# Chapter 9

# QuickBooks Online Payroll

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When you use QuickBooks Online you can track your small business accounting.

You can track sales, expenses and manage all your day-to-day transactions.

As you grow, QuickBooks Online lets you manage your company payroll.

You can add employees, track time, and pay employees using cheques or via direct deposit. You can track and pay your payroll liabilities and create year-end forms like T4's and Records of Employment.

QuickBooks lets you manage all of your payroll needs directly within in QuickBooks Online.

## Objectives

In this chapter you'll learn the following:

- Setting up pay items
- Setting up employees
- Creating Paycheques
- Track and pay liabilities
- Create T4's
- Create Records of Employment
- Tracking and paying liabilities

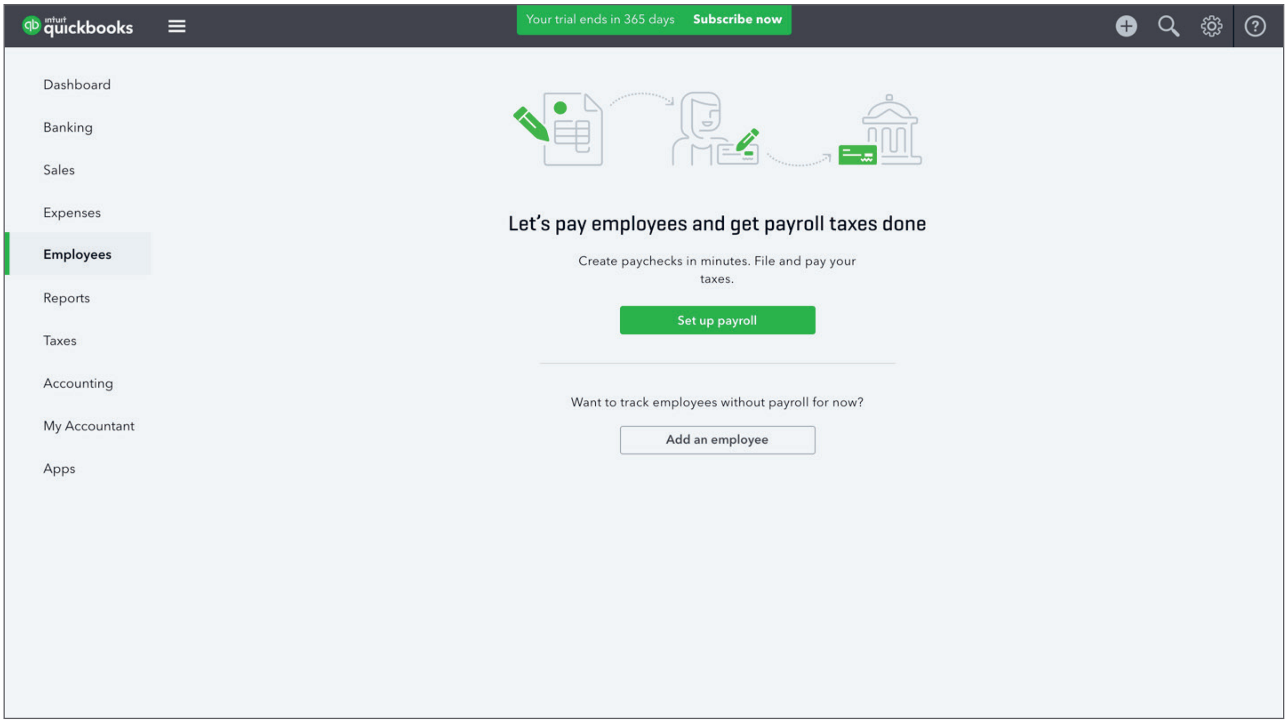
## Payroll Setup

To get started in QuickBooks Payroll it's a good idea to gather some basic information before entering information into QuickBooks. Please see a few sample items that will help you get up and running quickly in QuickBooks Online Payroll.

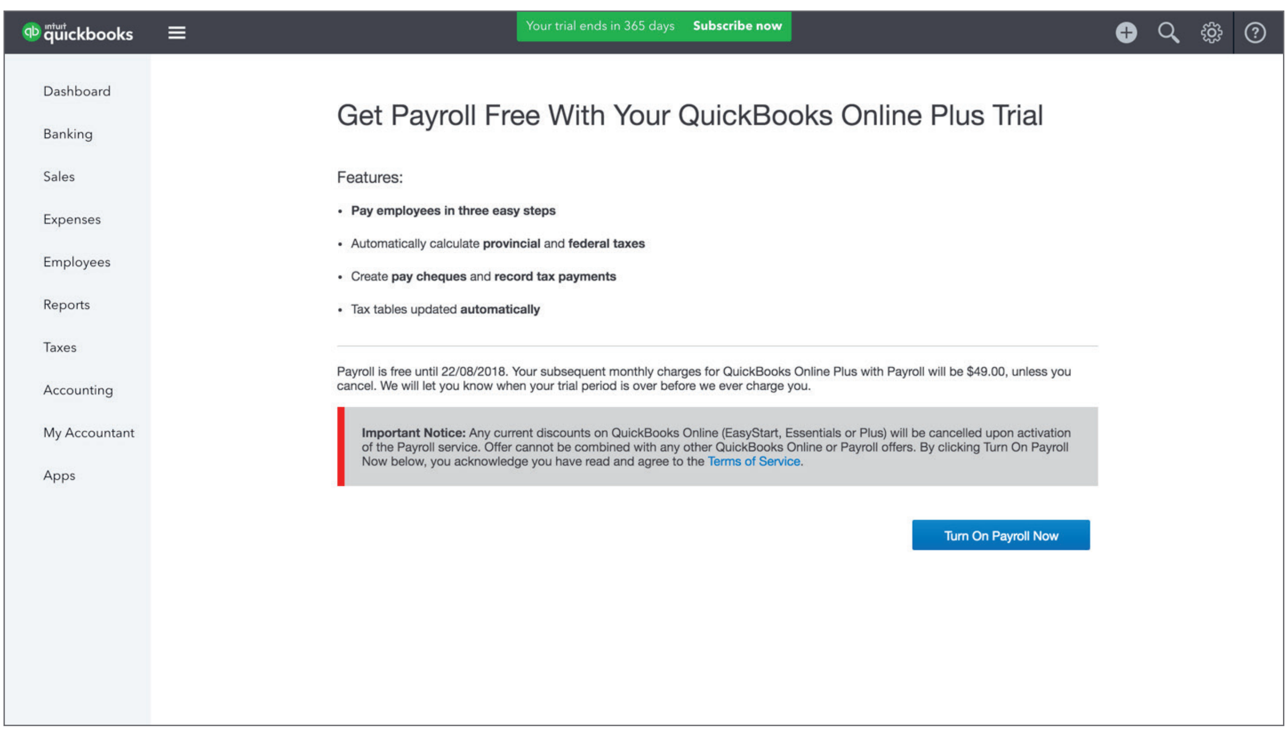
To get started using QuickBooks Online Payroll, do the following:

1. Click **Employees**.

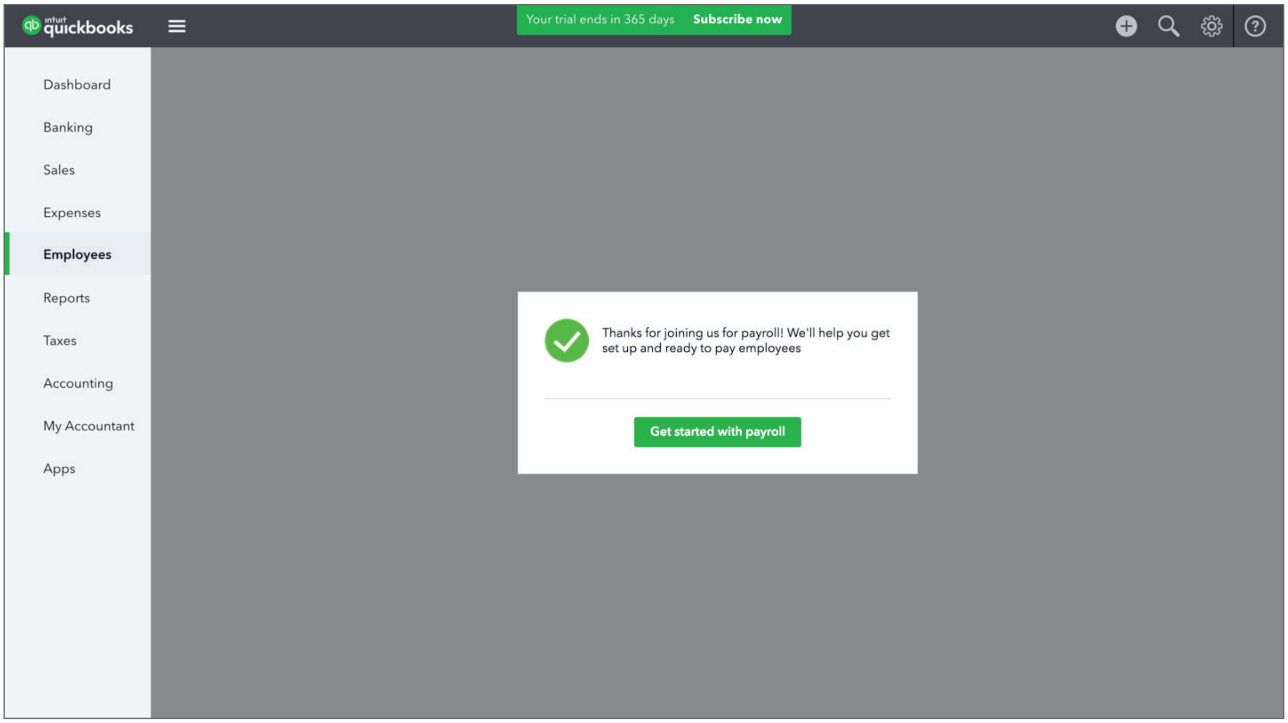
2. Click **Setup Payroll**.



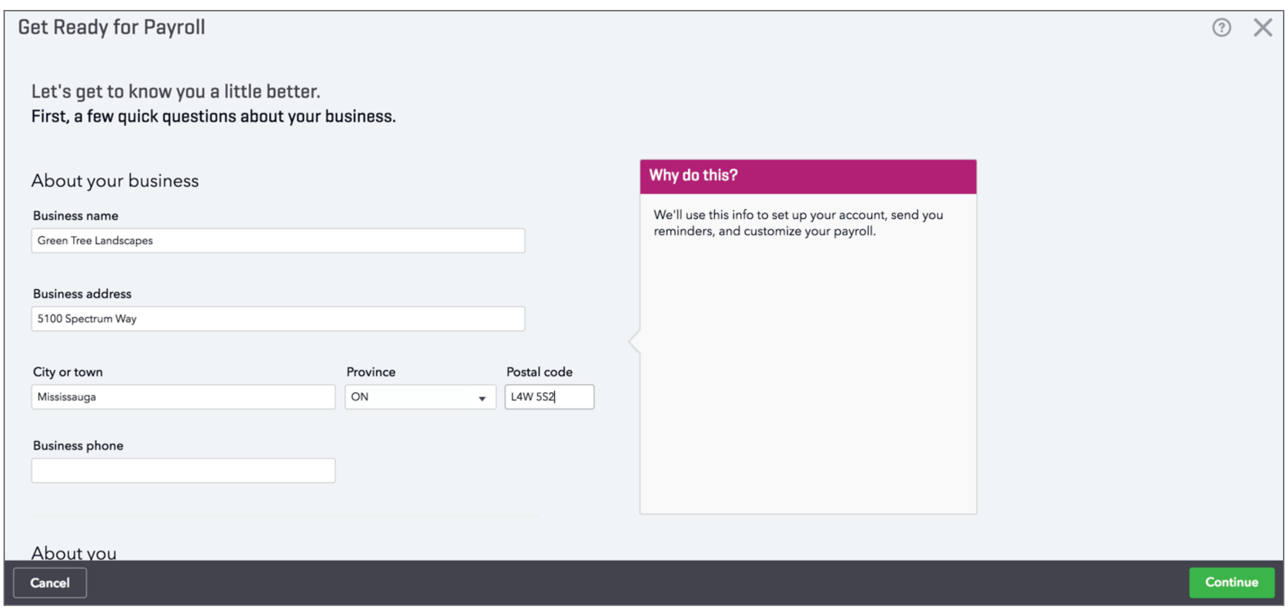

3. Click **Turn On Payroll Now**.



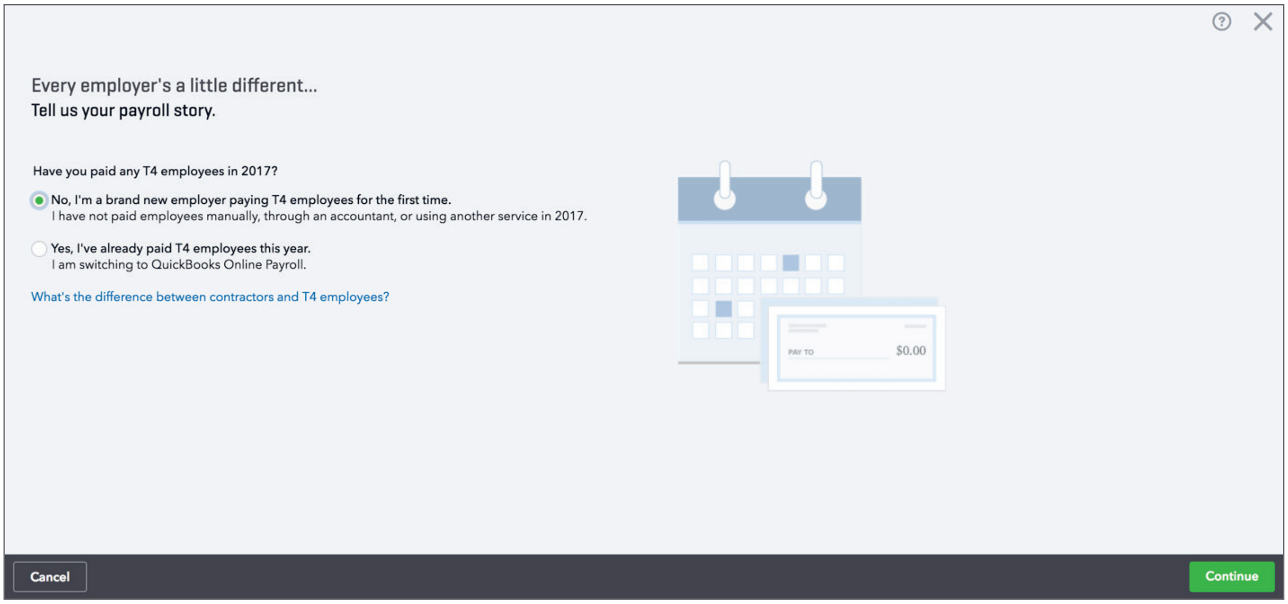
4. Click **Get started with payroll**.




5. Enter your business information including your company contact information.
6. Click **Continue**.



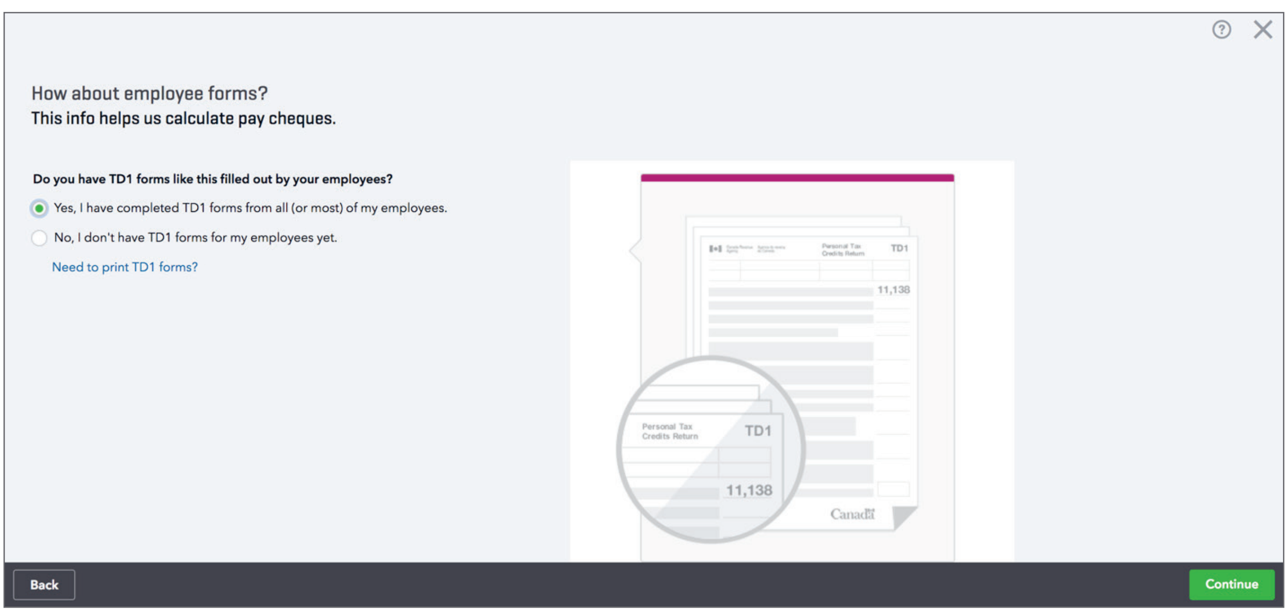

QuickBooks needs to know if you've paid employees before using QuickBooks Online Payroll. If you have, you'll select the option **Yes, I've already paid T4 employees this year**.




7. If you are starting QuickBooks Payroll from scratch, you'll select **No, I'm a brand new employer paying T4 employees for the first time**. Click **Continue**.

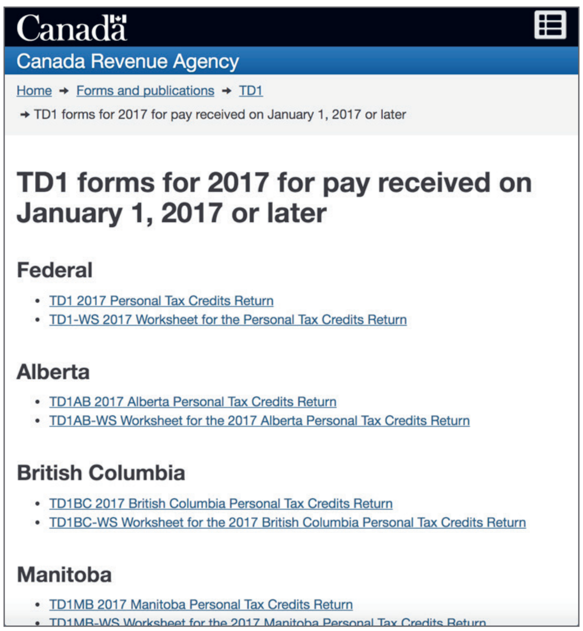
**NOTE** When you're setting up payroll in QuickBooks, you need to enter summarized payroll amounts if you're just beginning to use QuickBooks payroll but you've already written pay cheques earlier in the calendar year. The summarized amounts ensure correct year-to-date totals on the pay cheques you write for the rest of this year.

8. QuickBooks now asks if you have completed TD1 forms. Click **Yes, I have completed TD1 forms from all (or most) of my employees**.

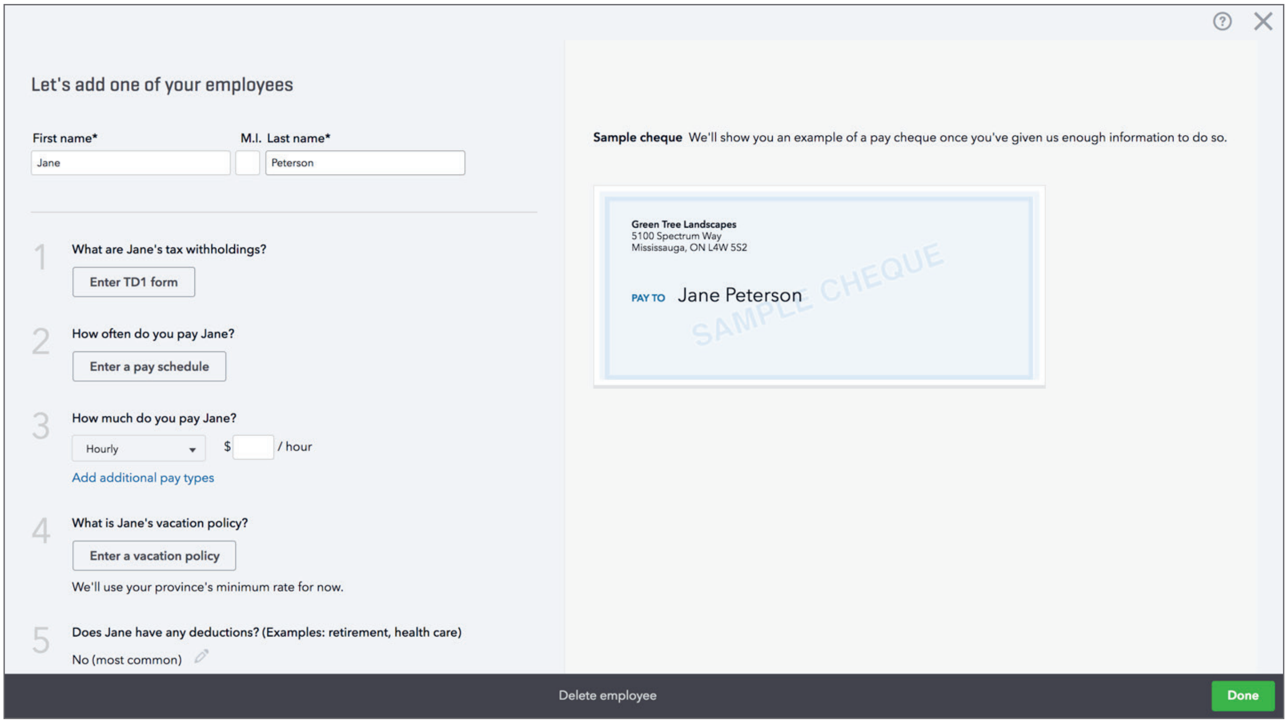


**NOTE** The Canada Revenue Agency (CRA) requires you to keep a current federal and provincial TD1 form on file for each of your employees. For Québec employees, you must keep a federal TD1 form and a provincial TP-1015.3 form on file.

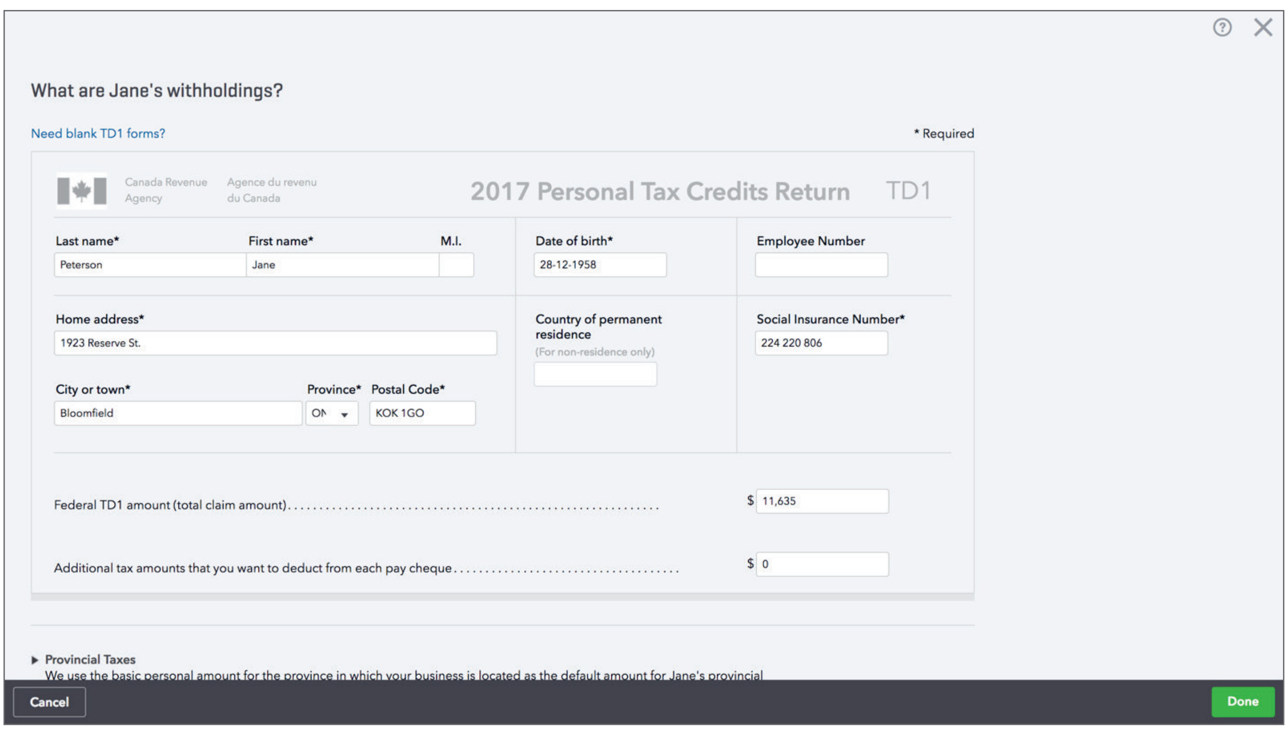
These forms tell you how much income tax to deduct from your employees' pay cheques. For this reason, it is very important that you keep your employees forms current. If you need to print TD1 forms for your employees, click the link labeled **Need to print TD1 forms?** QuickBooks will let you view and print the forms directly from this window for both Federal and Provincial requirements.



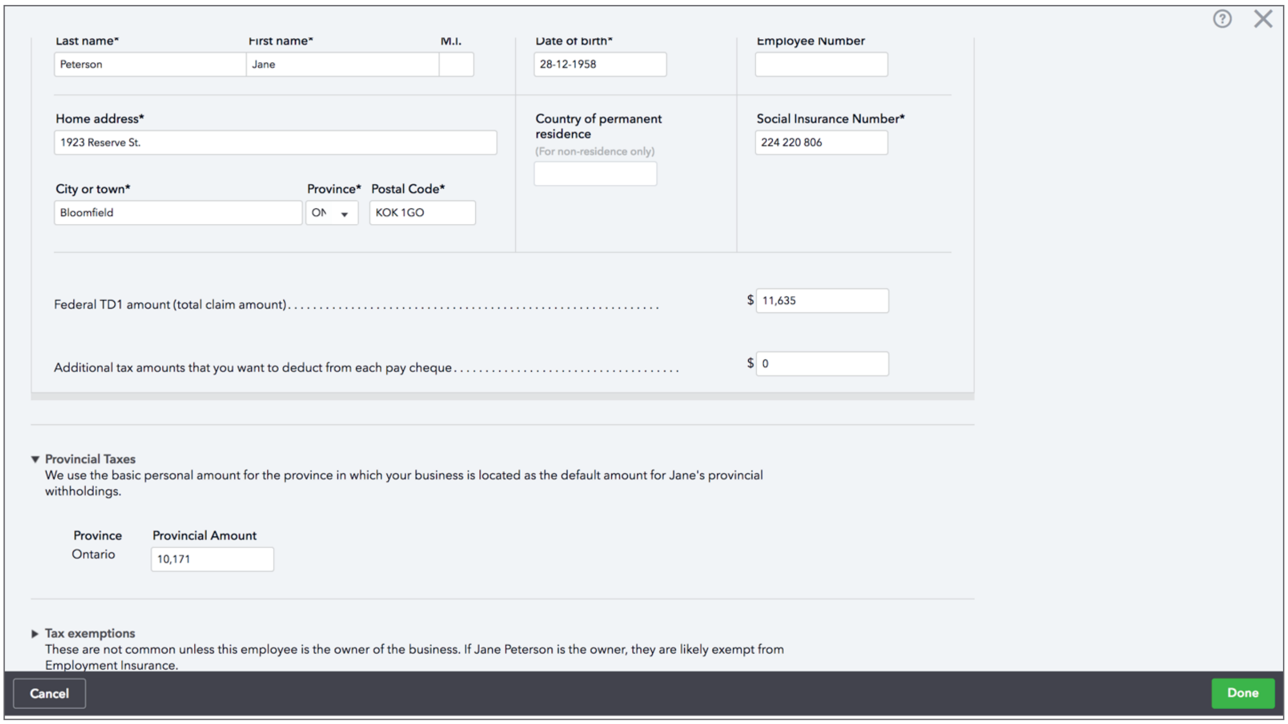
Next, you'll complete each of the 6 steps for the employee you're setting up.



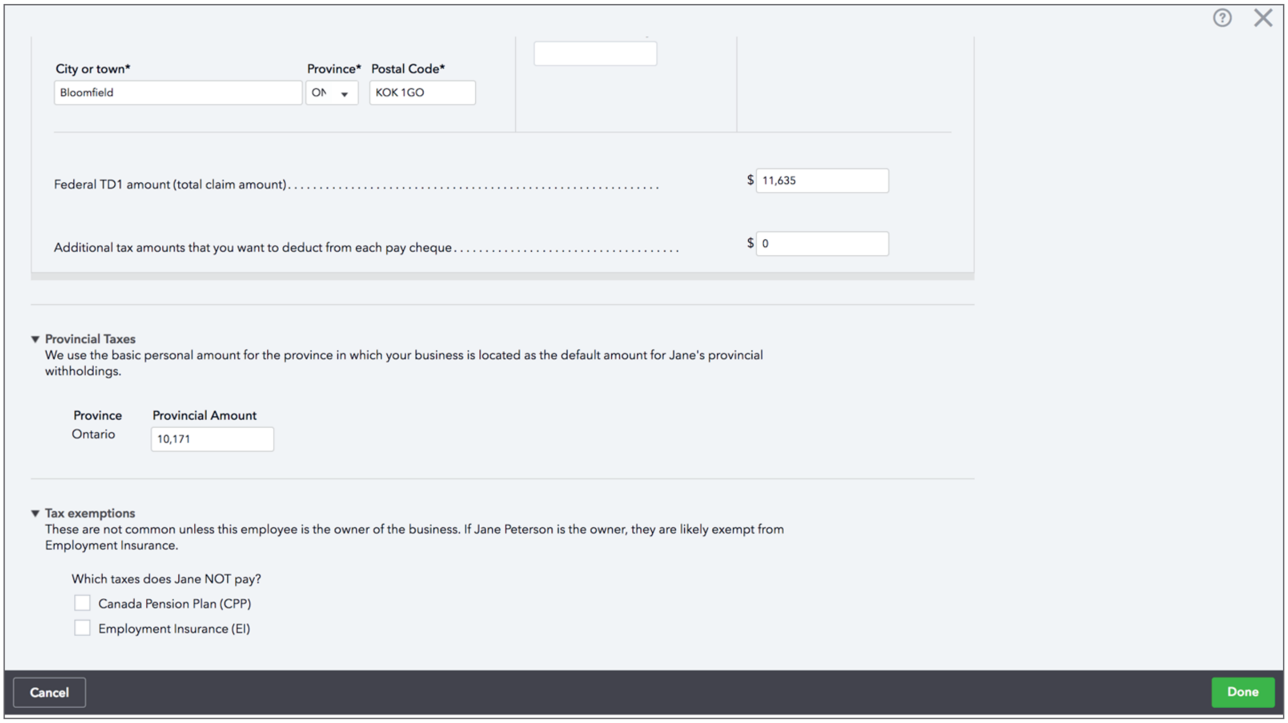

**9.** First, enter the employee's **First Name** and **Last Name**. The middle initial is optional. Next, click the **Enter TD1 form**.



10. Complete the TD form for the employees. You must enter the **Last Name**, **First Name**, **Home Address** (including **Postal Code**), **Date of Birth** and **Social Insurance Number**.
11. Enter the Federal TD1 amount in the appropriate field. This number comes from the employee field. If necessary, you can use the default number that QuickBooks enters based on a regular TD1 form.
12. Click the **Provincial Taxes** down arrow and enter the Provincial TD1 amount.
13. Click **Done**.

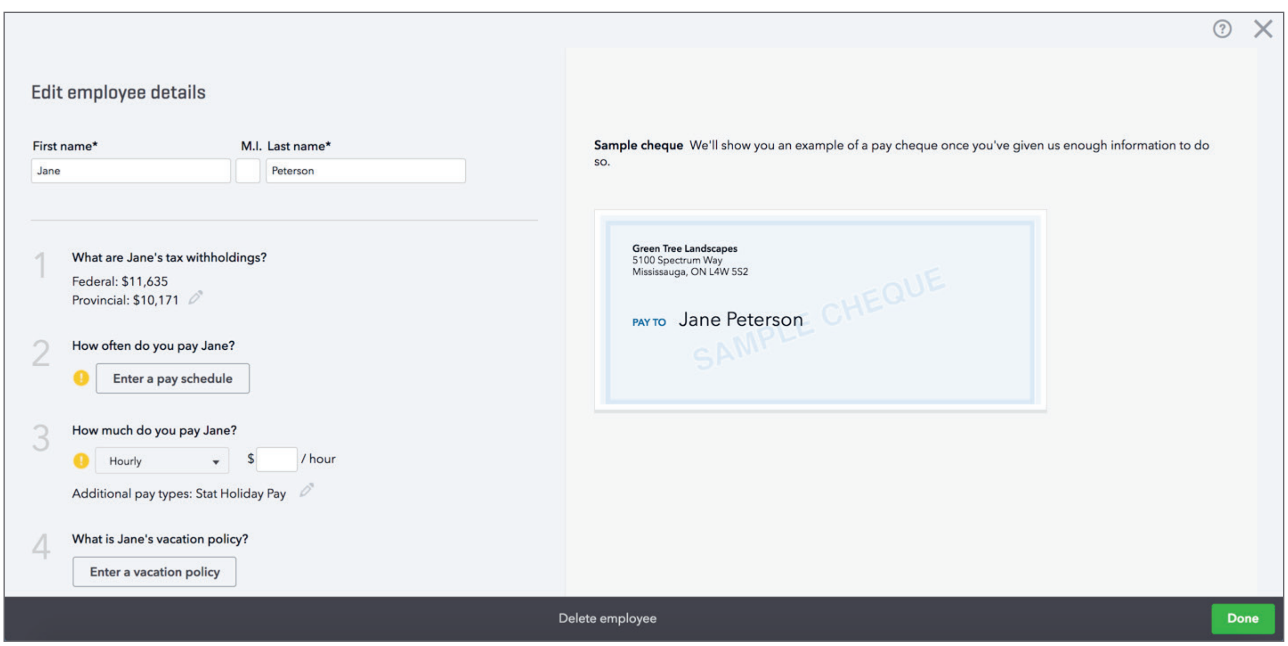



**NOTE** You can deduct additional tax amounts from employees pay cheques. If an employee requests this, enter the extra amount to be deducted in the box labeled, **Additional tax amounts that you want to deduct from each pay cheque**.




**NOTE** In rare cases, you can make an employee exempt from paying CPP and EI. To do this click the **Tax exemptions** down arrow and make the appropriate selections. This should only be done when instructed by the Canada Revenue Agency or other government authority.

QuickBooks returns you to the Edit Employee Details window.

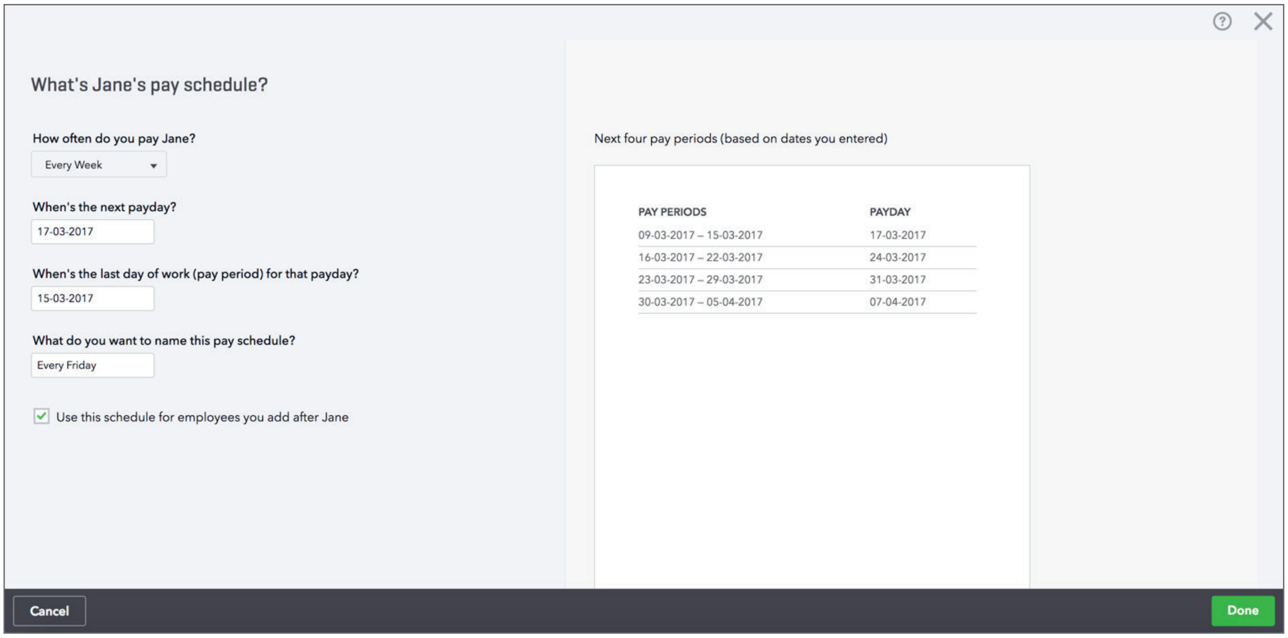


The second step is to answer the question: **How often do you pay Jane?** (or another employee name)

14. Click **Enter a pay schedule**.

15. Next, answer the questions listed in the Pay Schedule window.

16. Choose how often you pay the employee. Click the menu under **How often do you pay Jane?**



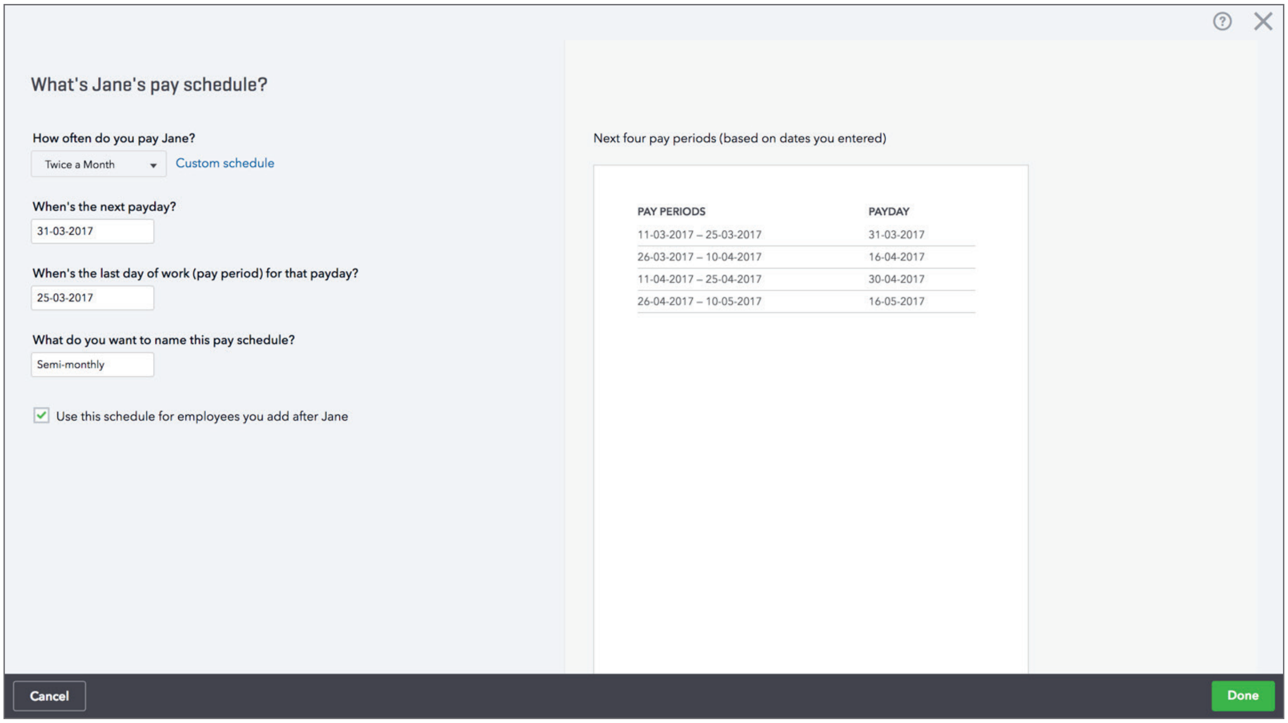

You can choose from the following selections:

- Every Week
- Every other week (Bi-weekly)
- Twice a month
- Every month

17. Enter the next payday date in the **When's the next payday?** field.

18. Enter the last day of work for the payday in the **When's the last day of work (pay period) for that payday?**

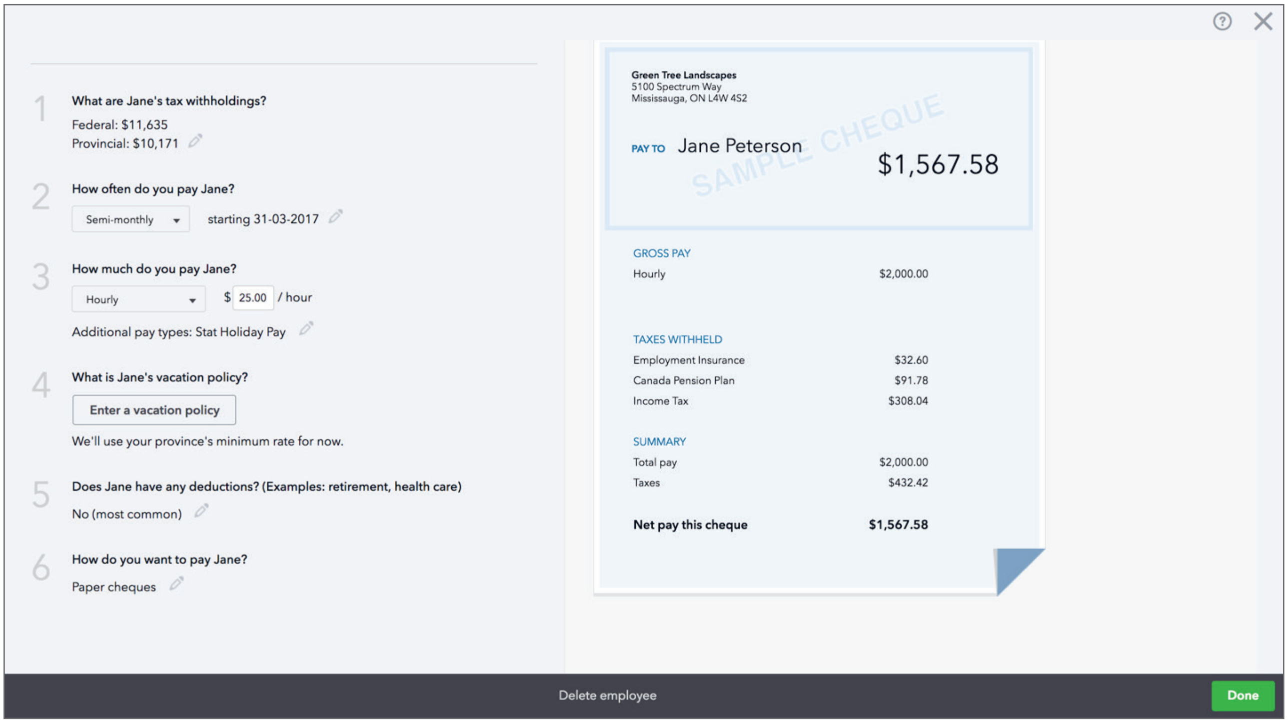
**19.** Name the pay schedule in the **What do you want to name this pay schedule?** field.



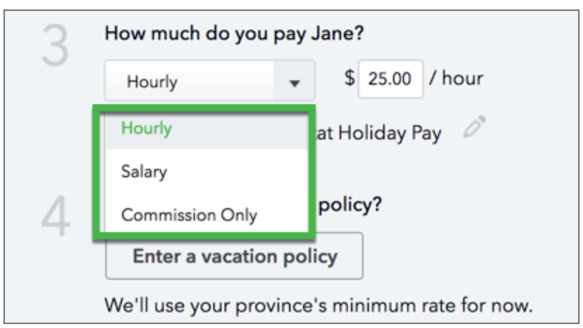

**NOTE** To attach this pay schedule to all future employees, select **Use this schedule for employees you add after Jane**.

**20.** Click **Done** to complete the payroll schedule setup.

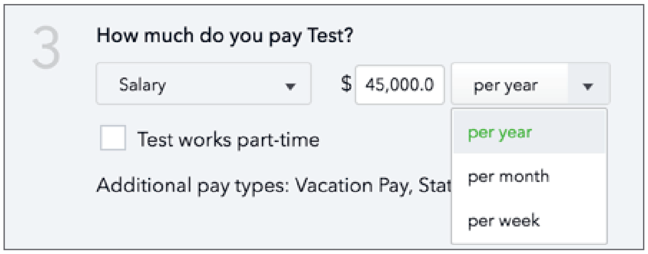
QuickBooks returns you to the **Edit Employee Details** window.




21. Next, you'll tell QuickBooks how much you pay the employee. Click the down arrow in step 3 under **How much do you pay Jane?** You can choose from **Hourly**, **Salary** or **Commission Only**. If you pay the employee hourly you can enter their hourly account in the appropriate field.



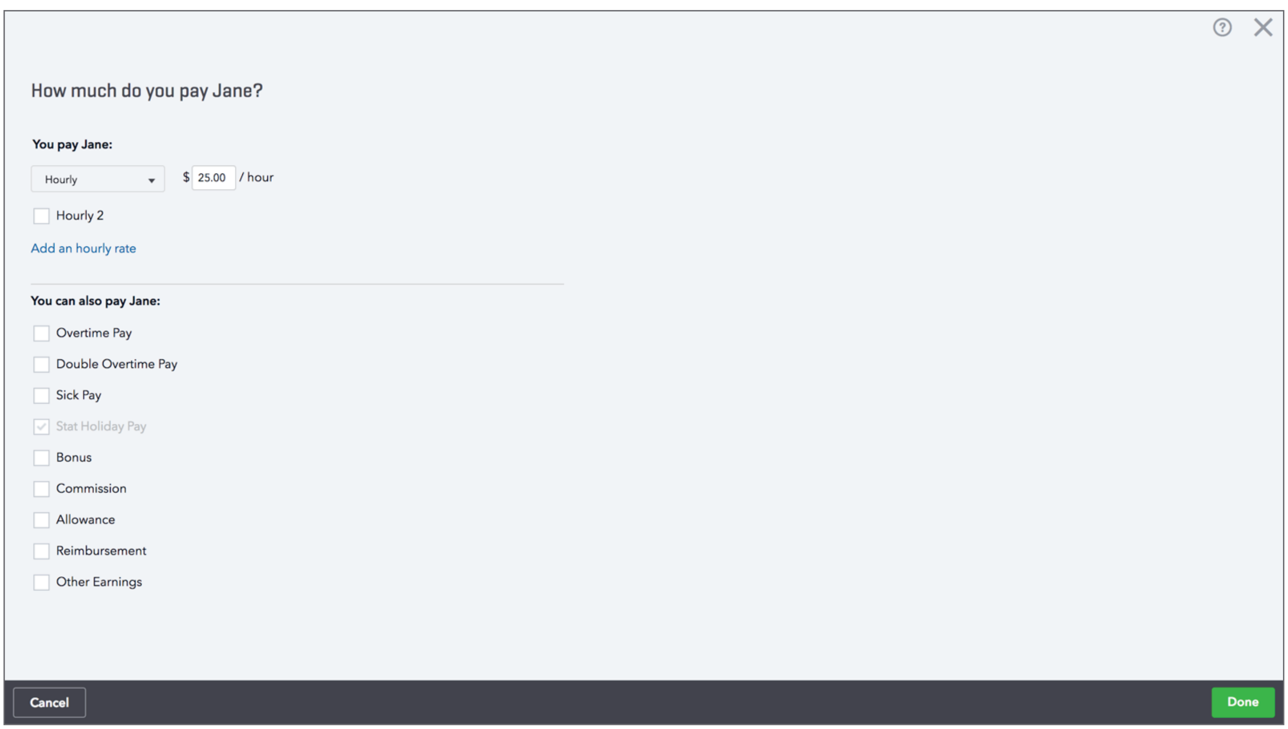

22. If you choose **Salary**, you can enter the Salary amount in the appropriate field and tell QuickBooks the time-period for the salary. This tells QuickBooks how much to pay in every pay period. You can choose **per year**, **per month** or **per week**.



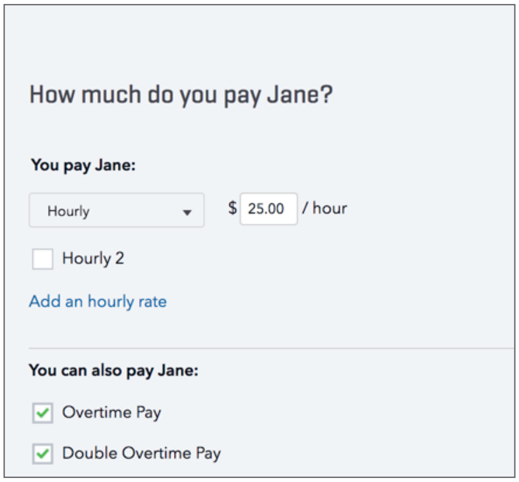

23. During the employee setup, you will add wage items to the employee's record. In step 3 you can also add **Additional pay types**. Click the **Edit** button to setup additional pay types.

The additional pay types are the following:

- **Overtime Pay—**this pay type pays the overtime wage of 1.5 X regular wage.
- **Double Overtime Pay—**this pay type pays the overtime wage of 2 X regular wage.
- **Sick Pay—**used to pay out sick time accrued.
- **Bonus—**used to pay bonuses as needed throughout the year.
- **Commission—**used to pay out commissions. The commission item is an amount your enter on the pay cheque. QuickBooks will not track or calculate the commission amounts.
- **Reimbursement—**used to reimburse employees for various items.
- **Allowance—**if your business pays out allowances you will setup an allowance.
- **Other Earnings—**use this item to record any other earnings item that does not fit in the above categories.



24. Select the items you need to appear on the employee pay cheque in the left-hand column.




25. To add a **Sick pay policy** click select **Sick Pay**. Choose a policy that works for your company's situation. You can choose from the following:

   a. at beginning of year

   b. each pay period

   c. per hour worked

   d. on anniversary date

26. Enter the number of **hours per** and the **Maximum allowed** (optional field).

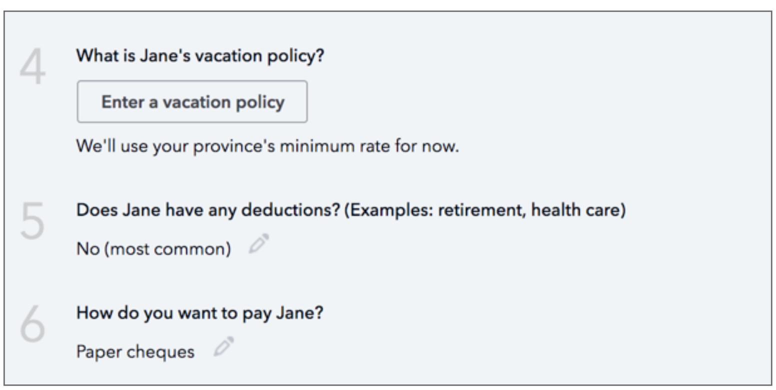
27. Click **OK** to setup the policy.

**28.** Click **Bonus** and **Commission** to add these pay types to the pay cheque. When these items are selected, it means that they'll display on each pay cheque.


**29.** Add any additional pay types. Enter the recurring amounts in the appropriate fields if necessary. This automates the pay outs of these items on the employee pay cheque.

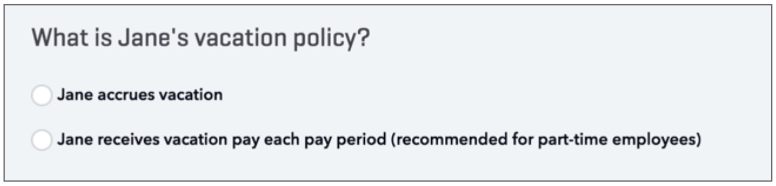


**30.** Click **Done** to return to the **Edit Employee** details window.

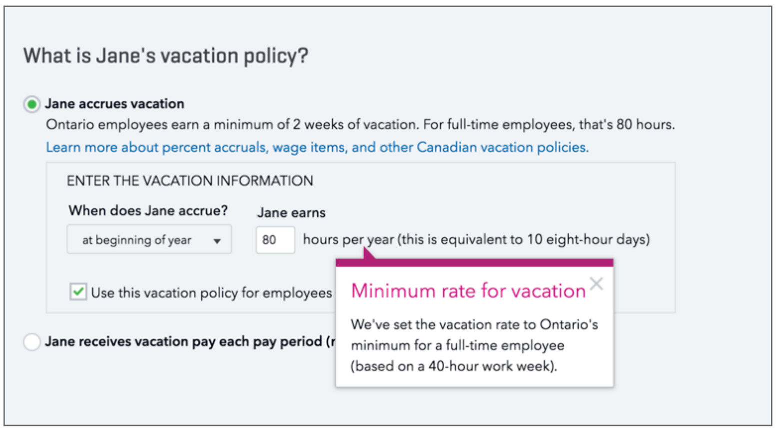



**31.** In Step 4 click **Enter a Vacation Policy**.

**32.** Answer the question **What is Jane's Vacation policy?** You can choose to accrue vacation (most common) or to pay vacation pay each pay period.

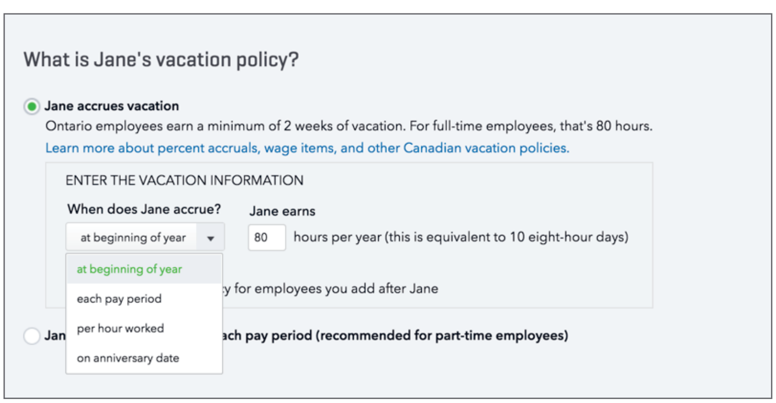



**33.** Choosing to accrue vacation lets you choose when the employee accrues vacation and enter how many hours the employee accrues per period.

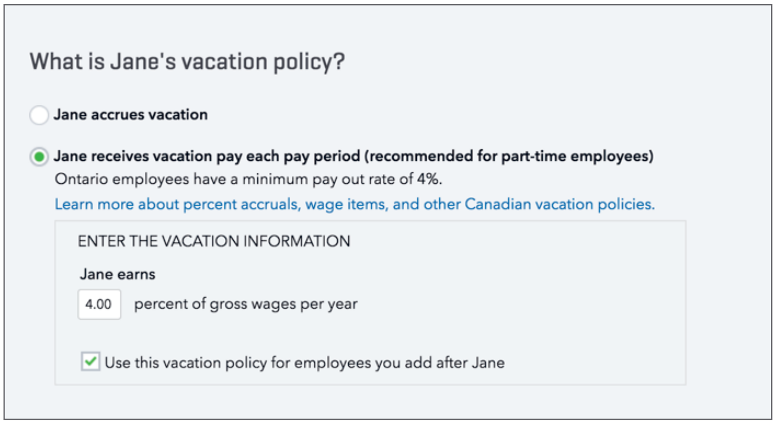



**NOTE** You can choose one of the following options to accrue vacation:

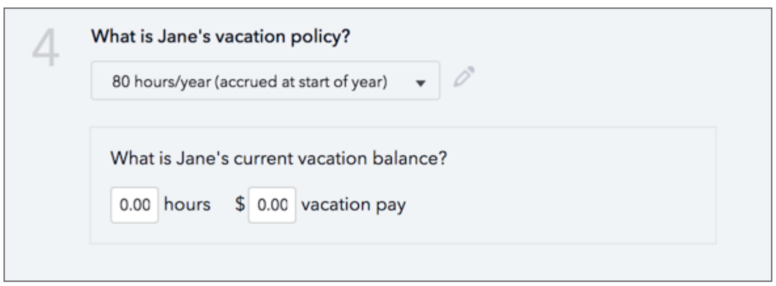
- at beginning of year
- each pay period
- per hour worked
- on anniversary date



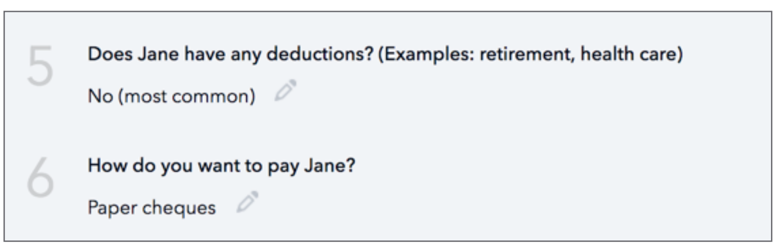
**NOTE** If you pay out every period you will be required to enter a vacation % amount in the appropriate field.




**34.** If the employee has a balance you will enter it here.

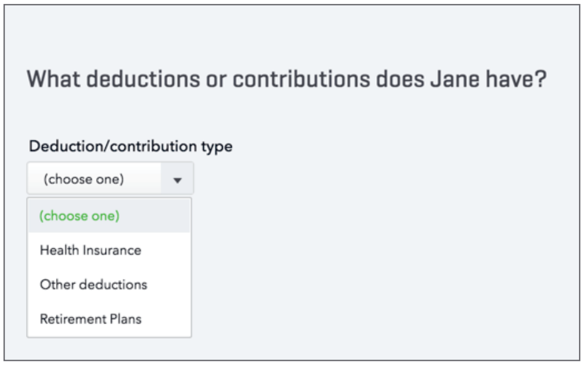



**35.** Click **OK** to return to the **Edit employee details** window.




**36.** To add deductions and contributions to the employee record, click the drop-down menu in the **What deductions or contributions does Jane have?**

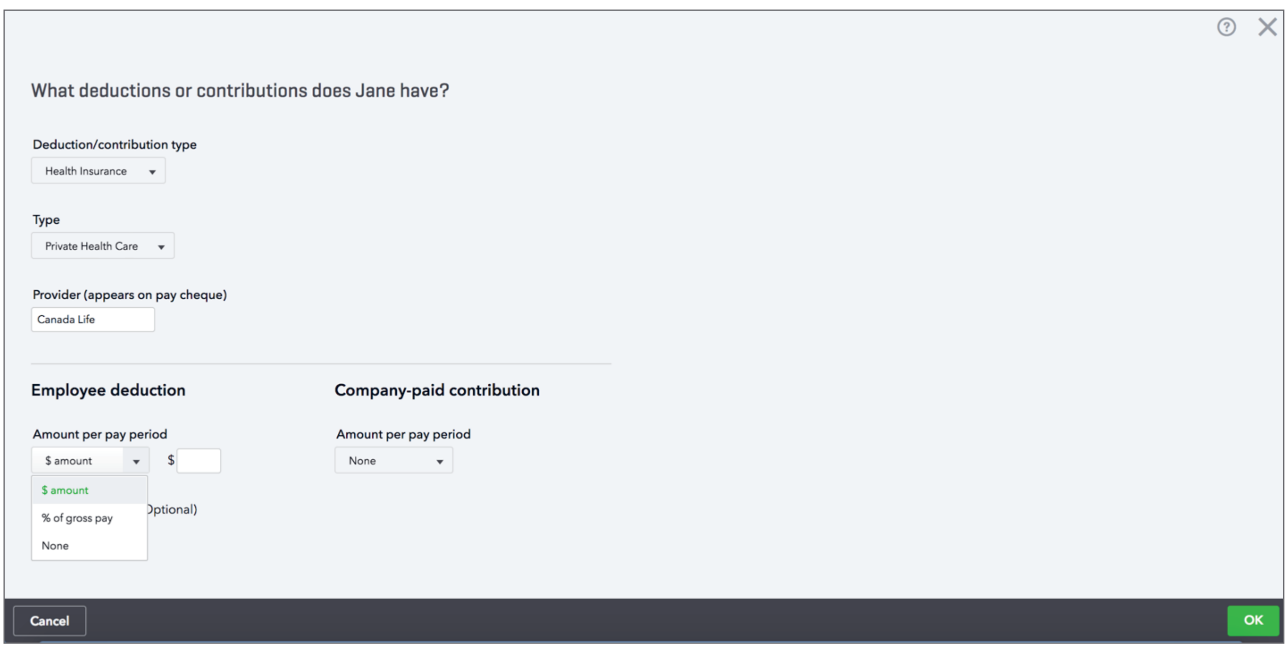
**37.** These deductions/contributions are optional and will only be setup if your company offers these types of benefits. Choose the first type of deduction: **Health Insurance**.




**38.** Complete the information to setup the Health Insurance deduction/contribution.

I. Enter the Provider name. This is the provider of the benefit offered. QuickBooks will print the supplier name on the cheque.

II. In the left-hand column under **Employee deduction**, enter the **Amount per pay period**. You can also choose **% of gross pay**.

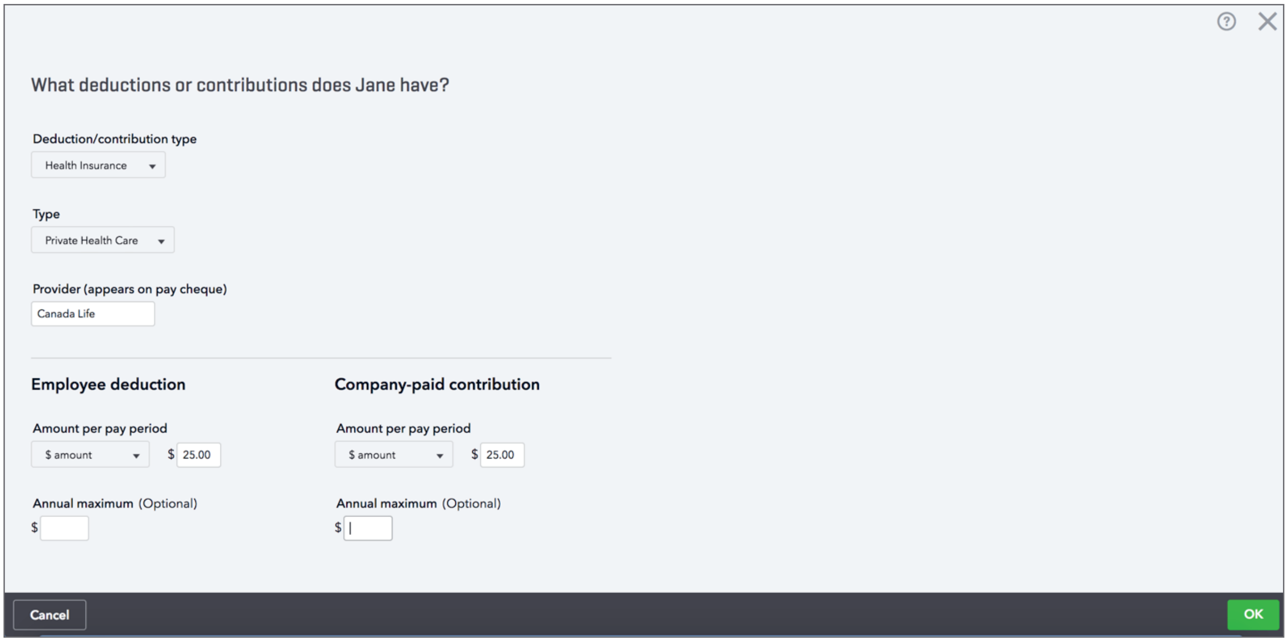



III. In the right-hand column enter the **Company-paid contribution** portions.

IV. Enter the **Amount per pay period**.

V. Enter the **Annual Maximum (optional)**. This means that you will cap the amount that the company pays to the benefit.

VI. Click **OK**.

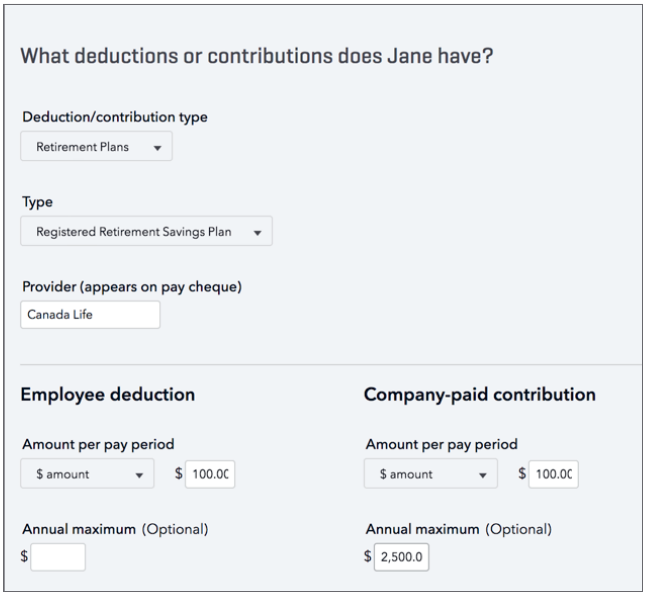



39. Next, choose **Retirement Plans**.

40. Choose the **Type**. You can choose **Registered Retirement Savings Plan** or **Registered Pension Plan**.


41. Complete the information as needed for the retirement savings benefit. The same information is required in these fields as in the previous benefit.

**42.** Click **OK** to complete the setup.




**43.** Create any other deductions needed for your business. Click the drop-down menu under **What deductions or contributions does Jane have?**

**44.** Choose the deduction to create. For example, you can create **Union Dues**.

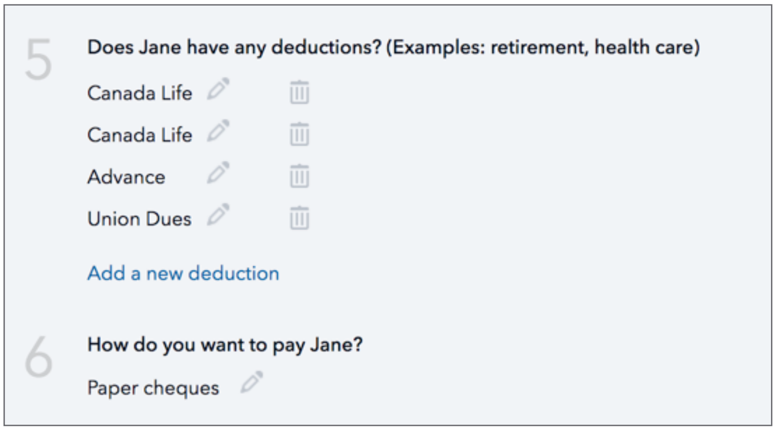

**45.** Click **OK**. Enter the name of the deduction in the **Description**. Enter the name that will display on the employee pay cheque.

**46.** Enter the amount to be deducted per pay period. Enter the **Annual maximum** if necessary.

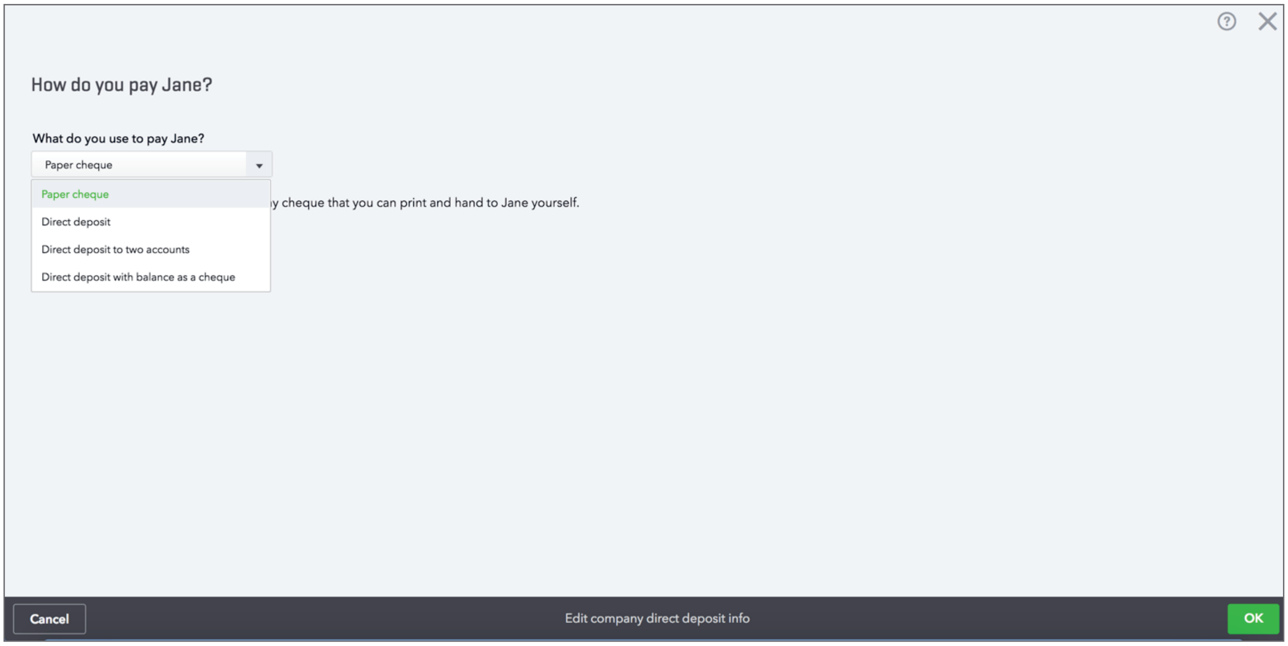
47. Click **OK** to complete the setup.


QuickBooks returns to the **Edit employee details** window. To complete the setup complete the information in **Step 6—How do you want to pay Jane?**

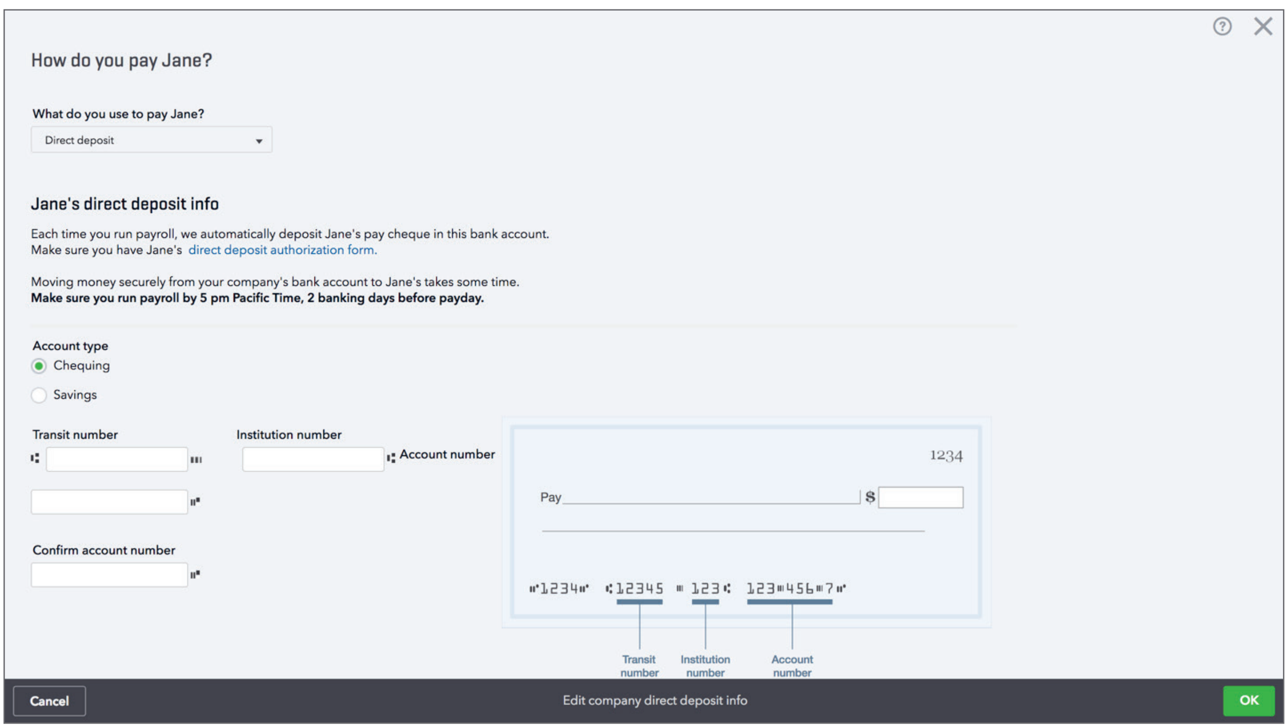
48. Click the edit button to choose **Paper cheques** or **Direct deposit**.



**49.** Choose **Paper cheque** to write or print cheques to employees.



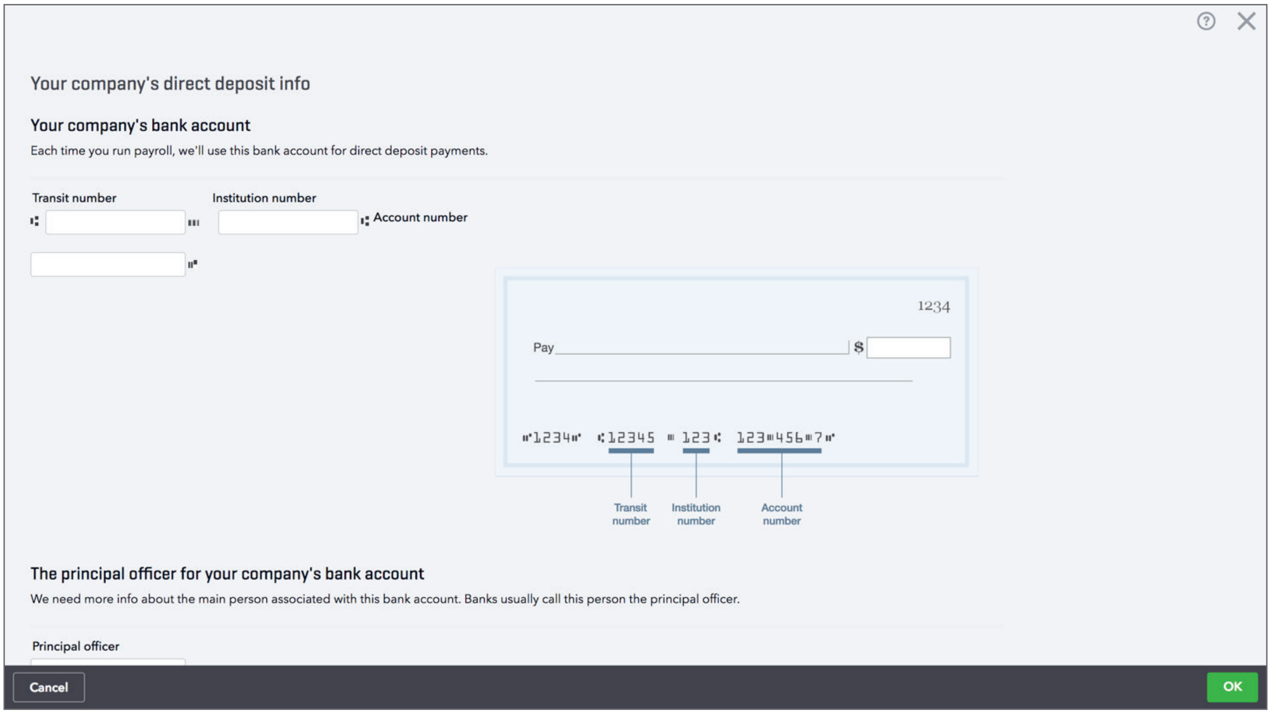

**50.** Choose **Direct Deposit** to setup the employee to receive their pay via direct deposit in their bank account.



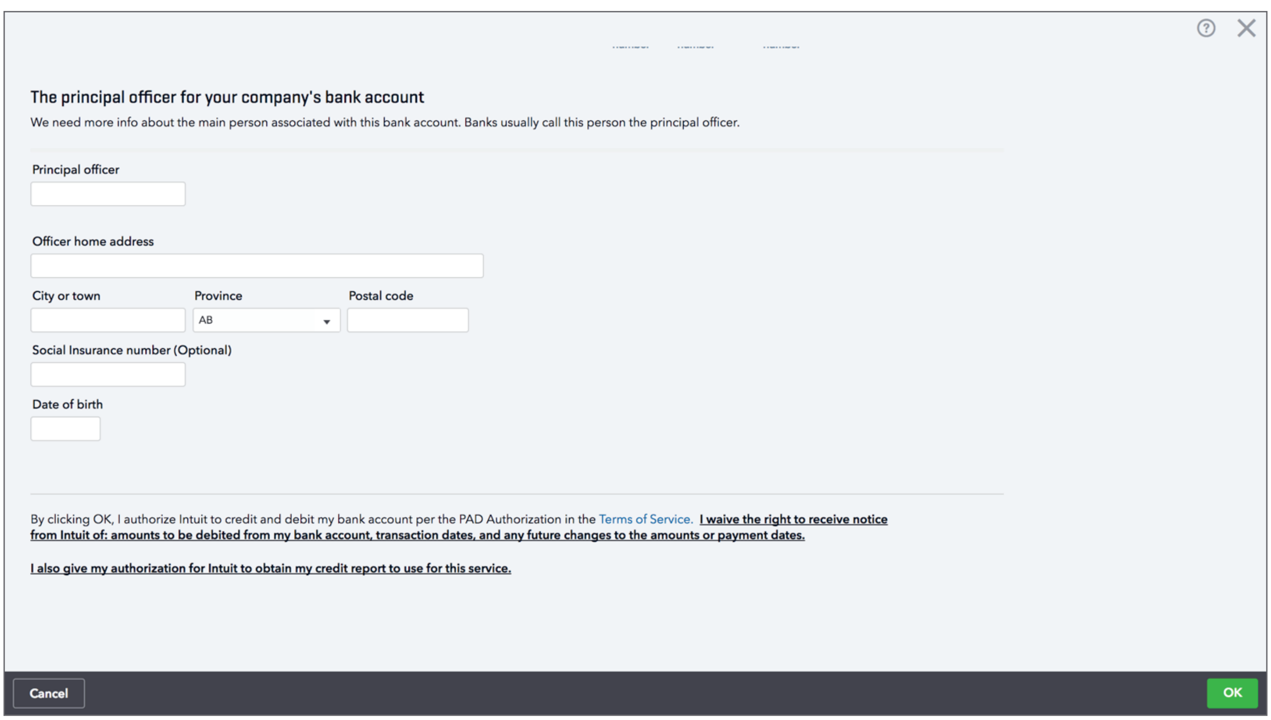

**51.** Enter the employee's bank account information.

**52.** Click **Edit company direct deposit info** to enter the company bank information.

53. Click **OK** to complete the employee setup.




**NOTE** When setting up direct deposit, you'll be required to add the company's principal personal information.




This completes the employee setup.

## Time Tracking in QuickBooks

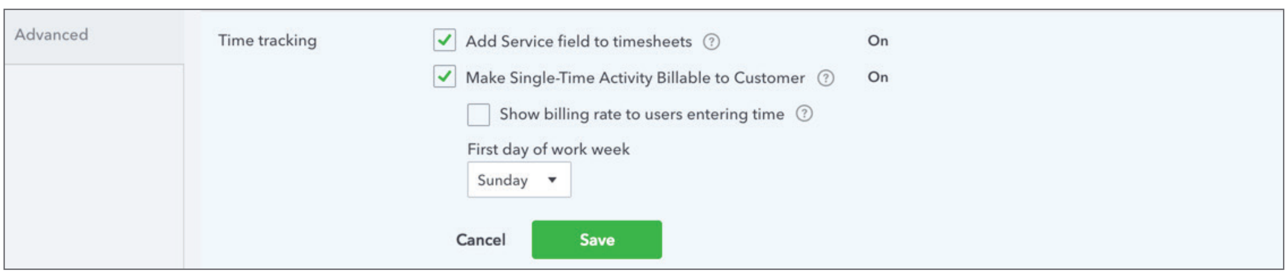
QuickBooks Online lets you track time for your employees and subcontractors. When you track time you can import the hours into QuickBooks payroll and add the hours to the employee's pay cheque.

You can track time using a weekly timesheet or by entering single time activities.

**NOTE** Time tracking is a feature only available in the QuickBooks Online Plus version.

To enable time tracking in QuickBooks:

1. Click the **Gear** icon and then click **Company Settings**.
2. Click **Advanced**.
3. Click **Time Tracking**.



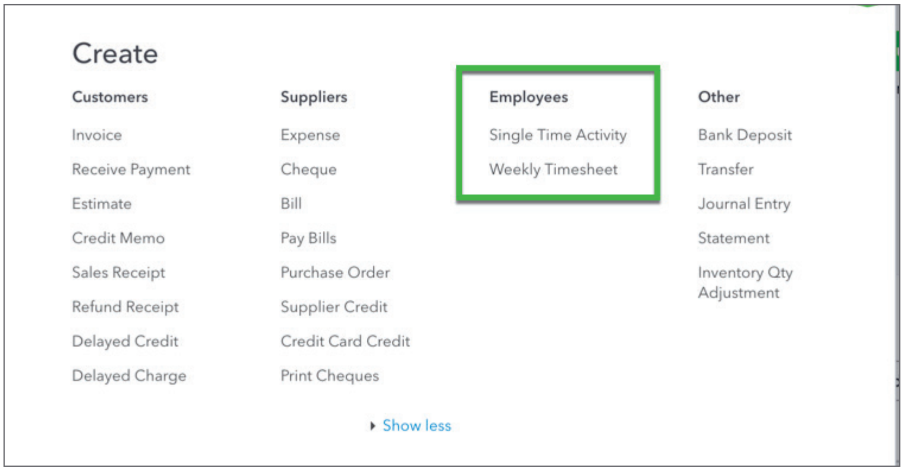

**NOTE** QuickBooks lets you make time activities billable to customers. You can also assign the first day of the work week to display on the timesheet.

### *Enter Single Time Activity*

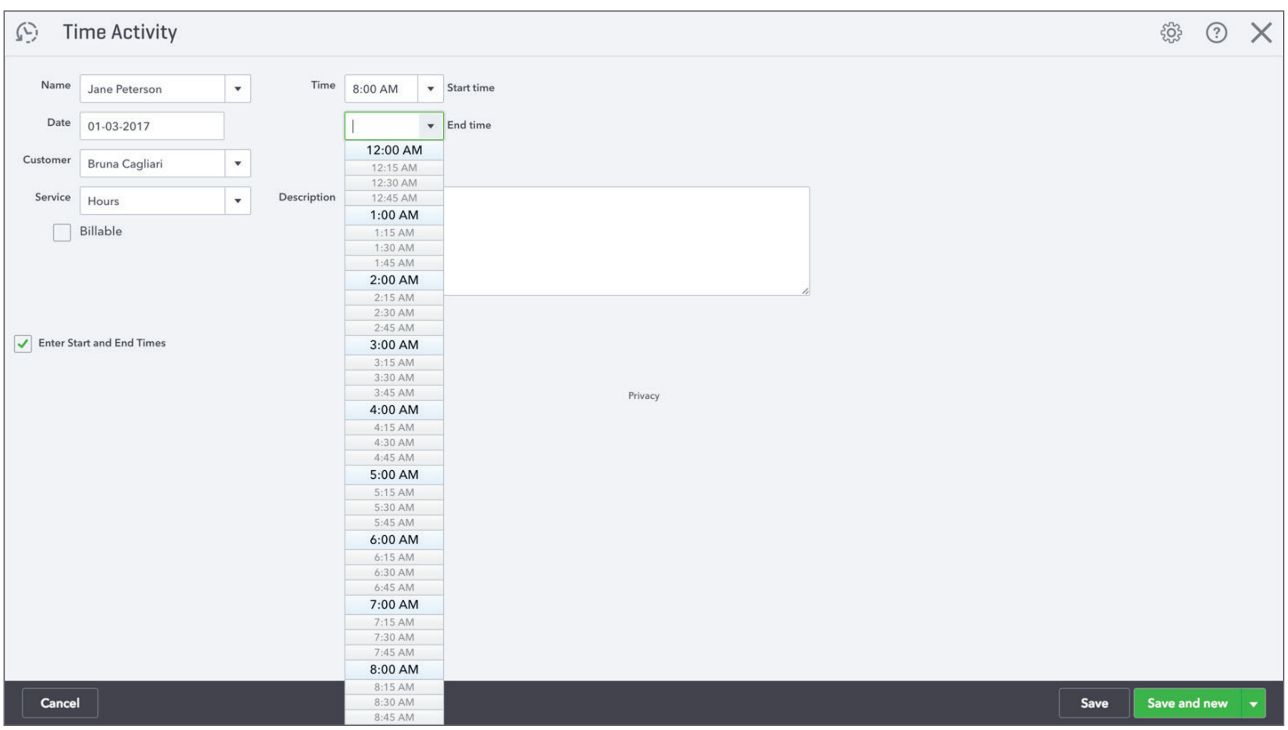
You can enter a single time activity. From this window you can enter the name of the employee, the date and the start and end time of the time activity.

**NOTE** You can also add the Customer name to track the time to a specific customer.

1. To enter a single time activity click the **Create +** menu and then click **Single Time Activity**.




2. Enter the employee **Name**.
3. Enter the **Date**. Ensure the date is correct as the date determines when the time will be imported into the pay cheque.
4. Enter the Time for the **Start Time** and **End Time**. QuickBooks calculates the total hours. To make entries in these fields, select the **Enter Start and End Times** checkbox.
5. Enter a **Description** if necessary.
6. Click **Save**.



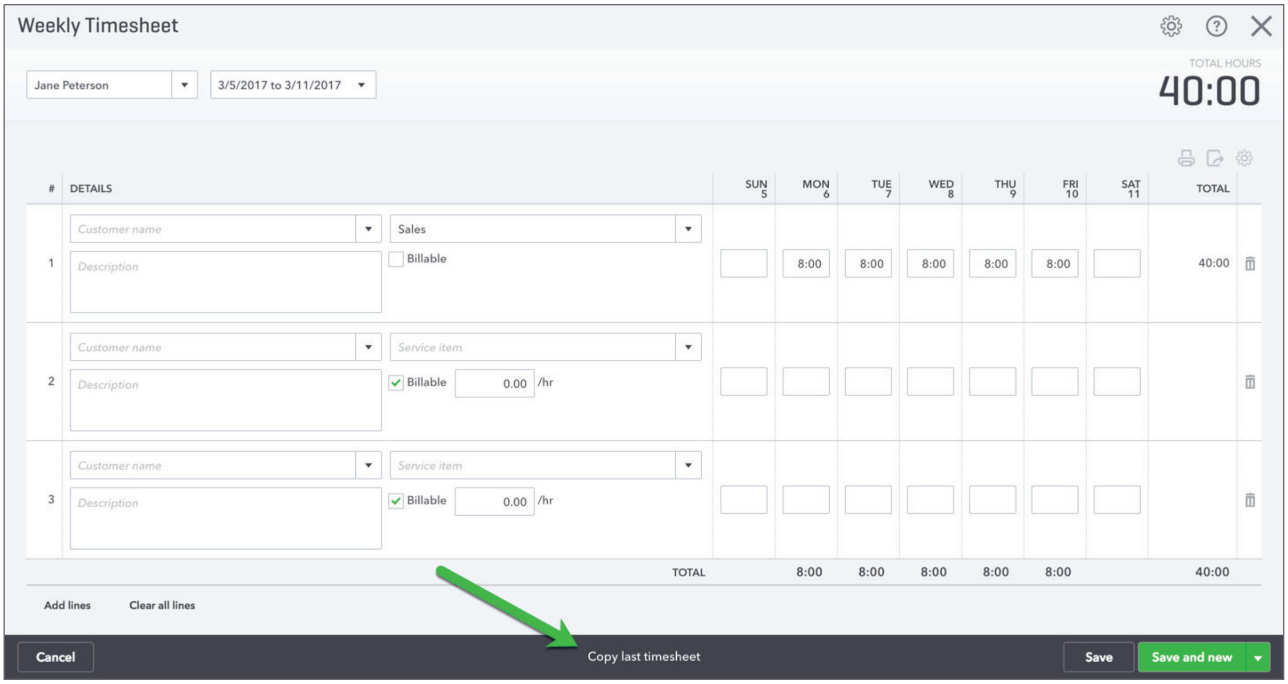
### *Enter Weekly Timesheet*

The weekly timesheet it helpful to enter an entire week of timesheet information. You can enter the same field as a single time activity with one exception, the start and end time.

To fill in a weekly timesheet:

1. Click **Create (+) > Weekly Timesheet**.
2. Choose a **Name** from the list.
3. Select the week for which you want to record activities.
4. For each type of activity, enter an activity line:

| | |
|---|---|
| **CUSTOMER** | Choose a customer if you want to bill the activity to the customer or track expenses for the customer. |
| **SERVICE** | (Optional) If you use services to enter time, choose a service that represents this activity. If you don't see it, Add Service field to timesheets is turned off. |
| **CLASS** | (Optional) Choose a Class. If you don't see Class, class tracking is turned off. |
| **LOCATION** | (Optional) Choose a Location/Department. If you don't see it, location/department tracking is turned off. |
| **DESCRIPTION** | Enter a description of the activity. If the activity is billed to a customer, the Description appears on their invoice, depending on your company settings. Text for the description appears automatically if you select an item from the optional Service field. |
| **BILLABLE** | Select this checkbox if you want to bill the activity to the customer. Enter a rate per hour and select Taxable if the activity is taxable. |



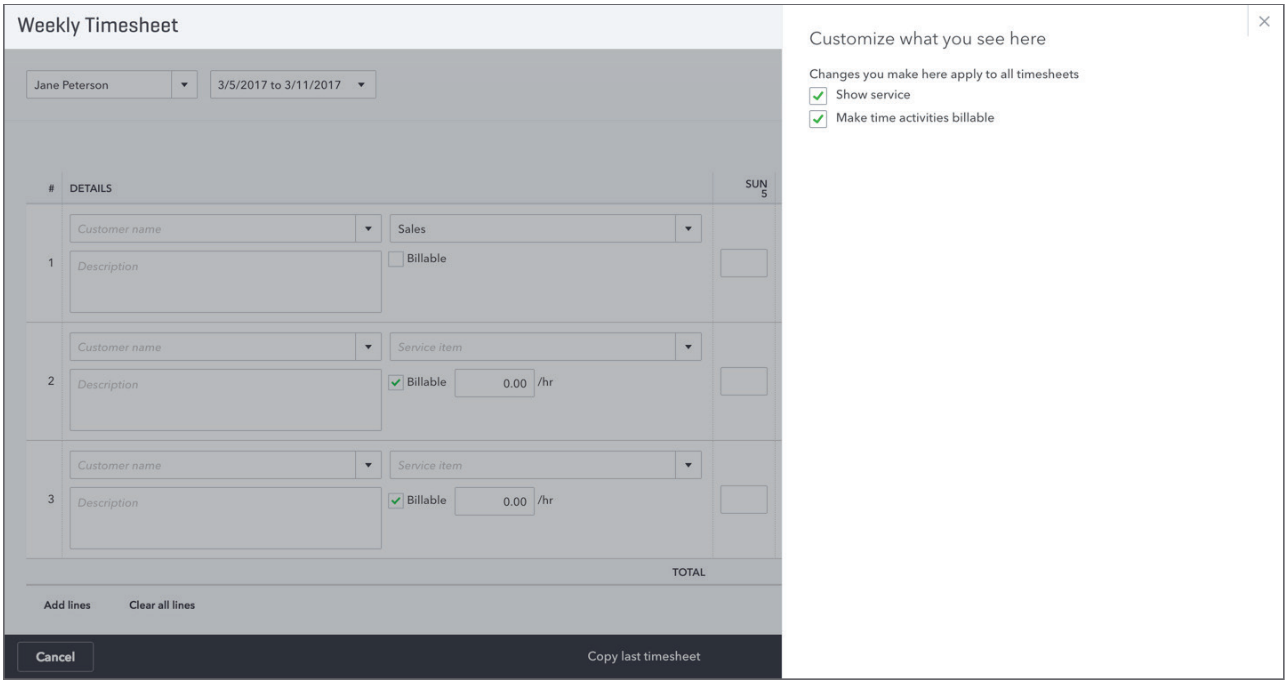

5. For each day of the week this activity occurred, enter the number of hours spent on this activity for that day.

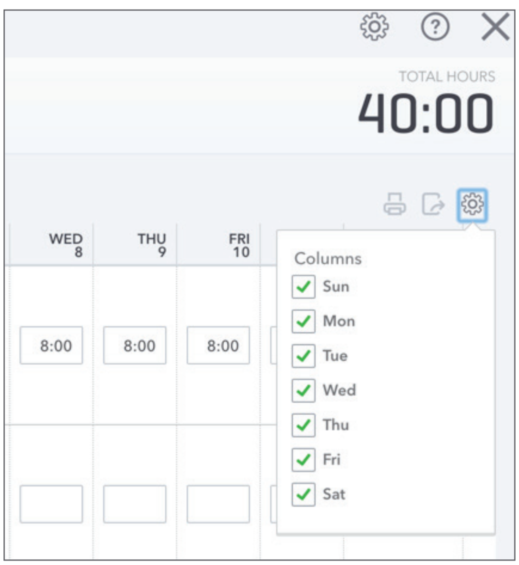
You can add more activity lines if needed or clear all lines and begin again.

6. Click **Save** to enter the timesheet.

**NOTE** If the last timesheet is like the current time period, click **Copy last timesheet**.

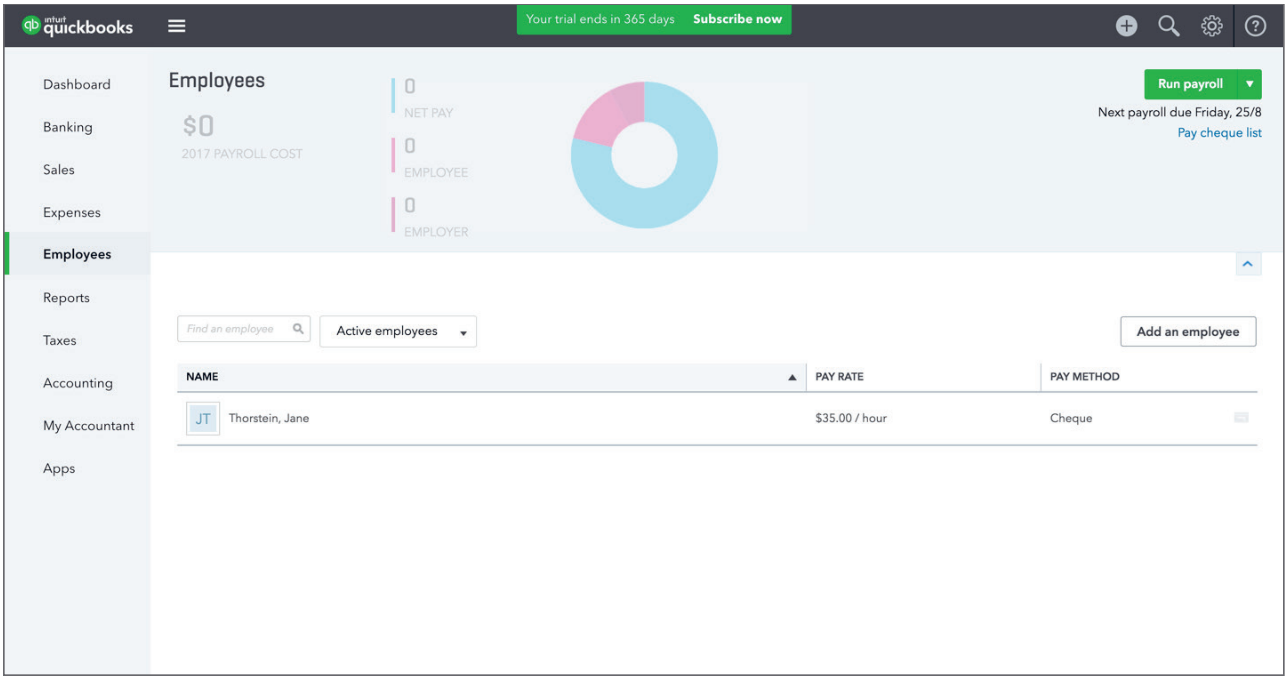
**NOTE** To customize what you see on the timesheet form, click the Gear icon on the timesheet form.



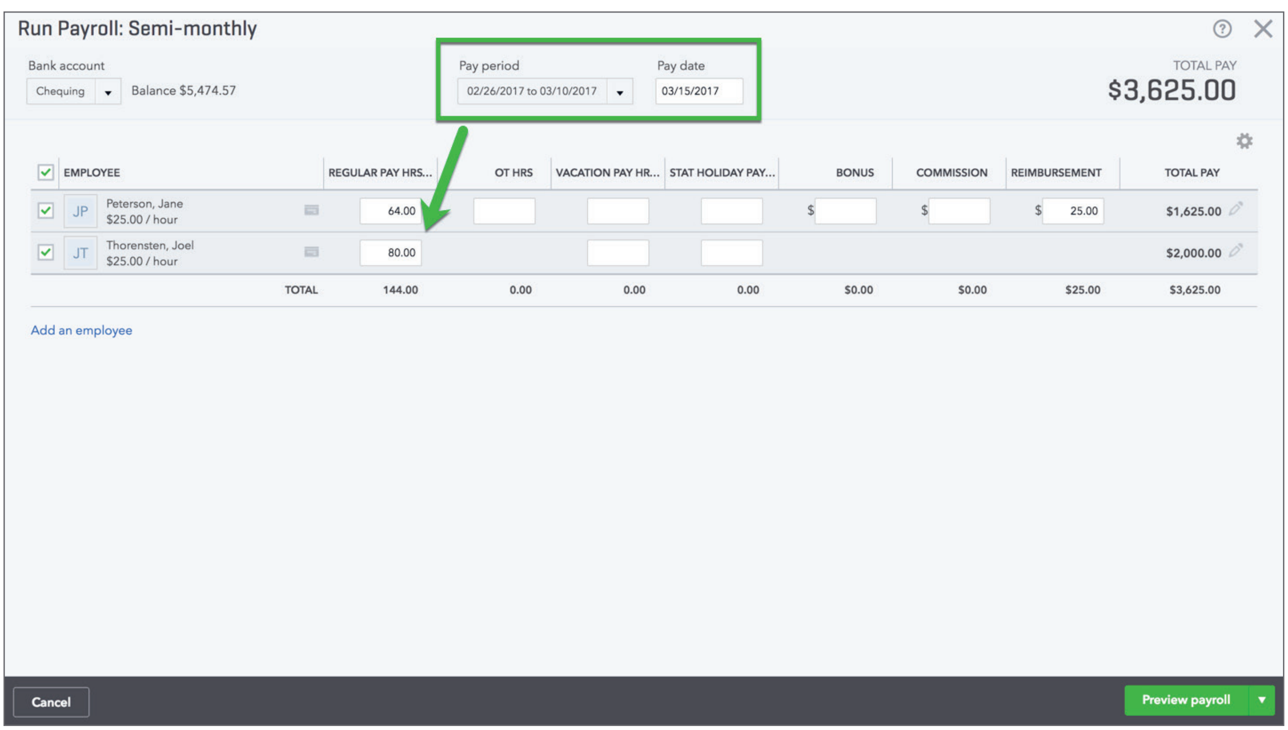




## *Run Payroll in QuickBooks*

To run payroll in QuickBooks you'll start on the Employees page. On the employees window, click **Run payroll**.

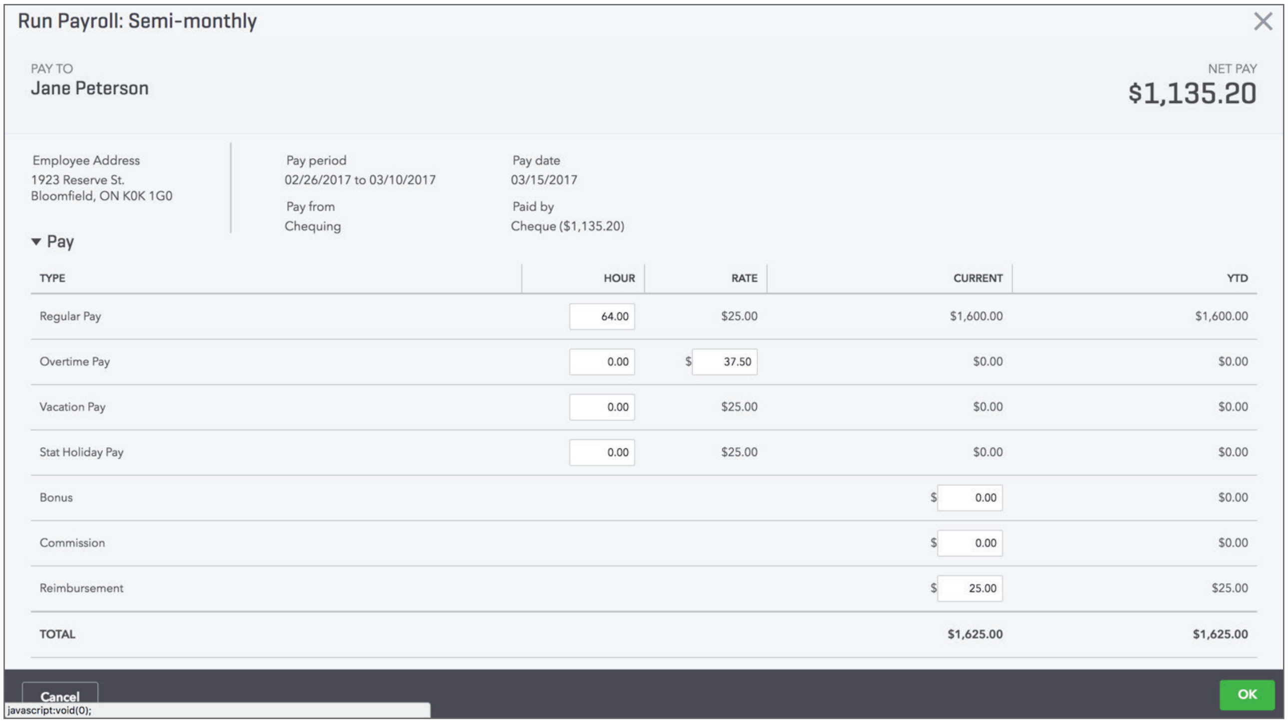


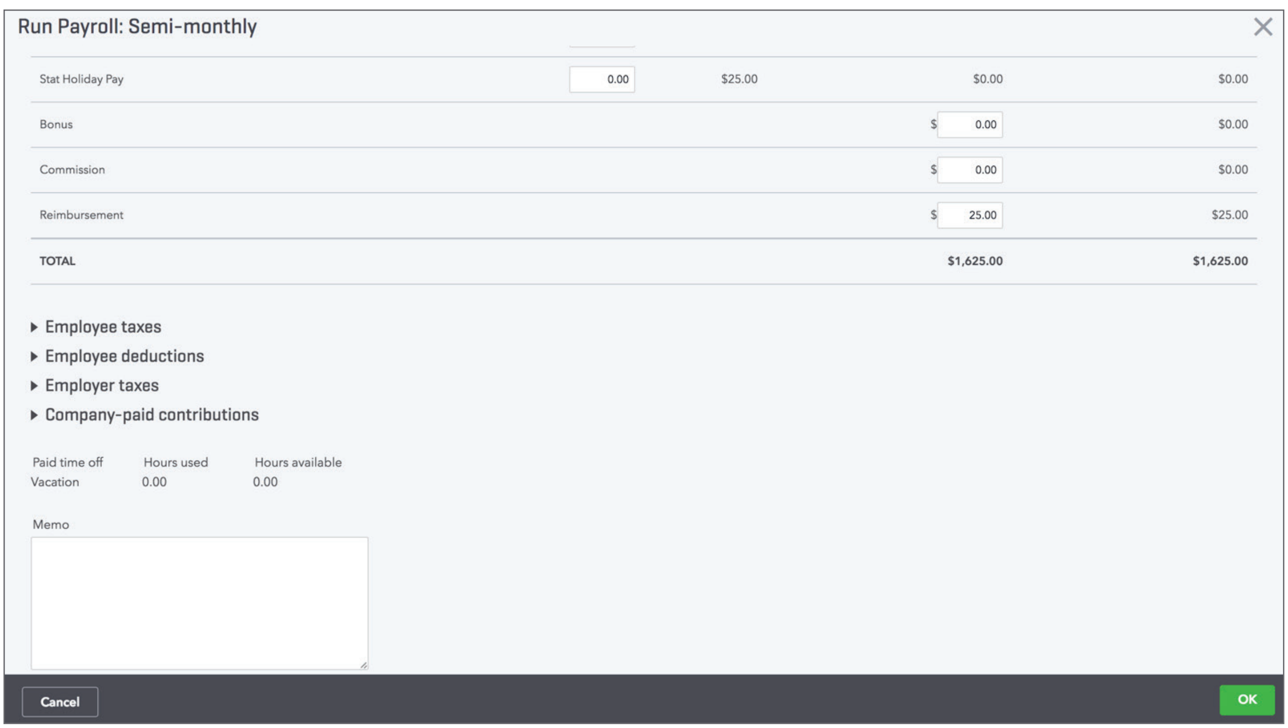

1. Choose the **Bank account** where the money will come out from.
2. Choose the **Pay Period** and **Pay Date** (when running a regular Pay Schedule, these dates should auto-fill for you.
3. If you've entered timesheets that coincide with the pay period, QuickBooks automatically imports the hours. They'll display in the **Regular Pay Hrs**... section.



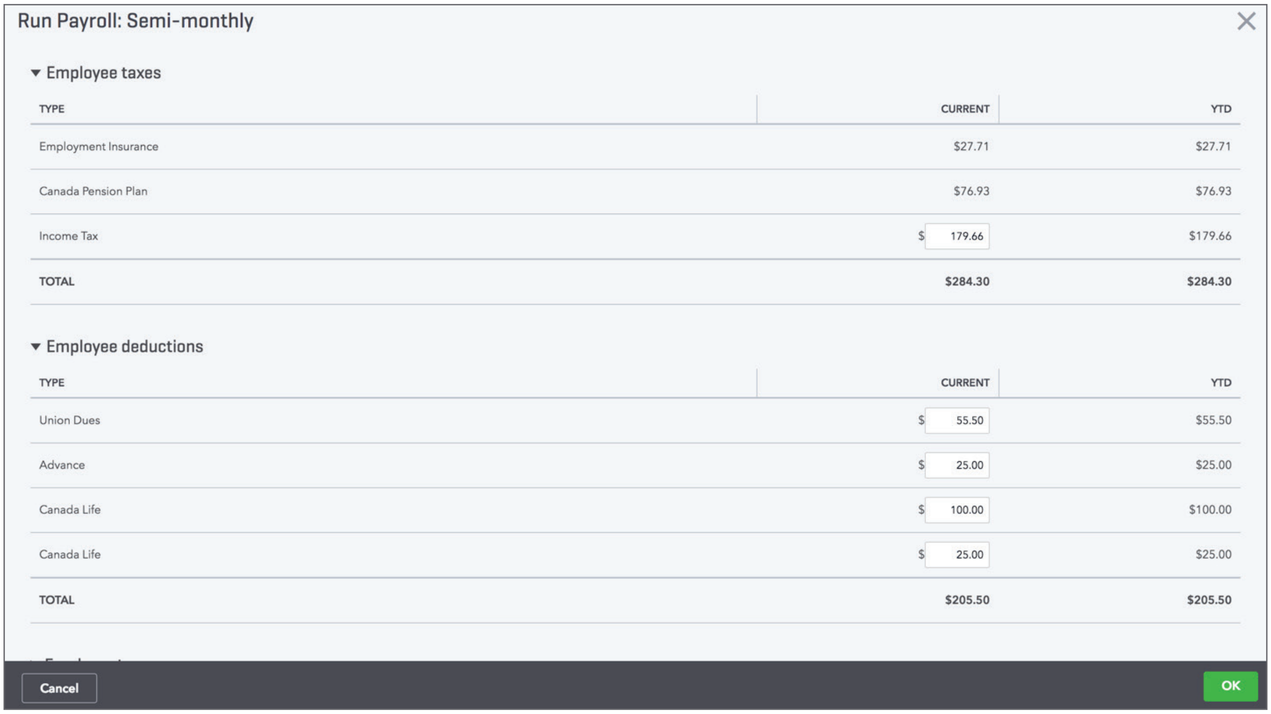
4. Click the pencil (edit) icon to view each employee pay cheque.

5. Click the arrow next to **Pay** to expand the pay information.



**6.** Click **Employee Taxes** and **Employee Deductions** to expand the sections.



Run Payroll: Semi-monthly

▾ Employee taxes

| TYPE | CURRENT | YTD |
|---|---|---|
| Employment Insurance | $27.71 | $27.71 |
| Canada Pension Plan | $76.93 | $76.93 |
| Income Tax | $ 179.66 | $179.66 |
| TOTAL | $284.30 | $284.30 |

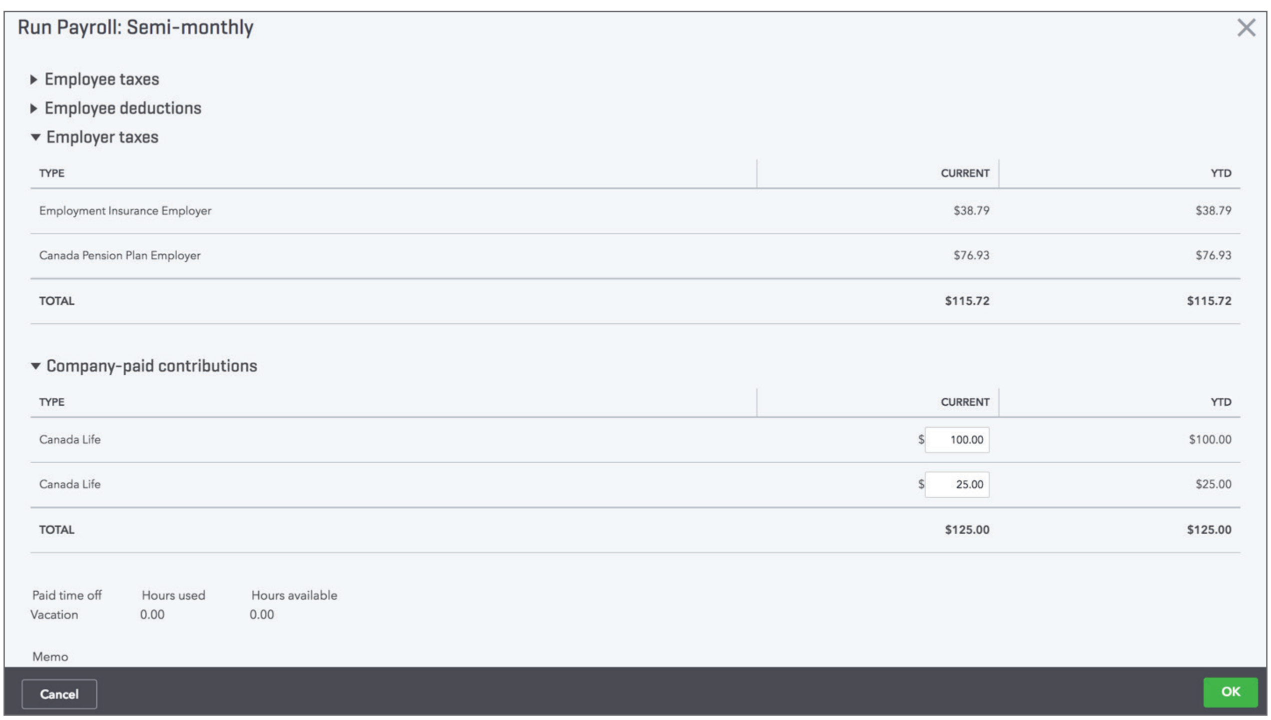
▾ Employee deductions

| TYPE | CURRENT | YTD |
|---|---|---|
| Union Dues | $ 55.50 | $55.50 |
| Advance | $ 25.00 | $25.00 |
| Canada Life | $ 100.00 | $100.00 |
| Canada Life | $ 25.00 | $25.00 |
| TOTAL | $205.50 | $205.50 |

Cancel OK

**NOTE** Some of the fields are editable. You cannot edit the **CPP** and **EI** employee or employer portions in any circumstance. However, you can edit the Federal Tax amount if needed.

**7.** Click **Employer Taxes** and **Company-Paid Contributions** to view the information.



Run Payroll: Semi-monthly

▸ Employee taxes
▸ Employee deductions
▾ Employer taxes

| TYPE | CURRENT | YTD |
|---|---|---|
| Employment Insurance Employer | $38.79 | $38.79 |
| Canada Pension Plan Employer | $76.93 | $76.93 |
| TOTAL | $115.72 | $115.72 |

▾ Company-paid contributions

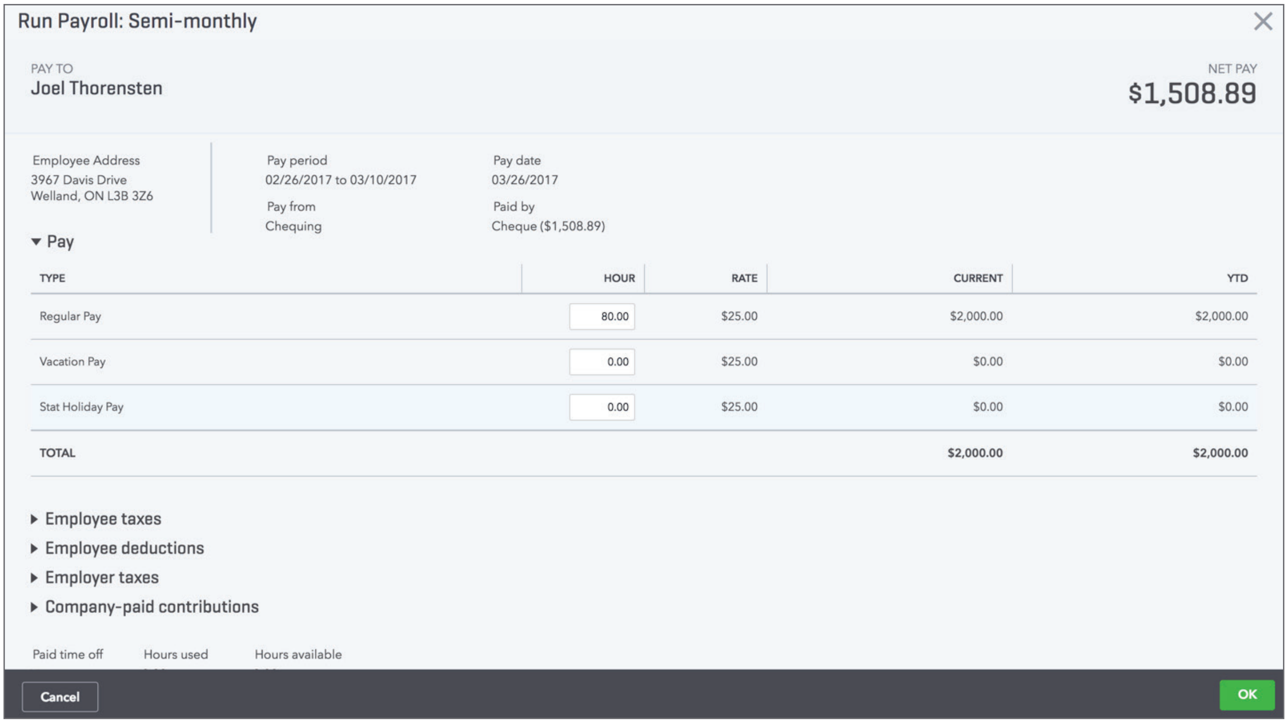
| TYPE | CURRENT | YTD |
|---|---|---|
| Canada Life | $ 100.00 | $100.00 |
| Canada Life | $ 25.00 | $25.00 |
| TOTAL | $125.00 | $125.00 |

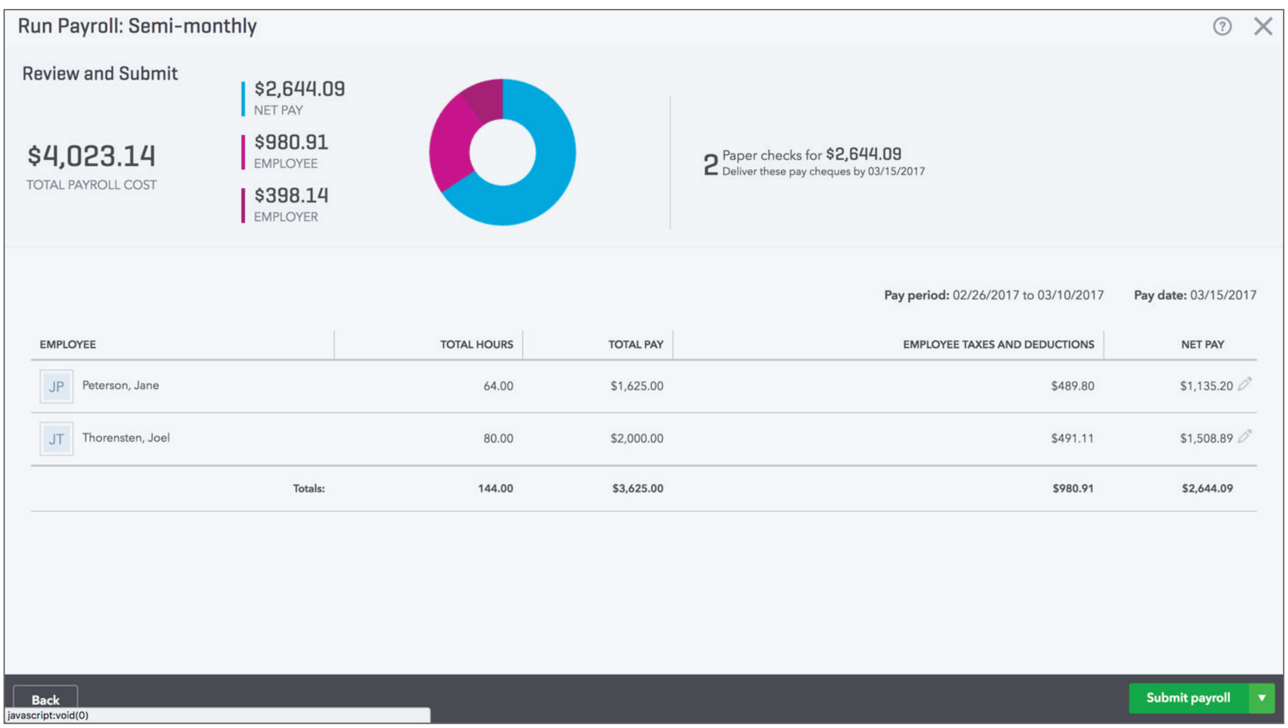
| Paid time off | Hours used | Hours available |
|---|---|---|
| Vacation | 0.00 | 0.00 |

Memo

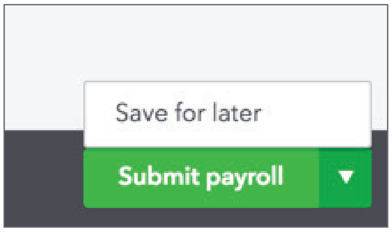
Cancel OK

8. Click **OK** to move to the next employee and review the same process if necessary.

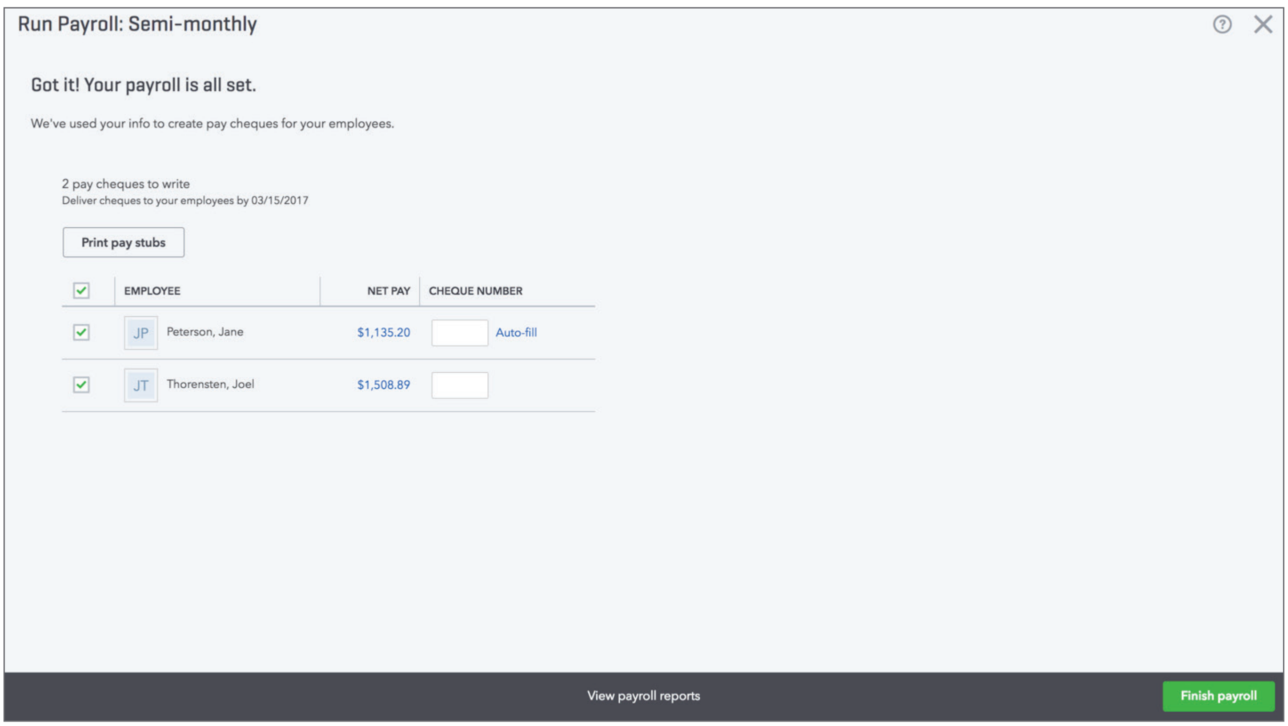


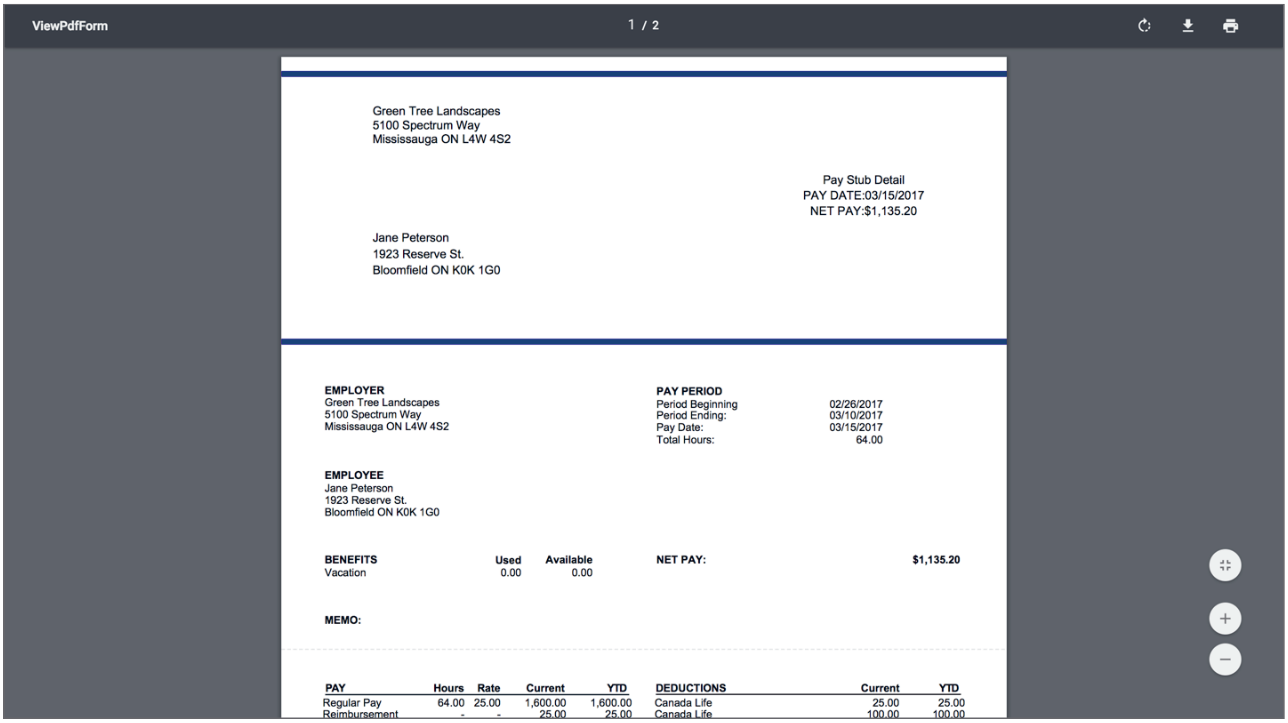
9. Click **Save for Later** to come later to complete the payroll or click **Submit Payroll** to complete the payroll run.




10. From the Run Payroll window you can click to **Print pay stubs**, or enter a **Cheque Number**. You can also **Print Payroll Reports** from this window.

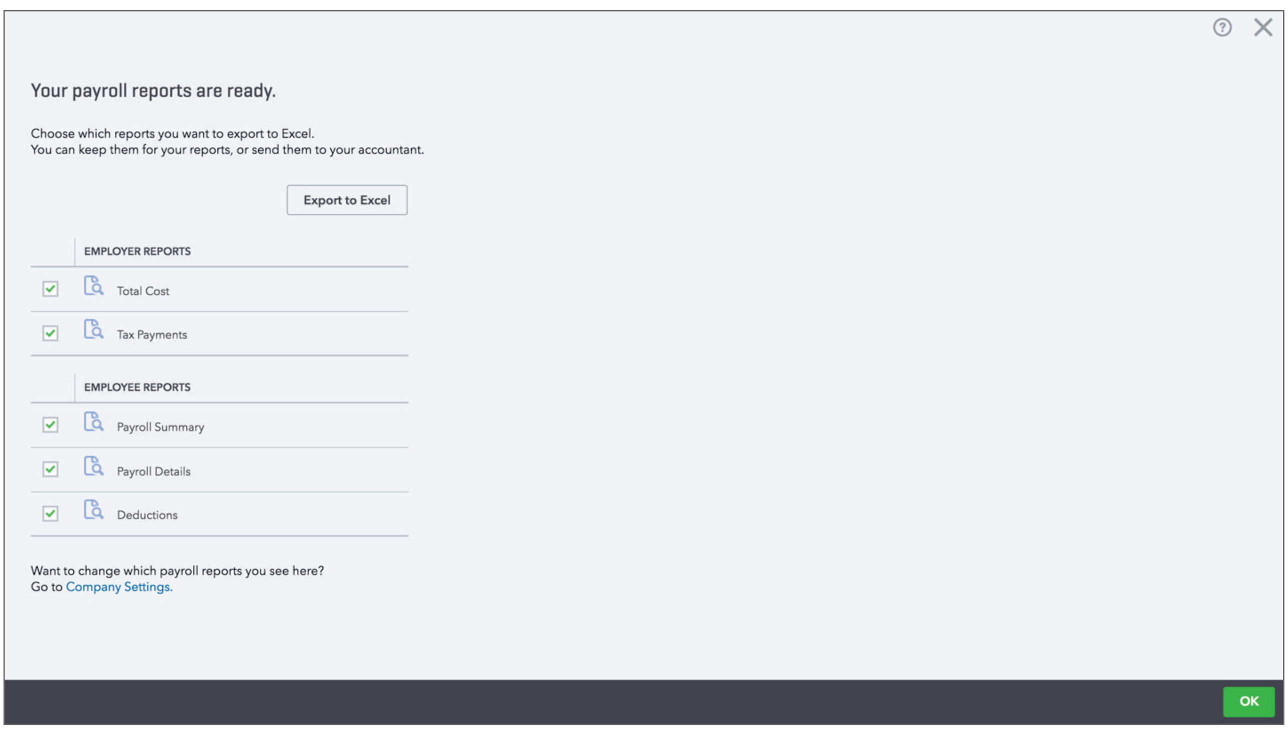


11. Click **Print pay stubs**.




12. Click **View Payroll Reports** to view and export your payroll reports to Excel.

13. Click **OK**.

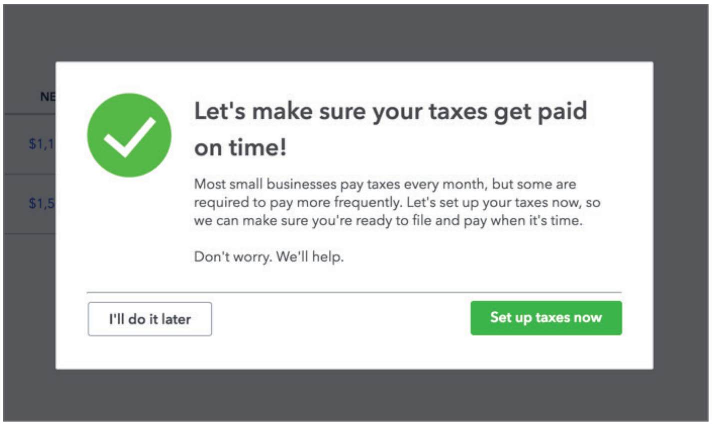



14. Select the reports to view and then click **OK**. QuickBooks exports your reports to Excel.

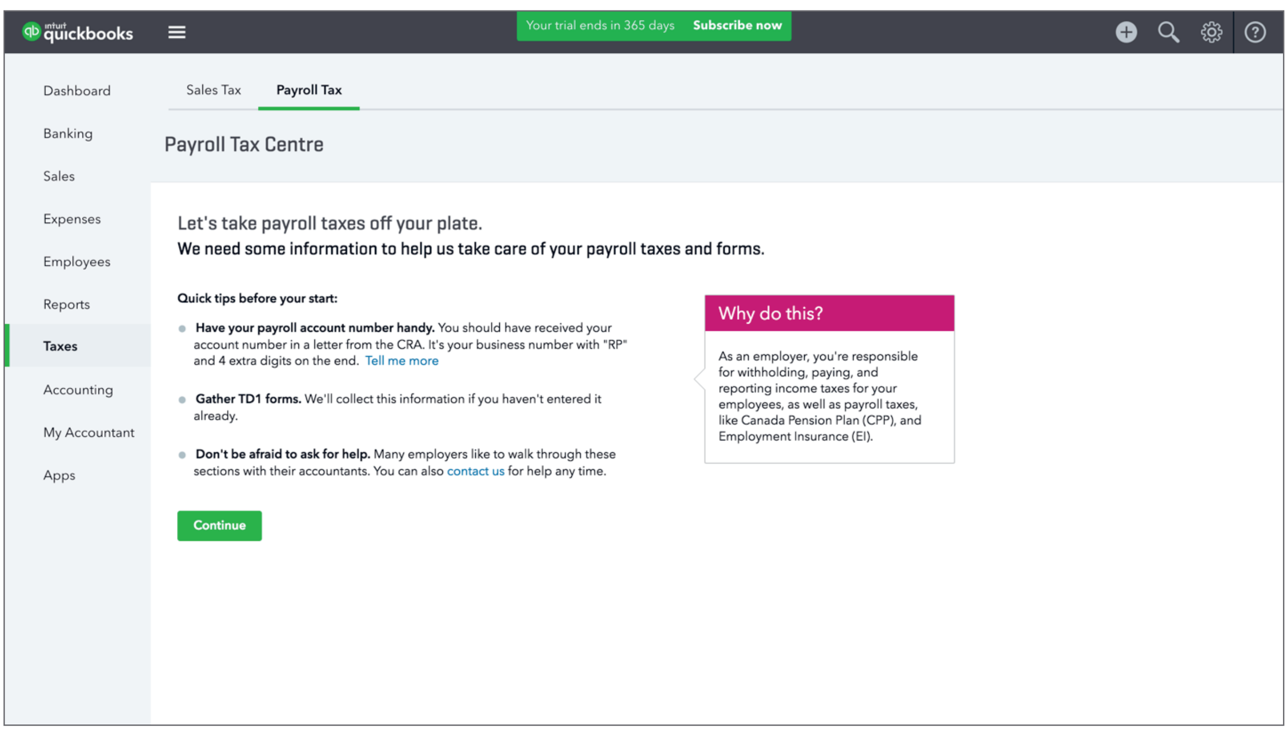
## *Paying Payroll Liabilities*

QuickBooks automatically tracks your payroll liabilities for your company. After your first payroll run, QuickBooks will prompt you to setup your payroll taxes so that you're ready to pay when they come due.

You'll see the following window after your first payroll run.

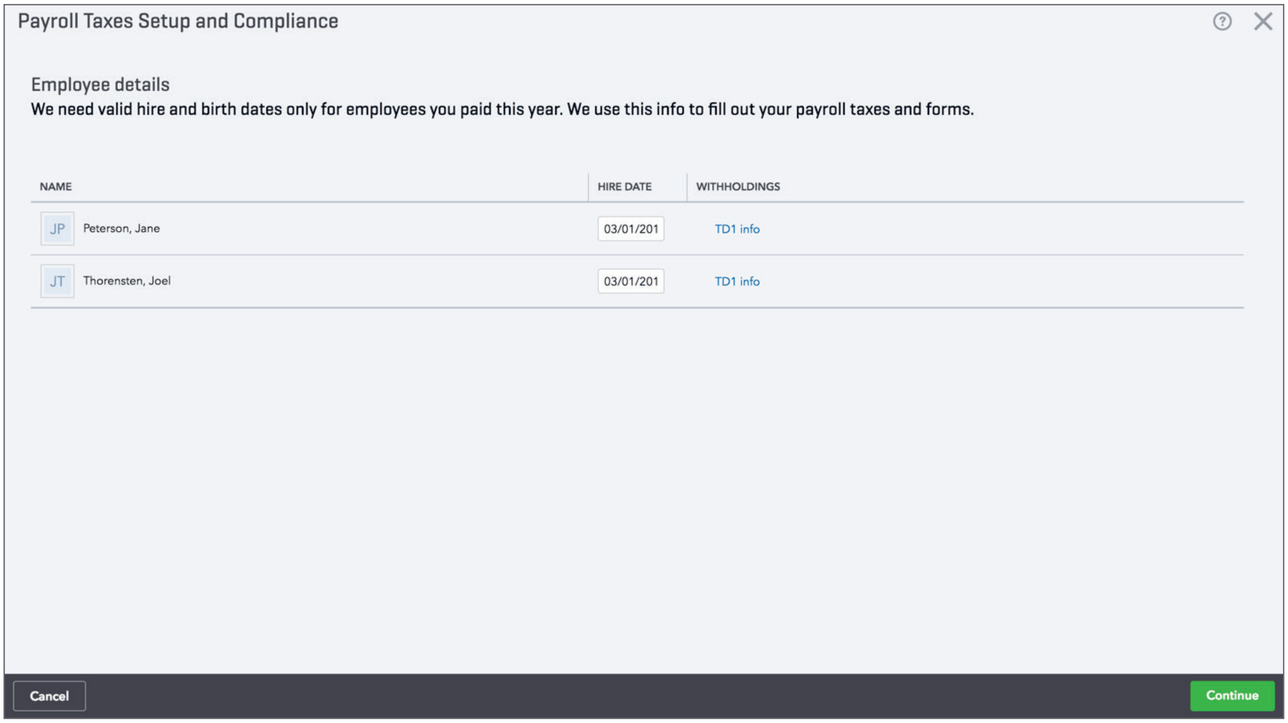



1. Click **Set up taxes now**.
2. Click **Continue**.

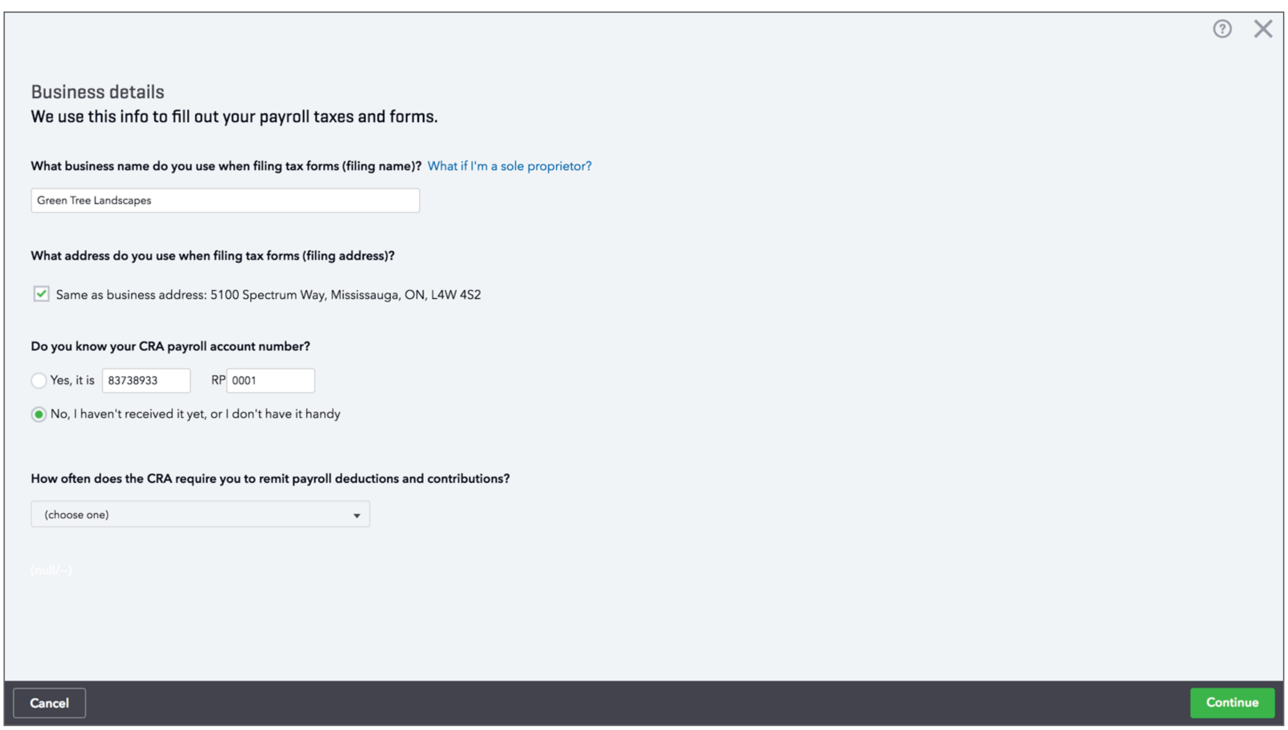


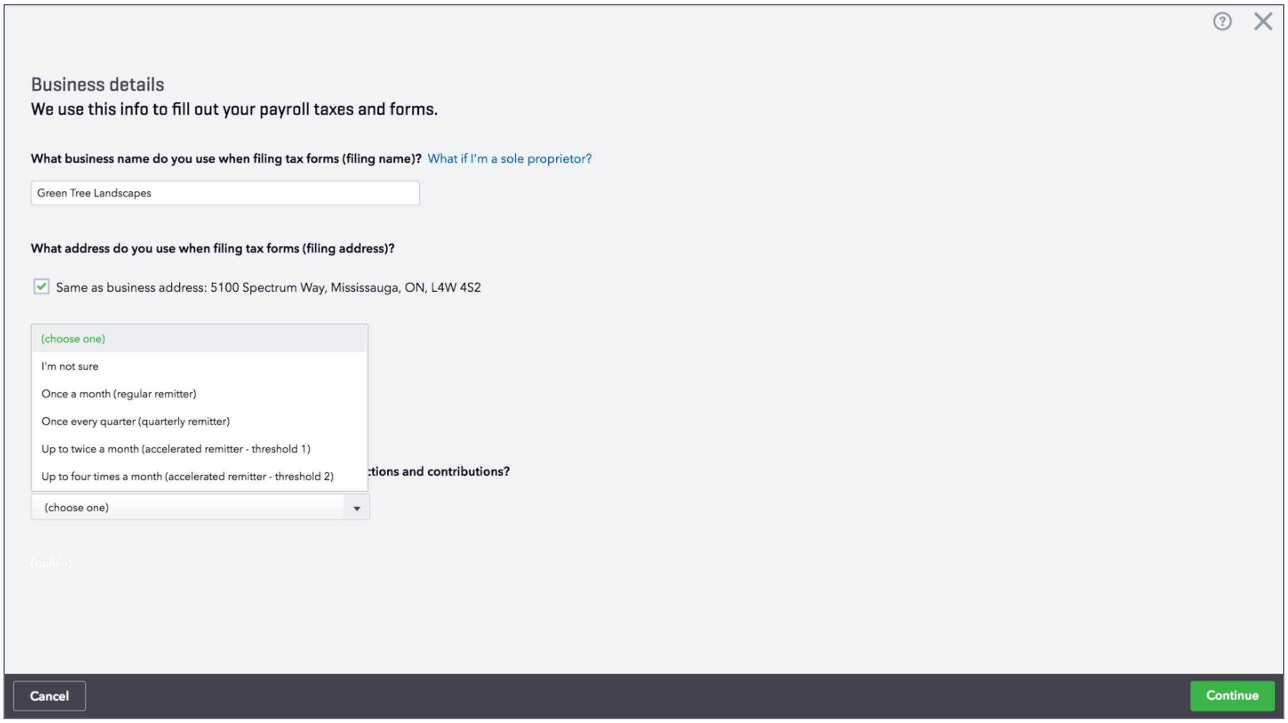

3. QuickBooks checks to see if you've entered the correct hire and birth dates for employees you've paid this year.

4. Click **Continue**.

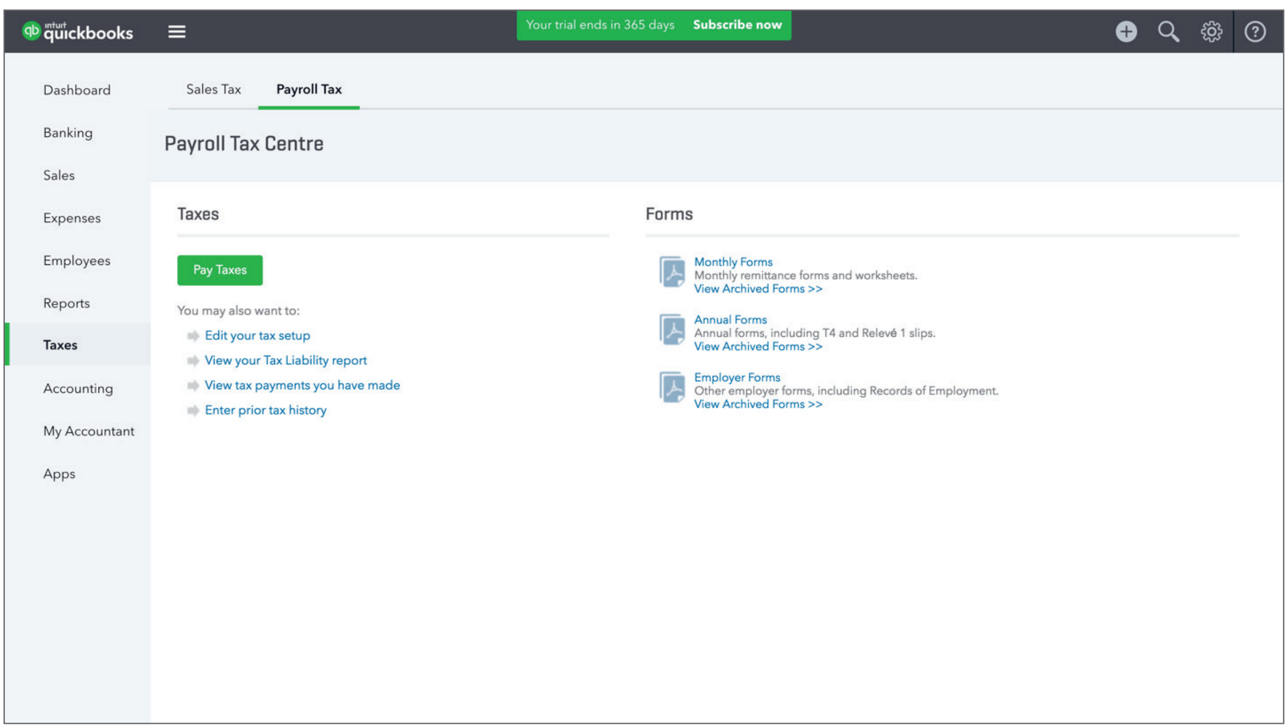



5. Add or edit any Business Details. Enter the **CRA payroll account number** if you've received it or select **No, I haven't received it yet**, or **I don't have it handy**.
6. Choose **How often the CRA requires you to remit payroll deductions and contributions**.
7. Click **Continue**.



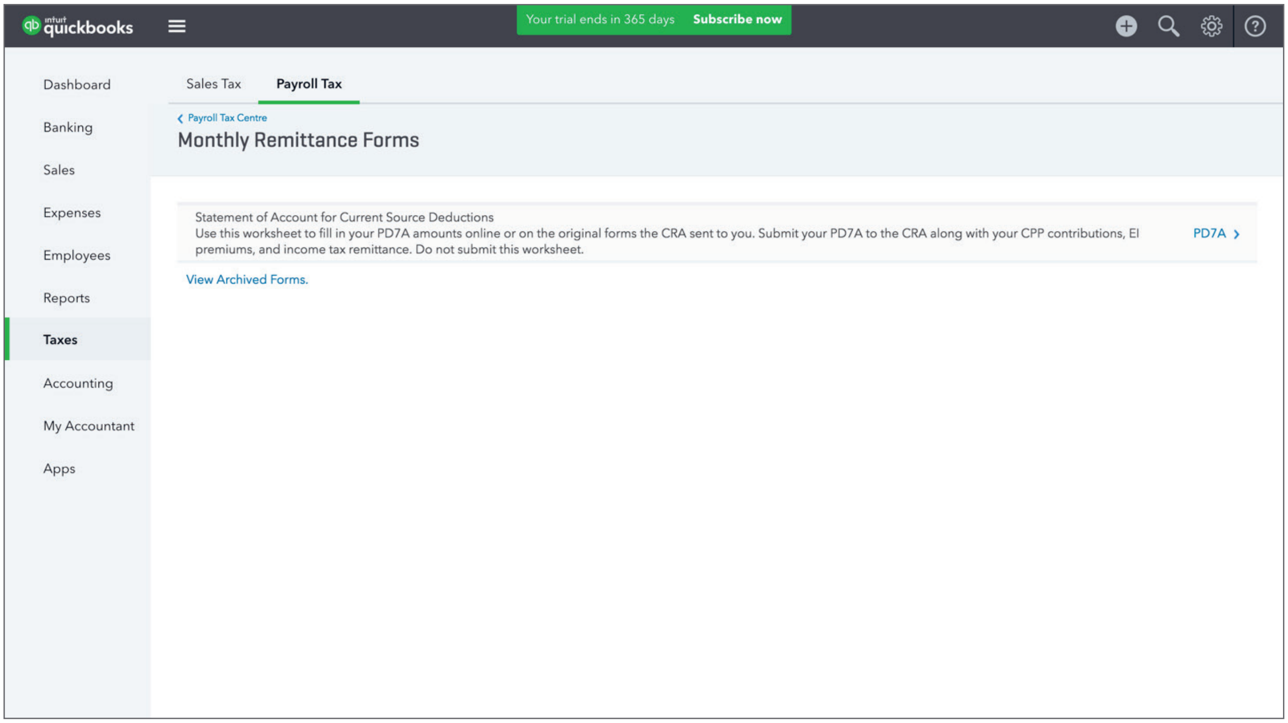



8. Now you're ready to remit your taxes. From the **Payroll Tax Centre** you can Pay taxes, edit your tax setup or view **Monthly**, **Annual** or **Employer Forms**.

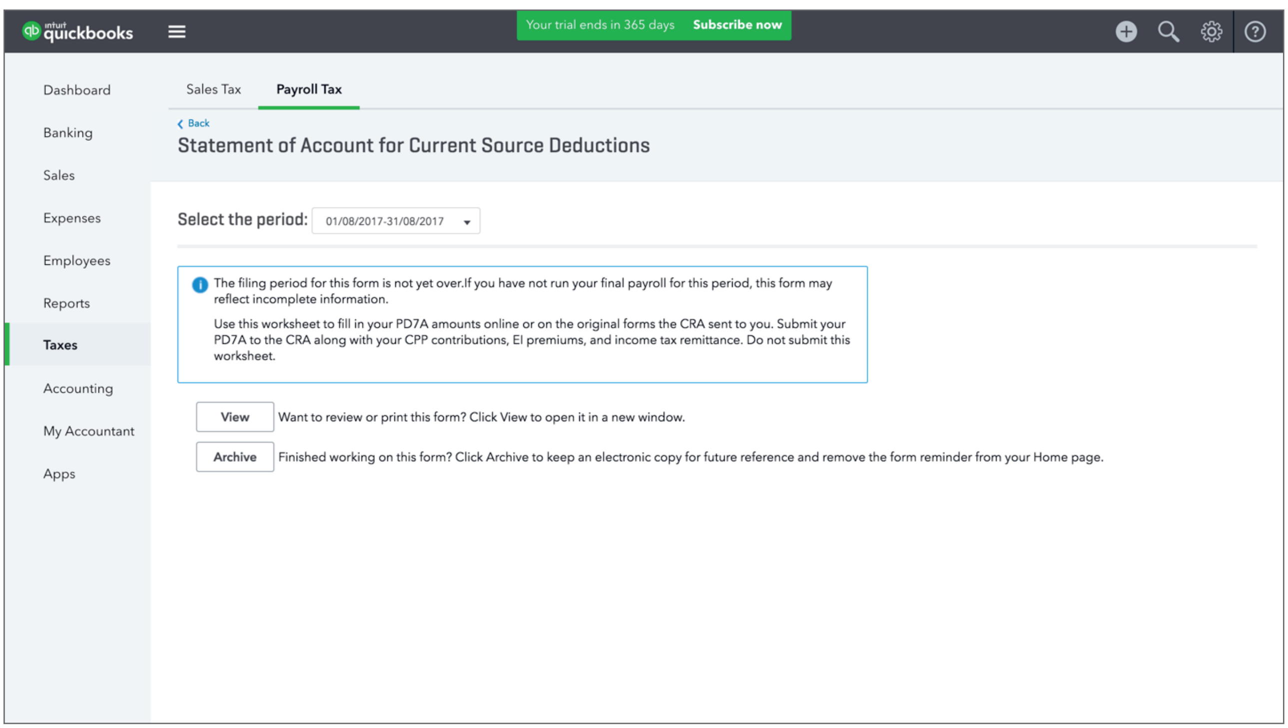



9. Click **Monthly Forms** to view the current payroll liabilities. QuickBooks now lets you view the PD7A report.

**10.** Click the **PD7A Report** link.

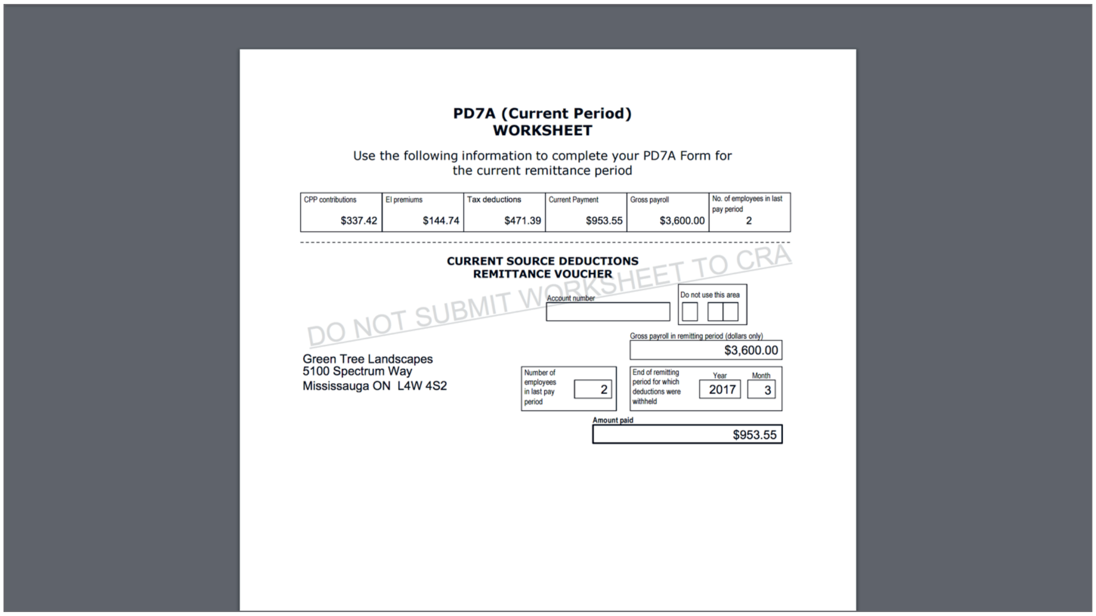



**11.** **Select the period** for the report.



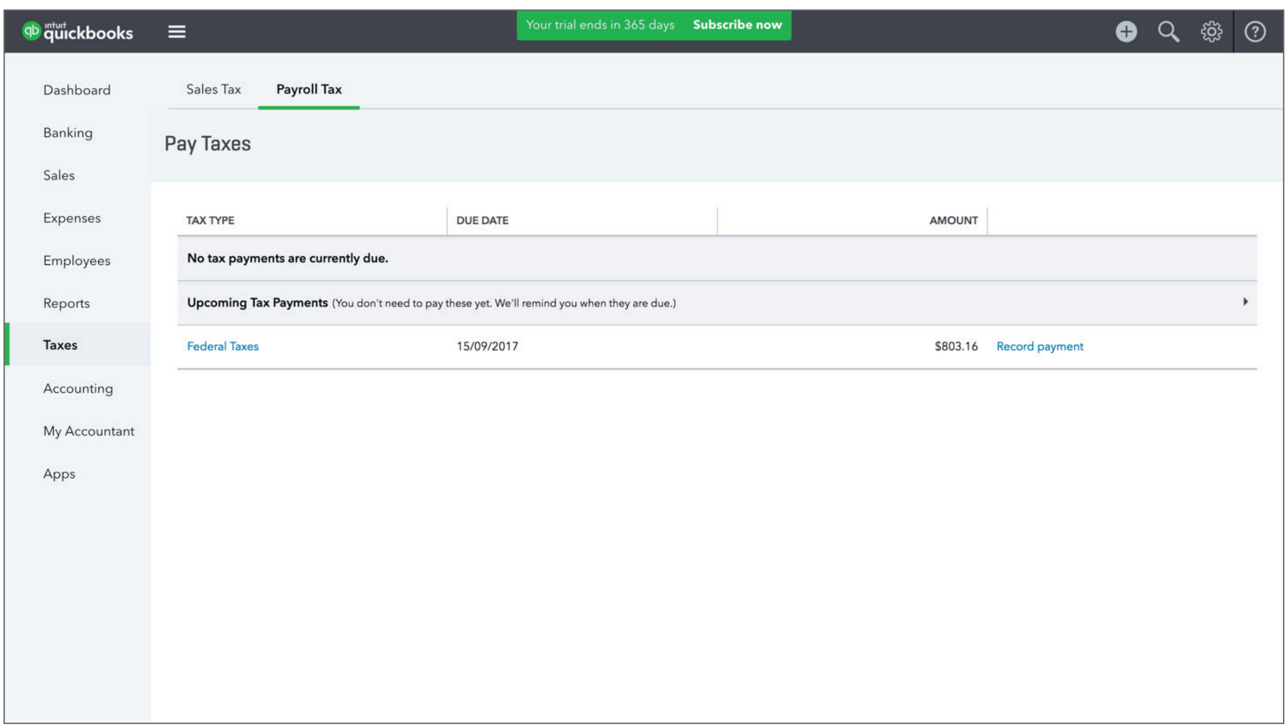

**12.** Click **View**. QuickBooks displays the PD7A report.

13. After viewing and printing the report you can close the browser tab.




14. Click **Back** to go back to the Payroll Tax Centre.

15. Click **Pay Taxes**.

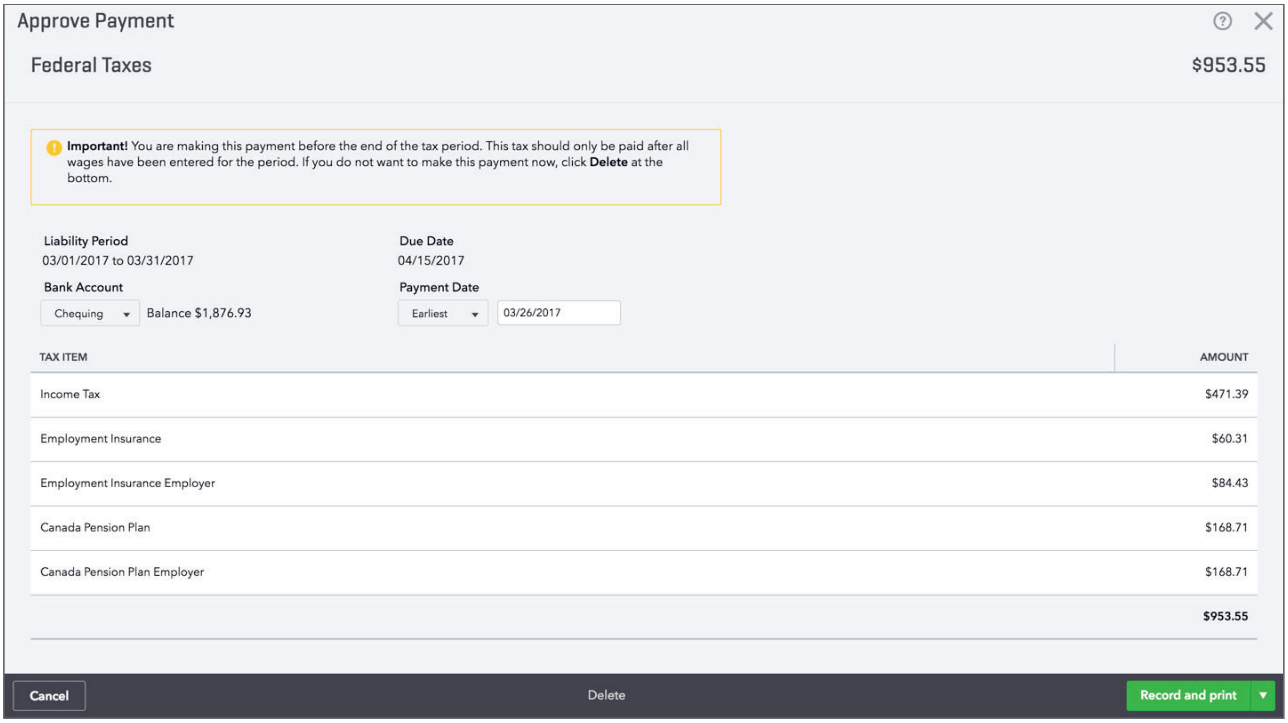


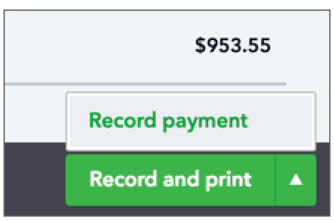

16. Click **Record Payment**.

17. Choose the **Bank Account** from which you'll pay the liabilities.

18. Enter the **Payment Date** and review the amounts.

19. Click **Record and Print**.



## Creating and Printing T4's at Year End

At the end of the calendar year you're required to print T4 or Releve 1 forms for your employees. T4 forms are the yearly forms, which report employee earnings and deductions. Manually preparing these forms can be a daunting task. Luckily, QuickBooks assists you in preparing T4 forms.

The following checklist provides six simple steps for small businesses to get their payroll data in order:

1. Verify employee data.
2. Verify and review benefit information for your employees.
3. Verify and review payroll deductions.
4. Complete a T4 slip for each employee.
5. Complete and remit a T4 Summary form.
6. Review employee wages and benefits for next year.

**Preparing T4s**

A T4 slip is the end-of-year form that you give to each employee and submit to Canada Revenue Agency (CRA)—usually no later than the last day in February. T4s report the employee's wages and taxes withheld for the calendar year. See the following checklist for the things to report on a T4 slip:

- salary, wages (including pay in lieu of termination notice), tips or gratuities, bonuses, vacation pay, employment commissions, and all other remuneration you paid to employees during the year;
- allowances;
- deductions you withheld during the year

**T4 Summary**

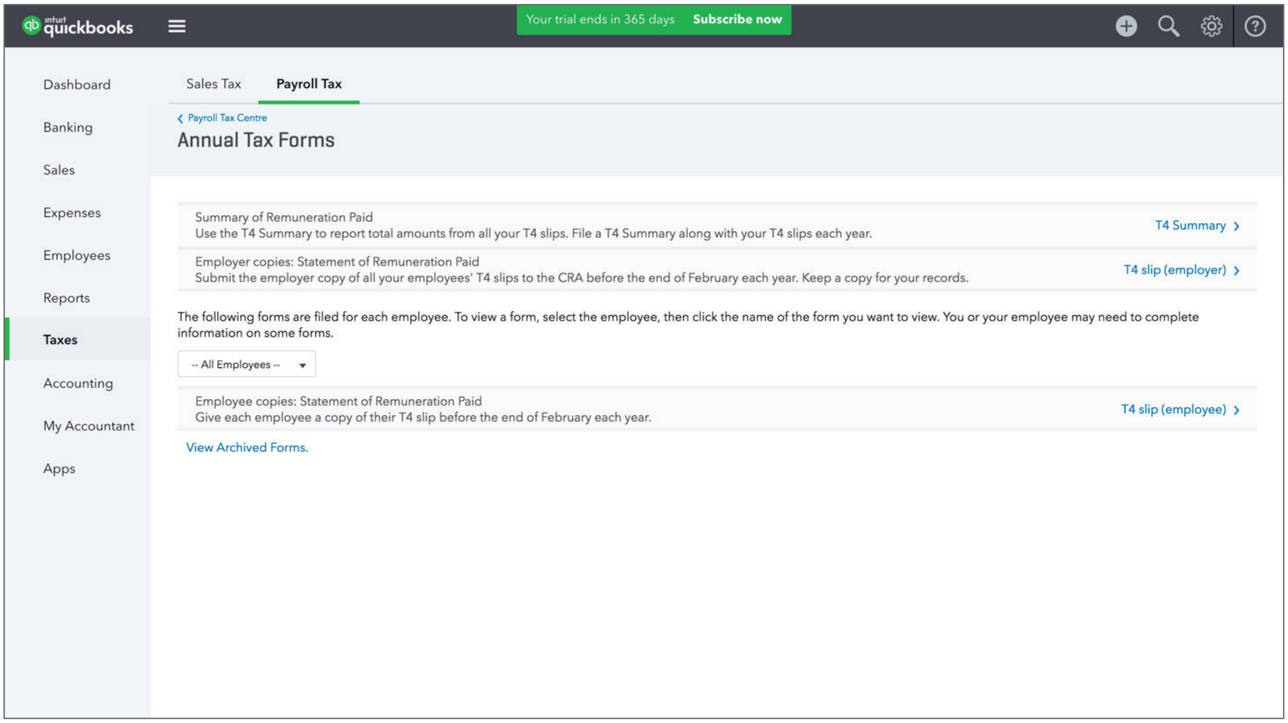
Once all T4s are printed, you must prepare a T4 Summary. Your T4 Summary is a report that Revenue Canada requires. This summary report totals all employees earnings as recorded on the T4s. It also totals the deductions and payroll taxes (CPP and EI) withheld from the employees during the calendar year. Lastly, this form is used to reconcile those amounts with the source deduction payments that you remitted to CRA.

Your T4 Summary Report is due to be filed with Revenue Canada by the last day of February of the following year.

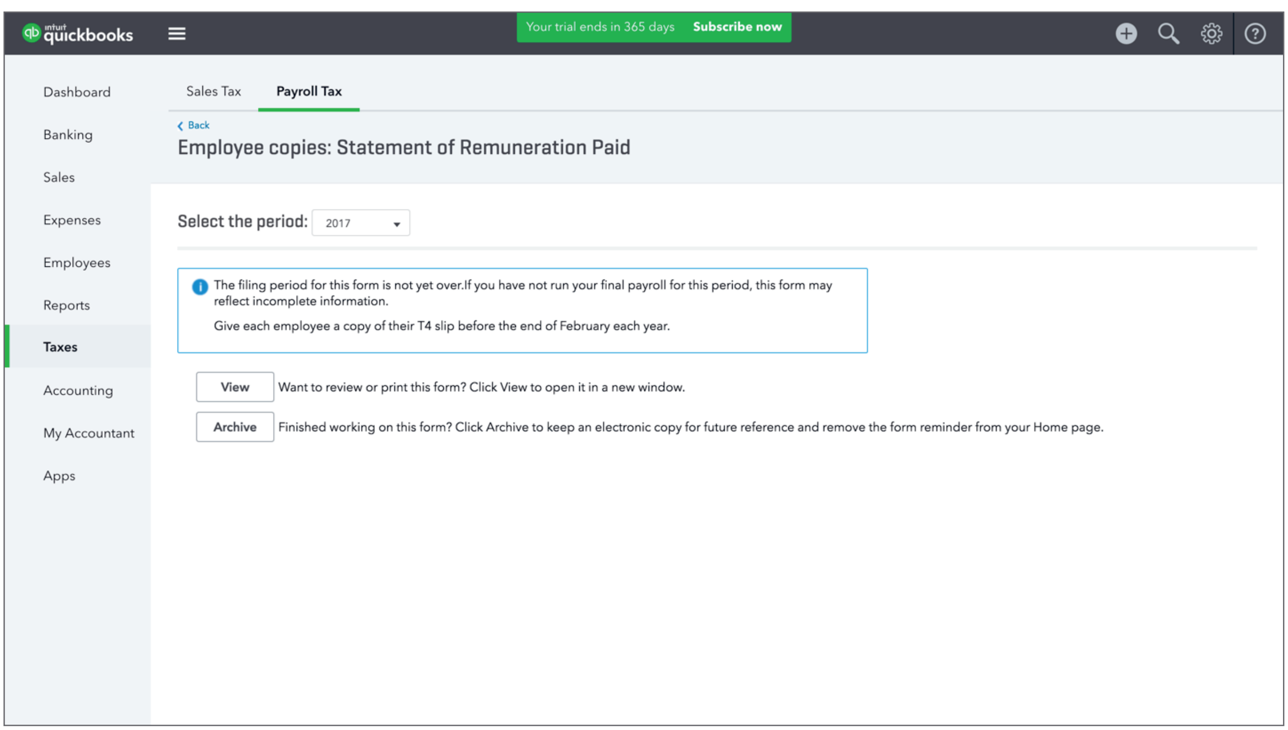
To Print T4's for your employees:

1. On the left navigation bar, click **Taxes**.
2. Click **Payroll Tax**.

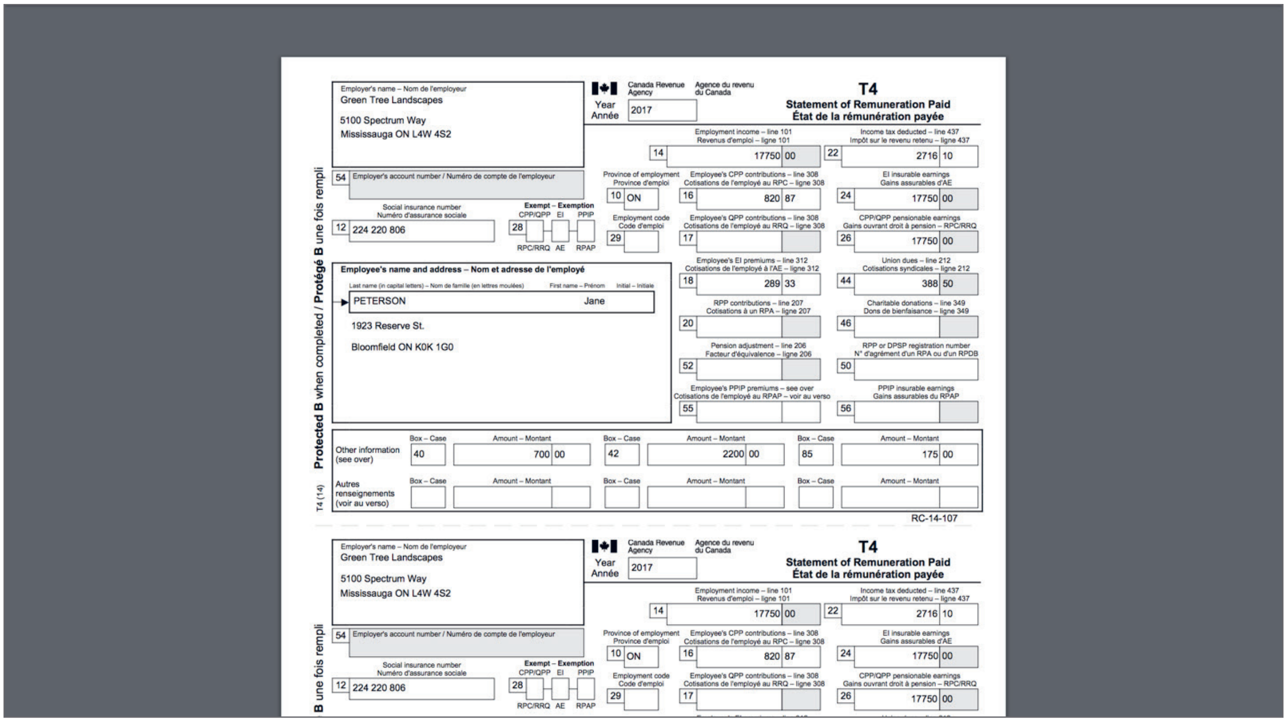
3. Click **Annual Forms**.
4. Click **T4 slip (employee)**.




5. Select the **Period**.
6. Click **View**.



7. Print the T4.


Protected B when completed / Protégé B une fois rempli

Employer's name – Nom de l'employeur
Green Tree Landscapes
5100 Spectrum Way
Mississauga ON L4W 4S2

Canada Revenue Agency | Agence du revenu du Canada
Year / Année: 2017

**T4**
**Statement of Remuneration Paid**
**État de la rémunération payée**

54 Employer's account number / Numéro de compte de l'employeur

12 Social insurance number / Numéro d'assurance sociale: 224 220 806

28 Exempt – Exemption: CPP/QPP (RPC/RRQ), EI (AE), PPIP (RPAP)

10 Province of employment / Province d'emploi: ON

29 Employment code / Code d'emploi

14 Employment income – line 101 / Revenus d'emploi – ligne 101: 17750 00

22 Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437: 2716 10

16 Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308: 820 87

24 EI insurable earnings / Gains assurables d'AE: 17750 00

17 Employee's QPP contributions – line 308 / Cotisations de l'employé au RRQ – ligne 308

26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ: 17750 00

18 Employee's EI premiums – line 312 / Cotisations de l'employé à l'AE – ligne 312: 289 33

44 Union dues – line 212 / Cotisations syndicales – ligne 212: 388 50

20 RPP contributions – line 207 / Cotisations à un RPA – ligne 207

46 Charitable donations – line 349 / Dons de bienfaisance – ligne 349

52 Pension adjustment – line 206 / Facteur d'équivalence – ligne 206

50 RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB

55 Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso

56 PPIP insurable earnings / Gains assurables du RPAP

Employee's name and address – Nom et adresse de l'employé
Last name (in capital letters) – Nom de famille (en lettres moulées) | First name – Prénom | Initial – Initiale
PETERSON | Jane
1923 Reserve St.
Bloomfield ON K0K 1G0

| | Box – Case | Amount – Montant | Box – Case | Amount – Montant | Box – Case | Amount – Montant |
|---|---|---|---|---|---|---|
| Other information (see over) | 40 | 700 00 | 42 | 2200 00 | 85 | 175 00 |
| Autres renseignements (voir au verso) | | | | | | |

T4 (14)
RC-14-107

Employer's name – Nom de l'employeur
Green Tree Landscapes
5100 Spectrum Way
Mississauga ON L4W 4S2
Canada Revenue Agency | Agence du revenu du Canada
Year / Année: 2017
**T4**
**Statement of Remuneration Paid**
**État de la rémunération payée**
54 Employer's account number / Numéro de compte de l'employeur
12 Social insurance number / Numéro d'assurance sociale: 224 220 806
28 Exempt – Exemption: CPP/QPP (RPC/RRQ), EI (AE), PPIP (RPAP)
10 Province of employment / Province d'emploi: ON
29 Employment code / Code d'emploi
14 Employment income – line 101 / Revenus d'emploi – ligne 101: 17750 00
22 Income tax deducted – line 437 / Impôt sur le revenu retenu – ligne 437: 2716 10
16 Employee's CPP contributions – line 308 / Cotisations de l'employé au RPC – ligne 308: 820 87
24 EI insurable earnings / Gains assurables d'AE: 17750 00
17 Employee's QPP contributions – line 308 / Cotisations de l'employé au RRQ – ligne 308
26 CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ: 17750 00
B une fois rempli

## Create Records of Employment

In Canada, you're required to issue a Record of Employment (ROE) when an employee:

- quits your company
- is laid off or terminated
- goes on leave

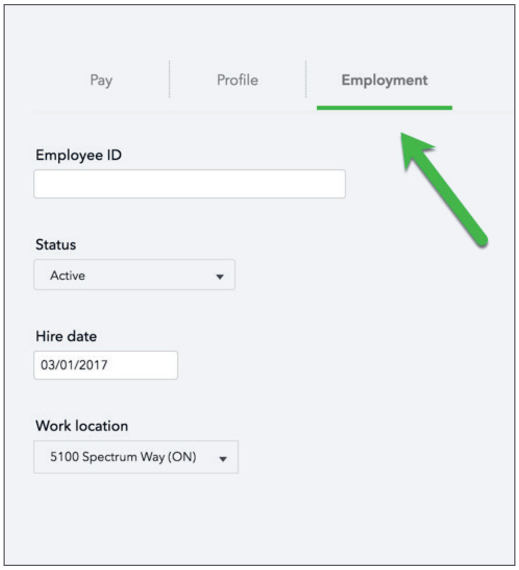
> **NOTE** Please visit the HRDC website for more information regarding who qualifies for a Record of Employment.

The Record of Employment gives the employee all the information they need to submit to the government to claim any benefits they qualify for.

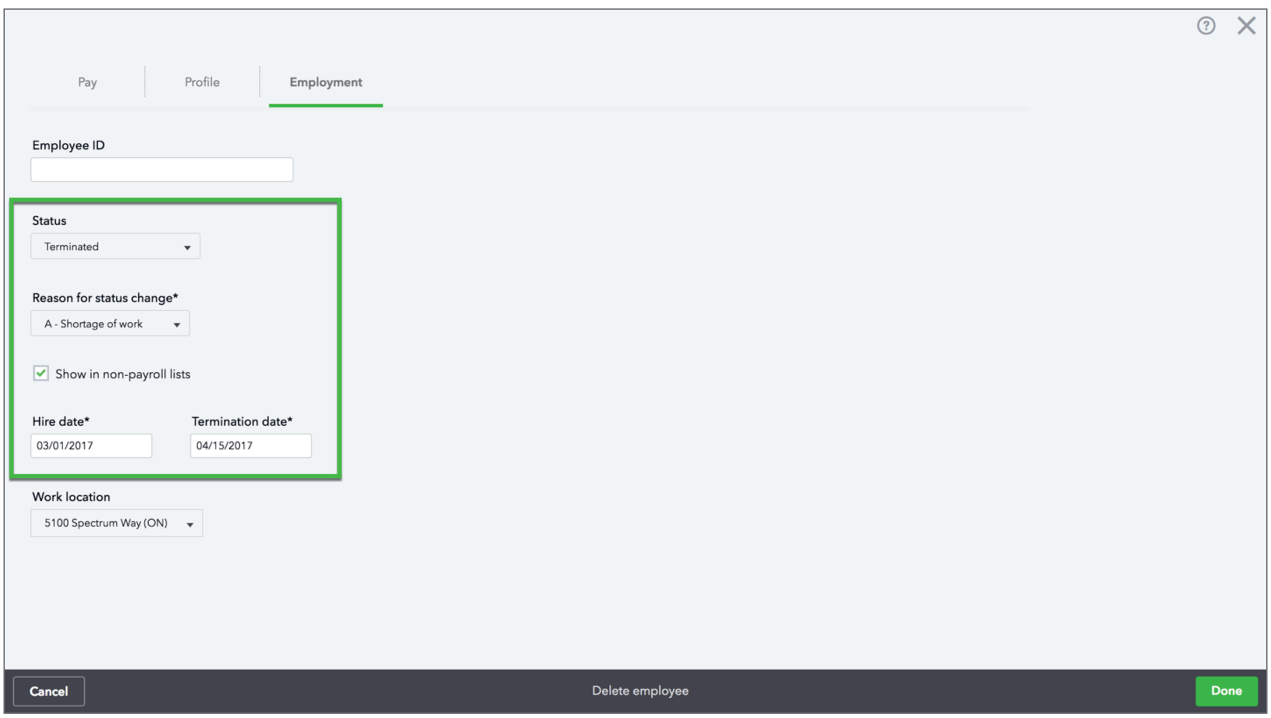
To create a Record of Employment:

1. First you must tell QuickBooks that the person is leaving the company or going on leave. Click **Employees**.
2. Click the **employee name**.

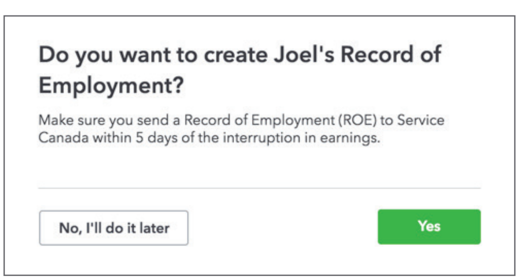
3. Click the Employee name and then click **Edit Employee**.



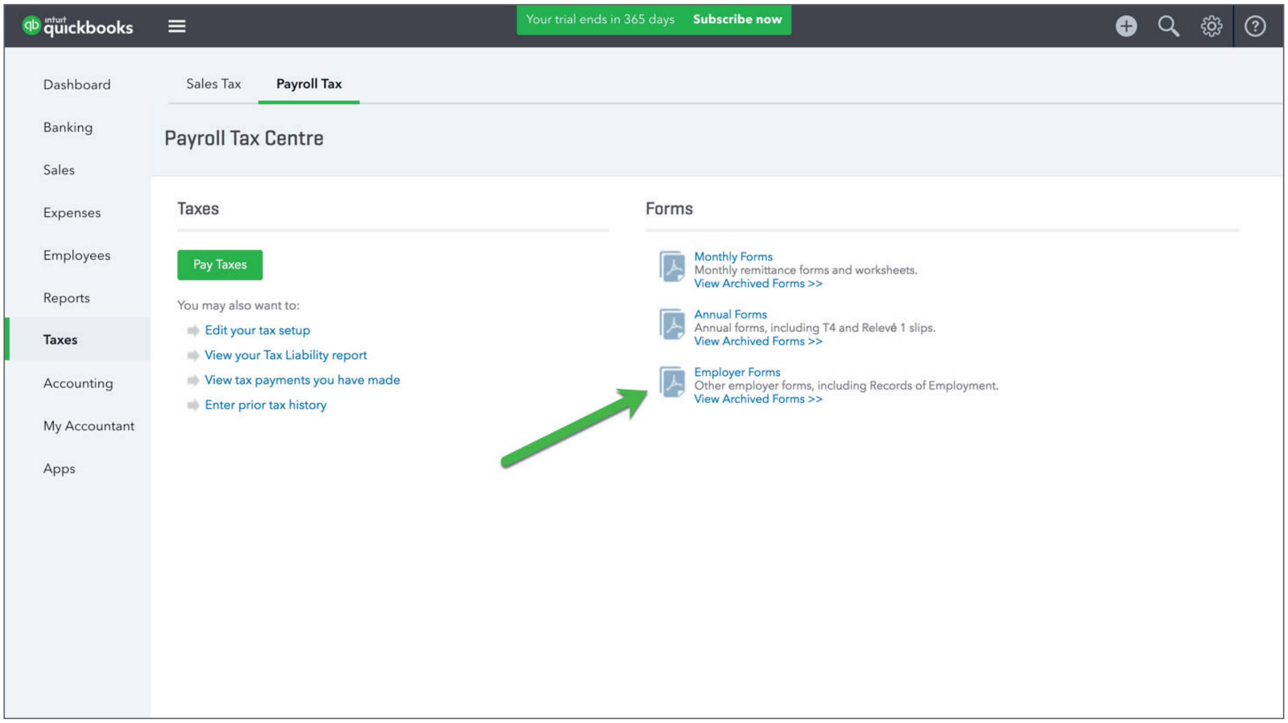

4. Enter the new **Status, Reason for Status change** and the **Termination date**.




5. Click **Done**.

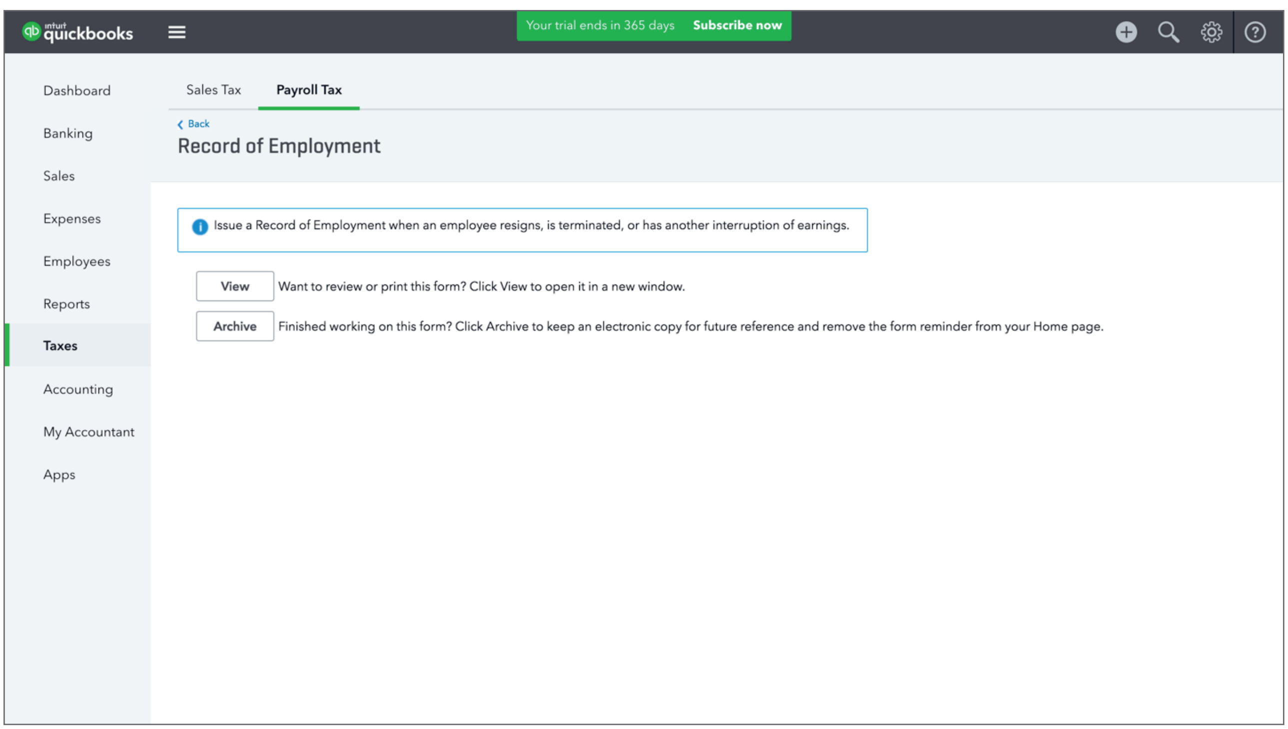


6. From the **Payroll Tax Centre**, click **Employer Forms**.

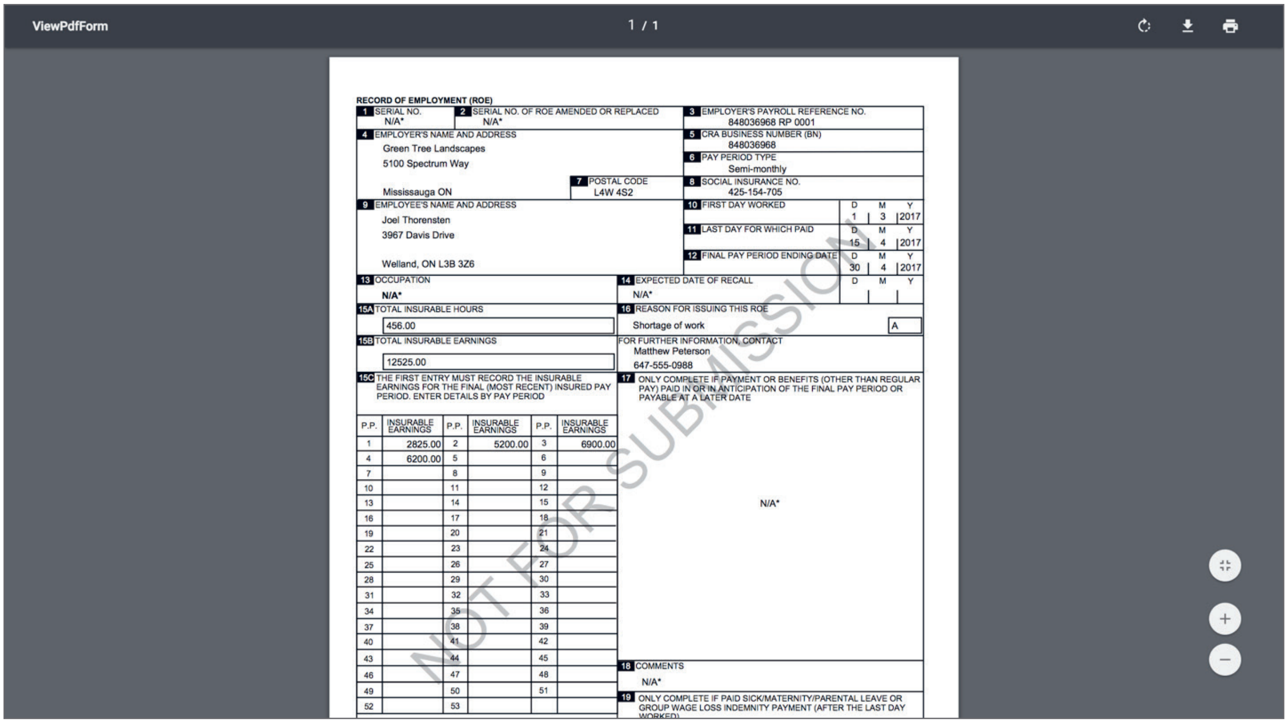



7. Choose the employee name.

8. Click **ROE**.



**9.** Click **View**.




**RECORD OF EMPLOYMENT (ROE)**

1 SERIAL NO. N/A*

2 SERIAL NO. OF ROE AMENDED OR REPLACED N/A*

3 EMPLOYER'S PAYROLL REFERENCE NO. 848036968 RP 0001

4 EMPLOYER'S NAME AND ADDRESS
Green Tree Landscapes
5100 Spectrum Way
Mississauga ON

5 CRA BUSINESS NUMBER (BN) 848036968

6 PAY PERIOD TYPE Semi-monthly

7 POSTAL CODE L4W 4S2

8 SOCIAL INSURANCE NO. 425-154-705

9 EMPLOYEE'S NAME AND ADDRESS
Joel Thorensten
3967 Davis Drive
Welland, ON L3B 3Z6

| | D | M | Y |
|---|---|---|---|
| 10 FIRST DAY WORKED | 1 | 3 | 2017 |
| 11 LAST DAY FOR WHICH PAID | 15 | 4 | 2017 |
| 12 FINAL PAY PERIOD ENDING DATE | 30 | 4 | 2017 |
| 14 EXPECTED DATE OF RECALL N/A* | | | |

13 OCCUPATION N/A*

15A TOTAL INSURABLE HOURS 456.00

16 REASON FOR ISSUING THIS ROE Shortage of work A

15B TOTAL INSURABLE EARNINGS 12525.00

FOR FURTHER INFORMATION, CONTACT
Matthew Peterson
647-555-0988

15C THE FIRST ENTRY MUST RECORD THE INSURABLE EARNINGS FOR THE FINAL (MOST RECENT) INSURED PAY PERIOD. ENTER DETAILS BY PAY PERIOD

| P.P. | INSURABLE EARNINGS | P.P. | INSURABLE EARNINGS | P.P. | INSURABLE EARNINGS |
|---|---|---|---|---|---|
| 1 | 2825.00 | 2 | 5200.00 | 3 | 6900.00 |
| 4 | 6200.00 | 5 | | 6 | |
| 7 | | 8 | | 9 | |
| 10 | | 11 | | 12 | |
| 13 | | 14 | | 15 | |
| 16 | | 17 | | 18 | |
| 19 | | 20 | | 21 | |
| 22 | | 23 | | 24 | |
| 25 | | 26 | | 27 | |
| 28 | | 29 | | 30 | |
| 31 | | 32 | | 33 | |
| 34 | | 35 | | 36 | |
| 37 | | 38 | | 39 | |
| 40 | | 41 | | 42 | |
| 43 | | 44 | | 45 | |
| 46 | | 47 | | 48 | |
| 49 | | 50 | | 51 | |
| 52 | | 53 | | | |

17 ONLY COMPLETE IF PAYMENT OR BENEFITS (OTHER THAN REGULAR PAY) PAID IN OR IN ANTICIPATION OF THE FINAL PAY PERIOD OR PAYABLE AT A LATER DATE

N/A*

18 COMMENTS N/A*

19 ONLY COMPLETE IF PAID SICK/MATERNITY/PARENTAL LEAVE OR GROUP WAGE LOSS INDEMNITY PAYMENT (AFTER THE LAST DAY WORKED)



**NOTE** You cannot submit this information directly to the HRDC from QuickBooks Online. However, this information can be used to complete the ROE web form for submission.