



2019



loading...

YEAR END

Presented by: Aimée Morgan
11.8.2018



“How do the year end numbers look?”

MOSAIC[®]

CONSULTING GROUP

INTRODUCTION

Aimée Morgan

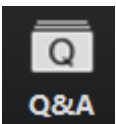
Premier Support Consultant

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AGENDA

- What is Year End?
- UltiPro Year End: Gateway & Checklist
- New Features in UltiPro
- Mosaic's Year End Offerings



Feel free to ask questions during the session or use the Q&A icon in the bottom of your screen to submit them

WHAT IS YEAR END?

***And answers to other questions you may
need to ask but feel it's too late***

I mean... it is November...





Year End in HR:

- Getting ready for OE
- Reviewing Policies and New laws

Year End in Finance:

- Tax Filings
- Audit preparedness
- GL Review

Year End in Payroll:

- Culmination of everything done this year
- Last chance to fix current year numbers

2019
2018

**Are You Ready
For Year End?**



Schedule

- Start planning next year's Year End when you end Year End
- Year End reviews – Best Practice

Set Up Your Team

- Open communication
- Clear guidelines and responsibilities
- Schedule milestones and tasks





“Well, now we know what not to do.”

MENU	MYSELF	MY TEAM	ADMINISTRATION	SYSTEM CONFIGURATION
Home	Employee Admin Administrator Guide My Employees Employee Contracts Third Party Pay Organization Views PTO Requests Process Hires Health Care Eligibility Mass Updates	Payroll Processing Payroll Gateway Pending Pay Items Retroactive Pay Wage Attachments Gateway Employee Timesheet Void Payment Payroll Guide Payroll Admin Business Rules Deduction Goal Update Payroll Setup Payroll Settings Payroll Utilities Pay Statement Options Time Entry Setup Business Intelligence Business Intelligence	Reporting Standard Reports General Ledger Custom Reports Analytics File Transfers W-2 Print Approval Year-End Forms PPACA EEO-1 Data File VETS 4212 Data File OSHA Workflow Audit Compensation Management Salary Planning Compensation Planning Year End Year End Gateway	Transfer Data Interfaces Monitoring Integration Studio Integration Studio Dashboard Activity Log Report Exports UltiPro Carrier Network Global Payroll Integration Studio Designer Benefits Admin Open Enrollment Setup Life Events Setup
Inbox				
Learning Center				
Customer Success Portal				
Go To Assist				

Conditions

- Mid Market
- Ulti Filing

MENU

Administration
Year End

UltiPro[®] | by
ULTIMATE
SOFTWARE

Jeri Abella ▾ | Company | To Do | Share Ideas | Help | Logout

Year End Gateway

Find...

Year End Gateway

2017 Year End Gateway



Welcome to the Year End Gateway, where you can view and manage the tasks needed to process and finalize year end reporting. The checklist includes recommended and required tasks for completing year end reporting and preparing for processing payrolls in the new year. Use the checklist to go to the area where you can complete each task.

Checklist

● = Required Actions


▶ Verify and update company information	Next Due: 11/17/2017
▶ Verify and update employee information	Next Due: 12/08/2017
▶ Process adjustments	Next Due: 11/17/2017
▶ Review year-end reporting information and approve W-2 printing	Next Due: 12/15/2017
▶ Prepare for next year	Next Due: 12/15/2017

Quick Tours and Tips

[Using the Year-End Gateway Tour](#)
[Updating Tax Information Tour](#)
[Form W-2 Box 14 Labels Tour](#)
[Add an Off-Cycle Payroll Tour](#)
[Manage Adjustments Tour](#)
[Approving Forms W-2 Printing Tour](#)
[Add and Delete Holidays Tour](#)
[Extend the Pay Calendar Tour](#)
[View the Pay Calendar Tour](#)
[Update Deduction Goal Amounts Tour](#)

MENU

Administration
Year End



by
ULTIMATE
SOFTWARE

Jeri Abella

Company

Year End Gateway


Year End Gateway

2017 Year End Gateway

Welcome to the Year End Gateway, where you can view and manage the tasks needed to process and finalize year end reporting. The checklist includes recommended and required tasks for completing year end reporting and preparing for processing payrolls in the new year. Use the checklist to go to the area where you can complete each task.

Checklist

● = Required Actions

	Verify and update company information	Next Due: 11/17/2017
● <input type="checkbox"/>	Verify your company address and Federal Employer Identification Number (FEIN) as it appears on the Form W-2 from the Company Setup standard report . If changes are needed, submit a case via the Customer Success Portal.	Due: 11/17/2017
● <input type="checkbox"/>	Verify State Unemployment Insurance (SUI) and State Disability Insurance (SDI) contribution rates. If changes are needed, submit a case via the Customer Success Portal.	Due: 11/17/2017
● <input type="checkbox"/>	Verify state and local tax Employer Identification Numbers (EIN) from the Company Tax Verification standard report . If changes are needed, modify the Taxes business rule .	Due: 11/17/2017
● <input type="checkbox"/>	Verify your shipping address, shipping method, e-mail addresses, and Form W-2 Copy D recipient for Form W-2 printing from the W-2 Print Approval Summary page . Note: Post Office boxes are not accepted for shipping addresses. Year-end forms are delivered according to these instructions.	Due: 11/17/2017
<input type="checkbox"/>	If you report multiple locations in the same state, generate the Worksite Reports standard report for each state with multiple locations. Ensure that all locations appear on the report. If changes are	Due: 11/17/2017

Year End Checklist:

- Support from 
- Great resource document
- Required and recommended actions
- Due dates included
- Documents organizational work needed from your team



Year-End 2018

UltiPro Year-End Checklist — Third-Party and Self-Filing

The *UltiPro Year-End Checklist* provides a list of specific actions to complete to ensure a smooth and successful year end. The checklist includes required and recommended actions, grouped into main steps to guide you through year-end processing for your employees.





Actions include specific descriptions and due dates. The due date is the last date by which the action must be taken to meet all agency filing requirements and deadlines. Verify reporting deadlines and filing procedures with the appropriate agency.

Note: For UltiPro Benefits Prime customers, additional actions or activities may be required to complete year-end preparation. If you have questions about how this may affect your situation, please contact your Benefits Prime support representative.

Instructions: Review the checklist carefully. Upon completion of each action item, check the last column in the checklist. Refer to the Learning Center for additional information.

Step 1: Verify Company Information and Submit Forms

▷ Verify and update company information

Action	Description	Due Date	✓
1A 	Run the Company Setup standard report (Menu > Administration > Reporting > Standard Reports > Available > Company Setup Standard Report) to verify the company address to be included in Form W-2 Box C and the Federal Employer Identification Number (FEIN). Submit a case via the Customer Success Portal if changes are needed.	11/22/2018	
1B 	Verify State Unemployment Insurance (SUI) and State Disability Insurance (SDI) contribution rates. Submit a case via the Customer Success Portal if changes are needed.	11/22/2018	
1C 	Verify state and local tax employer identification numbers to ensure Forms W-2 are correct and accepted by the appropriate state or local authority. Modify the Taxes business rule (Menu > System Configuration > Business Rules > Taxes), if needed.	11/22/2018	
1D 	Verify shipping address, shipping method, e-mail addresses, and Copy D recipient for Form W-2 printing. Modify the W-2 Print Approval information, if needed. Note: Post office boxes are not permitted.	11/22/2018	

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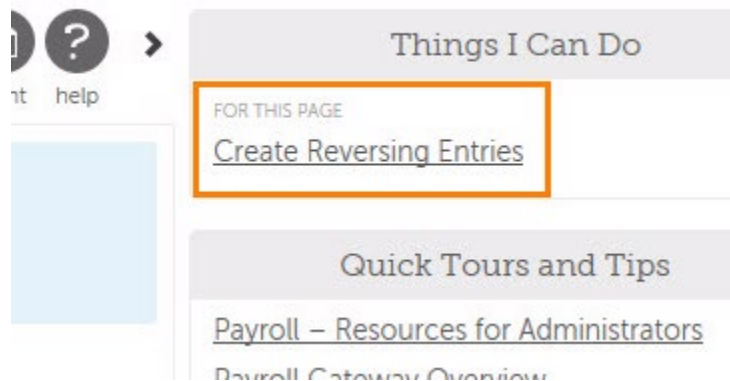
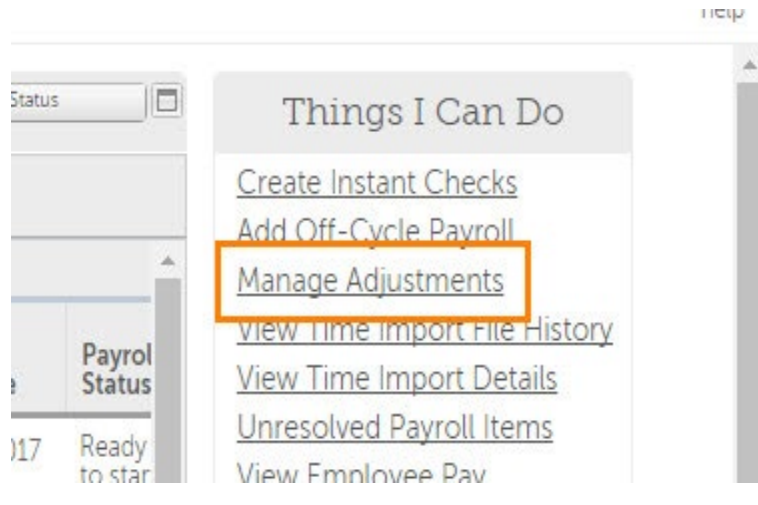
[https://learningcenter.ultimatesoftware.com/ultipro-year-end-checklist-\(third-party-and-self-filing\)](https://learningcenter.ultimatesoftware.com/ultipro-year-end-checklist-(third-party-and-self-filing))

WHAT'S NEW IN: UltiPro®



New

Manage Adjustments



Manage Adjustments

back **+** add post

i Information

- You can process an adjustment for any employee who does not have pending checks by clicking add.
- Only employees with pending adjustments are displayed.

Find by Last name starts with + - Search

<input type="checkbox"/>	Name ▲	Employee Number	Pay Group	Current Quarter	Adjustments	Calculation Errors	Location	Job

Quarter

▼

Actions **+** Add ✕ Remove

<input type="checkbox"/>	Name ▲	Employee Number	Pay Group	Location	Job
No employees added.					

Web Import tool

♥	MYSELF	MY TEAM	ADMINISTRATION	SYSTEM CONFIGURATION
Employee Admin Administrator Guide My Employees Employee Document Acknowledgments Prior Pay EEADM Employee Contracts Third Party Pay Organization Views PTO Requests Onboarding Onboarding Health Care Eligibility Mass Updates Recruitment Recruitment Gateway Process Hires Recruiting Recruiting Gateway Process Hires	Talent Management Performance Management Payroll Processing Payroll Gateway Pending Pay Items Retroactive Pay Wage Attachments Gateway Time Management Void Payment Payroll Guide	Payroll Admin Business Rules Deduction Goal Update Payroll Setup Payroll Settings Payroll Utilities Pay Statement Options Tax Automation Time Entry Setup Year End Reset Business Intelligence Business Intelligence	Reporting Standard Reports General Ledger Custom Reports Analytics File Transfers Year-End Forms PPACA EEO-1 Data File VETS 4212 Data File OSHA Workflow Audit Transfer Data Interfaces Monitoring Tax Services	Integration Studio Integration Studio Dashboard Activity Log Report Exports UltiPro Carrier Network Global Payroll Integration Studio Designer Import Tool Benefits Admin Administrator Portal Open Enrollment Setup Life Events Setup

Training:

- <https://learningcenter.ultimatesoftware.com/ultipro-import-tool-overview-course>

Instructions:

- <https://learningcenter.ultimatesoftware.com/configure-the-import-tool>
- <https://learningcenter.ultimatesoftware.com/import-tool-xml-and-configuration-settings-guide>

Missing or Applied For Tax Identification Numbers

SUMMARY The purpose of this report is to identify all tax codes that are missing a Tax ID Number or have "Applied For" listed as Tax ID.

POTENTIAL RISK 1. W-2's printed with incorrect Tax ID's. 2. Errors during the Year-End Table Generation.

HOW TO CORRECT Reference article "Updating Tax Identification Number: SIT, SUI, Local ID" (000030874) <https://ultimate.force.com/csp/s/article/kA360000000PE5XCAW>

Company Code	Company Name	Tax Code	Tax Description	ID Number
UEL	UEL Corp	ARSIT	AR State Income Tax	Applied for
UEL	UEL Corp	CA002	San Francisco Payroll Expense	Applied for
UEL	UEL Corp	IN027	Marion	Applied for
UEL	UEL Corp	INSIT	IN State Income Tax	Applied for
UEL	UEL Corp	KSSIT	KS State Income Tax	Applied for
UEL	UEL Corp	KY109	Kenton	
UEL	UEL Corp	MESIT	ME State Income Tax	Applied For
UEL	UEL Corp	MISIT	MI State Income Tax	Applied for
UEL	UEL Corp	NCSIT	NC State Income Tax	Applied for
UEL	UEL Corp	ORTRAN	Oregon Transit Tax	
UEL	UEL Corp	PA100010	FOREST HILLS	
UEL	UEL Corp	PA100018	PHILA R	Applied for
UEL	UEL Corp	PA115317	FOREST HILLS BORO	
UEL	UEL Corp	PA117589	PHILADELPHIA CITY	Applied for
UEL	UEL Corp	PA117590	PHILADELPHIA CITY SD-PHILADELP	Applied for
UEL	UEL Corp	WV005		

Multiple Worksite Locations Missing IDs

Provides a list of all locations, and those that do not currently have a multiple worksite reporting ID populated are highlighted in yellow. These will need to be populated for accurate Multiple Worksite Reporting.

Location Code	Description	Work In Tax (State)	Worksite Reporting ID	Count Primary	Count Secondary
AZRM	Arizona	AZ		8	0
BOSTON	Boston Headquarters	MA		36	0
BURL	Boston Headquarters	MA		139	0
CARM	California	CA		21	0
CARMSF	California-San Francisco	CA		5	0
CORM	Colorado	CO		3	0
CORMDE	Colorado - Denver	CO		2	0
CTRM	Connecticut	CT		2	0
DCRM	Washington, DC	DC		6	0
FLRM	Florida	FL		8	0
GARM	Georgia	GA		4	0

Deductions and Deduction Tax Categories									
Report that identifies all Deduction Codes, their corresponding tax categories, and how they impact the W-2.									
	Deduction/Benefit Code	Description	Deduction/Benefit Tax Category Code	Deduction/Benefit Tax Category	W-2 Box	W-2 Box Label	Display on W-2 in Box 12 DD (Healthcare Reporting)	Box 14 Label (W2)	Box 14 Label Code (W2)
	Overall								
	401CP	401K Percentage & Catch Up	401KCB	Sec. 401k Comb. Base and Catchup - 2018	12	D	No		
	401L	401k Loan	VOL	Voluntary withholding			No		
	401P	401K Percentage	401K	Section 401k - 2018	12	D	No		
	401UP	401K Catch Up Contribution Only	401CU	401(k) Catch Up Contribution - 2018	12	D	No		
	AZNC+	System Reverse Offsetting Deduction	VOL	Voluntary withholding			No		
	BANK	Bankruptcy	VOL	Voluntary withholding			No		
	BONO	Bonusly Offset	VOL	Voluntary withholding			No		
	BONSP	Bonus - Spot	VOL	Voluntary withholding			No		
	CADD	AD&D	CANVOL	Voluntary Withholding			No		
	CBDEN	Cobra Dental	VOL	Voluntary withholding			No		
	CBFSA	Cobra FSA Med	VOL	Voluntary withholding			No		
	CBFSD	Cobra FSA Dependent (DNU)	VOL	Voluntary withholding			No		
	CBHMO	Cobra Med HMO	VOL	Voluntary withholding			No		
	CBPPO	Cobra Med PPO	VOL	Voluntary withholding			No		
	CBVIS	Cobra Vision	VOL	Voluntary withholding			No		
	CDNTL	Dental	CANVOL	Voluntary Withholding			No		
	CDRUG	Drugs	CANVOL	Voluntary Withholding			No		
	CFSUP	Family Support	FAMSUP	Family Support and Maintenance			No		
	CGARN	Garnishment	GARNIS	Garnishment			No		
	CHLTH	Health, Drug, & Vision	CANVOL	Voluntary Withholding			No		

NEW FEATURES: BI REPORTS

E&D

Earnings and Earnings Reporting Categories

Report that identifies all Earnings Codes, their corresponding tax categories, and how they impact the W-2.

Earnings Code	Description	Earning Tax Category Code	Earning Tax Category	Exempt From FIT	Exempt From MED	Reporting Box	W2 Box 14 Label Code	W2 Box 14 Label
ACPTO	Accrued Unused PTO	VPSPY	Vacation - paid on separation	N	N			
BEREV	Bereavement	WAGES	Regular Wages (Include base only)	N	N			
BONLY	Bonusly Gross Up	WAGEH	Regular Wages (Excl. W/C)	N	N			
BONNM	Bonus - New Model Ops	WAGEH	Regular Wages (Excl. W/C)	N	N			
BONRD	Bonus - R&D On Call	WAGEH	Regular Wages (Excl. W/C)	N	N			
BONRF	Bonus-Referral	WAGEH	Regular Wages (Excl. W/C)	N	N			
BONSD	Bonus - Support Delivery	WAGEH	Regular Wages (Excl. W/C)	N	N			
BONSP	Bonus - Spot	TFBUP	Taxable Fringe Benefit (update/WC excl)	N	N			
BONUS	Bonus	WAGEH	Regular Wages (Excl. W/C)	N	N			
BUSEX	Business Expense Reimb	NTFPY	Non Taxable Fringe (payment/WC excl)	Y	Y			
CBON	Bonus	BONPY	Bonuses	N	N			
CBONG	Grossed Up Bonus	BONPY	Bonuses	N	N			
CBONL	Bonusly	BONPY	Bonuses	N	N			
CBONM	Bonus - New Model Ops	BONPY	Bonuses	N	N			
CBONR	CA - Referral Bonus	BONPY	Bonuses	N	N			
CBORD	Bonus - R&D On Call	BONPY	Bonuses	N	N			
CBOSD	Bonus - Support Delivery	BONPY	Bonuses	N	N			
CCOM	Commissions	CMRPY	Commission - EE Paid Regularly	N	N			
CEQUI	Remote IT Equipment Stipend	TNCPY	Taxable benefit - cash	N	N			
CEXP	Expenses	CNTPY	Non-taxable payment	N	N			

W2-Box 12DD

Box 12 DD - Report that provides breakdown Box 12-DD by deduction code and employee/employer amounts.

Employee Name (Last Suffix, First MI)	Employee Number	Deduction/Benefit Code	Current Amount (Employee)	Current Amount (Employer)	Box 12 DD Amount
Employee 1	100001	DEN	\$33.57	\$169.50	\$203.07
		MHMO	\$297.81	\$1,284.45	\$1,582.26
Employee 1 - Summary			\$331.38	\$1,453.95	\$1,785.33
Employee 2	100001	DEN	\$11.07	\$47.37	\$58.44
		MHMO	\$111.96	\$423.42	\$535.38
Employee 2 - Summary			\$123.03	\$470.79	\$593.82
Employee 3	100001	DEN	\$31.47	\$85.41	\$116.88
		MPPOF	\$299.34	\$872.22	\$1,171.56
Employee 3 - Summary			\$330.81	\$957.63	\$1,288.44
Employee 4	100001	DEN	\$31.47	\$85.41	\$116.88
		MPPOF	\$299.34	\$872.22	\$1,171.56
Employee 4 - Summary			\$330.81	\$957.63	\$1,288.44

Invalid PTO Accrued Through Date

Provides a list of all employees that have fixed date accrual plans, and dates that are either in the future of the next rollover date or more than a year in the past of the next rollover date. This can cause PTO plans to not accrue properly. If this report is blank, then you do not

Employee Name (Last Suffix, First MI)	Employee Number	Accrual Option Code	Accrual Option	Rollover Date	Date Accrued Through	Employment Status Code	Employment Status	Rollover Fixed Date	Fixed Date
Employee 01	100001	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 02	100002	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 03	100003	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 04	100004	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 05	100005	PTONJ1	PTO 15+ Yrs	04/01/2019	04/01/2019	A	Active		04/01
Employee 06	100006	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 07	100007	PTOH	Hourly PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 08	100008	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 09	100009	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 10	100010	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 11	100011	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 12	100012	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 13	100013	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 14	100014	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 15	100015	PTOH	Hourly PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 16	100016	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 17	100017	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 18	100018	PTOS	Salary PTO	04/01/2019	04/01/2019	A	Active		04/01
Employee 19	100019	PTOH	Hourly PTO	04/01/2019	04/01/2019	A	Active		04/01

PTO Fixed Date Reset Pay Date

Provides a breakdown of when each Accrual Plan will rollover for each pay group that has a participant enrolled in that plan. You MUST extend your payroll calendar prior to running this report or you will not get any results.

Accrual Option	Accrual Option Code	Rollover Fixed Date	Pay Group Code	Pay Group	Period End Date	Period Start Date	Pay Date
VAC: 80-120-160	VAC80	12/29	KP	KP	12/29/2018	12/16/2018	01/04/2019
Sick Full Time	SICK60	12/29	KP	KP	12/29/2018	12/16/2018	01/04/2019
VAC: 120-160	120160	12/29	KP	KP	12/29/2018	12/16/2018	01/04/2019
Float Hol FT	FLOAT	12/29	KP	KP	12/29/2018	12/16/2018	01/04/2019
VAC: 160	VAC160	12/29	KP	KP	12/29/2018	12/16/2018	01/04/2019

Year End:

- Checklist Support
- W2 and 1095 Printing



UltiPro®

It's all we do

Knowledge is Power. Let Us Help.
Our team of UltiPro experts has experience with companies of all sizes and across virtually all industries. Mosaic helps our clients put all the pieces together.

www.mosaic-cg.com