YEAR-END **CHECKLIST**

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EACH PAY PERIOD

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Review employee data			
☐	Address			
☐	Social Security Number *verify using SSA's Verification Service*			
☐	Taxation			
☐	Form W-4			
☐	State taxation			
☐	State UI set-up			
☐	Garnishments			
☐	Process Lock-in letters			
☐	Deductions *(Health & Welfare, Group Term Life Imputed Income, Retirement, Parking, etc.)*			
☐	Direct Deposit			

EACH MONTH

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Ensure any fringe benefits are processed			
☐	Awards			
☐	Personal Use Auto			
☐	Stock			
☐	Tuition Reimbursements			
☐	Taxable Moving			
☐	Gift Cards			
☐	Parking			
☐	Other			
☐	Process Third Party Sick Pay administered by any outside administrator, e.g., New Jersey, STD Administrator			
☐	Review Void/Manual Check Log to ensure they were all processed within the payroll system			
☐	Reconcile Liability Accounts (if that falls within Payroll's duties), e.g., Tax deposits, retirement accounts, Health and Welfare premiums, etc.			
☐	Validate all state taxes were remitted to appropriate state agencies			
☐	Reconcile Payroll register to GL to bank withdrawals (3 way reconciliation) for taxes, garnishments, net pay			
☐	Track Wage and Tax information in a spreadsheet that can be used to complete quarterly reconciliations			

EACH QUARTER

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Reconcile monthly wage and tax information to quarterly tax returns			
☐	Ensure all tax amendments/check reversals are processed prior to quarter end			
☐	Reconcile stock transactions to third party administrator system reports			
☐	Reconcile retirement balances to third party administrator system reports			
☐	Ensure Form 941 balances to quarterly spreadsheet and tax liability accounts in GL			
☐	Validate all tax payments were deposited with appropriate agency			
☐	Validate quarterly SUI returns are balanced, complete and paid			
☐	Validate quarterly FUTA tax paid			

FOURTH QUARTER

OCTOBER

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Identify and schedule intracompany communications for YE / YB deadlines (e.g., expense submittal, W4 updates, employee address / profile updates)			
☐	Establish and plan communication for any “payroll blackout period” (e.g., payroll processing, EE updates)			
☐	Prepare Payroll Calendar for next year, provide to payroll service provider and internal partners			
☐	Order Forms W-2/W-3, if not using payroll service provider			
☐	If printing Forms W-2/W-3 in house, review form for format changes, request system configuration update, test print Form W-2/W-3			
☐	If completing and submitting W-2/W-3, register for PIN on SSA website for online submission			
☐	Make arrangements with external W2 posting sites such as TurboTax			
☐	Send annual notification to employees to confirm their address, SSN, Federal and state withholding. Provide link to IRS Withholding Calculator			
☐	Send annual consent form to employees for electronic distribution of Form W-2			

OCTOBER CONTINUED...

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Send notification to HR/Finance and any department that provides payroll information to the department, informing them of year-end processing deadlines and the Holiday schedule			
☐	Inquire about additional executive benefits, i.e., additional life insurance paid on their behalf			
☐	Establish, assign, and schedule any configuration updates and associated testing as needed (i.e. wage limits, benefits limits, benefits rates, company holiday schedule, extension of payroll schedule, PTO carryover & YB accrual reset)			
☐	Review employee statutory limits to ensure no overage			
☐	Verify earning and deduction codes have proper taxation and are mapped properly to the W2, paying special attention to any new codes setup this calendar year			
☐	Retirement plan contributions			
☐	Employer retirement plan match			
☐	Social Security			
☐	FSA – Medical and Dependent Care			
☐	HSA			
☐	Identify teams, scope, and project timeline of any escheatment tasks			
☐	Update checklist with follow-up items, outcomes and decisions			

NOVEMBER

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Review employee statutory limits to ensure no overage			
☐	Retirement plan contributions			
☐	Employer retirement plan match			
☐	Social Security			
☐	FSA – Medical and Dependent Care			
☐	HSA			
☐	Start tracking next year's limits when posted by IRS or State notifications received			
☐	Social Security			
☐	FSA			
☐	HSA			
☐	Retirement accounts			
☐	State Unemployment			
☐	Send second reminder to employees to check their address, Social Security number, Federal & state taxation, if they have not done so already			

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DECEMBER

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Final review employee statutory limits to ensure no overage			
☐	Retirement plan contributions			
☐	Employer retirement plan match			
☐	Social Security			
☐	FSA – Medical and Dependent Care			
☐	HSA			
☐	Send reminder to employees who are claiming exempt from Federal Withholding to complete and submit new Form W-4 before February 15 of next year			
☐	If applicable, review PTO/Vacation balances for negative hours or for hours an employee may lose if not taken by year-end			
☐	Verify all tax adjustments have been processed for the year			
☐	Schedule out of sequence payroll for January			
☐	Verify all bank accounts have been reconciled, employees with outstanding checks have been notified			
☐	Validate all void and manual checks have been processed through the payroll system			
☐	Verify all liability accounts have been reconciled			

JANUARY

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Update system with new statutory limits			
☐	Retirement plans			
☐	FSA			
☐	HSA			
☐	State Unemployment rates and limits			
☐	Federal and State withholding tax tables			
☐	If applicable, reset PTO/Vacation balances			
☐	Update employee tax profile based on submitted Form W-4			
☐	Run preliminary Form W-2 – reconcile to quarterly Forms 941 or reconciliation worksheet if completed throughout the year			
☐	Process last payroll			
☐	If processing in house, submit preliminary Form W-2 file to SSA's Accuwage to verify balances are mapped correctly and final file will be uploaded with no errors			

JANUARY CONTINUED...

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Complete Form W-3			
☐	Submit W-2 and W-3 files to SSA			
☐	Post W2s to external sites such as TurboTax			
☐	File 4Q and Annual returns			

FEBRUARY

✔	TASK	ASSIGNED TO	DUE DATE	DATE COMPLETE
☐	Identify responsible team and primary contact for each checklist item			
☐	Send notices to employees filing exempt to renew status			
☐	Remove exempt status on employees previously filing exempt who did not renew			