

# Your December payroll checklist

To help you wrap up the end of the year smoothly, we've put together a checklist containing important payroll action items.

## Double-check key information

- ☐ Make sure your **company's information** is up-to-date. Verify that you've entered a tax ID in payroll for every state where your employees live or work, for instance.
- ☐ Make sure your **employees' personal information** (name, address, SSN, etc.) is correct. We'll send out a W-2 validation preview by mid-December for you to review, as well.
- ☐ Make sure your **employees' payroll data** is correct. Double-check that their earnings and deductions total up to the amount you expect and that you haven't forgotten to account for any manual or voided checks. The W-2 validation preview should help you with this, too.
- ☐ Run a History Summary for the year on sample employees with special circumstances as a check against the W2 Preview:
  - ☐ An executive
  - ☐ An employee with different resident and work (Location) states
  - ☐ An employee who moved during the year
  - ☐ An employee who had adjustments during the year to correct prior pay periods
  - ☐ An employee who was promoted mid-year
  - ☐ An employee who worked in multiple locations
- ☐ To verify that your employee names and Social Security numbers (SSN) match Social Security's record, you can: Verify up to 10 names and SSNs online and receive immediate results, or submit an XLS file with your list of employees per below:
  - ☐ The Social Security Number Verification Service:  
<https://www.ssa.gov/employer/ssnv.htm>
  - ☐ For requests of more than 10 employees, use the file format here:  
<https://www.ssa.gov/employer/ssnvshandbk/submission.htm>

## Report special circumstances to us

- ☐ Report special circumstances to us particularly if any of the following apply to your company.
  - ☐ Pay runs outside the system
  - ☐ Disability payments or third-party sick pay
  - ☐ Tips
  - ☐ Fringe benefits
  - ☐ Tax modifications
  - ☐ Employee taxed in wrong state
  - ☐ Stock option events
  - ☐ Non-qualified deferred compensation (NQDC) plans

## Run payroll at the right time

- ☐ Take holidays into account. Banks are closed on December 25 and January 1. Your pay run deadline in Zenefits will update automatically, but keep in mind that you may need to run on a different day of the week than you're used to.
- ☐ For a check date of 12/27, run your last 2019 payroll by 12/20 if you're on four-day processing or 12/24 for two-day processing.
- ☐ For a check date of 12/31, run your last 2019 payroll by 12/24 if you're on four-day processing or 12/27 for two-day processing.
- ☐ The same goes for any bonus payrolls you'd like to pay with a 2019 check date.

## For more information...

View our End of Year Information help center article to learn more about important payroll action items.