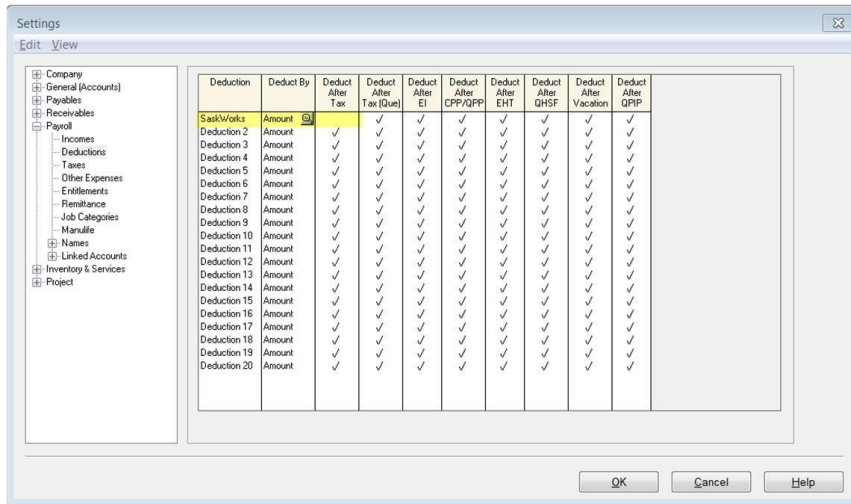


Sage 50 - Setting up payroll deductions for SaskWorks Venture Fund

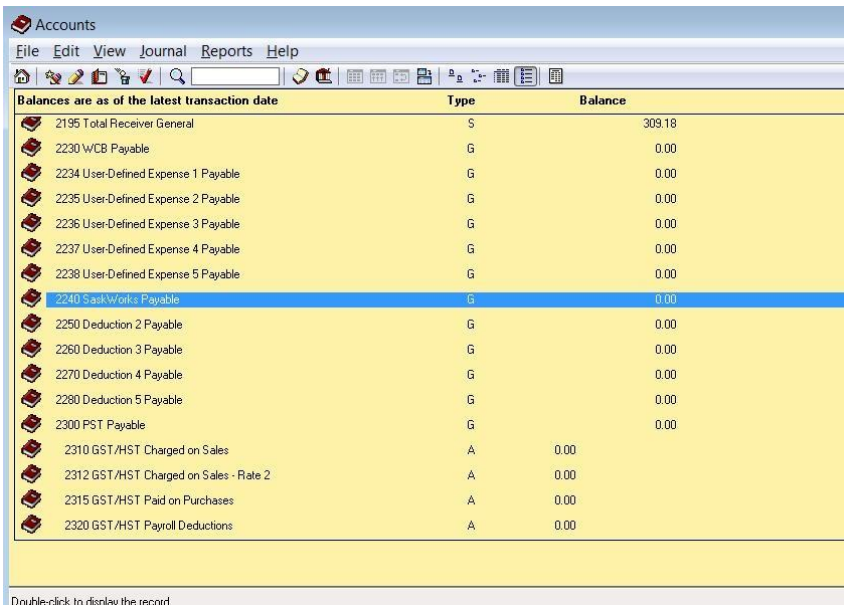
1. In your main menu bar go to Setup > Settings > Payroll > deductions.

a. Rename deduction 1 to "SaskWorks". Untick "deduct after tax".

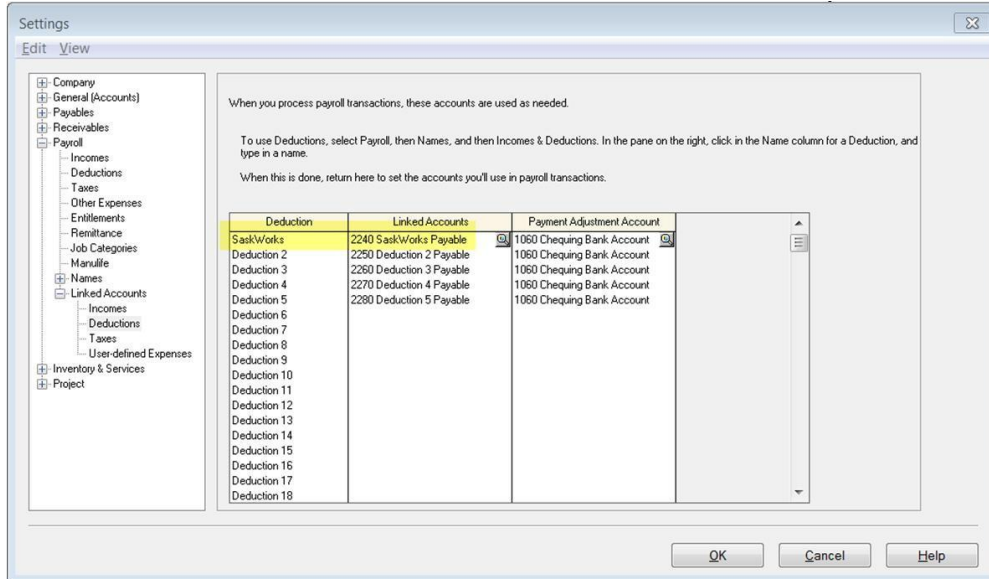


2. Go to the Chart of Accounts.

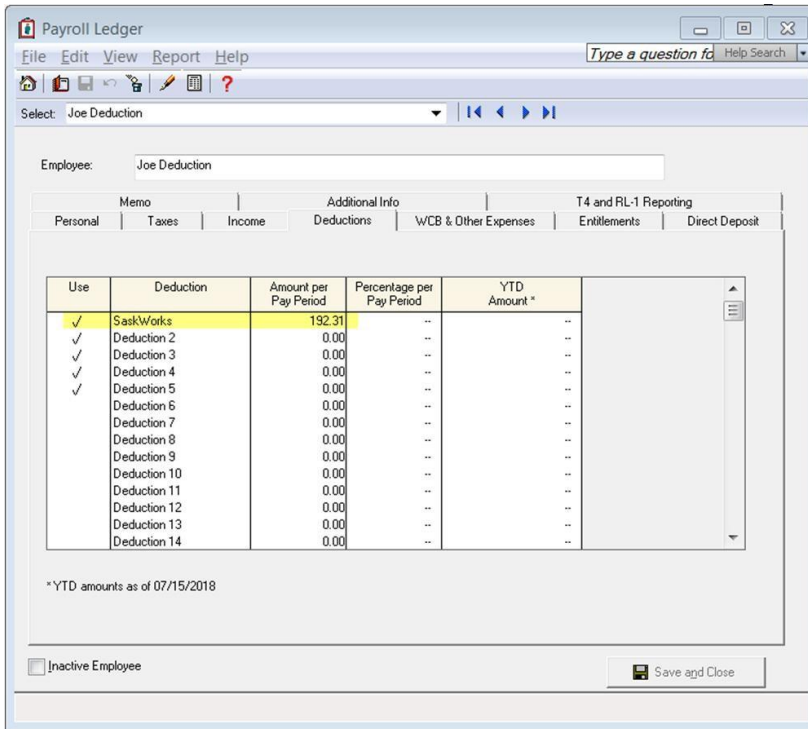
a. Rename (or create) account #2240 Deduction 1 payable to SaskWorks payable.



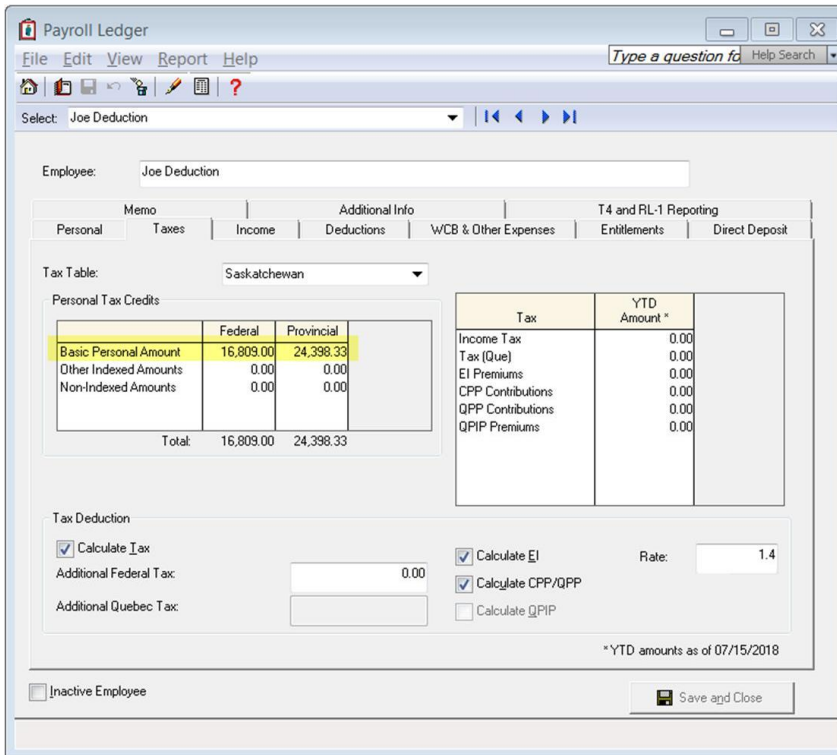
- b. If you had to create the account, go back to Setup > Settings > Payroll > Linked Accounts and ensure the SaskWorks deduction is linked to your 2240 SaskWorks payable.



- 3. Go to the payroll module and set up the deduction for each applicable employee.
 - a. Go to the Deduction tab and enter the amount per pay period.



- b. Click the Taxes tab to update the Federal and Provincial TD1 amounts for the revised exemption calculated on the spreadsheet from SaskWorks. This will ensure the proper amount of taxes are deducted.



The screenshot shows the 'Payroll Ledger' window for 'Joe Deduction'. The 'Taxes' tab is selected. The 'Tax Table' is set to 'Saskatchewan'. The 'Personal Tax Credits' table shows:

	Federal	Provincial
Basic Personal Amount	16,809.00	24,398.33
Other Indexed Amounts	0.00	0.00
Non-Indexed Amounts	0.00	0.00
Total	16,809.00	24,398.33

The 'Tax' table shows YTD amounts for various taxes:

Tax	YTD Amount *
Income Tax	0.00
Tax (Que)	0.00
EI Premiums	0.00
CPP Contributions	0.00
QPP Contributions	0.00
QPIP Premiums	0.00

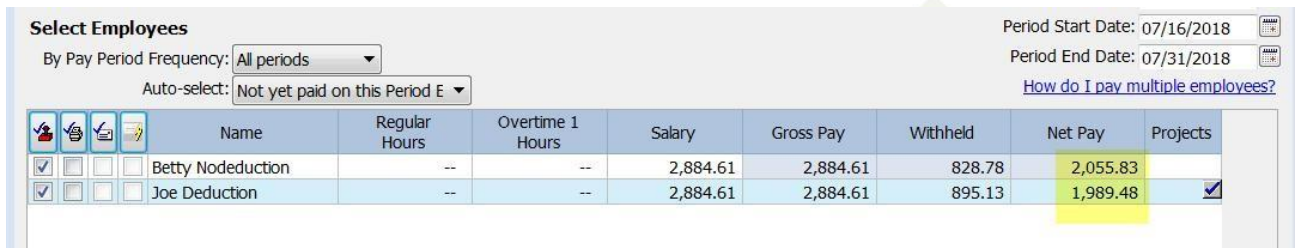
Under 'Tax Deduction', the following options are checked:

- Calculate Tax
- Calculate EI
- Calculate CPP/QPP

Additional Federal Tax: 0.00
 Additional Quebec Tax: [Empty field]
 Rate: 1.4

*YTD amounts as of 07/15/2018

- c. Based on a bi-weekly investment, you should only see a \$66.35 decrease in the employee net cheque.



The 'Select Employees' window shows the following data:

By Pay Period Frequency: All periods
 Auto-select: Not yet paid on this Period E
 Period Start Date: 07/16/2018
 Period End Date: 07/31/2018

Name	Regular Hours	Overtime 1 Hours	Salary	Gross Pay	Withheld	Net Pay	Projects
Betty Nodeduction	--	--	2,884.61	2,884.61	828.78	2,055.83	
Joe Deduction	--	--	2,884.61	2,884.61	895.13	1,989.48	<input checked="" type="checkbox"/>