

Year-End Preparation Strategies

10 Things to Do Now to Prep for Year-End

- Tip 1: Enter/Track Employee Healthcare Declinations and Enrollments
- Tip 2: Update Healthcare Coverage Dates for 1095-C Reporting
- Tip 3: Business Name – BNC - Update GS info
- Tip 4: Setup/Review W2 Transaction Types
- Tip 5: Add new State EINs (Tax IDs) and SUI Rates
- Tip 6: Make sure Employee Portal is configured to display Employee W2s
- Tip 7: Generate Greenshades Feed & XML - Errors
- Tip 8: Run Employee SSN Verification
- Tip 9: Make plan for printing/outsourcing W2s – Order Forms
- Tip 10: Create Year-End Calendar (recommended due dates)

2018 JANUARY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			