



# Year End Checklist for Workforce Ready

## October

- [Year End Planning Items](#) – In preparation for year end, we recommend putting together a team to help with all the tasks. Also set a calendar up so you know when you will be processing and printing.
- [Order Forms](#)
- [Verify/Configure your W2/1099 Print Settings](#)
- [Enable Electronic Consent for W2's](#)
- [Verify/Configure your W2/1099 Delivery Policies](#)
- [Audit Earnings & Deductions codes for W2 settings](#)
- [Create New Benefit Plans](#) (if needed)
- [Create Benefit Profiles for Open Enrollment](#)
- Review Employee Data:
  - Spelling of Names
  - SSN
  - 1099 Contractor Names
  - 1099 Contractor EIN's
- [Start Balancing Employees W2's totals](#)
- [Balance Subject Wages](#)
- [Balance Tax Wage Details to W2's](#)

## November

- [Verify Company Tax EIN's & Rates](#)
- [Test Print W2's/1099's](#)
- [Test Accrual Profiles](#)
- [Review ACA Settings](#)
- [Review ACA Best Practices Webinar](#)
- After all November payrolls are processed, balance to make sure no items went out of balance in November:
  - [Balance Employees W2's totals](#)
  - [Balance Subject Wages](#)
  - [Balance Tax Wage Details to W2's](#)

## December

- Process Additional Payrolls:
  - [3<sup>rd</sup> Party Sick Pay](#)
  - GTL in excess of 50k
  - Personal Use of Company Vehicle
  - Non-Cash Payments
  - 1099 Earnings
  - Payroll Adjustments
  - Reconciliation
  - FUTA Credit Reductions (if applicable)
- Final Review of Employee Data:
  - Spelling of Names
  - SSN
  - 1099 Contractor Names
  - 1099 Contractor EIN's
- [Final Review of Earnings & Deductions codes W2 settings](#)
- [Verify & Final Review of Company Tax EIN's & Rates:](#)
  - Update SUI & SUTA Rates
- After all December payrolls are processed, balance to make sure no items went out of balance in December:
  - [Balance Employees W2's totals](#)
  - [Balance Subject Wages](#)
  - [Balance Tax Wage Details to W2's](#)

## January

- [Final Balance of Employees W2's totals](#)
- [Final Balance Subject Wages](#)
- [Final Balance Tax Wage Details to W2's](#)
- [WFR Year End Processing Steps](#)
- Verify Accrual Balances
- [Print & Distribute W2's/1099's](#)
- [Create EFW2 File](#)
- File 1099's
- [Update State Unemployment Rates](#)