

To prepare for End of Year operations, the November **Hi-Five** focuses on Payroll End of Year. Our December issue will focus on general End of Year operations.

## **Hi-One Reconcile Before You Close the 4<sup>th</sup> Quarter**

Before you close the 4<sup>th</sup> quarter select **Reporting > Employee > Wage/Tax List** to reconcile YTD wages and taxes. This report summarizes wages and taxes for each employee, allowing you to verify accuracy. Employees with a code in the last column of **K** or **C** have a 401k/403b or cafeteria plan deduction. The end of the report provides a legend that describes codes printed in this column.

Employee	SOC SEC#	WAGES	FED W/h	ST W/H	SS WAGE	SS W/H	MED WAGE	MED W/H	LOC W/H	
P BEAULIER	987-65-4321	21,018.02	1,822.26	719.53	21,018.02	1,303.12	21,018.02	304.76	0.00	C

## **Hi-Two Maintain Section 125 in Deductions**

With Release 8.08, Section 125 Deductions were removed from the Facility Payroll Profile and must be maintained through **Libraries > Pays and Deductions > Deductions**.

Please review all Section 125 deductions and verify that  **Sec 125 Deduction** is checked.

## **Hi-Three Use Streamlined Payroll End of Year Steps**

Release 8.08 eliminated the End of Year processing menu.

- At the end of your 4<sup>th</sup> quarter, when you set up a new quarter, this will also set up the new year.
- Setting up a new quarter creates a backup to replace backup steps eliminated with the EOY menu.
- Use **Prepare W-2s > Record 3<sup>rd</sup> Party Pay** to add 3<sup>rd</sup> party pay to Employee YTD wages.
- EOY Reporting is available through **Prepare W-2s > Reporting (Last Year) >**

Custom Report  
YTD Register  
Deduction List

## **Hi-Four Print the Entire W-2 Form**

To resolve alignment issues on pre-printed W-2 forms, **Print Report / W-2 Forms** now prints the entire form plus employee data on a 4-part, perforated form that has instructions preprinted on the back.

You can print both the Employer and Employee copies on this form.

**Note:** You should have ordered forms from HTS and they will be delivered in December.

## **Hi-Five Vermont Pays Health Care Contributions Tax (HC-1)**

Vermont facilities must pay the HC-1 for employees who fit the criteria. See Form HC-1 for the employee categories and create a coding system to identify the categories. Then assign these codes through **Employee Maintenance > Demographics > Origin**.

Select **Reporting > Custom Reports > Detail from History** and sort by **Origin/EE ID**. Enter the **Check Dates** range. On the next screen, Select **ORIGIN, EMPLOYEE ID, FIRST NAME, LAST NAME, HRS-REGULAR** and **HRS-OT**. The resulting report will list all the employees in each category.

To obtain Totals by Origin Code, import the data into Excel and build the necessary formulas. See the Payroll Users' Instruction Manual for more detail on this process.

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