# PeopleSoft Year-End Payroll 2009 - Canada Rel 9 - LVC

**Dauer:**  1 Tag

**Lerninhalte**

This course covers the steps necessary for Oracle's PeopleSoft Payroll for North America's Canadian year-end processing. This course covers adjustments, balances, year-end slip processing, common pitfalls and errors, and balancing reports. Participants learn how to produce accurate year-end reporting results such as T4, T4A, RL-1, and RL-2.

This course covers information pertinent to customers on the 8.01-9.0 PeopleSoft releases and is taught using a 9.0 environment.

Learn To:

Create balance adjustments
Perform year-end audits
Process year-end slips
Identify the five steps of year-end payroll

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**Teilnehmerkreis**
Business Analysts
Businessanalytiker
End Users
Endbenutzer
Functional Implementer

**Vorkenntnisse**
*Empfohlene Vorkenntnisse*
Working knowledge of PeopleSoft Payroll for North America
Knowledge of your company's year end payroll processing reqs

**Kursziele**
Define year-end payroll processing
Perform year-end preprocess audits for core tables and employee data
Process year-end data
Produce year-end forms and files
Prepare records for next year's payroll processing

**Defining the Year-End Business Process**
Describing Tax Updates During the Year
Describing Preparation for Year-End Processing
Describing the Five Steps of Year-End Processing

**Performing Preprocessing Audits of Setup Tables**
Mapping Values to the Tax Form Definition and Tax Form Footnote Tables
Auditing the Tax Form Definition and Footnote Tables
Updating Tax Reporting Parameters
Defining Setup Information for T4, T4A, and RL Reporting
Updating the Wage Loss Replacement Plan
Describing Pension Adjustment Calculation Factors
Identifying Company Name and Address Information in the Company Table
Identifying Tax Form Information in the Canadian Company Tax Table

**Performing Preprocessing Audits of Employee Data**
Describing Employee Benefit Processing and Adjustments
Using Off-Cycle Pay Calendars to Complete Year-End Processing
Running the Open/Close Pay Calendar SQR Process
Describing Methods for Adjusting Tax Balances for an Employee
Using a Manual Cheque to Adjust Balances
Making Online Balance Adjustments
Auditing Employee Data Using Year-End SQR Processes

**Processing Year-End Data and Loading It to Employee Records**
Loading T4, T4A, RL-1, and RL-2 Records
Retrieving Year-End Slip Information Online

**Performing Post-Processing Audits**
Running the Year-End Error Report
Running the T4, T4A, RL-1, RL-2 Audit Report
Defining the Reload Process
Viewing the Tax Forms Online
Amending or Canceling T4, T4A, RL-1, and RL-2 Slips

**Generating Year-End Slips, Reports, and Magnetic Media Files**
Describing Production Processing of Year-End Forms
Describing T4, T4A, RL-1, and RL-2 Reports
Reporting Year-End Slip Data on Magnetic Media
Printing T4, T4A, RL-1, and RL-2 Slips
Producing Online T4 and T4A Slips in PDF Format
Producing Year-End Summary Reports
Reconciling and Balancing Year-End Slip Totals

**Loading Next Year's Tax Data**
Identifying the Pages Used to Update Employee Tax Information
Running the Update Source Deductions Process
Describing Year-End Balance Rollovers
Identifying the Steps to Prepare for the New Processing Year