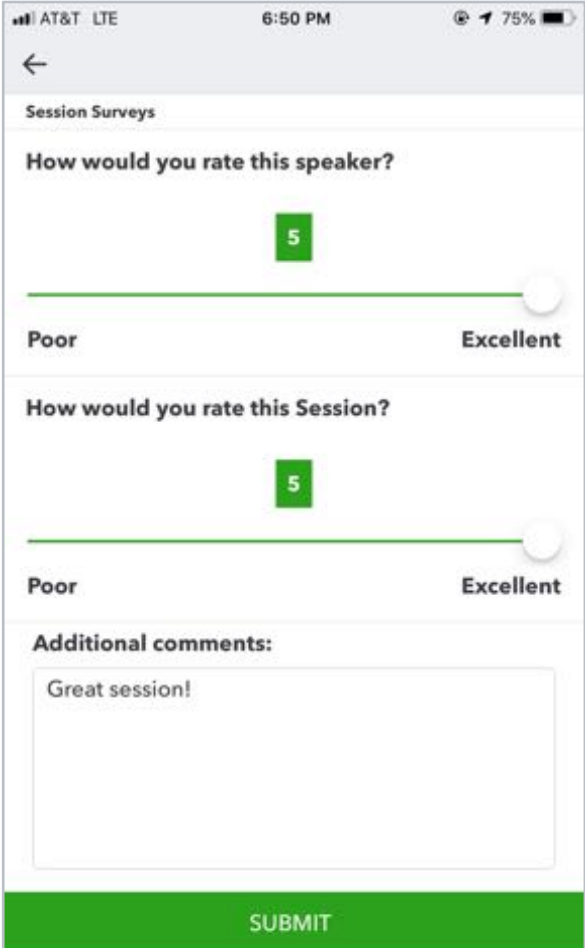
2. Select Session Title



3. Select Survey



3. Add Ratings



Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://can.quickbooksconnect.com/agenda/>

The screenshot shows the QuickBooks CONNECT agenda page for December 10. The page has a green header with the QuickBooks logo and navigation links: Why Attend, Agenda (selected), Speakers, Pricing, Sponsors, Travel, and FAQ. Below the header, there are tabs for December 9 (Accountant Day), December 10 (selected), and December 11. A 'Print Agenda' link is in the top right. A paragraph describes breakout sessions. A search bar labeled 'Search for sessions' is present. Below it are filter buttons: Organizational Culture, Life & Business Skills, Technology Training, Business Growth, Advisory, and Financial Health, with an 'Expand all +' link. The agenda list shows sessions from 7:30-9:00 am to 11:00 am-12:00 pm. The 'Breakout Sessions' section is expanded, showing details for 'Creating Your Small Business Culture', including a description, ideal audience, best for, speakers, location, track, CPD hours, and level. Other sessions listed are 'Understanding Personalities for Better Communication' and 'How to Use QuickBooks for Your Small Business: Introduction'.

QuickBooks
CONNECT

Why Attend Agenda Speakers Pricing Sponsors Travel FAQ

December 9
Accountant Day

December 10

December 11

Print Agenda

Attend breakout sessions to learn strategies to grow your business, how to hire and build an ideal culture, tips to improve your financial health and more. Connect with peers and experts for one-on-one learning. More information coming soon.

Search for sessions

Filters: Organizational Culture Life & Business Skills Technology Training Business Growth Advisory Financial Health Expand all +

7:30-9:00 am Registration, Breakfast & Exploration +

8:00-8:45 am Meetup: New to Networking +

9:00-10:00 am Morning Keynote +

10:00-11:00 am Exploration & Connection +

10:15-11:00 am Meetup: Women in the Workforce +

11:00 am-12:00 pm

Breakout Sessions

Creating Your Small Business Culture

Many solopreneurs and small business owners feel like they don't have time to work on their company culture (or that they even should). Instead, they spend most of their days working in their business rather than "on" their business. In this session, you will receive tips on how to reduce stress, improve productivity, and improve your personal fulfillment all through the nurturing of your crew, your clients, your fans, AND yourself!

Ideal Audience: Business owners looking to enhance their culture.

Best For: Business Owners/Self-Employed

Speakers: Tamia Madenitz

Location: Room 201 CDEF

Track: Organizational Culture

CPD Hours: 1

Level: Introduction

Understanding Personalities for Better Communication +

How to Use QuickBooks for Your Small Business: Introduction +



OWN
THE
FUTURE