PAYROLL YEAR END
2022

Year End Check List

○ **Verify your company information**

Review and verify your company information is accurate. This includes your address, email, and tax IDs.

○ **Verify employee's demographic information**

Validate your employee's first and last names; names should not include any titles. Also, verify that the primary address is not a P.O. Box.

○ **Verify employee's Social Security Numbers**

Verify you have the correct Social Security numbers for each employee. An SSN Verification report, such as one produced by ECCA Payroll+, will show any records that need corrected.

○ **Review each employee's earnings and deductions**

Validate your employee's earnings and deductions; verify that the totals are correct. Any adjustments must be made before December 31.

○ **Validate any former employees as well**

When reviewing employee information, make sure you review all employees who were paid wages during the calendar year, not just active ones. This includes any terminated employees.

payroll+
a complete **HR** Stack

Be aware of upcoming bank holidays

See if your check date falls on a bank holiday. If so, consider processing your payroll earlier to ensure your employee's direct deposits arrive on time.

holiday	*2022*	*2023*	*2024*	*2025*
☆ VETERANS DAY	nov 11	nov 11	nov 11	nov 11
🦃 THANKSGIVING	nov 24	nov 23	nov 28	nov 27
🎄 CHRISTMAS	dec 26	dec 25	dec 25	dec 25
🎉 NEW YEARS	jan 1	jan 2	jan 1	jan 1

Review any taxable fringe benefits (if applicable)

Since they are considered taxable, you must report any fringe benefits on an employee's W-2. Be sure to review the following:

- Group term life insurance (over $50,000)
- Tip allocation
- Dependent care benefits

- Personal use of auto
- Tax-deferred savings plan
- Health insurance paid for 2% shareholders of an S Corporation

- Moving expenses
- Employer-sponsored health coverage

Review any third-party sick pay (if applicable)

Contact your third-party administrators for any sick pay amounts that need reported on your employees' W-2s.

Review any 1099s (if applicable)

Review any 1099s that may need issued; verify that the totals are correct.

Process bonus payrolls (if applicable)

Run any bonus payrolls before December 31st to ensure your employee's W-2 amounts are accurate.

Process your last payroll of the year

Run your last payroll before December 31st.

a complete HR Stack

Finalize your HR Stack by adding these key solutions. Stack+, the HRIS offered by ECCA Payroll+, has additional capabilities that you may not be taking advantage of now. Visit **eccapayroll.com/hr-stack/hris/** to find what services that you can add to your company's HR Stack.