QuickBooks Online for Canada: Comprehensive

Academic Year 2021-2022

Chapter 11: Using Payroll in QuickBooks Online

Learning Objectives

- Set up payroll
- Set up and pay employees
- Create employee and payroll reports
- Track and pay liabilities
- Complete T4s

QuickBooks Payroll

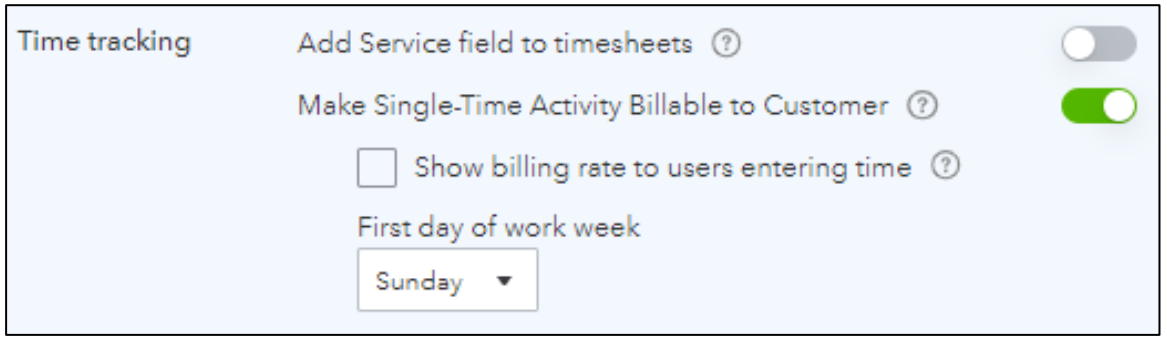
- For an additional cost, you can add standard payroll to your monthly subscription fee.
- QuickBooks Online requires:
  - personal information – address and social insurance number
  - tax deductions – federal and provincial taxes (TD1 forms)
  - direct deposit information
  - exemptions from CPP or EI
  - a CRA payroll account
  - workers' compensation or WSIB information

QuickBooks Payroll (continued)

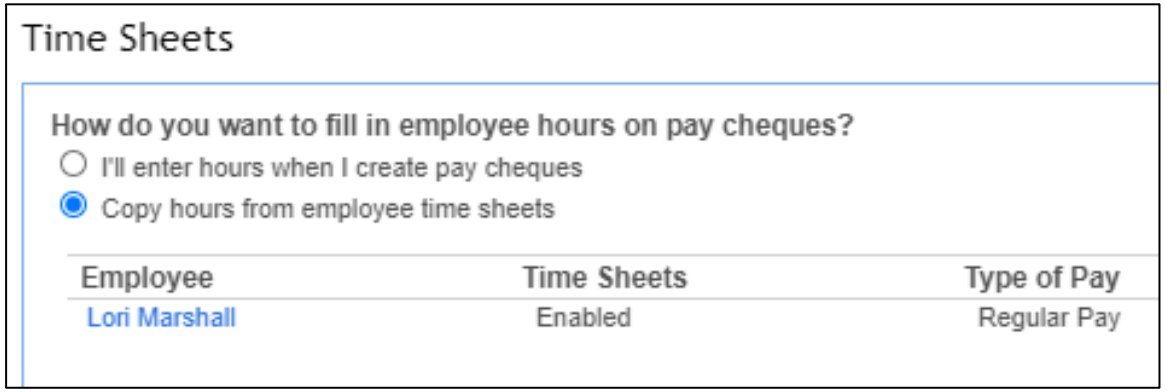
- Access the Payroll centre via the Navigation bar.

Employee Time Tracking

- Review the time tracking setup.

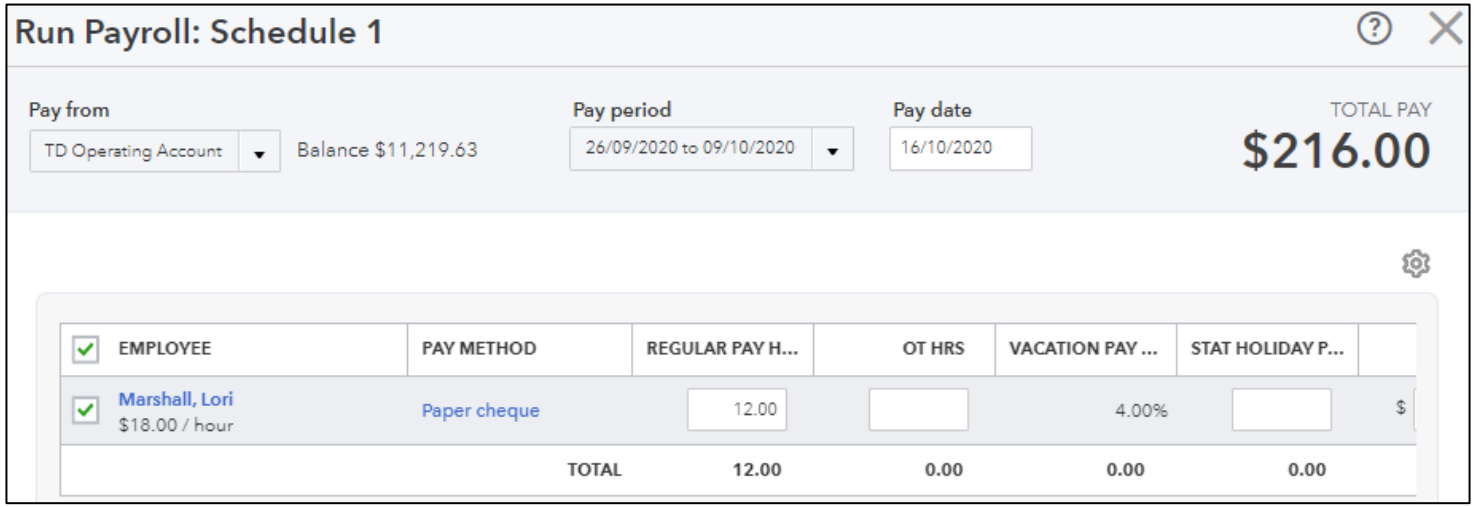


- Review the preferences setup.



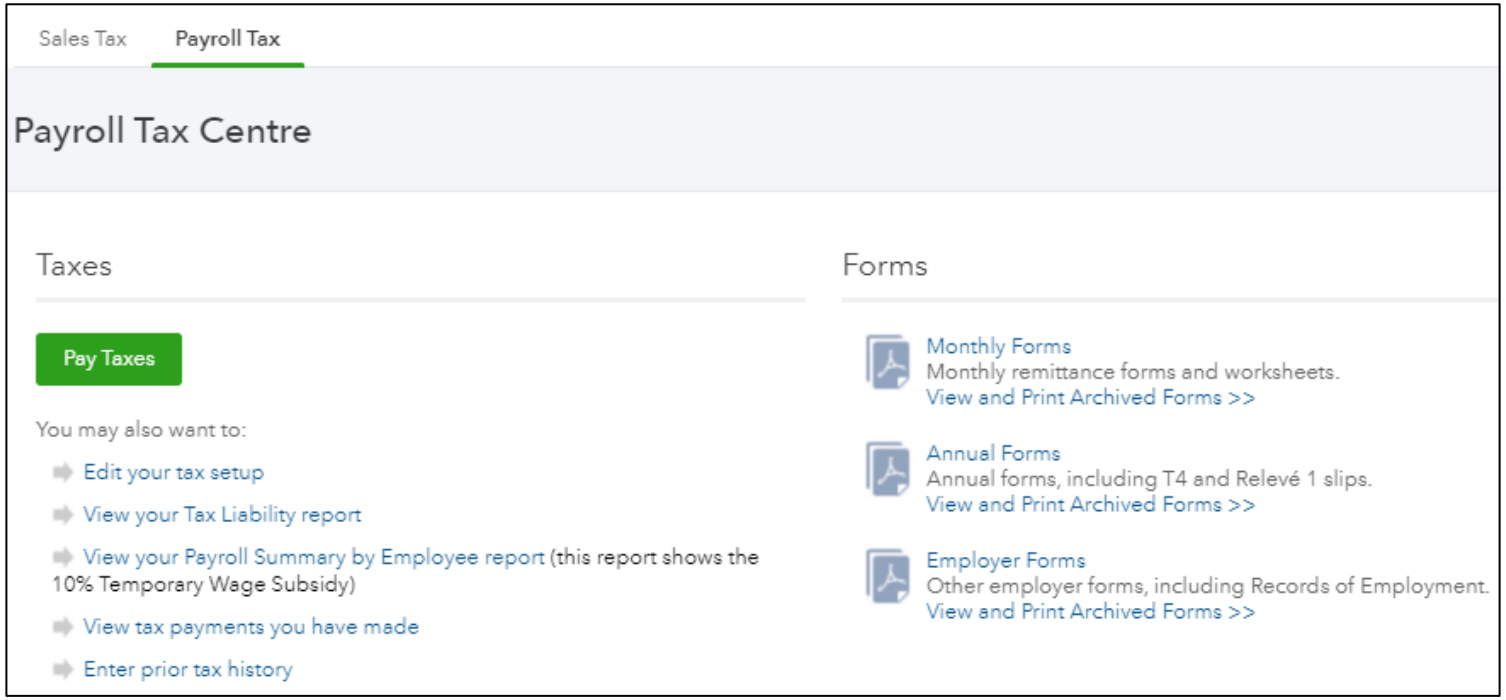
Run Payroll

- Make any edits to employee records before processing payroll.
- QuickBooks calculates gross pay based on T4 information.



Payroll Liabilities

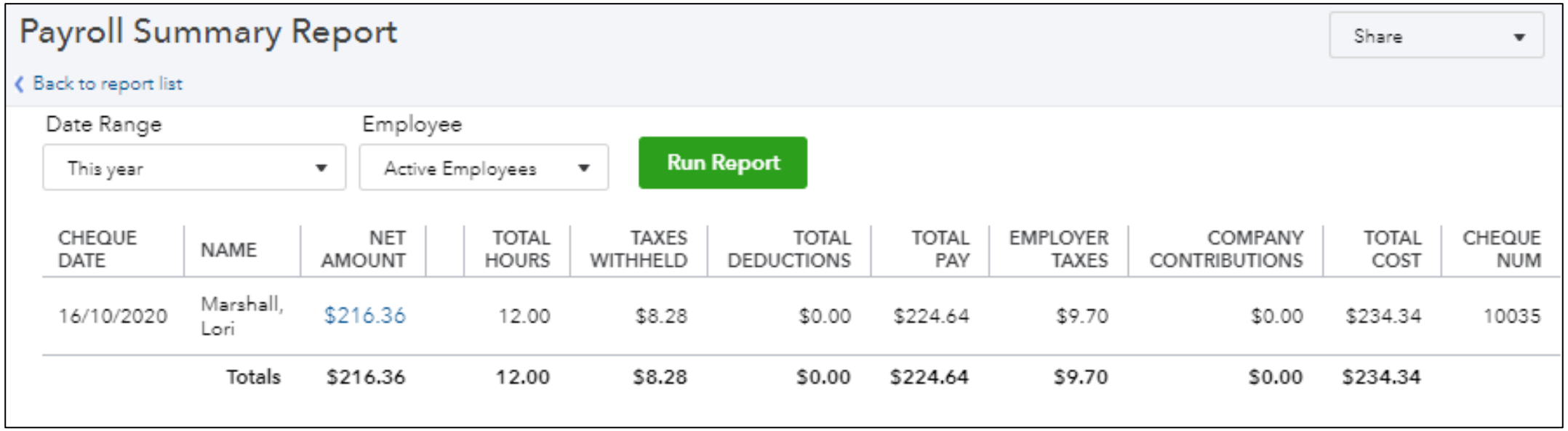
- Manage your payroll liabilities in the Taxes centre.



The Payroll Tax centre in the Taxes centre

Payroll Reports

- QBO creates many payroll-related reports that help the business manage the various payroll costs.



Payroll Summary Report

Share

Back to report list

Date Range: This year

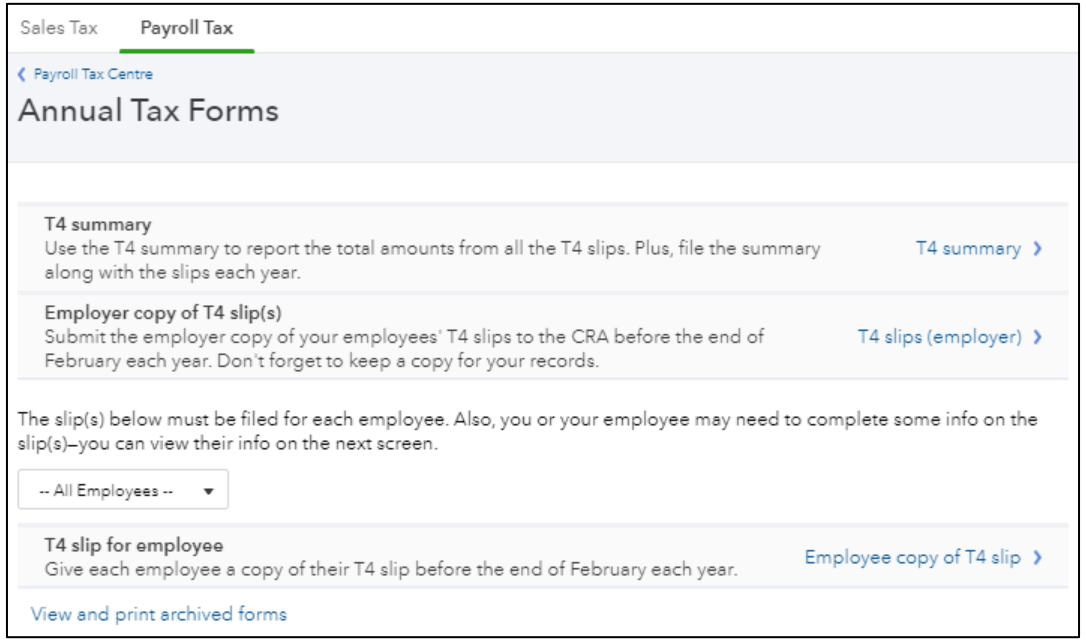
Employee: Active Employees

Run Report

CHEQUE DATE	NAME	NET AMOUNT	TOTAL HOURS	TAXES WITHHELD	TOTAL DEDUCTIONS	TOTAL PAY	EMPLOYER TAXES	COMPANY CONTRIBUTIONS	TOTAL COST	CHEQUE NUM
16/10/2020	Marshall, Lori	$216.36	12.00	$8.28	$0.00	$224.64	$9.70	$0.00	$234.34	10035
	Totals	$216.36	12.00	$8.28	$0.00	$224.64	$9.70	$0.00	$234.34	

Year-End Processes

- Employers are required to file an annual payroll return (T4 Summary) to CRA every February for the previous year.



Record of Employment and Employee Terminations

- To terminate an employee, change the employee's status in his or her profile through the Payroll centre.
- After changing the status, create the Record of Employment (ROE) in QuickBooks Online.
- You cannot submit directly to Service Canada. Use the information to complete and submit the form on ROE Web.