

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:

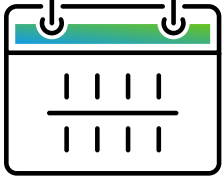
pnhcm.com/payroll-year-end-resources



Table of Contents

• It's That Time Again	04
• Contact Information	05
• Thanksgiving Week Payroll Schedule	05
• *Attention* Federal Reserve Bank Holiday Schedule	06
• November 2023 - January 2024 Calendar - Important Dates	07
• Tax Filing Service	10
• Final Reports for 2023 Year-End	11
• Year-End Checklist	12
• Payroll Processing Schedule for 2024	14
• Employee W-2 Preview Report	15
• Reconciling W-2 Information to a Check Stub	16
• Adjustment Processing	17
• Effect of Year-End Adjustments on Taxable Wages & Taxes	18
• Sample Variance Report	18
• Other Year-End Concerns	19
• Bonus Payroll	19
• Dos and Don'ts	20
• 2023 ACA Forms: 1094 and 1095	21
• Electronic Delivery	22
• Preparing for Year-End 2023 Reply Form	23

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@pnhcm.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@pnhcm.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.

Client Support Team

Support@pnihcm.com

833-710-3579

As a reminder, we have resources for you:
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.**

Dates	Holiday
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)

Important Dates

November 2023

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

Important Dates

December 2023

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

Important Dates

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Happy New Year! PNI-HCM & GovConPay Closed	2	3	4	5	6	7
						
8	9	10	11	12 Approve ACA Forms (If Applicable)	13	14
15 MLK Day Banks Closed	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 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).

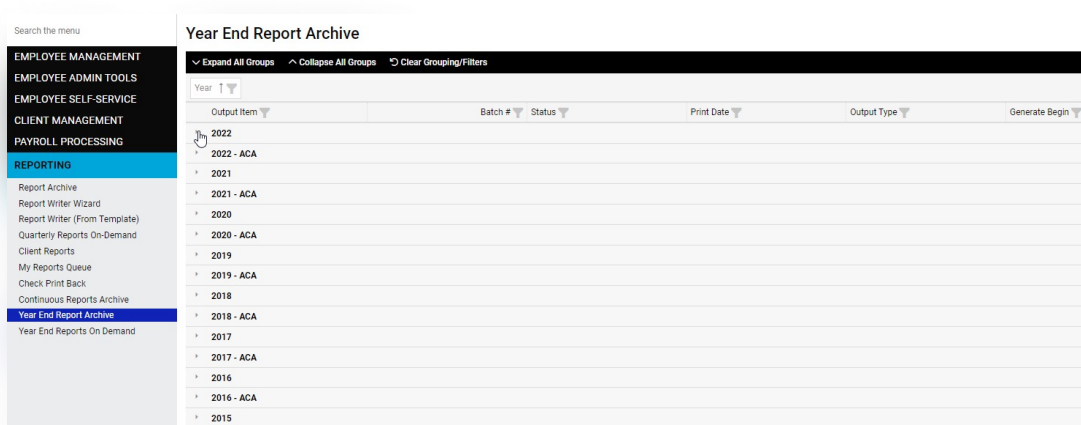


Final Reports for 2023 Year-End

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

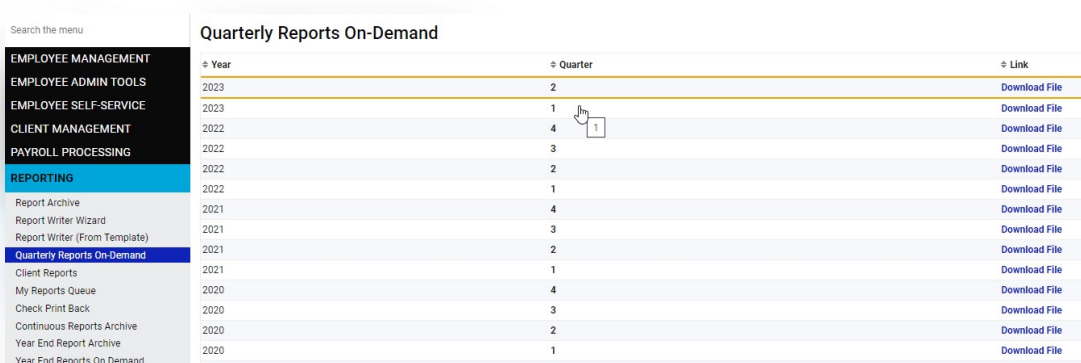
Your W-2's, 1099's, tax returns, and reports will be available under Reporting > Year-end Report Archive or Year-end Reports On-Demand.

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



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.



Year-End Checklist

✓	Year-End Checklist	Due Date
The last scheduled day to process a 2023 payroll is 12/27/2023.		
	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
	<p>Verify Accuracy of Company Legal Name and Tax Identification Numbers Verify the accuracy of your company legal name and each state tax identification number that PNI•HCM has on file.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Tax IDs & Rates can be found on the Payroll Summary report under Reporting > Report Archive or Client Reports. <input type="checkbox"/> Notify Support of any rate updates (i.e. SUI) and if your company mailing address has changed. 	12/1/2023
	<p>Review Employee Addresses and Social Security Numbers 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)</p>	No later than last scheduled 2023 payroll
	<p>Verify your Payroll Processing Schedule for 2024 Please review your Payroll Processing Schedule for 2024 (located on the Client Landing Page) and contact Support to make any corrections.</p>	12/1/2023
	Last Day to Process Bonus Payrolls	12/8/2023
	Complete the Year-end Authorization Form/Survey	12/8/2023
	<p>Input W-2 Adjustments Input adjustments with final scheduled payroll of 2023. (Note – any adjustments after the last payroll incur fees)</p> <ul style="list-style-type: none"> <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. 	No later than last scheduled 2023 payroll
	<p>Third Party Sick Pay, Fringe Benefits, S-Corp Health Submit 3rd party sick pay data to Support.</p>	No later than last scheduled 2023 payroll
	<p>Group Term Life (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.</p>	No later than last scheduled 2023 payroll

✓	Year-End Checklist	Due Date
	<p>Request W-2 Adjustments 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.</p>	12/27/2023
	<p>Review W-2 Reconciliation Report 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.</p>	12/27/2023
	<p>Request W-2 Deferred Printing To request the deferred production of your W-2s, please submit a written request for deferral to Support.</p>	12/27/2023
	<p>ACA Form Approval (if applicable) If you are utilizing isolved for ACA reporting (1095), then you must approve your ACA forms by this date.</p>	1/12/2024
	W-2s/1099 forms must be provided to employees	1/31/2024
	Postmark 1095s to employees (Client)	1/31/2024*
	Electronically file 1094s and 1095s (PNI•HCM)	3/31/2024

*subject to change.

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.

The screenshot shows a user interface for a payroll system. It includes a 'Welcome DEMO' message, a profile section for 'DEMO MILLER' with email 'amiller@pnihcm.com', and several informational panels: 'MY REMINDERS', 'MY ACCOUNT REPS' (listing 'My Client Service'), 'QUICK LINKS', and 'ANNOUNCEMENTS'. A 'CALENDAR' for September 2023 is displayed with color-coded days for 'Payroll Date', 'Pay Date', and 'Pay Date - Off Cycle Pay'. At the bottom, a 'NEXT SCHEDULED PAYROLL' table is shown with a red box highlighting the 'Processing Schedule' column.

Pay Group	Frequency	Due to Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Salv1	Semi-Monthly	08/27/2023	09/24/2023	08/16/2023	08/26/2023	16	Regular Payroll	View
Wwoy1	Weekly	08/27/2023	08/26/2023	08/17/2023	08/23/2023	39	Regular Payroll	View
Biweekly	Bi-Weekly	10/04/2023	10/03/2023	08/16/2023	08/24/2023	20	Regular Payroll	View



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						
Pay Group: Semi				Sales Demo Corporation				Period End Date: 9/15/2023						
Check Date: 9/15/2023								Pay Period: 17						
Run Date: 9/11/2023				Run Number: 966				Payroll Type: Regular Payroll						
Employee Information	Description	Box	Wage Box	Taxes	Description	Box	Wages Box	Taxes	Description	Box	Amount	Description	Box	Amount
Emp #: 0003 Joshua Abernathy 6670 Sinclair Rd Unit #303 Alexandria, VA 22314 Retirement Plan: Y Statutory Employee: N Third Party Sick Pay: N	FEDERAL	01	45,210.36	02 2,393.57	SOC SEC	03	48,271.50	04 2,992.83						
	MEDICARE	05	48,271.50	06 699.94	MD	16	45,210.36	17 3,451.63				D	12b	3,061.14
													DD	12a
Emp #: 0001 Jacob Able 6620 Potomac Ave Suite 1200 ROCKVILLE, MD 20850 Retirement Plan: N Statutory Employee: N Third Party Sick Pay: N	FEDERAL	01	38,956.86	02 2,374.22	SOC SEC	03	38,956.86	04 2,415.33						
	MEDICARE	05	38,956.86	06 564.87	MD	16	38,956.86	17 2,954.41				W	12b	425.00
													DD	12a
Emp #: 0002 Michael Adams 7035 Albert Einstein Apt 404 Columbia, MD 21046 Retirement Plan: Y Statutory Employee: N Third Party Sick Pay: N	FEDERAL	01	77,896.44	02 7,453.30	SOC SEC	03	83,722.68	04 5,190.81						
	MEDICARE	05	83,722.68	06 1,213.98	MD	16	77,896.44	17 5,721.46				D	12b	5,826.24
													DD	12a
												Dep Care	10	699.60
Emp #: 0020 Zachary Avery 6866 Deer Run Drive ALEXANDRIA, VA 22306 Retirement Plan: Y Statutory Employee: N Third Party Sick Pay: N	FEDERAL	01	53,297.21	02 4,094.96	SOC SEC	03	56,109.86	04 3,478.81						
	MEDICARE	05	56,109.86	06 813.59	VA	16	53,297.21	17 2,556.29				D	12a	2,812.65
Emp #: 68 Janet Bassegio 8616 Second Ave Suite # 202 SILVER SPRING, MD 20910 Retirement Plan: Y Statutory Employee: N Third Party Sick Pay: N	FEDERAL	01	73,649.44	02 11,372.15	SOC SEC	03	73,649.44	04 4,566.27						
	MEDICARE	05	73,649.44	06 1,067.92	MD	16	73,649.44	17 3,874.83						
	FAIRVIEW PARK (WORK TAX)	18	36,825.40	19 736.44	OH	16	36,782.22	17 934.15				D	12a	85.00
Emp #: 0027 Justin Benson 100 Hotel Road Hershey, PA 17033	FEDERAL	01	65,539.25	02 5,539.25										
	MEDICARE	05	67,864.25	06 5,539.25										

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@pnhcm.com.

EXAMPLE 2023 W-2 Common Reconciling Items

Gross Per Check Stub	\$51,500.00
Less non-Taxable Reimbursements	<u>(1,500.00)</u>
<i>Sub-Total</i>	<i>50,000.00</i>
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
<i>Sub-Total</i>	<i>53,600.00</i>
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>
*W-2 Box 3 Social Security Wages	47,100.00
*W-2 Box 5 Medicare Wages	47,100.00
401K, 403B, IRA Deductions	<u>(10,500.00)</u>
W-2 Box 1 Federal Taxable Income	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		EXCEPTIONS - TAX VARIANCES				Period Begin Date: 10/10/2021			
Pay Group: Biweekly		Accurate Payroll Inc				Period End Date: 10/23/2021			
Check Date: 10/29/2021						Pay Period: 15			
Run Date: 10/15/2021 Run Number: 109						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	84.00	84.05	.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 Twork	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	102	1208	Jonathan C Twork	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 Rajars	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
102	102	1212	Deepika Y Rajars	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	106	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 Cravers	SOC SEC EE	YTD Variance:	3.60	.22	.00	-.22
101	10	1227	Daniel C Cravers	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
Void Checks	Do void fourth quarter checks on or before your last payroll process for 2023.	Do not void prior quarter checks. Contact Support.
Manual Checks	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.
Group Term Life (GTL)	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.
Address Changes	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.
Fringe Benefits	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.
Third Party Sick Pay	Send all 3 rd Party Sick Pay Statements to Support on or before your last payroll process for 2023. Note: You can proactively request 3 rd 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.	
Payroll Calendar	Do verify payroll processing schedule/calendar by 12/01/2023.	
Verification	Do review the following: <ul style="list-style-type: none"> <input type="checkbox"/> Employee W-2 Preview <input type="checkbox"/> Tax IDs and Rates on Tax Maintenance screen <input type="checkbox"/> Employee W-2 Verification (name, address, SSN) 	
1099 master file information	Do enter clients into the system before you process the last payroll of 2023.	
1099 production	Please reach out to support if you are entering 1099 information but do not want PNI to produce the 1099's.	
Payroll Tax Information	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)

ACA LARGE EMPLOYER COMPLIANCE TEST												
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											
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 §§414(b), (c), (m), and (o) of the Internal Revenue Code. Thus, all employees of a controlled group of entities under §414(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
Total FTE Count	64	68	67	68.67	71	72	73	71	76.67	78	82	81

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.

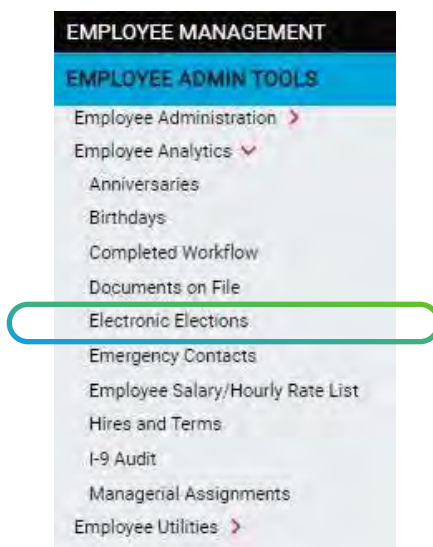
Advantages of Electronic Forms

- 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

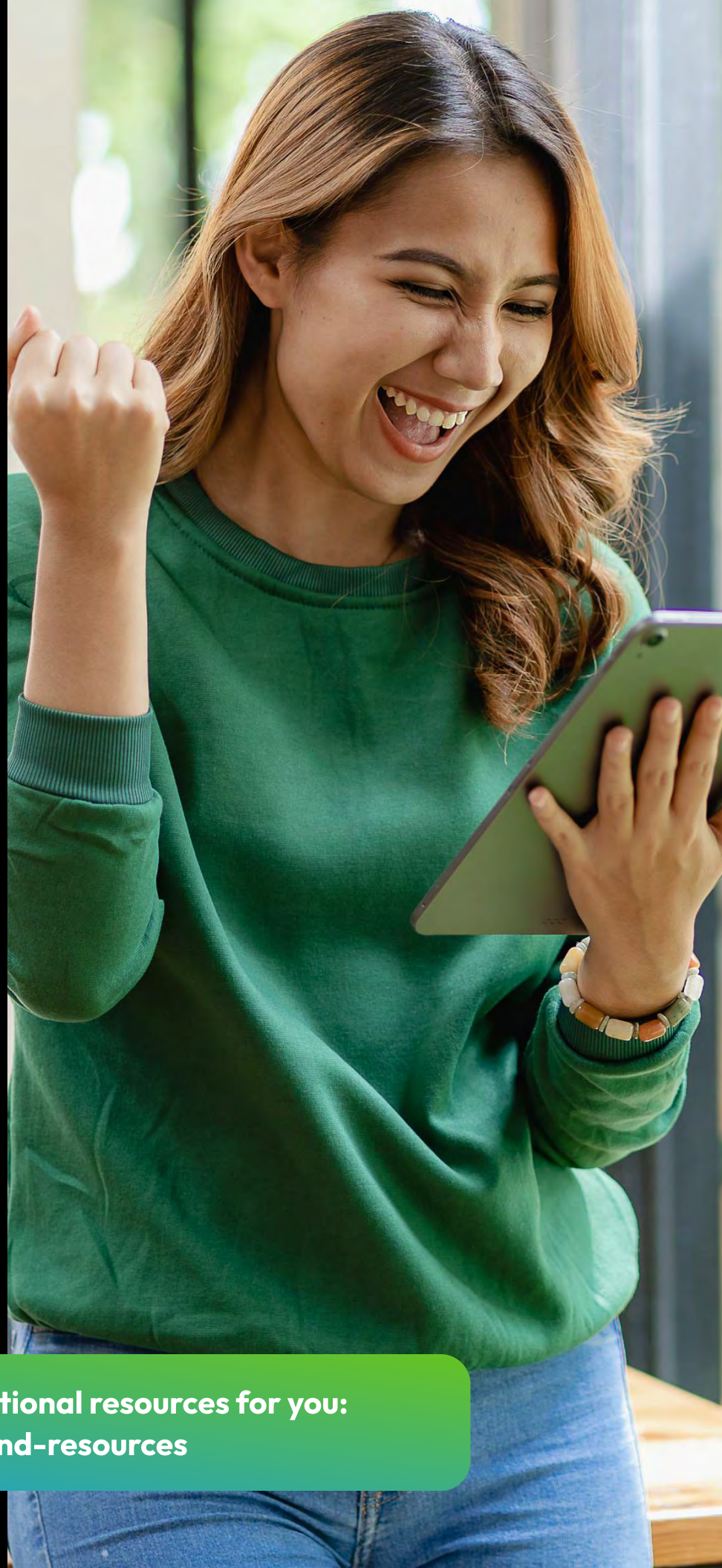
* 3. Enter Your Name (First and Last Name)

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

GovConPay
Focus Matters



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