

2022 Year End Checklist – PART I

Review all sections that apply to your payroll

* *Details and instructions for each section can be found on the pages listed*

1. EMPLOYEE INFORMATION REVIEW - page 2

- *To be completed by ALL companies*

2. EMPLOYEE PAPER PAYCHECK REVIEW - page 3

- *Complete if you issue physical (paper) paychecks*

3. BONUS/ALTERNATIVE PAY REVIEW - page 3

- *Complete if you provided bonuses/alternative pay (i.e. gift cards, physical gifts, cash bonuses, etc.) that were not recorded in payroll*

4. BENEFITS DEDUCTIONS/CONTRIBUTIONS REVIEW - page 3

- *Complete if you offer benefits that could reflect on employee W-2s*

5. LABOR LAW POSTERS - page 4

- *Information on Labor Law Posters and Easytrack's offerings*

6. TAX CREDITS - page 4

- *Details on credits for which your company may qualify*

1. EMPLOYEE INFORMATION REVIEW

a) Review and update Names, Emails, Addresses, Social Security Numbers, etc.

▪ **How to Review:**

- i. Select **Workers** from the menu on the left side of the screen
- ii. Click the **Download xls** button on the right side of the screen
- iii. There will be **2 tabs** on the Excel sheet – one for **Active** employees and one for **Inactive** employees.
 - *Review all employees who worked in 2022.* Each person will receive a W-2.

▪ **How to Update:**

- i. Go to the **Employees** page (Workers >> Employees from the menu on the left side of the screen)
- ii. To see a list of *all employees*, select **All Employees** from the **Employment Status** dropdown
- iii. Click the *name* of the Employee you need to update
- iv. Update information where applicable

IMPORTANT NOTES:

▪ **Social Security Number corrections:**

- i. If you find an *incorrect Social Security Number*, please [notify Easytrack](#) so that we can correct any prior filings that may have included the incorrect number
- ii. Any corrections will be billed at Easytrack's hourly rate of \$120/hr

- If an employee's address isn't corrected *before January 3, 2023* – and you elect to have your employee W-2s mailed directly to them from the payroll system – you will be responsible for printing a new W-2 on plain paper and mailing it to the correct address.

- i. If an employee's MAILING address is different from their HOME address (where they currently reside), do the following in Easytrack:
 - On the employee's **Personal** page, check the box for "Use mailing address?"
 - Enter the employee's *mailing* address

2. EMPLOYEE (PAPER) PAYCHECKS

a) If you give employees physical checks, review all employee paychecks to ensure everything has been recorded *and* there are no duplicate checks

- **How to Review:**

- Select **Reports** from the menu on the left side of the screen
- Select **Payroll Register**
- Enter *1/1/2022* to *12/31/2022* in the Dates boxes or select *Year to Date* from the dropdown and click **Update List**
- Review all checks recorded this year

3. BONUSES/ALTERNATIVE PAY

a) If you provided employees with cash, gift cards, physical gifts, etc. and you *didn't* record this in payroll, [contact us](#) so we can ensure everything is recorded properly

- **How to Review:**

- Select **Reports** from the menu on the left side of the screen
- Select **Payroll Register**
- Enter *1/1/2022* to *12/31/2022* in the Dates boxes or select *Year to Date* from the dropdown and click **Update List**
- Review everything recorded in the payroll system for each employee

4. BENEFITS DEDUCTIONS/CONTRIBUTIONS

a) Reconcile benefits recorded in the payroll system for *January 1, 2022* through *September 30, 2022*

- **How to Reconcile:**

- Select **Reports** from the menu on the left side of the screen
- Select **Employee Summary**
- Enter *1/1/2022* to *9/30/2022* in the Dates boxes and click **Update List**
 - Reconcile the benefits recorded in Easytrack to your accounting records (QuickBooks if you use it)
 - Reconcile the benefits recorded in Easytrack to statements/invoices from your Insurance Carrier/Benefits Broker
 - [Contact us](#) immediately if you notice a discrepancy or have any questions.

This is very important. All corrections and adjustments must be made prior to December 22.

5. LABOR LAW POSTERS

- a) If you are already enrolled in our Labor Law Posters Automated Service, you do not have to do anything.
- b) If you are not enrolled in a poster service, there **WILL** be new posters in the near future, and there have been several updates in recent months.

Please call or [email us](#) to enroll so you don't have to think about it later.

6. TAX CREDITS

* *Click the links below for more information on these credits*

- a) [Small Business Health Care Tax Credit for Small Employers](#)
- b) [Section 45S Employer Credit for Paid Family and Medical Leave](#) (extended through 2025)
 - Check with your CPA to see if your business qualifies for either of these tax credits.
 - You do NOT need to communicate anything about this with Easytrack.