

# Payroll Calendar Year End

This article details the steps needed to process calendar year end in HR/Payroll. It is the top level overview of the CYE payroll process. There are links within this document to other documents which provide additional detail on performing the CYE process.

## Best Practice

This article documents the best practice order to process the payroll calendar year end. Other options exist and may be necessary depending on specific payroll deadlines and schedules. A flowchart detailing the various decisions which can be made regarding the order of CYE processing is available on the Payroll CYE Flowchart page. Please contact your ITC for specific questions about the payroll CYE processing flow.

1. For all employees with life insurance over 50K, verify the amount showing in Accruals YTD on the Deductions tab in Employee Information (Human Resources > Employee > Employee Information > Payroll Information > Deductions). Each district may have a different deduction code for their life insurance over 50K.
  - **This step must be completed prior to the last payroll of the calendar year in case any adjustments need to be made during the last payroll of the year.**
2. Hide W2s for the current calendar year in EAC.
  1. Change the 'Hide W2 Year' setting (Profile > Other Setup) to the **new calendar year**.
    - This may have already been done at the end of the CYE processing during the prior year.

Choose a Category:  

|                      | Identifier | Description  | Value   |
|----------------------|------------|--|---------|
| <a href="#">Edit</a> | 2706       | Allow Impersonation                                | Y       |
| <a href="#">Edit</a> | 5170       | Hide 1095-C Year                                   |         |
| <a href="#">Edit</a> | 5511       | Hide Expired Contracts From Users                  | N       |
| <a href="#">Edit</a> | 2901       | Hide W2 option from Employees that have W2 printed | N       |
| <a href="#">Edit</a> | 2170       | Hide W2 Year                                       | 2018    |
| <a href="#">Edit</a> | 2900       | Hide W2 Year from Employees that have W2 printed   |         |
| <a href="#">Edit</a> | 2615       | SSN Masking Method on Forms                        | None    |
| <a href="#">Edit</a> | 5512       | Text To Display For Expired Contract               | Expired |

2. As a reminder, the 'Allow Update of Printed or EAC W2s' setting (Profile, Tax Setup) must be set to Y to allow employees the option of deciding to receive their W2 via a printed form or in EAC.

Choose a Category:  

|                      | Identifier | Description                            | Value                  |
|----------------------|------------|--|------------------------|
| <a href="#">Edit</a> | 2119       | Allow Update of Federal Exempt field   | N                      |
| <a href="#">Edit</a> | 2162       | Allow Update of Federal Tax            | N                      |
| <a href="#">Edit</a> | 2504       | Allow Update of Local Exempt field     | N                      |
| <a href="#">Edit</a> | 2163       | Allow Update of Local Tax              | N                      |
| <a href="#">Edit</a> | 5509       | Allow Update of Printed or EAC 1095-Cs | Y                      |
| <a href="#">Edit</a> | 2509       | Allow Update of Printed or EAC W2s     | Y                      |
| <a href="#">Edit</a> | 2215       | Allow Update of State Exempt field     | N                      |
| <a href="#">Edit</a> | 2164       | Allow Update of State Tax              | N                      |
| <a href="#">Edit</a> | 2099       | Federal Tax Link                       |                        |
| <a href="#">Edit</a> | 2184       | Federal Tax Link Text                  | Additional Information |
| <a href="#">Edit</a> | 2097       | Local Tax Link                         |                        |
| <a href="#">Edit</a> | 2186       | Local Tax Link Text                    | Additional Information |
| <a href="#">Edit</a> | 2120       | Show Federal Tax                       | Y                      |
| <a href="#">Edit</a> | 2121       | Show Local Tax                         | Y                      |
| <a href="#">Edit</a> | 5508       | Show Printed or EAC 1095-C choice      | Y                      |
| <a href="#">Edit</a> | 2508       | Show Printed or EAC W2 choice          | Y                      |
| <a href="#">Edit</a> | 2122       | Show State Tax                         | Y                      |
| <a href="#">Edit</a> | 2098       | State Tax Link                         |                        |
| <a href="#">Edit</a> | 2185       | State Tax Link Text                    | Additional Information |

3. Process the last payroll of the calendar year.
4. Run all normal monthly reports and perform the normal monthly payroll processes.

**Do NOT Clear Monthly Totals**

Do NOT clear monthly totals at this time. The monthly totals will be cleared when running the Calendar process later in the CYE procedures.

5. Run all normal quarterly reports and perform the normal quarterly payroll processes. The quarterly process is detailed on the [Payroll Quarter End](#) page.

**Do NOT Clear Quarterly Totals**

Do NOT clear quarterly totals at this time. The quarterly totals will be cleared when running the Calendar process later in the CYE procedures.

6. Process employee W2s using the steps on the [W2 Processing](#) page. The W2 forms will be printed later in the CYE process.

**Do NOT Purge Employee W2 Work File**

**NEVER** purge the employee W2 work file. The **ONLY** exception to this is purging the current work file if you will be rerunning the create process to reload the file while processing the current calendar year. Employee access to W2 data and reprints of W2 data originate from the employee W2 file.

7. Use the payroll history (HR>Periodic Routines>Periodic Processing>Payroll History) feature of eFP to save a snapshot of payroll prior to running the Calendar payroll process.
  1. Click the Save icon in the top action bar.
  2. Use **12/31/20XX** for the capture date and check the All Records check box. The 12/31/20XX date will indicate the payroll history snapshot is your CYE snapshot.

**Save Criteria**

Capture Date \* 12/31/2018 x [calendar icon]

All Records

Pay Rate Records

Payroll Records

Deduction Records

Termination Date [text box] [calendar icon]

**Additional Criteria**

Employee Number [text box] [search icon]

3. Click the green OK icon twice to create the payroll history.
  4. Verify the information has been saved and click OK.
8. Contact your ITC so they can perform a full database backup.

**STOP! Do NOT Proceed Without a Backup**

Contact your ITC to request a backup of the CYE data.



### W2 Copy Process

**Do NOT proceed if the W2 Copy process has not been completed. Doing so will cause the loss of calendar W2 data!**

9. Run the Calendar (HR > Periodic Routines > Year-End) process.
  - This process clears the calendar YTD, QTD and MTD totals from both the Earnings and Withholdings tabs in Employee Information.
10. Test print a single W2 using the instructions in the [Test Print an Individual W2 Form](#) section on the W2 Form Printing page.
11. Print W2s for all employees using the instructions in the [Print W2s for All Employees](#) section on the W2 Form Printing page.
  - Any employees who opted to receive their W2 in EAC won't receive a printed W2.
12. Update federal, FICA, state and local tax tables for new year.
  - Contact your ITC for assistance with updating your local tax tables.
13. Update life insurance taxable amounts if needed.
  1. This process is completed in the Group Life Insurance table (HR > Reference Tables > Payroll).
  2. Premium amounts can be changed in this table according to the federal guidelines for the taxable amount of life insurance over 50K. Contact your ITC if you have any questions about this process.
14. Update deduction table.
  - Any changes to the deduction reference table which will take effect with the first payroll of the new calendar year should be done at this time.
15. Update employee deductions.
  - Any employee specific deduction changes which will take effect with the first payroll of the new calendar year should be done at this time.
16. Update any other necessary payroll reference tables.
  - Any changes to any payroll reference tables which will take effect with the first payroll of the new calendar year should be done at this time.
17. Post effective date changes.
  - Post any effective date changes using Effective Date Changes (HR> Periodic Routines > Periodic Processing) submitted by employees which should be posted prior to the first payroll of the new calendar year.
18. Update the report year to be the new calendar year on the Federal/State Reporting tab in the HR Profile (System Administration > Profiles).

Local System Options Payroll **Federal/State Reporting** Direct Deposit Voucher Email Miscellaneous

**Federal/State Information**

Employer Fed Tax ID

Employer Name GREEN LOCAL BOARD OF EDUCATION

Employer Address 100 SMITHIE DRIVE, PO BOX 438

Employer City SMITHVILLE

Employer Zip Code 44677- State OH

Report Year 2019

State Employer ID

19. Process the first payroll for the new calendar year.

**Fund Accounting Interface**

If the FAM calendar year end process has not been completed, do NOT run the Fund Accounting Interface from the Pay Run Processing menu until FAM is in the new calendar year.

20. After completing your first payroll of the new calendar year, unhide W2s in EAC.
1. Change the 'Hide W2 Year' setting (Profile > Other Setup) to the **new calendar year**.

Choose a Category: Other Setup

|                      | Identifier | Description  | Value   |
|----------------------|------------|--|---------|
| <a href="#">Edit</a> | 2706       | Allow Impersonation                                | Y       |
| <a href="#">Edit</a> | 5170       | Hide 1095-C Year                                   |         |
| <a href="#">Edit</a> | 5511       | Hide Expired Contracts From Users                  | N       |
| <a href="#">Edit</a> | 2901       | Hide W2 option from Employees that have W2 printed | N       |
| <a href="#">Edit</a> | 2170       | Hide W2 Year                                       | 2019    |
| <a href="#">Edit</a> | 2900       | Hide W2 Year from Employees that have W2 printed   |         |
| <a href="#">Edit</a> | 2615       | SSN Masking Method on Forms                        | None    |
| <a href="#">Edit</a> | 5512       | Text To Display For Expired Contract               | Expired |

21. Complete and submit the 941 form.
22. Create and submit electronic W2 files for federal, state and local.
1. The process to create the electronic file for federal and state submissions is located on the [W2 Electronic File Creation and Submission](#) page.
  2. The process to create the electronic file for local tax entities is located on the [W2 Local Tax Electronic File Creation](#) page.

## Related articles

Page:Payroll Quarter End

Page:Payroll Calendar Year End

Page:1099 Processing

Page:FAM Calendar Year End

Page:Manual Check Process