



YEAR-END PAYROLL GUIDE

With year-end fast approaching, we have outlined important activities and deadlines to help you experience a smooth transition into the new year.

Year-End Checklist

NOVEMBER

- [Review employees' information](#) and verify year-to-date wages, name, address and social security number are correct
- [Review company information](#) and verify tax IDs, address and email are correct
- Veteran's Day** is **November 11** - run payroll a day early since banks are closed
- Thanksgiving** is **November 25** - run payroll a day early since banks are closed
- [Plan for extra payroll runs](#) – including bonus and holiday checks

DECEMBER

- Review and report any S-corp earnings, fringe benefits or third-party sick pay to SurePayroll
- Estimate your FUTA credit reduction, if applicable
- Add additional funds to retirement plan for the current year, if applicable
- Christmas is December 25** – falls on Saturday, so no changes are needed
- New Year's Day is January 1** - falls on Saturday, so no changes are needed
- By **December 29**, finishing verifying employees' and contractors' personal and year-to-date wage information
- By **December 29**, [process last payroll of the year](#) with a check date no later than 12/31/21
- By **December 31**, [review next year's payroll schedule](#)
- Review and report SUI rate and other tax agency notice changes for 2022 to SurePayroll

JANUARY

- Update any employee earnings or deductions before processing first 2022 payroll
- Remove terminated employees and add new employees in payroll system
- Review workers' compensation changes, if applicable
- Make necessary changes to employee benefits
- Martin Luther King, Jr. Day is January 17** - run payroll a day early since banks are closed
- Account debited for FUTA, if applicable
- Begin printing or providing access to W-2s and 1099-NECs for employees and contractors
- By **January 31**, [distribute W-2s and 1099-NECs](#) to employees/contractors
- Review and report SUI rate and other tax agency notice changes to SurePayroll
- Review time off benefits year to date and rollover amounts
- Review payroll changes, including federal and state wage limits, tax agency rates via federal and state agencies, and earnings and deductions limits

Important Steps to Close Out Payroll This Year**STEP 1**

Review your employees' payroll data and complete the following steps no later than November 30, 2021

SurePayroll suggests you log in to your account, the "Employee Profile" in your "Payroll Account" to make any necessary updates to employee information. Please review your employees' information and make any necessary corrections prior to running your last payroll of the year.

There are three key items to review:

1. Missing or inaccurate employer information

- Company name and address
- Federal identification number
- State identification numbers

2. Missing or inaccurate employee information

- Employee name and social security number as displayed on social security card
- Employee address
- 1099 contractors that you want to file along with the 1096 form

3. Employee wage and tax information

- Employee earnings, deductions, and taxes as displayed on checks in the Year-to-Date report, available under Reports.

STEP 2

Plan for Extra Payroll Runs — November 1 through December 29

'Tis the season for holiday and/or annual bonuses or other additional checks. It's best to plan these early and avoid last minute processing. You'll want to make sure to have a check date on or before 12/31/21 to be included on an employee's 2021 W-2 /1099-NEC.

It's easy to run payrolls outside of your set schedule. Once logged into your "Payroll Account," under "Off-Cycle Activities," click "Extra Payroll." Online payroll will guide you through the easy steps to process an extra payroll.

IMPORTANT: Your extra payroll must be approved at least two days BEFORE the check date. Any extra payrolls must have a CHECK DATE before **DECEMBER 31** to be included on an employee's 2021 W-2/1099-NEC form.

To review the "Approve By" date for each of your scheduled check dates, click on "Company" and then click on "Payroll Schedule."

STEP 3

Don't Miss Your Last Payroll of the Year — Approve by December 29

Life can get hectic in December. To ensure you don't miss your last payroll of the year, please take a moment to check your payroll schedule and make note of the final payroll's "Approve By" deadline and check dates.

Your last payroll must be approved by **December 29** and must have a check date on or before **December 31**. Payroll with a check date after **December 31** will be included in 2022 W-2s/1099-NEC forms.

STEP 4

Review Next Year's Payroll Schedule & Changes by December 31

Verify the accuracy of your payroll schedule for the next calendar year and make note of upcoming bank holidays and weekends. If you would like to pay your employees prior to a holiday, your payroll schedule will need to be set to "Process payroll on the prior business day." To view your payroll schedule, click on "Company" and then click on "Payroll Schedule."

For Full Service Customers Only: During year-end, always review what changes the tax agencies send you for the next calendar year. At any time, you may receive a Notice of Unemployment Rate Change, Notice of Filing Frequency Change or a Deposit Requirements Notice. Please submit any notices through "Contact Us," found in the help menu of your payroll account. By proactively sending us your new information, you can avoid any penalties or interest which may come due to an underpayment, late depositing or filing.

AVOID LAST MINUTE HASSLES AND FEES WITH AUTO PAYROLL

"Auto Payroll" is a complimentary SurePayroll feature that allows you to schedule your payroll to process automatically. This feature—which is great for payrolls that stay the same pay period to pay period—gives you peace-of-mind that your payroll is processed on schedule as you expect. Set up your 2021 Payroll Schedule and activate "Auto Payroll" after setting up "Default Payrolls" in your payroll account today.

STEP 5

Print & Distribute Your Employees' W-2 / 1099-NEC Forms by January 31

You will receive a notification when your employees' W-2/1099-NEC forms are available for you to print through your payroll account. Any employee demographic changes (such as name, address, etc.) can be completed online. You can access employee W-2/1099 NEC forms by clicking on "Reports" then select "W-2s, 1099-NECs, W-3, 1096."

Your employee may access their W-2/1099-NEC through the online payroll employee portal. You must provide your employee(s) a W-2/1099-NEC by **January 31**. Even if your employees can print them from the online payroll employee portal, it is your responsibility to let them know they are available.

IMPORTANT: W-2s, 1099-NECs, and your W-3s will not be mailed. You or your employee must print them out. You can use a standard printer and white plain paper—no special paper or envelopes are required. Employee and Employer Instructions are provided with the W-2/1099-NEC forms.

Important Dates

11/25/2021 - Thanksgiving:

Due to the Thanksgiving Holiday, no financial transactions will process on Thursday, November 25. To avoid any payroll issues, please process any scheduled payrolls at least one business day earlier than your standard processing day. Reference your standard payroll reminder for specific details for your payroll processing date.

Limited hours - Holiday hours of operation for the following dates:

- November 25 Closed
- November 26 from 7:00 am to 4:00 pm CST
- November 27 from 9:00 am to 1:00 pm CST (*normal Saturday hours*)

12/25/2021 – Christmas and 1/1/2022 New Year's Day:

In observation of the upcoming holidays, no financial transactions will process on Saturday, December 25 or January 1. To avoid any payroll disruptions, please process any scheduled payrolls one business day earlier than your standard processing day. Reference your standard payroll reminder for specific details for your payroll processing date.

For example: If you would ordinarily have an expected check date of December 25th, and your standard approval date is December 23, you would need to process payroll on December 22 for a December 24 check date.

Limited hours - Holiday hours of operation for the following dates:

- December 24 from 7:00am CST to 4:00pm CST
- December 25, 26 Closed
- December 31 from 7:00am CST to 5:00pm CST
- January 1, 2 Closed

12/29/2021 – Last Day to Process Payroll for 2021

Important! Be sure to approve any final payrolls of the year by 4:00 pm CST on December 29 to ensure processing by year-end. As a reminder, you do not have to wait until the processing deadline, we recommend processing the last payroll as early as possible.

2021-2022 BANK HOLIDAYS



Start the year-end process by planning ahead for federal / banking holidays.

NOVEMBER 2021
Thanksgiving Day
THURSDAY
25

DECEMBER 2021
Christmas Day
SATURDAY
25

JANUARY 2022
New Year's Day
FRIDAY
1

JANUARY 2022
MLK Day
MONDAY
17

FEBRUARY 2022
President's Day
MONDAY
21

MAY 2022
Memorial Day
MONDAY
30

JULY 2022
4th of July
SUNDAY
4

SEPTEMBER 2022
Labor Day
MONDAY
5

OCTOBER 2022
Columbus Day
MONDAY
10

NOVEMBER 2022
Veteran's Day
FRIDAY
11

NOVEMBER 2022
Thanksgiving Day
THURSDAY
24

DECEMBER 2022
Christmas Day Off
MONDAY
26