

2023 Year-End Tip Guide

Preparing for 2024



Tip #1:

Thanksgiving Payroll Schedule

If you are scheduled to process payroll the week of Thanksgiving, Thursday, November 23, 2023, your payroll must be processed one day earlier than normal.

Please follow this schedule based on the date of your checks and/or direct deposits:

Checks/Direct Deposits Date:

- Wednesday, November 22
- Friday, November 24
- Monday, November 27
- Tuesday November 28

Input Must Be Received By:

- Monday, November 20
- Tuesday, November 21
- Wednesday, November 22
- Wednesday, November 22

All payrolls processed on Wednesday, November 22, will be delivered on Monday, November 27.

If you would like your payroll delivered on Friday, November 24th, please call or email support so we can setup a special delivery for that Friday.

Payrolls on Wednesday, November 22nd should be run by noon to ensure timely processing.

PNI•HCM and GovConPay are closed November 23 and November 24.

support@pnihcm.com | (833) 710-3579

Tip #2:

Void & Manual Checks



Do you have any manual checks that need to be entered into the payroll system?

Manual checks must be entered into payroll before the close of your 2023 year to properly collect, pay the taxes, and include in applicable reporting requirements.

Are there any 2023 checks that need voiding?

Voided checks must be processed in the quarter in which they occurred. Prior quarter voids need to go through the Client Support team.

***Please note any voids or manual checks that are not entered with or prior to the last payroll of 2023 or prior quarter adjustments will result in additional charges for the adjustment payroll runs.**



Did any of your employees receive Third Party Sick Pay/disability payments in 2023?

If you have any employees being paid either short-term or long-term disability pay (also called Third Party Sick Pay) the amounts need to be sent to PNI•HCM. We will guide you through entering the amounts into your isolated payroll system to properly record the payments and pay any employer-matching taxes that are due.

These amounts need to be entered with a regularly scheduled payroll for 2023 and must be done before year-end. (You can request this information in advance from your 3rd Party Sick Provider before year-end).

However, if your disability policy is one whereby the insurance company pays the company matching taxes and reports the W-2 to the IRS, you should not send the information to PNI•HCM.

Important: The deadline for adjustments is December 27, 2023.

Tip #3:

Avoiding Adjustments & Report Auditing

Review the Exceptions Report

Please make sure you are reviewing the client report called Exceptions when you are previewing your payroll.

The Exceptions Report will show if there are any issues still lingering with your employees, such as missing street addresses, duplicate social security numbers, missing tax IDs, and variances.

You can view the Exceptions report under Client Reports. If you have any exceptions that you are not sure how to correct, please reach out to Client Support at support@pnhcm.com.

The best way to streamline your year-end is to audit and correct payroll information before your last processing of 2023.

The deadline for any adjustments is 12/27/2023.

Client ID: 8002 - Accurate Payroll Inc DEMO
Pay Group: Biweekly
Check Date: 10/29/2021
Run Date: 10/15/2021
Run Number: 109





Period Begin Date: 10/10/2021
Period End Date: 10/23/2021
Pay Period: 15
Payroll Type: Regular P

Division	Department	Employee ID	Name	Type	Wage	Calculated Tax
102	20	1205	Shane L Adams	SOC SEC EE	1,354.87	84.00
102	102	1206	Heather Leopold	SOC SEC EE	3.60	.22
102	102	1206	Heather Leopold	MED EE	3.60	.00
102	102	1207	Marcus Stallard	SOC SEC EE	3.60	.00
102	102	1207	Jonathan C Tworek	MED EE	3.60	.00
102	102	1208	Jonathan C Tworek	SOC SEC EE	3.60	.00
102	102	1208	Linda A Siegel	MED EE	3.60	.00
102	102	1208	Linda A Siegel	SOC SEC EE	3.60	.00
101	102	1209	Deepka Y Rajurs	MED EE	3.60	.00
101	102	1209	Deepka Y Rajurs	SOC SEC EE	3.60	.00
101	101	1212	Amy L Masters	MED EE	265.2	16.52
101	101	1212	Amy L Masters	SOC SEC EE	265.2	16.52



Tip #4:


Important Dates to Bookmark

DECEMBER 2023

SUN	MON	TUES	WED	THURS	FRI	SAT
					1 	2
3	4	5	6 Year-End Payroll Webinar	7 ACA Preparation Webinar	8 	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 	26	27 	28	29	30
31	1 	2				

Key:

-  Approve Pay Calendar & Verify Company Name/Legal Addresses/SSNs
-  Last Day to Process Bonus Payrolls & Complete Year-End Authorization Survey

-  Last Day to Process for W-2 Prelist Review, W-2 Adjustments, and W-2 Deferred

PNI•HCM and GovConPay will also be closed from 3 pm-5 pm EST on December 7th for an internal holiday party.



Tip #5: Payroll/W-2 Delivery

Important:

All employee updates to address and SSNs must be completed/corrected before your last processing of 2023.

Have or will you change your address for W-2 delivery purposes?

Please correct any address changes for your employees so that their W-2s will have the current address. If any of your employees moved during the year, was their address updated in the system timely, and were the proper state taxes withheld? If not, please notify Support at support@pnhcm.com to make the adjustments.

Have you considered electronic delivery of your employee's W-2s?

Employee Self Service offers the opportunity for your employees to receive W2, 1099, and 1095(ACA) forms electronically. Electronic delivery is a secure way to have your employees receive their year-end forms without getting lost in the mail.

If you need us to set up your address or are interested in Electronic Delivery, please reach out to Client Support by sending an email to support@pnhcm.com

Tip #6:

Reviewing Employee Data

You can run reports to audit this information, and also remind your employees to review their address and social security numbers (SSNs) to ensure it is correct now before the end of the year.

Employees' Addresses

Ask Yourself: Has anybody moved during the year?

Please correct any address changes for your employees so that their W-2s will have the current address. If any of your employees moved during the year, was their address updated in the system timely, and were the proper state taxes withheld? If not, please notify Support at support@pnhcm.com to make the adjustments.

Employees' SSNs

Ask Yourself: Have you verified if they're correct?

The most common reason for corrections was for incorrect social security numbers. Please make sure that your employees' numbers are accurate and notify us of any corrections that need to be made at support@pnhcm.com.

If you utilize employee self-service you can also have your employees log in and verify their own information.

Tip #7:

W-2 Audits

Frequently Asked Question:

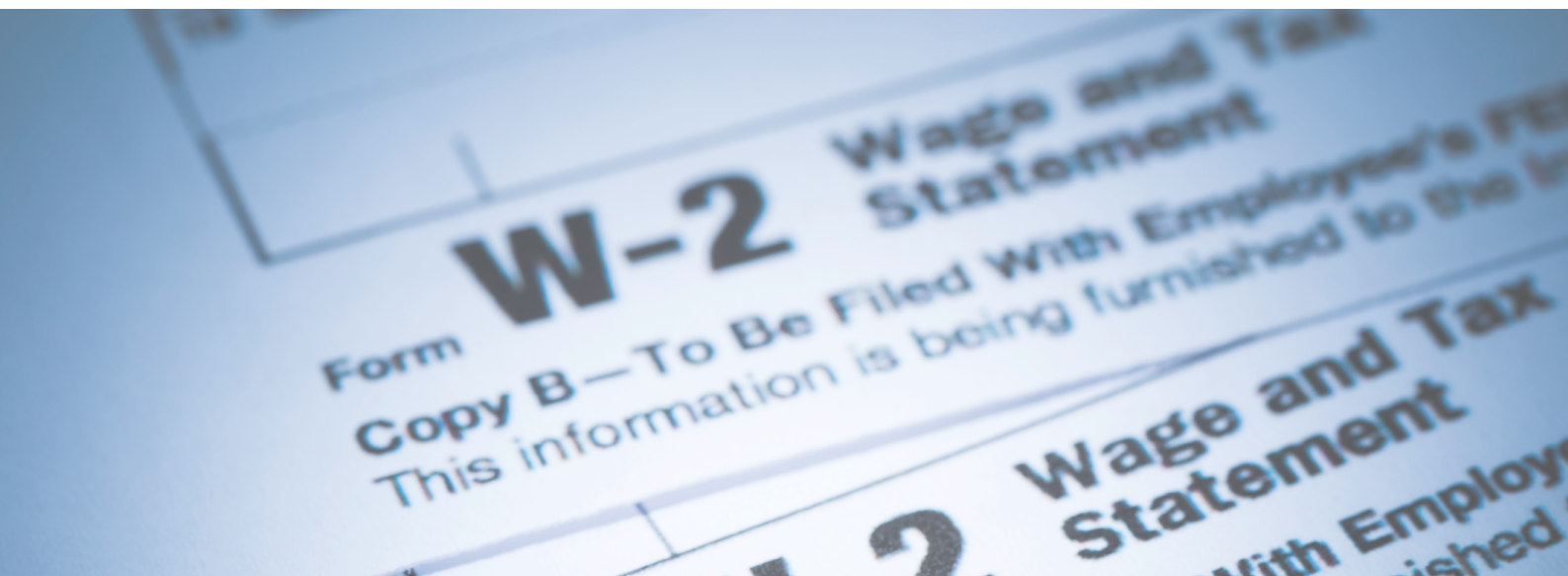
Can I verify W-2 information in advance?

Yes! You should preview W-2s involved in advance under these reports:

- Employee W-2 Preview
- Employer W-2 Verification

W-2's will begin to process at the end of the 1st week of January.

You will want to review your W-2's in December to ensure they look appropriate. Please reach out no later than 12/27 for any W-2 changes. If you have any concerns, reach out to support@pnhcm.com.



Tip #8:

Last Payroll + Deadlines of 2023

Wednesday, December 27, 2023 is the last day to process payrolls with a 2023 pay date for direct deposit or checks. Please be aware any payroll or adjustment runs that are necessary after this date will incur additional charges.

Before your last 2023 payroll, you should:

- Ensure employees' SSNs and addresses are correct
- Send any Third Party Sick Pay to support@pnihcm.com
- Enter any adjustments to ensure W-2s are accurate
- Enter any Employer HSA Contributions for 2023
- Enter any manual checks you may have provided
- If you offer Group Term Life for your employees, the taxable portion above \$50,000 needs to be entered before the last payroll

Any adjustments to your 2023 payroll must be received by 12/27/2023 due to W-2 processing needs.

PS - Don't Forget About Bonus Payrolls!



What to Know About Bonus Payrolls:

If you are still planning to process a Bonus Payroll outside of your normal payroll for year-end, you must contact our support team before 12/8/2023 to set up a special payroll for this year – support@pnihcm.com.

These payrolls must be processed by December 27 if being paid in the 2023 year.

To explore the rest of our Year-End Resources, such as checklists and webinar recordings, head to our website at:
www.pnihcm.com/payroll-year-end-resources