

We know Year End is a busy time, but it doesn't have to be confusing. When thinking about Year End, don't get overwhelmed!

Remember that it all comes down to these 3 steps:

- 1. Check employee and employer indicative data
- 2. Check wage, tax, and benefits data
- 3. Check for special procedures



Sounds easy, but as with many things in life, the devil's in the details. Don't worry, we'll walk you through everything you need to know, step by step. **To help ensure your success**, we've created this 2022 Year End Guide.

Self-Service Links

BONUS RUNS Get Help: <u>Pay Employees Bonus Runs (Bonus Earning)</u> Get Help: <u>Grossing Up a Bonus Check</u>

HEALTH SAVINGS ACCOUNTS

Get Help: Health Savings Account (HSA) Employer and Employee Setup

Get Help: Health Savings Account (HSA) Overview

THIRD PARTY SICK PAY (3PS)

Get Hep: Third Party Sick Pay (3PS): Overview

Get Help: Third Party Sick Pay (3PS): Adding Earnings and Deductions

PERSONAL USE OF AUTO (PAUTO)

Get Help: <u>Personal Use of a Company</u> <u>Vehicle (PUCV)</u>

DEDUCTION CAPS

Get Help: Managing Employee Deductions and Deduction Caps

GROUP TERM LIFE

Get Help: Group Term Life

YEAR-END SUPPORT Get Help: <u>Year- End FAQ</u>



