

EOY CHECKLIST PAYROLL



ADVANCE STEPS CHECKLIST

To prepare for year end close, there are steps that should be done in advance.

- Purchase W2 forms.
- Test print a W2 and forward to Data Plus if printing needs to be adjusted.
- Create a directory to store any files or reports to be saved. In Data Plus all files and reports are already programmed to write to disk and can be viewed using Notepad or WordPad. Since each run of the report overrides the last run of the report, these reports will need to be renamed to suit the end of year naming convention. We suggest you save them as pdf files for easier viewing and legibility. (If you do not have pdf there are free versions of this software online that can be downloaded.)

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- Print month- and quarter-end payroll reports and/or save them to your hard drive. [Payroll>Monthly Reports]
- Print W-2 Audit Report. [Payroll>Yearly Reports>W2 Audit]
- Validate W-2 Audit Report totals to the totals on the 941 Report. This report should have been printed with the monthly reports.
- Create magnetic media file (only for States that support magnetic media). [Payroll>Yearly Reports>W2 Magnetic Media]
- Close month in Payroll. [Payroll>Close Month]
- Print W-2's. [Payroll>Yearly Reports>W2 Forms]
- Update Social Security and Medicare Limits for the new year. [Payroll>File Maint>Master Files>Calculations. Be sure to update the Employer as well as the Employee calculation] There were no changes to the Percentages or Limits for 2010. See <http://www.irs.gov/pub/irs-pdf/n1036.pdf?portlet=7> for details.
- Update federal tax tables for new year. [Payroll>File Maint>Master Files>Tax Tables] There were no changes to allowance amount for 2010. For the changes to the Percentages for the Federal Tax Tables for 2010, see <http://www.irs.gov/pub/irs-pdf/n1036.pdf?portlet=7> for details.
- Update State Tax W/H calculation. [Payroll>File Maint>Master Files>Calculations] Please check with your individual states for changes to State Tax W/H.
- Update Fiscal Periods. [Payroll>File Maint>Parameter Files>Fiscal Periods]

If there are any questions, please contact Support at 978-888-6300 x3 or at support@dphs.com.