

# YEAR-END PAYROLL PROCESSING CHECKLIST

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## TOP Tasks to Complete by Dec. 31<sup>st</sup>

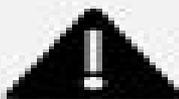
- Review employee names & addresses**  
Notify ASAP about updates **BEFORE** W-2 processing. Review and edit your "W-2 Edit List" in your ShareFile Client Portal.
- Submit a W-2 Delivery Preferences Form**  
We'll automatically mail W-2s to your employees unless you direct us not to using the W-2 Delivery Preference Form.
- Review our Bonus Run Checklist**  
If you plan to issue bonuses or other special payroll runs, there are tax implications to consider.
- Send ASAP important tax rate & frequency notices**  
Keep an eye out for these and forward copies to us: State Unemployment Insurance (UI), Federal Tax Deposit Frequency, and any other State filing changes.

## Tax Planning & Officer Compensation

Review the following questions with your tax professional before running your final payroll of the year.

- Is your owner's compensation on target?
- If you're an S Corp, have you reported total health premiums for the year?
- Do you drive a company vehicle for personal use?
- Do you want to max out your 401(k)/Simple retirement contributions?

### — REMINDER —



**DO NOT** use email to send personally identifiable information (PII) or other sensitive data, such as tax ID and account numbers.

Securely upload information via our ShareFile Client Portal at [businessasap.com/year-end](https://businessasap.com/year-end)

## Office Holiday Closures and Deadlines

**December 24, 2020**

Christmas Eve (ASAP closing early)

**December 25, 2020\***

Christmas Holiday (ASAP closed)

**December 31, 2020**

Final day to submit updates for W-2 forms.

**January 1, 2021\***

New Year's Day (ASAP closed)

**January 15, 2021**

Submit data for ASAP's 1099 Processing Services.

[businessasap.com/1099-processing-services](https://businessasap.com/1099-processing-services)

**February 1, 2021**

Deadline for W-2 and 1099 Forms.

\* To guarantee direct deposits, allow 2 business days.

## TOP Tasks to Jump Start 2021

- Review your 2021 payroll schedule**  
Payroll schedules are provided in November and January. Notify ASAP if you have changes.
- Review employee benefits and compensation**  
Notify ASAP if you have changes to 401(k)/Simple, HSA plans, and other premiums.
- Order & Display 2021 Labor Law Posters**  
Get your Federal & State All-In-One Labor Law Posters from ASAP at wholesale prices.
- New W-4 for exempt employees**  
All exempt employees must complete a new W-4 each year. Direct employees to use the IRS Withholding Calculator.
- Check employee compensation compliance**  
Ensure employees are compensated in compliance with state and/or municipality minimum pay requirements.

# Checklist For Year End Payroll Processing

**Lingsheng Yao**



## **Checklist For Year End Payroll Processing:**

**Payroll Best Practices** Steven M. Bragg, 2006-02-02 120 best practices to improve the total process of the payroll department Payroll Best Practices examines in great detail best practices for the payroll function and how to install them to provide readers with an in depth knowledge of how this critical functional area can be improved Here controllers payroll managers and CFOs will discover the exact work plans needed to implement each best practice in their organizations and lays out pitfalls likely to be encountered and avoided along the way This how to resource for payroll improvements includes Techniques for reducing the workload and error rate of the payroll staff Methods for switching from an in house to an outsourced payroll solution Ways to create or outsource a Web based timekeeping system Approaches to switching to an employee driven payroll deduction system Graphics indicating the cost and implementation duration for each best practice Policies and procedures that support the best practices A simplified best practices implementation plan An appendix that summarizes the large number of best practices presented A glossary of key payroll related terminology And much more

*Accounting Best Practices* Steven M. Bragg, 2016-03-22 ACCOUNTING BEST PRACTICES Seventh Edition Today s accounting staffs are called on to work magic process transactions write reports improve efficiency create new processes all at the lowest possible cost using an ever shrinking proportion of total corporate expenses Sound impossible Not if your staff is using the best practices for accounting Fully updated in a new edition Accounting Best Practices Seventh Edition draws from renowned accounting leader Steven Bragg s extensive experience in successfully developing operating and consulting various accounting departments This invaluable resource has the at your fingertips information you need whether you ve been searching for ways to cut costs in your accounting department or just want to offer more services without the added expense The best practices featured in this excellent step by step manual constitute need to know information concerning the most advanced techniques and strategies for increasing productivity reducing costs and monitoring existing accounting systems This new edition boasts over 400 best practices with fifty new to this edition in the areas of taxation finance collections general ledger accounts payable and billing Now featuring a corresponding seven minute podcast for each chapter found on the book s companion website Accounting Best Practices is the perfect do it yourself book for the manager who wants to significantly boost their accounting department

**The Fast Close Toolkit** Christine H. Doxey, 2019-12-24 This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process The Record to Report R2R or Fiscal Closing Process is at the core of the controllership function The process includes transaction processing internal and external reporting and the internal controls the people processes and technology that constitute the corporate organizational hierarchy CFOs controllers and corporate finance departments require timely accurate and consistent data to make appropriate operational and strategic decisions and fulfill statutory regulatory and compliance requirements with accurate and timely data The Fast Close Toolkit offers both strategic and tactical suggestions that can

significantly improve the fiscal closing process and provides guidance on new legislation requirements systems and best practice processes Checklists templates process narratives and sample policies are provided for every component of the fiscal close Investors and shareholders expect fast and easy access to the data created by current business activities in the information driven digital age The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process Authoritative and up to date this book Identifies the bottlenecks that can impact the and improve the fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report R2R and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end to end fiscal close process Describes approaches for risk management R2R and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close

[The Master Guide to Controllers' Best Practices](#) Elaine Stattler, Joyce Anne Gabel, 2020-06-10 The essential guide for today s savvy controllers Today s controllers are in leadership roles that put them in the unique position to see across all aspects of the operations they support The Master Guide to Controllers Best Practices Second Edition has been revised and updated to provide controllers with the information they need to successfully monitor their organizations internal control environments and offer direction and consultation on internal control issues In addition the authors include guidance to help controllers carryout their responsibilities to ensure that all financial accounts are reviewed for reasonableness and are reconciled to supporting transactions as well as performing asset verification Comprehensive in scope the book contains the best practices for controllers and Reveals how to set the right tone within an organization and foster an ethical climate Includes information on risk management internal controls and fraud prevention Highlights the IT security controls with the key components of successful governance Examines the crucial role of the controller in corporate compliance and much more The Master Guide to Controllers Best Practices should be on the bookshelf of every controller who wants to ensure the well being of their organization In addition to their traditional financial role today s controllers no matter how large or small their organization are increasingly occupying top leadership positions The revised and updated Second Edition of The Master Guide to Controllers Best Practices provides an essential resource for becoming better skilled in such areas as strategic planning budgeting risk management and business intelligence Drawing on the most recent research on the topic informative case studies and tips from finance professionals the book highlights the most important challenges controllers will face Written for both new and seasoned controllers the Guide offers a wide range of effective tools that can be used to improve the skills of strategic

planning budgeting forecasting and risk management The book also contains a resource for selecting the right employees who have the technical knowledge analytical expertise and strong people skills that will support the controller's role within an organization To advance overall corporate performance the authors reveal how to successfully align strategy risk management and performance management In addition the Guide explains what it takes to stay ahead of emerging issues such as healthcare regulations revenue recognition globalization and workforce mobility As controllers adapt to their new leadership roles and assume more complex responsibilities The Master Guide to Controllers Best Practices offers an authoritative guide to the tools practices and ideas controllers need to excel in their profession

**Accessions Checklist, Colorado State Publications** State Publications Depository and Distribution Center (Colorado), State Publications Library (Colo.), 1986 *Checklist of Colorado State Publications Available in Microfiche*, 1985

**Monthly Checklist of State Publications** Library of Congress. Exchange and Gift Division, 1986 June and Dec issues contain listings of periodicals

**Single Audit Report for the Year Ended ...** Georgia, 2008

**Auditing** W. Robert Knechel, 2001 Auditing Assurance and Risk will influence the way that the next generation of professionals think about their responsibilities and abilities Knechel's text is not limited to reciting current practice The unique set of topics and structure of this book will strike an effective balance among the why it is so of auditing theory the how it is done of current auditing practice and the what's next of the profession's future

**Business Owner's Guide to Accounting & Bookkeeping** Jose Placencia, Bruce Welge, Don Oliver, 1991

**Systems Analysis and Design** William S. Davis, 1983 *Systems Analysis and Design* Gary B. Shelly, Thomas J. Cashman, Harry J. Rosenblatt, 2006 This textbook gives a hands on practical approach to system analysis and design within the framework of the systems development life cycle The fifth edition now includes an additional CD ROM

*Financial Mail*, 1992

**Payroll Processing**, 1987

**So You're Going to Automate** Jack Munyan, 1975

*Personnel & Labor Relations* Research institute of America, 1955

*Working from Home* Paul Edwards, Sarah A. Edwards, 1985 Now revised and expanded this 200 000 copy bestseller presents complete state of the art guidance for the more than 24 million Americans who work out of their homes Paul and Sarah Edwards hailed by Computer Currents as the gurus of the home office show how to select start and successfully manage a home based business

*California Employer*, 1998

*State Publications*, 1988

**Human Resource Executive**, 1996-07

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