

# Acclaim - RRSP Setup

In order to setup RRSP you need to define two payroll categories. One for the Employer portion of RRSP and one for Employee portion.

## Setting up RRSP – Employee Contribution

To set up RRSP contributions for your employees create a deduction payroll category under Setup > Payroll Categories. Click on add (+) button and select deduction from the list of options. Complete the Basic Information under the General Tab. Also, under the Deduct before calculating Taxes should be checked.

The screenshot shows the 'Payroll Category Edit' dialog box with the 'Deduction' tab selected. The 'Identification' section contains the following fields: 'Item Number' (310), 'Description' (RRSP Deduction), 'Abbreviation' (RRSP EMP), 'Type' (Formula), and a checked 'Show on Paystub' checkbox. The 'Two Tiered Calculation' section has an unchecked checkbox, 'Annual Threshold' (0.00), '% to Apply to Lower Tier' (0.0000), '% to Apply to Upper Tier' (0.0000), and a checked 'Prorate Threshold' checkbox. The 'Maximum Per Year' section has an unchecked checkbox and a value of 0.00. The 'Form Assignments' section shows 'T4' as '(Box 20) Registered Pension Plan Contribu', 'RL-1' as 'Not Reported', and 'T4A' as 'Not Reported'. At the bottom, there are checkboxes for 'Reset at Yearend' and 'Deduct before Calculating Taxes', both of which are checked. The dialog box has a standard toolbar at the bottom with navigation arrows, a '+' button, a '-' button, and buttons for 'Save', 'Cancel', 'Close', and 'Help'.

Section	Field	Value
Identification	Item Number	310
	Description	RRSP Deduction
	Abbreviation	RRSP EMP
	Type	Formula
	Show on Paystub	Checked
Two Tiered Calculation	Two Tiered Calculation	Unchecked
	Annual Threshold	0.00
	% to Apply to Lower Tier	0.0000
	% to Apply to Upper Tier	0.0000
Prorate Threshold	Prorate Threshold	Checked
	Maximum Per Year	0.00
Form Assignments	T4	(Box 20) Registered Pension Plan Contribu
	RL-1	Not Reported
	T4A	Not Reported
Deduct before Calculating Taxes	Reset at Yearend	Checked
	Deduct before Calculating Taxes	Checked

For the Type choose Formula and then click on the Formula button that appears. Use the Payroll category button to add the all of the Earnings categories that can be used in the RRSP calculation (Salary, Hourly Wages, Overtime, Vacation Pay etc.). If the contribution is the same for all employees then you can enter it here as a percentage. If the contribution rate is determined at the employee level you can enter it here as 100% but set the appropriate rate on the employees' master Paycard

**Formula Definition**

Payroll Category : RRSP Deduction

Enter a percentage next to any applicable items. For unit or hourly based items, you can specify straight amounts to apply against the rate and the hours.

100.000	% of Salary
+	100.000 % of Hourly Wages
	+ 0.000 x Hours
	+ 0.000 x Rate
+	100.000 % of Overtime 1
	+ 0.000 x Hours
	+ 0.000 x Rate
+	100.000 % of Overtime 2
	+ 0.000 x Hours
	+ 0.000 x Rate
+	0.000 % of Vacation Paid

Close Help

Under the Form assignment tab assign the payroll category to Box 20 on T4 and if required in your case on Box D on Releve1.

Once the payroll category setup is complete precede to employee master paycard to set the individual contribution rate under the deduction tab. Depending on how the payroll category was setup you enter appropriate rate in the factor field. If the category was set as standard percentage for all enter 100 here. If the rate is to be set individually then enter the employee's contribution rate here.

**Employee Edit**

Number: 003      Name: Hol, Jen      Department #: 00001

Basic   Miscellaneous   Tax   Net Claim   **Pay Card**   Bank   NotePad   History

Please specify which items should appear on the employee's timesheet, and specify any hourly rates and regular payments.

<input checked="" type="checkbox"/> 235      Federal Tax	Regular Amount: 0.00
<input type="checkbox"/> 308      Union Dues	Regular Amount: 23.00
<input type="checkbox"/> 309      Life Insurance	Regular Amount: 6.00
<input checked="" type="checkbox"/> 310      RRSP Deduction	Percentage (Rate): 2.00
<input type="checkbox"/> 311      Health Plan	Regular Amount: 0.00
<input type="checkbox"/> 312      Loan	Regular Amount: 0.00

Regular EI Hours: 0

☐ Accrue Vacation Pay  
 Rate: 4.00  
 Owing as of January 1st: 1341.50

☐ Pay as Earned  
☐ Tax as Bonus  
☐ Accrue Vacation on Vacation Paid  
☐ Report as Status Indian wages

☒ Accrue Sick Pay  
 Rate: 20.00  
 Owing as of January 1st: 0.00  
☐ Report as Status Indian wages

Navigation: [Previous] [Next] [First] [Last] [Reset] [Save] [Cancel] [Close] [Help]

#### Setting up RRSP–Employer Contribution

To set up Employer RRSP contribution to match employee contributions a Benefit payroll category can be added. To create a benefit payroll category go to Setup > Payroll Categories. Click on add (+) button and select Benefit from the list of options. Complete the Basic Information under the General Tab. Also, under the SUBJECT TO window Federal, Provincial and Quebec (if required) income taxes flags should be checked. Selection depends by your company requirements.

**Payroll Category Edit**

**Benefit**

Identification :

Item Number : 201

Description : RRSP Company

Abbreviation : Co. RRSP

Type : Formula

☒ Show on Paystub

Subject to ...

☒ Federal Tax ☒ Québec Tax

☒ CPP ☒ QPP

☒ EI

☒ Payroll Taxes

☒ WCB

Flags

☐ Maximum Per Year

0.00

☒ Reset at Yearend

Contributes to ...

☒ Vacation Pay

☒ Sick Pay

☐ Two Tiered Calculation

Annual Threshold :

0.00

% to Apply to Lower Tier :

0.0000

% to Apply to Upper Tier :

0.0000

Prorate Threshold ☒

Form Assignments :

T4 : (Box 40) Other Taxable Allowances & Benefits

RL-1 : (Box L) Other Benefits

T4A : Not Reported

☐ Report as Employer QPIP

Save Cancel Close Help

Under the Type select FORMULA. And in Formula definition add the payroll category RRSP (this is employee RRSP) and enter the percentage depending upon how much the employer will contribute for example 100% (if employer matches employee contribution 100%)

**Formula Definition**

Payroll Category :

Enter a percentage next to any applicable items. For unit or hourly based items, you can specify straight amounts to apply against the rate and the hours.

<input type="text" value="100.000"/>	% of Salary
+	<input type="text" value="100.000"/> % of Hourly Wages
	+ <input type="text" value="0.000"/> x Hours
	+ <input type="text" value="0.000"/> x Rate
+	<input type="text" value="100.000"/> % of Overtime 1
	+ <input type="text" value="0.000"/> x Hours
	+ <input type="text" value="0.000"/> x Rate
+	<input type="text" value="100.000"/> % of Overtime 2
	+ <input type="text" value="0.000"/> x Hours
	+ <input type="text" value="0.000"/> x Rate
+	<input type="text" value="0.000"/> % of Vacation Paid

Under the Form assignment tab assign the payroll category to Box 40 on T4 OTHER and (if required) on Box D on Releve1. On the Flags: tab check APPLY flag under MAXIMUM PER YEAR and specify the maximum amount the employer will contribute for each employee in the DEFAULT MAXIMUM field.

On Employee master paycard under the Benefit can adjust the amount he wants to contribute for RRSP for this particular employee by adjusting the factor. By default the factor is 100 (i.e. 100% of the formula definition) and if the Employer wants to contribute a different amount for this employee then the factor can be changed to represent the correct percentage.

Employee Edit

Number : 003

Name : Hol, Jen

Department # : 00001

BasicMiscellaneousTaxNet ClaimPay CardBankNotePadHistory

Please specify which items should appear on the employee's timesheet, and specify any hourly rates and regular payments.

Percentage (Rate) : 0.00

☒ 199 StatDy

Rate : 0.00

Regular Units : 0.00

☒ 201 RRSP Company

Percentage (Rate) : 2.00

☐ 202 Health Plan

Regular Amount : 8.00

☐ 203 Life Insurance

Regular Amount : 4.00

☐ 204 Car Allowance

Regular Amount : 0.00

Regular EI Hours : 0

☐ Accrue Vacation Pay

Rate : 4.00

Owing as of January 1st : 1341.50

☐ Pay as Earned

☐ Tax as Bonus

☐ Accrue Vacation on Vacation Paid

☐ Report as Status Indian wages

☒ Accrue Sick Pay

Rate : 20.00

Owing as of January 1st : 0.00

☐ Report as Status Indian wages

Save

Cancel

Close

Help