Overview

We understand that Year-End is a critical time for you. Balancing open enrollment activities, submitting payroll entries that affect your W-2s and/or 1099s, and getting ready for the new year can be time-consuming and overwhelming. Below you will find helpful resources and tips to assist you in preparing for a successful Year-End.

W-2 PRINT HOLDS

If you anticipate needing to make adjustments after your last regularly scheduled payroll of the year, you can request a "Print Hold" which will delay the printing of your reports and W-2's to allow for Previewing W-2's/1099's, submitting Previous Quarter Adjustments or adding additional payments (i.e. Third-Party Sick Pay) which may be received after the last payroll of the year is run.

Important details about Print Holds

- **Must be done before the last payroll of 2023 is run.**
- **The last day to submit a Print Hold request is 12/16/2023.**
- Print Hold Requests cannot be submitted while you have an active preview, so you will need to select Make Changes or Approve your payroll before submitting the Print Hold Request.
- When you are ready for ADP to print the forms, you must request that they be released by January 17, 2024. If you do not submit the request to release the print hold by that date, ADP will remove it for you and begin processing your forms.

How to request the Print Hold

1. **Go to Process>Payroll>Payroll Dashboard>Year End Dashboard.** Locate "Place a hold on printing your W-2's until you are ready to release them and click "Place Hold"

OR

2. **Support icon at the top of the home screen > Top Forms > View All Forms and Tools > Additional Forms and Links>Annual Tax Report (W-2/1099) Print Hold Form**

How to release the print hold

1. **Support icon at the top of the home screen** > Top Forms > View All Forms and Tools > Annual Tax Report & W-2/1099 – Print Release.
2. Follow the prompts and submit. ***Be sure to retain the summary page with the service request number and options you selected for each of the fields.***

NOTE: *Requesting a print hold will delay the printing of reports (including W-2s) but does not impact the tax deposit due dates for any adjustments. Tax Penalties may result from an adjustment processing. Therefore, you should make every attempt to input adjustments prior to, or with, your last payroll of 2023.*

PREVIEWING W-2s

Previewing employee W-2s/1099s for accuracy before they are printed can help eliminate costly errors.

- ✓ **In ADP Workforce Now go to** Reports & Analytics > Reports Dashboard > Reports Dashboard > Additional Reporting > PR & Qtrly Tax Reports (iReports)
- ✓ On the **Search** tab, Select the Company Code, Data Type = Quarterly, select the applicable year and quarter YYYYQ, check the box for Full Report, Report Name select
  - **PRV Employee W-2 Copies** for Preview W-2s
  - **PRV 1099-M**, **PRV 1099-NEC** or **PRV 1099-R** for Preview 1099s
- ✓ Select the file and Download Selected files.

Note: *Initial run available Early December. A new set will run at close-out and after each Previous Quarter Adjustment payroll runs.*

REPORTING THE TOTAL COST OF HEALTHCARE

Under the Patient Protection and Affordable Care Act, employers that file 250 or more W-2's are required to report the total cost of their group health benefit plan coverage on W-2s in box 12 (code DD). This includes both the portion of the cost paid by the employer and the portion paid by the employee.

- ✓ If you utilize the **ADP** Benefits module, you can create a Group Health Insurance Costs on Form W2 pay data batch. We recommend that you run this import with your last payroll of 20**23**.
- ✓ Unarchive employees before starting the last payroll week # if they need to be included in the batch. For details on unarchiving and archiving please see: **Restoring (Unarchiving) an Archived Employee** and **Archiving Employees in WFN** .
- ✓ The processing can only be performed for a company code for which a memo code has been established for the W-2 health care cost or value (**Setup** > **Benefits** > **Benefits Settings** > **W-2 Memo Code** tab).
- ✓ When the Start New Cycle is run for the last week # of the payroll year for a given company code, the user will receive a message that the W-2 health care paydata batch will be automatically created.
- ✓ If you do not utilize the Benefits module, and your employees contribute to the cost, you can generate a report containing the employee contribution information from payroll. You will also need to provide the annual employer contribution, to correctly populate box 12. Click here for more information.

REVIEW RETIREMENT PLAN (QUALIFIED PENSION) W-2 BOX 13 CODING

- ✓ The W-2 Box 13 Retirement Plan box should be checked for employees that are active participants in an employer's qualified retirement plan. ADP will automatically check this box for employees with year-to-date amounts for the following deferred compensation plans: 401-k, 403-A, 403-B, 408-K, 408-P, 414-H, 501-C.
- ✓ A company level default is used to control whether or not the box is checked for employees that do not have YTD deferrals in the plans listed above.
- ✓ **Warning** about Company Default or Employee Level Coding which can result in ***blank W-2s***: If an employee has their Retirement Plan/Qualified pension Indicator set to yes/checked - (due to company default or employee level coding) but has no YTD wages, a blank Form W-2 will be produced with the Retirement Plan/Qualified Pension box checked. Therefore, clients should review employees to ensure that employees with no YTD wages are coded for no/not-checked if a W-2 should not be produced.
- ✓ To audit Qualified Pension Indicator/Coding: **Reports & Analytics > Custom Reports > Sample Reports.** Search for **Qualified Pension Indicator**.
- ✓ Click here for additional information on ADP.

YEAR-END REPORTING / CUMULATIVE DATA FILE LOADS

Run any year-end reports before you load your first Cumulative Data File of the new year.

- ✓ At the beginning of the new year, your YTD Cumulative Data Files will not automatically load. This provides you with the opportunity to process year-end reports for the previous year before the accumulators are reset.
- ✓ **The YTD Cumulative File for the new year will not be available to load until after the first payroll of the new year has been processed. **
- ✓ When you are ready to load the Cumulative Data File for the new year: navigate to **Process > Utilities > Load Files** from ADP. Select the **Employee Cumulative Data Load** file and select **Start**. After you load the first file, normal auto load functionality will resume.

ADP QUARTER & YEAR-END RESOURCES

ADP provides Quarter and year-end Dashboards that can be found in the Dashboards tile on the home page or by navigating to **Process > Payroll > Payroll Dashboard > Smart Links > Year End Dashboard**.

The Dashboard provides Tax Filing and Payroll Checklists, helpful reports, and other resources including a link to WFN Quarter and year-end Resources on the bridge. To get to the WFN Quarter & Year-End Resources on the bridge, click here.

The bridge resources provide information on the following:

- Affordable Care Act (ACA) Checklist
- Quarterly Payroll Checklist
- Year-End Payroll Checklist
- Year End Training

Also on the bridge:

- Quarter & Year-End Solutions
- Entering Third Party Sick Pay
- Quarter End Adjustment Calendar
- Scheduling an Additional Payroll
- Scheduling a Previous Quarter Adjustment Payroll

Year-End Planning Information

- Essential ACA Resources
- Wage and Tax Register Overview

ASK EMPLOYEES TO VERIFY INFORMATION

Having employees review their own information is a helpful practice to catch errors that would otherwise go unnoticed. It is suggested to have them review the following information:

✓ Navigate to **Myself > My Information > Profile**

- Personal Information
  - Verify correct spelling of **Employee Name**
  - Verify **Home Address**
  - Verify **Marital Status**
  - Verify **Birth Date**
  - Verify **Veteran and Disability Status**

✓ Navigate to **Myself > Pay > Tax Withholdings**

- Verify correct state and local assignments
- Review tax withholding elections
- Verify **Social Security Number**

✓ Navigate to Myself > Pay > Pay & Tax Statements

- Pay Information
  - Review check information for accuracy
  - Verify that correct state and local taxes are withheld
- Select multiple checks or YTD to review multiple checks or year
- Access Tax Forms
  - View and print W-2s, 1099s, and 1095-Cs

✓ Navigate to Myself > Personal Information > Dependents & Beneficiaries

- Review and/or update Dependents & Beneficiaries

OTHER REMINDERS

✓ Review your 202**3** & 202**4** Payroll Calendars to ensure the pay dates align with your pay schedule and holiday closings. Navigate to **Process >Payroll > Payroll Schedule** to update the calendar. (NOTE: You may also want to confirm the number of pay weeks in the coming year (ex: 52 vs. 53 or 26 vs. 27).

✓ If you use the Time Off feature, it is important that you approve or reject all 20**23** Time Off requests prior to year-end. This will eliminate the need for you to make manual adjustments to your January 1 balances.

✓ If you use Essential Time & Attendance, update your holiday programs for 202**4** by navigating to **Setup >Time & Attendance > Holiday Programs**.

✓ Please check with legal counsel, the U.S. Department of Labor or your applicable State Department of Labor websites to determine if minimum wage changes will necessitate updating employee pay rates.