

Personnel/Payroll Association (PPA)

November 30, 2023

2023 Year-End Payroll Processing

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Overpayments_Nov
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PR941toW-2Reconc
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PRTaxDepositRecon
ciliation24.pdf

Highlights:

- There is much more detail in the handouts. Be sure to check them out!
- Reconcile, reconcile, reconcile! It is critical to balance IRS Forms 941/941X/W-2/W-2c.
- The Treasurers' Office is available to help with next day or same-day tax deposits. Be sure to review what signatures are on file with OST.
- Be sure and check out the year-end webpage on the HRMS website.
- Follow IRS rules and HRMS/OFM procedures on cross-year overpayments.