



January

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The following Business processes should be started or in progress in the month of January.

- ☐ [First Payroll of the Calendar Year Checklist](#)
- ☐ [Process W-2 Forms](#)
- ☐ [Process 1099-MISC Forms](#)

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

Application(s)	Task
Finance	hr
Finance, Human Resources	☐ Complete the PEIMS Mid-Year submission.
Human Resources	☐ Complete the W-2 filing to the SSA. (Due by Jan 31.) ☐ Complete 1099 filing to the IRS. (Due by Jan 31.) ☐ Complete ACA 1095 reporting. ☐ Complete fourth quarter payroll reports for 941 and unemployment. ☐ Compare tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables. ☐ Verify access to the Social Security and IRS sites for calendar year-end reporting. Revise the unemployment rates and maximum wage limits as needed. ☐ Review the limits in payroll tax tables for Social Security and Medicare wages as published in the IRS Circular E. ☐ Remind employees to file a new W-4 to claim exemption from withholding. ☐ Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)



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