

CALCULATING THE COMMISSION DES NORMES DU TRAVAIL'S (CNT) CONTRIBUTIONS

OBJECTIVE

This document displays all the configurations needed for **maestro*** to perform the *Commission des normes du travail*¹ (CNT) contributions' calculation. Some calculation validation options are also displayed.

SUMMARY

- [Government Tables](#)
- [Configuration](#)
- [Employee Management](#)
- [Work Categories](#)
- [Trades](#)
- [Earning/Deduction Codes](#)

Government Tables

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

In the **Labour Standards** section, under the **Provincial Rates** tab, enter the needed information for the following fields:

- **Max. Labour**
- **Rate**
- **Remittance Account**

¹The Commission des normes du travail (Labour Standards Commission) is a sub-organization of the Commission des normes, de l'équité, de la santé et de la sécurité au travail, the CNESST.

How To?

Detail Code QUE Description Québec

Provincial Rates Federal Rates Provincial Tax Federal Tax Additional Fields

Employer Number [REDACTED] Provincial Remittance Account 34710

Remittance Account	Employee		Employer	
	Factor/Rate	Basic Exempt.(\$)/Annual Max.(\$)	Factor/Rate	Annual Max.(\$)
QPP	0,053250	3 500,00 / 2 737,05	1,000000	
Parental Insurance	0,005480		0,007670	548,41
Healthcare Deduction 34730			0,027000	

Other Insurance Tax Rate 9,0000
PBB Source Provincial

Safety Board Source Provincial
Remittance Account
W/C - CSST Provision Rate 6,123456
Remittance Account 34710
Provision Account 11810
Exclude Taxable Benefits
 Housing / Board / Lodging
 Travel
 Use of a Vehicle
 Low Interest Loan
 Share Purchase Option
 Other Benefits
 Health Insurance
 Other Insurance

Labour Standards Max. Labour 71 500,00
Rate 0,080
Remittance Account 34727

Maximums
Weekly 1 371,31 Annual 71 500,00

Configuration



maestro* > Time Management > Maintenance > Payroll > **Configuration**

- In the **General** group:
 - Applicable Sectors for CCQ Unions** field: Select the *Sectors 1 to 5* value.
- In the **Accounts** group:
 - Labour Standards Commission Account** field: Indicate the general ledger account where all provisions concerning the contributions to be paid to the *Commission des normes du travail du Québec* will be recorded.

How To?

Payroll

- General
- Accounts
- Print Cheques
- Direct Deposit
- Records of Employment
- T4 & T4A
- RL-1
- Government Remittances
- Wage and Tax Statement

General

Insurance explanation on Pay Stub Overtime Factor
Explanation of Pension Plan on Pay Stub Double Time Factor
Transfer to Accounting
Vacation Pay Processing
W/C - CSST Processing
Labourer Hours Management
Group Insurance Calculation
Pension Plan Calculation
Applicable Sectors for reduced rate
Applicable Sectors for CCQ Unions
Payroll Prefix
Project Premiums Group
Banked Hours Management
Do not accept negative banked hours
Maximum negative banked hours
Compile project hours using a selection of committees
Employee Form
Calculate group insurance for active employees without hours
Display Employees By:
Print Cheques By:
W/C - CSST Calculation
Advance Repayment
Employee No to Print

Detailed Payroll List

At Payroll Calculation
Category of Documents

Payroll

- General
- Accounts
- Print Cheques
- Direct Deposit
- Records of Employment
- T4 & T4A
- RL-1
- Government Remittances
- Wage and Tax Statement

Payroll - Accounts

Bank Account for Direct Deposits	10200	Bank Account for Cheques	10200
Wages Payable Account	34600		
Vacation Pay Account	34735	Vacation Pay Account - Debit	30810
Advances Account	11800		
Holiday Pay Remittance Account	20401		
Insurance Deduction Account	34740		
Labour Standards Commission Account	34727		
Additional Burden Account			
Registered Pension Plan Account	34910		
Garnishee Deduction Account	34733		

Employee Management



maestro* > Time Management > Maintenance > Payroll > **Employee Management**

Default Values section of the **Payroll Information** tab:

- **Sector** field: select the *0 - N/A* (not-applicable) value.

How To?

Identification
Number 1 Last Name Côté Alpha Code
First Name Raymond Status **Active**

Employee ID Payroll Information Other Modules Bonuses and Deductions Income Taxes Additional Fields Cumulatives History Accumulators Tra

Payroll Calculation
Salary Type Hourly Number of Hours 0,00
Hourly Rate 50,0000
Start Banking Hours After 0,00

Balances
Total Worked Hours 352,00 Sick Leave Balance 0,0
Total Days Worked 30,00 Holiday Pay Balance 0,0
Total Banked Hours 0,00

Default Values
Sector 0 - N/A
Annex Status
Region
CCQ Union 1 CSN SYND NICO
Optional Deduction No Initiation Weeks 0

Miscellaneous
Work Category 1 admin Hre
SIN 123 454 555 SSN
W/C - CSST Rate 0,000
Occupation
CCQ Customer No. -

Vacation Pay Rate
Sector 0 0,00 Sectors 1 to 5 0,00

Group Insurance
Start Date 2006-11-03 Group Insurance

	Deduction	Maximu	Tax. Benefits		Tax Ded.
			Health	Other	
Employee	0.00	0.00			
Employer	0.00	0.00	Prov./St.	0.00	0.00
			Fed.	0.00	0.00

 Use the reduced employment insurance rate

Pension Plan

	Deduction	Rate	Hourly Rate
Employee	0.00	0.00	0.000
Employer	0.00	0.00	0.000

Tax Deduction
 Provincial/State Federal
 Permanent

Garnishee
Amount 0,00 Deduct Provincial/State Federal
% Salary 0,00 Net Amount on Net Pay 0,00
Maximum Amount 0,00 Reference No.

Direct Deposit
Transit No Account



If an employee works in various sectors, only the hours in the 0 sector will be taken into consideration for the CNT contributions calculation.

Work Categories



maestro* > Time Management > Maintenance > Payroll > **Define Work Categories**

The **Subject to Labour Standards** box must be checked for the specific work category.

How To?

Define Work Categories

File View Options Tools Template

Code 905 Name Électricien Description Électrique
Prov./State QUE Committee 1

Main Fields Category Accounts Pay Stub Additional Fields

	Sector 0	Sectors 1 to 5
Statutory Holiday Pay Rate		0,0
Vacation	13,00	13,00
Vacation Pay Method	3 - Committee	3 - Committee
W/C - CSST Rate	0,00	
Additional Burden	0,00	

By default, hours are from Project

Subject to Labour Standards Electrician/PBB

To balance the complete payment of vacation pay

Project	Activity	Group
Taxable Vacation Bonus		
Non Taxable Vacation Bonus		
Overtime Calculation Code		

Ceridian Interface

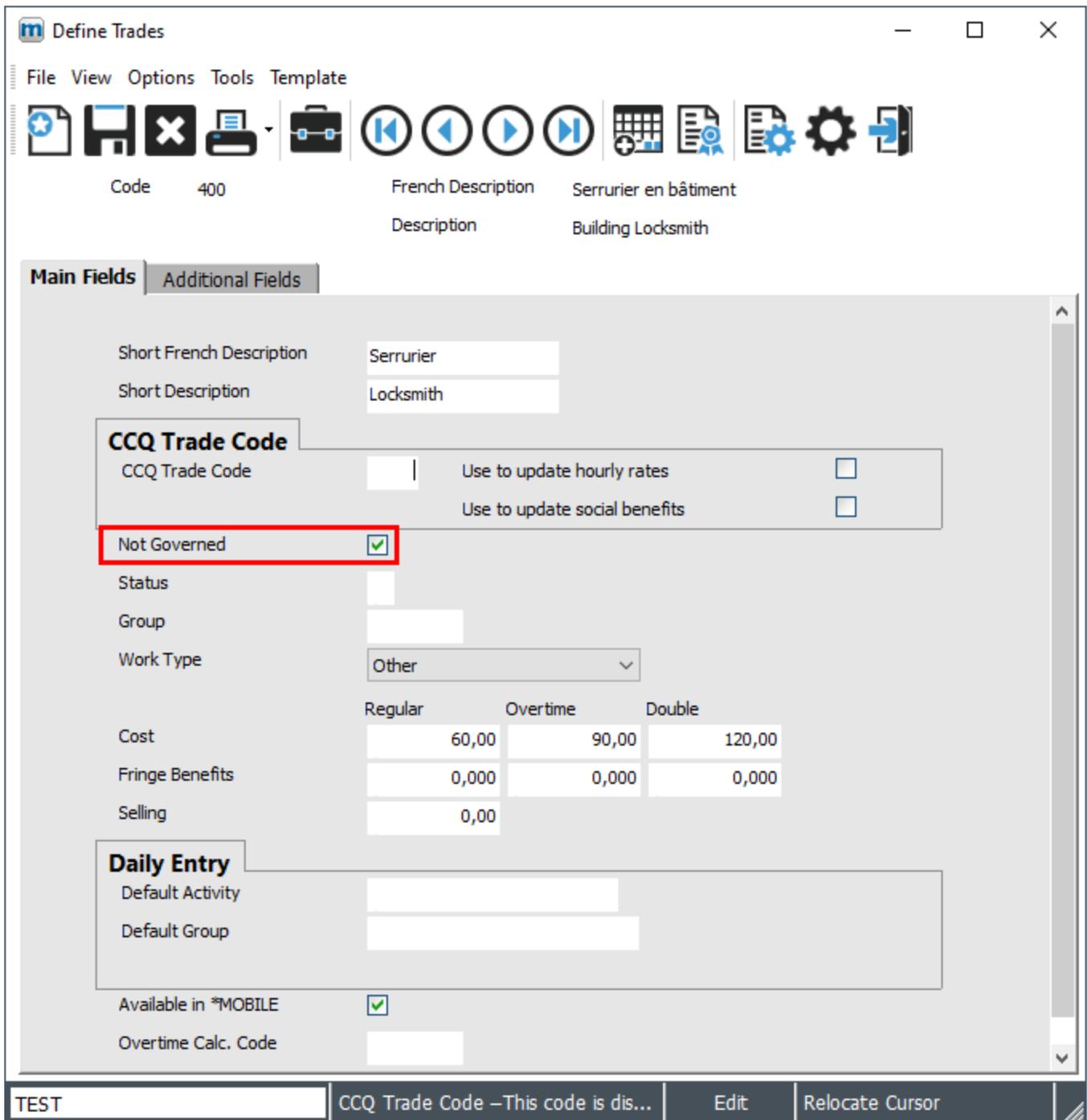
Code for Regular Time	<input type="checkbox"/>	Overtime	<input type="checkbox"/>	Double Time	<input type="checkbox"/>
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TEST Indicate the Statutory Holiday ... Edit Relocate Cursor

Trades

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

The **Not Governed** box must be checked for the specific trade.

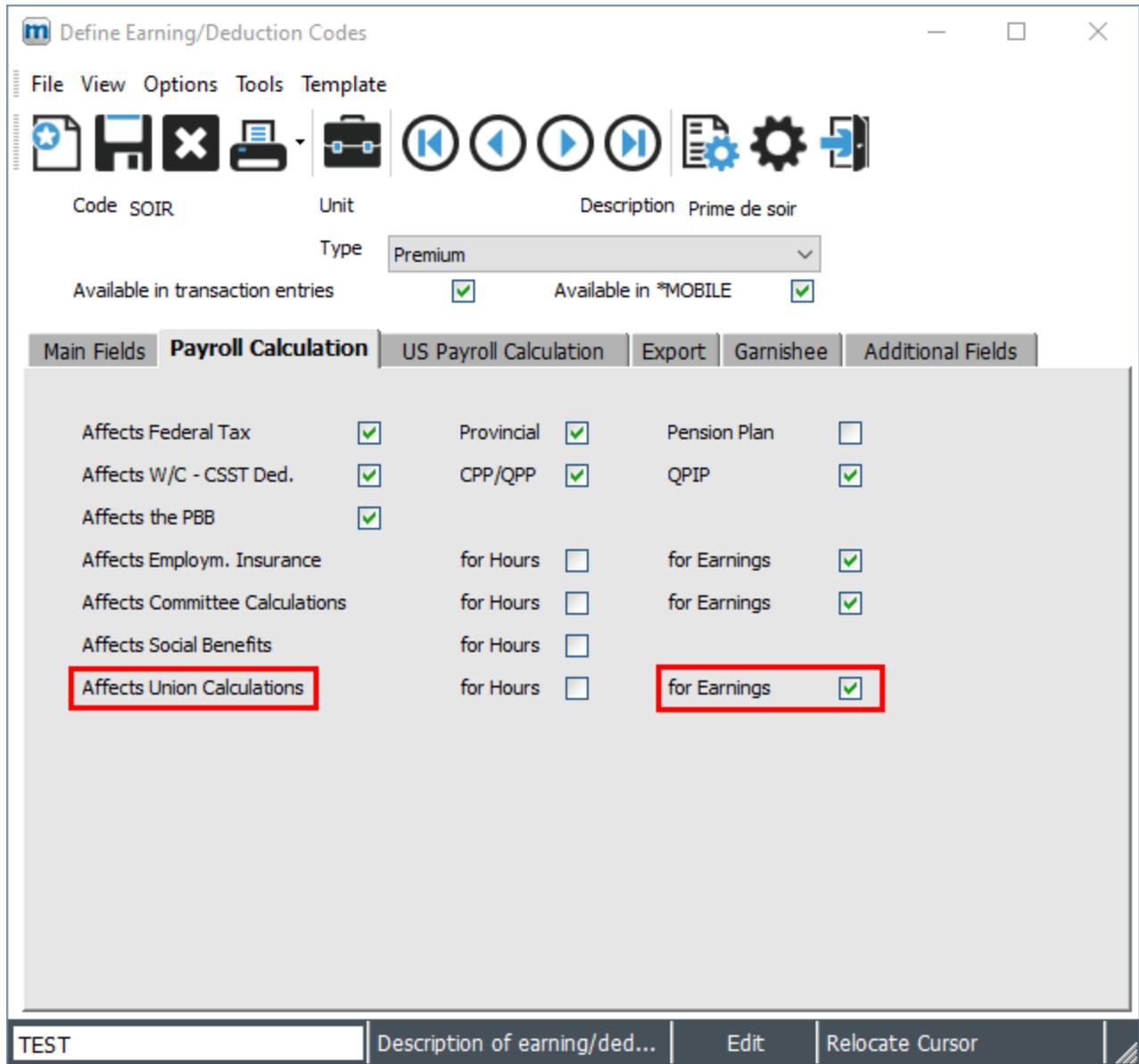


Earning/Deduction Codes

 **maestro*** > Time Management > Maintenance > Payroll > **Define Earning/Deduction Codes**

In the **Payroll Calculation** tab:

- **Affects Union Calculations** field: The **for Earnings** box must be checked.



 The CNT is calculated from the sector 0 premiums for which the **Affects Union Calculations - for Earnings** box is checked.

She can also be calculated from the **Employee Management (Income Taxes tab)** provincial taxable amenities and the group insurance provincial taxable amenities.

STEPS

CNT Calculation Validation

Maestro* offers four validation options:

How To?

- [Miscellaneous Reports](#)
 - Report 107 - Fringe Benefits Report
 - Report 302 - Detailed Cost Report
- [Print T4 and RL-1](#)
 - Validation of the CNT Contribution
 - Validation of the Detailed CNT Contribution

Miscellaneous Reports

 **maestro*** > Time Management > Payroll > Payroll > **Miscellaneous Reports**

The two reports can be produced in a weekly or cumulative fashion for all, a few, or a single employee. In any case, the CNT column is displayed and we can see the employee's CNT provision contribution.

- **Report 107 - Fringe Benefits Report**

TEST

Fringe Benefits Report (107)

For payroll transactions from beginning to end

P=PROVINCIAL F=FEDERAL C=CCQ O=OTHER																
Date	No	Name	C Fr. Ben Ts Fr Ben	C Deduct Indem.	C Hr. Cot. Sec. cot.	C Training Qualif.	C Vac. CCQ	F C.P.P. E.I.	P Q.Q.P. V.C.	P H.S.F. Q.P.I.P.	P C.N.T.	O Gr. Ins. Pension	O Vac Pag Union	O QRBHCA Holid. accrual	O Oth. accrual	Total
2005-12-30	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.25	16.75	13.55	0.32	2.33	32.27	0.00	0.00	83.89
2007-01-06	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.25	16.75	13.55	0.00	2.33	32.27	0.00	0.00	83.57
2007-01-13	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.25	16.75	13.55	0.00	2.33	32.28	0.00	0.00	83.58
2007-01-20	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.25	16.75	13.55	0.00	2.33	32.27	0.00	0.00	83.57
2007-01-27	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.25	16.75	13.55	0.00	2.33	32.27	0.00	0.00	83.57

- **Report 302 - Detailed Cost Report**

TEST

Coût de revient détaillé (302)

Pour les transactions de paie du début à la fin

P=PROVINCIAL F=FEDERAL A=AUTRES S=SALAIRE																			
Date	No	Nom	A Av. soc. Ts Av. soc.	A Prélev. Indem.	A Cot. hor. Cot. sec.	A C.S.S.T. Ass. Gr.	A Formation Qualif.	A Pension Union	A ACRGTQ Férié Prov.	A Autre Prov.	F CPP Ass. Empl.	P RRQ F.S.S.	P C.N.T.	P R.Q.A.P.	S Salaire Vacances	S Prime	Coût Total	Heures Total	Coût
2005-12-30	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.07	0.00	0.00	0.00	16.75	0.32	2.35	395.52	14.95	494.36	32.00	15.45
2007-01-06	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44
2007-01-13	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.06	32.00	15.44
2007-01-20	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44
2007-01-27	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44

TEST

Detailed Cost Report (302)

For payroll transactions from beginning to end

P=PROVINCIAL F=FEDERAL O=OTHER S=SALAIRE																			
Date	No	Name	O Fr. Ben Ts Fr Ben	O Deduct Indem.	O Hr. Cot. Sec. Cot.	O W/C Gr. Ins.	O Training Qualif.	O Pension Union	O QRBHCA Holid. accrual	O Oth. accrual	F CPP E.I.	P GQP H.S.F.	P C.N.T.	P Q.P.I.P.	S Salary Vac Pag	S Premium	Total Cost	Total Hours	Avg Cost
2005-12-30	1	Raymond Côté	0.00	0.00	0.00	0.00	0.00	8.07	0.00	0.00	0.00	16.75	0.32	2.35	395.52	14.95	494.36	32.00	15.45
2007-01-06	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44
2007-01-13	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.06	32.00	15.44
2007-01-20	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44
2007-01-27	1	Raymond Côté	0.00	0.00	0.00	2.33	0.00	8.07	0.00	0.00	8.25	16.75	0.00	2.35	395.52	14.95	494.04	32.00	15.44

Print T4 and RL-I

 **maestro*** > Time Management > Payroll > T4 and RL-I > **Print T4 RL-I**

- Print T4 and RL-I - Validation of the CNT Contribution

Displays in a cumulative fashion, per employee, the province, work category, if the employee is subject to the labour standards or not, the eligible and adjusted salary, as well as the sector salary (0 or 1 to 5).

- Print T4 and RL-I - Validation of the Detailed CNT Contribution

Displays in a weekly fashion, per employee, the province, work category, if the employee is subject to the labour standards or not, the eligible and adjusted salary, as well as the sector salary (0 or 1 to 5).

List Generator

If, during verification, we notice that a *Revenu* type premium is missing from the CNT calculation, we can use the list generator on the PCPRIMES.DON table.

 **maestro*** > Maintenance > File Maintenance > File > **List Generator**

1. Select the PCPRIMES.DON file.
2. Select the date, premium code, as well as the amounts, so as to be able to add them to the remuneration, subject to the employer summary.

SEE ALSO

- [Government Tables](#)
- [Configuration](#)
- [Employee Management](#)
- [Define Work Categories](#)
- [Define Trades](#)
- [Define Earning/Deduction Codes](#)
- [Miscellaneous Reports](#)
- [Print T4 and RL-I](#)