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5 KEYS TO UNLOCKING YEAR END

Presented by: Aimée Morgan

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Key #1

Make sure your system is set up for 2019

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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

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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*

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VALIDATE

Review:

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

Key #4

Prepare your system for 2020

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2020 PREP

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

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2020 PREP

Year End:

- Checklist Support
- W2 and 1095 Printing

QUESTIONS?

5 KEYS TO UNLOCKING YEAR END

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