

# PRESENTERS



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- Key Dates & Deadlines
- Data Review: The Do's & Don'ts
- Special Payroll Best Practices
- HR Tips & Best Practices



#### Christmas Eve – Thursday. Dec 24th Closing at 1PM

- We will have a limited on-call staff until 5pm
- If you normally process on Thursday, please submit your payroll by
   11am
- ACH Files will be transmitted as normal

#### Christmas Day/New Year's Day – Dec 25th/Jan 1st Offices Closed

- Federal Bank Holiday No ACH Files will be transmitted
- No funds transfer between clients and Thread accounts
- No Client packages will be shipped

Any payrolls submitted on either day, will NOT be processed until 12/28 or 1/4/20, and will not settle until 12/29 or 1/5/20.





## How is my payroll affected due to holiday schedule?

If your processing/check date falls on Christmas/New Year's Day: Processing/check dates have been adjusted for you. For example:

Normal Schedule			Adjusted Schedule			
Check Date	Transfer Date	Processing Date Deadline	Check Date	Transfer Date	Processing Date Deadline	
12/25/2020	12/24/2020	12/23/2020	12/24/2020	12/23/2020	12/22/2020	
12/28/2020	12/25/2020	12/24/2020	12/28/2020	12/23/2020	12/22/2020	
12/29/2020	12/28/2020	12/25/2020	12/29/2020	12/24/2020	12/23/2020	
12/30/2020	12/29/2020	12/28/2020	12/30/2020	12/29/2020	12/28/2020	
12/31/2020	12/30/2020	12/29/2020	12/31/2020	12/30/2020	12/29/2020	
1/1/2021	12/31/2020	12/30/2020	12/31/2020	12/30/2020	12/29/2020	

To review *your* calendar, log in to iSolved and view your processing calendar at the bottom of the home screen. *Power Tip: Review 2021 payroll schedule as well* 

NEXT SCHEDULED PAYROLL								
Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Group 1 - Semi-Monthly	Semi-Monthly	11/27/2020	11/30/2020	11/11/2020	11/25/2020	03	Regular Payroll	View
Weekly	Weekly	04/21/2020	04/23/2020	04/06/2020	04/12/2020	01	Regular Payroll	View
Bi-Weekly	Bi-Weekly	12/02/2020	12/04/2020	11/21/2020	12/04/2020	02	Regular Payroll	View



## **DECEMBER KEY DATES**

December 11th, 2020 – Last day to notify thread which types of Fringe Benefits you will be reporting at Year End (survey link attached to webinar resources)

December 14, 2020 – Audit employee records to prepare for W-2s

December 22, 2020 – Final date to submit any adds/changes for 2020 before records are locked for year end filing and avoid any unnecessary fees/amendments.

December 30, 2020 - Last day to process payroll for 2020



## **JANUARY & FUTURE KEY DATES**

January 18, 2021 – W-2s available to employees via Employee Self Service (ESS)

January 25, 2021 – W-2s/1099's delivered to clients no later than this date

February 2, 2021 – Employers approve ACA 1095 forms (if applicable)

MARCH 2, 2021 – ACA Forms must be provided to employees (IRS Extended)



## **Got Checks?**

POWER TIP UPS and other carriers are expecting record number of packages this holiday season due to covid and have *cancelled* their service guarantee.

We highly recommend anticipating possible delays and thus avoiding last minute payroll runs. Many clients making arrangements to run payroll earlier with possible pick up (if local).

Consult with your account manager to determine the best options for you.

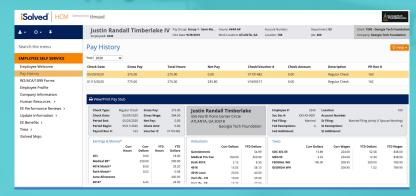


## **Go Paperless!**

We ask our clients that receive a payroll package to consider the following option as we navigate the holiday season and flip the calendar to 2021 while dealing with the stress of a pandemic.

#### Sign up for Employee Self Service.

This will allow employees to access their direct deposit vouchers online. This is a WIN for everyone as there is no risk of COVID-19 exposure & shipping fees are reduced or in some cases eliminated.





# **Verify Paperless W2s**

- Most employers have already chosen to activate this feature within their iSolved setting and have notified thread.
- If you are unsure of whether you currently have this feature activated in your iSolved setting and whether employees have already opted out of receiving a paper W2s for 2020, you can navigate to:

Reporting>Run New Report>Electronic Tax Form Delivery Status.



## **Verify Paperless W2s**

Reporting>Run New Report>Electronic Tax Form Delivery Status.

YE Delivery Consent Date Accepted	YE Delivery Consent Date Declined	YE Delivery Withdrawn Date	Employee Number	First Name
6/3/2020			2200	Caroline
8/21/2019			001823	Renee
11/15/2019			2114	Heather
12/2/2020			2263	Heather
8/16/2019			2224	Amy
8/30/2019			2186	Sandra
8/16/2019			2171	Tara
9/12/2019			2141	Terry
9/24/2019			2178	Lisa
12/1/2019			002072	Heather
9/9/2020			2260	Nicole
1/17/2020			001913	Emily
10/17/2019			001898	Nysheda
5/31/2020		İ	2256	Michelle
9/24/2020		İ	2119	Sandra
8/30/2019			002076	Nikki
9/46/2040			547E	Coon



TIP: If the date field is missing for all employees then you are not offering this service or no employees have opted in of receiving electronic W2s

TIP: If you do see a date field next to the name of some employees that means that the employees have opted out of receiving paper forms.

NOTE: Terminated employees will always receive a paper W2 form.



# DATA REVIEW

## **BENEFITS**

- Short term pain for long term gain
- Happier Employees & Managers
- Avoid costly amendment fees
- No filing delays or W2s





## **EMPLOYEE VERIFICATION**

#### **New Hires in 2020? Review:**

- Social Security Number
- Employee's (Full) Legal Name
  - Does it match the Social Security Card?
- Employee's Address-Must be a physical address! The SSA does not accept a PO box as an address. PO Box numbers can be reported on address line 2 of the W-2.

#### **Employee Summary**

#### **EMPLOYEE NAME & ADDRESS**

Name

Joshua Abernathy

Addres

113 Main Street

CI

OAKWOOD VILLAGE

State

Ohio

Zip Code

44146



# SSN Verification Report

#### Reporting>Run New Report>SSN Verification Report

Client ID: 1004 - Chestatee Development Corp Pay Group: BW1 Chestatee Golf Club Check Date: 12/4/2020

Run Number: 168

No Missing, Invalid or Duplicate Social Security Numbers to Report

Period Begin Date: 11/16/2020 Period End Date: 11/29/2020 Pay Period: 25

Payroll Type: Regular Payroll

TIP: If the date field is missing for all employees then you are not offering this service or no employees have opted in of receiving electronic W2s

TIP: If you do see a date field next to the name of some employees that means that the employees have opted out of receiving paper forms.

NOTE: Terminated employees will always receive a paper W2 form.





# **Tax ID & Rate Verification Report**

#### Reporting>Run New Report>Tax ID & Rate Verification Report

Search the menu	Run New Report			
CUSTOMER SERVICE	Report Category: All	•		
EMPLOYEES	Search: tax id	Filter		
CLIENT MANAGEMENT	Output Name	Report Type		
PAYROLL	Exceptions - Invalid Tax ID	By Payroll Run		
REPORTS	Tax Id & Rate Verification Report	By Payroll Run		
Report Archive				
Run New Report				
My Reports				
Danart Writer				
PRODUCTION UTILITIES				
SECURITY				

TIP: If you do see a date field next to the name of some employees that means that the employees have opted out of receiving paper forms.

NOTE: Terminated employees will always receive a paper W2 form.



# **Year-End Exceptions Report**

Reporting>Run New Report>Year-End Exceptions Report

My Reports Queue								
	\$ Report Name	\$ Status	\$ Report Requested	Generate Begin	Generate End	Purge Date	View Report	
3192	Year End Exceptions	GENERATED	12/9/2020 10:00:20 AM	12/9/2020 10:00:21 AM	12/9/2020 10:00:42 AM	12/12/2020 10:00:42 AM	No data returned for this report	
1004	Year End Exceptions	GENERATED	12/9/2020 9:55:29 AM	12/9/2020 9:55:29 AM	12/9/2020 9:55:31 AM	12/12/2020 9:55:31 AM	No data returned for this report	
1004	Year End Exceptions	GENERATED	12/9/2020 9:54:05 AM	12/9/2020 9:54:12 AM	12/9/2020 9:54:25 AM	12/12/2020 9:54:25 AM	No data returned for this report	

TIP: No data returned for the report is GOOD NEWS. Pat yourself on the back.

TIP: If a report does generate, please review and correct with your account manager prior to the last payroll of the year.



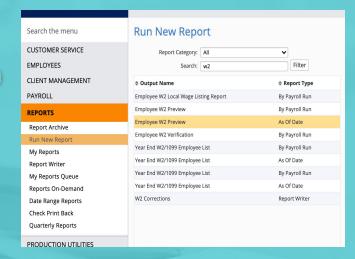


- 1. Login to iSolved
- 2. Navigate to Reports/Run

**New Report** 

3. Choose Employee W2

**Preview** 











# **Bonus Payrolls & Special Runs**

## These payrolls MUST be processed before December 31, 2020

Provide us with as much advance notice as possible especially if this will be done as a separate payroll run and not part of your regular payroll.

## POINTS TO CONSIDER Check out our Special Payroll Checklist

- If the total taxes for your special or bonus payroll run will be larger than your normal tax amount, we may need to make special arrangements to fund those taxes such as a wire or verification of funds.
- Will you use the regular tax calculation for these pays or will the supplemental Federal and/or state rates be used?
- Will you allow these to be paid via direct deposit or do you want only paper checks to be used?
- → What about deductions, like your 401k/403b/retirement deferrals? Will they be allowed? If so, remember that varying the withholding just for this pay is difficult.



# **Taxable Fringe Benefits**

If you provide Group Term Life insurance coverage in excess of \$50,000 for any employee this should be included in the employee's pay.

TIMING Group Term Life should be added either with or before the last pay of the year to allow the employee to cover the taxes due.

#### POINTS FOR CONSIDERATION:

- If the employee is not receiving any more pays and this needs to be added, how will you cover the employee's taxes?
- Are you giving out gift cards or other items that have more than a "de minimus" value?
- Do the owners/managers/key employees need to be taxed on special earnings received?

Note: For any of the above, consult your company accountant or tax advisor and provide to us specific directions on what taxes apply. Sufficient advance notice needs to be given to us to make sure we are complying with those directions.



# **S-Corporation Owners Health Insurance**

Is your company a subchapter S corporation?

Do you pay the cost of health insurance for anyone who owns 2% or more of the corporation?

## IF YOU ANSWERED YES TO THE ABOVE:

- Consult with your company accountant or tax advisor.
- Provide to us any amounts that need to be added and which taxes apply BEFORE the final payroll of the year. There are differences among states regarding the taxability of this item!
- Reporting these items after January 1 can delay production of your
   W-2 forms for all employees and your tax reporting



# **Third Party Sick Pay**

Timing: Please try to submit BEFORE the last payroll of the year.

 Adding sick pay amounts after January 1 will delay the production of all of your W-2 forms and your tax reporting

#### POINTS TO CONSIDER:

- Who is responsible for reporting this on a W-2 to the employee—You or your provider?
- Did the employee pay any portion of the cost/premium either as a deduction or as a tax?
- Has the employee been receiving sick pay for more than 6 months?





- Thread is happy to assist our clients whenever possible but Thread cannot advise you on tax matters
- Tax decisions should be made in consultation with your company accountant, CPA, or Tax Attorney
- When a special item is presented to us that requires special taxation, we will configure the pay item according to your direction within the bounds of the software.







- When you receive a rate notice from any state, please send it to us promptly to your account manager or our tax team at <a href="mailto:tax@threadhcm.com">tax@threadhcm.com</a>
- To expedite handling of notices sent by email, please use a subject line such as:
  - "2021 (include name of state) SUI Rate for CLIENT NAME"
- The rate on file for your company determines the amount impounded for this tax. If the rate is not provided until some time after its effective date this will have a large impact since the first dollars earned in the year will all be subject to the SUI tax.





- Are you using technology to improve your life?
- Have you reviewed and updated your forms and policies?
- Is your employee handbook compliant with new laws and locations?
- Have you identified compliance gaps?
- Are you organized and prepared for 2021?
- Is your team ready for continued Covid challenges?

# **Thread Engage**



- Do you have plans to improve the candidate experience?
- Do you have plans to improve the employee experience?
- Is your payroll data complete and accurate?
- Did you analyze turnover and incident trends to discover causes that can be addressed?
- Have you set concrete goals for Q1 2021 based on your company strategy?
- Have you partnered with Thread for HR services?



