



PAYROLL MODIFICATIONS EFFECTIVE JANUARY 1, 2021

Version in date of February 04, 2021

This **maestro*EXPRESS** offers guidelines to update payroll calculation parameters. The amounts to be used are provided **for general guidance only**. The information is taken from publications issued by tax authorities (**TP-1015.F-V** by Revenu Québec and **T4127** by the Canada Revenue Agency).



These changes should be made after the last 2020 payroll but before processing your first 2021 payroll.



- The values in the tables of this document are specific to each province and territory; where there are no corresponding values in the table, leave the field empty in **maestro***.
- The screenshots in this document can come from different versions of **maestro***, may differ from your current version and/or display previous years.
- We recommend that you carefully check the amounts that you enter into **maestro*** to ensure that they correspond correctly to your particular situation. It should be noted it is the users' responsibility to validate whether they are using the correct rates and to keep informed of any changes to their applicable rates.

SUMMARY

To access a specific section, click the corresponding link:

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Definition of the 2021 payroll periods



REMINDER: When you close the last 2020 pay period and transfer to accounting, the vacation balance and advances will be added to the starting cumulative amounts for the new year.

Configuration of the Payroll Periods



maestro* > Time Management > Maintenance > Payroll > **Set Pay Periods**

1. On the **Set Pay Periods** window, click the **New** icon.
2. Enter the **Year** of the defined payroll period.
3. Enter the **Committee** affected by the defined payroll period.
4. Enter the start of the year date, end of the year date, and the number of periods.
5. Click the **Apply** icon to view the pay periods in the grid.
6. Click the **Save** icon.
7. Click the **Quit**.

Set Pay Periods

File View Options Tools

Open Years

	Year	Committee	Name	Start Date	End Date	Number of Periods
7	2015	3	2 seminars	2014-12-31	2015-12-29	52
8	2015	4	CCQ	2014-12-31	2015-12-29	52
9	2016	1	Administration	2015-12-30	2016-12-27	52
10	2016	2	test1	2015-12-30	2016-12-27	52
11	2016	3	2 seminars	2015-12-30	2016-12-27	52
12	2016	4	CCQ	2015-12-30	2016-12-27	52
13	2017	1	Administration	2016-12-28	2017-12-26	52
14	2017	2	test1	2016-12-28	2017-12-26	52
15	2017	3	2 seminars	2016-12-28	2017-12-26	26
16	2017	4	CCQ	2016-12-28	2017-12-26	52
17	2018	1	Administration	2017-12-27	2018-12-25	52
18	2018	2	test1	2017-12-27	2018-12-25	52
19	2018	3	2 seminars	2017-12-27	2018-12-25	52
20	2018	4	CCQ	2017-12-27	2018-12-25	52
21	2019	1	Administration	2018-12-26	2019-12-24	52
22	2019	2	test1	2018-12-26	2019-12-24	52
23	2019	3	2 seminars	2018-12-26	2019-12-24	52
24	2019	4	CCQ	2018-12-26	2019-12-24	52
25	2020	1	Administration	2019-12-25	2020-12-29	53
26	2020	2	test1	2019-12-25	2020-12-29	53
27	2020	3	2 seminars	2019-12-25	2020-12-22	26
28	2020	4	CCQ	2019-12-25	2020-12-29	53

Selected year detail

Year: 2020 | Committee: 4 | CCQ


Number of Periods: 53 | Beginning of year: 2019-12-25 | End of year: 2020-12-29

Same periods for all companies

Periods for the committee

	Start Date	End Date	First week ...	End...	Tim...
1	2019-12-25	2019-12-31	<input checked="" type="checkbox"/>	4 -	
2	2020-01-01	2020-01-07	<input checked="" type="checkbox"/>		
3	2020-01-08	2020-01-14	<input type="checkbox"/>		
4	2020-01-15	2020-01-21	<input type="checkbox"/>		
5	2020-01-22	2020-01-28	<input type="checkbox"/>		
6	2020-01-29	2020-02-04	<input checked="" type="checkbox"/>		
7	2020-02-05	2020-02-11	<input type="checkbox"/>		
8	2020-02-12	2020-02-18	<input type="checkbox"/>		
9	2020-02-19	2020-02-25	<input type="checkbox"/>		
10	2020-02-26	2020-03-03	<input checked="" type="checkbox"/>		
11	2020-03-04	2020-03-10	<input type="checkbox"/>		

TRUCK US - 1112-A CONSERVIER Edit

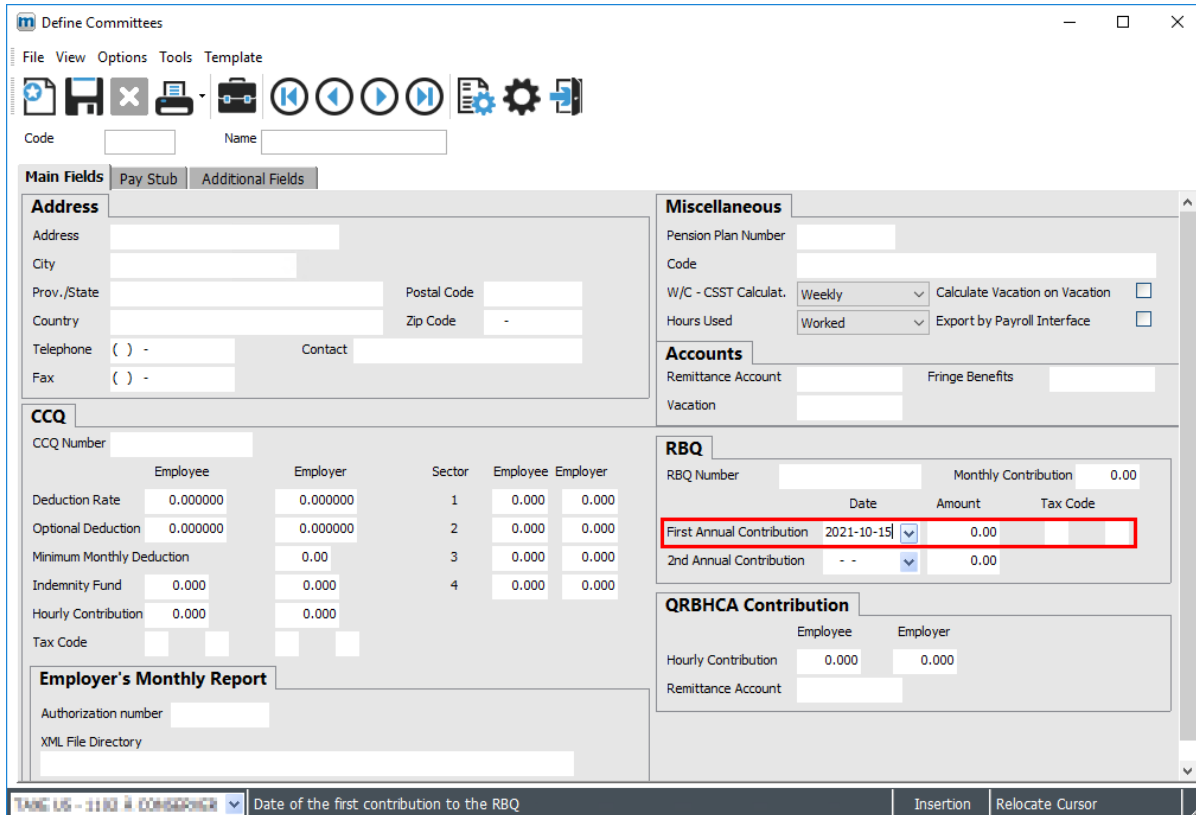
 The new periods will only be visible in the selections when the active payroll year is 2021.

Modifications to Quebec Payroll

Define the AECQ Contribution Dates (Applicable to CCQ-Regulated Employees)

 **maestro*** > Time Management > Maintenance > Payroll > **Define Committees**

The *Association des entrepreneurs en construction du Québec* (AECQ) contribution must be paid in a single instalment, in full, on November 15 of each year. To change the payment date, you must enter the date October 15 in the **Define Committees** option, as shown below.



	Employee	Employer	Sector	Employee	Employer
Deduction Rate	0.000000	0.000000	1	0.000	0.000
Optional Deduction	0.000000	0.000000	2	0.000	0.000
Minimum Monthly Deduction		0.00	3	0.000	0.000
Indemnity Fund	0.000	0.000	4	0.000	0.000
Hourly Contribution	0.000	0.000			

	Employee	Employer
Hourly Contribution	0.000	0.000

	Date	Amount	Tax Code
First Annual Contribution	2021-10-15	0.00	
2nd Annual Contribution	- -	0.00	

Modifications to Government Tables

 **maestro*** > Time Management > Maintenance > Payroll > **Government Tables**

1. On the **Government Tables** window, in the **Detail** section, select the code of the province for which you want to change the tax parameters.
2. Where required, enter the appropriate information in the various tabs and sections as described in the following pages.

Provincial Rates Tab

Summary

Co...	Description	RRQ Rate	RRQ Annual Deduction	RRQ Max	QPP/CPP Employee Factor	Employer Health Tax Rate	Weekly Max. W/C -
QC	Québec-2012	0.050250	3 500.00	2 341.65	1.000000	0.027000	

Detail

Code: [dropdown] Description: [input]

Provincial Rates | Federal Rates | Provincial Tax | Federal Tax | Additional Fields

Employer Number: [input] Provincial Remittance Account: [input]

Section 1

Remittance Account	Employee		Employer	
	Factor/Rate	Basic Exempt.(\$)/Annual Max.(\$)	Factor/Rate	Annual Max.(\$)
QPP	0.000000	0.00 / 0.00	0.000000	
Parental Insurance	0.000000		0.000000	0.00
Healthcare Deduction			0.000000	[input]

Other

Insurance Tax Rate: 0.0000

PBB Source: Provincial [dropdown]

Section 3

Safety Board

Source: Provincial [dropdown]

Remittance Account: [input]

W/C - CSST Provision

Rate: 0.000000 [input]

Remittance Account: [input]

Provision Account: [input]

Exclude Taxable Benefits

- Housing / Board / Lodging
- Travel
- Use of a Vehicle
- Low Interest Loan
- Share Purchase Option
- Other Benefits
- Health Insurance
- Other Insurance

Section 2

Labour Standards

Max. Labour: 0.00

Rate: 0.000

Remittance Account: [input]

Section 4

THOMSON - 1182 À COPIER/ÉCRIRE | Enter province code (Ex. Quebec = QUE)

Provincial Rates for 2021

Enhancement to the Quebec Pension Plan (QPP)

To align itself with the Canada Pension Plan (CPP) contribution rate enhancement, the Québec Pension Plan (QPP) will also increase its contribution rate. The enhancement will be carried out in two phases, over several years.

In this document, the enhanced contributions have already been added to the basic contributions. The suggested government constant update reflects the changes made to the QPP.

For more information on the QPP contribution rate enhancement, please visit the [Retraite Québec website](#).



Enter in **Section 1** of the **Government Tables** option.

Fields	Quebec	Ontario
QPP - Factor/Rate (Employee section)	0.0590	
QPP - Basic Exempt. (\$) (Employee section) Basic general exemption	3500	
QPP - Annual Max. (\$) (Employee section) Maximal employee contribution	3,427.90	
QPP - Factor/Rate (Employer section)	1.00	
Parental Insurance - Factor/Rate (Employee section)	0.00494	
Parental Insurance - Annual Max. (\$) (Employee section)	412.49	
Parental Insurance - Factor/Rate (Employer section)	0.00692	
Parental Insurance - Annual Max. (\$) (Employer section)	577.82	
Healthcare Deduction (Employer section)	Between 0.0165 and 0.0426	Between 0.0098 and 0.0195



New - British Columbia Employer Health Tax

Since January 1, 2019, British Columbia employers with remuneration higher than \$500,000 must register for the new Employer Health Tax. The employer health tax applies to remuneration paid to employees who:

- report for work at an employer's permanent establishment located in British Columbia, or
- do not report for work at an employer's permanent establishment, but are paid by an employer's establishment located in British Columbia.

Employers affected by this new health tax can obtain additional information – which covers the required steps to configure the tax in **maestro*** – by referring to the **maestro*EXPRESS** titled **British Columbia Employer Health Tax Starting January 1, 2019**.

Safety Board Amount / Annual Max.



Enter in **Section 2 – Safety Board** of the **Government Tables** option.

Click the **Define WC/CSST** icon to enter the weekly and yearly values.

You MUST enter the effective start date to ensure no previous values get overwritten.



To view the change made to the **Define WC/CSST** amount, modify the computer date to one in 2021.

Provinces and Territories	Safety Board	
	Weekly Maximum (\$)	Annual Maximum (\$)
Quebec	1,601.46	83,500
Ontario		102,800
Alberta		98,700
British Columbia		100,000
Prince Edward Island		55,300
Manitoba		127,000
New Brunswick		67,100
Nova Scotia		64,500
Nunavut		97,300
Saskatchewan		91,100
Newfoundland and Labrador		67,985
Northwest Territories		97,300
Yukon		91,930

W/C – CSST Provision (Quebec only)



Enter in **Section 2 – W/C - CSST Provision** of the **Government Tables** option.

Fields	Quebec
W/C – CSST Provision	
Rate	

Insurance Tax Rate for 2021 – (Quebec Only)



Enter in **Section 3** of the **Government Tables** option.

Fields	Quebec
Insurance Tax Rate	9.00

Labour Standards for 2021 – (Quebec Only)



Enter in **Section 4** of the **Government Tables** option.

Fields	Quebec
Max. Labour	83,500
Rate ^l	0.07

^l Represents the contribution rate for the Commission des normes du travail (CNT, now CNESST) financing

Federal Rates Tab

Summary

Co...	Description	RRQ Rate	RRQ Annual Deduction	RRQ Max	QPP/CPP Employee Factor	Employer Health Tax Rate	Weekly Max. W/C
QC	Québec-2012	0.050250	3 500.00	2 341.65	1.000000	0.027000	

Detail

Code: Description:

Provincial Rates **Federal Rates** Provincial Tax Federal Tax Additional Fields

Federal Remittance Account:

	Employer Number	Remittance Account	Employee			Employer	
			Factor/Rate	Basic Exempt.(\$)	Annual Max.(\$)	Factor/Rate	Hours
Employment Insurance	<input type="text"/>	<input type="text"/>	0.000000	0.00	0.00	0.000000	0.00
Reduced Rate	<input type="text"/>	<input type="text"/>				0.000000	<input type="text"/>
Pension Plan	<input type="text"/>	<input type="text"/>	0.000000	0.00	0.000	0.000000	

Other

Insurance Tax Rate:

TAB: US - 1192 | CONSOBEN | Federal Remittance Account

Federal Rates for 2021

Increase of the insurable remuneration maximum for employment insurance

This rate is directly managed by **maestro***. The insurable remuneration maximum for employment insurance will increase from \$54 200 to \$56 300.

To know the annual and proportional rates of your reduction premiums for 2021, consult the following link: [EI Premium Reduction Program](#)

Enhancement to the Canada Pension Plan (CPP)

Starting January 1, 2020, the contribution rate for the Canada Pension Plan (CPP) will be gradually enhanced to increase Canadians' retirement revenue. The enhancement will be carried out in two phases, over several years.

In this document, the enhanced contributions have already been added to the basic contributions. The suggested government constant update reflects the changes made to the CPP.

For more information on the CPP contribution rate enhancement, please visit the [Canada Revenue Agency website](#).



Complete the window above using the values specific to your province.

Provinces and Territories	Quebec	All Other Provinces
Employment Insurance - Factor/Rate (Employee section) Employment Insurance Contribution Rate	0.0118	0.0158
Employment Insurance - Annual Max. (\$) (Employee section) Employee Contributions Max. Yearly Amount	664.34	889.54
Employment Insurance - Factor/Rate (Employer section)	1.40	1.40
Pension Plan - Factor/Rate (Employee section)		0.0545
Pension Plan - Basic Exempt. (\$) (Employee section)		3500
Pension Plan - Annual Max. (\$) (Employee section)		3,166.45
Pension Plan - Factor/Rate (Employer section)		1.0

Provincial Tax Tab

Government Tables

File View

Summary

Co...	Description	RRQ Rate	RRQ Annual Deduction	RRQ Max	QPP/CPP Employee Factor	Employer Health Tax Rate	W/C - CSST Account
QC	Québec-2012	0.050250	3 500.00	2 341.65	1.000000	0.027000	103K

Detail

Code: _____ Description: _____

Provincial Rates | Federal Rates | **Provincial Tax** | Federal Tax | Additional Fields

Mode: Quebec **Section 1**

Basic Deduction: 0

Constant A: 0.0000 Maximum B: 0.00

Credit Rate: 0.0000

Surtax Level 1: 0 Rate: 0.000

Surtax Level 2: 0 Rate: 0.000

Maximum Credit: 0 Rate: 0.000

Poverty Fund: 0.0000

Income Tax Table

	Amount	Constant K	Rate T
1			
2			
3			
4			
5			
6			

Health Care Deduction Table

	Amount	Constant	Rate	Maximu...
1				
2				
3				
4				
5				
6				

Tax Reduction for Ontario and British Columbia

Basic Personal Amount: 0.00 Amount for eligible dependents: 0.00

Minimum Income: 0.00 Maximum Income: 0.00

Rate Adjustment: 0.0000 **Section 4**

THOMSON | 1182 À CONSERVER | For which province?

Provincial Tax for 2021

 Enter in **Section 1** of the **Government Tables** option.

Quebec

Fields	Quebec
Mode	Quebec
Basic Deduction	15,728
Constant A	0.0600
Maximum B	1205

Ontario

Fields	Ontario
Mode	Ontario
Basic Deduction	10,880
Constant A	
Maximum B	

Fields	Quebec	Fields	Ontario
Credit Rate	0.15	Credit Rate	0.0505
Surtax - Level 1		Surtax - Level 1	4874
Rate - Surtax 1		Rate - Surtax 1	0.200
Surtax - Level 2		Surtax - Level 2	6237
Rate - Surtax 2		Rate - Surtax 2	0.360

Alberta

Fields	Alberta
Mode	Alberta
Basic Deduction	19,369
Constant A	
Maximum B	
Credit Rate	0.10
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

British Columbia

Fields	British Columbia
Mode	British Columbia
Basic Deduction	11,070
Constant A	
Maximum B	
Credit Rate	0.0506
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Prince Edward Island

Fields	Prince Edward Island
Mode	Prince Edward Island
Basic Deduction	10500
Constant A	
Maximum B	
Credit Rate	0.098

Manitoba

Fields	Manitoba
Mode	Manitoba
Basic Deduction	9936
Constant A	
Maximum B	
Credit Rate	0.1080

Fields	Prince Edward Island
Surtax - Level 1	12,500
Rate - Surtax 1	0.100
Surtax - Level 2	
Rate - Surtax 2	

Fields	Manitoba
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

New Brunswick

Fields	New Brunswick
Mode	N.B.
Basic Deduction	10,564
Constant A	
Maximum B	
Credit Rate	0.0968
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Nova Scotia

Fields	Nova Scotia
Mode	N.S.
Basic Deduction	8481
Constant A	
Maximum B	
Credit Rate	0.0879
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Nunavut

Fields	Nunavut
Mode	Nunavut
Basic Deduction	16,467
Constant A	
Maximum B	
Credit Rate	0.0400

Saskatchewan

Fields	Saskatchewan
Mode	Sask.
Basic Deduction	16,225
Constant A	
Maximum B	
Credit Rate	0.1050

Fields	Nunavut
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Fields	Saskatchewan
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Newfoundland and Labrador

Fields	Newfoundland
Mode	NFLD
Basic Deduction	9536
Constant A	
Maximum B	
Credit Rate	0.0870
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Northwest Territories

Fields	Northwest Territories
Mode	N.W.T.
Basic Deduction	15,243
Constant A	
Maximum B	
Credit Rate	0.0590
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Yukon

Fields	Yukon
Mode	Yukon
Basic Deduction	13,808
Constant A	
Maximum B	
Credit Rate	0.064

Fields	Yukon
Surtax - Level 1	
Rate - Surtax 1	
Surtax - Level 2	
Rate - Surtax 2	

Nova Scotia Additional Basic Deduction Table



Starting in 2018, the basic deduction amount was increased by \$3,000 – going from \$8,481 to \$11,481. An individual whose taxable income does not exceed \$25,000 will be authorized to claim the full \$3,000 increase. Those with a taxable income over \$25,000 will see the increase reduced by 6% of their taxable income. Last, individuals whose taxable income is \$75,000 or more will not benefit from any increase.



Enter in **Section 4** of the **Government Tables** option.

Fields	Nova Scotia
Basic Personal Amount (\$)	3,000
Minimum Income (\$)	25,000
Maximum Income (\$)	75,000
Adjustment Rate	0.06

Income Tax Table



Enter in **Section 2** of the **Government Tables** option.

(Indexation of Taxable Income)

Provinces and Territories	Amount (\$)	Constant K	Rate T
Quebec	0	0	15.00
	45,105	2,255	20.00
	90,200	5,863	24.00
	109,755	7,783	25.75
Ontario	0	0	5.05
	45,142	1,851	9.15
	90,287	3,666	11.16
	150,000	5,166	12.16
	220,000	7,366	13.16
Alberta	0	0	10.00
	131,220	2,624	12.00
	157,464	4,199	13.00
	209,952	6,299	14.00
	314,928	9,448	15.00
British Columbia	0	0	5.06
	42,184	1,114	7.70
	84,369	3,476	10.50
	96,866	5,210	12.29
	117,623	8,045	14.70
	159,483	11,384	16.80
	222,420	19,623	20.50
Prince Edward Island	0	0	9.80
	31,984	1,279	13.80

Provinces and Territories	Amount (\$)	Constant K	Rate T
	63,969	3,134	16.70
Manitoba	0	0	10.80
	33,723	658	12.75
	72,885	4,047	17.40
New Brunswick	0	0	9.68
	43,834	2,253	14.82
	87,671	3,744	16.52
	142,534	5,625	17.84
	162,383	9,620	20.30
Nova Scotia	0	0	8.79
	29,590	1,823	14.95
	59,180	2,841	16.67
	93,000	3,613	17.50
	150,000	8,863	21.00
Nunavut	0	0	4.00
	46,740	1,402	7.00
	93,480	3,272	9.00
	151,978	7,071	11.50
Saskatchewan	0	0	10.50
	45,677	914	12.50
	130,506	3,524	14.50
Newfoundland and Labrador	0	0	8.70
	38,081	2,209	14.50

Provinces and Territories	Amount (\$)	Constant K	Rate T
	76,161	3,199	15.80
	135,973	5,238	17.30
	190,363	7,142	18.30
Northwest Territories	0	0	5.90
	44,396	1,199	8.60
	88,796	4,395	12.20
	144,362	7,066	14.05
Yukon	0	0	6.40
	40,020	1,275	9.00
	98,040	3,137	10.90
	151,978	6,025	12.80
	500,000	17,025	15.00

Health Care Deduction Table – (Ontario Only)

 Enter in **Section 3** of the **Government Tables** option.

Applicable Province	Amount (\$)	Constant	Rate	Maximum
Ontario	20,000	0	0.06	300
	36,000	300	0.06	450
	48,000	450	0.25	600
	72,000	600	0.25	750

Applicable Province	Amount (\$)	Constant	Rate	Maximum
	200,000	750	0.25	900

Applicable Tax Reduction Table – (Only Ontario and British Columbia)

 Enter in **Section 4** of the **Government Tables** option.

Fields	Ontario	British Columbia
Basic Personal Amount (\$)	502	481
<p><i>NOTE: The base amount is \$251, however, you will need to enter \$502 because maestro* must calculate $\\$251 \times 2$.</i></p> <p>This note only applies to Ontario.</p>		
Amount for Eligible Dependents	464	
Minimum Income		21,418
Maximum Income		34,929
Adjustment Rate		0.0356

Federal Tax Tab

Detail
Code: QUE Description: Québec

Provincial Rates | Federal Rates | Provincial Tax | **Federal Tax** | Additional Fields

Basic Deduction	13229	Basic Credit Rate	0,1500	1	Amount	Rate R	Constant K
(Calcul T1) Constant	0,1650	Constant V	0,00	2	0	0.1500	0
(Calcul V1) Surtax 1 Rate A	0,0000	Threshold B	0	3	48535	0.2050	2669
Surtax 2 Rate A	0,0000	Threshold B	0	4	97069	0.2600	8008
(Calcul V2) Constant A	0,0000			5	150473	0.2900	12522
(Calcul V3) Constant A	0,0000			6	214368	0.3300	21097
(Calcul V4) Constant A	0,0000			7			
(Calcul S) Constant A	0	Constant B	0,0000	8			
General Surtax Factor	0,000	Constant C	0,000	9			
Surtax Factor (1 A)	0,000			10			
Surtax Factor (2 A)	0,000						

Employment Credit

Rate	0,1500
Maximum	1 245,00

Basic Deduction Adjustment

Adjustment Amount	931,00	Minimum Income	150 473,00	Maximum Income	214 368,00
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Enter in **Section I** of the **Government Tables** option.

Fields	Quebec	All Provinces
Basic Deduction	13,808	13,808
Basix Credit Rate	0.1500	0.1500
(Calcul T I) Constant	0.1650	

Tax Rate and Federal Income Thresholds for 2021



Enter in **Section 2** of the **Government Tables** option.

Provinces	Amount	Rate R	Constant K
All Provinces	0	0.1500	0

Provinces	Amount	Rate R	Constant K
	49,020	0.2050	2696
	98,040	0.2600	8,088
	151,978	0.2900	12,648
	216,511	0.3300	21,308

Employment Tax Credit



Enter in **Section 3** of the **Government Tables** option.

Fields	Quebec	All Provinces
Rate	0.15	0.15
Maximum	1,257	1,257

Basic Deduction Adjustment



Enter in **Section 4** of the **Government Tables** option.

Fields	Amount
Adjustment Amount	1,387
Minimum Income	151,978
Maximum Income	216,511



Please remember that section 4 was added in 2020 with the 3.04.43.35 and 3.05.24.35 updates



Do not forget to save the data before closing the option.

For additional information or explanation concerning the required changes to be made in **maestro***, please contact Customer Support at 1-877-833-1897.