



Calendar Year 2019 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.

Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.

✓	Step	Action
<i>AFTER the last Calendar Year 2019 payroll. BEFORE the first Calendar Year 2020 payroll.</i>		
<i>PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule</i>		
	1	Set up the Pay Schedules for the new calendar year. (F2, F13, F1) <i>Do not set up for payroll before performing this procedure.</i>
<i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record</i>		
	2	Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) <i>Do not set up for payroll before performing this procedure.</i>
<i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables</i>		
	3	Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F1)
	4	Where appropriate, update the Federal Income Tax (FIT) Tables - Standard Rate Schedule. (F2, F13, F3, F2) Where appropriate, update the Federal Income Tax (FIT) Tables – 2020 W-4 Step 2 Checkbox Rate Schedule. (F2, F13, F3, F3)
	5	Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F4)
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)
	7	Where appropriate, update the Employee’s Retirement System (ERS) Table is correct. (F2, F13, F3, F6)
	8	Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F7)
<i>PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero</i>		
	9	<i>Reset employee calendar year-to-date amounts to zero.</i> (F2, F13, F5, F1)



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PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing		
	10	Process calendar year 2019 W-2 statements. (F2, F4) <i>Do not set up for January payroll until all W-2s are verified.</i> It may be necessary to run another December payroll to make W-2 corrections.
	11	Process calendar year 2019 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.		
	12	Process calendar year 2019 Form 1099-MISC statements. (F1, F12, F10)