



2022 Year-End Checklist

Stay on top of year-end and tax season tasks using our comprehensive year-end checklist. For more detailed explanations and instructions tailored specifically for the Humi Payroll platform, refer to our [2022 Year-End Guide](#).

Step 1 | [Prepare](#)

01. Review important dates
02. Hold a year-end meeting with stakeholders (IT, HR, Finance)
03. Update Payroll Tax Remittance Frequency to avoid fines
04. Review payroll set-up to make sure Benefits, Deductions, and Income Types have been programmed accurately
05. Add any manual cheques to Payroll so they're included on the T4

Step 2 | [Review Taxable Benefits](#)

01. Ensure taxable benefits and deductions are reported each pay period when received or as enjoyed
02. Process taxable benefit/deduction adjustments (e.g. company car benefits)

Step 3 | [Balance and Reconcile](#)

01. Run the PIER Analysis Report to audit CPP and EI statutory deductions

02. Run the T4 Preview Report to verify that earnings and deductions are reporting in the correct boxes
03. Use the T4 Preview to make sure that all employees have an accurate social insurance number and email address
04. Use the Year-End Adjustment tool to correct any issues you've identified in the PIER Analysis Report, and/or T4 Preview Report
05. Remit outstanding CPP, EI, and Income Tax statutory deductions

Step 4 | [Create and File T4s](#)

01. Run your T4s in Humi
02. When reviewing T4s, make Pension Adjustments (if applicable)
03. Finalize T4s in Humi
04. Send T4s to employees
05. Download the Tax Package from Humi
06. File slips and summaries with the CRA

Step 5 | [Set-up for the new payroll year](#)

01. Review Carry-Forward balances (examples of balances that may carry-over include: vacation accruals, banked overtime, unused sick days) (if applicable)
02. Remind employees to file new TD1 for additional tax credits (if required)
03. Review employees who are set to CPP and EI exempt

Finally... | Celebrate

Phew! You did it. Go ahead and celebrate completing the year-end checklist.



Year-End Payroll Run-By Dates

It's important to review payroll run-by dates during year-end to ensure your payroll process runs smoothly. Here's a friendly reminder of the critical dates to run your payroll by to ensure your employees get paid on time during the holidays!

For additional dates and deadlines to help keep you on top of year-end and tax season tasks, refer to our [2022 Year-End Guide](#).

Dec.
18

Dec.
19

Dec.
20

Dec.
21

Dec.
22

Dec.
23

Dec.
24

Run Payroll
by 4:30 pm EST
for direct deposit on Friday
December 23, 2022.

If you require a [deadline extension](#), [submit a ticket to our support team](#).

Run Payroll
by 4:30 pm EST for
direct deposit on Friday
December 23, 2022.

No further extensions are possible for 3-day processing to ensure direct deposit on December 23.

Run Payroll
by 4:30 pm EST for
payment on Friday
December 30, 2022.

If you require a [deadline extension](#), [submit a ticket to our support team](#).

Run Payroll
by 4:30 pm EST for
direct deposit on Friday
December 30, 2022.

No further extensions are possible for 3-day processing to ensure direct deposit on December 30.

Humi's Payroll Support team will be available to assist with time-sensitive payroll inquiries until 5:00 pm EST.