Payroll Onboarding Checklist

ACCPAS Professional Corporation
Payroll Onboarding Checklist
Client onboarding checklist for payroll setup, transition or review
Version: 1.0 | Client preparation tool

Use this checklist to organize employer payroll information before payroll onboarding, payroll review, or payroll support with ACCPAS Professional Corporation.

About ACCPAS Professional Corporation

Built on 40+ years of Ottawa accounting practice history, ACCPAS Professional Corporation continues trusted local service from its central O'Connor Street office.

Why this checklist matters

A complete payroll onboarding package helps ACCPAS confirm employee details, payroll frequency, remittance obligations, benefits, vacation policies, and year-end responsibilities. Providing the right information early can reduce payroll errors, missed CRA deadlines, employee record issues, and year-end T4 delays.

How to use this checklist

Review each section, check off the documents already available, and use the notes areas to identify missing items or questions. If the situation includes missing records, CRA correspondence, deadlines, or uncertainty about which service applies, book a consultation with ACCPAS Professional Corporation.

Client information

Name / Business name	
Email / Phone	
Tax year / period	
Deadline or target date	

Checklist sections

Employer information

- ☐ Legal employer name and Business Number
- ☐ CRA payroll account number
- ☐ Payroll contact person
- ☐ Pay frequency and planned pay dates
- ☐ Province of employment and work locations

Employee details

- ☐ Employee legal names and contact details
- ☐ Employment start dates
- ☐ Pay type: hourly, salary, commission or other
- ☐ Rates of pay and standard hours
- ☐ Employee status and role/classification

Payroll setup and remittances

- ☐ Payroll software or provider access
- ☐ Prior payroll reports
- ☐ Year-to-date payroll balances
- ☐ CRA remittance history
- ☐ Source deduction frequency
- ☐ Bank account for payroll payments

Payroll software and access setup

- ☐ Payroll software or provider name
- ☐ Administrator or accountant access provided to ACCPAS
- ☐ Payroll bank account confirmed
- ☐ Employee direct deposit details collected, if applicable
- ☐ CRA payroll account connected or accessible
- ☐ Pay schedule configured correctly
- ☐ Vacation pay settings confirmed
- ☐ Statutory holiday settings confirmed
- ☐ Benefits, deductions, bonuses, and taxable benefits configured

☐ Prior payroll year-to-date balances entered or verified

☐ Payroll reports export method confirmed

Benefits, vacation and policies

☐ Vacation policy

☐ Statutory holiday approach

☐ Benefits and deductions

☐ Bonuses, commissions or taxable benefits

☐ Sick leave or paid time off policy

ROE, T4 and year-end responsibilities

☐ ROE responsibilities

☐ T4 preparation responsibility

☐ Prior-year T4 summaries

☐ Employee terminations or changes

☐ Upcoming payroll deadlines or CRA notices

Recommended additional sections

☐ A “First pay date” field

☐ A “Payroll transition date” field

☐ A “Urgent remittance issue?” field

☐ A “T4 deadline / ROE deadline” field

Missing items tracker

Missing document / information	Responsible person	Target date	Status

Questions for ACCPAS Professional Corporation

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Payroll remittance deadline reminder

CRA payroll remittance deadlines depend on the employer's remitter type and average monthly withholding amount. Employers must remit source deductions by the applicable deadline, and nil remittances may still need to be reported when there are no employees or only seasonal workers. ACCPAS can help review your payroll remitter type, remittance schedule, and supporting payroll records.

T4 and year-end reminder

Employers should ensure payroll records, taxable benefits, deductions, remittances, and employee information are reconciled before year-end reporting. T4 slips and related summaries are generally due by the last day of February following the calendar year. Early payroll reconciliation can reduce corrections, CRA questions, and employee follow-up.

Next step

Once employer details, employee records, payroll access, and remittance information are gathered, contact ACCPAS Professional Corporation to confirm the next payroll onboarding step. If payroll is behind, CRA notices were received, employee changes occurred, or year-end reporting is approaching, ACCPAS can help review what is required before payroll processing or reporting continues.

Disclaimer

This checklist is for general preparation only. This checklist is not an official CRA form and does not replace professional advice, tax filing review, bookkeeping review, payroll review, or ACCPAS Professional Corporation's assessment of the client's situation.