

PAYROLL YEAREND CHECK LIST

AFTER the Last Payroll of the year

Check each option as completed – write time of backups on sheet and file.

- Run Bonus checks payable in the current year, (if any).
- Menu Option **1.7.1 - Backup Data Files**. File for 7 years.
- Menu Option **1.7.7 - Backup Programs**. File for 7 years.
- Menu Option **1.3.2 - Print Employee Long Listing**. File for 7 years.
- Menu Option **7.2.2 - Payroll Check History**. Print for 2012. File for 7 years.

BEFORE First Payroll of the new year you must complete these steps.

- Menu Option **7.3.1 - Create W2 Work Files**.
- **NOTE:** If you receive any type of error message during this procedure, contact PCS support staff immediately. **(can only be run one time – copies payroll data from live employee file to w2 files.**
- Menu Option **7.2.2 - Payroll Check History. Optional purge of check history.** Purge payroll check records by date range by pressing F2. We recommend you keep the at least one year of history for running any workmen comp or insurance reports.
- Menu Option **1.3.2 - Work on Employee File**. Set any terminated employees to 'purge' (inactive employees will not be purged).

NOTE: The inactive or purge selector is set in the 'Pay Type' field. Also make sure to enter the termination date in the termination date field.

Menu Option 7.3.2 - Perform Payroll Year End. This program will ask you What deductions should be zeroed. If you bring a running total forward such as a loan repayment, you do not want to zero it out. If you have question, please call support for assistance. Usually all are zeroed except loans.

- Menu Option **1.5.1 - Work on Control File**. Adjust FICA wage base changes and the Federal tax bracket as indicated in IRS Circular E/Publication 15. If you are aware of any state tax changes for your state, please contact PCS with these changes for assistance.

AFTER the above Steps have been completed, you can run payrolls for the new year. The following steps to print w2's can be run anytime during January.

- Menu Option **7.3.4 - Print W2 Register**.
- Menu Option **7.3.3 - Maintain W2 Work Files**. If discrepancies are found on The W2 register, you may correct them through this option.
- Menu Option **7.3.5 - Print W2's**. Do not forget that W2's must be completed by January 31st.

— Menu Option **7.3.6 - Create Magnetic W2 Diskette.** This option is only necessary if you have more than 250 employees receiving W2's or upload a disk to the social security admin..

— Menu Options **7.2.x - Print Quarterly Reports.**

NOTE: If you select quarter 4 you will be prompted with the following question, 'Have you Run Year End: [No]?' If payroll yearend procedures have been run and you answer [Yes] to this question, the W2 Work Files created in option 7.3.1, will be used instead of the current employee files to print the report. After running menu option 7.3.2, the current employee files will be for the new year.

— Menu Option **1.7.1 - Backup Data Files.**