

RSA BUSINESS SOLUTIONS 5.5

DOWNLOAD PAYROLL UPDATE

IN ORDER TO COMPLETE THIS UPDATE YOU MUST DOWNLOAD THE NEW TAX TABLES PAY2007.DDL FROM OUR WEBSITE.

Please visit <http://www.rsasoftware.com/updates.html>

You can install the PAY2007.DLL by doing the following.

- You must download the file (PAY2007.DLL) Click on the link and when prompted click on SAVE, then locate the folder where your RSA program resides and click on SAVE again to download the file. Click on CLOSE once the download is completed.
- Open Windows Explorer and navigate to the folder of your RSA application.
- In this folder there is an existing payroll file PAYROLL.DLL, rename this file to PAY2006.DLL (Right click on the file PAYROLL.DLL with your mouse and select rename and enter new name PAY2006. You may or may not be able to see or change the extension .DLL)
- We now need to rename the new payroll file PAY2007.DLL to PAYROLL.DLL (Right click on the file PAY2007.DLL with your mouse and select rename and enter new name PAYROLL. You may or may not be able to see or change the extension .DLL)

PAYROLL CHANGES FOR JANUARY 2007

Start RSA and complete the following:

The following changes must be done from the WAGES module

- select **WAGES**
- select **Deductions** (press enter)
- locate the deduction code for **CPP/QPP**
- press **ENTER** to modify and change the following information.

	old value	new value
Dollar % :	4.950000	4.9500000
Maximum \$:	2100.00	43700.00
Maximum Yr :	1910.70	1989.90
Exemption :	3500.00	3500.00

- locate the deduction code for **FEDTAX**
- press **ENTER** to modify and change the following information.

	old value	new value
Program :	PRFED0607	PRFED0701

USE THIS EI SETTING FOR ALL PROVINCES EXCEPT QUEBEC

- locate the deduction code for **EI (employment insurance)**
- press **ENTER** to modify and change the following information.

	old value	new value
Dollar % :	1.870000	1.80
Maximum \$:	39000.00	40000.00
Maximum Yr :	729.30	720.00

USE THESE SETTING FOR QUEBEC

- locate the deduction code for **EI (employment insurance)**
- press **ENTER** to modify and change the following information.

	old value	new value
Dollar % :	1.530000	1.46
Maximum \$:	39000.00	40000.00
Maximum Yr :	596.70	584.00

- locate the deduction code for **QPIP (Quebec Parental Insurance Program)**
- press **ENTER** to modify and change the following information.

	old value	new value
Dollar % :	0.416%	0.416
Maximum \$:	57000.00	59000.00
Maximum Yr :	237.12	245.44

- locate the deduction code for **QUETAX**
- press **ENTER** to modify and change the following information.

	old value	new value
Program :	PRQUE0601	PRQUE0701

TO BEGIN THE NEW YEAR

- Set the **PAY PERIOD** to 2007-01
- from the **UTILITIES** main menu
- select **System Setup** (press enter)
- press the **F8** key for the (show only groups)
- choose **WAGES** and press enter

- select the pay period(s) to be reset and press **ENTER** to modify the value.
- Weekly, Bi-weekly, Semi-monthly, Monthly.
- Enter **2007-01** as the beginning period value.