
Year End Checklist

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☐ Complete Employee Adjustments

There are several things you can do throughout the year to make things easier when December rolls around. Here are some suggestions to keep in mind as you process payroll during the year

- Within 30 days in which awarded
 - Gross-Ups: Additional money added to an employee's gross income to offset the expected taxes that will be owed on an additional earnings payment made to the employee.
 - Taxable Fringe Benefits: Items that have already been given to the employee but need to be taxed. They go in as an earning, get taxed, and come out as a deduction. (i.e. Cash, Gift Cards, etc.)
- Every payroll
 - Group Term Life (GTL): The taxable portion of life insurance over \$50,000 of coverage, which appears in Box 12 C.
 - Employer Portion of Medical Insurance: This is the employer portion of the medical premium, which appears, along with the employee portion, in Box 12DD on the W-2.
- Monthly
 - Personal Use of Company Car (PUCC): The personal use of a company vehicle is a taxable, non-cash fringe benefit. A portion of the car's value is considered part of the employee's total compensation and is taxable for all payroll tax types: Federal, FICA, and State.
- Quarterly
 - Third Party Sick Pay (3PSP): An insurance disability payment that provides benefits to an employee in place of lost wages due to absences caused by an illness or a non work-related injury. Third Party Sick Pay is taxable unless the insurance premiums are paid with employee after-tax dollars. Depending on the coverage plan, premium costs might be covered by the employer, employee, or both parties.

Preview W-2s

- Preview W-2s to confirm payroll codes are mapped to appropriate boxes.
- This should be completed at some point mid-year.
- Update any incorrect mapping on payroll codes.
- Ordering forms (only needed if printing W2's themselves and using 4UP) Can purchase anywhere that is pre-printed and approved by IRS.

Update SUI Rates & Wage Limits

This should be completed during the month of December*

- Update SUI Rates for the new year
 - Full Payroll Menu
 - Periodic Activities
 - Periodic Processing
 - Employer Tax Rate / Limit Update

** Be sure this is completed prior to processing the first payroll of the new year.*

Periodic Activities

Periodic Processing..

- Employer Tax Rate / Limit Update
- Local Tax Rate / Limit Update
- Payroll Adjustments
- Custom Deduction / Employer Cont.
- EDI Document List
- Auto-Email Report Distribution
- Payroll Tax Payments

Employer Tax Update ↗ ✕

Options Show less

Action Add ▾

Type State Unemployment ▾

Specify FUTA State

State Abbreviation CA

Employer Tax Code CASUI ▾ ...

Employer Tax Description ER CA SUI Tax

Year 2023

Effective Date 1/1/2023 📅

Tax Percent 0.00

Tax Limit 0.00

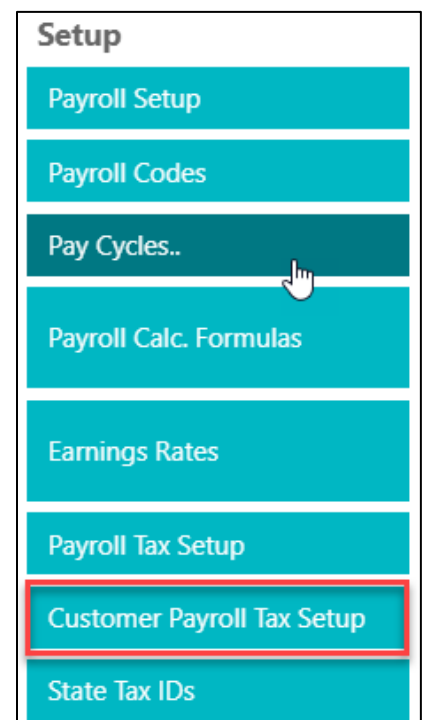
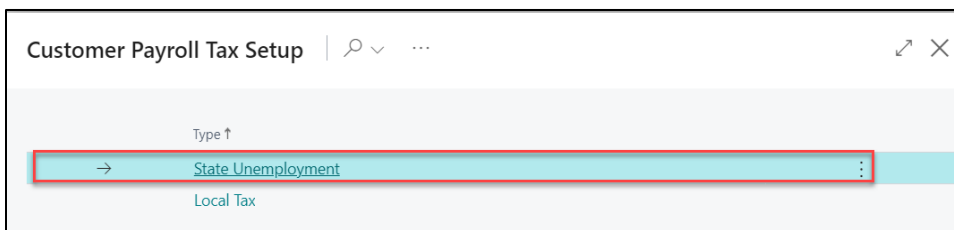
Schedule...
OK
Cancel

From the Employer Tax Update card:

- Action: Add
- Type: State Unemployment
- State Abbreviation: *(enter appropriate 2-letter state abbreviation)*
- Employer Tax Code: *(choose appropriate SUI Tax Code from drop-down list)*
- Year: 2023
- Effective Date: 01/01/2023
- Tax Percent: *(enter as a decimal)*
- Tax Limit: *(enter Wage limit as a decimal)*
- Click: OK

Once you have finished updating the rates if you want to confirm the correct amounts.

- Full Payroll Menu
- Set Up
- Customer Payroll Tax Set Up

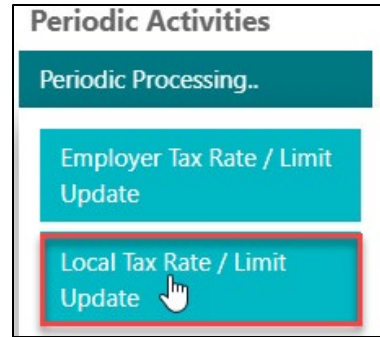


- Select State Unemployment and this will bring up the table that has all the rates and limits. You can export into excel or you can use filter to select the dates you would like to look at.
- If you need to made adjustments to the rate or limits you can modify the amounts. Go back to Updating SUI Rates and Limits then under options Action instead of selecting Add you would select Modify and follow the rest of the steps to make the adjustment.

Updating Local Taxes

This should be completed during the month of December*

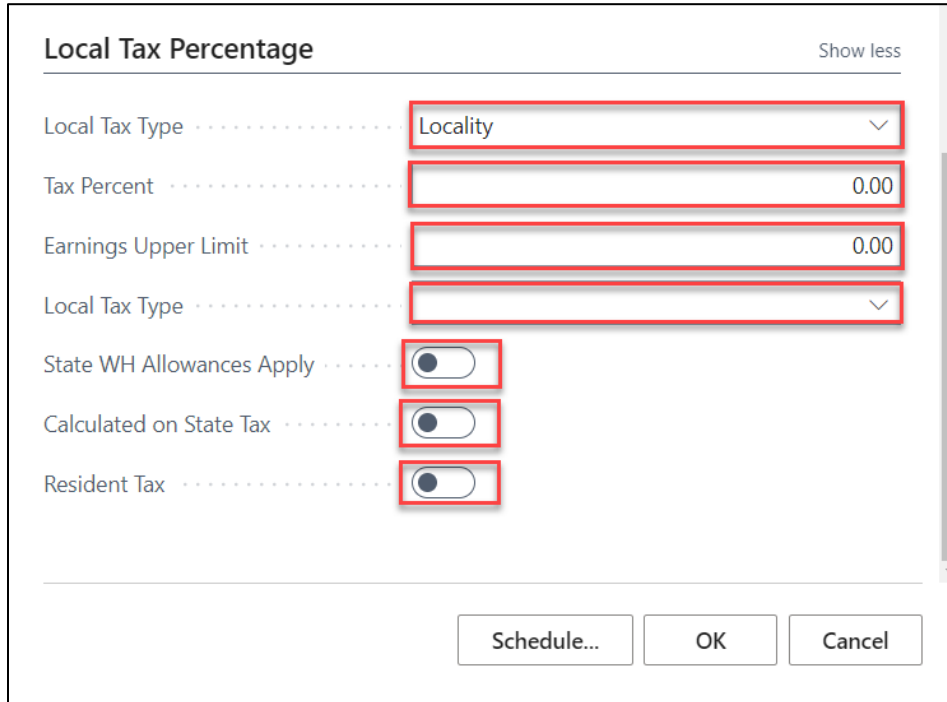
- Update Local Rates for the new year
 - Full Payroll Menu
 - Periodic Activities
 - Periodic Processing
 - Local Tax Rate / Limit Update



Local Tax Update

Options Show less

Action	<input type="text" value="Add"/>
Type	<input type="text" value="Local Tax"/>
State Abbreviation	<input type="text" value="PA"/>
Payroll Code	<input type="text" value="PASUI-E"/>
Payroll Code Description	<input type="text" value="PA EE SUI Tax"/>
Local Tax Code	<input type="text"/>
Local Tax Description	<input type="text"/>
W2 Locality Code	<input type="text"/>
Year	<input type="text" value="2023"/>
Effective Date	<input type="text" value="1/1/2023"/>

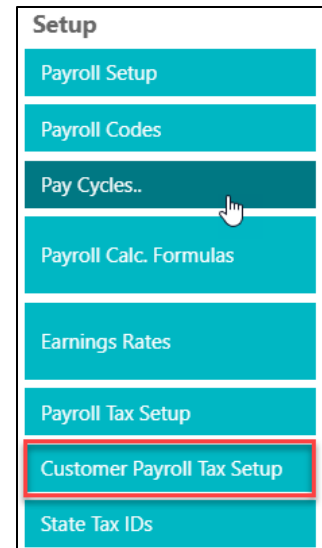
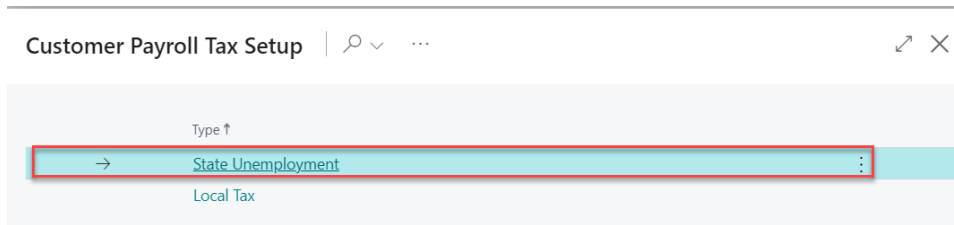


From the Local Tax Update card:

- Action: Add
- Type: Local Tax
- State Abbreviation: *(enter appropriate 2-letter state abbreviation)*
- Local Tax Payroll Code: *(choose appropriate Local Tax Code from drop-down list)*
- *Local Tax Code*
- *Local Tax Description*
- *W2 Locality Code*
- Year: 2023
- Effective Date: 01/01/2023
- Local Tax Type:
 - Locality
 - School District
- Tax Percent: *(enter as a decimal)*
- Tax Limit: *(enter Wage limit as a decimal)*
- *Local Tax Type:*
 - *City*
 - *County*
 - *School*
 - *Other*
- Click: OK

Once you have finished updating the rates if you want to confirm the correct amounts.

- Full Payroll Menu
- Set Up
- Customer Payroll Tax Set Up



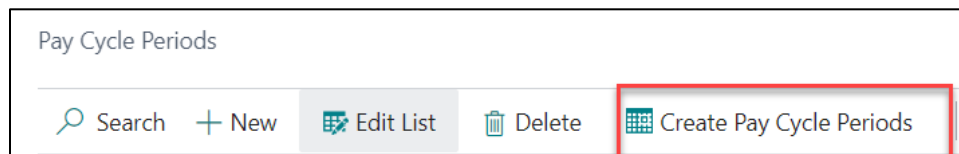
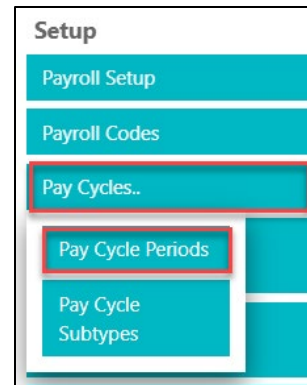
Select Local Tax and this will bring up the table that has all the rates and limits. You can export into excel or you can use filter to select the dates you would like to look at

If you need to made adjustments to the rate or limits you can modify the amount. Go back to Updating Local taxes then under options Action instead of selecting Add you would select Modify and follow the rest of the steps to make the adjustment.

☐ Creating Pay Cycles for new year

This should be completed during the month of December*

- Creating new Pay Cycle for the new year
 - Full Payroll Menu
 - Set up
 - Pay Cycles
 - Pay Cycle Period



- Select Create Pay Cycle Periods
- Under Options:
 - Select Period Type
 - Weekly
 - Bi-Weekly
 - Semi- Monthly
 - Monthly
 - Quarterly
 - Semi-Annually
 - Annually
 - First Pay Period of Year Based on:
 - Pay Cycle Start Date
 - Pay Cycle End Date
 - Payment Date *****Note is the one that is most commonly used*****
 - Starting Date (the start date of the first pay period for the year)
 - Ending Date (the pay period end date of the last pay cycle of the year)
 - No of Periods for the year. This number will depend on which pay cycle you selected.
 - Payment Date Formula from Pay Cycle End Date. Here you would select the number of days from the pay period end date to the payment date. Ex) If your Pay period end date is Sunday and you pay Friday here you would select 5D
 - Posting Date Formula from Pay Cycle End Date Here you would select the number of days from the pay period end date to the posting date. Ex) If your Pay period end date is Sunday and you pay Friday here you would select 5D
 - Week Number Adjustment You can use this if you need to adjust the week
 - Select OK

- This will generate the pay cycles.
- You can now confirm that the correct pay cycles have been created.
- You should check your payment dates and posting date to confirm that they don't fall on a holiday.
- If you have any pay dates that fall on a holiday you can change the payment date and posting date to the date that you will pay on because of the holiday.
- If you need to recreate the pay cycles you can delete the pay cycles that you created by using a filter and deleting the pay cycles then create them again. Below is an example for a filter.

□ Updating Holiday Calendar

This should be completed during the month of December*

- Creating new Pay Cycle for the new year
 - Full Payroll Menu
 - Set up Groups
 - Additional Setups
 - Calendars
- The below screen will come up
- Highlight the Calendar code
- Select Related
- Base Calendar
- Edit Calendar
- Populate the table with the holidays for 2023

Setup Groups

Additional Setups..

- TimeClock Cross-Ref.
- Payroll Batch Filters
- Custom Deduct. Limits
- Work Shifts
- Mandatory Fields
- Calendars

← Payroll Calendar List

Search + New Edit List Delete Related Automate Fewer options

Base Calendar Edit Calendar

Code ↑	Name
→ PAYROLL	Default Payroll Calendar

PAYROLL · Default Payroll Calendar ✓ Saved

Payroll Calendar Dates | Search + New Edit List Delete

Recurring System ↑	Date ↑	Day ↑	Description	Nonw...	Nonworking Hours	Reduce OT Hours Floor by
→ Special Day	1/2/2023	Monday	New Years Day	☑	8.00	☐

☐ Updated Works Compensation Rates

This should be completed during the month of December*

- Full Payroll Menu
- Set up Groups
- Additional Setups
- Workers Comp Codes

- This will bring up the below table where you can create new lines for 2023.
- Select New
- Select The Workers Comp. Code
- Populate State if you are using this field
- Start Date
- Percentage /Rate ER
- Percentage / Rate EE

Setup Groups
Additional Setups..
TimeClock Cross-Ref.
Payroll Batch Filters
Custom Deduct. Limits
Work Shifts
Mandatory Fields
Calendars
Workers Comp. Codes

←

Workers Comp. Code Setup

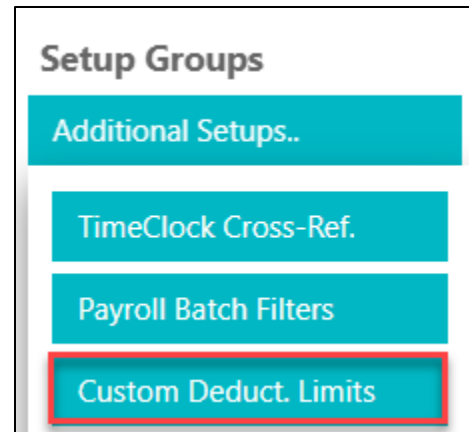
🔍 Search
+ New
⚙ Edit List
🗑 Delete

	Workers Comp. Code ↑		State ↑	Starting Date ↑	Percentage / Rate ER	Percentage / Rate EE
→	8810	⋮	NJ	1/1/2022	1.50	0.00
	8810		NJ	1/1/2023	1.60	0.00

Update Benefit Limits / Deduction Limits

This should be completed during the month of December*

- Full Payroll Menu
 - Set up Groups
 - Additional Setups
 - Custom Deduct Limits
-
- Select The code that you will be updating
 - Put an end date for the current year if it is blank
 - Select New
 - Select the Code you want to update
 - Enter a start date
 - Ending date – If you know the end date you can populate it.
 - Deduction Limit- populate with the new limit
 - Employer Contribution Limit – populate with the new limit



□ Updating Benefit Rates

End-Date Current Benefits:

- Full Payroll Menu
- Under: Setup Groups
- Click: HR Setup
- Click: Benefit Rate Details

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing...	Payroll Setup	Additional Setups...	Employee Posting Groups
Payroll Processing	US Tax Reports...	Payroll Ledger Entries	Financial Periodic Activities...	Payroll Codes	HR Setup...	Earnings
Batch Payroll Processing	Payroll Financial Reports...	Payroll Statistics	ACA Compliance...	Pay Cycles...	Payroll Divisions	Withholdings / Deductions
Additional Processing Tables...	Payroll Employee Info...	Posted Batch List	Web Portal Documents...	Payroll Calc. Formulas	Emp. Info Change Setup	Employer Taxes
Payroll Journal	HR Reports...	PTO Ledger Entries	Create Emp. Info. from Template...	Earnings Rates	HR Tracking Codes	Employer Contributions
PTO Management...	Field Select. Reports...	Hours Detail Entries	Time Transfer Reports...	Payroll Tax Setup	Benefit Setup	Reimbursements
Enter Hours / Quantity...	Time / PTO Reports...	Approved PTO Hours	Labor Cost Updates...	Customer Payroll Tax Setup	Benefit Categories	Payment Advances
Emp. Change Req./Approve...	Labor Costing Information...	Other Ledgers...	Automatic Data Migration...	State Tax IDs	Benefit Status Codes	Payments
					Benefit Rate Details	

- Enter appropriate Ending Dates for each appropriate Payroll Code/Benefit Status Code

Benefit Rate Details						
Payroll Code ↑	Benefit Status Code ↑	Starting Date ↑	Deduction Amount	Contribution Amount	Employer	Ending Date
DENTAL	D-EE	1/1/2021	0.00	20.94	20.94	12/31/2021
DENTAL	D-EE_CH	1/1/2021	18.57	20.94	20.94	12/31/2021
DENTAL	D-EE_SP	1/1/2021	20.96	20.94	20.94	12/31/2021
DENTAL	D-FAM	1/1/2021	47.81	20.94	20.94	12/31/2021

Enter New-Year Benefit Rates:

- Scroll to the bottom of the card and enter new lines for each Payroll Code/Benefit Status Code
NOTE: Your current setup requires you to enter the amounts *Per Pay Period/Monthly/Annually*

- Payroll Code
- Benefit Status Code
- Starting Date
- Deduction Amount
- Employer Contribution Amount

Benefit Rate Details ✓ Saved

Search + New Edit List Delete Page

Payroll Code ↑	Benefit Status Code ↑	Starting Date ↑	Deduction Amount	Employer Contribution Amount	Ending Date
DENTAL	D-EE	1/1/2021	0.00	20.94	12/31/2021
DENTAL	D-EE_CH	1/1/2021	18.57	20.94	12/31/2021
DENTAL	D-EE_SP	1/1/2021	20.96	20.94	12/31/2021
DENTAL	D-FAM	1/1/2021	47.81	20.94	12/31/2021
DENTAL	D-EE	1/1/2022	0.00	26.50	
DENTAL	D-EE_CH	1/1/2022	20.57	26.50	
DENTAL	D-EE_SP	1/1/2022	22.96	26.50	
DENTAL	D-FAM	1/1/2022	49.81	26.50	

□ Updating Benefit Age Rates

Access the Age Rate Table

- Full Payroll Menu
- Under: Setup Groups
 - Process Procedures
 - Process Procedure Rates by Age Table

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Additional Processing Tables..	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Process Procedures Codes	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Process Procedures	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Process Procedures Advanced Filters	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Process Procedure Bracket Table	Payments
					Process Procedure Rates by Age Table	
					Custom Employee Amounts	
					Emp. Earnings Amounts	

Enter New Benefit Rates for Existing Benefit Deductions

- Scroll to the bottom of the card and enter new lines for each Payroll Code
 - Payroll Type
 - Payroll Code
 - Starting Date *(It is important to have the appropriate date in here so the system knows when to stop calculating with the old rate, and when to begin using the new rate.)*Age Low Limit
 - Age High Limit
 - Rate

Payroll Type ↑	Payroll Code ↑	Starting Date ↑	Age Low Limit ↑	Age High Limit ↑	Rate
Deduction	VOL LIFE-EE	1/1/2021	0	30	0.04
Deduction	VOL LIFE-EE	1/1/2021	31	34	0.095
Deduction	VOL LIFE-EE	1/1/2021	35	39	0.13
Deduction	VOL LIFE-EE	1/1/2021	40	44	0.215
Deduction	VOL LIFE-EE	1/1/2021	45	49	0.31
Deduction	VOL LIFE-EE	1/1/2022	0	30	0.08
Deduction	VOL LIFE-EE	1/1/2022	31	34	0.19
Deduction	VOL LIFE-EE	1/1/2022	35	39	0.26
Deduction	VOL LIFE-EE	1/1/2022	40	44	0.43
Deduction	VOL LIFE-EE	1/1/2022	45	49	0.62

Update Process Procedure

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing...	Payroll Setup	Additional Setups...	Employee Posting Groups
Payroll Processing	US Tax Reports...	Payroll Ledger Entries	Financial Periodic Activities...	Payroll Codes	HR Setup...	Earnings
Batch Payroll Processing	Payroll Financial Reports...	Payroll Statistics	ACA Compliance...	Pay Cycles...	Report Setup...	Withholdings / Deductions
Additional Processing Tables...	Payroll Employee Info...	Posted Batch List	Web Portal Documents...	Payroll Calc. Formulas	Process Procedures...	Employer Taxes
Payroll Journal	HR Reports...	PTO Ledger Entries	Create Emp. Info. from Template...	Earnings Rates	Process Procedures Codes	Employer Contributions
PTO Management...	Field Select. Reports...	Hours Detail Entries	Time Transfer Reports...	Payroll Tax Setup	Process Procedures	Reimbursements
Enter Hours / Quantity...	Time / PTO Reports...	Approved PTO Hours	Labor Cost Updates...	Customer Payroll Tax Setup	Process Procedures Advanced Filters	Payment Advances
Emp. Change Req./Approve...	Labor Costing Information...	Other Ledgers...	Automatic Data Migration...	State Tax IDs	Process Procedure Bracket Table	Payments
					Process Procedure Rates by Age Table	
					Custom Employee Amounts	
					Emp. Earnings Amounts	

VOL LIFE-EE	Voluntary Life - EE 4x/Mo	1/1/2021	Actual Earnings	<input checked="" type="checkbox"/>
VOL LIFE-SP	Voluntary Life - Spouse 4x/Mo	1/1/2021	Actual Earnings	<input checked="" type="checkbox"/>

- Select the appropriate Process Procedure Code
 - Age Calculation Fixed Date = enter new policy begin date (*This is the date the program will look at when determining Age.*)

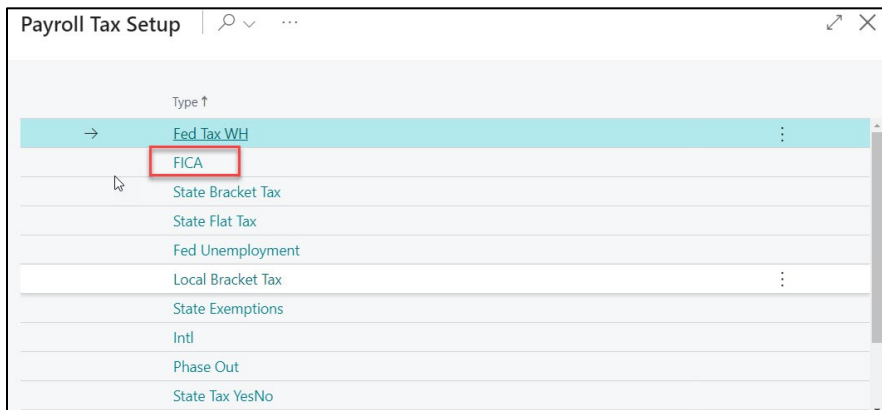
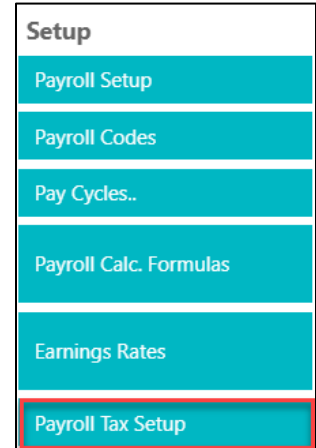
General

Code VOL LIFE-EE	Apply to All Employees <input checked="" type="checkbox"/>
Description Voluntary Life - EE 4x/Mo	Use Fixed Date in Age Calculation <input checked="" type="checkbox"/>
Starting Date 1/1/2021	Age Calculation Fixed Date 8/1/2021
Ending Date	Procedure Audit Enabled <input checked="" type="checkbox"/>
Earnings Calculation Actual Earnings	Use Amount Sign Returned from Process Procedure
Payroll Header Date to Use Payment Date	

☐ Confirm that your system has been updated with the current tax tables available.

- You can check this at any time but it should be checked prior to running your first payroll of the year.
 - Full Payroll Menu
 - Set up
 - Payroll Tax Setups

- The table below will come up and you can select FICA to confirm it has the current rates.



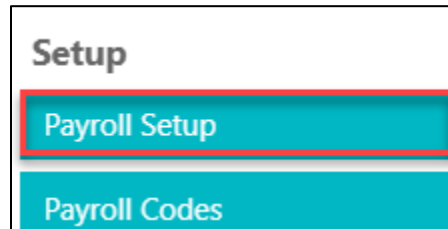
Payroll Tax Setup ✓ Saved

Search

Type ↑	Code ↑	Effective Date ↑	Text ↑	Status Description ↑	Employer Percent	Income Limit - Employer
→ FICA	⋮ MEDICARE	1/1/2017			1.45	0.00
FICA	⋮ SOCIAL_SE...	1/1/2017			6.20	127,200.00
FICA	MEDICARE	1/1/2018			1.45	0.00
FICA	SOCIAL_SE...	1/1/2018			6.20	128,400.00
FICA	MEDICARE	1/1/2019			1.45	0.00
FICA	SOCIAL_SE...	1/1/2019			6.20	132,900.00
FICA	MEDICARE	1/1/2020			1.45	0.00
FICA	SOCIAL_SE...	1/1/2020			6.20	137,700.00
FICA	MEDICARE	1/1/2021			1.45	0.00
FICA	SOCIAL_SE...	1/1/2021			6.20	142,800.00
FICA	SOCIAL_SE...	1/2/2021			6.20	142,800.00
FICA	MEDICARE	1/1/2022			1.45	0.00
FICA	SOCIAL_SE...	1/1/2022			6.20	147,000.00

□ Updating the Payroll Tax Tables

- Full Payroll Menu
- Payroll Set up



- Select Get Tax Settings and will pull in the most current tax information available.

