



**January**



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## New Calendar Year

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



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