



# PAYTRAK PAYROLL SERVICES

Payroll Made Simple

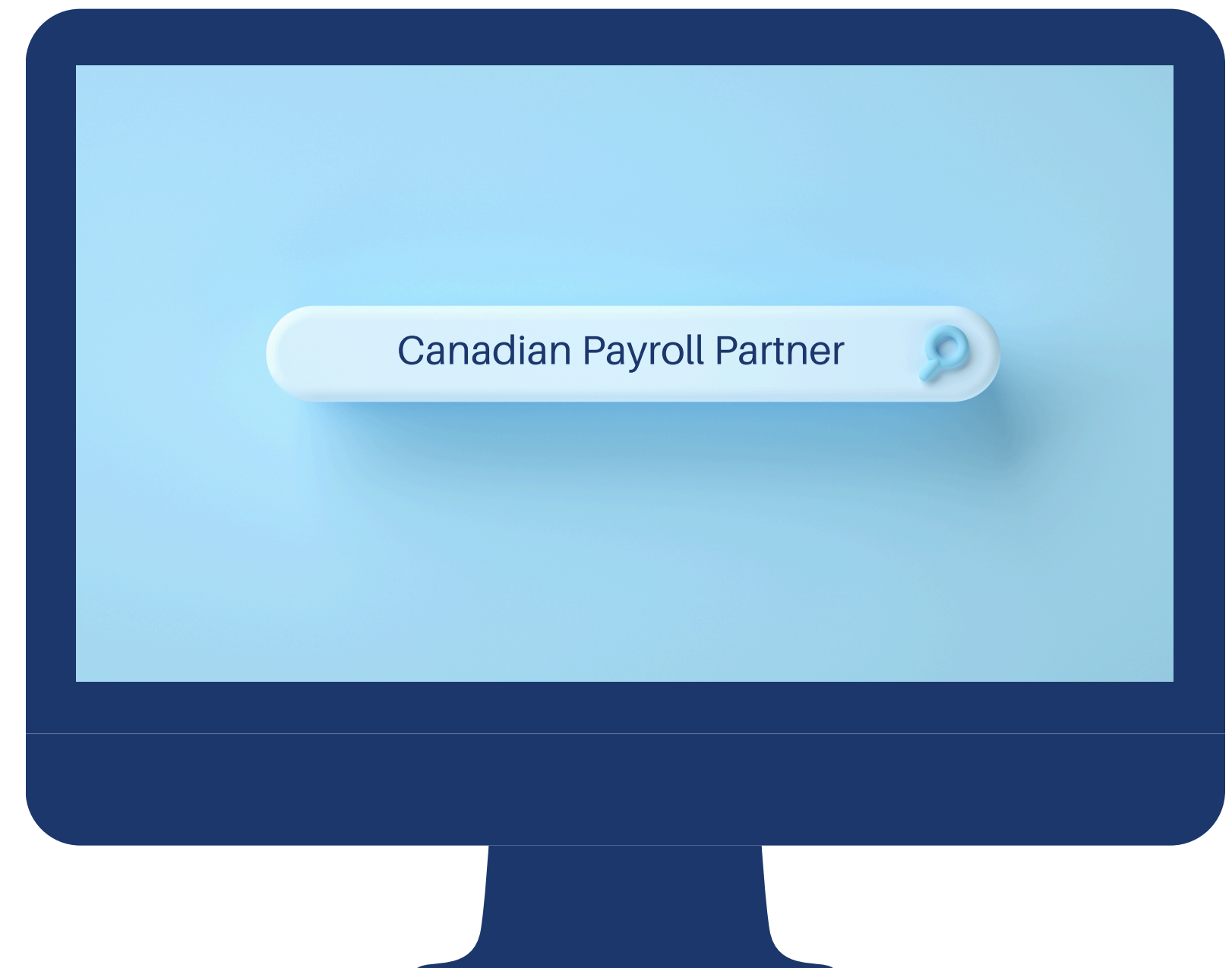




# Introduction

For businesses with employees or operations in Canada, navigating the complexities of Canadian payroll can be challenging.

With over 22 years of experience, PayTrak offers a comprehensive payroll outsourcing solution tailored to meet your unique needs. Our expertise ensure accurate, compliant, and efficient payroll management.



## Overview

# Agenda

1. The challenges of managing Canadian payroll
2. The comprehensive services we offer
3. Benefits of partnering with PayTrak
4. PayTrak Protect & Pension
5. Real-world success stories from our clients
6. How to get started



# Challenges of Managing Canadian Payroll

## 1. Complex Payroll Legislation

Canada has different federal and provincial/territorial legislation that impacts not only financial payroll responsibilities but also compliance with employment standards legislation for 14 different jurisdictions.

## 2. Remittance Administration

Employers are responsible for managing and remitting to various bodies including the Canada Revenue Agency, Revenu Quebec, the Workers' Compensation Board, and relevant Employer Health Tax bodies to name a few.

## 3. Employment Standards

Labour & employment standards vary by jurisdiction and impact key aspects of payroll including minimum wage, vacation entitlements (time AND pay), statutory holiday legislation, leaves, insurable earnings and more.



## 01 Simplify Multi-Provincial Payroll

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PayTrak is a national provider, processing payroll accurately and in compliance with all Canadian payroll legislation, no matter where your employees are located in Canada, including Quebec.

## 02 Automate Deductions & Remittances

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We will calculate, deduct and remit all federal and provincial payroll calculations on your behalf, including income tax, Canada Pension Plan (CPP) contributions, and Employment Insurance (EI) premiums.

## 03 Guaranteed Compliance

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Never worry about payroll errors again. At PayTrak, we will reverse and reprocess the employee pay if an error is identified after the payroll is approved. It is our mission to simplify payroll and provide peace of mind.

## 04 Access Expert Support

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Our team of NPI-certified payroll professionals provides expert support when you need it to help you in compliance and answer your payroll questions.

# Our Payroll Services

PayTrak excels in navigating the complexities of Canadian payroll legislation. Our dedicated team ensures accuracy, allowing businesses to focus confidently on their operations while we handle payroll.

# What's Included

Support	Package of Reports
<ul style="list-style-type: none"><li>• Payroll queries via phone / email</li><li>• Provide links to CRA / ESA to support queries</li><li>• Provide summary support to ESA questions with supporting CRA / ESA URL</li></ul>	<ul style="list-style-type: none"><li>• Invoice</li><li>• Payroll journal</li><li>• Payroll summary journal</li><li>• DAS report</li><li>• Vacation accrual report, if applicable to client setup</li><li>• Employee Direct deposit/bank account/net pay report</li><li>• Pay Slips</li></ul>



## Payroll Process

- Notification of late / non submission
- Retrieve batch file submission from WebGlobe
- Review provider notes with batch submission in WebGlobe
- Review emails for additional instructions
- Review provider notes for ROE requests
- Manual adjustments to batch submission based on provider notes, if any
- Review payroll submission for missing/incorrect data
- Review payroll submission for legislative compliance
- Analyse payroll performing a 20% comparative analysis to prior period
- If in excess of 20% difference, review for errors or uncommon payments
- Review for terminated employees present on batch submissions not advised
- Advise Blue Marble Support if errors are present on the batch file
- Advise Blue Marble Support if terminated employees are on the batch file
- Review Employee Change Report for updates
- Review New Employee Report
- Review new hire data for correct CPP, EI, Taxes, WSIB, EHT election(s)
- Review Termination Report
- Payroll analysis to compare system processing to original input for discrepancies
- Manual calculations such as gross up/vacation accrual
- Payroll analysis of system calculation
- Review for C/QPP variances
- Review for EI variances
- Review for WSIB and or EHT, as applicable
- Review taxes, province of tax processing
- Review Payroll Summary Journal
- Gross to net file is generated
- Gross to net file is reviewed for accuracy
- Gross to net file is uploaded for approval within 24 hours of receipt of submission
- Monitor for payroll approval
- If approval received, finalize
- If payroll is rejected. Review for reason
- Modify payroll to include client modifications – no resubmission required
- Payroll resubmission may be required if large volume of changes.
- Review invoice
- Send payroll report package to client contact email
- Save a copy of invoice to excel to upload to SFTP server
- Save a copy of invoice to PDF to upload to Content Management
- Upload gross to net file to SFTP server
- Upload Pay Slip PDF to Content Management
- ROE processing
- Report and file WSIB Premiums \* Includes 2, additional Provinces additional charge
- Report and file EHT Premiums \* Includes 2, additional Provinces additional charge
- Report and file CRA Source deductions
- Report and file Revenue Quebec Source deductions
- Process payment for Health Benefits
- Process payment for Pension
- Process payment for Garnishment

## Audit (Year End) Semi Annual

### WSIB

- Audit each client per WSIB province (2 accounts included)
- >2 WSIB accounts - remittance service

### EHT

- Audit each client per EHT province (2 accounts included)
- >2 EHT accounts remittance service

### C/QPP

- Review employee details for age
- Review employee details for exemptions
- Contribution variances

### EI

- Review employee setup for exemptions
- Contribution analysis for variances

### QPIP

- Review employee setup for exemptions
- Contribution analysis for variances

### Client Setup

- Authorised contact review
- ROE contact review
- Account notes for relevance
- Account notes for outstading items
- Year end notes



**Audit (Year End) Annual**

**Payroll Calendar**

- Generate following year payroll calendar
- Adjust for weekend dates
- Adjust for statutory holiday dates

**Employee Details**

- Review for non-CRA format characters in name
- Review for non-CRA format characters in address
- S.I.N. review for invalid numbers
- SIN review for 900 series
- DPSP review – account number, pension adjustments
- Box 45 Dental benefit election
- Employees with TD1 tax credits

**Client Notifications**

- Payroll calendar and verification of employer details
- T4/RL-1 EMPLOYER copy simulations
- Holiday Schedule
- CNESST annual remittance client password reminder to submit
- Reminder to provide global earnings for Quebec Education levy
- Employee TD1 reminder
- WSIB accounts reporting & remittance – 2 accounts included
- CNESST annual remittance – if password is provided, online reporting

**Annual EHT**

- EHT accounts annual reporting & remittance – 2 accounts included
- Quebec CNT remittance
- Quebec Education levy remittance, if information is provided

**T4/RL-1/T4A**

- Send via email Year End package documents
- Box 14 , Box A Earnings
- Assessable earnings captured
- Source deduction reporting
- Benefits ( Box 45 )
- RRSP/RPP/DPSP
- Audit for accuracy
- Quebec taxes – invoicing for CNT, if any

## Product and Service

# Benefits

When you choose PayTrak, you're not just opting for a payroll service; you're investing in a comprehensive solution designed to optimize your payroll operations.



01

### Save Time

Eliminate countless hours of researching, implementing and running specialized payroll functions to accommodate Canadian payroll legislation.

02

### Guarantee Compliance

PayTrak reduces the risk of costly penalties, fines, and other issues that can arise from non-compliance with automated compliance checks and expert oversight.

03

### Customize your Payroll Account

Our platform is robust, meaning we can integrate and automate payroll processing and reporting to meet your specific requirements.

04

### Dedicated Certified Payroll Representative

We are not a call center. When you reach out to us, you will always get a real person on the other line. We strive to always offer world-class customer service, in real time.

05

### Hassle-Free Payroll

You might be surprised how straightforward payroll can be when it's in the right hands. Let us help alleviate the stress of navigating Canadian payroll.



# How Our Services Work

We're different from the rest.

Why? Because we're not a one-size-fits-all service provider. At PayTrak we take a consultative approach to understand your needs and build a custom payroll solution that works for you.

## Implementation

Getting started with PayTrak means working with our onboarding team to put together all the necessary information for custom payroll account set up.

## Payroll Processing

Once account set up is complete, you will work directly with your dedicated payroll service representative to submit payroll, receive reports, and make any changes as needed.

## Year-End

PayTrak will take care of year-end processing including your T4 summary and T4 filings (Releve 1 in Quebec). In addition we will perform a CRA/RQ compliance analysis, and reconciliation of your tax accounts.

## Updates & Reporting

As you hire or terminate employees, make changes to payroll, benefits or HR policies that impact payroll, you will have a main point of contact to work with anytime you need to update your payroll account.



# PayTrak Health & Pension Benefits



PAYTRAK PROTECT  
health + dental benefits



PAYTRAK PENSION







PAYTRAK PROTECT  
health + dental benefits

Health & Dental Benefits

# PayTrak Protect

Take advantage of highly competitive rates through PayTrak's health and dental benefit offering.

All deductions and payments are handled directly by PayTrak. Boost your talent acquisition and retain top performers with competitive compensation packages.

Guaranteed acceptance & no medical questionnaire for health benefits with coverage for staff up to age 70.





Employee Pension Benefit

# PayTrak Pension

PayTrak simplifies pension management by administering your retirement plans through our trusted third-party partner.

Our solution ensures precise calculation and timely remittance of pension contributions while adhering to all regulatory requirements.

With PayTrak's streamlined processes and dedicated support, you can offer your employees well-managed retirement benefits with confidence.



Client

# Testimonials

Our commitment to delivering exceptional payroll services is reflected in the positive feedback we regularly receive from our clients.

We pride ourselves on providing accurate, compliant, and efficient payroll solutions tailored to meet the unique needs of businesses operating in Canada.

## L. Kemp PayTrak Client

“PayTrak has been doing our Payroll for over 20 years. They are efficient, organized and extremely knowledgeable. They handle our biweekly payroll for 7 clinics including all necessary deductions and submissions. By using PayTrak services our company is able to access all information related to payroll easily utilizing the variety of reports PayTrak provides. If I have any questions our representative is friendly, knowledgeable, and accessible and can provide any information on the spot.”

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## K. Coolican PayTrak Client

“I highly recommend PayTrak to anyone considering payroll processing in Canada. Their expertise and commitment to accuracy has been invaluable to us. Using PayTrak has streamlined our Canadian payroll processes and allowed me to focus on core business activities. The accuracy and efficiency of the team has helped us avoid compliance issues, which can be costly. The exceptional level of communication and support is appreciated!”



# Getting Started with PayTrak



01

## Gather All Necessary Payroll Information

Working with our onboarding team, and utilizing our onboarding checklist, you will need to collect all relevant payroll data for submission before we can begin account set up.

02

## Complete Onboarding Documents

Once you have your payroll information ready, you will need to complete the necessary onboarding documents and send them to PayTrak.

03

## Account Set Up

Once you have completed the onboarding documents and submitted them to PayTrak, account set up can begin. Implementation takes between 15-20 businesses days, depending on the customizations required.

04

## Verification Reports

Once our implementation team has completed account set up, they will provide you verification reports to ensure that all payroll & employee data is correct.

05

## Time to Run Payroll

After account verification is complete, we can begin to process your first payroll run.



# Ready to Get Started?

Connect with us for a custom implementation quote & more information on our services.

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