Clarity - How To Make An Employee Exempt From CPP and /or EI

Your employees (or yourself) may be exempt from CPP and/or EI. This article will outline how you can make an employee exempt from these contributions, and prevent these contributions from coming off their paycard when you process payroll.

Pre-Requisites

- Have already set up your payroll categories
- Have already set up your employees' master paycards
- Know which employees are exempt from which taxes

Solution

1. In Clarity, navigate to Employees > Master Paycard > 'List' tab.
2. Double-click on the employee whom you want to make exempt.
3. Navigate to the employees' 'Taxes' tab.
4. Click on the payroll category on the left side of the window which you have to make exempt.
5. Un-checkmark the _"Active"_ checkbox at the bottom-right corner of the window. Ensure that the _"Active"_ checkbox next to the payroll category name is also unchecked.
6. Click the checkmark icon at the top-right corner of the window to save your changes.
7. Repeat steps 4 through 6 for each payroll category if the employee is exempt from more than one.
8. Repeat steps 2 through 7 for each employee that has exemptions.