



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	?	