
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# January

# Table of Contents

**January** ..... i
**January** ..... 1

# January

The following Business processes should be started or in progress:

❑ First Payroll of the Calendar Year Checklist
❑ Process W-2 Forms
❑ Process 1099 Forms
❑ Process 1095 Forms
❑ Budget Process
❑ Next Year Payroll Process

The following business tasks have been identified for the month of January. Use the checklist below to ensure that the tasks are addressed, if applicable.

| Application(s) | Task |
|---|---|
| **Finance** | ❑ Begin working on 1099-NEC processes.<br><br>❑ Complete the template estimate using first semester data.<br><br>❑ In odd years, begin bank depository contract renewal or prepare for RFP or RFQ.<br><br>❑ Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)<br><br>❑ Fiscal agents should send member districts 033 records to use in reviewing final prior year compliance with IDEA-B MOE. |
| **Payroll** | ❑ Complete the W-2 filing to the SSA. (Due by January 31st.)<br><br>❑ Begin processes for ACA 1095 reporting.<br><br>❑ Complete fourth quarter payroll reports for 941 and unemployment.<br><br>❑ Compare tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables.<br><br>❑ If under a taxable employer type, update the unemployment rates. If under a reimbursable employer type, it is not necessary to update the unemployment rates.<br><br>❑ Review the limits in payroll tax tables for Social Security and Medicare wages as published in the IRS Circular E.<br><br>❑ Remind employees to file a new W-4 to claim exemption from withholding. |

**PEIMS Business Reminders**:

❑ Complete the Mid-Year PEIMS Submission, which includes only Business records.