

WORKDAY WEDNESDAY: PAYROLL – 2024

JANUARY 31, 2024



AGENDA

1. Net Pay
2. 2024 CPP Contributions and Maximums
3. CPT30 Election
4. 2024 EI Contributions and Maximums
5. Tax Slips
6. Electronic Documents
7. Personal Tax Elections
8. Address Changes



NET PAY

Net Pay – Statutory Deductions

- Canada Pension Plan
- Employment Insurance
- Federal Income Tax
- Provincial Income Tax

Net Pay

Why Net pay may be lower in January

- Canada Pension Plan (CPP) and Employment Insurance (EI) deductions have yearly maximum contribution amounts. Once these limits are reached during the calendar year, the deductions stop for the rest of the calendar year.
- Contributions to CPP and EI will reset on January 1st of each year which will reduce net pay.
- Employees who had reached the maximum amounts in the prior year will notice their net pay become lower in the New Year when contributions restart

Net Pay – Other Deductions

Pre-tax deductions - reduce the amount of income that the employee has to pay taxes on. Examples:

- Pension
- Union Dues

Post tax deductions - taken from employee wages after you withhold taxes. Examples are:

- Disability Insurance
- Optional Life and AD&D Insurance
- Donations
- Personal Expense Recovery
- Parking

2024 CPP CONTRIBUTIONS AND MAXIMUMS

Canada Pension Plan (CPP) Maximum

	2023	2024
Yearly maximum pensionable earnings	\$66,600.00	\$68,500.00
Annual exemption	\$3,500.00	\$3,500.00
Contributory earnings	\$63,100.00	\$65,000.00
CPP contribution rate	5.95%	5.95%
CPP contributions	\$3,754.45	\$3,867.50

Second Canada Pension Plan Contribution

Beginning 2024, a new enhanced CPP contribution will be deducted from your pay on earnings above \$68,500 up to \$73,200 per annum. Second CPP Contributions will start after employees reach \$68,500 in earnings.

For employees who earn at least \$73,200 there will be an additional \$188 contribution towards Canada Pension Plan.

For this purpose, the Canada Revenue Agency has created an additional box on the current T4 as follows:

- Box 16A – for reporting of employees' second CPP contribution

Note: Although you will see the above box on your T4, no amounts will be reported on your 2023 T4 slips because the second CPP contributions (deductions) will only begin in 2024.

Second Canada Pension Plan Contribution

What does the CPP Enhancement mean for employees?

- Increase in pensionable earnings and CPP contributions
- Employee's may contribute longer
- Some employees may no longer enjoy a contribution holiday.

Second Canada Pension Plan Contribution

	2024
Year's additional maximum pensionable earnings	\$73,200.00
Year's maximum pensionable earnings	\$68,500.00
Second contributory earnings	\$4,700.00
CPP contribution rate	4.00%
CPP contributions	\$188.00

- Employer match for CPP contributions remains at 100%

CPP Enhancement Example

In 2023 an employee earning \$75,000 contributed the maximum CPP in pay period 22 of 24.

In 2024, an employee earning \$75,000 will contribute the maximum YMPE in pay period 22 and will contribute the additional YMPE in pay periods 23 and 24. This employee will no longer enjoy a contribution holiday.

CPT30 ELECTION

CPT30 Election to Stop/Restart CPP Contributions

Employees who are over age 65 and in receipt of a Canada Pension Plan benefit payment from the Government of Canada may make an election to stop Canada Pension Plan contributions as a payroll deduction.

- A copy of the CPT30 form can be found here: [link](#)
- The CPT30 is also used to restart CPP contributions

2024 EMPLOYMENT INSURANCE MAXIMUM

Employment Insurance Maximum

	2023	2024
Maximum insurable earnings	\$61,500.00	\$63,200.00
Employee EI premium rate	1.63%	1.66%
Maximum employee premium	\$1,002.45	\$1,049.12
Employer EI premium rate (unreduced)	2.282%	2.324%
Maximum employer premium	\$1,403.43	\$1,468.77

TAX SLIPS

Distribution of 2023 Tax Slips

- 2023 T4 and T4A tax slips will be available on or before February 29, 2024. Payroll Operations will advise you when they are available for you to download from Workday Employee Self Service.
- **Note:** In certain circumstances, employees may receive multiple year-end slips. Please ensure that all tax slips are included when filing personal income tax returns.

T4 - BOXES

Box	Description
14 - Employment Income	Your gross salary and applicable taxable benefits
Box 16 - Employee CPP contributions	Your year-to-date Canada Pension Plan deductions.
Box 18 - Employee EI premiums	Your year-to-date Employment Insurance deductions.
Box 20 - RPP Contributions	Your year-to-date pension plan contributions made as a member of the Staff Pension Plan or Faculty Pension Plan.
Box 22 - Income Tax Deducted	Your year-to-date income tax deductions, including any additional tax requested to be deducted from your pay.
Box 44 - Union Dues	Your year-to-date union dues deductions for union dues paid to your union group
Box 52 - Pension adjustment	The deemed value of your pension benefit for a taxation year which CRA will use to determine your RRSP room for the tax year.

T4 – NEW BOXES - CPP

Employer's name – Nom de l'employeur		 Canada Revenue Agency Agence du revenu du Canada	T4 Statement of Remuneration Paid État de la rémunération payée	
Year Année				
Employer's account number / Numéro de compte de l'employeur		Employer-offered dental benefits Prestations dentaires offertes par l'employeur	Employment income Revenus d'emploi	Income tax deducted Impôt sur le revenu retenu
54		14	22	
Social insurance number Numéro d'assurance sociale		45	Employee's CPP contributions – see over Cotisations de l'employé au RPC – voir au verso	Employee's QPP contributions – see over Cotisations de l'employé au RRQ – voir au verso
12		16	17	
Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP		10	Employee's second CPP contributions – see over Deuxièmes cotisations de l'employé au RPC – voir au verso	Employee's second QPP contributions – see over Deuxièmes cotisations de l'employé au RRQ – voir au verso
28		16A	17A	
Employee's name and address – Nom et adresse de l'employé		29	24	26
		Employee's EI insurable earnings Gains assurables d'AE	Employee's EI premiums	Union dues

Dental Care Measures Act

- Government provided dental benefits
- Eligibility to received based on:
 - Residency in Canada
 - Income reported on tax filing (family income of \$90,000 or less)
 - Uninsured Status
- Employers will indicate insurance status on the T4 slip for employees and T4A retirees
 - T4 slip Box 45 – Mandatory
 - T4A slip Box 015 – only mandatory when a pension or superannuation is reported in Box 016

New Canada Dental Care Plan T4/T4A Boxes

- To support the administration of the new Canadian Dental Care Plan, the following new boxes have been added to the tax slips beginning with the 2023 tax year.
 - Box 45 on the T4: Statement of Remuneration Paid
 - Box 15 on the T4A: Statement of Pension, Retirement, Annuity and Other Income
- A corresponding reporting code (not deduction) will represent the dental coverage you had access to under our dental plan as of December 31 of the tax year. “Access” refers to the plan coverage available to you and not to your individual family status or the coverage you may have elected. (For example, your T4 may be coded with a “3” even if you have no spouse or dependents.)

T4 – NEW BOXES – DENTAL BENEFITS

Employer's name – Nom de l'employeur		 Canada Revenue Agency Agence du revenu du Canada	T4 Statement of Remuneration Paid État de la rémunération payée	
Year Année				
Employer's account number / Numéro de compte de l'employeur		45 Employer-offered dental benefits Prestations dentaires offertes par l'employeur	14 Employment income Revenus d'emploi	22 Income tax deducted Impôt sur le revenu retenu
Social insurance number Numéro d'assurance sociale		10 Province of employment Province d'emploi	16 Employee's CPP contributions – see over Cotisations de l'employé au RPC – voir au verso	17 Employee's QPP contributions – see over Cotisations de l'employé au RRQ – voir au verso
12	28 Exempt – Exemption CPP/QPP EI PPIP RPC/RRQ AE RPAP	16A Employee's second CPP contributions – see over Deuxièmes cotisations de l'employé au RPC – voir au verso	17A Employee's second QPP contributions – see over Deuxièmes cotisations de l'employé au RRQ – voir au verso	
Employee's name and address – Nom et adresse de l'employé		29 Employment code Code d'emploi	24 EI insurable earnings Gains assurables d'AE	26 CPP/QPP pensionable earnings Gains ouvrant droit à pension – RPC/RRQ
			26 Employee's EI premiums	Union dues

T4A – NEW BOX

Payer's name – Nom du payeur



Canada Revenue
Agency

Agence du revenu
du Canada

Year
Année

T4A

Statement of Pension, Retirement, Annuity,
and Other Income
État du revenu de pension, de retraite, de rente
ou d'autres sources

061

Payer's program account number
Numéro de compte de programme du payeur

Payer-offered dental benefits
Prestations dentaires offertes
par le payeur

015

Pension or superannuation – line 11500
Prestations de retraite ou autres
pensions – ligne 11500

016

Income tax deducted – line 43700
Impôt sur le revenu retenu – ligne 43700

022

Social insurance number
Numéro d'assurance sociale

012

Recipient's program account number
Numéro de compte de programme
du bénéficiaire

013

Lump-sum payments – line 13000
Paiements forfaitaires – ligne 13000

018

Self-employed commissions
Commissions d'un travail indépendant

020

Recipient's name and address – Nom et adresse du bénéficiaire

Annuities
Rentes

Fees for services
Honoraires ou autres sommes
pour services rendus

New Canada Dental Care Plan T4/T4A Boxes

Code	Access
1	No access to any dental care insurance or coverage of dental services of any kind.
2	Access to any dental care insurance or coverage of dental services of any kind for only the payee.
3	Access to any dental care insurance or coverage of dental services of any kind for payee, spouse and dependents.
4	Access to any dental care insurance or coverage of dental services of any kind for only the payee and their spouse.
5	Access to any dental care insurance or coverage of dental services of any kind for only the payee and dependents.

ELECTRONIC DOCUMENTS

Electronic Documents

- Electronic Correspondence for Individuals
 - Effective January 1, 2024
 - Default method for individuals with a My CRA Account will be electronic
 - Includes Notice of Assessment
- **Registration process to access the CRA sign-in services: [link](#)**

PERSONAL TAX ELECTIONS

2024 Personal Tax Elections

It is an employee's responsibility to provide UBC with a new TD1 Basic Personal Tax Credit Return electronic form no later than seven days after a change in the employee's eligible tax credit amounts.

- If you claimed the basic tax credit amount in 2023 and there are no changes to your tax credit amounts, no action is required on your part.
- To update your tax elections, you can follow the job aid "[Change My Tax Elections](#)"

2024 Personal Tax Elections - Tuition

Note that tuition claims should be for the calendar year not the academic year.

Eg: For 2023/2024 Academic Year

- September to December claimed on 2023 TD1
- January to April 2024 claimed on 2024 TD1

2024 Personal Tax Elections

	TD1 Federal	TD1 - BC
2020	\$13,229	\$10,949
2021	\$13,808	\$11,070
2022	\$14,398	\$11,302
2023	\$15,000	\$11,981
2024	\$15,705	\$12,580

ADDRESS CHANGES

Change of Address

If you moved, please update your new address prior to December 31 each year through Workday Employee Self Service.

To update your address, follow the instructions located here: [link to Knowledge Base Article](#)



Questions?