

Year-End Checklist

*This checklist provides high level steps for completing year end processing*

# System Member W-2 Planning and Preparation

* Review W-2 box configuration via the **View W-2 Box Configuration** report*.*
* Confirm mapping of earnings, deductions, and/or pay component related calculations by running **All Earnings** and **All Deductions** report
  + - Box d – Available to Mask the Control Number (beginning with 2017 W-2 Forms)
    - Box 7 – Social Security Tips
    - Box 8 – Allocated Tips
    - Box 9 – Not applicable
    - Box 10 – Dependent Care Benefits
    - Box 11 – Non-Qualified Plans: Separately map 457 distributions and contributions and non-457 plan distributions and contributions.
    - Box 12 – Required reporting for specific codes. (No new Box 12 codes for 2019)
      * For example, map 401(k) deductions to Box 12, Code D.
      * Record the USERRA year if reporting prior year make-up deferral under the Uniformed Services and Reemployment Rights Act.
      * Box 12 DD (Employer Sponsored Health Coverage) and 12EE (Designated Roth Contributions under 457(b) plan).
    - Box 13 – Checkboxes: If mapped earning, deduction, or pay component related calculations have a YTD value <> 0, the check box will be selected.
      * Statutory Employee
      * Retirement Plan
      * Third Party Sick Pay
    - Box 14 – Other tenanted items, for example, the lease value of a vehicle or union dues.
      * Assign a label to identify each item on the W-2.
      * Review IRS Notice 2020-54 for Guidance on Reporting Qualified Sick Leave Wages and Qualified Family Leave Wages Paid Pursuant to the Families First Coronavirus Response Act- [Notice 20-54](https://www.irs.gov/pub/irs-drop/n-20-54.pdf)
* Identify workers receiving a paper copy by running **US Year End Tax Documents Printing Election.** (Optional)
* Run W-2 preview reports
  + Run the **W-2 Preview** report and verify employee data for all W-2 boxes.
  + Run the **Company W-2 Audit** report:
    - Verify that values are mapped to W-2 boxes as required.
    - Balance W-2 totals to current completed payroll results.
  + Run the **View W-2 Errors** report
    - Correct any invalid data.
    - Re-run the report to ensure errors are resolved prior to creating W-2s.
* Reconcile Forms 941 and Form W-3
  + Taxable Wages – Box 1
  + Federal Income Tax Withholding – Box 2
  + Social Security Wages – Box 3
  + Social Security Tax Withheld – Box 4
  + Medicare Wages and Tips – Box 5
  + Medicare Tax Withheld – Box 6
* Run **Audit Negative Wages or Tax (by Worker)** report
  + Correct any year-to-date negative amounts in payroll.
* Run **Percent Based Calendar Year Deductions**
* Run the **Pay Result for Tax Reconciliation**

# Test W-2 Form Data

* Test W-2 data in sandbox
  + Run the **View W-2 Form Data** report:
    - Verify that W-2 box data is correct.
    - Verify Company Address is correct.
  + Balance W-2 data to payroll:
    - Run the **Company W-2 Audit** report*.*
  + Balance W-2 totals to payroll results.
  + Operations will export and save test copies in the New File Transfer Portal for each Member
* Test with Accuwage
  + Send files to test server and review as needed.
  + Review any validation warnings for the process and fix data as needed.

# Complete Payroll and Process W2’s

* Process any adjustments/corrections for processing by 1/09/2024
* Operations will export and save and final PDF’s in the New File Transfer Portal for each Member
* Submit to Accuwage