

Presenters: Carla Yamada & Leslie Hille



Looking Forward:

- Events
 - December 15 - W2 Q & A 9-10 CST (Wednesday)
 - December 15 - 1099 Processing Q & A 1-2 CST (Wednesday)
 - January 12 - ACA Live Q & A 9-10 CST (Wednesday)
- Mark Your Calendar for 2022
 - January 11 - Touch Base Tuesday
 - January 25 - Touch Base Tuesday

Enhancements and News:

- Reports Update: End of Year Forms are updated

Trending Topics:

End of Calendar Year Suggestions

December End of Year Suggestions:

- Verify any Payroll Adjustments or Corrections that need to be made
- Prepare for Payroll Processing – What are the PR dates and how do they fall on the Calendar
- Attend the W2 and/or 1099 Q & A Session Live Tomorrow – with SDS University Purchase
- Make a plan for W2 Processing – Before or after your first 2022 payroll?
- Update Employees' Delivery Method for W2 and ACA Forms – if it has changed.
- Verify 1099 Vendor Calendar Totals
- Print Reports for YTD Verification Purposes
- Verify Employee/Dependent Information for ACA Forms

January Suggestions:

- Verify Tax Tables are in place before processing the first 2022 payroll
- Update Deduction/Benefit Amounts and Percentages (ex: IMRF)
- Update any employees with W-4 Changes
- Continue with W2/1099/ACA Processing
- Attend the ACA Q & A Live Session on January 12th – with SDS University Purchase
- Distribute W2 and ACA Forms to Employees.
- Distribute 1099 Forms to Vendors

State of Illinois Gemini TBT Tip:

- 2021 Wrap-up

Meeting Access:

STEP ONE – CLICK THE LINK BELOW

Join.me Meeting

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STEP TWO - CALL IN

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Touch Base Tuesday Agenda – November 9, 2021

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United States - Los Angeles, CA
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United States - New York, NY
+1.646.307.1990

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