Step 1. Before You Get Started								
***IMPORTANT								
Use the steps in this checklist to close the current payroll year.								
 Complete the following steps in order. Install the latest Connect update. 								
• Print the W-2s as soon as possible.								
Wait to load new tax information until you have completed this steps checklist.								
A. Close the last payroll of the year.								
Follow the Each Pay Period steps checklist to close the last payroll of the year.								
B. Install the latest version of Connect.					Т		Т	Π
C. Print quarterly reports for the 4th quarter.								
Include quarterly reports for your state.								
Step 2. Verify Pay Code Information								
A. Verify pay code rates and limits.								
Check the maximum wage limit on the employee portion and employer portion for the following pay codes:								
Social Security								
Medicare, and multiple amovimum upge limit								
any pay code with a maximum wage limit.								
B. Verify IDs for federal and state pay codes. Look up pay code 76-00 [FWT] and 77-00 [SWT]. Verify the federal and state ID numbers.								
C. Review the subject to pay codes.								
Print the pay code list and use it to verify the pay codes subject to Social Security, Medicare, Federal Withholding Tax, and State Withholding Tax.								
D. Verify W-2 Box 10, 11, 12, and 14 settings.								
Use the pay code list to verify special pay code flags for Boxes 10, 11, 12, and 14.								
***CASELLE SUPPORT STAFF ARE NOT TAX EXPERTS							Т	\square
Customer support can help you find the right box in the Payroll application to enter W-2 values for Box 10, 11, 12, and 14, but they cannot tell you what to fill in.								
If you need help, you can contact your auditor or refer to the IRS website.								
E. Run Checkout.								
Correct all errors reported on the error report before you continue to the next step.								
Step 3. Verify Year-to-Date Information								
A. Verify the GL updates for the calendar year.							-	H
Check if duplicate transactions have been posted to the PC, PB, and CDP journals in the general ledger.								
B. Print payroll history for the calendar year.								
Select the Payroll History - By Calendar Year [Caselle Master].								
 Use the printed report to check if the totals in the Range column, on the left, match the totals in the Year-to-Date column, on the right. 								
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	year.
	'YYY to 12/31/YYYY.
	nary for 1/1/YYYY to 12/31/YYYY.
	lance taxable wages.
	on the employee history report.
	employee tax summary and annual 941 reports.
	on report to print annual reports for the entire calendar year.
	Security number (Employee tab).
	tion (Wage tab).
	orm options (Job tab). Check the settings on the Statutory,
	Party Sick Pay checkboxes.
	e you continue to the next step.
+++++++++++++++++++++++++++++++++++++++	
	pr each employee.
	ganization's leave policy allows employees to carry leave hours
	ayroll year to the new payroll year.
	ned to the leave rates.
+++++++++++++++++++++++++++++++++++++++	
	e hours on an employee to the carryover hours allowed by the
	that you want to use to print W-2s.
+ + + + + + + + + + + + + + + + + + + +	
	that you want to use to print W-2s.

C Check the conversion printeut		_					
C. Check the conversion printout.							
 Compare the conversion printout against the payroll history report and employee tax summary report. 							
 Verify the same amounts appear on both reports for each employee. 							
vering the same amounts appear on boar reports for each employee.							
D. Verify the organization's W-2 information.							
E. Run Checkout W-2 Employees.							
Check W-2 employees and 1099 recipients for errors in the tax year.							
 Correct all errors on the error report before you continue to the next step. 							
F. Print sample W-2s to scratch paper.							
Review and verify the items in each box on the W-2 form.							
G. Enter corrections in the payroll system.						T	
If you need to correct amounts, make the correction in the Payroll application, and then return to step							
6B.							
*** SEE NOTES							
If you are not printing W-2s at this time, skip to step 7.							
H. Print actual W-2s.							
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I. Create the electronic W-2 file.							
 Complete this step if you use Accuwage on the IRS website to report W-2s to the IRS. 							
• To create the electronic W-2 file, select the correct YYYY, fill in the form, and then click GO.							
		_			-		
J. Update electronic W-2 file							
					_	_	
Step 7. Finishing Up		_					
A. Close the payroll year.							
Run this routine to close the current payroll year.							
run une roudre to close the current payron year.							
B. Update federal and state tax rates.							
Download the new federal and state tax rates for the new payroll year.							
C. Update social security wage limit.							
Update the maximum wage limit on BOTH the employee and employer side of the pay code.							
***CONGRATULATIONS!					Τ	T	
You're ready for the first payroll of the new payroll year.							
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