



EBMS Payroll Checklist

These steps need to be performed after the last 2011 pay date and before the first 2012 pay date.

Use this checklist to guide your transition into the New Year. This list is set up in the order we suggest that works best, however you may find that your company needs to follow a different order depending on your requirements and set up. Please use this only as a guideline and useful tool.

NOTE: These processes have links on our Year End webpage to the specific topics in our online documentation for more details. Feel free to contact us if you are unsure on any of these processes.

EBMS Customer Service

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1. Process Bonus Pay Periods.
2. Make sure all 2011 Pay Periods are completed and closed. This needs to be done before opening the 2012 Pay Year.
3. Open 2012 Pay Year when ready to start first payroll in New Year. (Payroll > Close Payroll Year)
4. Run 2012 Payroll and Tax Update from website. This process downloads the new tax tables to your computer but will not actually update the tables right away unless you are ready for them.
5. Update Tax Tables in Payroll > Utilities before calculating any taxes in the New Year. NOTE: Updating taxes will overwrite 2011 taxes. Be sure all 2011 payroll is completed.
6. Verify 2011 taxes. Enter any Year End Payroll Adjustments as needed. Refer to our online documentation for detailed instructions on completing these.
7. Print Employee Earnings Record for accountant.
8. Send out W2's to employees by Jan 31st and SSA by Feb 28th. Don't forget the W3's!
 - a. Order W2's. Esh Computer Center stocks these forms.
 - b. Verify Company Information and Employee Information
 - c. You can also file W2's electronically to the SSA, most state and some local agencies. The 2011 Electronic W2 filing utility can be downloaded from our website:
www.eaglebusinesssoftware.com/support/yearend