

WASWUG 2008

A Year in 90 Minutes!

Presented by Valori Smith and Karl Danner
of



2121 W Casino Rd
Everett, WA 98204

WESPaC FISCAL ANNUAL WORKFLOW CALENDAR

September

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Year End processing (F-196)

October

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Year End Reports (F-196) due

November

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Fiscal Year End roll (can be done in either November or December)

December

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Begin Budgeting (district decision)
- Request TCC # from IRS for W-2 and 1099M transmittal in February. Takes 6 weeks to receive from IRS.

January

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- 1099M preparation

February

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs
- Transmit W-2s and 1099Ms

March

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs

April

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs

WESPaC FISCAL ANNUAL WORKFLOW CALENDAR

May

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs

June

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs

July

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs
- Process Prepays and Accruals
- Submit Budget (F-195) to ESD

August

- Monthly APs
- Monthly JEs
- Monthly Financial Reports
- Pay Comp tax
- Reconcile County Treas. (F-197)
- Crosswalk maintenance
- Budgeting Preparation
- Enter next year's POs
- Process Prepays and Accruals

WESPac HR ANNUAL WORKFLOW CALENDAR

September

- Complete September Payroll Preparation
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- S-275 final update
- New Hire Reporting

October

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- 941 Quarterly Report
- Transmit Employment Security Report
- Submit L&I Report
- S-275 Preparation – Begin Oct 1 Snapshot
- New Hire Reporting
- Payroll Year-end must be done in October

November

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- Submit Initial S275
- New Hire Reporting

December

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- S275 Update (if needed)
- New Hire Reporting
- Begin Personnel Budgeting (district decision)

January

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- 941 Quarterly Report
- Transmit Employment Security Report
- Submit L&I Report
- W-2 preparation (no extract necessary to start W-2s)
- W-2 Audit
- Send notices of Sick Leave Buyback to eligible employees
- Check rate/maximum changes for L&I, Unemployment & FICA/Medicare
- Change benefit rate information for SPI report as necessary
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation

February

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- Sick Leave Buyback
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation
- Transmit W-2s and 1099s

**WESPac HR
ANNUAL WORKFLOW CALENDAR**

March

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation

April

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- 941 Quarterly Report
- Transmit Employment Security Report
- Submit L&I Report
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation

May

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation
- Start September Payroll Preparation

June

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- Vacation Cash Out
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation
- September Payroll Preparation

July

- Monthly Payroll(s)
- Recycle Administrator contracts
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- 941 Quarterly Report
- Transmit Employment Security Report
- Submit L&I Report
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation
- September Payroll Preparation
- Start Insurance Tracking

August

- Monthly Payroll(s)
- DRS Corrections
- Retirement Transmittal(s)
- W-2 Audit
- Sick Leave Buyback for Retirees
- Finalize Pay for Terminated Employees
- S275 Update (if needed)
- New Hire Reporting
- Personnel Budgeting Preparation
- September Payroll Preparation
- Insurance Tracking Preparation