EBMS Payroll Checklist

These steps need to be performed after the last 2022 pay date and before the first 2023 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 more details on our website year end page. Feel free to contact us if you are unsure on any of these steps

EBMS Customer Support
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☐ 1. Process bonus pay periods.

☐ 2. Make sure all 2022 Pay Periods are completed and closed. This needs to be done before opening the 2023 Pay Year.

☐ 3. Open 2023 Pay Year when ready to start first payroll in New Year. (Labor > Close Payroll Year)

☐ 4. Run 2023 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.

   The 2023 tax update may not be available until close to the New Year depending on when they are released from the IRS. It is important to have your taxes updated before the first pay date of the new year if possible.

☐ 5. Update Tax Tables in Labor > Utilities before calculating any taxes in the New Year. NOTE: Updating taxes will overwrite 2022 taxes. Be sure all 2022 payroll is completed.

☐ 6. Verify 2022 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 2022 Electronic W2 filing utility can be downloaded from our website: EagleBusinessSoftware.com/support/yearend