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Year End Checklist

Where did the time go? It's hard to believe, but 2016 is nearly over. Before you shut the books on this year, there are a few things you need to do. But, we'll make it easy to check these tasks off your list.

Close-Out Checklist

Over the next few weeks, your Payroll Service Representative will work with you to ensure all of your data is reported timely to ensure an accurate 2016 year closeout.

Activity	Timing	Action You Need to Take
Your PSR will be initiating a conversation with you regarding information relevant for closing out the year.	November 2016	<ul style="list-style-type: none"> Advise PSR of items that could impact your business.
Year-end training	November 2016	<ul style="list-style-type: none"> Go online to access our web training to help you navigate through year-end.
Year-end client packages mailed	November 2016	<ul style="list-style-type: none"> Review information. Display year-end and Form W-2 posters.
Online Year End eGuide and checklists available on My TotalSource® website Home page under Stay Informed	November 2016	<ul style="list-style-type: none"> Review and make note of important dates, checklists, IRS forms and statutory limits.
Value health benefits for Form W-2	November 21, 2016	<ul style="list-style-type: none"> Report the value of any company provided health benefits outside of the ADP TotalSource, Inc. Health and Welfare Plan via Year-End Template in My TotalSource.
Assemble miscellaneous taxable income	November 21, 2016	<ul style="list-style-type: none"> Report any miscellaneous taxable income outside of the ADP TotalSource, Inc. Health and Welfare Plan via Year-End Template in My TotalSource.
Form W-2 changes	December 9, 2016	<ul style="list-style-type: none"> Report W-2 change information to your Payroll Service Representative.
Year-end bonuses	December 12, 2016	<ul style="list-style-type: none"> Process your year-end bonus payrolls.
Year-end statutory changes	December 31, 2016	<ul style="list-style-type: none"> Make note of any statutory changes communicated to you by your HR Business Partner.
Worksite employee information purge	January 2017	<ul style="list-style-type: none"> Review X01 MR Download to identify employees set to purge in February. Action will be necessary if employee status is "Active."
Employer Form W-2's will be produced and added to iReports.	Approximately January 25, 2017	<ul style="list-style-type: none"> None; Employer copies of W-2's are only accessible electronically.'
Employee Form W-2's will be produced and added to iPay	Approximately January 25, 2017	<ul style="list-style-type: none"> None; Employee W-2's will be available on iPay for employees selecting electronic W-2's. All others will be mailed, postmarked by Jan 31, 2017.

Employee Communications

We'll provide you with copies of the year-end and Form W-2 posters to display at your company. We'll also send an email and pay stub message to worksite employees to remind them to update and verify their personal information via My TotalSource. This email will be sent to any full-time worksite employee who has provided a work email address. Please remind your staff to take this critical action so they receive an accurate Form W-2 and other important pay- and benefits-related information.

Thanks for Your Business

We look forward to helping you end 2016 on a positive note and begin a prosperous new year. If you have questions, please contact your HR Business Partner or your Payroll Service Representative.