

## Your December Payroll Checklist

To help you wrap up the end of the year smoothly, we've put together a checklist containing important payroll action items.

### Double-check key information

- Make sure your company's information is up-to-date. Verify that you've entered a tax ID in payroll for every state where your employees live or work, for instance.
- Make sure your employees' personal information (name, address, SSN, etc.) is correct.
- Make sure your employees' payroll data is correct. Double-check that their earnings and deductions total up to the amount you expect and that you haven't forgotten to account for any manual or voided checks. The W-2 validation preview should help you with this, too.
- Run a comprehensive report for the year on sample employees with special circumstances as a check against the W2 Preview:
  - An executive
  - An employee with different resident and work (Location) states
  - An employee who moved during the year
  - An employee who had adjustments during the year to correct prior pay periods
  - An employee who was promoted mid-year
  - An employee who worked in multiple locations
- To verify that your employee names and Social Security numbers (SSN) match Social Security's record, you can: Verify up to 10 names and SSNs online and receive immediate results, or submit an XLS file with your list of employees per below:
  - The Social Security Number Verification Service: <https://www.ssa.gov/employer/ssnv.htm>
  - For requests of more than 10 employees, use the file format here: <https://www.ssa.gov/employer/ssnvshandbk/submission.htm>

### Communicate special circumstances

- Contact at least 2-3 weeks before January 1st if any of the following apply to your company:
  - Pay runs outside the system
  - Disability payments or third-party sick pay
  - Tips
  - Fringe benefits
  - Tax modifications
  - Employee taxed in wrong state
  - Stock option events
  - Non-qualified deferred compensation (NQDC) plans

### Run payroll at the right time

- Take note that banks will be closed on December 25 and January 1. Your pay run deadline in Proliant will update automatically, but keep in mind that you may need to run on a different day of the week than you're used to.
- Based on your check date, run payroll with your specific processing time in mind (one day, four days, etc).
- The same goes for any bonus payrolls you'd like to pay with a 2020 check date.

#### We are here to help...

We have helped many clients over the years make sure they move into the new year without any compliance headaches. Contact us at [PeopleFirst@Proliant.com](mailto:PeopleFirst@Proliant.com)