



A more human resource.®

Final Quarter-Close Checklist

ADP TotalSource®

Where did the time go? It's hard to believe that 2017 is nearly over. Before you close the books on this year, there are a few things you need to do to ensure your employees receive accurate Form W-2's and to prepare for the upcoming new-year. We are committed to partnering with you to help you stay organized and make it easy to check these tasks off your list. Over the next few weeks, your Payroll Service Representative will work closely with you to address any concerns you may have regarding these items.

Employer Tasks:

- ☐ **Stay in the know** regarding 2018 IRS limits, statutory changes, minimum wage increases, and much more by reviewing the Insights & Solutions Newsletter distributed on the first and third Thursdays of the month. Review the Stay Informed section on the home page in My TotalSource® for tips and reminders throughout the year.
 - ☐ **Verify your 2018 payroll delivery schedule** and advise your Payroll Service Representative if changes are needed to the week number, input dates, period end dates or pay dates. Note that holidays will automatically be re-projected if scheduled to process during that time.
 - ☐ **Verify that Paid Time Off is accruing properly** as any calendar year resets often occur with the first payroll of 2018. Identifying and making corrections is easier prior to the reset occurring.
 - ☐ **Schedule your bonus payrolls** with your payroll representative as early as possible to allow time for state agencies to be contacted regarding child support requirements and to avoid scheduling conflicts as the end of the year is a very busy time for payroll processing.
 - ☐ **Process payrolls (3) days in advance of pay dates** as holidays and inclement weather can delay deliveries.
 - ☐ **Order 2018 Employee Calendar Cards** to assist with managing time off requests.
 - ☐ **Review the Year-end Guide** This guide contains detailed information on bonus payrolls, IRS limits, reporting miscellaneous income, and additional requirements if you offered benefits outside of TotalSource Health & Wellness any time during this calendar year.
 - ☐ **Review the year-end web trainings** when they become available in iLearn.
 - ☐ **Report miscellaneous taxable income.** This could include items like gift cards, moving expenses, third party sick payments, and much more.
 - ☐ **Expect to receive a package** containing the below documents towards the beginning of December.
 - **2018-2019 ADP Payroll Calendar**
 - **Employee Year End Alert Poster** – Post this at your location to remind employees to verify their name, address and social security number.
 - **W-2 Poster** – Sample to post at your location for reference.
 - ☐ **Did you offer benefits outside of ADP TotalSource®** at any point during this year? Additional action may be necessary as explained in the Year-end Guide.
 - ☐ **Do you have a 401(k) plan outside of ADP TotalSource®?** Inform your Payroll Service Representative if the pension box on the Form W-2 needs to be checked for employees at your work site.
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- ☐ **Notify your Payroll Service Representative if any 2017 paychecks need to be voided and provide copies of outstanding company issued checks** during 2017 to your Payroll Service Representative as soon as possible.

***Important Reminder:** Company issued and voided checks must be reported immediately. Failure to report this information in the quarter in which the check was initially issued will result in amended tax filings including a fee of \$300 per quarter along with applicable penalties and interest assessed by government agencies. If this information is not reported by December 15, a corrected Form W-2 may be necessary and could result in additional processing fees.*

- ☐ **Review the X01 Purge Report (MR Download)** generated with your first payroll in January to identify employees set to purge in February. Terminating employees timely is critical to purge success. Action will be necessary if a status of **active** is shown.

Employee Communications

As we get closer to the end of the year, your employees will receive reminders via email, mobile alerts, and pay-stub messages. Please remind your employees to review and respond in a timely manner to any requests to ensure that they receive accurate Form W-2's and don't miss out any important payroll and benefits related information.

Employee Tasks:

- ☐ **Employees should review their personal data** and verify their name, address and social security numbers are accurate. If changes are needed, your employees should contact a MyLife Advisor at 1-800-554-1802 to make updates.
- ☐ **Employees who claimed EXEMPT in 2017 must complete a new Form W-4 by February 15, 2018 to retain their exempt status.** Failure to provide a new Form W-4 by this date will result in the employees withholding status being modified to single with zero exemptions. The most current IRS forms can be found at <https://www.irs.gov/forms-instructions>. The IRS link may still contain the 2017 version. This can be utilized for 2018 by striking through 2017 and writing in 2018.

Important Form W-2 Reminders

Physical Form W-2's will be postmarked by January 31, 2018 and mailed to only those employees who have **not** elected to receive electronic annual statements.

- ☐ **Employer Copies** will be ready by January 31, 2018 and are **only** accessible electronically on iReports. iReports can be accessed via <https://ireports.adp.com>.
- ☐ **Employee Copies** will always be accessible electronically by January 31, 2018 on iPay. iPay can be accessed via <https://iPay.adp.com> or My TotalSource® if an active employee. Any employees needing assistance with logging into iPay can contact a MyLife Advisor at 1-800-554-1802 for help.

Thank You for Your Business!

We look forward to helping you end 2017 on a positive note and begin a prosperous new year.