

2024 ProService Client Year-End Checklist & Guide



We're Here to Guide You Through Year-End Payroll, One Step At A Time!

The end of the year is an important time for every business!

Whether it's surprising employees with bonus checks or preparing W-2 Forms, there are many things to get right before you ring in the New Year. That's why we're here to help! We put together this guide and checklist to help you put a bow on 2024 and get ready for 2025.

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Have Questions?

Contact your Service Team.
They are happy to assist you!

Need More Info?

Visit proservice.com/yearend for
FAQs and more information.

What's Year-End Payroll?

Year-end payroll involves accurately documenting all payments and benefits provided to employees throughout the year and ultimately results in preparing crucial and timely W-2 Forms for your employees.

Form W-2 Explained

Form W-2 is a wage and tax statement providing a snapshot of an employee's compensation. It includes their total wages, sick pay, disability benefits received, and any taxable employee benefits your company offered as an extra benefit to attract and retain talent – like the use of a company-provided vehicle! A W-2 statement also reports any taxes withheld from these earnings, like federal/state income taxes and Social Security and Medicare taxes.

Why is this important?

Reporting employee compensation accurately on tax forms like the W-2 helps you:

- **Stay compliant** with payroll and tax laws *and*
- **Provide your employees with the crucial info** they need for their annual tax returns

5 ProTips for Year-End

As your HR partner, we're here to help make year-end process easier for you so that you can enjoy the holidays and focus on more important things, like strategic planning for the coming year. Before you get to the *Checklist*, here are 5 ProTips to keep in mind:

1. **Grab a pen and go through the Checklist on the next page.** If a scenario applies to you, check the box and note of the deadline to take action.
2. **Mark the important deadlines on your calendar.** And don't forget to set aside time to plan or gather documents needed ahead of the deadline too!
3. **Read the FAQs on proservice.com/yearend.** Bookmark this page and come back often for updates to legislative changes or tax information from the IRS.
4. **Review the Holiday Payroll Calendar**—it lists the holidays from late November until to January—and note any changes to your *pay date* and *timesheet due date*.
5. **Communicate with your employees** about ensuring their W-2 and mailing address information is up to date. If they need assistance in making updates, our *Employee Service Center at 808-394-4162* is ready to support them.



2024 Year-End Checklist



We'll handle your W-2s with care. However, every business has unique reporting needs, and you may need to provide ProService with additional information that affects W-2 Forms.

We created this checklist to help you determine what information to share with us and by when.



Grab a pen and mark the scenarios that apply to your business. Then, get all your answers on the next page – including key actions and deadlines.

- Are you planning to provide your employee(s) with a year-end bonus?

- Do you want to contribute to employee retirement plans?

- Want to maximize your contribution to your retirement plan?

- Do you have any taxable employee benefits or payroll adjustments to report?

- Is your employer information out-of-date?

- Are employee names, mailing addresses, and SSNs out-of-date?

- Do you have third-party sick/TDI payments to report?

- Do any of your employees work out-of-state?

- Do you have minimum-wage employees in other states?

Let's work together to stay on track! The deadlines listed in our 2024 Year-End Payroll Checklist are critical to get accurate W-2 Forms into the hands of your employees by January 31, 2025. Missing a deadline could result in your employees receiving their W-2 after January 31. It may also result in Form W-2 C, corrected wage and tax statements, which would be prepared and sent to employees later in February.

Want to give employees a year-end bonus?

If you'd like to give your employees a special year-end bonus, complete and submit this [Bonus Request Form](#) to your Service Team by **Friday, December 6**. You can give your employee a year-end bonus as part of their regular payroll or as a separate payment from their regular paychecks. We can also help you with gross-up calculations. If you want to deliver bonus checks in a fun and memorable way, [read this article for tips and more](#).

Do you want to contribute to employee retirement plans?

Another way to celebrate your employees' hard work is to contribute extra employer contributions to their retirement plans. If so, please let your Service Team know by **Friday, December 6** so that we can guide you on next steps.

Want to maximize your contribution to your retirement plan?

If you are the business owner and you'd like to maximize your contribution to your own retirement plan for 2024, please let your Service Team know by **Friday, December 6** so that we can guide you on next steps.

Have any taxable employee benefits or payroll adjustments to report?

If any of the following items apply to your business, please report them to your Service Team and provide appropriate documentation by **Friday, December 13**. If you are unsure, please consult your CPA or tax advisor and see if any of the items below apply to your company and should be shared with us. In general, the IRS has specific tax treatments for certain employee benefits that we need to apply and report accordingly on employee W-2 Forms. Additionally, we must adjust employee compensation based on any payroll adjustments you notify us about to ensure W-2s are prepared accurately.

Employee Benefits

- Use of a Company Vehicle
- Moving Expenses
- Group Term Life Coverage (exceeding \$50,000)
- Long Term Disability Payments
- Any Schooling/Course paid by your company that's unrelated to the employee's job
- Non-Accountable Business Expense Reimbursements or Allowances
- Non-Cash Payments (e.g. gift cards)
- Other Compensation (e.g. Temporary Disability payments from US Able or Pacific Guardian)

Employer Contributions

- To Healthcare Premiums (not administered by ProService)
- To Retirement Plans (not provided by ProService/TransAmerica)
- Health Insurance Premiums by an S-Corp to 2% Shareholder/Employees (not administered by ProService)

Payroll Adjustments


- Checks paid through your A/P (that were not reported to ProService)
- Checks for overpayments or bonuses that should not be paid/voided

✗ Is your employer information out-of-date?

As a best practice, please ensure your company's legal name, ownership status, mailing address, or taxpayer ID numbers are correctly reported in your HR platform. If any of these have changed in the past year, please share updated information with your Service Team by **Friday, December 13**. This information is necessary for us to prepare employee W-2 Forms and file corresponding forms with the IRS, SSA, and state/local tax agencies on your behalf.

✗ Are employee names, mailing addresses, or SSNs out-of-date?

Have your employees changed their legal name, mailing address, or social security number? If so, please remind your employees to update their information by **Friday, December 13**. As a best practice, we recommend all employees double-check that their information is correct and up-to-date in their HR platform. For assistance on how to log in to their HR platform or make updates, employees can call the **ProService Employee Service Center at 808-394-4162** from Monday - Friday, 8 am - 5 pm.

 **Help us stay on track!** Outdated employee information may delay W-2 processing (or result in a Form W-2 C) and risk sending sensitive tax documents to wrong addresses. Please remind your employees to check and ensure their information and mailing address are up-to-date in your HR platform.

Have third-party sick/ TDI pay to report?

If you have third-party sick or Temporary Disability Insurance (TDI) payments to report, please send your 2024 Disability Income Report(s) from your third-party administrator to your Service Team by **Friday, December 27**. Third-party sick/TDI pay will be reported on employees' W-2s.

Note: If you have Pacific Guardian or USAbLe, they will issue their last claims check of the year on December 18 and Year End reports will be issued clients on December 20.

Have out-of-state employees?

Starting in December, you will receive notifications from state agencies about your 2025 State Unemployment Insurance (SUI) rates in that state. Please share these state UI rate notifications with your Service Team by **Friday, December 27**.


This information will be used to prepare your first payroll of the year. **Note:** Each state has a different way of delivering rate notifications to businesses. You may receive a letter in the mail or be able to retrieve this information online if the state agency notifies you that SUI rates are only available electronically.

If you have out-of-state employees, check out the **Employer FAQ** section of our [Year-End Resources Page](#) important labor law updates pertaining to having employees outside of Hawaii.

Do you have any minimum wage employees?

For Hawaii, the next increase is scheduled on January 1, 2026, and minimum wage will be \$16/hour or \$14.75/hour if using tip credit. Although it is a year away, it is important for employers to know this information ahead of time and plan accordingly. Resource: [Hawaii Minimum Wage & Tip Credit \[Poster\]](#)

For many other states, minimum wage is increasing in 2025. Some states also have a local minimum wage for specific cities and counties. [Click here to download a PDF](#) showing the Minimum Wage in 2025 by state/locality.

 **If you have employees where minimum wage will be increasing on January 1, no action is needed on your part to ensure your employees meet the new minimum wage.**

As your HR partner, we got you covered! Our team will update the payroll system on January 1, and the wage rate for your hourly employees will be automatically adjusted to receive the new minimum wage. If you use tip credits, we will also make the adjustments in our payroll system for you. If you have any questions on this—or *would like a higher wage adjustment for your employee*—please let your Service Team know as soon as possible.

Holiday Payroll Calendar

Let's work together to ensure employee paychecks are processed on-time and stress-free during the holidays.



If you have a pay date listed below, note any changes to your pay date and timesheet due date. If you would like to change your adjusted pay date, please let your Service Team know as soon as possible.

If you have a pay date on:	Will your pay date change?	Timesheets are due by:
Tues, November 26	No, your pay date remains the same	Thurs, November 21 At 9 am
Wed, November 27	No, your pay date remains the same	Thurs, November 21 At 9 am
Thurs, November 28 🦃 Thanksgiving Day	Yes, your pay date will move to Wed, November 27	Mon, November 25 At 9 am
Fri, November 29	No, your pay date remains the same	Mon, November 25 At 9 am Note: Submission date has changed.
Mon, December 23	No, your pay date remains the same	Wed, December 18 At 9 am
Tues, December 24	No, your pay date remains the same	Thurs, December 19 At 9 am
Note: ProService Hawaii offices will close at 1:00 pm on Christmas Eve.		
Wed, December 25 🎄 Christmas Day	Yes, your pay date will move to Tues, December 24	Thurs, December 19 At 9 am
Thurs, December 26	No, your pay date remains the same	Mon, December 23 At 9 am Note: Submission date has changed.
Tues, December 31	No, your pay date remains the same	Thurs, December 26 At 9 am
Note: ProService Hawaii offices will close at 1:00 pm on New Years Eve.		
Wed, January 1 🎆 New Years Day	Yes, your pay date will move to Tues, December 31	Thurs, December 26 At 9 am
Thurs, January 2	No, your pay date remains the same	Mon, December 30 At 9 am Note: Submission date has changed.
Mon, January 20 👊 MLK Jr. Day	Yes, your pay date will move to Fri, January 17	Tues, January 14 At 9 am
Tues, January 21	No, your pay date remains the same	Thurs, January 16 At 9 am

Year-End is *Easier* With ProService Hawaii

Get the Gift of Time Back

The end of the year is a busy season. We'll handle key payroll and tax details to help you stay compliant so you get more time back to focus on business, or enjoy the holidays.

Surprise & Delight Your Team

'Tis the season to show up for your team. Our team will help you issue bonus payments and give you ideas on how to engage your team this holiday season.

Local Pros At Your Fingertips

We're here to give you 1:1 access to experts across payroll, benefits, HR and more. We'll guide you on dates and laws to be aware of as you head into the new year.

As your HR partner, we will:

- ✓ Educate and guide you on key dates and deadlines to stay compliant.
 - ✓ Process any year-end bonuses you offer employees.
 - ✓ Make sure all employee compensation is accurately reported on W-2 Forms, including payroll tax withholdings and deductions.
 - ✓ Help you understand how new labor laws in 2025 may affect your business and employees.
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✨ **All you need to do is focus on key dates. We'll also send you helpful reminders along the way!**