

First Payroll of the Calendar Year Checklist

W-2 processing does not have to be completed prior to the first payroll of the calendar year. When the pay date year is different from the current calendar YTD year, and the first payroll of the year is processed, it creates a new calendar year record for each employee, because the system stores each calendar year separately.

- 1. Human Resources > Tables > Pay Dates
 - Verify the first pay date in the **Pay Date** field reflects the year of the new calendar year for each pay frequency. It must contain the year of the new year, in order for the system to create the next calendar year-to-date record and not add that payroll to the existing calendar year-to-date record.
 - Verify that the begin and end pay dates are accurate, since these greatly influence TRS deductions for new employees.
 - Verify the TRS month and TWC quarters are correct for all the pay dates.

- 2. The tax tables for the new calendar year must be updated for each frequency before the first payroll of the year is processed. There is no need to delete the previous calendar year tables. If you are not sure how to set up a table, refer to the online Help for each specific page. The tables that need to be created are:
 - Human Resources > Tables > Tax/Deductions > Exemptions
 - Human Resources > Tables > Tax/Deductions > Income Tax (complete both single and married options)
 - Human Resources > Tables > Tax/Deductions > FICA Tax
 - Human Resources > Tables > Tax/Deductions > Unemployment
 - Human Resources > Tables > Tax/Deductions > 457 Deferred Compensation

- 3. Use the IRS Publication 15 Circular E, Employer's Tax Guide to update the tax tables. After the tables have been completed, print each and verify these new tables with the Circular E tables. If you do not have a Circular E, it can be found on the IRS Web site: www.irs.gov/formspubs/lists/0,,id=97819,00.html.

- 4. Human Resources > Payroll Processing > Run Payroll

When you are ready to process your first payroll, verify the payroll information is correct. It is important that the pay date, as well as the begin and end pay dates, reflect the new calendar year. Also, be sure to verify the TRS month and the TWC quarter are correct.

- 5. Reports > HR Reports > Year To Date Reports > HRS3000 - Calendar Year To Date Report

After each payroll frequency is processed, print the report and verify the year-to-date information consists of only the first payroll run for the new year.

- 6. You do not need to delete employees that are no longer with your district. By not deleting the employees, you continue to have access to all previous data for the employee, including calendar, school and TRS YTD; payroll inquiry and verification of employment; service record; W-2 data; and many other benefits. However, after you print the W-2s, if you want to delete the inactive employees, simply select Mass Delete Employee Data and select those employees you wish to delete. It is not recommended to delete employees who were active during the current school year and/or contract year.

- 7. Don't forget to process W-2s for the previous calendar year. Access the W-2 Checklist for step-by-step instructions that guide you through a smooth process of producing the Verification reports and W-2s, creating the W2REPORT submission record, and updating the W2 Inquiry page for all employees.