

# Payroll Best Practices - 2023 Year End Guide

Preparing for 2024

**PNI** HCM

  
**GovConPay**  
Focus Matters

# Welcome to your 2023 Year End Guide

Please review this year-end guide carefully to review the procedures and steps necessary to process your year-end reports and returns.

Enforcement of the deadlines in this guide are essential to ensure accurate year-end reports and timely filings with the various tax authorities.

An electronic copy of this handbook can be found at:

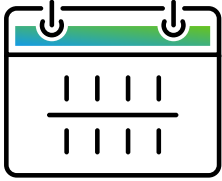
**[pnihcm.com/payroll-year-end-resources](https://pnihcm.com/payroll-year-end-resources)**



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# It's That Time of Year Again



Another year-end is fast approaching. To successfully guide you through your upcoming year-end, the information highlighted in this document will review the many important steps/topics to review/complete.

**Please review the following reports, making all necessary changes (name/ address/social security number) prior to your last payroll processing in 2023.**

**Employee W-2 and SSN Report:** Located under Reporting > Client Reports > Employee W-2 Verification

**Actual W-2 Form:** Located under Reporting > Year-end Reports On-Demand > Employee W-2 Copy 1.

**2024 Schedule:** Carefully review your 2024 Pay Endings and Check Dates. Located on the Client Landing Page, go to the bottom of the screen and click on View Report under the Processing Schedule column \*

\*A schedule of all bank holidays and PNI•HCM closings is posted on our website. Approve your 2024 schedule by 12/1/2023. Please email any changes to your 2024 schedule to: [support@pni HCM.com](mailto:support@pni HCM.com) or call 833-710-3579.

**If 2023 was the first year in which you had a leave plan with PNI•HCM, please review your policy for carryover of any unused balances into 2024 prior to your last payroll processing in 2023.**

Contact Support so we can update your changes or make corrections as necessary at [support@pni HCM.com](mailto:support@pni HCM.com) or call 833-710-3579. Failure to provide this information may result in incorrect carry over balances or the loss of leave balances.

If you are planning on processing bonus payrolls outside of your normal processing, you must contact Support in advance to add the special payroll run to your schedule. We suggest bonus payrolls be processed on Thursdays and Fridays, not with your regular scheduled payroll. The last day to process a separate bonus payroll is Friday, December 8th, 2023.

Thank you in advance for your cooperation in this critical issue.



# Contact Information

For your convenience, the 2023 Year-end Guide is available in isolved under Quick Links on the Client Landing page.

If you have any questions related to year-end processing, please submit your request to Support at [support@pnihcm.com](mailto:support@pnihcm.com).

**Client Support Team**

[Support@pnihcm.com](mailto:Support@pnihcm.com)

833-710-3579

As a reminder, we have resources for you:  
**[pnihcm.com/payroll-year-end-resources](https://pnihcm.com/payroll-year-end-resources)**



# Thanksgiving Week Payroll Schedule

Dear Valued PNI•HCM and GovConPay Clients,

**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:

Normal Check Date	New Check Date	New Run Date
Thursday 11/23	Wednesday 11/22	Monday 11/20
Thursday 11/23	Friday 11/24	Tuesday 11/21
Check Date	Normal Run Date	New Run Date
Friday 11/24	Wednesday 11/22	Tuesday 11/21
Monday 11/27	Thursday 11/23	Wednesday 11/22
Tuesday 11/28	Friday 11/24	Wednesday 11/22

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

Any payroll submissions on Wednesday, November 22nd, must be submitted by noon to ensure timely processing.

Our office will be closed on Thanksgiving Day and Friday, November 24th. We wish “you and yours” a Happy Thanksgiving!

**Sincerely,**

**Client Support Team**

# Federal Reserve Bank Holiday Schedule

Listed below is the Federal Reserve Bank Holiday Schedule and also days PNI/GovConPay is closed (most banks are closed- allow an EXTRA day for direct deposits).

**\*Marks the days PNI•HCM/GovConPay is CLOSED.**

<b>Dates</b>	<b>Holiday</b>
11/11/2023	Veteran's Day
11/23/2023*	Thanksgiving Day
11/24/2023*	Day after Thanksgiving (not a Bank Holiday)
12/25/2023*	Christmas
01/01/2024*	New Year's Day
01/15/2024	Martin Luther King Day
02/19/2024	Presidents Day
05/27/2024*	Memorial Day
06/19/2024	Juneteenth
07/04/2024*	Independence Day
09/02/2024*	Labor Day
10/14/2024	Columbus Day
11/11/2024	Veterans Day
11/28/2024*	Thanksgiving Day
11/29/2024*	Day after Thanksgiving (not a Bank Holiday)
12/25/2024*	Christmas Day
01/01/2025*	New Year's Day

**Please review your payroll schedule and notify Support of any changes that need to be made for 2024 by Friday, December 1st 2023.**

**([support@pnihcm.com](mailto:support@pnihcm.com))**

# Important Dates

November 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		<b>1</b>	<b>2</b> Payroll Year-End Webinar	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Payroll Year-End Webinar	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> ACA Webinar	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Thanksgiving PNI•HCM & GovConPay Closed	<b>24</b> PNI•HCM & GovConPay Closed	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

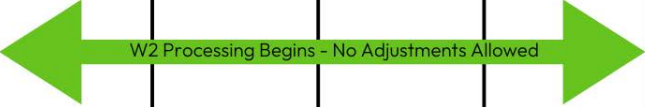
# Important Dates

December 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				<b>1</b> Approve Pay Calendar  Verify Company Name/Legal Address/SSNs	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> Payroll Year-End Webinar	<b>7</b> ACA Webinar PNI/GCP Closed from 3pm for Holiday Party	<b>8</b> Last Day to Process Bonuses/Complete Year-End Reply Form	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b> Christmas PNI-HCM & GovConPay Closed	<b>26</b>	<b>27</b> Last Day to Process for 2023 W2 Pre-list Review/W2 Adj Due/W2 Deferred	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

# Important Dates

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1</b> Happy New Year! PNI•HCM & GovConPay Closed	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
 W2 Processing Begins - No Adjustments Allowed						
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Approve ACA Forms (If Applicable)	<b>13</b>	<b>14</b>
<b>15</b> MLK Day Banks Closed	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> W2/1099/1095 Forms & Quarterlies Delivered and Posted on the Web				

# Tax Filing Service

## **If you are a tax filing service client, PNI•HCM/GovConPay:**

- Impounds your taxes directly from your bank account and pays payroll taxes on your behalf.
- Assumes the responsibility to deposit, reconcile, and file authorized payroll tax deposits and returns.
- Files forms 940, 941, W-2, W-3, and annual state and local returns.
- Assumes the responsibility of any penalties due to our error.

**Important:** You are responsible for forwarding all tax notifications (i.e. unemployment rate changes, tax notices, etc.) to our Support Team promptly upon receipt. Although we file taxes on your behalf, the tax authorities will not send the notices directly to PNI•HCM/GovConPay. Obtaining this information promptly is imperative to our ability to provide accurate and timely tax services.

Please refer to the calendars at the beginning of this guide for important deadlines.

## **If you are not a tax filing service client, it is your responsibility to:**

- Pay your taxes directly to the tax authorities.
- File authorized payroll tax deposits and returns (including forms 940 and 941).

PNI•HCM files Forms W-2 and Forms 1099 electronically for all clients (including those not using tax filing service) by the appropriate due dates. Do not file any Forms W-2 that have been recorded in the Payroll System to the federal, state, or local tax authorities. Do not file any Forms 1099 that have been recorded in the Payroll System to the federal tax authorities (not filed at the state level).



# Final Reports for 2023 Year-End

## W-2 and completed tax forms will be available in isolved.

Your W-2's, 1099's, tax returns, and reports will be available under Reporting > Year-end Report Archive or Year-end Reports On-Demand.

> Select the arrow next to year to see the reports.

The screenshot shows the 'Year End Report Archive' page. On the left is a navigation menu with categories: EMPLOYEE MANAGEMENT, EMPLOYEE ADMIN TOOLS, EMPLOYEE SELF-SERVICE, CLIENT MANAGEMENT, PAYROLL PROCESSING, and REPORTING. The 'REPORTING' category is expanded, showing sub-items like Report Archive, Report Writer Wizard, Report Writer (From Template), Quarterly Reports On-Demand, Client Reports, My Reports Queue, Check Print Back, Continuous Reports Archive, Year End Report Archive (highlighted), and Year End Reports On Demand. The main content area is titled 'Year End Report Archive' and includes a search bar and a table. The table has columns: Year, Output Item, Batch #, Status, Print Date, Output Type, and Generate Begin. The 'Year' column is expanded, showing a list of years from 2022 down to 2015. Each year has a small arrow icon next to it, indicating it can be expanded to show more details.

Year	Output Item	Batch #	Status	Print Date	Output Type	Generate Begin
2022						
2022 - ACA						
2021						
2021 - ACA						
2020						
2020 - ACA						
2019						
2019 - ACA						
2018						
2018 - ACA						
2017						
2017 - ACA						
2016						
2016 - ACA						
2015						

## Viewing Quarterly Reports in isolved

To view your quarterly reports in isolved, click on the Reporting tab, and then click on Quarterly Reports On-Demand. This will bring up a list of your available quarterly reports. Then, under the Links column, click on Download File to open the report.

The screenshot shows the 'Quarterly Reports On-Demand' page. On the left is the same navigation menu as in the previous screenshot, with 'Quarterly Reports On-Demand' highlighted under the 'REPORTING' category. The main content area is titled 'Quarterly Reports On-Demand' and contains a table with columns: Year, Quarter, and Link. The table lists quarterly reports for the years 2023, 2022, 2021, and 2020. Each row has a 'Link' column with a 'Download File' button. A mouse cursor is hovering over the 'Download File' button for the 2022, Quarter 4 report.

Year	Quarter	Link
2023	2	<a href="#">Download File</a>
2023	1	<a href="#">Download File</a>
2022	4	<a href="#">Download File</a>
2022	3	<a href="#">Download File</a>
2022	2	<a href="#">Download File</a>
2022	1	<a href="#">Download File</a>
2021	4	<a href="#">Download File</a>
2021	3	<a href="#">Download File</a>
2021	2	<a href="#">Download File</a>
2021	1	<a href="#">Download File</a>
2020	4	<a href="#">Download File</a>
2020	3	<a href="#">Download File</a>
2020	2	<a href="#">Download File</a>
2020	1	<a href="#">Download File</a>



# Year-End Checklist

✓	Year-End Checklist	Due Date
<b>The last scheduled day to process a 2023 payroll is 12/27/2023.</b>		
	Please locate the 2023 Year-end Guide on the Client Landing page under Quick Links for forms, Frequently Asked Questions and updates.	11/2/2023
	<b>Verify Accuracy of Company Legal Name and Tax Identification Numbers</b> Verify the accuracy of your company legal name and each state tax identification number that PNI•HCM has on file. <ul style="list-style-type: none"> <li><input type="checkbox"/> The Tax IDs &amp; Rates can be found on the Payroll Summary report under Reporting &gt; Report Archive or Client Reports.</li> <li><input type="checkbox"/> Notify Support of any rate updates (i.e. SUI) and if your company mailing address has changed.</li> </ul>	12/1/2023
	<b>Review Employee Addresses and Social Security Numbers</b> Review the accuracy of all employee addresses and social security numbers using the Employee W-2 Verification found under Reporting > Client Reports and make updates as necessary. (Note – Employees can verify via Self Service)	No later than last scheduled 2023 payroll
	<b>Verify your Payroll Processing Schedule for 2024</b> Please review your Payroll Processing Schedule for 2024 (located on the Client Landing Page) and contact Support to make any corrections.	12/1/2023
	Last Day to Process Bonus Payrolls	12/8/2023
	Complete the Year-end Authorization Form/Survey	12/8/2023
	<b>Input W-2 Adjustments</b> Input adjustments with final scheduled payroll of 2023. (Note – any adjustments after the last payroll incur fees) <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that other special tax items have been updated and submitted, such as Other Compensation, Employee Business Expense Reimbursements, Taxable Fringe Benefits, Tip Allocation information, and Dependent Care Benefits.</li> </ul>	No later than last scheduled 2023 payroll
	<b>Third Party Sick Pay, Fringe Benefits, S-Corp Health</b> Submit 3 <sup>rd</sup> party sick pay data to Support.	No later than last scheduled 2023 payroll
	<b>Group Term Life</b> (excess of \$50,000) GTL amounts need to be entered prior to the last payroll. *Contact Support to take advantage of the system calculation and have GTL added every pay.	No later than last scheduled 2023 payroll

✓	Year-End Checklist	Due Date
	<b>Request W-2 Adjustments</b> If you require adjustments after 12/27/2023, please prepare and submit the W-2 adjustments to Support. There will be an additional charge to process adjustments.	12/27/2023
	<b>Review W-2 Reconciliation Report</b> Please review the W-2 Reconciliation Summary to assure that all W-2 data has been properly identified. Reporting > Client Reports > W-2 Reconciliation Summary. Submit all required changes to Support.	12/27/2023
	<b>Request W-2 Deferred Printing</b> To request the deferred production of your W-2s, please submit a written request for deferral to Support.	12/27/2023
	<b>ACA Form Approval</b> (if applicable) If you are utilizing isolved for ACA reporting (1095), then you must approve your ACA forms by this date.	1/12/2024
	W-2/1099 forms must be provided to employees*	1/31/2024
	Postmark 1095s to employees (Client)*	3/1/2024
	Electronically file 1094s and 1095s (PNI+HCM)	3/31/2024

\*Review your state mandates on ACA 1095 forms as reporting date requirements may be different.

# 2024 Payroll Processing Schedule

## Reviewing your 2024 Payroll Schedule

Carefully review Pay Period Endings and Check Dates. To access the schedule, go to the Client Landing Page. At the bottom right of the screen, click on View Report under Processing Schedule. A schedule of all bank holidays and PNI•HCM Closings are posted on our website and on page 6 of this Year-End Guide.

Please review your 2024 Payroll Run Schedule and notify Support of any changes at [support@pnihcm.com](mailto:support@pnihcm.com).

The screenshot displays the PNI•HCM Client Landing Page. The top left section, titled 'Welcome DEMO', includes a profile picture placeholder and the text 'MY PROFILE DEMO MILLER amiller@pnihcm.com'. The main content area is divided into several sections: 'MY REMINDERS' (with a note about company access), 'MY ACCOUNT REPS' (listing a client service rep), 'QUICK LINKS' (with links to login, update video, and forms), and 'ANNOUNCEMENTS' (with a note about a future release). A 'CALENDAR' section shows the month of September 2023, with a legend for 'Payroll Date', 'Pay Date', and 'Pay Date - Off Cycle Run'. The bottom section, 'NEXT SCHEDULED PAYROLL', contains a table with payroll details.

Pay Group	Frequency	Due in Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Salv	Bi-weekly	09/27/2023	09/24/2023	09/16/2023	09/24/2023	16	Regular Payroll	<a href="#">View</a>
Wwly	Weekly	09/27/2023	09/26/2023	09/17/2023	09/27/2023	39	Regular Payroll	<a href="#">View</a>
Swkly	Bi-weekly	10/04/2023	10/03/2023	09/16/2023	09/24/2023	20	Regular Payroll	<a href="#">View</a>



# Employee W-2 Preview Report

The Employee W-2 Preview Report represents what will be reported on your W-2 forms. Please review this report carefully to be certain that all the information required on the W-2's has been properly identified. If further adjustments are required, please process by the deadlines noted on the calendars (pgs. 7-8) and/or the checklist (pg. 11-12).

## Validating Employee Name/Address/SSN Information

Go to the Employee W-2 Preview Report to verify employee names, addresses, and social security numbers. You will also see the actual dollar amounts that will appear on the employees W-2 as of the payroll run you view. You will find the report under Client Reports, choose the Report Category as All, then enter W-2 in the Search box and click on Filter. Click on the report on the left side. On the right side choose the payroll run you want to use to verify the information and click on Generate Report. Once you see the message that the report has generated, click on the Go to My Reports Queue and click View Report.

**Important: If you are aware an employee has moved during this year, verify that the employee's wages and taxes are in the proper states.**

Client ID: SALES2092 - SALES DEMO CORPORATION				EMPLOYEE W2 PREVIEW				Period Begin Date: 9/1/2023 Period End Date: 9/15/2023 Pay Period: 17 Payroll Type: Regular Payroll							
Pay Group: Semi				Sales Demo Corporation											
Check Date: 9/15/2023															
Run Date: 9/11/2023				Run Number: 966											
Employee Information		Description	Box	Wage Box	Taxes	Description	Box	Wages Box	Taxes	Description	Box	Amount	Description	Box	Amount
Emp #: 0003	295-64-0003	FEDERAL	01	45,210.36	02 2,393.57	SOC SEC	03	48,271.50	04 2,992.83						
Joshua Abernathy		MEDICARE	05	48,271.50	06 699.94	MD	16	45,210.36	17 3,451.63						
6670 Sinclair Rd Unit #303										D	12b	3,061.14	DD	12a	14,288.50
Alexandria, VA 22314															
Retirement Plan: Y															
Statutory Employee: N															
Third Party Sick Pay: N															
Emp #: 0001	295-64-0001	FEDERAL	01	38,956.86	02 2,374.22	SOC SEC	03	38,956.86	04 2,415.33						
Jacob Able		MEDICARE	05	38,956.86	06 564.87	MD	16	38,956.86	17 2,954.41						
6620 Potomac Ave Suite 1200										W	12b	425.00	DD	12a	6,508.96
ROCKVILLE, MD 20850															
Retirement Plan: N															
Statutory Employee: N															
Third Party Sick Pay: N															
Emp #: 0002	295-64-0002	FEDERAL	01	77,896.44	02 7,453.30	SOC SEC	03	83,722.68	04 5,190.81						
Michael Adams		MEDICARE	05	83,722.68	06 1,213.98	MD	16	77,896.44	17 5,721.46						
7035 Albert Einstein Apt 404													Dep Care	10	699.60
Columbia, MD 21046										D	12b	5,826.24	DD	12a	875.00
Retirement Plan: Y															
Statutory Employee: N															
Third Party Sick Pay: N															
Emp #: 0020	295-64-0020	FEDERAL	01	53,297.21	02 4,094.96	SOC SEC	03	56,109.86	04 3,478.81						
Zachary Avery		MEDICARE	05	56,109.86	06 813.59	VA	16	53,297.21	17 2,556.29						
6866 Deer Run Drive													D	12a	2,812.65
ALEXANDRIA, VA 22306															
Retirement Plan: Y															
Statutory Employee: N															
Third Party Sick Pay: N															
Emp #: 68	388-90-8979	FEDERAL	01	73,564.44	02 11,372.15	SOC SEC	03	73,649.44	04 4,566.27						
Janet Bassegio		MEDICARE	05	73,649.44	06 1,067.92	MD	16	73,564.44	17 3,874.83						
8616 Second Ave Suite # 202						OH	16	36,782.22	17 934.15						
SILVER SPRING, MD 20910		FAIRVIEW PARK (WORK TAX)	18	36,825.40	19 736.44								D	12a	85.00
Retirement Plan: Y															
Statutory Employee: N															
Third Party Sick Pay: N															
Emp #: 0027	295-64-0027	FEDERAL	01	65,539.25	02 5,539.25	SOC SEC	03	65,539.25	04 4,094.96						
Justin Benson		MEDICARE	05	67,664.25	06 5,539.25										
100 Hotel Road															
Hershey, PA 17033															

Reporting > Client Reports > Employee W-

Reporting > Client Reports > Employee W-2 Preview

Review and enter all changes prior to the last payroll processing in 2023.

# Reconciling W-2 Information to a Check Stub

The following is an example of common reconciling items between an employee's final check stub and the W-2. This example provides guidelines for reconciling your W-2 to your last pay stub. If you still have questions, please submit them to Support at [support@pnihcm.com](mailto:support@pnihcm.com).

## EXAMPLE 2023 W-2 Common Reconciling Items

<b>Gross Per Check Stub</b>		\$51,500.00
Less non-Taxable Reimbursements		<u>(1,500.00)</u>
<b>Sub-Total</b>		<b>50,000.00</b>
Add non-Cash Taxable Income:		
Group Term Life	125.00	
Pers Use Co Car	2,475.00	
Employer Pd Fringes	<u>1,000.00</u>	
		3,600.00
<b>Sub-Total</b>		<b>53,600.00</b>
Deduct Pre-Tax Items:		
Cafeteria Plan (med/den)	4,225.00	
HSA Deduction	1,775.00	
Other pre-Tax Plans	<u>500.00</u>	
	<u>(6,500.00)</u>	
<b>*W-2 Box 3 Social Security Wages</b>		47,100.00
<b>*W-2 Box 5 Medicare Wages</b>		47,100.00
401K, 403B, IRA Deductions		<u>(10,500.00)</u>
<b>W-2 Box 1 Federal Taxable Income</b>		36,600.00

**NOTE: W-2 Box 3 FICA Wage Limit is \$ 160,200.00.00 (excludes non-taxable earnings/ reimbursements, cafeteria plans and pre-tax deductions)**

**Please Note:** Any employee who lived in more than two states during the year will receive multiple W-2s. The W-2 for their current state of residence will have all their federal, state and/or local tax information. The second W-2 will only contain the state and/or local tax information for the previous state(s).



# Adjustment Processing

Before you process a payroll with a 2024 pay date, you may schedule an adjustment process for any 2023 entries that were not completed. Contact Support to schedule an adjustment process.

Once scheduled, adjustments can be entered in isolved. Your payroll information will be available for download immediately after the adjustment process is run.

# Void and Manual Checks

You **CANNOT** enter manual checks or void checks after your last payroll of 2023.

If you have void or manual checks to process after you have processed your first payroll for 2024 you must send the information to Support. You will be billed \$250.00 plus normal processing fees for these adjustment runs. Amended Return charges may also apply.

**The last day for processing 2023 checks or direct deposits is Wednesday, December 27th 2023.**



# Effect of Year-End Adjustments on Taxable Wages & Taxes

Before entering adjustments:

- Determine the type of adjustment needed (e.g., fringe benefits, group term life, personal use of company car, etc.). It is highly recommended you input these items **before** your last payroll of 2023. If you input these special W-2 Items before your last payroll of 2023, the system will adjust the appropriate taxable wages up to their limits.
- Input these items on the time entry grid if you are running a regular or bonus payroll process. Otherwise, contact Support. **Do NOT enter these items as manual checks.**
- If an employee's Social Security and Medicare taxable wages accrue due to these adjustments, it will create a variance and Support will contact you regarding resolution.
- If the employee has no further pay, the system can only adjust the employer taxes. Special adjustments must be made to accommodate Employee Social Security and Medicare taxes. These special adjustments must be processed by submitting the information to Support.

## Sample Variance Report

Client ID: 8002 - Accurate Payroll Inc DEMO Pay Group: Biweekly Check Date: 10/29/2021 Run Date: 10/15/2021      Run Number: 109				EXCEPTIONS - TAX VARIANCES Accurate Payroll Inc		Period Begin Date: 10/10/2021 Period End Date: 10/23/2021 Pay Period: 15 Payroll Type: Regular Payroll			
Tax Variances:									
Division	Department	Employee ID	Name	Type		Wage	Calculated Tax	Actual Tax	Variance
102	20	1205	Shane L Adams	SOC SEC EE	QTD Variance:	1,354.87	\$4.00	\$4.05	.05
102	102	1206	Heather Leopold	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	102	1206	Heather Leopold	MED EE	YTD Variance:	3.60	.05	.00	-.05
102	102	1207	Marcus Stallard	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	102	1207	Marcus Stallard	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	102	1208	Jonathan C Thoresk	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	102	1208	Jonathan C Thoresk	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	101	1209	Linda A Siegel	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	101	1209	Linda A Siegel	MED EE	YTD Variance:	3.60	.05	.00	-.05
102	102	1212	Deepika Y Rajurs	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	102	1212	Deepika Y Rajurs	MED EE	YTD Variance:	3.60	.05	.00	-.05
102	106	1214	Amy L Masters	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	106	1214	Amy L Masters	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	10	1219	Richard L Trotter	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	10	1219	Richard L Trotter	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	103	1221	Mitch Lindsay	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	103	1221	Mitch Lindsay	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	106	1223	Marko Lopez	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	106	1223	Marko Lopez	MED EE	YTD Variance:	3.60	.05	.00	-.05
102	106	1224	Dennis A Scottbey	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	106	1224	Dennis A Scottbey	MED EE	YTD Variance:	3.60	.05	.00	-.05
102		1225	Jaha M Jha	SOC SEC EE	QTD Variance:	265.24	16.44	.00	-16.44
102		1225	Jaha M Jha	SOC SEC EE	YTD Variance:	4,845.16	300.40	103.06	-197.34
102		1225	Jaha M Jha	MED EE	QTD Variance:	265.24	3.85	.00	-3.85
102		1225	Jaha M Jha	MED EE	YTD Variance:	4,845.16	70.25	24.10	-46.15
101	106	1226	Nanette Gurney	SOC SEC EE	YTD Variance:	1,583.52	98.18	98.01	-.17
101	106	1226	Nanette Gurney	MED EE	YTD Variance:	1,583.52	22.96	22.92	-.04
101	10	1227	Daniel C Cravens	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	10	1227	Daniel C Cravens	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	10	1228	Dean Martino	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	10	1228	Dean Martino	MED EE	YTD Variance:	3.60	.05	.00	-.05
101	106	1230	Armando Baldino	SOC SEC EE	QTD Variance:	903.32	56.01	56.05	.04
103	101	1233	Peter Pan	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
103	101	1233	Peter Pan	MED EE	YTD Variance:	3.60	.05	.00	-.05
		1237	Susie Thorpe	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
		1237	Susie Thorpe						
		1238	My Name: Name						
		1238	My Name: Name						

Reporting > Client Reports > Exceptions - Tax Variances



# Final Payroll Summary Report

Pay attention to any state(s) that are missing tax identification numbers. This indicates that PNI•HCM/GovConPay does not have the state identification number on file for this state. Failure to provide PNI•HCM/GovConPay with the identification number before your W-2's are requested will result in a delay of their processing.

## Other Year-End Concerns

### 1099-MISC and 1099-NEC Forms

If you have paid 1099 Miscellaneous income or Non-Employee Compensation through the payroll system in 2023, PNI•HCM/GovConPay will produce these forms. If you have additional 1099 payments, enter them before you process your last payroll for 2023.

## Bonus Payrolls

Are you planning a special year-end bonus payroll run?

If yes:

- Contact Support to schedule your separate bonus run
- Schedule processing on a Thursday or Friday **apart from** your regular payroll
- Inform us of any special handling of taxes and deductions
- Things to consider when running a separate bonus payroll:
  - Providing Gross or Net amounts?
  - Live checks or direct deposit?
  - Should deductions come out? All or just some?
  - Should taxes be deducted at the supplemental rate or regular tax rate?
  - Are you 100% paperless? If printing, do you have check stock?
- Important – should you process a larger payroll than normal due to bonus payouts, our PNI•HCM team will reach out to confirm that the amount is correct, and confirm funding options.

**Process or notify PNI•HCM/GovConPay of any special pays/bonus payrolls on or before 12/8/2023.**

# Year-End Dos and Don'ts

Topic	Do	Don't
<b>Void Checks</b>	Do void fourth quarter checks on or before your last payroll process for 2023.	Do not void prior quarter checks. Contact Support.
<b>Manual Checks</b>	Do enter them on or before your last payroll process for 2023.	Do not enter a negative manual check for a prior quarter, fringe, or company benefits. Contact Support.
<b>Group Term Life (GTL)</b>	Do enter on or before your last payroll process for 2023.	Do not enter GTL on terminated employees or use manual adjustments after the last 2023 payroll. Contact Support.
<b>Address Changes</b>	Do make all address changes on or before your last payroll process for 2023.	Address changes made in 2024 do not update W-2s for 2023.
<b>Fringe Benefits</b>	Do report any additional fringe items on or before your last payroll process for 2023.	Do not enter manual adjustments after the last 2023 payroll. Contact Support.
<b>Third Party Sick Pay</b>	Send all 3 <sup>rd</sup> Party Sick Pay Statements to Support on or before your last payroll process for 2023. Note: You can proactively request 3 <sup>rd</sup> party sick information before the end of the year from your provider. Please check with your provider if they are providing a W-2 for payments and confirm with PNI.	
<b>Payroll Calendar</b>	Do verify payroll processing schedule/calendar by 12/01/2023.	
<b>Verification</b>	Do review the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee W-2 Preview</li> <li><input type="checkbox"/> Tax IDs and Rates on Tax Maintenance screen</li> <li><input type="checkbox"/> Employee W-2 Verification (name, address, SSN)</li> </ul>	
<b>1099 master file information</b>	Do enter clients into the system before you process the last payroll of 2023.	
<b>1099 production</b>	Please reach out to support if you are entering 1099 information but do not want PNI to produce the 1099's.	
<b>Payroll Tax Information</b>	Do send all payroll tax documents received from federal, state, and/or local tax authorities to Client Support.	Do not overlook any tax documents received. If you are unsure about sending it, send it to Support. The Tax Department will determine if it is a valid document/notice.

# 2023 ACA Forms: 1094 and 1095

To determine if you're an Applicable Large Employer (ALE) in 2023:

- Reporting > Client Reports > **ACA Large Employer Compliance Test**
- From Date 1/1/2022
- To Date 12/31/2022

Note: (use 2022 dates/counts to determine whether you need to file forms for 2023)

Client ID: 8002

Client: Accurate Payroll Inc DEMO

Companies: Accurate Payroll Inc , Lewis Family Restaurant , Smith Family Restaurant

Report Generated on: 9/21/2023 6:02:03 PM

ACA LARGE EMPLOYER COMPLIANCE TEST

From Date: 1/1/2022

To Date: 12/31/2022

**IMPORTANT NOTE:** In determining whether an employer is an applicable large employer, you must include all entities as a single employer under §5414(b), (c), (m), and (o) of the Internal Revenue Code. Thus, all employees of a controlled group of entities under §5414(b) or (c), an affiliated service group under §414(m), or under §414(o) are taken into account in determining applicable large employer status. Also, you must include any predecessor employer and successor employer.

Report Total	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
Full Time Employee Count	64	66	67	67	69	70	70	71	74	76	78	78
Total Hours for FTE Calculation	0.00	240.00	0.00	320.00	240.00	240.00	360.00	0.00	320.00	240.00	480.00	360.00
FTE Count	0	2	0	2.67	2	2	3	0	2.67	2	4	3
<b>Total FTE Count</b>	<b>64</b>	<b>68</b>	<b>67</b>	<b>69.67</b>	<b>71</b>	<b>72</b>	<b>73</b>	<b>71</b>	<b>76.67</b>	<b>78</b>	<b>82</b>	<b>81</b>

For Applicable Large Employer determination your FTE employee count is:

72

Based on your average Total FTE Count, you ARE an Applicable Large Employer

## Previewing & Approving Forms

- Client Management > ACA Setup Options > ACA Forms Approval
- **Preview Forms:** Full PDF version of forms; 1 employee per page with dependents (self-insured only)
- **Preview Export with Audit:** Condensed Excel version of forms; includes a full-time employee count list by month
- **Run Alerts:** Condensed PDF version of forms; recommended for first-time viewing b/c includes errors
- **Approve Forms:** Required; click button at year-end to approve 1094 and all employee 1095 forms

### ACA Forms Approval

Report Information

\* Reporting Year: 2023

Report Type for Selected Year: ACA 1094-C and 1095-C Employer

Preview Forms

Preview Export with Audit

Run Alerts

Approve Forms

Show History

# Electronic Delivery

When implementing Employee Self Service, you have the option to offer receiving year-end forms and paystubs electronically via isolved to your employees, this feature reduces the need to print and deliver paper year-end forms. We recommend a formal communication to your employees about the availability and benefits of Electronic Delivery and encourage them to “Accept” the terms as a step in the Self-Service registration process. Additionally, you may want to send a reminder to your employees on how to access the forms when they become available.

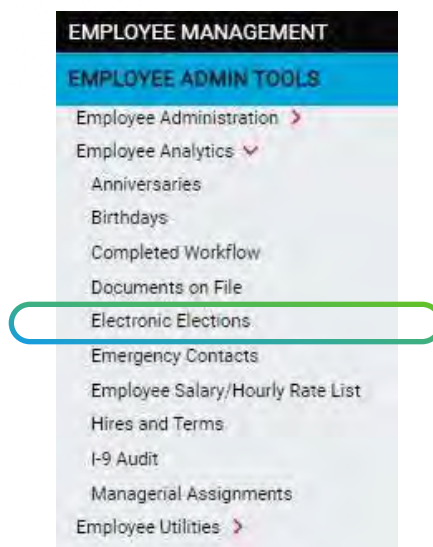
## Advantages of Electronic Forms

- Eliminates the task of distributing paper tax documents.
- Gives employees the ability to retrieve their tax documents electronically, anytime they choose.
- Increases the security of employees’ sensitive data because there is no paper to misplace.
- Employees receive their W-2’s earlier than printed W-2’s.
- Electronic Delivery is environmentally friendly!

## Electronic Delivery Reporting

If you have already turned-on Self Service, you can verify who has accepted the electronic option via **Reporting > Client Reports > Electronic Tax Form Delivery Status.**

There is a new Analytics report for Electronic Delivery now available. If you do not have access to this option, please reach out to support@pnhcm.com.



# Preparing For Year-End 2023 Reply Form

## Year-end Authorization Form – [Click Here to Complete the 2023 YE Authorization Form](#)

To ensure we know you are ready for Year-end, each client should submit their Year-end Authorization to PNI•HCM and GovConPay at PNI•HCM. **This form is required to successfully close your 2023 year and process your W-2s.** This form will confirm where you would like to have your W-2's delivered and confirms you have validated many of the important aspects of Payroll to close out 2023 successfully.

- Where to deliver W-2's
- Have you verified your Federal, State, and Local IDs
- Confirmation of Adjustments
- Confirmation of Third-party Sick Pay

**Please complete this no later than 12/8/2023. Thank you for your support.**



**PNI•HCM** **GovConPay**  
Focus Matters

**Year-End - Client Authorization and Client Details - 2023**

Due Date - 12/08/2023

**Please submit this no later than 12/08/2023.**  
This form is required to successfully close your 2023 year and process your W-2s. Thank you for being an amazing partner to us at PNI•HCM and GovConPay.

\* 1. Enter your Company Name

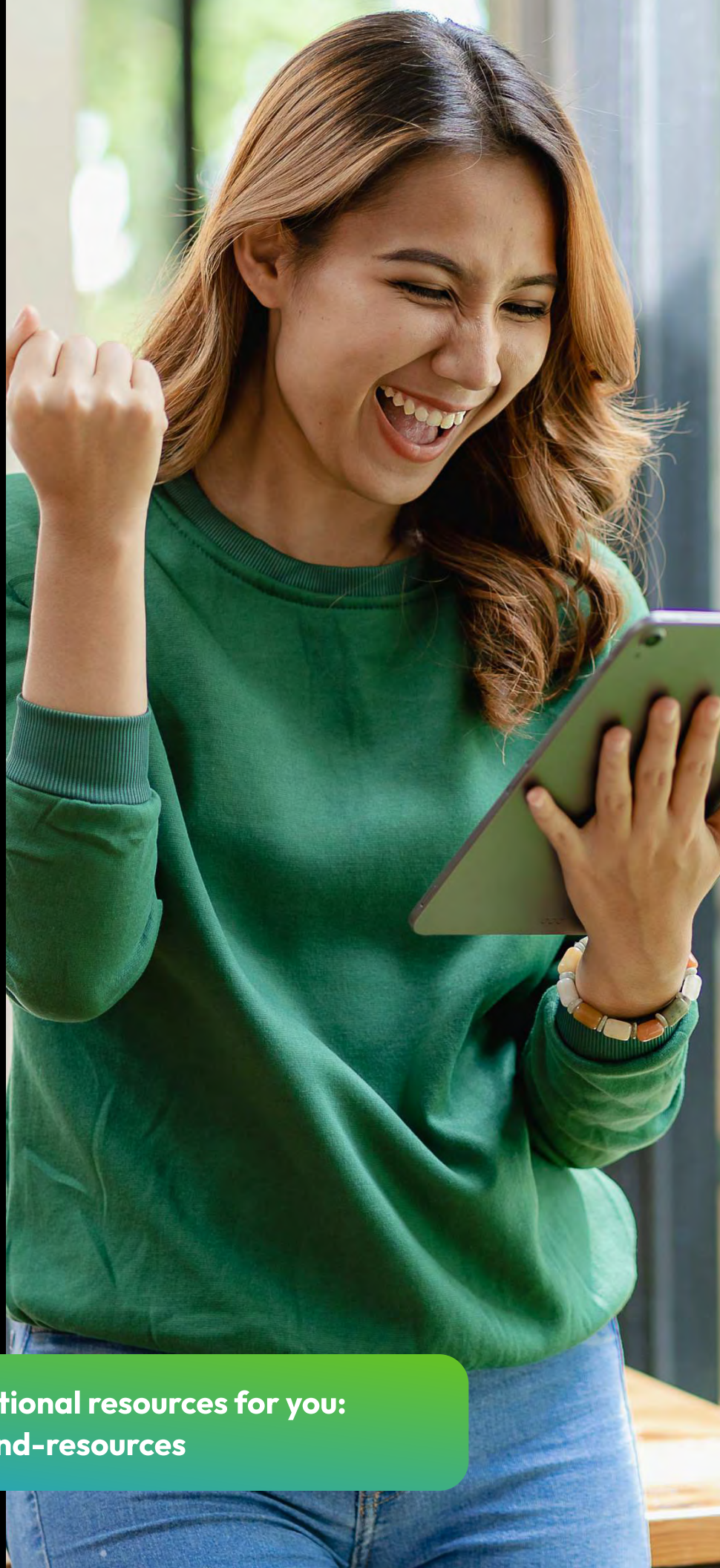
\* 2. Enter your Client ID

\* 3. Enter Your Name (First and Last Name)



At PNI•HCM, we look forward to supporting your company through a successful year-end. Thank you for being a dedicated and valued client. We appreciate you!

**PNI•HCM**



**As a reminder, we have additional resources for you:**  
**[pnihcm.com/payroll-year-end-resources](https://pnihcm.com/payroll-year-end-resources)**