

# ANNUAL PAYROLL CHECKLIST

- \_\_\_\_\_ Process all Monthly Payrolls by Payroll Checklist - Make necessary monthly changes
- \_\_\_\_\_ All Year-End data and reports due to Federal, State and Local Agencies by **January 31**
- \_\_\_\_\_ W-2'S due by **January 31** to employees
- \_\_\_\_\_ Calendar YR Initialization for new year before doing payroll in **January**
- \_\_\_\_\_ Calculate Life Ins. Fringe Benefits for New Calendar Year - **before January payroll**
- \_\_\_\_\_ Verify all New Tax Tables are correct & Annuity Limits Initialized - **before January payroll**
- \_\_\_\_\_ Run Ethics Report for previous year base limit - **January**
- \_\_\_\_\_ Enter Non-PEEHIP Cafeteria Section 125 Deduction amounts - **Beginning of Your Plan Year**
- \_\_\_\_\_ Adjust salary schedules if changes are given by the State - **May or June**
- \_\_\_\_\_ Add 1 year experience/step - may do this in **May or June for Budgeting**
- \_\_\_\_\_ Change Employee Type T3 to T - **June or before copy to Budget Works**
- \_\_\_\_\_ Change previous T3 salary periods from 13 to 12 - **following Employee Type change above**
- \_\_\_\_\_ Budget Works ready to be implemented **after May and June changes**
- \_\_\_\_\_ Annual Retirement Report (Initialization after last June-COBOL only) after **June payroll**
- \_\_\_\_\_ Service Report Due Date Calendar for new year starting **July 1**
- \_\_\_\_\_ Prepare and mail vendor letters for Institute Day - **July**
- \_\_\_\_\_ Pay Requested Personal Days & Roll personal leave balances to sick leave - **July**
- \_\_\_\_\_ Initialize Sick leave - **July**
- \_\_\_\_\_ Initialize vacation days for 12 month employees - **July**
- \_\_\_\_\_ Change salaries for 12 month employees for new step of contract year - **before July payroll**
- \_\_\_\_\_ Prepare new teacher packets - **July**
- \_\_\_\_\_ Update new teacher presentation - **July**
- \_\_\_\_\_ Remove Terminated 9 mo employees' PEEHIP Allocation/Premium - **before August payroll**
- \_\_\_\_\_ Change salaries for 10 (may be Sept.) & 11 month employees for new step - **August**
- \_\_\_\_\_ If a new teacher less than 12 months may request 13 months payment (T3) begin **August**
- \_\_\_\_\_ End Supplement payments divided by 12 - **after August check run**
- \_\_\_\_\_ Mark Terminated Employee Records - after **August** check run
- \_\_\_\_\_ New Dues should be entered for **September payroll**
- \_\_\_\_\_ Change salaries for 9 (10 maybe) month employees for new step - **September**
- \_\_\_\_\_ Change PEEHIP employer allocation as needed - **before September payroll**
- \_\_\_\_\_ Payroll accruals for the new fiscal year are due- **After last September Payroll**
- \_\_\_\_\_ Budget Works ready to be updated to LIVE **After September Payroll Accruals**
- \_\_\_\_\_ Change Retirement and SUI to new rates - **October**
- \_\_\_\_\_ Order W-2 forms and 1099's - **October**
- \_\_\_\_\_ LEAPS Financial Reporting Due - **October & May**
- \_\_\_\_\_ Follow CSI's Calendar Year-End Procedures - **after last December Payroll**

\_\_\_\_\_ **Quarterly reports are due April 30 - July 31 - October 31 - and January 31**

\_\_\_\_\_ As needed:

\_\_\_\_\_ Unemployment Reports (fill-out reports as they come in)

\_\_\_\_\_ Manage FMLA Leave & LOA (meet with qualifying employees and perform monthly maintenance)

\_\_\_\_\_ Keep PEEHIP Portal updated

\_\_\_\_\_ Manage Sick Bank