



## 5 KEYS TO UNLOCKING YEAR END

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# Key #1

**Make sure  
your system  
is set up for  
2019**

## Make sure your system is set up for 2019

- Last check of 2019

### Make sure:

- Active State and local tax IDs
- Valid SSN
- Integrations





## Key #2

**Plan for all  
the  
printing**

## Ultimate Software Print:

- Sign up now!

## Mosaic Print:

- We can do this for you!

## Self Print:

- Supplies
- Terminated Employees





# Key #3

**Start  
validating  
*EVERYTHING***

## Review:

- Tax Recon
- Wage Summary report compared W2 summary
- Payroll Balancing Worksheet
- Ask your team





# Key #4

**Prepare  
your system  
for 2020**



## **TO-DO:**

- Update holiday table
- Extend your Pay Calendars
- Publish your Payroll Calendar for 2020
- Make Changes
- Extra paycheck in 2020?





# Key #5

**Relax**  
*You've  
got this*

## Year End:

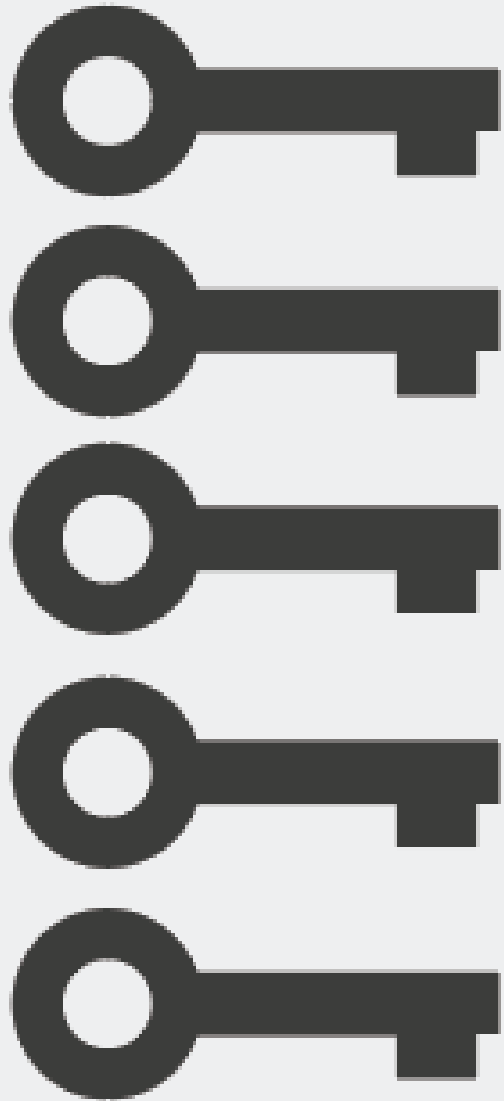
- Checklist Support
- W2 and 1095 Printing





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QUESTIONS?



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