

Fourth-Quarter 2013 Action Items

October

1. Confirm third-quarter numbers are balanced and complete
2. Establish a year-end committee— everything is better in teams!
3. Prepare a 2013 year-end calendar
4. Identify processing dates for last payrolls of 2013 and all 2014 payrolls
5. Review holiday and processing schedules
6. Establish the year-end adjustment schedule
7. Print the W-2 audit report after third quarter to ensure nothing stands out
8. Verify payroll bank reconciliations are complete
9. Review any programming that may need to be done and schedule dates with necessary personnel
10. Communicate with accounts payable about any payments that may have been made in AP that need to be reported in payroll

November

1. Complete preliminary printing of W-2s on paper to ensure compliance
2. Remind employees of W-4 changes (i.e., employee memo mentioned on previous page)
3. Schedule any special year-end reports
4. Download the SSA's AccuWage program
5. Meet with IT to confirm year-end needs
6. Meet with your outsource provider, if applicable, to confirm year-end schedule

December

1. Schedule year-end tax deposits and determine if any estimated deposits need to be made
2. Obtain information from AP about any special payments
3. Prepare state and local reconciliation due date chart
4. Work with IT to ensure validation of new year tax updates
5. Review and input any fringe benefits to ensure proper reporting on tax forms
6. Complete testing of any new benefit or other changes for the first payroll of the year
7. Complete testing of any year-end updates

January 2014

1. Confirm fourth-quarter and annual wage and tax reconciliations
2. File state annual reconciliations
3. Verify payroll bank account is reconciled through November
4. Finalize annual reconciliation worksheets
5. Notify mailroom of W-2 mailing dates
6. Send notice to employees about W-2 availability
7. Distribute W-2s
8. Finalize general ledger reconciliations
9. Manually verify random checks of first payroll of 2014
10. Validate wage bases and tax percentages for federal and state taxes
11. Validate updates to company benefits

February 2014

1. Prepare and file documents/ electronic files to the SSA
2. Send annual reconciliations to state and local agencies

March 2014

1. Prepare debrief on year-end
2. Most importantly, reward your staff!