## Calendar Year 2015 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.

Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td><strong>AFTER the last Calendar Year 2015 payroll. BEFORE the first Calendar Year 2016 payroll.</strong></td>
</tr>
</tbody>
</table>

### Payroll: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule

1. Set up the Pay Schedules for the new calendar year.  
   *Do not set up for payroll before performing this procedure.*

### Payroll: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record

2. Change the payroll year in the Payroll Identification record.  
   *Do not set up for payroll before performing this procedure.*

### Payroll: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables

4. Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
5. Where appropriate, update the Employee’s Retirement System (ERS) Table is correct.
6. Where appropriate, update the Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
7. Where appropriate, update the Group Health Insurance (GHI) Table.
8. Where appropriate, update the State Income Tax (SIT) Table.

### Payroll: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing

9. Reset employee calendar year-to-date amounts to zero.


    *Do not set up for January payroll until all W-2s are verified.* It may be necessary to run another December payroll to make W-2 corrections.

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<tr>
<td>FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.</td>
<td>Process calendar year 2015 Form 1099-MISC statements.</td>
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