



ASCENDER GUIDES



January

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New Calendar Year

| Task | Resources | Notes |
|------------------------------------|--|--|
| Upload new tax tables | TRS Rates | After the last December payroll or prior to the first January payroll. |
| First Payroll of the Calendar Year | First Payroll of the Calendar Year Checklist | |
| W-2 Processing | QuickGuide: Process W-2 Forms | |
| 1099 Processing | QuickGuide:Process 1099-MISC Forms | |
| Opt B Supplement | ? | |
| Midyear PEIMS Audit Reports | ? | |