



MOMIJI

People, time, expenses, pay, and the record.
One Canadian system.

Most workforce software stops at the timesheet and hands your hours to somebody else to pay. Momiji is the Canadian HR platform where the hours you approve become the paycheck, in the same system, under the right rules. No export, no re-keying, no second vendor.



紅葉

THE SIX MODULES



Momiji**HRIS**



Momiji**Time**



Momiji**Expenses**



Momiji**Pay**



Momiji**Comply**



Momiji**Perform**

ON THE WEB, AND ON THE PHONE

mymomiji.com /
app.mymomiji.com
App Store and Google Play

EDITION

September 2026
Prices in Canadian dollars

CONTENTS

A guide to the whole system.

Read it cover to cover in half an hour. By the end you will know what Momiji is, what each module does, how a punch becomes a paycheque, what happens at year end, and exactly what it costs to run.

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6	4	152	138	0
Modules, all shipped and live: HRIS, Time, Expenses, Pay, Comply, Perform	Ways to finish a required course: acknowledge, sign, answer a knowledge check, or upload a certificate earned elsewhere	Sequential database migrations, each claimed and applied one at a time	Database test suites, run green against the production database before a release	Mismatches against CRA-published figures in the engine's replay suite

Every product claim in this guide is verified against the shipping software at app.mymomiji.com. Where a capability is designed but not yet live, this guide says so plainly and marks it.

01 / ONE SYSTEM, NOT A STACK

Four subscriptions, a binder and a folder. One system.

A Canadian operator with an hourly team usually buys four products. One tracks the hours. One pays them. One holds the people records. One handles the receipts. Beside them, the training record lives in a binder in a cabinet, and last year's appraisals in a folder on a shared drive. Four vendors, four bills, four logins, two paper records, and a spreadsheet export at every seam.

The seam is where it breaks. The timesheet app cannot pay anyone, so hours are exported and re-keyed into a payroll product that never saw the punch. The HR system holds a third copy of every employee, drifting out of step with the other two. Reimbursements arrive at payroll as a manual line, typed by hand. When a wage claim or a payroll audit lands, no single system can trace a dollar paid back to the punch that earned it.

THE JOB	THE USUAL VENDOR	WHAT BREAKS AT THE SEAM
Hold the records	BambooHR, Humi	A third directory, drifting out of step with the time clock and the payroll file.
Track the hours	Connecteam, When I Work	Built for United States labour law. Canadian overtime, statutory holiday and reporting-pay rules are thin presets, or absent.
Handle the receipts	Concur, Expensify	Reimbursements re-enter payroll as a manual line on a pay run, keyed by hand.
Pay the people	ADP, Ceridian, Payworks	Receives a spreadsheet. Cannot see the punch that produced the hour, so nothing reconciles back.
File the year	Whoever holds the payroll	T4s and records of employment are assembled from figures nobody else can check, in a system your accountant cannot open.
Keep the training record	A binder in a cabinet	Nobody is warned before a certificate lapses, and the evidence for an inspector is an afternoon at the photocopier.
Keep the appraisals	A folder on a shared drive	Reviews in three formats from three managers, unsigned, unsealed, and unfindable the day a dispute needs them.
The bill	Four subscriptions and two paper records	Four onboarding projects, four support relationships, integration work to bridge them, and two records nobody keeps current.
The risk	No audit line	When a wage claim or a payroll audit lands, no single system can trace a dollar paid back to the punch that earned it.

Momiji is Connecteam plus ADP plus BambooHR plus Concur, plus the binder and the folder, in one system. Native and Canadian, not a stack stitched together.

Six modules, one directory, one pay run

Four of the six map to a category you are probably paying for today. The fifth maps to a binder in a cabinet, which is where the training record usually lives, and the sixth to a folder on a shared drive, which is where last year's appraisal is. The difference is that in Momiji they share one employee record, one manager chain enforced by the database, and one payroll run at the end of the path.

THE MODULE	REPLACES	WHAT IT DOES
 MomijiHRIS	BambooHR	The directory, org chart, onboarding, time off with automatic accrual, offboarding and the termination package, a signed document vault, and the AI setup wizard.
 MomijiTime	Connecteam	Deskless time tracking and scheduling: geofenced punches, a rotating door code, shift forms, hours by room, a locations roll-up, and Canadian wage math.
 MomijiExpenses	Concur	Receipt capture and reimbursement: extraction, a receipt inbox you can email into, a policy engine, duplicate detection, mileage at the CRA rate, and a branded month-end package.
 MomijiPay	ADP	Native Canadian payroll: CPP, EI, federal and provincial tax, deductions and benefits, employer levies, an immutable register, a stub vault, the PD7A, the ledger journal, the bank file, and electronic T4 and ROE filing.
 MomijiComply	The training binder	The health and safety training record: rules that assign themselves, courses built from your own documents, four ways to finish, append-only completions with an expiry clock, one board per location, and an evidence pack. On every plan, Budget upwards.
 MomijiPerform	The review folder	The record behind a raise: goals, a two-question quarterly check-in, one-on-ones and feedback through the period; a half-year review written from them, sealed the moment the person acknowledges it, in either official language; improvement plans, calibration and surveys; and an approved increase staged beside the pay run. An add-on to any plan, priced per person.

The whole claim

Module for module, Momiji stands toe to toe with the tool it replaces: the directory, org chart and onboarding of the records systems; the verified punches, scheduling and forms of the deskless suites; the capture, policy and duplicate control of the expense tools; and a payroll engine that follows the CRA's own published formulas and files the year's returns electronically. Together they do what no combination of those vendors can: they run the whole path in one system, so the hours a manager approves become the paycheck with no export and no second vendor, the training record sits in the same directory rather than in a binder nobody can find, and the increase somebody approved in June is waiting on the June pay run rather than in an email. Four separate tools can each be excellent and still lose the dollar at the seams between them. Momiji has no seams.

If you keep only three lines

1

You are paying for four tools, a binder and a folder that do not talk to each other. We are all six, in one.

2

The hours you approve are the pay run. No export, no re-keying, no second payroll vendor.

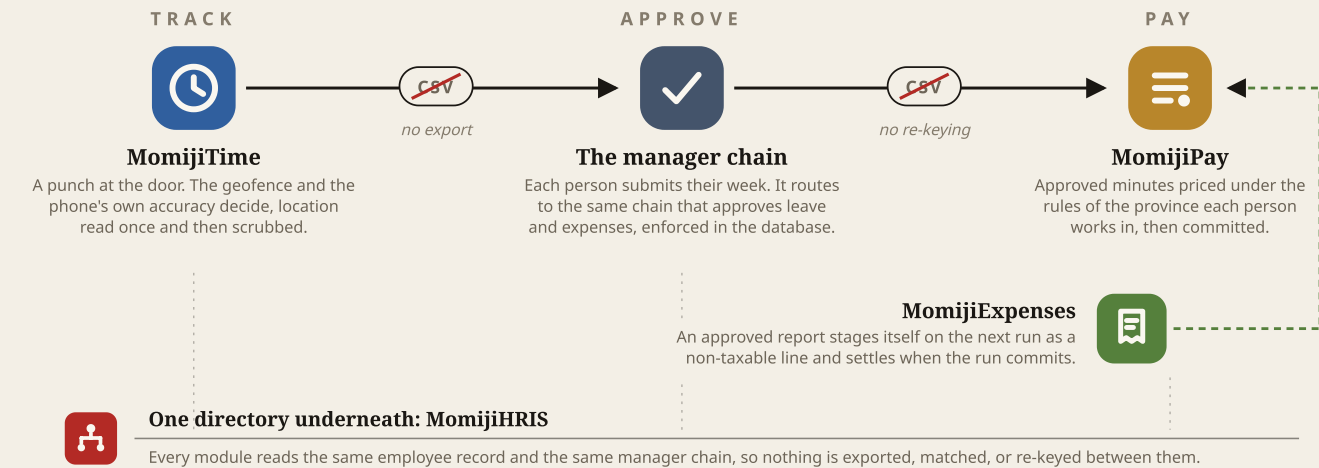
3

Their compliance was written for California. Ours was written for Canada, in both official languages.

One directory shared by every module / **One approval chain** for leave, timesheets, and expenses / **One pay run** at the end of the path / **Zero CSV exports** between any of them

Track. Approve. Pay.

This is the whole product on one page: a punch at the door becomes an approved week, an approved week becomes a committed pay run, and the stub lands in a private vault. Nothing crosses a spreadsheet on the way.



TRACK

The punch proves presence

A punch reads the phone's location once, at the moment of the tap. The server compares the site boundary to the phone's own reported accuracy and decides: clean punches clear green, doubtful ones are flagged for a manager, never silently trusted and never thrown away.

APPROVE

One chain decides

Each person submits their own week. It routes to the same manager chain that approves their leave and their expenses, enforced in the database. A week cannot be approved while a flagged punch sits unreviewed, so nothing gets waved through by inaction.

PAY

Approved minutes become dollars

The moment a week is approved, its hours cross the one boundary payroll reads. Momiji's own CPP, EI and tax engine prices them under the rules of the province the person works in and turns them into a committed, reproducible pay run.

Track, approve, and pay in one system. That is the whole pitch, and it is the one thing the usual tools cannot do.

What one committed run leaves behind

Committing is the moment the figures freeze. Everything below is produced from that one frozen register, so no two of them can disagree with each other.

01 The stub One PDF per person in a vault only they can open, in their own language.	02 The money A wire sheet, or the CPA 005 credit file your bank accepts.	03 The ledger A balanced journal entry, as CSV, QuickBooks or Xero.	04 The remittance The month's PD7A, plus the workers compensation and health tax owed.	05 The year The T4 slips and summary, and any record of employment due.
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Where each handoff happens

THE HANDOFF	WHAT CROSSES IT	WHAT DOES NOT
Time into Pay	Approved minutes, already priced at the right multiplier, with every consumed hour snapshotted onto the run that paid it.	No file, no export, no re-keying. The hour cannot be edited once it has been consumed.
Expenses into Pay	An approved report, staged on the next run as a non-taxable reimbursement line and settled when the run commits.	No second payment run, and no manual line typed by a payroll administrator.
HRIS into all five	One employee record and one manager chain, read live rather than copied.	No second directory to keep in step, and no nightly sync to fail quietly.
Perform beside Pay	An approved merit increase, staged with its effective date and shown on the payroll prepare screen beside that run's own variances, naming the cycle it came from.	No money. Nothing writes into a payroll table, and a person still takes the change up on the run before anybody is paid differently.



NEXT IN THE FLOW / SECTION 03

None of it works without one clean directory. That is Momiji**HRIS**, and every other module reads it.

03



MomijiHRIS

IN YOUR STACK TODAY: BAMBOOHR

The people system the other five sit on.

Every person, every reporting line, every policy, in one directory. Upload the org chart and the spreadsheet you already have, confirm what Momiji read, and the company lays itself out. Time, Expenses, Pay, Comply and Perform all read these same records, from the first day to the last.



IN THIS SECTION ■ THE SETUP WIZARD ■ DIRECTORY AND ORG CHART ■ TIME OFF AND ACCRUAL
■ ONBOARDING AND OFFBOARDING ■ THE DOCUMENT VAULT ■ THE EMPLOYEE'S YEAR

One record, one manager chain, all the way to the stub.

In most stacks this module is BambooHR. Here it is the same directory that runs the pay. That is the whole reason approved hours can become a paycheck without an export: the core HRIS is the spine the other five modules read, and every decision it records is a decision the rest of the system can rely on.

SETUP

Bring what you already have

Upload an org chart as an image or PDF, an employee list as a CSV, spreadsheet, PDF, or photo, the handbook page naming vacation and sick days, and last cycle's payroll register. Momiji reads them and proposes people, departments, manager chains, time off policies, and holidays. Nothing imports until you confirm it, and the source files are deleted the moment they are parsed.

DIRECTORY

The chart is the chain

A card-grid directory with search and department filters, and an org chart built from the manager chain: collapse, focus a branch, jump between departments, click through to a profile. The chart is the same chain the server walks to decide who may approve leave, not a drawing kept beside the truth.

TIME OFF

Leave that routes and deducts itself

Requests use business-day math, auto-clear below thresholds you set, and route to the real manager chain, enforced in the database. Approving deducts the balance and writes the audit line in one transaction. Accrual policies run overnight on your own company's calendar: monthly accrual or annual grant, mid-year proration, carryover caps, and an append-only balance ledger that reads like a bank statement and cannot go below zero.

STATUTORY MINIMUMS

The floor your province sets, cited

Every province and territory, and the federal jurisdiction, carries its own vacation minimum in Momiji as data with a citation beside it: the weeks, the percentage, and the years of service each tier starts at. A policy of your own sits on top of that floor, and the statutory figure stays visible next to it, so nobody has to remember which is which.

ONBOARDING

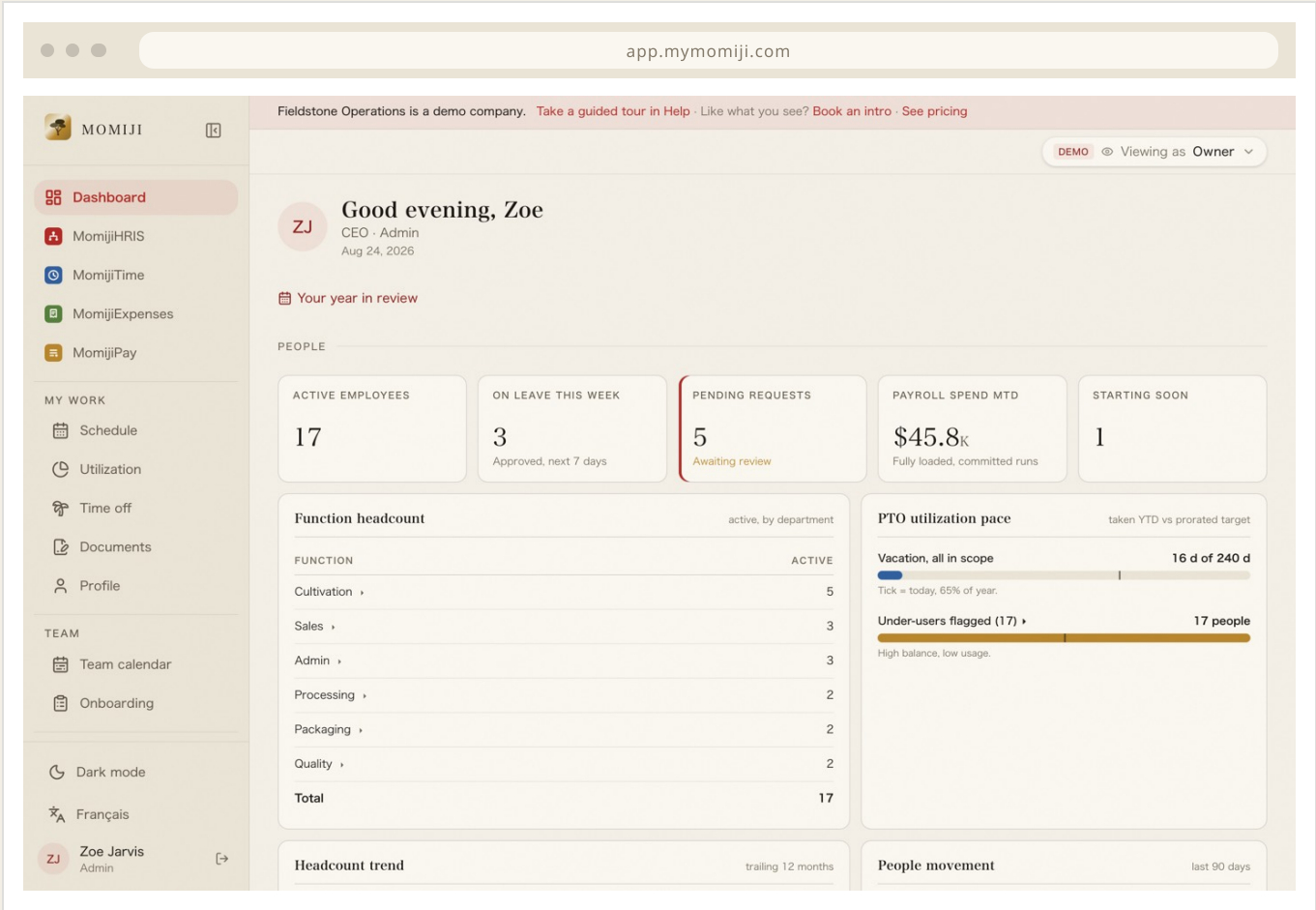
A ninety-day path, not a first-day form

Templates lay a new hire's items across 0-30, 31-60, and 61-90 day buckets. The hire and the manager tick items off together, invitations go out as codes with a 14-day expiry, and new people fill in their own profile and emergency contacts. Leadership sees active paths, overdue items, and who is starting soon.

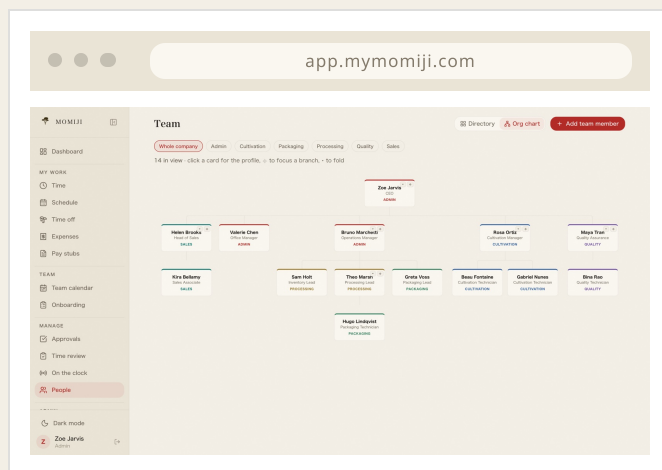
OFFBOARDING

The last day, on the record

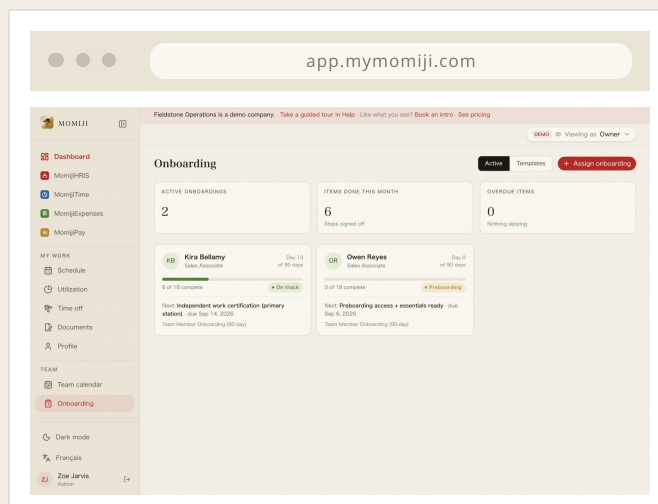
A guided exit that produces a termination package rather than a checklist: the final pay, the vacation actually owed with the arithmetic shown, the outstanding documents, and a record of employment drafted from the register with its five-day clock already running. The figures come from the same rows the pay runs came from, so the exit interview and the final cheque cannot disagree.



The administrator dashboard. Headcount, leave, pending decisions, payroll spend and people movement, live from the same records that run payroll. All screenshots in this guide show Fieldstone, Momiji's demonstration workspace.



The org chart. Built from the manager chain the server enforces. Filter by department, focus a branch, fold a team.



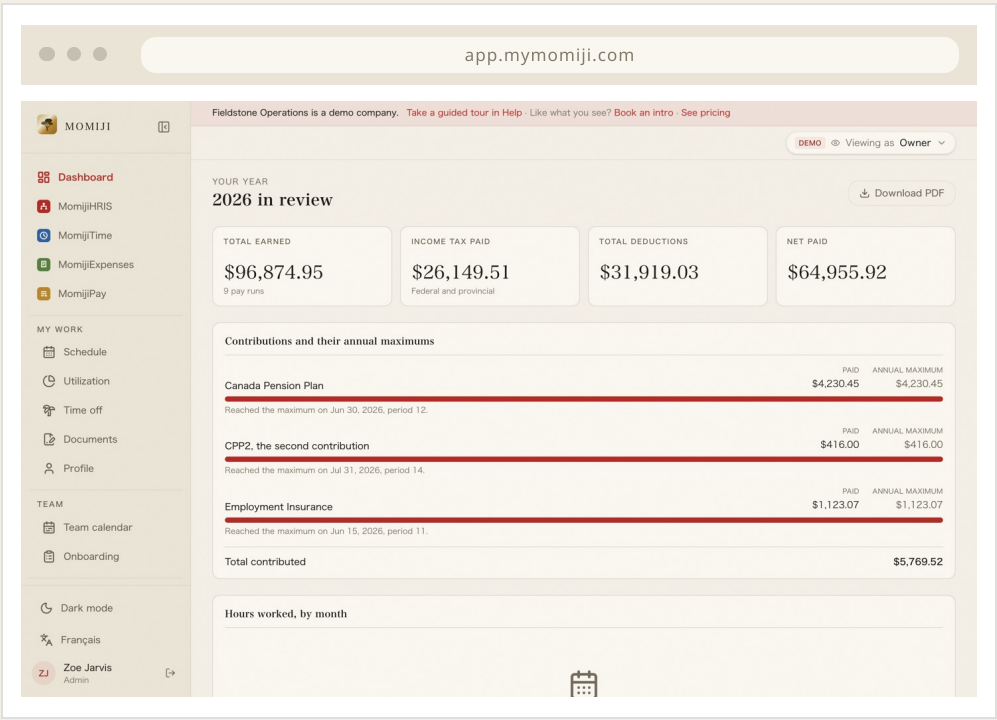
A ninety-day onboarding path. Items bucketed by month, with owners, due dates, and completion types.

A vault that signs and seals

Versioned company documents are bound to a cryptographic fingerprint. People sign from a phone with a drawn or photographed signature, and every executed document carries a sealed certificate page citing the Ontario Electronic Commerce Act: signer, timestamp, fingerprint, and audit trail. Signature images are stored so that no administrator can read them.

The employee's own year

Everything above is the employer's view. The same records answer the questions an employee actually asks, without a ticket to the payroll administrator: what have I earned, what came off, how close am I to the annual maximums, how many hours did I work, how much leave have I used. It is one screen on the web and on the phone, and it downloads as a PDF.



Your year in review. Earnings, tax paid, deductions and net, then each contribution against its annual maximum with the exact period the ceiling was reached, and a totals row.

The most senior administrator decides their own

A RULE THAT TIGHTENS AS MUCH AS IT LOOSENS

An owner who books time off has nobody above them to approve it. So the subject of a decision may take that decision themselves **only when they are the organization owner**, for whom no more senior approver exists. Everybody else is refused, by the database, not by the screen. That closes a hole as well as opening one: leave, expense reports and meal-break flags previously had no self bar at all, so any administrator could approve their own time off and their own reimbursement. Now they cannot. A self-decision is marked on the row itself and writes a second audit line naming it, so the exception is never invisible, and the ordinary gates still hold: a week with an unreviewed flagged punch still refuses the owner, and an over-balance leave request still never clears itself.

The difference, in four lines

01

The directory that also pays

Most stacks hand a CSV to a payroll vendor. Here the records are payroll's records.

02

Setup is reading, not data entry

Momiji proposes the company from files you already have; you confirm.

03

Privacy is a database boundary

Confidential people are invisible to every other administrator, and compensation is revoked at the column.

04

Absent data cannot leak

No social insurance number, anywhere in the database, by decision.

Straight answers

Who can see what someone earns?

Only holders of a People access grant, which is separate from being an administrator and separate from payroll access. Compensation columns are revoked from the application's database role outright and released only by an audited, separately granted call.

Do you store a social insurance number?

No. It is not a column in the database, by decision, and the setup wizard refuses to extract one. A SIN exists only for the seconds it takes to build a T4 slip or an electronic return, typed at that moment and never written down.

Confidential means confidential: owner and self only, enforced by row-level security / **Nothing imports until you confirm it** / **Source files deleted after reading** / **Every decision leaves an audit line**

NEXT IN THE FLOW / SECTION 04



The manager chain you just met is the chain that approves the week. Momiji**Time** puts a clock on it.

04



MomijiTime

IN YOUR STACK TODAY: CONECTEAM

The time clock that pays people right.

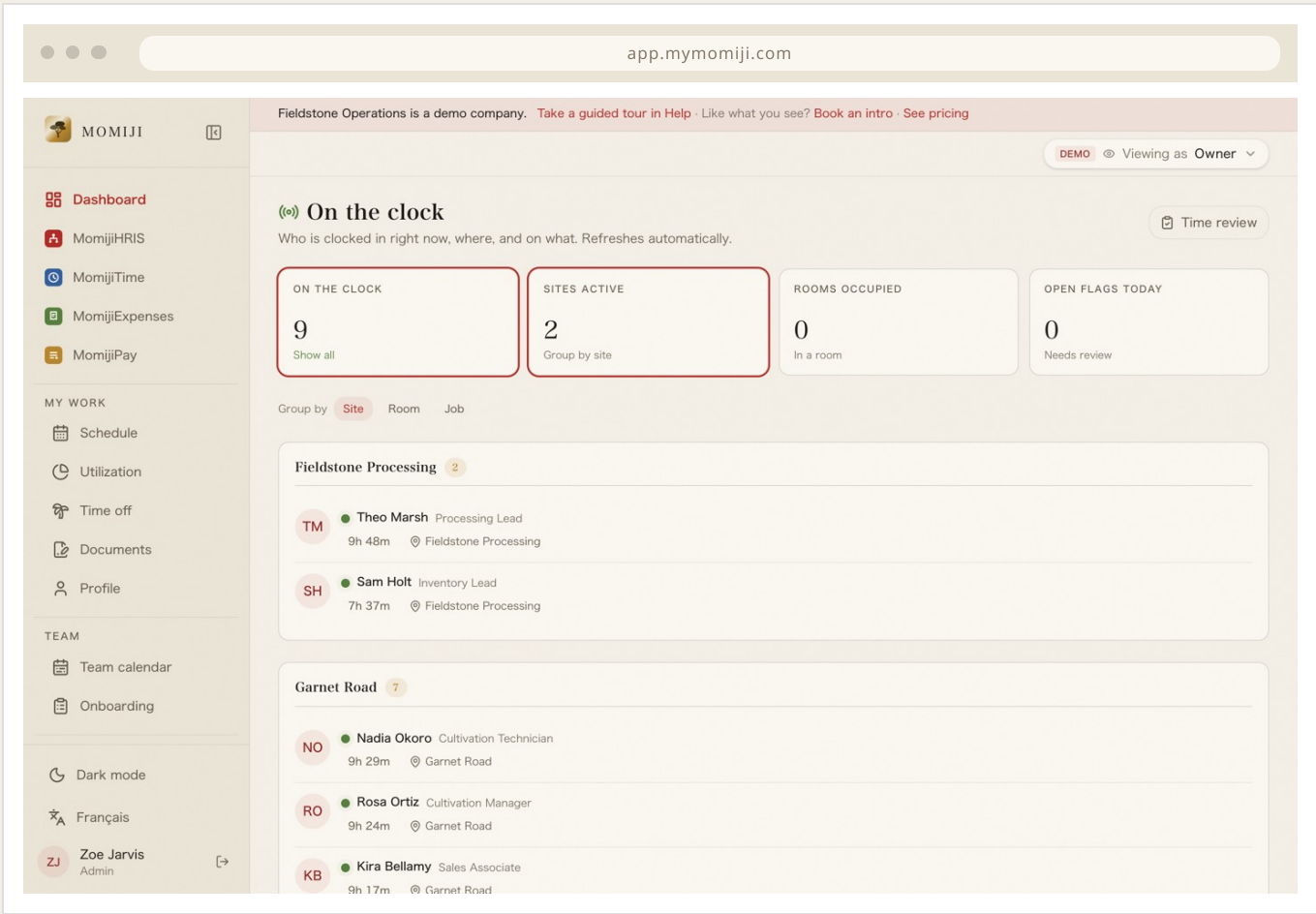
Geofenced punches that respect a person's privacy, a rotating code at the door that is hard to fake, checklists bound to the shift they belong to, and Canadian wage rules built into the math. Approved hours flow straight into payroll, in the same system.



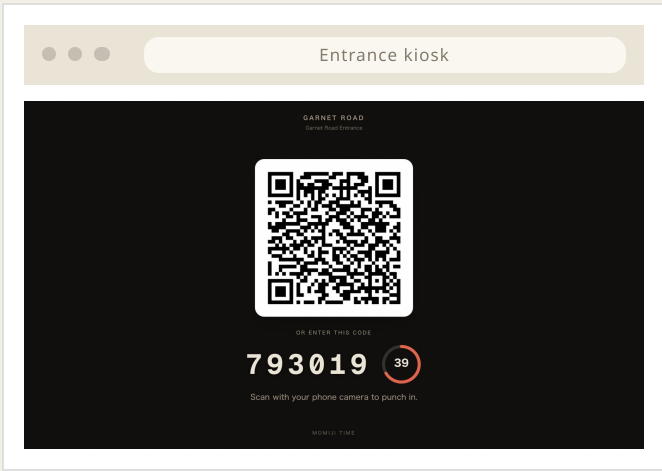
IN THIS SECTION ■ VERIFIED PUNCHES ■ KIOSKS AND DOOR CODES ■ ROOMS AND SHIFT FORMS
■ CANADIAN WAGE MATH ■ SCHEDULING ■ EXCEPTIONS AND COST

Built for a Canadian shift, not translated into one.

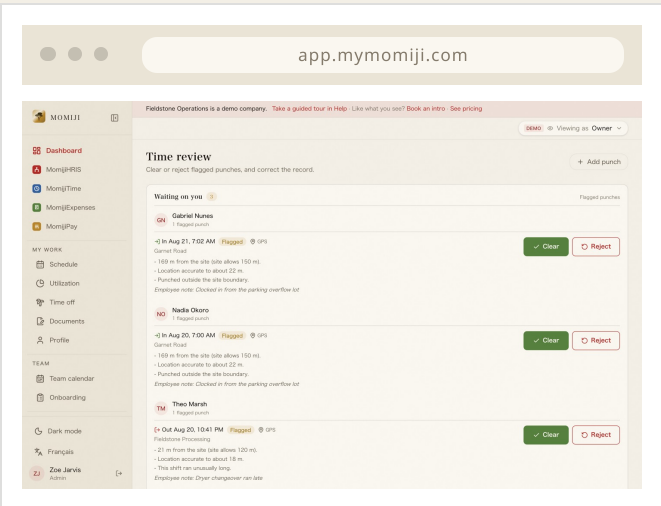
- 01 Punches that prove presence without following people.** A punch reads the phone's location once, at the moment of the tap, and the server does the math against the site boundary and the phone's own reported accuracy. A clean punch clears green. A punch from weak indoor GPS, or from outside the line, is flagged for a manager, never silently trusted and never silently thrown away. Location is captured only at that one moment, never tracked across the day, and the coordinates are deleted after a retention window you set.
- 02 A code at the door, on a screen you already own.** Any spare tablet, phone, or monitor becomes an entrance kiosk showing a six-digit code that rotates about once a minute, so a screenshot texted to a friend goes stale before it can be used. People scan the QR to punch in one tap or key the code by hand. No badges, no biometric reader, no hardware to buy. Where a screen is not practical, print a paper sign instead, with a plain warning about the trade-off.
- 03 Know which room the hours went to.** Print a label for a room or zone and people scan it as they move through the day. Room scans allocate hours, they do not create them: a check-in only counts while someone is already punched in on a verified shift, and the scan captures no location at all. The week view breaks hours down by room, so a machining cell, an assembly line, and a shipping bay each carry their real share of labour cost.
- 04 The checklist that belongs to the shift.** A form can be bound to a punch, a zone or a shift, so the walkaround, the sanitation log or the equipment check is asked at the moment it applies and answered by the person who was actually there. A check-in can be gated on it, so somebody cannot enter a room without completing what that room requires. The answers are filed against the shift, not against a folder somebody has to remember to open.
- 05 Canadian wage rules, computed rather than configured.** Overtime, statutory holiday pay, premium pay, eating periods, the three-hour reporting rule and the vacation-pay fold are arithmetic in the server, not settings you tune and then defend. Paid time rounds to the nearest quarter hour, up as often as down, and the raw punch times are always kept beside the paid ones.
- 06 Schedule the week, then reconcile it against reality.** Build the week on a planning board, drop in shifts or leave them open to claim, and publish when ready. The board checks each shift against approved time off and overlaps before it saves. Once live, the schedule is the control punches are measured against: a punch-out that runs long past the scheduled end flags for a manager the same day. Never schedule at all, and Time works exactly as before; nothing is forced.
- 07 One approval chain, then straight into pay.** Each person reviews their own week and submits it. It routes to the same managers who approve their leave and expenses. A week cannot be approved while a flagged punch sits unreviewed, and flags that age past your window escalate up the chain. The moment a week is approved, its hours cross into Momiji's own payroll engine, and every consumed hour is snapshotted so a gross paycheque is reproducible from the punches that built it.



On the clock. Who is working right now, where, and on what, grouped by site, room or job, refreshing on its own. The tiles carry the count on the clock, the sites active, the rooms occupied and the flags waiting.



The entrance kiosk. A rotating six-digit code on any spare screen. Scan the QR or key the code; a screenshot goes stale in about a minute.



Time review. A flagged punch shows the distance, the accuracy, and the employee's own note. A manager clears or rejects it on the record.

The wage rules, and where they apply

THE RULE

WHAT MOMIJI COMPUTES, SERVER SIDE

Weekly overtime	Hours past the weekly threshold, allocated in order and paid at the tier's multiplier.
Daily and consecutive-day overtime	Where a jurisdiction has them, daily steps and a seventh-consecutive-day rule are applied alongside the weekly one.
Greater of, never both	Where a daily rule and a weekly rule touch the same minute, that minute is paid once, at the single greatest multiplier that applies. Overtime never pyramids.
Statutory holiday pay	Figured from the four work weeks before the holiday, divided by 20, with premium pay layered on for hours worked on the day itself.
The three-hour rule	A scheduled long shift cut short still pays three hours.
The vacation-pay fold	Vacation pay folded into holiday pay at the statutory rate.
Rounding	Paid time rounds to the nearest quarter hour, up as often as down, never systematically down, with the raw punch times always kept beside the paid ones.

WHERE EACH PACK STANDS TODAY, PLAINLY

Ontario is computed exactly and is the default: 44 hours weekly at time and a half, the prior-four-weeks over twenty statutory holiday formula, premium pay, the three-hour rule, eating periods and the vacation-pay fold. **British Columbia** ships as a statutory pack whose overtime is exact, including the eight and twelve hour daily steps and the seventh consecutive day; its statutory holiday pay currently uses the Ontario averaging method as a stated stand-in until the average-day method ships, and we say so here rather than let you find out at a hearing. **Anywhere else**, an administrator sets the daily, weekly and consecutive-day tiers for the jurisdiction, and Momiji refuses a rule set that is less generous than the statutory floor it derives from.

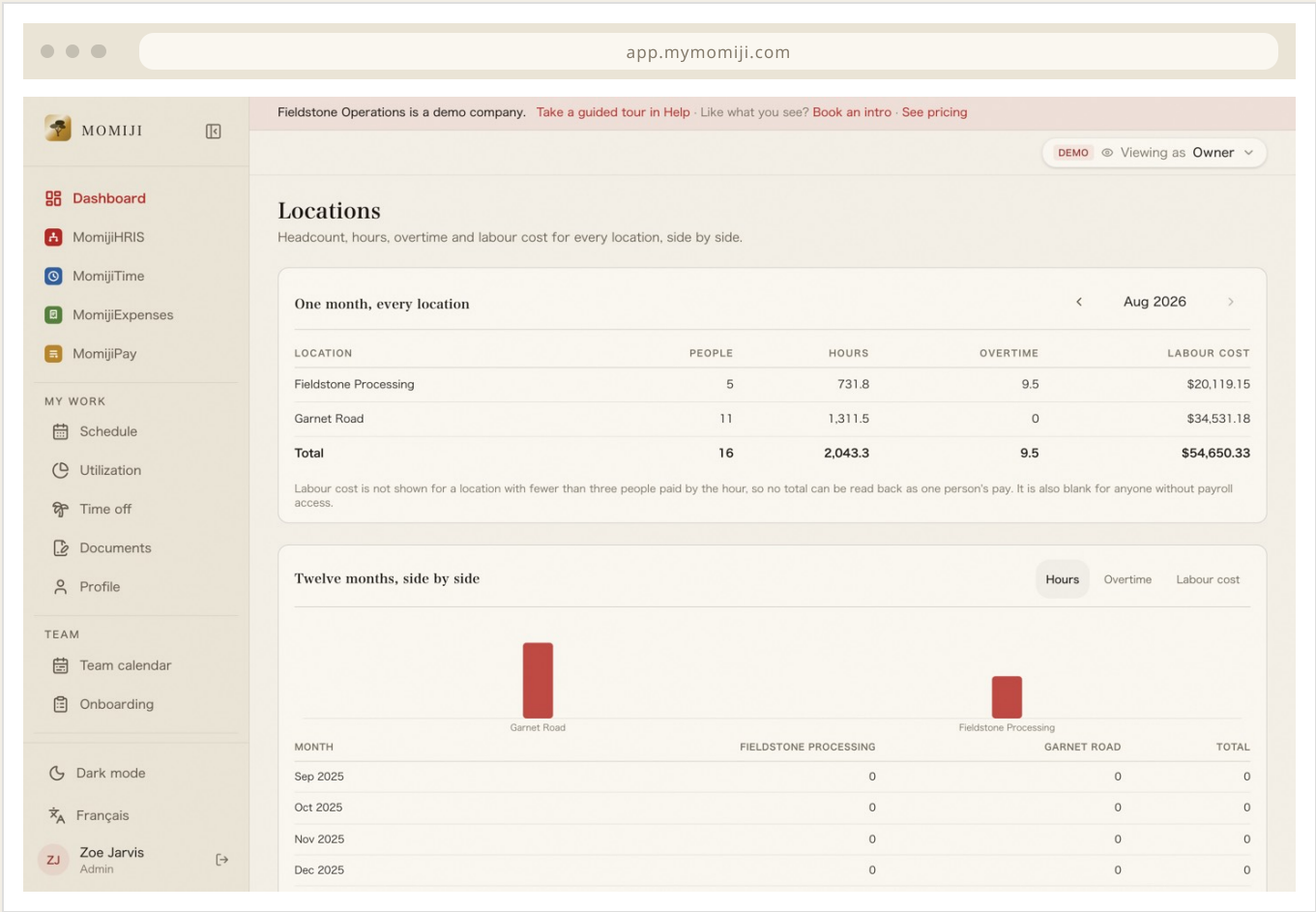
The lawful number is the one the system already produces, so you stop defending spreadsheet math and stop carrying quiet employment-standards risk.

An exception you can settle where you found it

A flagged punch used to be a number on a dashboard tile and a suggestion to go and look somewhere else. It is now a decision you can take on the spot. Opening the exceptions panel gives one row per flagged punch, grouped under the reason it was flagged, carrying the person, the punch, the site and how long it has been waiting, with the two decisions the database actually offers for that flag. Clearing and confirming act at once; rejecting and reversing ask inline for the note the record requires. Every reason and every row also links straight into Time review, already filtered to that reason, that person or that punch, with the punch scrolled to and ringed, and a banner saying how much of the queue the filter is hiding.

Labour cost that reads the company it is in

The labour band on the dashboard reports what your company actually has. A business paying people by the hour sees cost from the punches. A salaried business, which has no hourly cost to accrue, sees the accrual from its own payroll register instead of two dead tiles. Cost per unit appears only where a room or recent output gives it a denominator. Anything left over becomes one quiet setup card that links to the settings that would fill it, and a tile whose detail would be empty is not expandable and says why in its own sub label.



The locations roll-up. Headcount, hours, overtime and labour cost for every site, one month at a time and twelve months side by side, with totals on both edges. Cost is withheld for a location with fewer than three people paid by the hour, so no total can be read back as one person's pay.

Straight answers

Does Momiji track where my staff are all day?

No. A punch reads location once, at the moment of the tap, and never again. The coordinates decide that one punch and are deleted after a retention window you choose.

What happens when GPS is weak inside a building?

Nothing gets lost. A punch the phone is not confident about is flagged for a manager to clear rather than hard-rejected, because honest people punch from inside metal buildings every day. Offline-first punching survives no signal, and a crash, without double counting.

Can somebody punch in for a colleague who is not there?

The kiosk code changes about once a minute, so a code sent by text is stale before it arrives, and a punch still carries the phone's own location and accuracy for the server to judge. Where a printed sign is used instead of a screen, the product says plainly what that trade costs you.

Do we have to use the schedule?

No. Never publish a schedule and Time works exactly as it does now. Publish one and it becomes the control punches are measured against, so a shift that runs long past its end flags the same day rather than at month end.

Privacy first: location read once at the punch, deleted on your schedule / **Wage rules computed,** with the statutory floor enforced against your own settings / **Append-only record:** corrections are new audited entries, never edits / **Geofencing included,** not gated behind a top tier

NEXT IN THE FLOW / SECTION 05



Hours are not the only thing a shift produces. Momiji**Expenses** carries what your team spent while they were there.

05



MomijiExpenses

IN YOUR STACK TODAY: CONCUR

From receipt to reimbursement, without the data entry.

Your team snaps a photo, forwards an email, or drops in a whole pile at once. Momiji reads the vendor, the date, the tax and the total, checks it against your policy, and asks them to confirm what it saw. Approvals route to the manager, and a branded package closes the month.



IN THIS SECTION ■ SNAP AND CONFIRM ■ THE RECEIPT INBOX ■ THE POLICY ENGINE
■ DUPLICATES AND MILEAGE ■ THE MONTH-END PACKAGE

Receipts in. Reports out. Books closed.

STEP 1**Capture**

On a phone, the one action that matters opens the camera. Or upload a pile at once, or email receipts to your own private address.

**STEP 2****Confirm**

Momiji reads vendor, date, subtotal, tax, tip and total, suggests a category, and prefills one row for a glance. Confirm, not configure.

**STEP 3****Approve**

Your policy runs on submit. What it clears is cleared with the rule named; what it cannot clear goes to the person the employee reports to.

**STEP 4****Paid**

The approved report stages itself on the next pay run as a non-taxable reimbursement line and settles when the run commits.

$$\text{Subtotal} = (\text{Total less Tip}) \div (1 + \text{tax})$$

The Canadian sales tax rule your books already run on, checked on every line, with the rate and its components read from the province the expense belongs to. Tax applies only to the taxable portion, and tips are never taxed. A receipt whose figures do not reconcile is flagged for a human, never silently rewritten.

THE RECEIPT INBOX

Three ways in, one pile to clear

Upload a batch from a desk, forward from a phone to a signed email address that belongs to your organization and nobody else, or shoot them one at a time on the app. They land in a card stack you work through in one sitting, and on the phone you can select several at once and file them together.

HONEST EXTRACTION

An honest blank over a guess

Every upload returns vendor, date, amounts, a suggested category, and a confidence score. When a receipt cannot be read, the field stays honestly blank and the receipt stays attached, so nothing is lost and nothing is invented. You confirm before anything saves.

THE POLICY ENGINE

Auto-approval that says which rule

Set the rules once: a per-category ceiling, a receipt requirement, a total under which a report clears on its own. They run inside the submit itself, so a report is decided when it is filed rather than when somebody remembers it. Every automatic decision writes the audit row a person's decision writes, naming the rule, and **nothing is ever auto-rejected**: an item outside policy is flagged for a human to decide.

DUPLICATES

The same receipt, caught three ways

Momiji checks the file's own fingerprint, the transaction reference printed on the receipt, and a fuzzy match on vendor, date and amount. A duplicate is flagged and paired with the line it matches, never deleted and never auto-rejected, because the honest case of two identical coffees on one day is real and only a person can tell them apart.

MILEAGE

The CRA rate, priced on the server

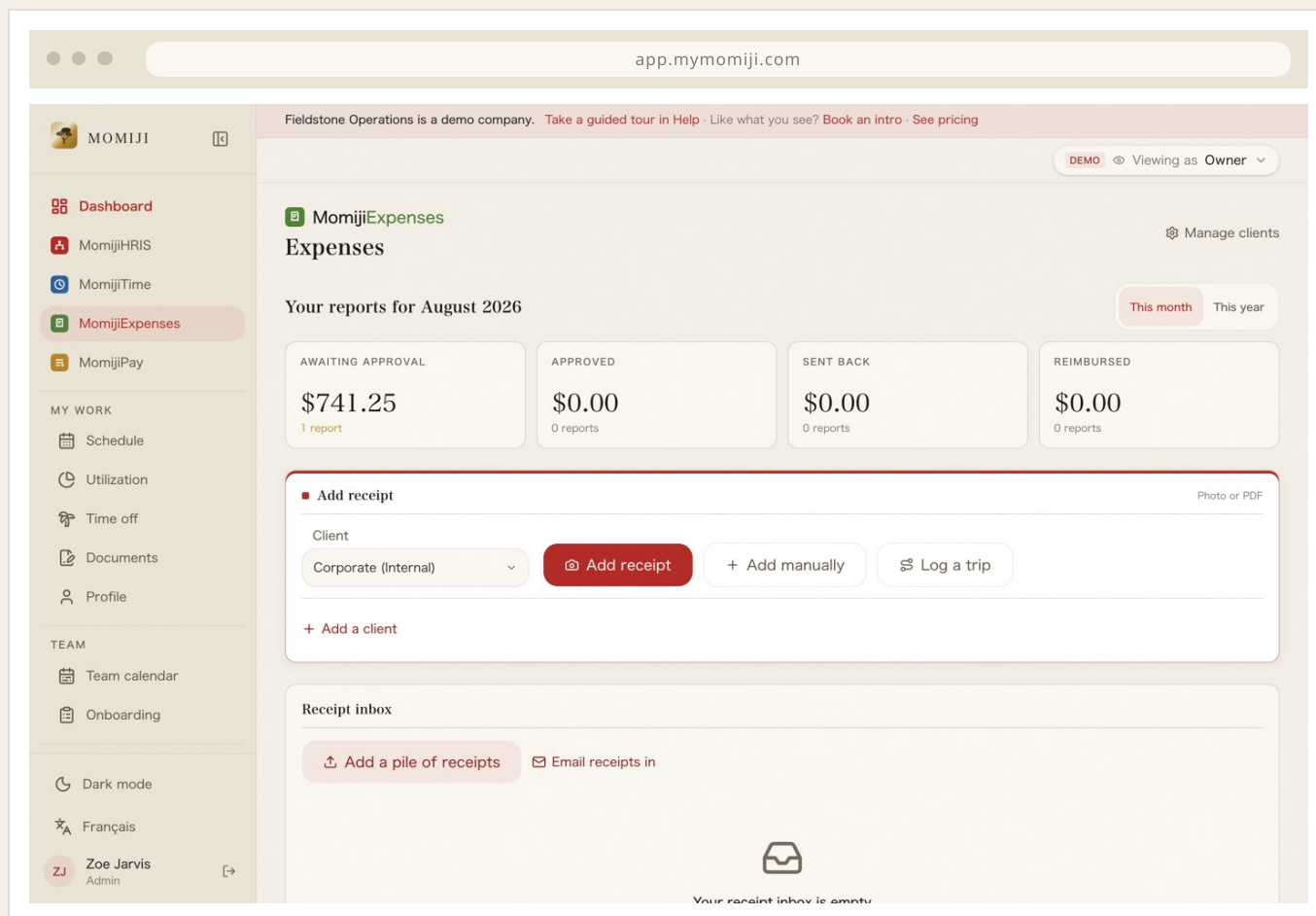
Log a trip and Momiji prices it at the published rate for the year, with the first 5,000 kilometres at the higher band and the remainder at the lower one, and the territories at their own higher pair. The statutory figure and its source sit beside the field, and an organization that reimburses at its own rate overrides it in one place. The price is computed server side, so what the employee sees and what the report pays are the same number.

Source: Department of Finance Canada, 2026 automobile deduction limits and expense benefit rates.

PER-CLIENT FILING

A report per client, and one for your own company

A person serving several clients files a separate report for each, one draft per client per month, so two clients in the same period sit side by side. A protected Corporate target keeps true overhead separate, so nobody untangles whose expense went where at month end.



The expenses home. This month at a glance, the client a receipt belongs to, the three ways to add one, and the inbox waiting to be cleared.

Approvals, and the trail behind every dollar

Reports route to the employee's manager, with an administrator as fallback. The approver can open a question thread before deciding; requesting changes needs a note. The queue surfaces the oldest report waiting and flags anything past a 48-hour service level. Approving is final and writes an immutable audit line, and receipts sit in access-controlled storage walled off per company by construction, subject to the same confidential carve-out as everything else, so a confidential employee's expenses never leak.

Inside the month-end package

- **KPI tiles** for total, subtotal, tax, and tips, so the month reads at a glance.
- **A line-item table** with a totals row: date, vendor, category, subtotal, tax, tip, total.
- **One embedded receipt image per expense**, so nothing has to be chased later.
- **The tax broken out by component**, so the recoverable part is separated from the part that is not.
- **Your logo, your colours**, with a polished default when none is set, and page numbers throughout.

Straight answers

How good is the receipt reading, really?

It reads vendor, date, subtotal, tax, tip, and total, suggests one of eight categories, and returns a confidence score. Hard-to-read lines are flagged for a look rather than guessed at, and the receipt stays attached either way.

Who can email receipts in?

The address is signed and belongs to your organization alone, so a message from outside it is not accepted. Anything that arrives lands in the inbox as an unfiled receipt for a person to place, never as an approved expense.

Can an expense be rejected automatically?

No, and that is deliberate. The policy engine can clear a report on its own and will name the rule that cleared it. It can flag one. It never refuses one, because a refusal is a conversation with a person about their own money.

What if we reimburse mileage at our own rate?

Set it once and it overrides the published rate for your organization, with the statutory figure kept on screen beside it. The price is still computed on the server, so the figure the employee sees is the figure the report pays.

The sales tax rule built in, by province, reconciled on every line / **Receipts retained** in access-controlled private storage / **An immutable audit line** on submit, approve, and reopen / **Paid on the next run** as a non-taxable line, in the same system

NEXT IN THE FLOW / SECTION 06



An approved report rides the next Momiji**Pay** run as a non-taxable line and settles when the run commits.

06



MomijiPay

IN YOUR STACK TODAY: ADP

Canadian payroll, built in. Not bolted on.

A real payroll engine lives inside Momiji: CPP, EI, federal and provincial tax, deductions and benefits, and the levies your province charges the employer. Approved hours flow straight into pay, stubs land in a private vault in each person's own language, and every committed figure is frozen and reproducible.



IN THIS SECTION ■ THE ENGINE ■ DEDUCTIONS AND LEVIES ■ THE DRY RUN
■ THE IMMUTABLE REGISTER ■ STUBS AND THE PD7A ■ THE TIE-OUT

The payroll spine is the part that cannot be copied.

Scheduling can be cloned in a quarter. A payroll engine a Canadian employer will trust with source deductions cannot. Momiji's defensible core is the engine, and the controls wrapped around it.

THE ENGINE

A real Canadian tax engine, not an estimate

Momiji computes CPP and the second CPP contribution, EI for employee and employer, federal tax, and provincial tax with its own surtaxes and health premiums, for every person, every period. It follows the CRA's published T4127 formulas, carries both the January and July editions of the tables with their effective dates, and stamps every committed row with the exact edition that produced it.

WHERE IT COMPUTES

Twelve provinces and territories, plus federal

Ontario, British Columbia, Alberta, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, Saskatchewan, Northwest Territories, Nunavut and Yukon are computed from the published tables. Quebec is a separate regime and is handled separately, on the following page.

EVERY CYCLE SHAPE

Weekly, bi-weekly, semi-monthly, monthly

All four are supported, and the awkward years are handled the way the CRA models them: a weekly calendar that lands 53 pay dates in one year, or a bi-weekly one that lands 27, is computed on the real count rather than the nominal one, so the last cheque of the year is not quietly wrong.

HOURS IN

Approved hours become paid hours

Payroll reads approved timesheets directly and prices every minute at the right multiplier: regular, overtime, statutory holiday, holiday premium, and the three-hour reporting top-up. Employment-standards logic is native, computed rather than configured.

DEDUCTIONS AND BENEFITS

What comes off, and what is taxed but never paid

Registered pension contributions, group RRSP, union dues and garnishments, plus taxable benefits, all held as data on the employee rather than typed onto a run. A pension contribution or union dues reduce taxable income before tax is withheld; a garnishment comes off after tax and reduces only the deposit; a taxable benefit is added to income, taxed, and reported on the T4. Annual caps are applied against the year to date, not against the period, and the plan is asserted again at approval and at commit.

EMPLOYER LEVIES

The remittances that are not the CRA

The workers compensation premium your board charges and the payroll health tax your province levies are computed on every run you commit, with each province's ceiling and exemption applied cumulatively across the year rather than period by period. Each figure carries the board or ministry it comes from as a citation, and a levy follows the province each person actually works in, so a company split across two provinces records one set of figures for each.

Bonuses are taxed by the CRA bonus method, not as if they were salary. Reimbursements pass through untaxed with a required note on the stub. A vacation advance paid early is recovered on the run that would otherwise pay it twice, and the recovery is shown on the register rather than netted invisibly.

app.mymomiji.com

MOMIJI

Fieldstone Operations is a demo company. [Take a guided tour in Help](#) · Like what you see? [Book an intro](#) · [See pricing](#)

DEMO Viewing as Owner

Dashboard

MomijiHRIS

MomijiTime

MomijiExpenses

MomijiPay

MY WORK

Schedule

Utilization

Time off

Documents

Profile

TEAM

Team calendar

Onboarding

Dark mode

Français

ZJ Zoe Jarvis Admin

Open wire sheet

Journal entry

Close package

Create correction

Journal

CSV

QuickBooks

Xero

Open close package

Variances 3

Period over period

EMPLOYEE	FIELD	PRIOR	CURRENT	DELTA	EXPLANATION	ACTION
Zoe Jarvis	Deductions	\$1,799.97	\$1,777.03	-\$22.94	-	-
Zoe Jarvis	Net pay	\$4,658.36	\$4,681.30	\$22.94	-	-
Kira Bellamy	New hire	-	\$520.13	-	✓ New hire or first in-app run: no prior period to compare.	-

Register 16

v2.0.0-14127-122 · 123rd Edition

EMPLOYEE	TYPE	GROSS	BONUS	REIMB	CPP	CPP2	EI	FED TAX	PROV TAX	SURTAX	HEALTH	DEDUCTIONS	NET
Zoe Jarvis	Regular pay	\$6,458.33	0.00	\$465.50	\$0.00	\$0.00	\$0.00	\$1,120.65	\$503.40	\$121.73	\$31.25	\$1,777.03	\$4,681.30
Reimbursement: Approved expense reimbursement (1 report)													
Rosa Ortiz	Hourly pay	\$2,946.67	0.00	0.00	\$166.65	\$0.00	\$48.03	\$309.14	\$138.28	\$0.00	\$25.00	\$687.10	\$2,259.57
Valerie Chen	Regular pay	\$2,583.33	0.00	0.00	\$145.03	\$0.00	\$42.11	\$238.57	\$106.51	\$0.00	\$25.00	\$557.22	\$2,026.11
Bruno Marchetti	Regular	\$3,958.33	0.00	0.00	\$226.84	\$0.00	\$64.52	\$513.34	\$229.52	\$0.00	\$31.25	\$1,065.47	\$2,892.86

A committed run. The ledger journal and the close package sit above the period-over-period variances and the register itself: gross to net for every person, CPP, CPP2, EI, federal and provincial tax, surtax, health premium and deductions, with the engine version and tax-table edition stamped at the top right. New hires are called out because there is no prior period to compare.

57

Payroll cases replayed by the engine's verification suite on every release

335

Fields checked in every replay of that suite

238

Fields anchored to CRA-published figures

0

Sourced mismatches against those anchors

Nothing moves until you have seen it

01 THE DRY RUN

Review before a dollar moves

Every run is staged as a full dry-run register first, with an automatic period-over-period variance report. A material swing in gross, deductions or net has to be explained before the run can be approved, and if the preparer is also the approver, the system requires a written self-approval note so the compensating control is on the record.

02 THE COMMIT

Committed figures are frozen

Commit a run and its register locks. Numbers are never edited or deleted after that; a correction is a reversing run that leaves the original on the record, the way a ledger works. The database itself refuses the edit, so this is not a convention somebody can forget.

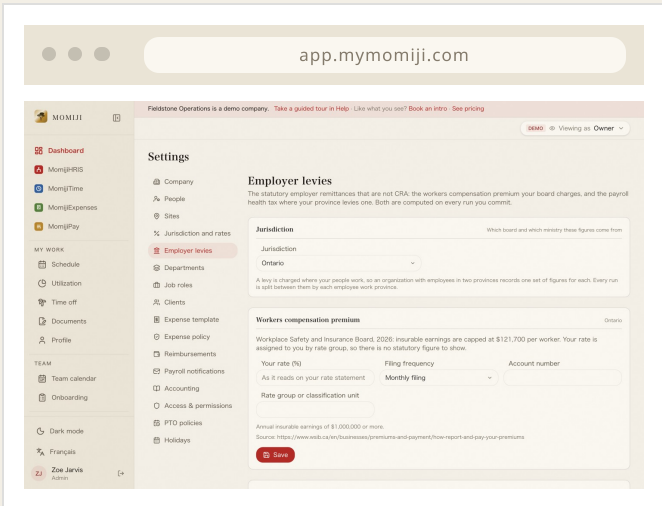
03 THE CLOSE

One PDF that closes the cycle

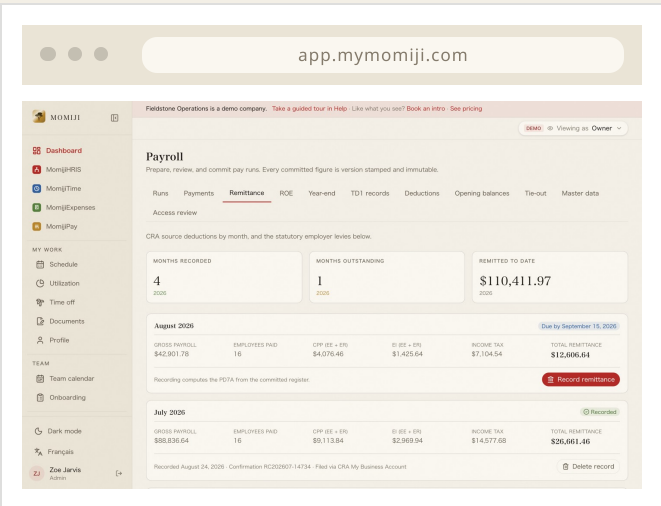
The close package binds the register, the variances and who explained them, the payment tie-out, the journal entry and the CRA remittance into a single document. If any two of them disagree, it says so rather than printing a total that hides it.

Stubs, and the remittance that adds itself up

Publishing a committed run writes one PDF stub per employee into a private vault: each person opens their own and only their own, and it renders in their own language, using the CRA's own French terms rather than a translation of ours. Every run rolls into a monthly PD7A view, with CPP, EI and income tax totalled straight from the frozen register, due dates flagged against your own remitter class, and a place to record the CRA confirmation number. An overdue remittance keeps surfacing until it is recorded, rather than scrolling out of view.



Employer levies. The workers compensation ceiling for the year and the health tax for the province, each with the source it was read from, and your own rate beside it.



The monthly remittance. Totalled from the committed register, with the due date, the remitter class it follows, and the confirmation number once you have paid.

The path a dollar takes

WHAT HAPPENS	THE CONTROL THAT HOLDS IT
01 An employee punches in	Location is read once, at that instant, and expires on a scheduled scrub. An accuracy check marks the punch green, amber, or blocked.
02 The week is computed	Employment-standards arithmetic applies eating periods, overtime tiering, statutory holiday pay and rounding, and raises flags for unapproved overtime.
03 A manager approves	The approval routes on the manager chain the database enforces. Out-of-chain approvals are refused, and only the organization owner may decide their own.
04 Hours enter the pay run	A documented interface between the two modules. No export, no re-keying, no second vendor.
05 The run is prepared	A dry run with per-person variance against the prior cycle. Approved expense reimbursements stage automatically as non-taxable lines, and a merit increase approved in MomijiPerform waits beside the variances, naming its cycle, for a person to take up.
06 The run is committed	Figures become immutable and version-stamped. Employer levies are stamped at the same moment, with the year's ceiling applied. A correction is a reversal, never an edit.
07 The money leaves	A wire sheet, or a bank credit file built from the same register, with the two halves adding back to the register total to the cent.
08 Stubs, ledger and remittance	Stubs land in a vault that fails closed. The journal balances or refuses to emit. The period's PD7A is reconciled from the same register that produced the stubs.
09 Year end	T4 Box 22 is composed from the identical remittance trail, so the slip and the year's remittances agree by construction.

QUEBEC, STATED HONESTLY

Phase one is built. It is behind a switch only an owner can turn on.

Quebec is a separate payroll regime, not a missing table: provincial income tax follows Revenu Quebec's own formulas rather than the CRA's, the pension plan is the QPP, there is a parental insurance premium the rest of the country does not have, and the federal EI rate is lower. Momiji now computes all of it, with its own verification suite anchored to Revenu Quebec's published guides, and renders a Quebec pay statement with the right names on the lines. **What phase one deliberately does not yet do** is track the Revenu Quebec remittance beside the CRA one, or build the Quebec year-end slip; the product says so on the screen rather than implying otherwise, and it refuses to issue a T4 for anyone with Quebec figures on the register rather than issue the wrong one. Withholding is correct today and off by default. Turn it on only after we have walked your file with you.

Bring your last pay stub

Switching payroll is a trust decision, and the fear is rational: if the new system is wrong, your people are underpaid and you are the one explaining it to the CRA. Every vendor answers with a badge and a promise. Momiji answers with a proof.

Your current provider already produced a stub last period. That stub is ground truth. Before Momiji runs a single live cycle, it recomputes that same period from your new setup and shows you every figure side by side. If it does not tie to the cent, you do not go live. You do not need an account or a sales call to try it: the same engine runs inside your own browser at mymomiji.com/tie-out, and nothing you type there is sent anywhere.

FIELD	THEIR STUB	MOMIJI	
Gross	3,125.00	3,125.00	MATCH
CPP	178.42	178.42	MATCH
EI	51.25	51.25	MATCH
Federal tax	412.18	412.18	MATCH
Provincial tax	168.93	168.93	MATCH
Net pay	2,314.22	2,314.22	MATCH

An illustrative tie-out. You bring the stub; we do not choose the test case.

IF IT MATCHES

You go live knowing the switch reproduces reality, to the cent, on your own data. A mid-year move stops being an act of faith.

IF IT DOES NOT

That is the more valuable outcome. Either our setup is wrong, found before payday instead of after, or your current provider's number is wrong, shown on your own data. Either way, you know before it matters.

Certainty is the product, not optimism. The tie-out proves the setup reproduces a known period; it does not ask to be believed.

Straight answers

Do I still remit to the CRA myself?

Yes, on the Professional plan. Momiji computes your monthly PD7A from the committed register, shows what is due and when, and records your confirmation number once you have paid. On a Managed engagement we remit for you.

What happens when a committed run turns out to be wrong?

You raise a correction, which is a reversing run. The original stays on the record with its own figures, the reversal states what it undoes, and both appear in the year to date. Nothing is edited and nothing disappears, because a payroll register that can be rewritten is not evidence of anything.

Who in my company can run payroll?

Only somebody you have granted payroll access to, which is separate from being an administrator and separate from the People access grant that reveals compensation. Every grant is audited, and a periodic access review lists who holds what.

How do I know the math is right?

The engine follows the CRA T4127 formula set, is verified field by field against CRA-published figures on every release, and is proven on your own books by the tie-out before you go live. Every committed run is stamped with the exact engine and taxable version that produced it.

Does an approved raise pay itself?

No, and it is built that way. Approving a compensation cycle in MomijiPerform stages an effective-dated change and moves no money; it appears on the prepare screen beside that run's own variances with the cycle named on it. A person sets the salary on the work profile and a payroll administrator takes the change up, which Momiji refuses to record unless the live salary already equals the figure that was approved. Two approvals, in two modules, by two acts.

CRA T4127 formulas: CPP, CPP2, EI, federal and provincial tax, surtax, health premium / **Immutable, version-stamped register** / **Private stub vault**, closed by default, bilingual / **Built by a CPA-led firm**, designed to be relied on by your accountant and your auditor

NEXT IN THE FLOW / SECTION 07



The register is the source for everything that leaves the building: the ledger, the bank file, and the returns you owe the government.

Built to the published specification, or it refuses.

Four things leave a payroll system and land somewhere that will judge them: the bank file, the ledger entry, the T4 return and the record of employment. Each one has a specification written by the body that receives it. Momiji builds each to that document, by name and version, and where a value cannot be verified it stops and says which one rather than guessing.

The T4 return, checked against the CRA's own schema

Momiji builds the electronic T4 return the CRA accepts through Internet file transfer: the T619 transmittal, every slip, and the summary, assembled from the same figures the slip PDFs render from, so the paper and the file cannot disagree. The CRA's published schema files sit in the product verbatim, with their checksum and the address they were downloaded from, and the validator reads those files rather than restating them, so if the CRA changes a rule the check changes with it. The summary is totalled from the slips that are actually emitted, not from a parallel calculation.

BUILT TO	CRA XML schema package, version 1.26. T619 Electronic Transmittal, 2026 version 4. T4 Statement of Remuneration Paid, 2026 version 4.
CHECKED BY	The schema itself, including the rule that every slip's business number must equal the summary's.
NEVER STORED	The return carries a social insurance number for every employee, so Momiji does not keep a copy. It is built at the moment you press download and the only copy is the one your browser saves.

app.mymomiji.com

Runs Payments Remittance ROE **Year-end** TD1 records Deductions Opening balances Tie-out Master data

Access review

CRA electronic filing Build the T4 return as the XML file CRA accepts through Internet file transfer, then record what CRA gave you back. Not filed

Transmitter Who is sending the file. CRA requires the account number in the file to be the same one you sign in to the filing portal with. [Edit transmitter](#)

ACCOUNT NUMBER 123456789RP0001 TRANSMITTER NAME Fieldstone Provisions Ltd. CONTACT payroll@fieldstone.example

Pre-flight 3 things to fix [Check again](#)

- sin / The social insurance number for Cira Delgado fails its check digit, so a digit is mistyped or transposed. Read it off their signed TD1 again.
- empt_prov_cd / The province of employment for Elin Vasquez is not set. Box 10 is required on every slip and decides which provincial tax the year is reported under.
- EMPR_ADDR / The employer address is missing. The T4 Summary carries the street and the city of the employer filing the return.
- Each social insurance number is typed at the moment you download the file and is never stored. Have the signed TD1 forms to hand.
- The slip for Avery Chen reports a registered pension plan, and Momiji does not hold the plan registration number for box 50. Add it by hand if CRA asks for it.

[Download CRA XML](#)

Uploading the file to CRA

1. Open the CRA Internet file transfer page (search canada.ca for "Internet file transfer" or "Transfert de fichiers par Internet").
2. Sign in the way your account allows: My Business Account, Represent a Client, or the web access code CRA printed on your remittance form. Use the same account number you put in the transmitter block above, or CRA rejects the file.

The pre-flight, before you file. Every problem that would make the CRA reject the return, named against the field it belongs to and the person it belongs to, with the advisory notes kept separate from the blocking ones. The download stays disabled until the blocking list is empty.

What it refuses to file, and why that is the feature

A payroll system that guesses at year end produces a return the CRA accepts and an employee who is filed under the wrong province. Momiji would rather stop. Each of these halts the whole return with a sentence naming the field and, where it is about a person, naming the person.

- ✖ A missing or wrongly formed payroll account number.
- ✖ A transmitter block without an account, a name, a country or a language.
- ✖ A social insurance number that fails its own check digit, because that is a typo, not a person.
- ✖ An employee with no province of employment, which decides the tax the year is reported under.
- ✖ A missing employer name or address.
- ✖ A missing dental benefit code, which the CRA now requires on every slip.
- ✖ A negative or out-of-range box amount.
- ✖ CPP and QPP on the same slip, or QPP on a slip outside Quebec.
- ✖ A contribution recorded against no pensionable earnings.
- ✖ A return with no slips in it, or a tax year outside the range the schema allows.

The record of employment, built to Service Canada's layout

A record of employment decides how much a person receives while they are out of work, so the figures in it matter more than almost anything else payroll produces. Momiji builds the payroll extract file Service Canada accepts, walked back against the committed register period by period on every pay frequency, and validated against Service Canada's own schema rather than against our reading of it. A block that cannot be verified stops the build with a plain sentence naming the block.

BUILT TO

Appendix D, XML version 2.0

The ROE Web user requirements' payroll extract layout, with its own published schema. Each pay period in the insurable window is emitted with its own number and its own amount, numbered from one with no gaps, and a period with no earnings comes out as zero rather than disappearing.

Source: Employment and Social Development Canada, ROE Web user requirements, Appendix D.

THE INSURABLE SLICE

Severance is reported, and kept out of Block 15

Service Canada sets a claimant's weekly benefit from the insurable earnings in Block 15. Severance, a retiring allowance, honorariums and the supplementary unemployment benefit codes are reported in full in Block 17 and are **not** insurable, so Momiji keeps them out of Block 15 and stores the excluded figure so the worksheet prints the same number the file carries. A separation payment Momiji cannot match to a published code stops the assembly and names itself rather than being folded in.

THE CLOCK

Five days, counted for you

The deadline countdown starts from the end of the pay period containing the interruption, appears on the offboarding flow, the record itself and the compliance strip on the payroll home, and stops when you record that the file was filed. An overdue record keeps surfacing.

THE HONEST LIMIT

You press submit, not us

The file lands in ROE Web as a draft for the preparer to submit. Service Canada checks a new record against every prior one for the same business number and person, and Momiji cannot see those, so a file that submitted itself could file a duplicate unseen. That is a deliberate stop, and it is written on the screen as well as here.

Paying people, and the file your bank accepts

Momiji held no bank account numbers at all until this edition, deliberately. It now holds them for one purpose, under conditions narrow enough to be worth stating in full: **direct deposit is off for every organization until an owner turns it on**, the employee types their own details in on the web and is emailed whenever theirs change, the number is encrypted with a key that never leaves the database, and no administrator ever sees more than a mask. With it on, a committed run produces the credit file your bank accepts, built from the register itself, and anyone without deposit details stays on the wire sheet. The two halves add back to the register total to the cent, or the file is not produced.

The screenshot shows the Momiji mobile app interface. At the top, the address bar displays 'app.mymomiji.com'. On the left is a sidebar menu with categories: 'Dashboard' (MomijiHRIS, MomijiTime, MomijiExpenses, MomijiPay), 'MY WORK' (Schedule, Utilization, Time off, Documents, Profile), 'TEAM' (Team calendar, Onboarding), and 'Dark mode' (Franglais). The main content area is titled 'Settings' and lists various configuration options: Company, People, Sites, Jurisdiction and rates, Employer levies, Departments, Job roles, Clients, Expense template, Expense policy, Reimbursements, Payroll notifications, Accounting, **Direct deposit** (highlighted), Access & permissions, PTO policies, and Holidays. The 'Direct deposit' section is expanded, showing a toggle switch set to 'Off'. Below the toggle, text explains that Momiji builds the CPA 005 credit file for payroll. A red button labeled 'Turn direct deposit on' is visible. The 'Your bank file identity' section contains fields for: Originator id (1234560000), Data centre (00320), Short name on the statement (ACME PAYROLL), Legal name on the file (Acme Operations Incorporated), Transaction code (200), and How you send the file (I upload it on my bank website). Explanatory text is provided for each field.

Direct deposit, off until you turn it on. The originator identity comes from the agreement your bank issued, and Momiji will not build a file until it is entered, because it cannot be inferred. Built to Payments Canada Standard 005, transaction code 200, Payroll Deposit.

THE RULE THE PHONE OBEYS, ENFORCED IN THE DATABASE

Bank details are not on the phone, and cannot be.

This is not a screen we chose not to draw. The bank details table has row-level security switched on and **no policy at all**, and no grant to either role the mobile application signs in as, so there is no query the app could send that would return one. Every function that touches a bank detail is granted to the server role alone. The absence is enforced by the database and proved by its test suite, not by our restraint.

The ledger entry, and a package that closes the month

Every committed run posts one journal entry: wages, the employer's own contributions, the liabilities to the CRA and to your province, the net payable, and any vacation advance recovered. It balances to the cent or it refuses to emit and tells you which side is short. Download it as CSV, as a QuickBooks file or as a Xero one, with the accounts mapped once in settings and reused every cycle. The close package binds it to the register, the variances and who explained them, the payment tie-out and the CRA remittance in one document, so a month-end file is assembled rather than reconstructed.

Straight answers

Does Momiji file the return for me?

It builds the file and checks it. On the Professional plan you upload it, and the product walks you through the CRA screens in English or French and then records the confirmation number against the year. On a Managed engagement we do the filing for you.

Where does the file live afterwards?

The T4 return is never stored, because it carries a social insurance number for every employee. The record of employment extract lives in the private payroll vault. Every download is audited with a fingerprint of exactly what was produced.

What about Quebec's own year-end slip?

Not yet, and Momiji will not pretend otherwise: it refuses to issue a T4 for anyone carrying Quebec figures rather than issue the wrong slip. That is the honest state of phase one, and it is on the screen as well as in this guide.

Can I still file on paper?

Yes. The slip and summary PDFs are produced from the same assembly the electronic return is, so the paper and the file cannot disagree, and you can hand either one to your accountant.

Every statutory file built to its published specification, cited by name and version / Validated against the issuer's own schema / A value that cannot be verified stops the file and says which one / The journal balances or refuses to emit

The evidence is written on the day, not afterwards.

Almost every employer has training somebody has to complete and somebody else has to be able to produce on the day it is asked for. The usual answer is a spreadsheet beside a folder of certificates, which is a record of what an administrator remembered rather than a record of what happened. MomijiComply keeps it inside the same directory as everything else, and it is the one module that is included in every plan, Budget upwards, rather than another product to buy.

READ THIS BEFORE THE REST OF THE CHAPTER

Momiji records. It does not certify.

Nothing in this chapter says an organization is compliant, audit-ready, or that a course satisfies a regulation. Those are conclusions about **your** business, in **your** jurisdiction, and no software can reach them for you. What Momiji does is narrower and more useful: it **records** who completed what and against which version, it **prompts** before a date and **escalates** after one, it **refuses** a room or a shift where you have asked it to, and it **proves** what it holds with a fingerprint over each record. The judgement stays with you, and nothing here is legal advice.

A rule, written once, that assigns itself

A rule is written in the words a person would use: a course, who it covers, how long after hire it falls due, and how long until it lapses. Momiji resolves who that is on the server, every night and again whenever the rule changes, so somebody hired next week is already covered and somebody who left yesterday is not. No list of people is ever expanded in a browser, which is the failure the design exists to remove.

WHO IT COVERS	The whole organization, one location, one department, or one job role. All four are columns the directory already maintains because payroll depends on them.
WHEN IT IS DUE	A window in days from the person's hire date, so a rule written today still knows what to do with next month's hire.
WHEN IT LAPSES	An expiry in months, or a recurrence, or neither. A course with no expiry is finished once.
WHAT IT BLOCKS	Nothing, unless you say otherwise. See the last part of this chapter.
WHERE IT COMES FROM	A rule can carry the statutory citation behind it, read from the same jurisdiction registry the payroll and expense rates come from. Where there is none on file, the screen says exactly that rather than showing a blank.

Saving a rule reports what actually happened rather than a reassuring message: how many people it was newly assigned to, how many existing assignments were refreshed, how many were already expired, and how many were

closed because the rule no longer reaches them.

A course is your own material

Momiji hosts no course catalogue and sells no content. A course is the document you already use, plus, if you want one, a knowledge check you write yourself.

THE READING A document from your own vault The PDF you already publish, hashed on the server, versioned, and bound to the signature the way every other document in Momiji is. Editing it moves the course to a new version and the screen tells you so before you save; completions already on file keep the version they were made against.	THE CHECK A short paper, in both languages Multiple choice and true or false, written in English and Canadian French in the same field, with a pass mark you set. Only questions that can be marked against a stored answer are offered, because a written answer is something the software can store and nothing can score.	THE KEY Answers that are not in the paper The answer key lives in its own table with row-level security on, no policy at all, and every privilege revoked from both signed-in database roles. A submission is marked inside the database. No question may be marked required either, because the form engine treats a required tick box as an attestation and refusing without it would publish the answer.
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Four ways to finish one, and each looks different

PATH	WHAT THE PERSON DOES, AND WHAT IS KEPT
Acknowledge	Read the document and tick a consent box. What is kept is the completion itself, against the exact version of the document that was on screen. If the document changed while it was open, Momiji refuses and says so rather than recording an acknowledgement of something else.
Sign	The document vault's own signing flow end to end: a signature drawn or photographed once, a certificate-stamped PDF carrying the seal, the signer, a UTC timestamp and the full fingerprint, and the bytes re-verified against that fingerprint before anything is certified.
Answer the check	The knowledge check, marked on the server. The score is shown against the pass mark; a failed attempt says what was scored and offers the material again rather than locking anybody out.
Bring a certificate	Training taken with a provider outside Momiji: upload the certificate as the evidence and the completion records it, with its own expiry.

Where a course asks for it, a supervisor signs the employer's half of the same record. The person's own screen says which half is on file and never pretends they still owe something because the employer has not signed yet.

The completion is the evidence

A completion is written once and never changed. It carries the version of the document the person read, the evidence they gave, the address the completion came from, and a sha256 over the whole record, and a database trigger refuses every later update and every delete, for an administrator and for the table's owner alike. The single permitted change is the employer's countersignature moving from absent to present, once, with every other column identical; that field is deliberately outside the fingerprint, because the second half of an acknowledgement is signed later by a different person.

An exemption is a record of the same standing rather than a gap: it carries the reason it was granted, and it is its own state on every board, never folded into complete. A blank and a decision are different things.

A completion is also evidence in the other direction. Training finished here lands in the person's own performance record in MomijiPerform, in the quarter they finished it, so a manager writing a half-year review cites the course somebody actually took rather than remembering that they took one.

One board, one row per location

Every location is a row, every rule is a column, and every cell holds the five figures that matter: complete, due, overdue, expired and exempt. Each row totals its location, each column totals its rule, and the corner totals everything, and all three are added up from the cells on screen rather than printed from a separate count, so what a person reads and what the totals say cannot disagree. Every figure with somebody behind it opens the named people, with their dates.

- **A dash is not a zero.** A rule that does not reach a location shows a dash, because "nobody here has to do this" and "everybody here has done it" are different facts.
- **A manager sees state, never the signed record.** Somebody who runs a location sees their own locations and the people behind each figure. The signed PDF and the signature image stay with the person who signed and the administrators who could already read them.
- **A manager with no locations is told so.** They get that sentence rather than a board of zeroes, which would read as compliance.
- **Confidential stays confidential.** A confidential employee is absent from every count a non-owner administrator sees, and the board gives no hint that anybody is missing.

It chases itself

An outstanding course does not sit on a board waiting to be looked at. It climbs a fixed ladder, and each rung is addressed to the person who can actually do something about it.

WHEN	WHO HEARS ABOUT IT
Fourteen days before, three days before, and on the day	The person who owes it, on their phone, or by email where no device is registered, in their own language. These are off until an administrator turns them on: a tenant does not email its own staff until somebody asks it to.
Three days late	Their own manager.
A week late	Whoever runs the location they are posted at.
A fortnight late	The organization's administrators, and this one stays in the daily digest until somebody completes it.

An item about a confidential employee is re-addressed to the owner rather than quietly dropped: it never reaches a manager or a site manager. A second run on the same day sends nothing twice, and every notice that could not be sent is logged with the reason, so a quiet night is never mistaken for a clean one.

Where it can stop work, and where it never can

Two things can be refused when mandatory training is missing or expired, and both are off until an organization turns them on: checking in to a room, and claiming an open shift. Each refusal is a sentence a person can act on, in both languages, and each screen names the training it is waiting on *before* anybody taps.

THE LINE THAT DOES NOT MOVE

The punch is never blocked.

Somebody whose certificate lapsed overnight still clocks in, stays on the clock, and is paid. The only thing that did not happen is the room label or the claim. An administrator's lapse is not allowed to cost a worker paid time, and that rule is enforced in the database rather than left to a screen to remember. A shift claim is measured against the date of the **shift**, not today, so a certificate expiring on Tuesday does not qualify anybody for Friday.

Does a completed course count as paid time?

An organization can mark a course as paid time and the person's own screen says so. Momiji does not write the hours: a course carries no duration, and this product does not invent a figure. Approve the time as you approve any other.

Can we hand an inspector a pack?

Yes. Choose one location and one period and Momiji produces a single PDF: a cover naming the organization, the location, the period, who produced it and the totals; then a line for each person and course carrying the day it was completed, the version they took, how it was recorded, when the record expires and a SHA-256 fingerprint of the record behind it; then exemptions in their own section with the reason each was granted. Every table ends with a totals row. Momiji keeps the pack, its line count and a digest of exactly the file you received, and a produced pack cannot be edited: if something is missing you produce a new one and the old one stays on the list. It is a record of what was completed and the evidence behind it, not a judgement about whether that satisfies a regulation.

What about incidents and the joint committee?

Neither is built. Incident reporting and joint health and safety committee records are the next phase, and they are named rather than implied.

Is it on every plan?

Yes, from the cheapest one upward. MomijiComply is the fifth module and it does not climb the pricing ladder, and it is not a separate line on the invoice. The sixth, MomijiPerform, is off the ladder in the other direction: an add-on switched on at any plan and priced per person.

Live on the web portal today, in English and in Canadian French, on the desktop and at phone width. The same training list and manager board are live in the iOS and Android app as well, so MomijiComply runs on all four surfaces.

A rule resolves on the server, never in a browser / **A completion cannot be edited by anyone** / **Exempt is its own state**, with its reason / **The punch is never blocked** / **Momiji records; it does not certify**

A person judges. Momiji keeps the record.

In a company with no HR department the merit cycle lives in a folder on a shared drive: a form filled in the week it is due, from memory; a rating chosen first and paragraphs written to justify it; and a raise re-typed into payroll from an email. MomijiPerform keeps those six months as they happen, writes the review from what they hold, seals it the moment the person acknowledges it, and stages the approved increase beside the pay run it belongs to. It is the sixth module, and the only one sold beside the plan ladder rather than on it.

THE LINE THAT TRAVELS WITH EVERYTHING IN THIS CHAPTER

Momiji records the judgement. It never makes one.

Nothing here rates anybody, ranks a team against itself, or turns a rating into a number of dollars. There is one rating per person per period, chosen by a named manager against four written definitions, and no machine anywhere near it: **no AI drafts a review, proposes a level, or touches a pay figure.** There is no forced distribution, no curve, no quota, no salary band and no formula from a rating to an increase. The module is built for the way Canadian employment law reads a written record and for Quebec's French-language requirements, which is a statement about how it is built and not a conclusion about your organization. Nothing here is legal advice.

Six months of evidence, then one conversation

A review written the week it is due is written from memory, and everybody in the room knows it. The first layer of MomijiPerform is the small things, kept as they happen, in the same directory that already holds the person, their manager chain and their leave.

GOALS

What it covers, and what it does not

A goal carries a success measure and, just as usefully, an explicit line saying what it does not cover. Individual, team and company goals sit in one place, and a goal points at the one above it as a reference rather than a cascade, so retiring a company objective is a status change and the work underneath keeps both its history and its pointer. There is no percentage complete, because a number nobody can defend is worse than a sentence somebody wrote.

THE CHECK-IN

Two questions, once a quarter

What went well, and what needs attention. Two fields answered in a minute, once a fiscal quarter, and not a form, because the form is the thing nobody fills in. A manager marks it read, which records that they read it and closes the period and decides nothing. An update written against a goal can be ticked as blocked, and that is what puts it on the list of what is stuck.

ONE-ON-ONES**One list, on both screens**

The same talking points for both people, not a private set each. An open point carries forward until somebody closes it, pointing at the conversation it continues rather than being copied into it. Momiji schedules nothing. A point is kept for the record only if somebody says so, because most of a one-on-one is not evidence about anybody and a tool that harvested all of it would teach people to stop writing things down.

FEEDBACK AND PRAISE**Nothing anonymous, nothing scored**

Who may read it is chosen at the moment it is written: the person and their manager, the person alone, or the whole team. The last of those is **praise only**, refused by the table itself, because broadcasting criticism company-wide is not feedback. The private option really is private and does not quietly copy the manager. A manager can ask a colleague for feedback about somebody, and the request is pinned to the visibility that lets the manager read the answer rather than leaving it to be chosen later.

The record, read back by quarter

Those four are only worth writing into if somebody can read them back. The evidence record is one stream per person over a window you choose: check-ins, goal updates, the one-on-one notes that were kept, feedback received, and training completed in MomijiComply, newest first, grouped by quarter. It is refused to anybody who is not the person, somebody in their manager chain, or an administrator who can already see them.

- **An empty quarter is shown as an empty quarter**, because the gap is the finding. A stream that quietly skipped the three months nobody wrote anything would hide the only fact worth acting on.
- **Nothing in it is weighted, averaged or comparable across people**. A number out of this stream is the one thing the design exists to prevent.
- **A period that includes approved leave says so**. The days are counted from the approved leave using the leave module's own arithmetic and printed on the review, with a line telling the reader to read the evidence against the time actually worked. Momiji does not prorate a judgement, because dividing an assessment by the time somebody was present is a score by another name.

A review both people write, in five phases that only move forward

Twice a year, and it arrives configured. Open a cycle and the period is already the half-year you are in, named for its months, with four questions and the four rating levels already written. The scale is seeded the first time and never restored underneath you afterwards, so an organization that rewrote its levels keeps them.

- 01 Being set up.** Nothing is visible to anybody else. The questions and the four levels can be changed as much as you like while the cycle is here.
- 02 Self-reflection.** Everybody in the cycle writes about their own half-year. A manager cannot read one until the person sends it.
- 03 Managers writing.** The manager writes from what is on file, citing it line by line, with the evidence on the same screen rather than a click away, and a panel naming what the review has *not* looked at: the goals nothing was written about, and the months it never read.

- 04 Conversations.** Moving here shares nothing on its own. It tells managers the assessments are ready and to book the conversation; sharing is still one press per review.
- 05 Closed.** Nothing further opens, is written or is shared. Reviews already sealed stay readable by the person, their manager and an administrator.

THE SCALE

Four levels, each one written out

Every level carries the behaviour it means, in a sentence, and all four are printed next to the control at the moment the level is chosen rather than in a policy document nobody opens. A rating cannot be saved unless all four exist.

FOUR, NOT FIVE

A five-point scale has a middle

And a middle is where a manager who does not want the conversation puts everybody. The four ship written, and an organization can rewrite them, as a set.

CHOSEN LAST

The rating is the final field

On purpose. A level chosen first becomes the thing every paragraph underneath is written to justify, which is the folder's own failure reproduced in software.

Sealed by the person it is about

THERE IS NO SEAL BUTTON, AND NO ADMINISTRATOR WHO CAN PRESS ONE

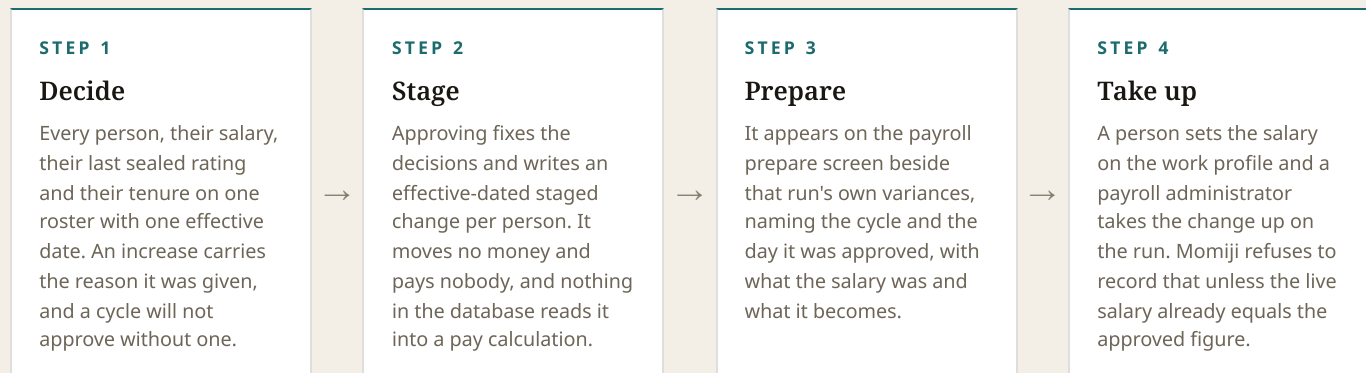
Acknowledging is the seal. It records that the person read the assessment, not that they agreed with it, and they may put their own words on the record in the same act, kept beside it exactly as they wrote them. Afterwards nothing on the record can be changed by anybody, the administrator and Momiji included: a database trigger refuses every later update and every delete on a sealed review, service role and all, and the seal is a fingerprint taken over the rating, the prose and the four written levels that gave the rating its meaning. A review that could be edited after the conversation is not a record of the conversation.

Both languages, and no machine in the middle

Every label, heading and legend renders in English or in Canadian French, chosen by whoever is reading rather than by the company, and a review record and an improvement plan each offer both languages as a straight choice, so a francophone employee reads a French document whichever language it was written in. What the two people actually wrote is a different matter and is treated as one: **Momiji never translates an authored sentence at print time.** What was written is printed as written, with a line naming the language it was written in. A manager can produce a rendition in the other language while the review is open and approve it there, and the record says it is a rendition. That is the honest half of being built for Quebec's French-language requirements: the chrome is offered in both languages in full, and a machine translation of a jeopardy sentence nobody approved is a different jeopardy sentence, so it is not produced.

Where the raise actually goes

This is the one thing a performance tool bought on its own cannot do, because the pay run lives in somebody else's software. It is also the claim most easily got wrong, so it is written here in full: the increase is **staged**, never paid.



A BOUNDARY THAT IS CHECKED, NOT PROMISED

The performance module writes nothing into payroll at all.

Not a row, not a trigger, not a foreign key. The migration that built the compensation cycle **reads its own function bodies out of the database catalogue before it will install** and refuses itself if any of them writes to a payroll table, if it has created a trigger on one, or if it holds a key pointing at one, and the protected set is enumerated from the catalogue rather than typed into the file, so a payroll table added next year is covered without anybody remembering to. Two approvals, in two modules, by two acts, kept apart on purpose. A staged change is a record of a decision, not an instruction to the engine, and the run pays whatever the employee record says on its pay date.

A read on the shape of it, and the cut it cannot make

A set of proposed increases can be looked at across the organization before it is approved: by department, by time at the organization, and by the rating on the last sealed review. It is a read and not a rule. It blocks nothing, flags nobody, reports no figure for a group too small to hide an individual's pay, and names the threshold it applied rather than saying a figure is hidden. A compensation cycle can carry a budget as guidance, and going over it is allowed: the figure is shown so the decision is a deliberate one.

WHAT THIS CANNOT SHOW YOU

Everybody who opens a pay distribution wants the cut by gender, and a lens that silently omitted it would leave a reader believing it had been looked at and found unremarkable. So the heading is drawn even though it reports nothing, and it says why in the product's own words: **the employee record carries no gender, date of birth, ethnicity or self-identification field of any kind, so this cut cannot be computed and is not being estimated.**

When the standard is not being met

An improvement plan is a document that ends up in front of a lawyer, so Momiji will not put one into effect until it carries the five things that make one defensible in Canada. That refusal is enforced on the table itself, so no script and no administrator can produce an active plan missing one.

THE STANDARD	What good looks like in this role, in terms the person can act on. The expectation itself, not a judgement about them.
WHAT IS MEASURED	The specific things that will be looked at, and how each one will be measured. Anything that cannot be measured cannot be reviewed.
WHAT YOU PROVIDE	The training, time, tools or coaching the organization is giving. A plan that asks for a change and offers nothing reads as a formality.
WHAT IS AT STAKE	What happens if the standard is not met by the review date, said plainly and said once. A person is entitled to know.
THE REVIEW DATE	The day the plan will be reviewed, with checkpoints between now and then.

- **A draft is invisible to the person it is about**, which is the only state in which that is true. Putting it into effect makes it visible to them on their own screen and asks them to record receipt, which is receipt and not agreement; anything they write travels with the record whatever it says.
- **Checkpoints are written up on the day and can never be edited or removed**. A later one answers an earlier one, the way a reversing payroll run answers a committed one. A checkpoint is a sentence rather than a colour, so a printed plan in greyscale still carries what was said.
- **A withdrawn plan does not read as a failure by the person**, because it is not one. Withdrawn is the employer stopping the plan, and the record says so in those words.
- **A plan running past its own review date with nothing recorded is surfaced as exactly that**, rather than given a state of its own that would make the silence look deliberate. The ageing panel counts the employer's silence, not the employee's.
- **The plan and a written warning both print**, in English or in French, with a signature block. Whether a given plan is sound is a judgement about your situation, and nothing here is legal advice.

The room where ratings are compared

Calibration is the meeting where managers compare the ratings they have drafted, before anybody has been shown one. It runs on written justification rather than on a shape: every card leads with what the manager wrote, the level sits below it as the conclusion, and under both is a count of the evidence the period actually holds, which is a count and never a score. Moving a rating costs a sentence, recorded against the person and against whoever moved it, in a log that only ever grows. Momiji refuses the change without one.

- **There is no target anywhere in it**. The board counts how many people sit at each level, and says above the counts rather than under them that the count describes what has been written and is never a shape to hit.

- **Three outcomes are recorded, not one.** The rating moved; the room challenged the number and the written justification held; or a note was added. The middle one is the commonest real outcome of a calibration meeting and would leave no trace at all in a design that only recorded changes.
- **It refuses to move a rating the person has already read**, and says so in place of the control. That is a conversation with them, not an edit behind them.
- **The 9-box stores nothing.** Three positions each way, what the two axes mean decided by the room, and moving somebody writes nothing anywhere; close the page and it is gone, because a box somebody was put in one afternoon should not outlive the afternoon. A room that wants to keep the grid takes a dated snapshot, and the table itself refuses one without a written reason saying what the axes meant. Momiji does not name the axes and does not claim to know what they mean.

Asking everybody, and the wall around the answers

Surveys are **confidential and never anonymous**, and the difference is the whole design. Anonymous would mean the database cannot tell who answered, which would also mean it cannot stop one person answering nine times and cannot tell somebody what they still owe. Confidential means the row knows and nothing ever reads it back out. The sentence the product prints to the person answering says both halves and is never shortened: your answers are stored with your name so nobody can answer twice, and they are only ever shown in groups of five or more; your manager never sees an individual answer.

- **Five is the floor, and it cascades.** Under five people overall, under five answers to one question, or under five in a department, and that figure does not come back at all. When one group is withheld the next smallest is withheld alongside it, so nobody recovers the first by subtraction.
- **Written answers come back bare and shuffled**, in an order randomised independently for each question, with no id, no date and nothing to line them up by. Aligning answer three of one question with answer three of the next is how a confidential survey is reassembled into a person.
- **Results are read by an administrator**, never by a manager looking at their own team. A manager never sees what anybody on their team answered, and nothing they answer is shown to anybody as theirs.
- **A submission writes no audit row**, deliberately, and it is the only write in the module that does not. Audit rows carry the actor, every administrator can read them, and a dated list of who answered which survey is exactly the thing this promise forbids.

THE STRICTEST RULE IN THE MODULE

Nothing anybody writes in a survey reaches their goals, their review, their rating or their pay.

A survey answer is not evidence and cannot be cited in anything. That is a rule the database keeps rather than a policy we hold: no key joins an answer to a judgement about the person who wrote it, no function reads across the two, and **the migration refuses to install if one is ever added**. The wall is a fact in the catalogue, not a convention somebody can forget.

One page a month

The people report is a single page: who was here, what they took, what they worked, what they were trained on, and what is on the performance record, for one month, counting only the people the reader is allowed to see. A section for a module your organization does not run is left out rather than drawn as a zero, because a report that renders "we do not run MomijiTime" as "nobody was late" lies quietly once a month to the person who trusts it most. Headcount is always first, because MomijiHRIS is on every plan and it is the one section every organization can answer for.

What you switch on, and what it costs

MomijiPerform is bought per organization as an add-on rather than as a step up the plan ladder, so there is no seat minimum and no headcount at which it starts. Two levels, both on any plan, Budget upwards, billed monthly and priced per person. Section 14 carries the terms and why it is sold this way.

LEVEL	WHAT IT TURNS ON
Performance Essentials \$6 per person per month	Goals, the quarterly check-in, one-on-ones, feedback and praise, the manager board, the per-person evidence record, the review cycle end to end, and the monthly people report.
Performance Suite \$12 per person per month	Everything above, plus compensation cycles with the fairness read and the payroll hand-off, improvement plans, calibration sessions, and surveys.

The people report is on Essentials rather than the Suite, and that is deliberate: it is built from what your own modules already record, so it is the payoff of the other screens rather than an upsell on top of them. Answering a survey is on the Suite, which reads wrong and is right: an organization without the Suite has no surveys, so an Essentials door onto them would be a permanently empty page rather than a kindness.

Straight answers

Does anything here score, rank or average a person?

No. Goals, check-ins, feedback and the evidence record carry no scores at all. A cycle carries exactly one rating, chosen by a named manager against written definitions. A survey is averaged and is the only thing here that is: never a person, only a question, and only across five people or more.

What does the AI actually do?

Four things, all inside a review the manager is already writing, and each refused outright if the box is empty: read the period back as bullets that each cite something on file, tighten a paragraph they wrote, show them how their own wording reads to somebody else, and carry one field into the other language. It never drafts from nothing, never proposes a rating and never touches a compensation figure, and it cannot: there is no path from the assistant to a review at all, and no assistant anywhere on the compensation screen. Section 12 carries the rest of what Akiko does and does not do.

Does it send reminders?

No. No reminder emails, no nudges, no calendar invitations. Opening a survey tells nobody by email; it appears on their own performance page with the day it closes. Momiji records the conversations you have. Having them is still yours.

Can a manager collect feedback from outside the company?

No. Feedback comes only from inside your own organization and is never anonymous, and there is no 360 round. A manager can ask a named colleague a named question, and the answer arrives attributed, under the visibility the request pinned.

Live on the web portal today, in English and in Canadian French, on the desktop and at phone width. Goals, the quarterly check-in, one-on-ones, feedback, a person's own half of a review, their improvement plan and the survey they owe are live in the iOS and Android app as well, so MomijiPerform runs on all four surfaces. A manager writes an assessment on the web, and so does the room that calibrates one and the cycle that decides pay.

Written on the day, cited line by line at the review / **Sealed by the person it is about**, and unchangeable afterwards / **Staged, never paid**: two approvals, in two modules / **No quota and no curve**, in calibration or anywhere else / **Momiji records the judgement; it never makes one**

Canadian is not a marketing adjective.

A product built for this country has to work in both official languages, has to know that a rate in Ontario is not a rate in British Columbia, and has to cope with an owner who runs more than one corporation. Momiji does all three, and none of them is a setting you have to maintain by hand.

French, on the web and on the phone

Every screen a person can reach is available in French, on the web portal and in the mobile app, and a person's language follows them: it is a property of the reader, not of the company, so an anglophone manager and a francophone employee read the same record in their own language at the same time. Their pay statement is rendered in the language they chose, and it uses the Canada Revenue Agency's own French terms, not a translation of ours. Outbound email is written in the recipient's language, not the sender's.

5,012	1,224	686	0
Translated strings in the web portal's dictionary	Translated strings in the mobile app's dictionary	Entries rewritten in a native-reader quality pass, keys untouched	User-facing strings left outside the dictionary, checked on every build

Quality is enforced rather than hoped for. A build fails if a user-facing string is written outside the dictionary, if a French entry loses a placeholder the English carried, or if Canadian typography is broken, including the non-breaking space French requires before a colon. One French word is used for one concept throughout, so the same idea is not called two things on two screens.

WHAT IS ENGLISH TODAY

The **pay statement** renders in the employee's own language, and so do the **review record and the improvement plan**, each of which offers both languages as a straight choice. Other generated PDFs, including the expense package, the payroll cycle summary and the year-end slips, are produced in English at present. It is on the list, it is not pretended otherwise, and the figures inside them are the same figures either way.

Rates are data, with the source beside them

Nothing in Momiji hardcodes a province. Sales tax, the mileage rate, and the statutory vacation minimum are held in one registry keyed by jurisdiction and effective date, for all thirteen provinces and territories and for the federal jurisdiction, each row carrying the publication it was read from. The most specific rule wins: a provincial row beats the national one, and today's row beats last year's, so a rate that changed in April does not silently reprice a receipt from

March. Where you reimburse at your own rate, that is one field, and the statutory figure stays visible beside it so nobody has to remember which they are looking at.

WHAT IS HELD AS DATA

WHAT IT DECIDES

WHERE THE FIGURE COMES FROM

Sales tax and its components	How an expense line is split between the recoverable and unrecoverable parts.	The provincial statute, with the component codes named separately rather than summed into one rate.
The mileage rate	What a logged trip is worth, with the first 5,000 kilometres at the higher band.	The Department of Finance's annual automobile deduction and expense benefit rates.
The vacation minimum	The floor a time off policy has to clear: weeks, percentage, and the service each tier starts at.	The province's employment standards act, and the Canada Labour Code for the federal jurisdiction.
The workers compensation ceiling	The insurable earnings cap the employer premium is charged up to.	Each province's own board.
The payroll health tax	The rate and the exemption, applied cumulatively across the year.	Each province's ministry, where the province levies one.

More than one company, one view across them

An owner with two corporations used to run two Momiji organizations with no way to see them together. A company group is a private list of companies you own: it grants nothing, holds no employee and no payroll of its own, and only you can see it. It adds up headcount, hours, overtime, labour cost and payroll cost for each company for each month, with totals on both edges, and puts every company's deadlines in one list.

OWNERSHIP, RECHECKED

Only companies you own

An administrator cannot group a company, and an owner cannot pull in one they do not own. The gate is tested on every read, not trusted from the moment the group was made, so selling a company takes it out of the figures.

NO WIDENING

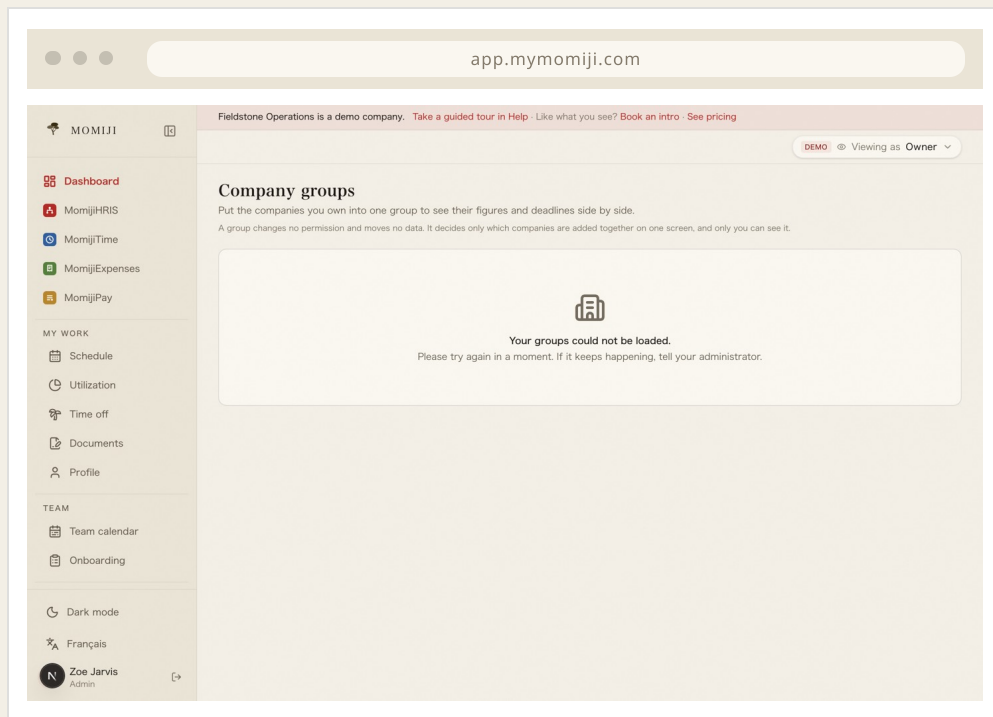
Nothing is read across companies

Every figure is read from one company at a time as that company's owner, and added in the browser. No query spans two organizations and no permission anywhere was loosened to build this.

SAID ON THE PAGE

Addition, not consolidation

There are no intercompany eliminations, so anything one company charges another is counted in both. The screen says so, because a CPA reading the word consolidated would assume otherwise. A figure you are not entitled to see stays blank rather than being added as zero.



Company groups. Name a group, choose the companies you own, and their figures and deadlines start adding up on one screen.

Four surfaces, one product

Every feature is built for four places at once: an iPhone, an Android phone, the web portal at phone width, and the web portal on a desktop. The phone width case is measured with a real browser rather than argued from the stylesheet, so a sideways scroll or a control too small to press is caught before it ships. The desktop uses the whole window rather than a fixed column, so a wide screen shows more of the table instead of more empty space. Three things are deliberately absent from the phone: payroll is prepared, approved and committed on the web portal only, and so are the compensation cycle and the calibration room, because a decision about somebody's pay and a room comparing ratings are not things to hold in a hand between meetings.

French on both surfaces, enforced by the build / **No jurisdiction hardcoded**: rates are data with a citation / **Your own rate overrides in one field**, with the statutory one beside it / **Groups grant nothing** and widen no permission

The data we never collected cannot leak.

Most HR products treat privacy as a settings page. Momiji treats it as architecture: the most dangerous fields are not columns in the database at all, the one that had to be added is encrypted and out of reach of the phone, and the rest are locked by the database itself rather than by the interface in front of it.

BY ABSENCE

No social insurance number

It is not a stored field, by decision. The setup wizard refuses to extract one, and a SIN exists only for the seconds it takes to render a T4 slip or build an electronic return, typed at that moment by the person filing.

BY ENCRYPTION

A bank number, only where you asked for one

Direct deposit is off until an owner turns it on. The employee enters their own details, the number is encrypted under a key held inside the database, no administrator sees more than a mask, and the reading of one writes an audit line carrying the mask and not the account.

BY THE MOMENT

Location once, then gone

A punch reads location a single time, at the tap, to decide that punch. It is never a track that follows someone through a shift, and the coordinates are deleted on a retention schedule you set.

BY THE COLUMN

Compensation locked at the source

Salary and pay rate are revoked from the application's database role at the column level, and released only by an audited People access grant that is separate from being an administrator and separate from payroll access.

BY THE ROW

Confidential means confidential

An employee marked confidential is visible to the owner and to themselves, and to no one else: not managers, not other administrators. It is enforced by row-level security in the database, not hidden by the screen.

BY ARITHMETIC

No re-identification

Cost analytics suppress any group too small to hide an individual's pay, so a room-level or site-level labour report can never become a back door into what one person earns.

BY THE SEAL

A record that cannot be improved afterwards

A training completion is written once. A performance review is sealed the moment the person it is about acknowledges it. Both are then refused every later update and every delete by a database trigger, for an administrator and for the table's owner alike, and each carries a fingerprint over its own contents. A record that can be re-dated or quietly rewritten is not evidence of anything, which is the same reason a committed payroll register is answered with a reversal rather than an edit.

BY THE WALL

A survey answer reaches nothing

Responses carry a name so nobody can answer twice, and that name is never returned by any call, in any shape. No key joins an answer to a goal, a review, a rating or a pay decision, no function reads across the two, and the migration that built them refuses to install if such a key is ever added. A submission is also the one write in that module with deliberately no audit row, because an audit row names its actor and every administrator can read one.

What the last security pass changed

Momiji has been through four adversarial gate passes and, most recently, a full self-audit against the Application Security Verification Standard at Level 2. Every finding that pass raised was either fixed or recorded as accepted, and the change that closed it names the finding it closes. These are the ones worth a customer's attention.

WHAT WAS FOUND	WHAT IT MEANS, AND WHAT WAS DONE
Privileged functions were callable by any signed-in user	The most serious finding of the pass. A signed-in user of any organization could invoke certain privileged database functions directly. Execute permission on those functions is now revoked from the signed-in role and held only by the server, and a standing test suite fails the build if a new one is ever granted by accident.
A spreadsheet export could carry a formula	Text a person typed could be interpreted as a formula when the exported file was opened. Exports are now escaped so a cell is read as text.
Two surfaces were outside the authentication proxy	The double opt-in confirmation and the kiosk read were reachable without passing through the same front door as everything else. Both are behind it now.
Uploads had no ceiling	Every storage area now carries a maximum file size and a list of the file types it will accept, checked against every place in the product that writes a file, so nothing legitimate was broken to add the limit.
Browser hardening was thin	The content security policy, the permissions policy and the cross-origin isolation headers were widened on both the product and the marketing site, session cookies were marked secure, and rate limits were added to the paths that had none.

One finding was accepted rather than fixed and is recorded as such: the content security policy still permits inline script, which is carried as the tracked next step. A brief for an external penetration test has been written, naming the scope, the test accounts, the full inventory of privileged server paths, and every finding left open with the reasoning, and it is ready to hand to a firm.

Your documents, during setup

The setup wizard's files are read server-side through Momiji's own enterprise key; your team needs no AI accounts and never configures a model. Extraction works against a strict schema whose standing rule is an honest blank over a guess, everything proposed waits for your confirmation, and commercial API data is not used to train models. The

extractor writes neither a social insurance number nor a bank account from any document you upload. Spreadsheets are redacted before they are sent for extraction, while PDFs and photographs are sent whole, and we say so plainly rather than bury it. Source files are deleted from storage the moment they are parsed, and the extraction is written to the audit log naming the subprocessor.

Row-level security on every table / **No client writes** to payroll, permissions, or audit / **Privileged functions revoked** from the signed-in role / **Scheduled location scrubbing** / **Sealed records refuse every later write** / **Storage limits and type lists** on every bucket

Production software, with the receipts.

Momiji is not a prototype and not a roadmap. It is a live multi-tenant platform, deployed continuously, with a test and review discipline unusual for a product this young, and it runs real payroll every cycle.

152	138	1,594	9	35
Database migrations, applied strictly in sequence, one at a time	Database test suites, green against the production database before a release	Automated unit tests in the web application, none failing	Independent payroll verification suites run on every release	Narrated help-centre walkthroughs across setup, time, payroll, expenses, training and performance

PROOF, NOT ASSERTION

The first payroll Momiji ran was its maker's own.

Momiji is the payroll system of record at Greystone, the firm that builds it, and every cycle the firm has run since March 2026 sits in that one register. The cutover was earned, not assumed: the new engine ran in parallel against the previous one for a full period and every figure was reconciled person by person. The two agreed on gross to the cent. Where they disagreed, the CRA's own published rules decided it, and each difference was written down and carried forward rather than argued away. **The company that builds the software trusts it with its own paycheques, every cycle, first.**

Live surfaces

LIVE The web platform app.mymomiji.com: the full product, deployed continuously, with email confirmation and an invisible CAPTCHA on every authentication form, validated end to end in production.	LIVE The mobile app On the App Store and on Google Play: a full-platform iOS and Android app across employee, manager and administrator roles, in English and French. Offline punch queue, scheduling, leave, stubs and T4s, receipt capture, approvals, shift forms and document signing.	LIVE The help centre Thirty-five narrated, guided walkthroughs paced to the narration, covering setup, time, payroll, expenses, training and performance, and never permitted to perform a write action in a customer workspace.
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Akiko, the assistant in the Help Centre

The Help Centre now has a named assistant. Akiko means autumn child, the child of the autumn leaf Momiji is named for, and she answers a question typed in plain language, in English or in French, at the top of the Help Centre. She is on Core and above.

WHAT SHE READS

The walkthroughs, the product, your own documents

Answers are grounded on the guided walkthroughs, on a short description of what Momiji does and what each module is for, and on your organization's own documents: their titles and, since August 2026, **the text inside them**. So she can answer from what your handbook actually says and name the document and the section it came from. **Which documents depends entirely on who is asking**: an excerpt can only ever come from a document that person could already open in the vault, which is the vault's own rule and not a second one. The excerpts travel to the model with the question, four at most and six hundred characters each.

WHAT SHE CAN LOOK UP

The asker's own record, and nobody else's

Eight read-only lookups: that person's own leave balances, their pay dates, their own open requests and reports, what they still have to sign, their own goals, the feedback other people chose to share with them, where they stand in the open review cycle, and, for a manager, how far their team's reviews have got as counts with no names in them. Every one runs on the asker's own signed-in session, so the database itself is the boundary; there is no parameter through which she could be talked into reading somebody else. Their own pay figures are read only where they asked for an amount rather than a date, and the review lookups return dates, phases and counts and never a word of what any review says.

WHAT SHE WILL NOT DO

Write, guess, or advise

She writes nothing: not one insert, update or approval, so a chat window never becomes a decision surface. She says she does not know and to ask an administrator rather than guessing. She quotes no price and promises nothing about what a plan includes. Answers are not legal, tax or accounting advice.

Spend is bounded on the server, six ways, because an assistant with an open API bill is not a feature: the plan capability itself, thirty questions per person per day counted in the organization's own time zone, a monthly ceiling of two million input-equivalent tokens, which is about ten dollars of model use per organization and on the order of six hundred questions a month for a whole company, a cap on the length of both the question and the answer, a global switch, and one metered row per call. An administrator sees usage per person, with a total, and can raise the monthly ceiling as far as five times the default; above that it is a conversation with us. **An administrator reads the counts and never the conversations**. Those belong to the person who had them, which is a row-level rule rather than an interface habit, and a conversation nobody has touched for ninety days is deleted by the same nightly job that erases old punch coordinates.

She does a second job, in a second place, under a stricter rule. Inside a review a manager is already writing, Akiko can do four things and no others: read the period back as bullets that each cite something on file, tighten a paragraph the manager wrote, show them how their own wording reads to somebody else, and carry one field into the other

language. **Every one of them is refused outright when the box is empty**, which is the whole rule in a sentence: a person writes and the machine polishes, never the reverse. She never drafts from nothing, never proposes a rating and never touches a compensation figure, and she cannot: there is no path from the assistant to a review at all, and no assistant anywhere on the compensation screen. A suggestion that comes back longer than what the manager wrote is refused rather than shown, and so is one that introduces a number their own words did not have. Nothing is applied without a press, which fields were tightened or translated is recorded field by field on the record itself, and the sealed record prints the disclosure in plain words: parts of this review were tightened or translated with AI assistance, and every statement was written and approved by the people named.

Live on the web today, and in the iOS and Android app, where Ask Akiko is one floating door in the app's own shell rather than a screen you have to go and find.

Engineering discipline you can inspect

- **Every feature ships with its own test suite.** A migration is not committed until the whole estate of suites passes against the production database, inside a transaction that is rolled back, so the check is run against reality rather than against a copy.
- **The payroll engine is checked against the government, not against itself.** Nine independent verification suites run on every release: the engine replayed against CRA-published figures, the same engine replayed against a full year of the cycles the previous engine actually paid, the Quebec engine against Revenu Quebec's guides, the basic personal amount taper across four independent sources, the record of employment assembly, the ROE file against Service Canada's schema, the input redaction rules, the French pay statement's CRA terminology, and the tax tables against the edition in force.
- **Authorization lives in the database, not the interface.** Row-level security with audited definer functions. A record the caller may not administer returns "not found" rather than leaking its existence.
- **The browser cannot write to privileged tables.** Payroll, permissions, and audit surfaces accept no client writes at all, and a committed payroll register refuses an update even to the database owner.
- **Security reviews are hostile, not checklists.** Gate passes are run as adversarial reviews against the shipped code, and findings are remediated and re-tested before a pass closes. One such review found a permissions screen offering an assurance the database did not enforce; the screen was rebuilt to state only the enforced model.
- **A boundary a migration proves about itself.** The migration that built the compensation cycle reads its own function bodies, triggers and foreign keys out of the database catalogue before it will install, and refuses itself if any of them touches a payroll table. The protected set is enumerated from the catalogue rather than typed into the file, so a payroll table added next year is covered without anybody remembering to, and the check still holds when somebody edits that file a year from now.
- **A rehearsal before a real cycle, on a copy of the real tenant.** Before the August cycle ran, the whole month end was rehearsed on a clone. Four artifacts disagreed about one cheque by two hundred dollars. All four were fixed, with tests, before a dollar moved.

Every claim in this guide is checked against the shipping code / Nothing is described as live that is not / Where something is designed and not yet shipped, this guide says so and marks it

Toe to toe on every module. Miles ahead together.

Take any one of these vendors and put Momiji's equivalent module beside it: we hold our own. Then take all four and put the stack beside Momiji, and the comparison stops being close, because the stack cannot do the one thing that matters.

INSTEAD OF	WHAT THEY ARE KNOWN FOR	WHERE THEIR SEAM IS	MOMIJI'S POSITION
Connecteam the deskless suite	Deskless time tracking, scheduling and forms, with a very large review base.	No native payroll: hours export to a third party. United States presets. Geofencing gated to top tiers. No offline mode.	Every feature they are bought for, plus the punch priced under Canadian rules, geofencing included at every tier, offline punching that survives dead zones, and the pay run at the end of it.
ADP, Ceridian, Payworks the payroll bureaus	Canadian payroll at national scale.	No workforce management. Receives a spreadsheet it cannot reconcile to a punch.	The same statutory engine, the same electronic filings, and the punch that earned the dollar in the same system, so any figure traces back to its own evidence.
BambooHR, Humi the HR records systems	Records, org chart, onboarding.	Time and payroll are integrations or partners, not the same arithmetic.	The same records, and the directory, the approval chain and the pay run are one object rather than three that have to be kept in step.
Concur, Expensify the expense tools	Receipt capture, policy, approvals.	Reimbursement re-enters payroll by hand.	The same capture and the same policy engine, and an approved report stages itself on the next run as a non-taxable line and settles on commit.

Where Momiji wins decisively

01

Native payroll, not an export

The hardest thing to copy. A workforce vendor cannot add a statutory engine in a quarter.

02

Canadian rules in the arithmetic

Not a preset you configure, but computed rules with a test suite proving them against the government's own published figures.

03

Privacy-first by construction

Location read once at the punch. Bank details out of reach of the phone by the database, not by policy.

04

Real job costing

Cost by room, site or batch, to the cent. A vendor without native payroll cannot price an hour.

The five questions a stack cannot answer

Which punch produced this dollar?

In Momiji, every consumed hour is snapshoted onto the run that paid it, so a line on a stub walks back to the tap at the door. Across four vendors, the trail stops at the CSV.

Does the T4 agree with what we remitted?

Box 22 is composed from the same remittance trail the PD7A was, so they agree by construction rather than by reconciliation.

Is the reimbursement on this cheque the report I approved?

It is the same record. It staged itself, it settled on commit, and both events are in one audit log.

What did last month actually cost, by site?

Headcount, hours, overtime and labour cost per location, from the punches and the register together, with the small-group suppression that keeps it from becoming somebody's salary.

Is the increase on this cheque the one that was approved?

The staged change names the cycle it came from and the day it was approved, and Momiji refuses to record that a run took it up unless the salary on the record already equals the figure that was decided. Across four vendors, the answer to that question is an email.

What we do not claim

A comparison that only flatters itself is worth nothing to a buyer, so here is the other side, in our own words rather than a competitor's.

HONEST

We are not your team's chat app

Momiji concentrates on the work that decides whether people are paid correctly and on the record behind it. If what you want most is company-wide messaging, buy that separately and keep it.

HONEST

Quebec is phase one

Withholding is computed and verified. The Revenu Quebec remittance and the Quebec year-end slip are not built yet, and the product refuses rather than guesses.

HONEST

We are younger than they are

What we answer that with is evidence rather than tenure: the engine checked against the government's own figures on every release, and a tie-out on your own stub before you go live.

And MomijiPerform decides nothing. It will not rank a team, will not turn a rating into a number of dollars, and will not draft a review from an empty box. If what you want is software that writes the appraisal for you, this is not it, on purpose: an invented specific is a false statement in a record somebody may one day have to stand behind.

Four separate tools can each be excellent and still lose the dollar at the seams between them. Momiji has no seams.

One subscription. Four tools, a binder and a folder retired.

Prices in Canadian dollars, before tax. A recurring base by plan, metered usage above generous included allowances, and one module priced per person beside the ladder rather than on it. No per-run, T4, or ROE surcharges: year-end packages, electronic filing and record of employment preparation are included features, never line items.

Budget

\$299 / month, billed annually

\$359 month to month

The people system: one directory for the whole team.

 **MomijiHRIS**

 **MomijiComply**

- Directory, org chart, and profiles
- Onboarding checklists
- Time off requests and balances
- MomijiComply in full: training rules, completions, the per-location board and the evidence pack
- One location
- 10 employees included, then \$12 each
- Guided Launch onboarding

Core

\$499 / month, billed annually

\$599 month to month

Adds time and scheduling, straight into the record.

  + **MomijiTime**

 **MomijiComply**

EVERYTHING IN BUDGET, PLUS

- Geofenced punches and rotating-code kiosks
- Schedules, shift forms and approved timesheets
- Canadian wage math on every punch
- 2 sites included, then \$75 each
- 10 employees included, then \$16 each

MOST CHOSEN

Professional

\$799 / month, billed annually

\$959 month to month

The whole product: track, approve, and pay in one system.

 + **MomijiExpenses**

 + **MomijiPay**

 **MomijiComply**

EVERYTHING IN CORE, PLUS

- MomijiExpenses: snap a receipt, close the month
- MomijiPay: self-run Canadian payroll, stubs, PD7A, T4s, ROEs
- Per-site geofences, schedules and cost tags
- Unlimited locations, \$75 per site after 2
- 10 employees included, then \$24 each

MANAGED / FROM \$2,500 PER MONTH, QUOTED PER ENGAGEMENT

The whole product, run for you, with the numbers read back to you.

Everything in Professional, and then the work around the run: **we run every period, remit to the CRA, and close your year end**; a monthly dashboard written for your board or owners; a quarterly review with your leadership on what the data says and the plan that follows; **T4s and ROEs prepared and filed on your behalf**, not handed back to you as a task; and a named advisor who knows your file, not a ticket queue. Usage rates below do not apply; Managed is priced on headcount and cycle.

One module does not climb this ladder. MomijiComply is on every plan, Budget included, and it is not a separate line on the invoice. Every other module is bought up to; the training record is not, because it is the thing an operator is asked for on the worst possible day and putting it behind the top tier would leave the companies most likely to be asked the least likely to have it. **One other module is off the ladder in the opposite direction:** MomijiPerform is an add-on, priced per person and switched on at any plan, and it is set out directly below.

The one module that is not on the ladder at all

MOMIJIPERFORM / AN ADD-ON TO ANY PLAN

Performance Essentials is \$6 per person per month, and Performance Suite is \$12. Either sits on any plan, Budget upwards, billed monthly, with **no seat minimum, no contract and no setup fee of its own**. The two figures are alternatives rather than charges: \$12 is the Suite price, not \$6 on top of it. Launch, the guided ten-day onboarding, is the plan's fee and does not move. Essentials is goals, the quarterly check-in, one-on-ones, feedback, the per-person record, the review cycle end to end and the monthly people report; the Suite adds compensation cycles with the fairness read and the payroll hand-off, improvement plans, calibration sessions, and surveys.

It is an add-on rather than a tier because the companies that need a merit cycle least are not the small ones. It is worth running at eight people and at eighty, and putting it on the top tier would have priced it by headcount, which is exactly the shape the rest of that category already has, seat minimums and all. Performance tools often start near four thousand dollars a year with a seat minimum. MomijiPerform starts at one person.

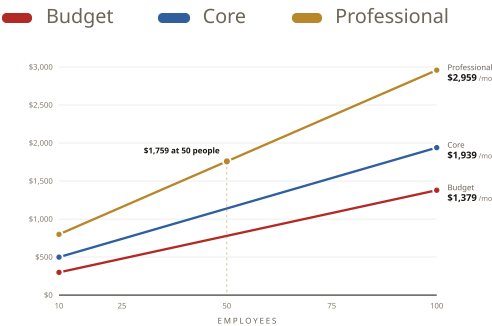
Metered usage, above the allowance

METER	INCLUDED	BEYOND THAT
Employees	10, every plan	\$12 / \$16 / \$24 each by plan
Sites	2	\$75 each
Provinces	1	\$150 each
Weekly pay cycle	First 10 employees	adds 20% to the employee rate

An employee is any person active in your directory or payroll at any point in a billing period, together with anyone who appeared on a committed pay run in it; part of a period counts as one full seat, and seats are not prorated. You can open the list of people counted for any period in the product. Each site carries its own geofence, schedule templates and cost tags. Switch plans whenever you want the next module; nothing re-imports, because the directory underneath is the same.

What a month costs as you grow

Monthly bill by headcount, annual billing, one site, one province.



Worked example: fifty people on Professional is \$799 base plus 40 at \$24, so \$1,759 a month for the directory, the time clock, the expenses, and the payroll together.

What the price does not carry

NO SURCHARGE

Per pay run

Run payroll as often as your cycle needs. There is no charge per run.

NO SURCHARGE

Per T4 or ROE

The year-end package, the electronic return and a record of employment are features, not line items.

NO SURCHARGE

For the mobile app

iOS and Android are included at every tier, in both languages.

NO SURCHARGE

For geofencing

Included with MomijiTime rather than gated behind the top plan.

Live in ten days, or the fee is refunded.

Every account starts with Launch, a guided go-live from your first upload to the last invite wave. It costs \$2,500, once, and it comes with a promise in writing: if you are not live in ten days, the fee is refunded.

LAUNCH / \$2,500 ONE TIME

●

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●

Upload

Review

Balances

Invites

Live

DAY 1

DAY 10

Upload what you have, review in stages, set balances, invite in waves. The AI reads your documents and proposes the structure, and a person from our team walks every confirmation with you, so the whole company lands on a setup that is correct on day one. The Launch fee is waived for founding clients on annual plans.

DAYS 1 TO 3

Upload and review

Send the org chart, the employee list, the handbook page, and last cycle's register, in whatever shape they are in. Momiji proposes people, departments, chains, policies, and holidays; you confirm them in stages. A printable outstanding list chases whatever is missing.

DAYS 4 TO 7

Balances and the tie-out

Time off balances are set, opening figures land, and before anything goes live we recompute your last pay period from the new setup against the stub your current provider issued. Every figure ties to the cent, or you do not go live. A mid-year switch adds \$1,500 for capturing and validating opening year-to-date balances; a January 1 start has none to carry.

DAYS 8 TO 10

Invites, in waves

Your team joins in waves, not all at once: administrators first, then managers, then everyone, each with a code that expires in 14 days. New people fill in their own profiles and emergency contacts, and the help centre's narrated walkthroughs carry anyone who gets stuck.

What to have ready on day one

- **Your org chart**, in whatever form it exists: an image, a PDF, a slide.
- **Your employee list**: a CSV, a spreadsheet, a PDF, even a photo of a printout.
- **The handbook page** naming vacation, sick, and statutory days.
- **Last cycle's payroll register** from your current provider.
- **One recent pay stub**, for the tie-out that proves the migration before anyone gets paid.
- **Your payroll account number**, and the workers compensation rate on your latest rate statement, so the first run computes the employer side correctly too.

Straight answers

Do I need the Launch fee?

Yes. Launch is how every account starts, so the whole team lands on a clean, correct setup. It is also what pays for the proof: the tie-out against your current provider's stub is part of it.

Can I switch plans later?

Yes. Move up the ladder whenever you want the next module, and billing adjusts on your next period. Nothing re-imports; the directory underneath is the same. MomijiPerform is not on the ladder: switch the add-on on at any plan, at any time, and it changes nothing about the plan underneath it.

Can I try the payroll engine before I talk to anyone?

Yes. Put your last stub into the calculator at mymomiji.com/tie-out. The engine runs inside your own browser, so nothing you type is sent anywhere, and you will have the answer before you have given us an email address.

What if we run in more than one province?

Say so on the first call. Twelve provinces and territories are computed today and Quebec is handled separately, so the honest answer depends on where your people are and we will give it to you before you sign anything.

Bring your last pay stub. If the numbers do not tie to the cent, you do not go live. You will know either way, before it matters.



From the tap at the door to the return filed with the CRA.

One system times the shift, checks it against the schedule, computes the lawful pay, runs it, posts the journal, builds the bank file and files the year. Bring last cycle's register and your team's approved hours; Momiji does the rest, all in one place, all on the record, in both official languages.

START A CONVERSATION

hello@mymomiji.com

PROVE IT ON YOUR OWN STUB

mymomiji.com/tie-out

THE PRODUCT ITSELF

app.mymomiji.com

Momiji is designed and built in Ontario by Greystone Strategic Partners Inc., a Canadian advisory firm led by a Chartered Professional Accountant. The first payroll Momiji ever ran was its maker's own, and it is the firm's payroll system of record. Product claims in this guide are verified against the shipping software; where a capability is designed but not yet live, the guide says so. Prices are in Canadian dollars, before tax, as published at mymomiji.com in September 2026.

PEOPLE OPERATIONS, BEAUTIFULLY AUTOMATIC.