



Hello

Year-end is a busy time for everyone, and we don't want you to miss that last payroll of the year. **We recommend processing your payroll as early as possible** to ensure you have enough time to make any last-minute adjustments. Here are some helpful tips for your last payroll.

1). Please take a moment now to check your payroll schedule and make note of your final payroll's Approve By Date and Check Date. To view your schedule, once logged into your payroll account, click on Company and select Payroll Schedule.

- If you need to process a **payroll outside of your normal schedule, click on Extra Payroll under Off-Cycle Activities** on your payroll account dashboard. You will then be able to select your check date and pay periods.
- Any check dates on or before December 31st **must be approved by December 29th at 4pm CST** to avoid additional fees. Payrolls with a check date in the next calendar year will be included in next year's W-2's/1099's. *(Fees may apply)*
- If you need to **change your pay frequency or your regular payroll schedule**, click on Company and select Rebuild Payroll Schedule. You can select the payroll frequency, check dates, pay periods and how you'd like your payroll to process around weekends and holidays. Review the information for accuracy, taking holiday dates into special consideration.

2). Don't forget to include those one-off checks or additional earnings to ensure your annual reporting will be correct. Here are some examples of additional items you can include on your payroll.

- Handwritten checks or voids not previously entered
- Annual business owner payments or 1099 contractor payments
- Auto Allowance
- Dependent Care
- Group Term Life Insurance

- Reimbursements (moving expenses, per diems, etc.)
- Third party sick pay/disability checks

Also, remember that online help is always available! Reference the Help menu in your payroll account to find your answer, chat with an expert, contact us directly, or access guided walkthroughs to the most popular year-end actions. Just click the Help icon at the bottom-right hand corner of any screen in your payroll account to get started.

Sincerely,

The SurePayroll Customer Care Team



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