

Harmony P - Running Payroll Before New Tax Tables

Warning: The following steps in this article will allow you to run the new year's payroll with old tax tables. This will mean that the calculations of income tax, CPP, and EI will be calculated based off the old tax tables. This can be adjusted in your second payroll run, as long as you upgrade to the latest tax tables before running this second payroll run.

Year-End Checklist

- Reviewed accruals (*Employee Year-to-Date* report and opening balances)
- Reviewed accrual and deduction payroll categories, if resetting at year end
- Processed all payrolls for the current year
- Reviewed employee information (full name, social insurance numbers, address, etc.)
- Reviewed company information (name, address, RCT number, etc.)
- Made a backup of your data

Closing Your Current Year

1. Navigate to Year End.
2. Read the instructions thoroughly.
3. Continue through the year-end process by clicking the arrows.
4. Create a backup.
5. Type "CLOSE 20XX" (the current year, as prompted).
6. Click "**Process**".
7. Click "**OK**" to complete closing your current year.
8. The current year is now closed and Harmony will log you out of the system. Log in and enter into your company with the new year in order to process payroll for the new year.

Preparing To Run Payrolls In The New Year

Reviewing Your Payroll Groups and Pay Calendars

1. Navigate to Payroll Setup > Payroll Groups.
2. Verify the pay periods and pay calendar for your weekly or bi-weekly payroll groups. Click "**Edit Pay Frequency**" to change the number of pay periods.
 - a. If your pay frequency is *weekly*, you may need to change the number of pay periods to 52 or 53.
 - b. If your pay frequency is *bi-weekly*, you may need to change the number of pay periods to 26 or 27.
3. Click the save icon to save your changes to the pay calendar.

Reviewing Your Holiday Calendars

1. Navigate to Configuration > Setup > Calendar.
2. Select your holiday calendar.
3. Review each holiday in the calendar to ensure that the dates are correct.
4. Click the save icon to save your changes.
5. Return to your list of holiday calendars and repeat steps 2 through 4 for each holiday calendar.

You can now run your first payroll in the new year. Please note that you must download the new year's tax tables before running your second payroll, as the above steps will use **outdated tables of the previous year**.

Updating To The New Year's Tax Tables After Your First Pay Run

1. Navigate to Admin Settings > Payroll Preferences.
2. Navigate to the 'Tax' tab.
3. Verify the tax table information.
4. Click "**Upgrade**" to update to the latest tax tables.