

## Payroll EOY

### When do I need to run Payroll End of Year Routine?

After the last payroll of the current year. Make sure there are no more checks that need to be issued with the prior years date. The routine must be ran before processing checks with the check date of the new year.

### What Indicates which year the budget distribution will post to?

The Budget Distribution will post to the year that the checks are dated for. Prior to the end of year routine, indicate that all appropriate budget distribution batches have been posted.

### My first budget distribution of the new year is asking if I would like update my accounts.

Yes, update the budget distribution accounts to your new year accounts.

## Tax Tables

### How do I verify that my Federal Tax Tables were Updated?

Personnel>Maintenance>Federal Tax Maintenance. Type in the New Year in the 'Year' field. If you get 'No Record exists with this ID' then you still need to update your tax tables.

You may also go to Personnel>Maintenance>Listing>Tax Listing to view your taxes in the system.

## Where do I Manually update my City and/or Other tax rates?

Personnel>Maintenance>City/State Tax Maintenance & Other Tax Maintenance

## Deduction/Earning Code EOY Flag

### What does the EOY Flag options mean on my deduction/earning codes?

*No Max* - Select this option if the deduction or earning never has a max amount.

*Recalc Max* - Select this option if the deduction or earning will have a total max amount that exists for a lifetime. The EOY routine will reduce an employee's max amount for the deduction or earning each year by the YTD totals for the previous year. This option should be selected for deduction codes used for the repayment of loans or for earnings used to pay an employee a set amount of retro pay.

*No Recalc* - Select this option if the deduction or earning has the same max amount each year. Click Global Save

## Rolling Time Balances

### When do I roll our PTO Time Balances?

Verify that all time has been paid out for the prior year. Then, you are able to run the Automated Carryover/Accrual Routine. All users need to be out of Personnel to verify and run the routine. You may preview the report beforehand.

### Where do I add In our Holidays for the year?

System Utilities>Holiday Maintenance

The Holiday Maintenance is used to identify an organization's observed holidays for a calendar year. By identifying holiday dates, work schedules can be generated with the appropriate holidays already recorded

## Third Party Sick Adjustments

### Where do I enter my third party sick adjustments for my employees?

Select Personnel>Payroll>Check>Check Adjustment Routine. Add in the Employee & change the check type to 3<sup>rd</sup> Party Adjustment. Enter in the gross wages and the taxable amounts determined by the third party company

## W2

### Where do I Indicate which box an earning code should be reported In?

Deduction/Earning Code Maintenance, select the Tax Exemptions/W2 Tab. Indicate which box in the W2 Info Section

### Where do I print the W-3 Form?

The W-3 Forms are printed off of Personnel> Payroll> End of Qrt/Year> W-2 Forms. Switch the Form Type to W-3