



NUBIS

Online payroll for SMB

Nubis Start-up Reference Guide

Version 2.0
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Nubis Start-up Reference Guide

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1. Introduction to Nubis

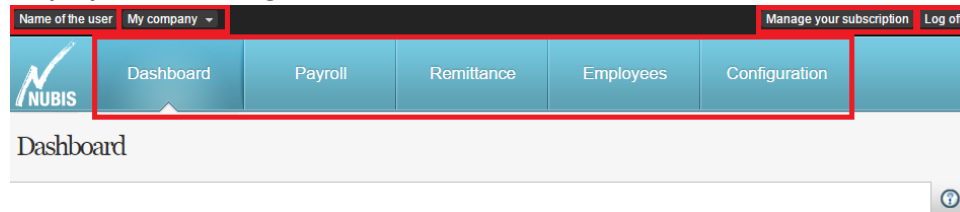
Nubis Online Payroll allows you to process your payroll professionally and efficiently, and at an affordable price.

As a Member of the Canadian Payroll Association, our goal is for you to easily process your payroll and obtain precise results.

Once you have entered the necessary information about your company, such as **Company Info, Payroll Items and Employees**, you will be able to process your first payroll. [Click here](#) to view our demonstration video on the payroll process.

Menus

The screens and reports inside Nubis are grouped into 5 sections, **Dashboard**, **Payroll**, **Remittance**, **Employees** and **Configuration**.



You're almost done! But before you can get started...

Some information needs to be setup. Below, is the list of required configuration that you'll need to generate a payroll and it seems you're missing 2 of them. Note that we've already added some default payroll items for you, you might want to review them and/or add your own.

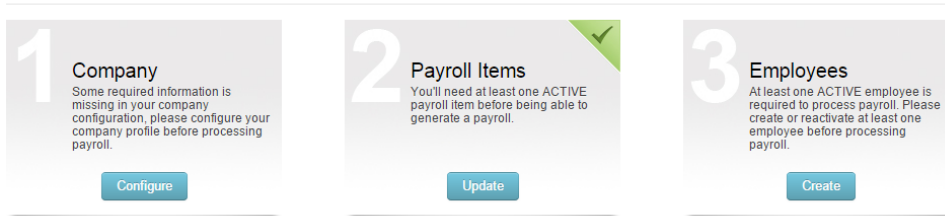


Figure 1- Menus

In the top portion of the menu, you will find, from left to right:

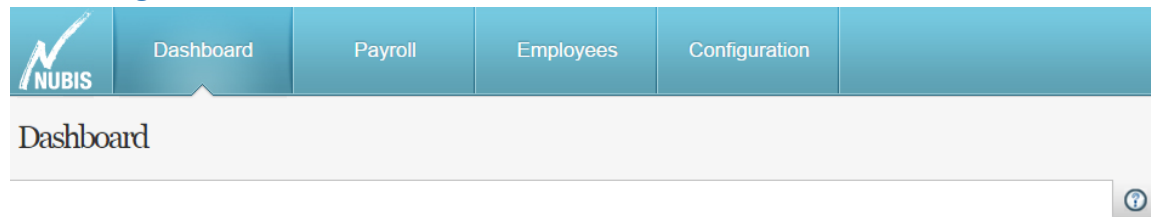
- **Username**
by clicking on your username, you will gain access to the "[My Account](#)" page, allowing you to modify your account information, such as your username and password.
- **Company Name**
*By clicking on the company name, you can **create a new company** or **switch to another company** if your account is linked to multiple companies.*
- **Manage your subscription**
*By clicking on **Manage your subscription**, you will access the "[Subscription Plan](#)" page allowing you to subscribe or change your current subscription.*
- **Log Off**
By clicking on this link, you will be logged off securely from Nubis.

Hereby are the menu elements in normal reading order, which will be covered in this document:

- **Dashboard**
This screen is divided in 2 sections.
 - *On the left, you will find links to commonly used items for quick access*
 - *On the right, a list of the most recent activity in your company*
- **Payroll**
This section regroups everything related to the payroll process
- **[Remittance](#)**
This section regroups everything related to government entities and reports.
- **Employees**
This section allows you to edit all your employees and everything employee related.
- **[Configuration](#)**
This sections regroups all of your company information for payroll processing.

2. Start Configuration

2.1 Configuration Assistant



You're almost done! But before you can get started...

Some information needs to be setup. Below, is the list of required configuration that you'll need to generate a payroll and it seems you're missing 2 of them. Note that we've already added some default payroll items for you, you might want to review them and/or add your own.

1
Company

Some required information is missing in your company configuration, please configure your company profile before processing payroll.

Configure

2
Payroll Items

You'll need at least one ACTIVE payroll item before being able to generate a payroll.

Update

3
Employees

At least one ACTIVE employee is required to process payroll. Please create or reactivate at least one employee before processing payroll.

Create

Figure 2.1- Configuration Assistant

Even though Nubis was conceived to facilitate payroll processing, our payroll software requires a minimum number of information to be able to proceed. This is why when you login to your company for the first time, you will see this Configuration Assistant. Please note that all other screens and menus will be disabled until these steps are complete. Click [here](#) to see the introduction video.



Remember that Nubis Innovations offers free customer service by phone and email. For any questions, [contact us](#).

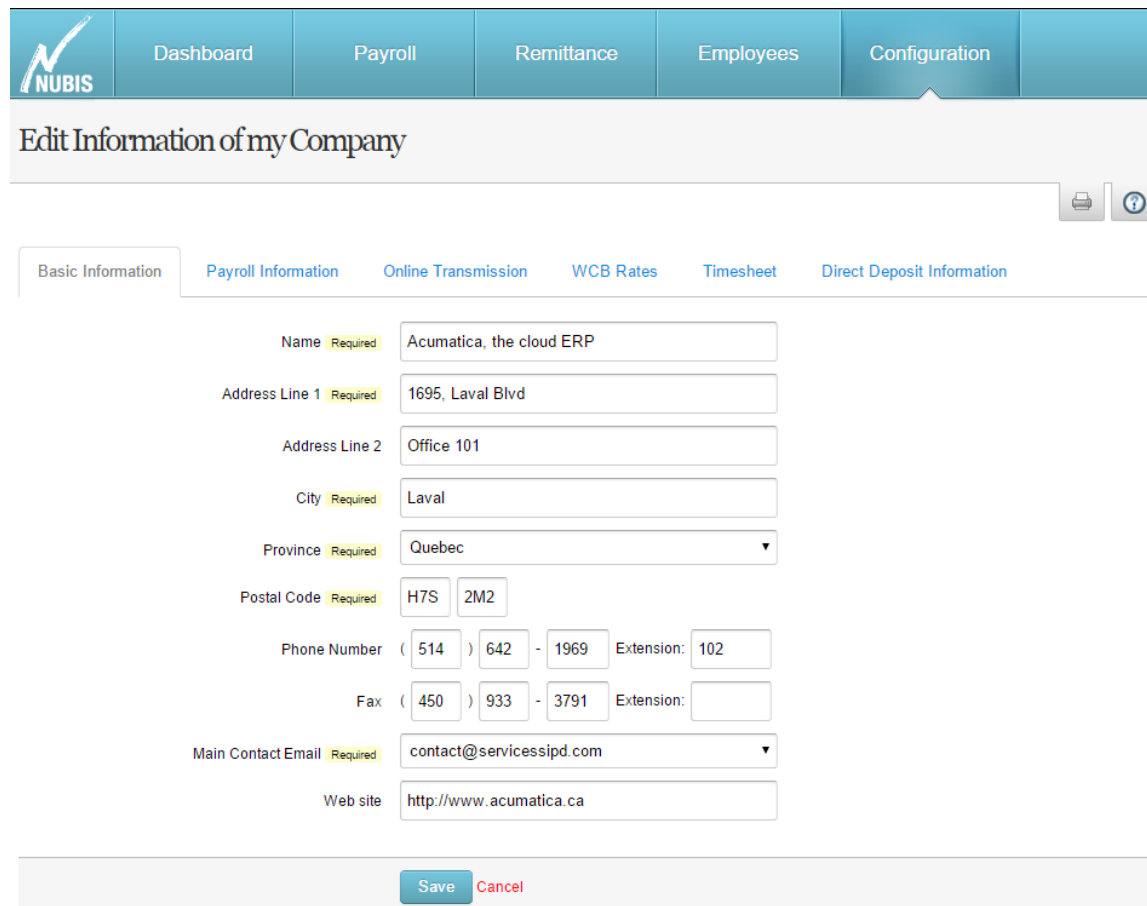
On your first login, you will notice that the second step is already checked green. This is because we have already preconfigured some standard payroll items for you to use right away. If you need to configure more, we will review it later on in this guide.

2.2 Company Information

You can access it at any time by clicking on « Modify information of my company » to complete your company information. (Configuration > My Company > Modify information of my Company).

This page contains 6 tabs:

1. Basic Information; which contains your company name, address, phone number and main contact.




The screenshot shows the 'Edit Information of my Company' page in the NUBIS system. The 'Configuration' tab is selected in the top navigation bar. Below the title bar, there are six tabs: 'Basic Information', 'Payroll Information', 'Online Transmission', 'WCB Rates', 'Timesheet', and 'Direct Deposit Information'. The 'Basic Information' tab is active, displaying a form with the following fields:

- Name** (Required): Acumatica, the cloud ERP
- Address Line 1** (Required): 1695, Laval Blvd
- Address Line 2**: Office 101
- City** (Required): Laval
- Province** (Required): Quebec
- Postal Code** (Required): H7S 2M2
- Phone Number**: (514) 642 - 1969 Extension: 102
- Fax**: (450) 933 - 3791 Extension:
- Main Contact Email** (Required): contact@servicessipd.com
- Web site**: http://www.acumatica.ca



At the bottom of the form, there are two buttons: 'Save' (highlighted in blue) and 'Cancel' (in red).

Figure 2.2.1- Basic Information



Dashboard
Payroll
Remittance
Employees
Configuration


Edit Information of my Company

Basic Information
Payroll Information
Online Transmission
WCB Rates
Timesheet
Direct Deposit Information

Default Company Pay Period Required 26 Periods (Bi-Weekly) ▼

Default Vacation Rate Required 4 %

Vacation Reference Date Required 04 - 30 

Check Format Required

0011	0011	0011
123456789 123456789 0011		
0011	0011	0011
	123456789 123456789 0011	
0011	0011	0011
		123456789 123456789 0011

Federal Remittance Frequency 12 Periods (Monthly) ▼

Provincial Remittance Frequency 12 Periods (Monthly) ▼

Federal Business Number

Provincial Business Number

Is a Government Agency ☐

Estimated Payroll Required \$ 70000

Activate the project function ☒

Activate the department function ☒

Save
Cancel

Figure 2.2.2- Payroll Information

2. Payroll information. This tab allows you to configure the following items :
 - a. Default pay period; which is the frequency at which you pay your employees by default. This will be the default pay period for all employee creations. For best practices, it is recommended to prepare a payroll calendar for the year so you know how much pay period you will have during the year.
 - b. Default vacation rate; which is the company default vacation rate for all employees. Usually 4%, which equals to 2 weeks of vacations per year.

- c. Vacation Reference Date; which is the date and month on which your vacation year will be based on. Everything that has been accumulated before this reference date will become vacations that an employee can take in the following year.
- d. Check format; which is a choice of 3 different format. These formats are preconfigured to be compatible with check printer on 8½" x 11". The blue section is the actual check, while the 2 other parts are the paystub.
- e. Federal/Provincial Remittance Frequency; which is the frequency at which you pay out your government remittance.
- f. Federal Business Number; which is the business number given to you when you register your business with the Canadian Government. This number is composed of 9 numbers, followed by RP, followed by 4 other numbers, usually 0001 if this is your first business. You will need to enter the 15 characters without spaces, like : « 123456789RP0001 »
- g. Provincial Business Number; which is the business number given to you when you register your business with your provincial government. Usually 10 numbers.
- h. Is a Government Agency; which if your business is part of a government agency, will need to be checked.
- i. Estimated Payroll; which is the estimated amount in dollars of all of your gross salaries in the last year or year to come. This will influence some of the calculations when it's over 1 million dollars.
- j. Activate the project or department function; which is used to activate advanced functions should you need them. Allows you to separate working hours by projects/department.

3. Online Transmission: This tab allows you to configure all types of online transmission for your payroll system.
 - a. For T4 documents, the information entered will allow Nubis to generate a file to be downloaded and then transmitted through the Canadian Government website.
 - b. For Quebec-based businesses, these information will be used to directly transmit your R1 documents to the Government without downloading a file. You can also download a file should the need for it arise.

NUBIS | Dashboard | Payroll | Remittance | Employees | **Configuration**

Edit Information of my Company

Basic Information | Payroll Information | **Online Transmission** | WCB Rates | Timesheet | Direct Deposit Information

SSN of owner #1

SSN of owner #2

T4 Transmitter Number

RPP/DPSP Registration Number

Préparateur Number Relevé 1

Revenu Quebec Identification Number


Revenu Quebec File Number

Revenu Quebec First Attributed Number

Save **Cancel**



Figure 2.2.3- Online Transmission

4. WCB Rates: This tab allows you to enter the rate for the Worker's Compensation Board for your province. The name changes based on the province where you are residing: CSST/CAT/WCB/WSBV/WSNB/WHSCC/WSCC/CSPAAT. You will need to contact your local office to get the rate for your business and enter it in the appropriate field.



Dashboard
Payroll
Remittance
Employees
Configuration

Edit Information of my Company

Basic Information
Payroll Information
Online Transmission
WCB Rates
Timesheet
Direct Deposit Information

Alberta - WCB Rate	Required	<input type="text" value="0"/>	%
British Columbia - WorkSafeBC Rate	Required	<input type="text" value="0"/>	%
Manitoba - WCB Rate	Required	<input type="text" value="0"/>	%
New Brunswick - WorkSafeNB Rate	Required	<input type="text" value="0"/>	%
Newfoundland - WHSCC Rate	Required	<input type="text" value="0"/>	%
NWT and Nunavut - WSCC Rate	Required	<input type="text" value="0"/>	%
Nova Scotia - WCB Rate	Required	<input type="text" value="0"/>	%
Ontario - WSIB Rate	Required	<input type="text" value="0"/>	%
Prince Edward Island - WCB Rate	Required	<input type="text" value="0"/>	%
Quebec - CSST Rate	Required	<input type="text" value="1.5"/>	%
Saskatchewan - WCB Rate	Required	<input type="text" value="0"/>	%
Yukon - WCB Rate	Required	<input type="text" value="0"/>	%

Save
Cancel

Figure 2.2.4- WCB Rates

5. Timesheets: This tab allows you to configure timesheet rules for you company. If you wish to use this advanced feature, please contact one of our customer service representative due to the complicated nature of this module.

NUBIS | Dashboard | Payroll | Remittance | Employees | **Configuration**

Edit Information of my Company

Basic Information | Payroll Information | Online Transmission | WCB Rates | **Timesheet** | Direct Deposit Information

Activate the timesheet function ☒

Minimum Hours by Week for Stage A H

Minimum Hours by Day for Stage A H

Rate of Stage A

Option of Stage A

Minimum Hours by Week for Stage B H

Minimum Hours by Day for Stage B H

Rate of Stage B

Option of Stage B

Minimum Hours by Week for Stage C H

Minimum Hours by Day for Stage C H

Rate of Stage C

Option of Stage C

Save Cancel

Figure 2.2.5- Timesheet

6. Direct Deposit Information: This tab allows you to enter your banking information in the event where you want to use the direct deposit function. This information is usually composed of 10 characters. If you are newly activated for direct deposit, the “Next Direct Deposit Number” will be 1.

The screenshot shows the 'Edit Information of my Company' page in the NUBIS system. The 'Configuration' tab is selected, and the 'Direct Deposit Information' sub-tab is active. The form contains the following fields and values:

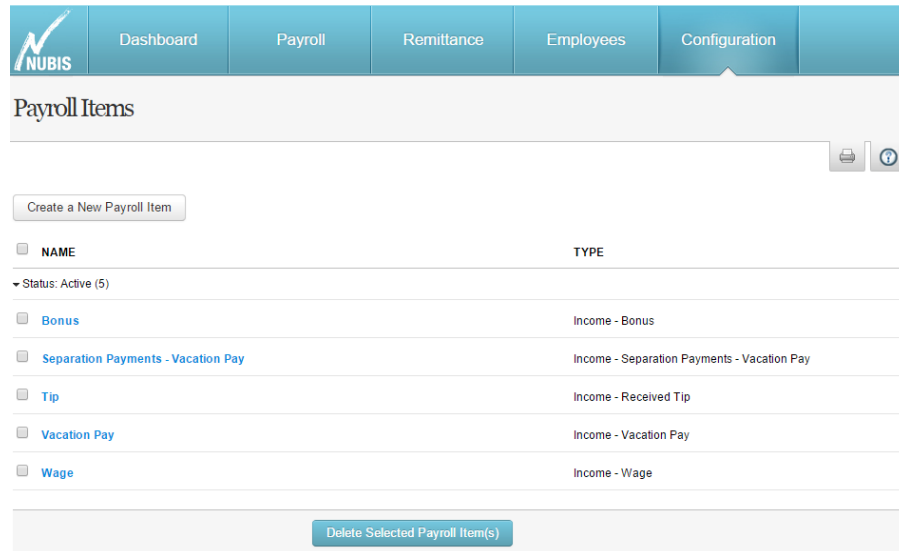
- Financial Institution:** Federation des Caisses Desjardins (Montreal) -
- Originator Number:** 000
- MICR Line:** A line of magnetic ink character recognition numbers. It is divided into three color-coded sections:
 - Transit (Red box):** 08 38 38 3
 - Institution (Blue box):** 08 38 39
 - Account Number (Green box):** 08 33 08 33 08 33
- Transit Number:** 00000
- Institution Number:** 000
- Account Number:** 0000000
- Next Direct Deposit Number:** 2 (marked as Required)

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Figure 2.2.6- Direct Deposit Information

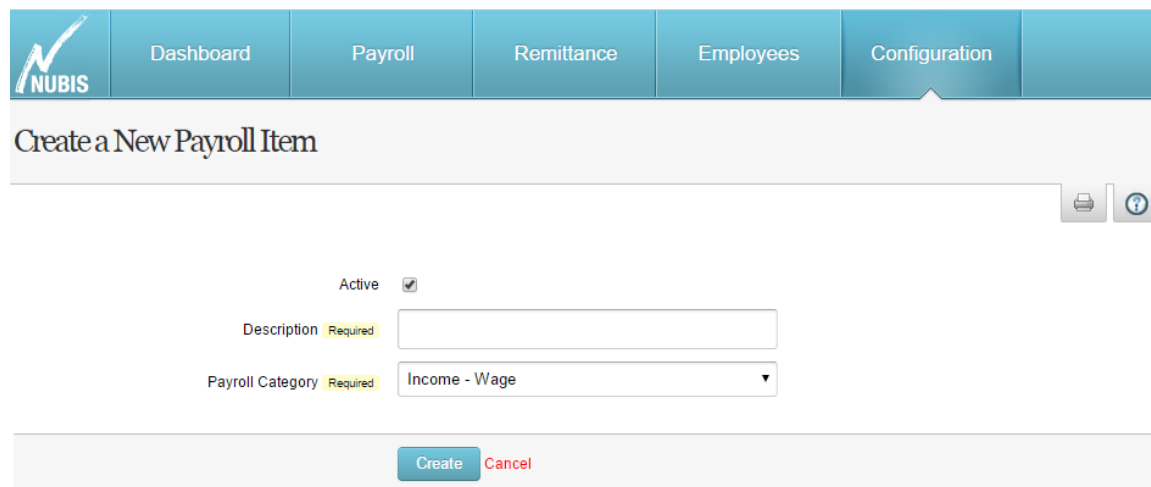
2.3 Payroll Items

Payroll items are composed of three different primary types; Income, Deduction and Benefits, as well as a fourth, Accumulator, which are defined on your employee paystubs. You can create as much as you want by clicking on “Payroll Items” (Configuration > Payroll Items).



NAME	TYPE
▼ Status: Active (5)	
Bonus	Income - Bonus
Separation Payments - Vacation Pay	Income - Separation Payments - Vacation Pay
Tip	Income - Received Tip
Vacation Pay	Income - Vacation Pay
Wage	Income - Wage

Figure 2.3.1- Payroll Items



Active ☒

Description Required

Payroll Category Required Income - Wage ▼

Create Cancel

Figure 2.3.2- Create a new payroll item

2.4 Employee Information

To create a new employee or to modify an existing one, you need to click on Employee on the top menu. Then all you need to do is click on the “Create a new employee” button at the top, or click on an existing employee to edit them.

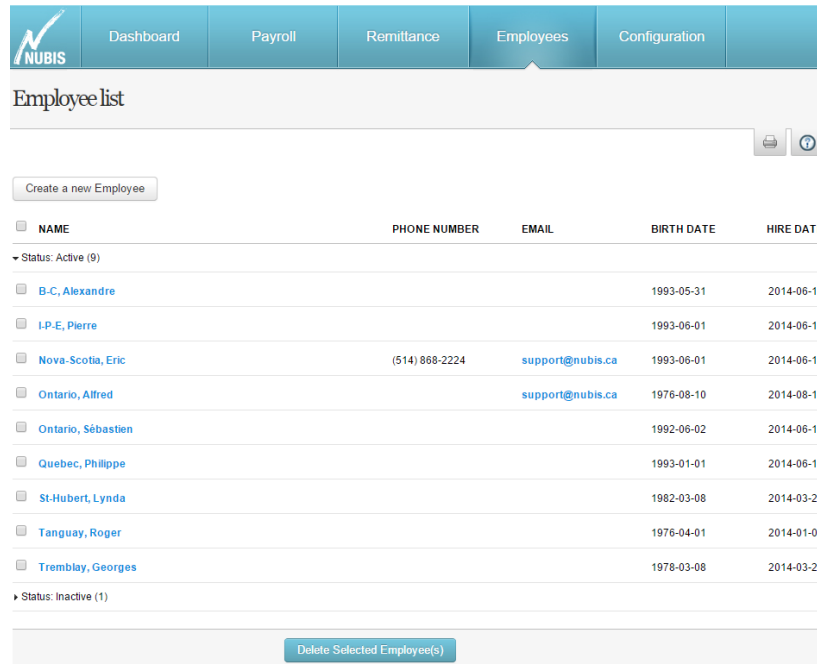


Figure 2.4- Employee list

Once you have reached the employee configuration page, you will need to save **only when all the tabs have been filled out.**

This screen has 8 tabs:

1. Basic tab: is used to indicate all the employee personal and contact information. The “Active” button allows you to put an employee active/inactive in case an employee is laid off. If the employee is inactive, he will not show up in the list of active employees when you process your payroll.

The screenshot shows the 'Editing Employee Georges Tremblay' form in the NUBIS system. The top navigation bar includes tabs for Dashboard, Payroll, Remittance, Employees (selected), and Configuration. Below the title bar, there are icons for printing and help. The form has a sub-navigation bar with tabs: Basic (selected), Payroll, Timesheet, Exemptions, Federal Tax Settings, Provincial Tax Settings, Direct Deposit, and Notepad. The 'Basic' tab contains the following fields:

- Active:** A checkbox that is checked.
- Employee's code:** An empty text field.
- First Name:** A text field containing 'Georges'.
- Middle Name:** An empty text field.
- Last Name:** A text field containing 'Tremblay'.
- Address Line 1:** An empty text field.
- Address Line 2:** An empty text field.
- City:** An empty text field.
- Province:** A dropdown menu with 'Quebec' selected.
- Postal Code:** Two empty text fields.
- Country:** A text field containing 'Canada'.
- Email:** An empty text field.
- Phone Number:** A form with fields for area code, number, and extension.
- Date of Birth:** A form with fields for year (1978), month (10), and day (01).
- Language:** A dropdown menu with 'English' selected.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Figure 2.4.1- Basic

2. Payroll tab: This tab indicates the employee payroll information. Most information in this tab will be required.
 - a. Employee Vacation Rate (default is the same as company)
 - b. Job Title
 - c. Social Insurance Number (required for T4 and R1 slips, as well as accessing their paystubs online)
 - d. Province of Employment (where the employee physically works, not resides)
 - e. Default pay period (the frequency at which you pay your employee. This can differ from the company's default pay periods)
 - f. Hiring Date (required)
 - g. Last Hiring Date (indicates the last rehire date if an employee left and came back, or if they are seasonal employees)
 - h. Hours per week (number of default hours in a work week for the employee)
 - i. Hourly Rate and Annual Salary (enter one and the other will calculate automatically based on the previous "Hours Per Week" field)

The screenshot displays the NUBIS software interface for editing employee information. The top navigation bar includes tabs for Dashboard, Payroll, Remittance, Employees (selected), and Configuration. Below this, the title 'Editing Employee Georges Tremblay' is shown. The 'Payroll' sub-tab is active, displaying various fields for employee information. The 'Use Default Vacation Rate (4.00 %)' checkbox is unchecked, and the 'Vacation Rate' is set to 6%. The 'Can have multiple Job Titles' checkbox is checked. The 'Job Title' field is set to '<Select Job Title>' with a link to 'Add new Job Title'. The 'Default Department' is set to '<Select Department>' with a link to 'Add new Department'. The 'Default Project' is set to '<Select Project>' with a link to 'Add new Project'. The 'SIN' field contains '000000000'. The 'Province of Employment' is set to 'Quebec'. The 'Number of Pay Periods' is set to 'Default Company Pay Period (26 Periods (Bi-W))'. The 'Hire Date' is set to '2014 - 07 - 02'. The 'Last Hire Date' and 'Last Termination Date' fields are empty. The 'Hours by Week' is set to '40.00'. The 'Hourly Rate' is set to '\$ 15.0000'. The 'Annual Salary' is set to '\$ 31200'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 2.4.2- Employee Payroll

3. Timesheet tab; allows you to define the employee timesheet rule. By Default, this is the same as the company rules.

The screenshot shows the 'Editing Employee Georges Tremblay' page with the 'Timesheet' tab selected. The page has a top navigation bar with 'NUBIS' logo and tabs: Dashboard, Payroll, Remittance, Employees (active), and Configuration. Below the title bar, there are sub-tabs: Basic, Payroll, Timesheet (active), Exemptions, Federal Tax Settings, Provincial Tax Settings, Direct Deposit, and Notepad. The main content area contains a 'Use Default Overtime Rules' checkbox (unchecked) and three sets of input fields for Stage A, Stage B, and Stage C. Each stage has fields for 'Minimum Hours by Week', 'Minimum Hours by Day', 'Rate', and 'Option'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 2.4.3- Timesheet

4. Exemptions tab: used to indicate whether your employee is exempt of certain federal taxes or benefits.

The screenshot shows the 'Editing Employee Georges Tremblay' page with the 'Exemptions' tab selected. The page has the same top navigation bar as Figure 2.4.3. The sub-tabs are: Basic, Payroll, Timesheet, Exemptions (active), Federal Tax Settings, Provincial Tax Settings, Direct Deposit, and Notepad. The main content area contains a list of tax and benefit categories with checkboxes: Federal Tax, Provincial Tax, CPP/QPP, OPIP, EI, WCB/CSST, and FSS. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 2.4.4- Exemptions

5. Federal Tax Settings tab: allows you to customize your employee Federal Tax Imposition level as well as other exemption they might require.

The screenshot shows the NUBIS software interface for editing employee settings. The top navigation bar includes tabs for Dashboard, Payroll, Remittance, Employees, and Configuration. Below this, a header indicates 'Editing Employee Georges Tremblay'. A secondary navigation bar contains tabs for Basic, Payroll, Timesheet, Exemptions, Federal Tax Settings (which is highlighted), Provincial Tax Settings, Direct Deposit, and Notepad. The main content area is titled 'TD1 Form-Personal Tax Credits Return' and contains several input fields: 'Claim Amount' with a dropdown menu showing 'Claim Code 1 (Basic Claim - \$11 138.00)', 'Additional tax to be deducted' with a value of \$ 0.00, 'Deduction for living in a prescribed zone' with a value of \$ 0.00, 'T1213 Form-Request to Reduce Tax Deductions at Source' with 'Annual Deductions' at \$ 0.00 and 'Other federal tax credits' at \$ 0.00, and 'TD1X Form-Statement of Commission Income and Expenses' with 'Estimated Commission Income' at \$ 0.00 and 'Estimated Commission Expenses' at \$ 0.00. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 2.4.5- Federal Tax Settings

6. Provincial Tax Settings: allows you to customize your employee Provincial Tax Imposition level as well as other exemption they might require. This also allows you to set the WCB level for the employee, facilitating the annual report.

Editing Employee Georges Tremblay

Basic Payroll Timesheet Exemptions Federal Tax Settings **Provincial Tax Settings** Direct Deposit Notepad

TP1015.3 Form-Source Deductions Return

Deduction Code Claim Code A (Basic Claim - \$11 305.00)

Additional Amount of Income Tax to be Withheld \$ 0.00

Deductions (line 19) \$ 0.00

Health Contribution Exempt ☐

TP1016 Form-Application for a Reduction in Source Deductions of Income Tax

Annual Deduction \$ 0.00

Worker's Compensation Board / CSST

Classification Unit <Select Classification Unit> [Add new classification unit](#)

Save Cancel

Figure 2.4.6- Provincial Tax Settings

7. Direct Deposit tab: allows you to configure your employee for direct deposit, as well as indicate whether they want their paystubs by email.

Editing Employee Georges Tremblay

Basic Payroll Timesheet Exemptions Federal Tax Settings Provincial Tax Settings **Direct Deposit** Notepad

Transit Institution Account Number

⑈0838383⑈ 1: 8 3 8 3 9 8 3 5 8 3 3 0 8 3 4 ⑈

This employee uses direct deposit ☐

Send the paystub by email ☐

Transit Number

Institution Number

Account Number

Save Cancel

Figure 2.4.7- Direct Deposit

8. Notes tab: allows you to take notes for internal use only. These notes will only appear on this tab and will never feature on any report.

The screenshot displays the NUBIS software interface. At the top, a teal navigation bar contains the NUBIS logo and menu items: Dashboard, Payroll, Remittance, Employees, and Configuration. Below this, a grey header bar reads 'Editing Employee Georges Tremblay'. A secondary navigation bar features tabs for Basic, Payroll, Timesheet, Exemptions, Federal Tax Settings, Provincial Tax Settings, Direct Deposit, and Notepad. The 'Notepad' tab is currently selected and highlighted with a blue border. The main content area is a large text editor with a rich text toolbar at the top, including icons for undo, redo, cut, copy, paste, font color, background color, bold, italic, underline, bulleted list, numbered list, indent, outdent, link, and unlink. The text area below the toolbar is empty. At the bottom of the editor, there are 'Save' and 'Cancel' buttons.

Figure 2.4.8- Notes

3. Advanced Employee Configuration

In the Employee section of the top menu, if you hover your mouse over an employee, you will see a new menu appear under the employee name, containing 3 choices: **Payroll Items**, **Cumulative Adjustments** and **Payroll History**.

The screenshot shows the NUBIS application interface. At the top is a navigation bar with tabs: Dashboard, Payroll, Remittance, Employees, and Configuration. The 'Employees' tab is selected. Below the navigation bar is the 'Employee list' section. On the right side of this section are icons for printing and help. Below the icons is a button labeled 'Create a new Employee'. The main area contains a table of employees. The first row is for 'B-C, Alexandre'. A red box highlights the sub-menu items 'Payroll Items', 'Cumulative Adjustment', and 'Payroll History' that appear when hovering over the employee name. A red arrow points to this sub-menu. The table has columns for NAME, PHONE NUMBER, EMAIL, BIRTH DATE, and HIRE DATE. Below the table, there is a button labeled 'Delete Selected Employee(s)'.

<input type="checkbox"/>	NAME	PHONE NUMBER	EMAIL	BIRTH DATE	HIRE DATE
▼ Status: Active (9)					
<input type="checkbox"/>	B-C, Alexandre Payroll Items Cumulative Adjustment Payroll History			1993-05-31	2014-06-18
<input type="checkbox"/>	I-P-E, Pierre			1993-06-01	2014-06-18
<input type="checkbox"/>	Nova-Scotia, Eric	(514) 868-2224	support@nubis.ca	1993-06-01	2014-06-18
<input type="checkbox"/>	Ontario, Alfred		support@nubis.ca	1976-08-10	2014-08-13
<input type="checkbox"/>	Ontario, Sébastien			1992-06-02	2014-06-18
<input type="checkbox"/>	Quebec, Philippe			1993-01-01	2014-06-18
<input type="checkbox"/>	St-Hubert, Lynda			1982-03-08	2014-03-21
<input type="checkbox"/>	Tanguay, Roger			1976-04-01	2014-01-01
<input type="checkbox"/>	Tremblay, Georges			1978-03-08	2014-03-21
► Status: Inactive (1)					

Figure 3- Sub menus

3.1 Employee Payroll Items

Here you can assign payroll items to your employee. These payroll items will appear automatically when you generate a payroll for this employee.

On this screen, the first line is made to **Add a new payroll item** to the list below. Once you have selected the desired payroll item, simply click on the **Green + sign** to add it to the list below.

If you ever need to remove a payroll item for this employee, simply click on the **Red X sign** at the end of the line.

Payroll Items of Alexandre B-C

CATEGORY OF PAYROLL ITEM	WORKED HOURS	HOURLY RATE	TOTAL	
<Select>	0.00 H	\$ 0.0000	\$ 0.00	Create a New Payroll Item
Income - Wage	20.00 H	\$ 20.00	\$ 400.00	
Income - Bonus			\$ 40.00	

[Save](#) [Cancel](#)

Figure 3.1- Employee Payroll Items

3.2 Cumulative Adjustments

Once your employee have been created, you can now go and enter their cumulative adjustments for the year. This step is really important in having the most accurate data for the end of the year, and payroll deductions.

To enter new cumulative adjustments, go to your Employee list and click on the **Cumulative Adjustment** sub-menu.

The following 4 tabs will be displayed

1. Adjustment tab: Allows you to specify which date will be taken into consideration for the cumulative adjustment you are about to make. The checkbox allows you to specify if the adjustment need to be taken into consideration when calculating your remittance or not.

The screenshot displays the NUBIS software interface. At the top, there is a navigation bar with tabs: Dashboard, Payroll, Remittance, Employees (selected), and Configuration. Below this, a header bar reads 'Adjust the 2014 Cumulatives of Alexandre B-C.' with a printer icon and a help icon on the right. Underneath, there are four sub-tabs: Adjustment (selected), Payroll Withholdings, Payroll Items, and Accrued Vacations. The main form area contains the following fields:

- 'Adjustment Date' with a 'Required' label, followed by a year selector set to '2014', a month selector set to '12', and a day selector set to '19' with a calendar icon.
- A checkbox labeled 'The adjustment will be considered in the remittance payment' which is checked.
- At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 3.2.1- Adjustment

2. Payroll Withholdings tab: This tab allows you to enter all cumulative adjustments for payroll withholdings. You will need to enter the **Employee Deductions**, **Employer Contributions** and the **Year to Date Earnings** in the 3 separate columns.

Adjust the 2014 Cumulatives of Alexandre B-C.

Adjustment Payroll Withholdings Payroll Items Accrued Vacations

NAME	EMPLOYEE DEDUCTIONS	EMPLOYER CONTRIBUTIONS	YEAR TO DATE EARNINGS
Parental Insurance	\$ 0.00	\$ 0.00	\$ 0.00
Canadian Pension Plan	\$ 52.74	\$ 52.74	\$ 1200.00
Quebec Pension Plan	\$ 0.00	\$ 0.00	\$ 0.00
Employment Insurance	\$ 22.56	\$ 31.59	\$ 1200.00
Federal Income Tax	\$ 131.41		
WCB / WorkSafe / WSIB / WSCC / WHSCC		\$ 0.00	

Save Cancel

Figure 3.2.2- Remittance

3. Payroll Items tab: allows you to enter the number of hours and total for each payroll items for this cumulative adjustment

Adjust the 2014 Cumulatives of Alexandre B-C.

Adjustment Payroll Withholdings Payroll Items Accrued Vacations

PAYROLL ITEMS	HEURES	TOTAL
Salaire	60.00 H	\$ 1200.00

Save Cancel

Figure 3.2.3- Payroll Items

4. **Accrued Vacations:** allows you to enter the amount of accrued vacation for this employee at the date of the current cumulative adjustment.

The screenshot shows the NUBIS software interface. At the top is a navigation bar with tabs: Dashboard, Payroll, Remittance, Employees (selected), and Configuration. Below the navigation bar is a header area with the text 'Adjust the 2014 Cumulatives of Alexandre B-C.' and icons for print and help. A sub-navigation bar contains tabs: Adjustment, Payroll Withholdings, Payroll Items, and Accrued Vacations (selected). The main content area displays two fields: 'Accumulated Vacation Amount' with a 'Required' label and a value of '\$ 48.00', and 'Vacation as of 2014-04-30' with a value of '\$0.00'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 3.2.4- Accrued Vacations

3.3 Employee Payroll History

This sub-menu allows you to display the payroll history for a specific employee, allowing you to filter the results before-hand. If you want to view **All** the payroll history for this employee, simply click on Display without entering any filters.

The screenshot shows the NUBIS application interface. At the top is a navigation bar with tabs: Dashboard, Payroll (selected), Remittance, Employees, and Configuration. Below the navigation bar is a header section titled "History by Employee Alexandre B-C" with a sub-note "To display everything, please leave the fields blank". Below the header is a form area with the following fields and controls:

- Beginning Date:** A date picker with fields for year (yyyy), month (mm), and day (dd), and a calendar icon.
- End Date:** A date picker with fields for year (yyyy), month (mm), and day (dd), and a calendar icon.
- Transaction Number:** A text input field.
- Include payroll:** A checkbox that is checked.
- Include cumulative adjustment:** A checkbox that is checked.
- Include vacation adjustment:** A checkbox that is checked.

At the bottom of the form area are two buttons: "Display" (in a blue box) and "Cancel" (in a red box).

Figure 3.3- Employee Payroll History filters

4. Generating Payroll

Congratulations! You are finally ready to process your first payroll. To begin, simply click on **Generate Payroll** under the **Payroll** menu.

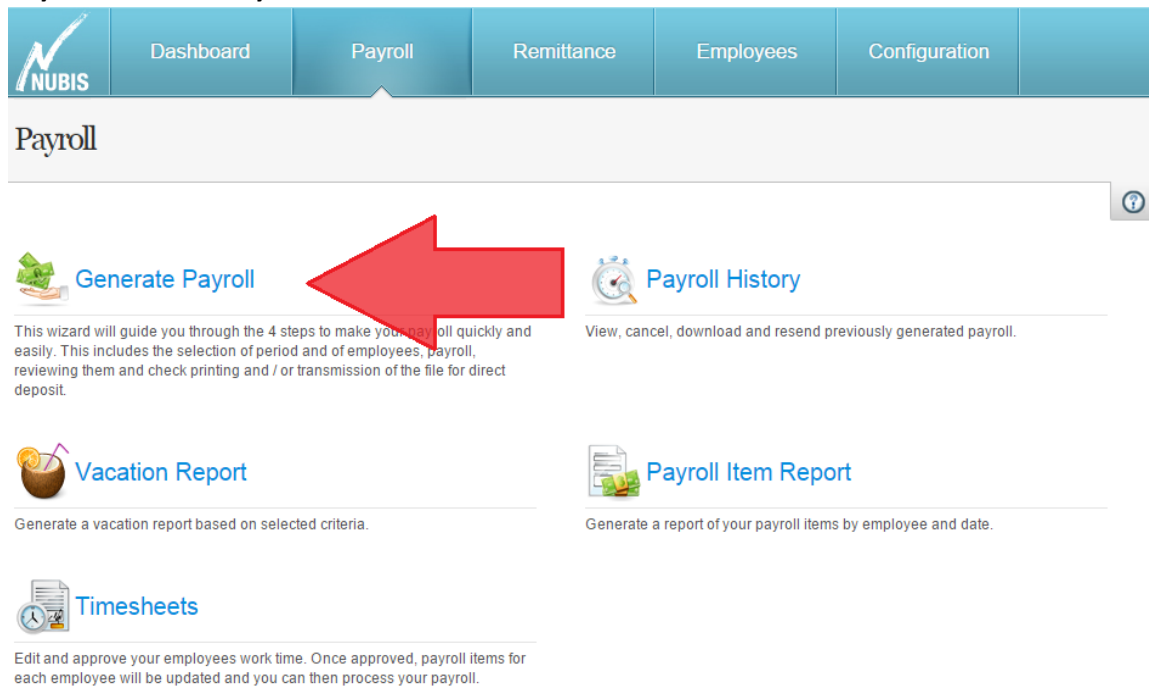


Figure 4- Generate Payroll

4.1 Step 1 of 4

To begin, we need to determine your pay period **End Date**. In Canada, a work week extends from Sunday to Saturday, so we need to put in the date accordingly. E.g. your employee works from Monday January 1st to Friday January 5th, you would enter Saturday January 6th as your **End of Pay Period**.

The screenshot shows the 'Step 1 of 4: Generate Payroll' form. The title 'Step 1 of 4: Generate Payroll' is displayed, followed by the instruction 'Select the transaction and period end date for the payroll you want to process.' Below this, there are two input fields: 'End of Pay Period' and 'Payroll Date'. Both fields are marked as 'Required' and have a 'yyyy - mm - dd' format with a calendar icon. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

Figure 4.1- Step 1

4.2 Step 2 of 4

When you get to Step 2, Nubis will automatically fill your payroll processing based on the payroll items you have assigned to your employee under your **Employee Payroll Items**. If you need to modify them in any way, simply click on the employee and a pop-up window will appear, allowing you to edit the payroll items for this payroll.

Step 2 of 4: Employees Selection
Select the employees to generate payroll for the pay period ending on December 13, 2014.

Edit Selected Employees Payroll Items

<input checked="" type="checkbox"/>	EMPLOYEE NAME	HOURS	GROSS PAY	SELECTED PAY PERIOD	LAST PAY PERIOD
<input type="checkbox"/>	B-C, Alexandre	N/A	N/A	2014-11-13 to 2014-12-13	2014-09-24 to 2014-09-30
<input type="checkbox"/>	I-P-E, Pierre	N/A	N/A	2014-11-13 to 2014-12-13	2014-09-24 to 2014-09-30
<input type="checkbox"/>	Nova-Scotia, Eric	N/A	N/A	2014-11-13 to 2014-12-13	2014-09-24 to 2014-09-30
<input checked="" type="checkbox"/>	Ontario, Alfred	20.00	\$3 846.15	2014-11-13 to 2014-12-13	2014-11-06 to 2014-12-06
<input checked="" type="checkbox"/>	Ontario, Sébastien	20.00	\$9 886.35	2014-11-13 to 2014-12-13	2014-11-06 to 2014-12-06
<input type="checkbox"/>	Quebec, Philippe	N/A	N/A	2014-11-13 to 2014-12-13	2014-09-24 to 2014-09-30
<input checked="" type="checkbox"/>	St-Hubert, Lynda	20.00	\$3 846.15	2014-11-13 to 2014-12-13	2014-11-06 to 2014-12-06
<input checked="" type="checkbox"/>	Tanguay, Roger	80.00	\$2 400.00	2014-11-13 to 2014-12-13	2014-11-06 to 2014-12-06
<input checked="" type="checkbox"/>	Tremblay, Georges	20.00	\$400.00	2014-11-13 to 2014-12-13	2014-11-06 to 2014-12-06

Continue

Figure 4.2.1- Step 2

You can modify and even add new payroll items in this pop-up window for the current pay period. Any modification made on this screen will be saved for this pay period if you ever need quit Nubis and come back later.

To add a new payroll item, simple select the payroll item on the first line and click on the **Green + sign** at the end of the line.

Payroll Items of Philippe Quebec

CATEGORY OF PAYROLL ITEM	WORKED HOURS	HOURLY RATE	TOTAL
<Select>	0.00 H	\$ 0.0000	\$ 0.00 +
Income - Wage	0.00 H	\$ 20.00	\$ 0.00 x

☐ Update Employee Default Pay Items


Save Cancel

Figure 4.2.2- Payroll Item Editing

4.3 Step 3 of 4

This step is used to give you a previewed calculation of your payroll exactly how it will be saved. This allows you to go back using the **Back Button of your browser** if you need to make any changes.



If all calculations are to you liking, simply click **Save and Continue**.



Dashboard
Payroll
Remittance
Employees
Configuration

Step 3 of 4: Payroll Summary of 2014-12-18

Please review the information below, if all is ok you can confirm and save

EMPLOYEES	PAY PERIOD	HOURS	GROSS PAY	NET PAY	VACATION ACCRUED (RATE)	
▶ Ontario, Alfred	2014-11-13 to 2014-12-13	20	\$3 846.15	\$2 999.60	\$153.85 (4%)	
▶ Ontario, Sébastien	2014-11-13 to 2014-12-13	20	\$9 886.35	\$6 363.31	\$395.45 (4%)	
▶ St-Hubert, Lynda	2014-11-13 to 2014-12-13	20	\$3 846.15	\$2 809.82	\$153.85 (4%)	
▼ Tanguay, Roger	2014-11-13 to 2014-12-13	80	\$2 400.00	\$1 968.30	\$96.00 (4%)	
Income and Benefits			Deductions		Employer Contribution	
Wage	80.00 @ 30.0000	\$2 400.00	Employment Insurance	\$45.12	Employment Insurance	\$63.17
			Canada Pension Plan	\$104.36	CPP	\$104.36
			Federal Income Tax	\$282.22		
Total		\$2 400.00	Total	\$431.70	Total	\$167.53
			\$19 978.65	\$14 141.03		

GRAND TOTAL

Income and Benefits	Employee Deductions	Employer Contribution	Year to Date Earnings
Wage	\$19 978.65	QPIP \$21.50 QPP \$183.94 Quebec Income Tax \$440.73 Employment Insurance \$362.14 Canada Pension Plan \$755.25 Federal Income Tax \$4 074.06	QPIP \$30.08 QPP \$183.94 FSS \$103.85 CSST \$34.62 Employment Insurance \$506.99 CPP \$755.25
Total	\$19 978.65	Total	\$1 614.73

Save and continue

Figure 4.3- Step 3

4.4 Step 4 of 4

Congratulations! You have successfully completed your first payroll. But it doesn't end here.

You can now download multiples reports, such as your employee paystubs, checks and payroll reports by clicking on the **Actions** button. You can also send your employee paystubs by email or download your direct deposit file if you are using this feature.

You can also use this **Action** button to **Cancel** the current batch. This will revert the payroll and all cumulative related to this payroll batch.

PERIOD	HOURS	GROSS PAY	NET PAY	VACATION ACCRUED (RATE)
4-11-13 to 2014-12-13	20	\$3 846.15	\$2 999.60	\$153.85 (4%)
4-11-13 to 2014-12-13	20	\$9 886.35	\$6 363.31	\$395.45 (4%)
4-11-13 to 2014-12-13	20	\$3 846.15	\$2 809.82	\$153.85 (4%)
4-11-13 to 2014-12-13	80	\$2 400.00	\$1 968.30	\$96.00 (4%)
4-11-13 to 2014-12-13	20	\$400.00	\$386.03	\$16.00 (4%)
		\$20 378.65	\$14 527.06	

Income and Benefits		Employee Deductions		Employer Contribution		Year to Date Earnings	
Wage	\$20 378.65	Quebec Income Tax	\$440.73	CPP	\$755.25	Quebec Health Contribution	\$16.67
		Canada Pension Plan	\$755.25	Employment Insurance	\$515.56	Portion of Income Tax	
		Federal Income Tax	\$4 074.06	QPIP	\$33.21	Canada Pension Plan Earnings	\$16 132.50
		Employment Insurance	\$368.26	QPP	\$189.55	QPIP	\$4 246.15
		QPIP	\$23.74	FSS	\$114.65	QPP	\$4 246.15
		QPP	\$189.55	CSST	\$38.22	Employment Insurance	\$20 378.65
Total	\$20 378.65	Total	\$5 851.59	Total	\$1 646.44		

Figure 4.4- Step 4

4.5 Remittance Payment

Based on your company's remittance payment schedule, you will have to process your remittance payment.

When you need to pay your remittance, you can use the **Remittance Payment** function to do so. You can find this option under **Remittance > Remittance Payment**.

On the first step, you will be asked for which period by specifying the **Period End Date** and the **Payment Date**, as well as specifying for which **government** you are paying the remittance.

Figure 4.5.1-Remittance

Remittances

Remittance Payment **Remittance History**

This entry screen allows you to get all the necessary information and make payment for your payroll deductions to the corresponding authorities.

View and print details of remittances of your choice.

Generate Record of Employment **Record of Employment History**

Generate the Record of Employment for your employees.

View, Amend and Download the Record of Employment you previously did.

T4 and R1 slips **Wage declaration to the WCB**

Print, file and transmit T4 and R1 slips.

View the allowable income and excess, classified by classification unit.

Remittance Payment

Select which level of government you wish to generate remittance payments

Payment Frequency Required 12 Periods (Monthly)

Remittance Period End Required yyyy - mm - dd

Transaction Date Required yyyy - mm - dd

Government Required Federal

Calculate Remittance **Cancel**

Figure 4.5.2- Remittance Payment

Once you have the amounts on screen, you will need to save them to mark them as paid inside Nubis.

Remittance Payment
Calculate remittance for Receiver General of Canada for 2015-01-09

Print | Help

REMITTANCE DATE	PAY PERIOD	NUMBER OF EMPLOYEES	TOTAL REMITTANCE PAID	TOTAL GROSS PAY
2015-01-09	2014-01-01 to 2014-12-31	10	\$26 975.41	\$86 007.80

Employees Deductions		Employer Deductions		Total to report	
Employment Insurance	\$1 554.39	Employment Insurance	\$2 176.16	Employment Insurance	\$3 730.55
Canada Pension Plan	\$3 180.34	CPP	\$3 180.34	CPP	\$6 360.68
Federal Income Tax	\$16 884.18			Federal Income Tax	\$16 884.18
Total	\$21 618.91	Total	\$5 356.50	Total	\$26 975.41

Save Cancel

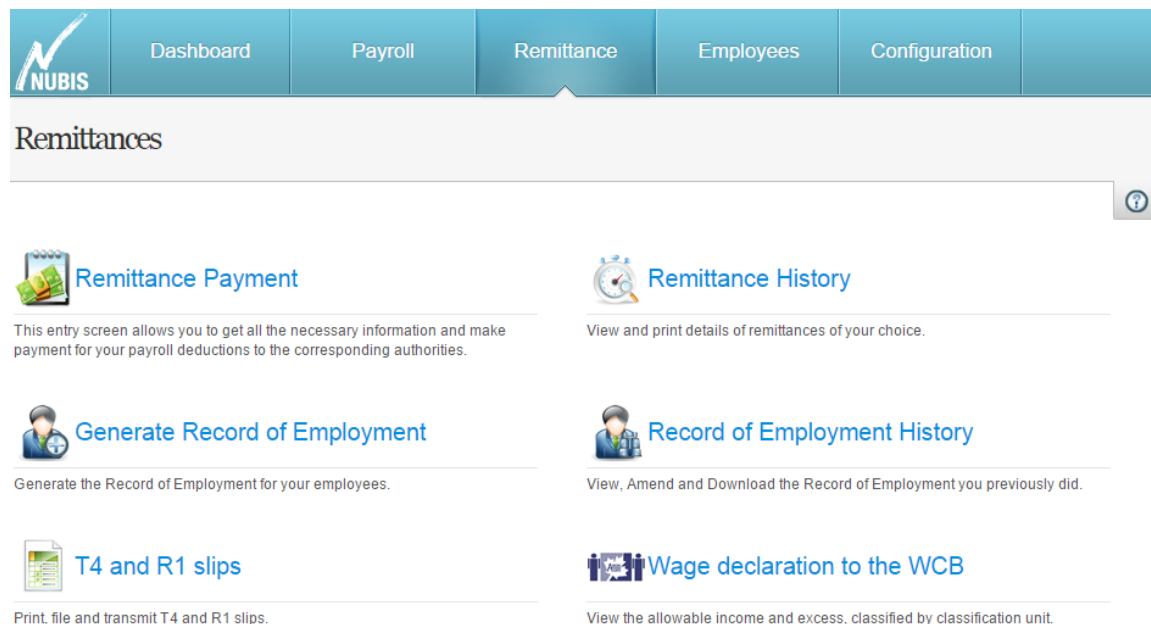
Figure 4.5.3- Remittance Payment Result

5. Other functions

Please review the list of available features depending on your subscription at our website www.nubis.ca/en/pricing.

5.1 Reporting:

- **Vacation Report**
This report gives you a resume of all your employee vacation at a specified date
- **Timesheet**
This timesheet report allows you to easily approve your employee timesheets.
- **Payroll Item Report**
Allows you to easily see what was paid for a specific payroll item for a period.
- **WCB Report**
This report is available to supply directly to your province WCB Office.
- **ROE**
This feature allows you to create ROE which are then transmitted to Canada Revenue Agency.
- **T4 and R1**
T4 and R1 report for the end of the year.



The screenshot displays the NUBIS software interface. At the top is a navigation bar with tabs: Dashboard, Payroll, Remittance (selected), Employees, and Configuration. Below the navigation bar is a header section titled 'Remittances'. The main content area contains six tiles, each with an icon and a title:

- Remittance Payment**: This entry screen allows you to get all the necessary information and make payment for your payroll deductions to the corresponding authorities.
- Remittance History**: View and print details of remittances of your choice.
- Generate Record of Employment**: Generate the Record of Employment for your employees.
- Record of Employment History**: View, Amend and Download the Record of Employment you previously did.
- T4 and R1 slips**: Print, file and transmit T4 and R1 slips.
- Wage declaration to the WCB**: View the allowable income and excess, classified by classification unit.

Figure 5.1.1- Remittance Menu

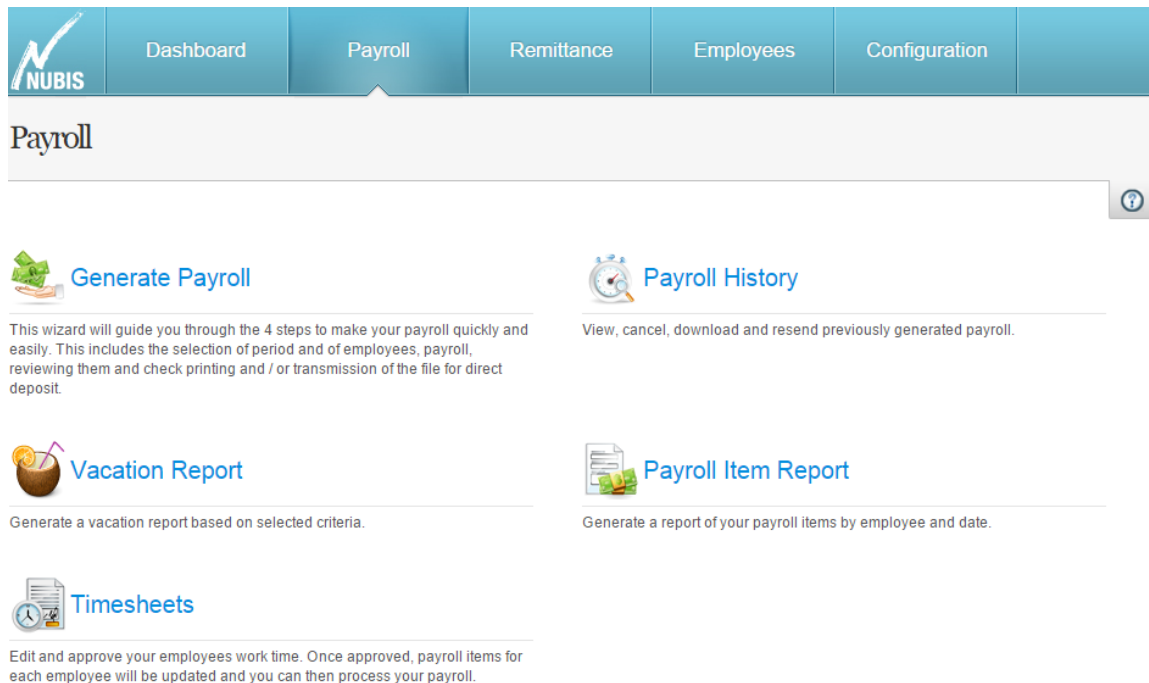


Figure 5.1.2- Payroll Menu

5.2 History:

- **Payroll History (by employee or by batch)**
By employee allows you to see all the payroll this employee has been paid for in a given time period. **By batch** allows you to see all employees for a specific payroll batch.
- **Remittance Payment History**
 Allows you to review what remittance were already paid by government.
- **ROE History**
 Allows you to see all ROE created inside your company.

5.3 Configuration:

- **[Classification Units \(WCB Related\)](#)**
The classification units are made available to be able to produce the WCB report.
- **[Job Title](#)**
Job Title are displayed on the employee paystub and also serve as filters for certain reports.
- **[General Ledger Configuration](#)**
Here you can map your payroll items and all withholdings to a specified GL account to simplify reporting. It also allows you to integrate Nubis to your accounting software.
- **[API Key](#)**
Allows you to generate a unique API key to communicate with your Nubis Company from a third party software.
- **[Projects, Departments](#)**
This features is used to organize your payroll by projects/department. This feature is heavily used in the timesheet module.

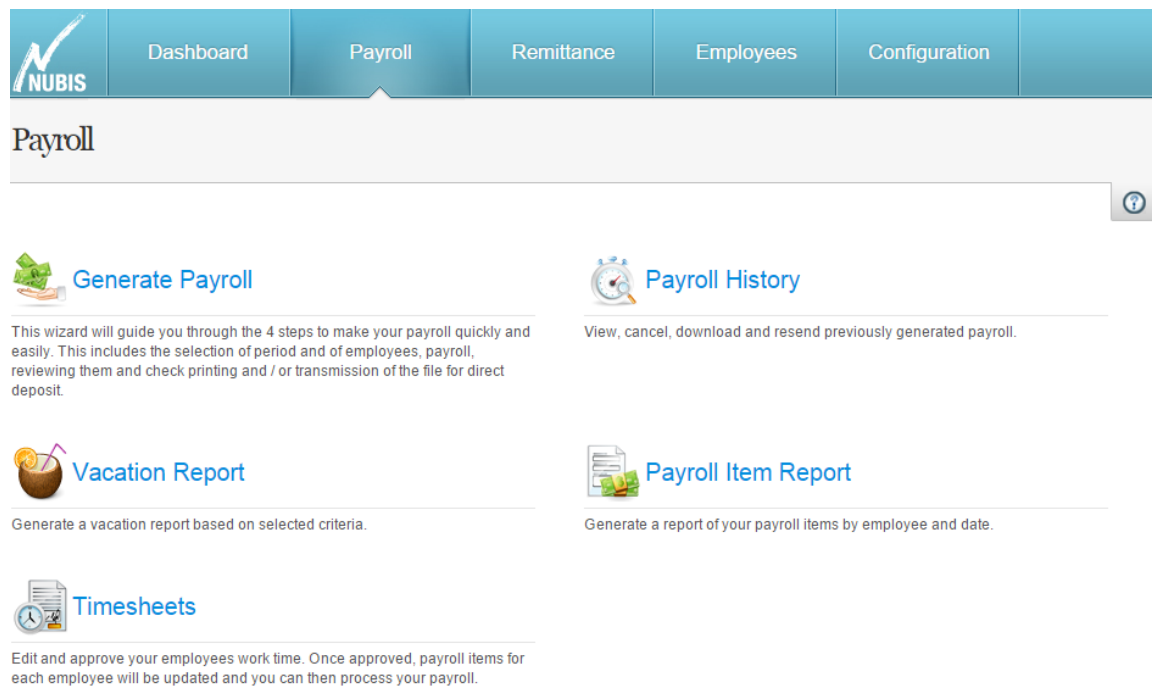


Figure 5.3- Configuration Menu