R365 KEY DATES FOR 2021 YEAR-END PROCESSING

DECEMBER 2021

22nd / Wednesday
- ➢ Direct deposit payrolls with a check date of December 24th due by 3 PM CST

23rd / Thursday
- ➢ Payrolls without direct deposit with a check date of December 24th due by 12 PM CST (limited R365 Support on December 24th)

29th / Wednesday
- ➢ Direct Deposit payrolls with a check date of December 31st due by 3 PM CST
- ➢ Net Pay Rec payrolls with a check date of December 31st due by 3 PM CST
- ➢ Outstanding prepays and voids (automatically posted) with a check date of December 31st due by 3 PM CST

30th / Thursday
- All other payrolls that do not require a prior day draft with a December 31st check date due by 3 PM CST

IMPORTANT NOTE: If you are not able to edit/adjust income and deductions, you will need to notify your Support Team to ensure accuracy of you company's tax reporting. Key dates for edits/adjustments to be reported to R365 for timely reporting are listed below.

JANUARY 2022

4TH / Tuesday
- Final adjustments due to R365 to remit tax payments for 2021 due January 4th by 12 PM CST

11th / Tuesday
- Final reporting adjustments without amending returns due January 11th by 12 PM CST
- All W-2s & 1099 Forms must be approved by January 11th at 12 PM CST

14th / Friday
- ACA workflow must be completed by 5 PM CST for R365 to print/ship forms 2-day delivery to site and R365 submit filing to the IRS

31st / Monday
- ACA / IRS 1095-Cs need to be provided to employees
- W-2s due to SSA

FEBRUARY 2022

28th / Sunday
- ACA / IRS FILING DEADLINE: Forms 1094-Cs need to be filed with the IRS (this filing deadline is for paper files). After Monday, February 14, 2022 clients are responsible for printing and shipping documents.

Note: Employers filing 250 plus 1095-Cs are subject to the March date below.

MARCH 2022

31st / Thursday
- ACA / IRS FILING DEADLINE: e-File Forms 1095-C with transmittal Form 1094-C (required for Employers with more than 250 1095-Cs for filing)

YEAR-END CHECKLIST FOR W-2 & 1099 EDITS

HUMAN RESOURCES

- EMPLOYEE INFORMATION: Audit and edit employee names, SSNs, and mailing addresses.
- 1099 PAYEES: Verify 1099 payees your company will report for 2022. Audit and edit payee names, SSNs/TIN and mailing addresses.
- Reconcile all vacation/sick and/or Paid Time off balances for year-end payout or carryover if applicable.
- Move current year terminated personnel files to storage.
- Remind employees to file an amended W-4 if there has been a change in their filing status, exemptions, etc.

PAYROLL, INCOMES & DEDUCTIONS EMPLOYEE INFORMATION 1099 PAYEES

- Audit and edit payee names, SSNs/TIN and mailing addresses.
- All 1099 payee earning totals (must be entered in R365 as adjustments, if processed outside R365 in the year).
- Aggregate premium totals (both employee & employer paid portions) for group benefits.
- Aggregate contribution totals (both employee & employer paid portions) to Health Savings Accounts (HSA).
- Aggregate contribution totals (both employee & employer paid portions) to Retirement Accounts (including any additional contributions made outside of R365).
- Determine totals for the value of group term life (GTL) in excess of $50,000.00 paid by the employer.
- The value is determined by the IRS table published in the tax regulations.

- Totals for mileage payments/reimbursements (must be entered to R365 as an adjustment if processed outside R365 in the year).
- An individual employee listing with itemized totals for third party sick (TPS) pay for the year.
- Totals for S-Corp health insurance benefits paid to be included in wages reported.
- Totals for each fringe benefit item applicable to the company (personal use of a company car, company housing, relocation allowances, education assistance, etc.

BENEFITS & ACA REPORTING

- Verify current employee and accurate dependent coverage.
- Distribute new health/dental insurance cards.
- Compile Census information for retirement plan testing (highly compensated). Verify the Flexible Spending Account balances to confirm that employees will have a total amount deducted by the end of the calendar year.

ACA COMPLIANCE & REPORTING

- Determine ALE status and requirement for ACA reporting compliance. Clients can generate a FTE report in Report Manager; OR the company's insurance carrier or third party administrator (TPA) may offer an FTE Calculator to assist in determining how many full-time and FTE employees employed in the previous calendar year.
- Verify type of insurance (self-insured or fully insured).
- With the full-time employee and FTE count and the type of coverage offered, you can determine which forms should be completed and submitted to the IRS for ACA reporting:
  - 50 or More Employees – Complete and file Forms 1095-C and 1094-C
  - Less Than 50 Employees (Self Insured) – Complete and file Forms 1095-B and 1094-B
  - Less Than 50 Employees (Fully Insured) – Insurer is responsible for filing on behalf of the employer
  - Less Than 50 Employees (No Insurance) – Reporting is not required
    - **NOTE**: When the combined total of full-time and FTE employees in a controlled group is 50 or more, each individual employer is subject to individual reporting.
- Information needed for ACA Reporting:
  - Employer's name, EIN, telephone number, and address
  - The months in which the employer offered coverage
  - The employee's share of the monthly premium for self-only coverage (in certain cases)
  - The months in which a safe harbor (or other situation) applied (i.e., the employee was not a full-time employee)
    - **NOTE**: As a reminder, the IRS may impose a fine for failure to file with the IRS and/or distribute to employees the Forms 1094 and 1095. These penalties are separate and different from the ACA employer mandate penalties associated with not offering (or offering non-compliant) health insurance coverage, or the individual mandate to have coverage to avoid penalties for the tax year.