



2024 Year-End Tip Guide

Preparing for 2025



Tip #1:

Thanksgiving Payroll Schedule

If you are scheduled to process payroll the week of Thanksgiving, Thursday, November 25, 2024, your payroll must be processed one day earlier than normal.

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

Normal Check Date	New Check Date	New Run Date
Thursday 11/28	Wednesday 11/27	Monday 11/25
Thursday 11/28	Friday 11/29	Tuesday 11/26

Normal Check Date	Normal Run Date	New Run Date
Friday 11/29	Wednesday 11/27	Tuesday 11/26
Monday 12/2	Thursday 11/28	*Wednesday 11/27
Tuesday 12/3	Friday 11/29	*Wednesday 11/27

*Any payroll submissions on Wednesday, November 27th, must be submitted by noon to ensure timely processing. All deliveries will be on Monday, December 2nd. For delivery on Friday, November 29th, please contact your Support team to schedule a special delivery.

Please double check your payroll run schedule for adjusted run dates and/or check dates. By adhering to these submission deadlines, we can ensure your payroll is received and processed in time to guarantee payments on your scheduled check date(s).

PNI•HCM and GovConPay are closed November 28 and November 29.

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 2024 year to properly collect, pay the taxes, and include in applicable reporting requirements.

Are there any 2024 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 2024, will result in prior quarter adjustments and incur additional charges for the adjustment payroll runs.**



Did any of your employees receive Third Party Sick Pay/disability payments in 2024?

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 2024 and must be done before the last payroll of 2024. (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, 2024.

If you have any questions or need assistance, please reach out to your Client Support Team at support@pnihcm.com or support@govconpay.com.

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 lingering with your employees, such as missing street addresses, duplicate social security numbers, missing tax IDs, and variances.

You can also view the Exceptions report under Client Reports for all processed payrolls. If you have any exceptions that you are not sure how to correct, please reach out to Client Support at support@pnihcm.com or support@govconpay.com.

The best way to streamline your year-end is to audit and correct payroll information before your last processing of 2024.

The deadline for any adjustments is 12/27/2024.

Tip #4:

Important Dates to Bookmark

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Electronic Year-End Forms Webinar	7 Preparing for Year-End Payroll Webinar	8	9
10	11	12	13	14 Preparing for Year-End Payroll Webinar	15	16
17	18	19	20	21 ACA Webinar	22	23
24	25	26	27	28 Thanksgiving PNI & GCP Closed	29 Thanksgiving PNI & GCP Closed	30

Tip #4:

Important Dates to Bookmark

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 ACA Webinar	5 Preparing for Year-End Payroll Webinar	6 Last Day for Year-End Updates	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas PNI & GCP Closed	26	27 Last Day for Payroll Adjustments / Updates	28
29	30	30				

Tip #4:

Important Dates to Bookmark

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day PNI & GCP Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 MLK Day Banks Closed	21	22	23	24	25
26	27	28	29	30	31 Employee W-2 / 1099 Due	



Tip #5:

W-2 Delivery

Do you need to change your address for W-2 delivery?

Do we have the correct W-2 delivery address for your company? Deliveries cannot be made to a PO Box.

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

Employee Self Service offers the opportunity for your employees to receive W-2, 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 to change your address for W-2 delivery or are interested in Electronic Delivery, please reach out to Client Support by sending an email to support@pnihcm.com or support@govconpay.com

Tip #6:

Reviewing Employee Data

You can run reports to audit employee information and remind your employees now to review their address and social security numbers (SSNs) to ensure they are correct before the end of the year.

Employees' Addresses

Ask Yourself: Has anybody moved during the year?

Please update any employee address changes to ensure their W-2s reflect the correct 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 or support@govconpay.com to make the necessary adjustments.

Employees' SSNs

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

One of the most common reasons for corrections is due to incorrect social security numbers. Please make sure your employees' numbers are accurate and notify us of any corrections needed at support@pnhcm.com or support@govconpay.com.

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

Important:

All employee updates to address and SSNs must be completed/corrected before your last processing of 2024.

Tip #7:

W-2 Audits

Frequently Asked Question:

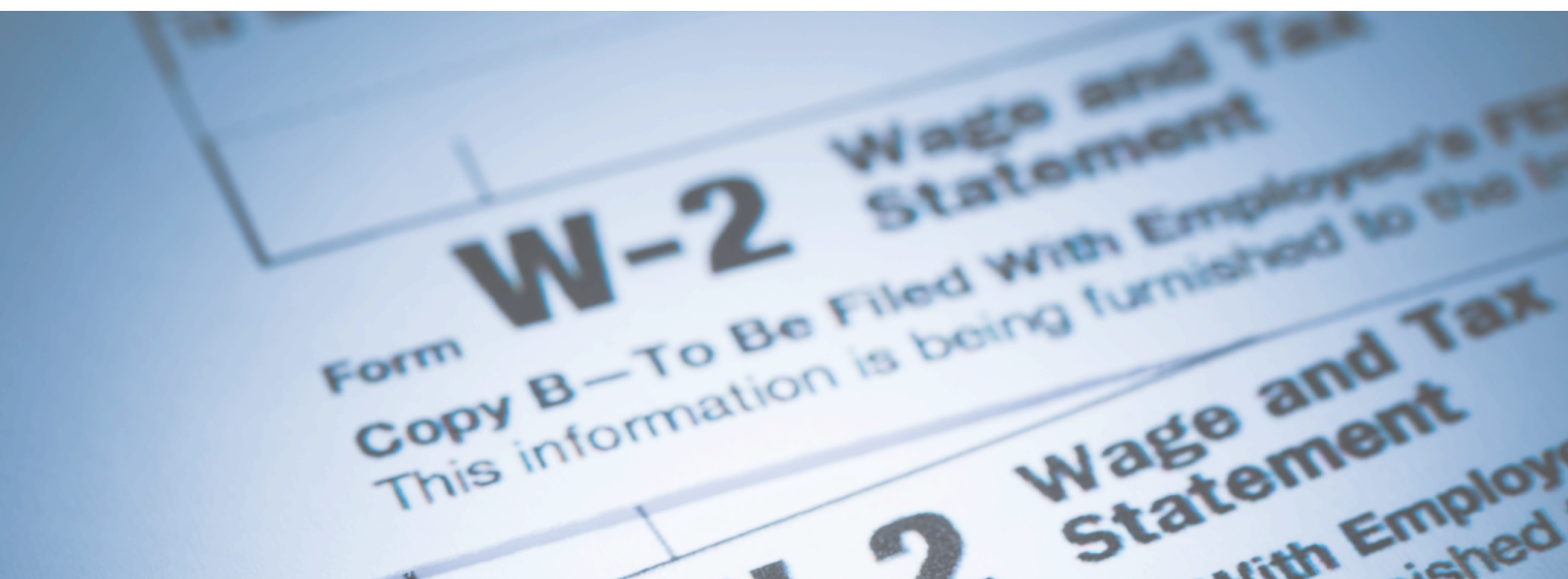
Can I verify W-2 information in advance?

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

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

W-2 processing will begin at the end of the 1st week of January.

It's important to review your W-2s in December to ensure they are accurate. Please reach out no later than 12/27 for any W-2 changes. If you have any concerns, reach out to support@pnhcm.com or support@govconpay.com.



Tip #8:

Last Payroll + Deadlines of 2024

Wednesday, December 27, 2024 is the last day to process payrolls with a 2024 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 2024 payroll, you should:

- Ensure employees' SSNs and addresses are correct.
- Send any Third Party Sick Pay to support@pnihcm.com or support@govconpay.com.
- Enter any adjustments to ensure W-2s are accurate.
- Enter any Employer HSA Contributions for 2024.
- Enter any taxable Fringe Benefits with a Regular or Additional Check so taxes on the Fringe amount are withheld from other earnings (i.e., Personal Use of a Company Car).
- Enter Health Insurance Costs if you had 250 or more W-2s in the prior year.
- Enter any manual checks you may have provided to employees.
- If you offer Group Term Life for your employees, the cost of employer paid Group Term Life Insurance in excess of \$50,000 is taxable income and needs to be entered.

Any adjustments to your 2024 payroll must be received by 12/27/2024 due to W-2 processing deadlines.

PS – Don't Forget About Bonus Payrolls!



What to Know About Bonus Payrolls:

If you are planning to process a Bonus Payroll outside of your normal payroll for year-end, you must contact our support team before 12/6/2024 to set up a special payroll run for this year – support@pnihcm.com or support@govconpay.com.

These payrolls must be processed by December 27 if being paid in 2024.

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