




Year End Survival Guide

10 Tips to Help You Thrive





Year end is just starting to ramp up for HR, and it's time to identify and plan for the strategic priorities that will shape the year ahead.

When surveyed, HR professionals said open enrollment (77%)¹ and gathering employee feedback (89%)² hold a permanent position on the year-end to-do list, but recent years have seen a rise in the importance of several key issues for employees and employers, including D&I (47%),³ wellness benefits (51%)⁴ and remote working (72%).⁵

Are you ready for year-end planning? Check out our guide to find 10 tips that will take your year-end season from surviving to thriving.

¹ <https://blog.ifebp.org/index.php/typical-open-enrollment>

² <https://www.globoforce.com/press-releases/globoforce-shrm-human/>

³ <https://www.qtigroup.com/thought-leadership/2020-hr-trends-report>

⁴ <https://risepeople.com/blog/fascinating-hr-statistics/>

⁵ <https://www.flexjobs.com/blog/post/benefits-of-remote-work/>

⁶ <https://www.shrm.org/hr-today/news/hr-magazine/1118/pages/7-critical-strategies-to-prepare-for-the-future-of-hr.aspx>

Tip 1

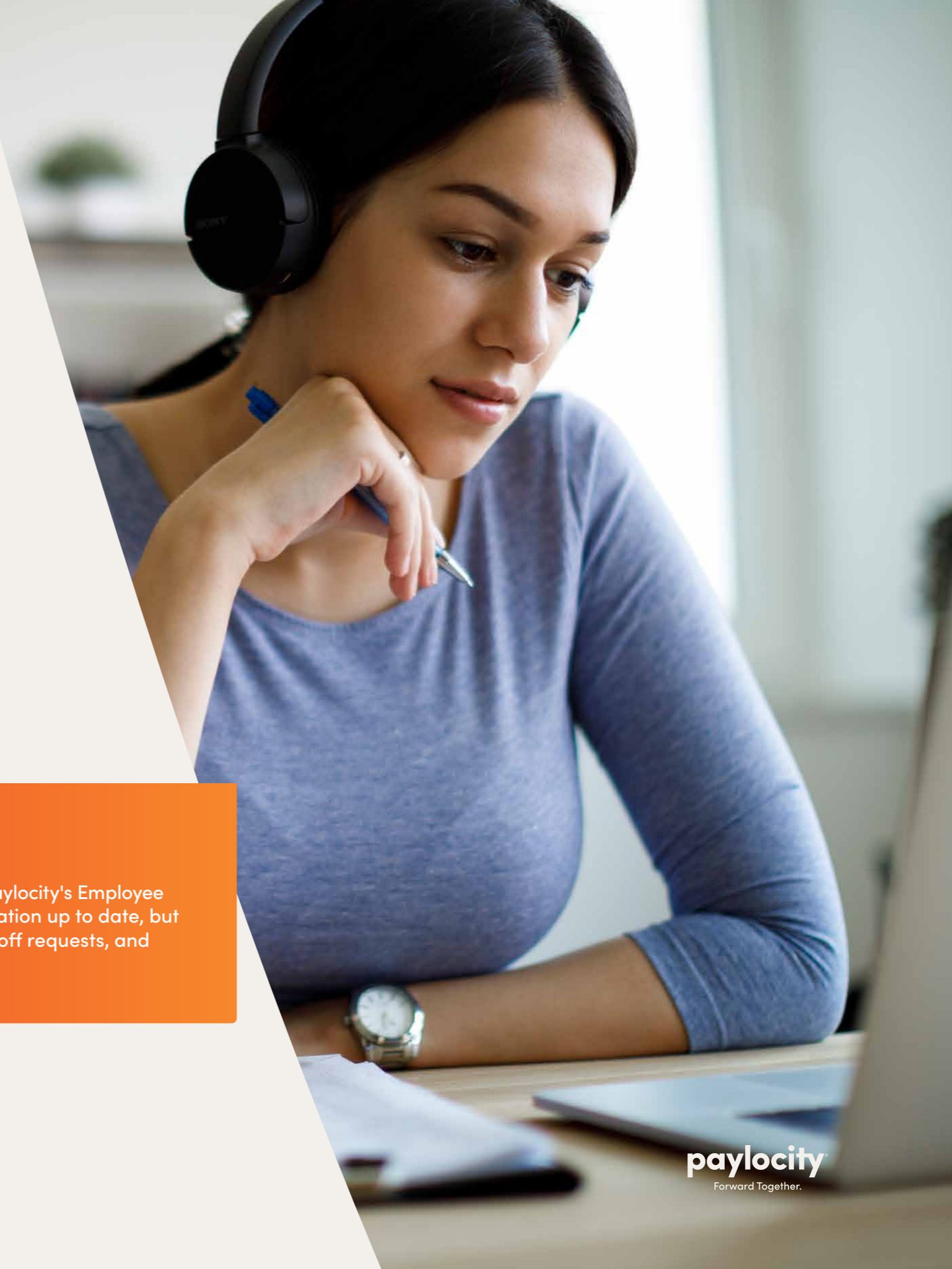
Validate Employee Personal Information

Ensure your employees receive critical year-end documents and communications by having them verify their information is accurate and up to date in your records. It's also the ideal time to log in and review all separated and current employee statuses and confirm Federal Employer Identification Numbers (FEINs). And if you're a fan of the way self-service options help you save valuable time throughout the year, you'll love them during year end. By reminding employees to review and update their personal information, you can help ensure this important information is current:

- ✓ **Mailing addresses**
- ✓ **Social security numbers**
- ✓ **Wage and tax information**
- ✓ **W-2 delivery preferences**

↑ **Level-Up Tip**

Give employees a way to access information and people with Paylocity's Employee Self-Service. Not only can they keep their own personal information up to date, but they can also view paychecks, manage timekeeping and time-off requests, and even interact with each other and give recognition.



Tip 2

Go Paperless to Eliminate Avoidable Delays

Between winter weather and peak holiday season shipping, delays in mail delivery become common this time of year. That could spell bad news for your year-end paperwork. By going electronic and paperless, your organization will not only avoid delays but also improve security.

Eliminate the uncertainty and empower your employees with an employee self-service portal. Give them access to the documents they need, whenever they need them—which means less HR time spent wading through mountains of paperwork or fielding requests for W-2s and time-off balances, not to mention reducing your environmental footprint. These are the top six benefits of going paperless:

- ✓ **Avoid delays**
- ✓ **Save on shipping costs**
- ✓ **Improve security by reducing risk of stolen personal information**
- ✓ **Reduce risk of contact transmission with fewer physical interactions and touchpoints**
- ✓ **Save time on filing and managing physical documents**
- ✓ **Make a positive impact on sustainability with reduced paper waste**

↑ Level-Up Tip

Put access in the palm of every employee's hand with our mobile app! Make it easy to review personal information, connect and collaborate with teammates, and even access on-demand learning—any time and from anywhere.

Tip 3

Communicate Where, When, and How to Find Tax Documents

Many employees like to get a head start on tax season, and communicating early and often can prevent the flood of questions like, "Where can I find my W-2?" and "When will you send it?" Communicating timely information like this through a variety of methods, beyond just email, gives employees a central location to find critical updates. It also gives them autonomy, relieving HR from document-hunting and answering the same question again and again.

↑ Level-Up Tip

Reach your employees where they are with Paylocity's Community, a social collaboration and internal communication tool that gives employees a centralized place to share and receive important information on-the-go with announcements and even Ask the Expert groups.



Tip 4

Review Benefits Coverage Plans and Pricing

Year-end season is also open enrollment season for many businesses, so now is the perfect time to evaluate your benefits coverage. Timing is mission-critical, so after you've identified any needed changes, make sure the process runs smoothly by preparing communications and materials early—and be sure to submit all paperwork on time.

You may also want to consider introducing a Total Rewards Statement. Pay equity and transparency are increasingly important for recruiting and retention, and a comprehensive summary of your offerings provides a more complete picture of employee compensation beyond take-home pay.

↑ Level-Up Tip

Use our bite-sized Learning Management System (LMS) modules and customizable videos to keep employees engaged and informed. Make important dates, plan details, and resources through on-demand formats.

Tip 5

Stay on Top of Your Forms

Having a hard time keeping up with the rapid pace of legislative updates? You're not alone. But you can make it easier by proactively creating calendar reminders for key due dates for forms and other key deadlines related to bonus configuration, final payrolls, and Forms 1095-C, 1099, and W-2.

Keep in mind quarter- and year-end packages will need to include new forms this year:

- ✓ **Coronavirus Aid, Relief, and Economic Security (CARES) Act**
- ✓ **Families First Coronavirus Response Act (FFCRA)**
- ✓ **Federal Insurance Contributions Act (FICA)**
- ✓ **Federal Unemployment Tax Act (FUTA)**
- ✓ **American Rescue Plan (ARP)**
- ✓ **and more**

To comply with the Affordable Care Act (ACA), companies with 50 or more employees will need to make sure all employees eligible for coverage receive a Form 1095-C, whether or not they participate. The Internal Revenue Service (IRS) uses Forms 1095-C and 1094-C (a cover sheet for 1095-C) as proof of medical benefits coverage offered for full-time equivalent (FTE) employees for applicable large employers (ALE).

↑ Level-Up Tip

Never go searching for forms again. Centralize your documents using Paylocity's Document Library for easy, secure data management and reporting.



Tip 6

Review DOL Compliance

The top 10 wage and hour lawsuits alone cost employers nearly \$500 million in settlements in 2019, nearly double the total from 2018.⁷ From minimum wage and overtime pay requirements to child labor laws and break time restrictions, the legal landscape of labor laws changes frequently and the cost of noncompliance is high. Are you confident that you're up to date and applying those laws accurately?

Make time to review the Department of Labor (DOL) guidance on COVID-19 and the Fair Labor Standards Act (FLSA) for any federal level updates to help ensure your time-keeping practices are current and compliant.⁸

↑ Level-Up Tip

Minimize compliance risks as a result of miscalculations or other human error by leaning into our Workforce Management solutions that adapt quickly and easily to help you stay on top of changing requirements and restrictions.

⁷ <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/pages/top-class-actions-2019.asp>

⁸ <https://www.dol.gov/agencies/whd/flsa>



Tip 7

Prepare for the Final Payroll of the Season

Between special payrolls, bonus payments, and benefits, the final payroll of the season can be a mad dash for HR professionals—now's the time to gather those payroll records. Human capital management (HCM) solutions do the data gathering for you, centralizing all your payroll records in one convenient place, some even providing a year-end dashboard where you can review payroll variances in a snap.

Here are two important reminders to help keep the final payroll glitch-free:

- ✓ **Be sure to process all bonus payments on a separate check or on a separate check date to take full advantage of tax overrides, autopayments, gross-to-net calculations, and more. (Remember to hide the bonus check until the pay date to allow more time for discussions.)**
- ✓ **Check your calendar for holiday dates that might require adjustments to accommodate bank closures (December 25 and January 1).**

↑ Level-Up Tip

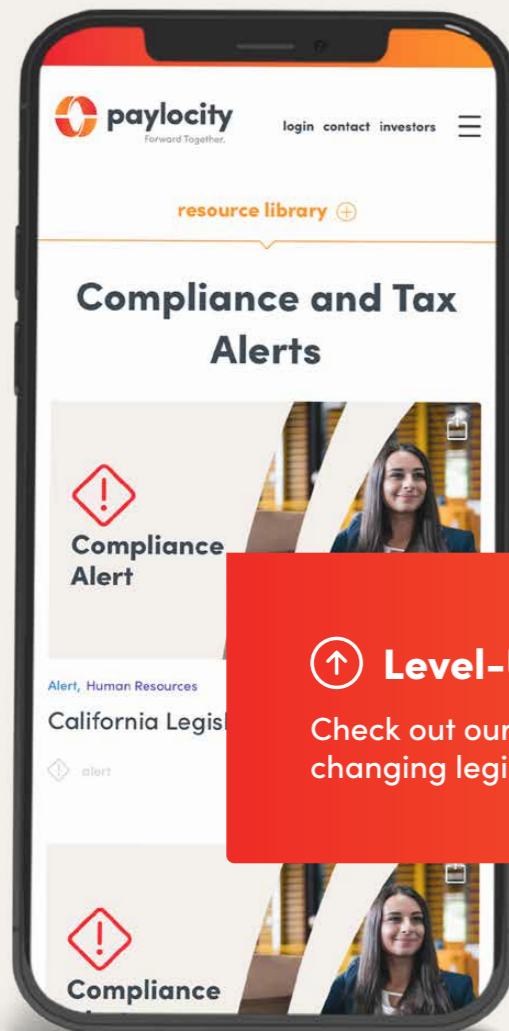
Gift your employees a stress-free holiday by offering flexible financial options like Paylocity's On Demand Payment. Especially during the holiday season, access to earned wages between regular pay periods can help them manage heightened and sometimes unexpected expenses.



Tip 8

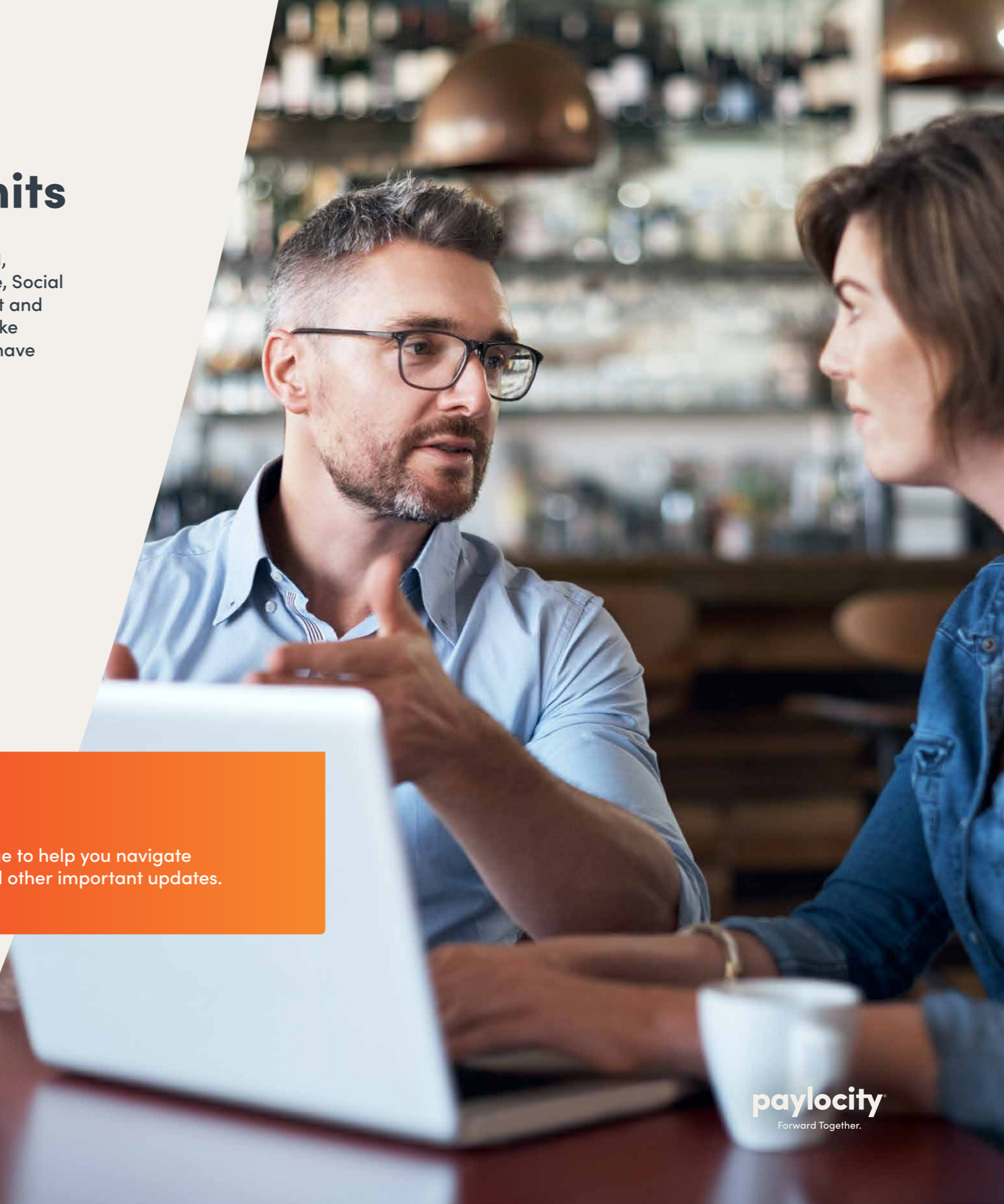
Reset Wage Base Limits

Be sure to set all wage limits to start over every January 1, including federal and state unemployment tax, Medicare, Social Security, and state employment taxes. The IRS retirement and benefit plan contribution limits can change yearly, so make time to review the taxable wage limits in each state you have operations in, and update accordingly.



Level-Up Tip

Check out our [Legislative Alerts](#) page to help you navigate changing legislation, deadlines, and other important updates.



Tip 9

Review and Refresh Your Employee Handbook and Company Policies

In addition to planning, year end is a time to reflect. A lot can change in a single year. The COVID-19 pandemic forced many employees to shift to remote working and changed how they used paid time off (PTO). As your organization continues to navigate changes to your operations and workflows, it may be time to reevaluate your company policies. Here are some facts to consider:

97% of employees would **prefer not to return to the office full time**, and 74% expect remote work to become the new standard.⁹

92% of surveyed employees **canceled, postponed, or avoided planning vacations** in 2020—that's a lot of unused PTO days!¹⁰

Employees want to work for a company that **invests in their development**. In fact, 94% will stay with a company that does.¹¹

Workplace flexibility can improve employee morale and motivation—as well as attract and retain talent.¹²

↑ Level-Up Tip

Make it easy for employees to sign off on your updated employee handbook or work-from-home policies with document acknowledgment features in Paylocity's Compliance Dashboard.

⁹ <https://www.forbes.com/sites/ashiraprossack/2021/02/10/5-statistics-employers-need-to-know-about-the-remote-workforce/?sh=682f1a1e655d>

¹⁰ <https://www.ipx1031.com/vacation-during-covid/>

¹¹ <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/pages/top-class-actions-2019.aspx>

¹² <https://www.dol.gov/agencies/whd/flsa>



Tip 10

'Tis the Season for Feedback

After surviving another whirlwind of a year-end season, don't forget to check in with your employees, management, and leadership teams to see how it went. Their direct feedback and suggestions will be invaluable when it's time to plan for your next year.

Start by making a list of the most common questions you receive during this season, and use it to build a comprehensive FAQ. Then, save the document in an easily accessible location, and make a communication plan to share it with employees next year.

↑ Level-Up Tip

Use Paylocity's Surveys for an easy and engaging way to gather direct feedback from employees about what works and what needs work—as well as take steps to address challenges, and track your progress.



Out with the Old. In with the New.

As a leading provider of cloud-based HR and payroll software solutions, Paylocity can help your HR team manage the year-end buildup with minimum stress, and maybe even a smile. We can help you cultivate a modern workplace and improve employee engagement from benefits and payroll to talent and workforce management. Our comprehensive product suite delivers a unified platform, and our client-first service approach means we are a partner and advocate for your success—at the end of the year and throughout the year.

Learn more about how our innovative, all-in-one solutions can meet your unique needs.

Request a demo today. [➔](#)



Get a guided tour of our solutions. [→](#)