AUGUST, SepTEMBER, OCTOBER

**⚙️ System Setup & Configuration**

☐ [Confirm transaction type set up](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045859973-Transaction-Type-Add-Edit-Transaction-Types)

[ ] [Run Processed Transaction Detail AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045858353-Standard-AQ-Processed-Transaction-Detail-AQ)

 [ ]  Add/review W2 box and label

 [ ]  [Ensure transaction type is set up to include in ACA tracking](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045313814-Transaction-Type-Property-IncludeInACAHours)

☐ Review [Greenshades properties](https://support.avionte.com/hc/en-us/articles/4402376903315-Greenshades-Master-Links#h_01F8WPTHAVMBXHJQBNRHY6R7SV) in Admin Tools

☐ Review company EIN and address in Admin Tools

☐ Verify your company BNC as it will be required for Greenshades filings

☐ Need to determine the BNC? [View IRS help](https://www.irs.gov/businesses/corporations/using-the-correct-name-control-in-e-filing-corporate-tax-returns)

📊 **Data Verification & Quality Control**

[ ]  [Verify employee SSNs, names using SSNVS](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360047908793-Social-Security-Number-Verification-Services-SSNVS-Feeds-and-Reports)

📢 **Employee Communications & Consent**

[ ]  Gather consent for electronic delivery of W-2s, 1095-Cs and 1099s

 [ ]  Create an Adobe electronic consent form and distribute to employees not yet consented.

🎓 **Training & Knowledge Management**

[ ] Confirm you are receiving the weekly Avionté BOLD Bulletin. Register [online](https://info.avionte.com/bold-bulletin-sign-up) if you are not subscribed.

[ ] [Register for Year-End training webinar](https://university.avionte.com/page/training-calendar)

🏥 **ACA Compliance & Reporting**

[ ]  Review insurance plan(s) and benefit package(s) set up in the ACA Companion

 [ ]  [Add or update insurance plans as needed](https://support.avionte.com/hc/en-us/articles/236358988-ACA-Companion-Insurance-Plan-Tab)

 [ ]  [Add or update benefit packages as needed](https://support.avionte.com/hc/en-us/articles/235953407-ACA-Companion-Benefit-Package-Tab#:~:text=Overview%20%20%20%20Field%20%20%20,the%20mos%20...%20%206%20more%20rows%20)

[ ]  Review ACA Employers in the ACA Companion.

 [ ]  Add any new suppliers to the ACA Companion.

 [ ]  Review ALE group and dates.

[ ]  Review ACA Full Time status of employees using [ACA Companion Census AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/1500009665262-Standard-AQ-ACA-Companion-Census-AQ)

[ ]  Review insurance offers for ACA reporting using the [ACA Companion Employee Offers AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/1500009667302-Standard-AQ-ACA-Companion-Employee-Offers) to view current year enrollments and declinations

[ ] Review [ACA Full Time w/o Offer](https://support.avionte.com/hc/en-us/articles/235826607-ACA-Companion-Admin-Tools-Setup#h_01FJA7BBJHMZQ0VPCRYMWYE61R) counter to determine if current ACA full time employees need an insurance offer.

☐ Need to enter insurance offers in the ACA Companion? Make a plan to enter insurance enrollments and declinations: [manual entry](https://support.avionte.com/hc/en-us/articles/235893348-ACA-Companion-Employee-Plan-Details-Tab) or [data import](https://support.avionte.com/hc/en-us/articles/235826327-ACA-Import-and-Export)

☐ Offering a self-insured plan? Learn about [entering in dependents](https://support.avionte.com/hc/en-us/articles/235893348-ACA-Companion-Application-Employee-Plan-Details-Tab)

☐ Update insurance offer dates in the ACA Companion as employees terminate

 [ ]  If missing declinations in the ACA Companion, learn about the [ACA Declination Export](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/1500009694381) option so you are ready in January to use it.

☐Start and end assignments with accurate dates; correct start and end dates as needed

# NOVEMBER & DECEMBER

📢 **Employee Communications & Consent**

[ ]  Plan for mailing your W-2s and 1095-Cs. In-house or outsource?

 [ ]  Review BOLD Bulletin for Greenshades print and mail pricing.

 [ ]  Learn more about the [Greenshades print & mail process.](https://support.avionte.com/hc/en-us/articles/12005317296275-Greenshades-Print-Mail-2022-Webinar)

📄 **Tax Filing & Compliance**

[ ]  [Generate Feed & XML](https://support.avionte.com/hc/en-us/articles/217788117#GenerateFeedAndXML) in Weekly Process

 [ ]  [Resolve any errors](https://support.avionte.com/hc/en-us/articles/217955687-Greenshades-Troubleshooting-Feed-XML-Errors)

[ ]  Identify tax filings you are required to file, (such as W-2s, 940, 1095-Cs, etc.) and document the filing deadlines.

[ ]  Review states you do business in for changes to minimum wage.

 [ ]  [Update minimum wage in Admin Tools](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045779974-Local-Minimum-Wage-)

[ ]  Review states you do business in for changes to [paid sick leave plans](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045857833-Sick-Leave-Accrual-Overview)

💼 **Benefits & Deductions Management**

[ ]  Determine if changes are needed for your company-specific [PTO accrual plans](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045869193-Accruals-Setup-Admin-Tools#:~:text=I%20can%20have%20a%20max%20of%20120%20hours,max%2C%20I%20will%20not%20accrue%20any%20additional%20hours.)

[ ]  Determine what changes are needed for new or updated employee benefits. Update enrollment forms.

[ ]  Review benefits to determine if new transaction types are needed.

 [ ]  [Create new transaction types as needed](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045859973-Transaction-Type-Add-Edit-Transaction-Types)

 [ ]  [Create employee benefit plans where applicable](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045872933-Admin-Tools-Employee-Benefit-Plans)

⚙️ **System Setup & Configuration**

[ ]  Review your Tax IDs for accuracy and ensure none are missing.

 [ ]  [Update/add Tax IDs in Admin Tools](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045322074-Tax-Tab#h_01FTBTN7YPY69ZM5BJBX1QHCMC)

[ ]  Collect your unemployment rate changes from states you do business in

[ ] [Update unemployment tax rates in Admin Tools](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045322074-Tax-Tab#h_01FTBTN7YPY69ZM5BJBX1QHCMC)

[ ]  Collaborate with your Worker’s Comp provider to determine if rates will be updated.

 [ ]  [Update WC rates in Admin Tools](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045869813-Wc-Code-Tab-Worker-s-Compensation-)

📋 **Document Distribution & Portal Management**

[ ]  Prepare to distribute W-2s, 1095-Cs and/or 1099-NEC forms to your workers.

 [ ]  Run [Get W2 Details AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045853153-Standard-AQ-Get-W2-Details-AQ) to estimate number of W-2s

 [ ]  If printing in-house, order paper. Avionté preferred partner: [Nelco Solutions](https://www.nelcosolutions.com/shop/paper-products/?compatible_software=AVIONTE)

📊 **Data Verification & Quality Control**

[ ]  Prepare to audit your payroll and W-2s. [Utilize W2 Reconciliation process](https://support.avionte.com/hc/en-us/articles/44014467177363-W-2-Reconciliation-Guide)

**🏥 ACA Compliance & Reporting**

[ ]  [Resolve any remaining ACA Companion sync errors](https://support.avionte.com/hc/en-us/articles/115000579987-ACA-Companion-Fix-Employee-Sync-Errors)

[ ]  [Generate 1095-C forms](https://support.avionte.com/hc/en-us/articles/235953667-ACA-Companion-Report-Preparation-Tab) and start to review.

 [ ]  forms for accuracy by running the [Get Employee 1095-C Info AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/4415984922259) and reviewing codes (reminder, the month of December will not be populated until you re-run in January)

💰 **Payroll Processing & Adjustments**

[ ]  Determine final payroll date, check date, and communicate internally. Establish a firm deadline on when all payroll for the year will be finalized, including corrections.

 [ ]  Process any final employee payments including bonuses, check corrections, etc.

# JANUARY

🚨 **Final Deadline Month:** Complete all tax filings and form distributions

✅ **Final Review & Corrections**

[ ] [Complete any final payroll adjustment or corrections](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045312414-Paycheck-Correction-Overview#:~:text=For%20instructions%20on%20processing%20an%20invoice%20correction%2C%20see,and%20what%20taxes%20were%20processed%20with%20that%20check.)

[ ]  Re-run [Generate Feed & XML](https://support.avionte.com/hc/en-us/articles/217788117#GenerateFeedAndXML) in Weekly Process after last payroll of the year and adjustments are complete

 [ ]  [Resolve any errors](https://support.avionte.com/hc/en-us/articles/217955687-Greenshades-Troubleshooting-Feed-XML-Errors)

📊 **Data Verification & Quality Control**

[ ]  Audit W-2 data. [Utilize W2 Reconciliation process](https://support.avionte.com/hc/en-us/articles/44014467177363-W-2-Reconciliation-Guide)

 [ ] Compare Form W-2 data to [Taxes Summary AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045310434-Standard-AQ-Taxes-Summary). Ensure totals match.

[ ]  Take the list of employees you created in December and audit those specific employee W-2s for accuracy.

[ ]  Review and verify all box totals on the W-2s.

[ ]  Ensure employer [healthcare contributions](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045860033-Employer-Healthcare-Contribution-Import-AQ-) are displayed on W-2

 [ ]  If not capturing employer contribution in Avionté, use the [Healthcare Contribution Import](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045860033-Employer-Healthcare-Contribution-Import)

📋 **Document Distribution & Portal Management**

[ ]  Print and mail forms to workers

 [ ]  [W-2s](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045858993-standard-report-w2-report-4up-blank)  [ ] [1095-C](https://support.avionte.com/hc/en-us/articles/226572328-ACA-Reports-including-1095C)  [ ] [1099-NEC](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/4412292881555-Standard-Report-1099-NEC-Report)  [ ] Other

[ ]  Post forms to the employee portal

 [ ]  [W-2s](https://avionteboldsupport.zendesk.com/hc/en-us/articles/360045852813-Paycheck-Electronic-W-2-T4-Access)  [ ] [1095-C](https://avionteboldsupport.zendesk.com/hc/en-us/articles/4415795484819-Setup-the-Electronic-1095-C-and-Make-it-Visible-in-the-Talent-Portal-Front-Office-)  [ ] 1099-NEC [ ] Other

🏥 **ACA Compliance & Reporting**

[ ]  [Regenerate 1095-C forms](https://support.avionte.com/hc/en-us/articles/235953667-ACA-Companion-Report-Preparation-Tab) in the ACA Companion and do a final 1095-C review/audit.

 [ ]  Verify 1095-C codes; use our [code population guide](https://support.avionte.com/hc/en-us/articles/235825827-1095C-Code-Population-Guide) to understand how the 1095-C codes are determined

 [ ]  [Use overrides as needed](https://support.avionte.com/hc/en-us/articles/360051608693-ACA-Companion-Individual-and-Mass-1095C-Part-II-Overrides)

📄 **Tax Filing & Compliance**

[ ]  E-File required tax filings with the IRS and SSA via Greenshades

 [ ]  [W-2s](https://support.avionte.com/hc/en-us/articles/228384288-W-2-Quarterly-Process)  [ ] [1095-C](https://support.avionte.com/hc/en-us/articles/220331667-Greenshades-Guide-Year-End-1095C-1094C-E-File)  [ ] [1099-NEC](https://avionteboldsupport.zendesk.com/hc/en-us/articles/360045852813-Display-Pay-History-for-Talent-1095C-1099-Paychecks-W2-and-T4)  [ ] Other

[ ]  E-File annual tax filings such as [940](https://support.avionte.com/hc/en-us/articles/217942007-Greenshades-Guide-Year-End-941-940) and state W-2s using Greenshades

[ ]  Complete standard quarterly filings for [941](https://support.avionte.com/hc/en-us/articles/217942007-Greenshades-Guide-Year-End-941-940) and state unemployment, as with any prior quarter

💼 **Benefits & Deductions Management**

[ ]  Update employee [payroll deductions](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045873833-Employee-Payroll-Deduction) for new or changed benefits

[ ]  Update employee/employer [payroll contributions](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045873873-Employee-Payroll-Contribution) for new or changed benefits

[ ]  [Mass update assignment pay rates](https://avionteboldsupport.zendesk.com/hc/en-us/articles/1500002078601-Mass-Updating-Jobs-Placements#h_01FGYT5SCK1EM2GKV06DA9KQQ) for any applicable minimum wage changes.

[ ]  [Update minimum wage changes in Admin Tools](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045779974-Local-Minimum-Wage-)

[ ]  Review [Accrual History AQ](https://avionteclassicsupport.zendesk.com/hc/en-us/articles/360045858933-Standard-AQ-Accrual-History-) to verify accurate sick leave plan and PTO plan carryover

[ ]  Update Federal W-4 and state W-4s in your Adobe library using Avionté standard templates.

 [ ]  Keep an eye on the BOLD Bulletin for notification of new templates.

[ ]  Identify employees with exempt Federal Form W-4 and request a new form for the new year.

# AFTER January

[ ] [Complete W-2Cs as necessary](https://www.ssa.gov/employer/w2cinfo.htm)

[ ] [Complete 1095-C corrects as necessary](https://support.avionte.com/hc/en-us/articles/235758688-Greenshades-ACA-E-Filing-Submissions-Fixing-an-Acknowledged-with-Errors-status?source=search&auth_token=eyJhbGciOiJIUzI1NiJ9.eyJhY2NvdW50X2lkIjo2MDgxMjUsInVzZXJfaWQiOjQwNzcwMTY0MTcxMywidGlja2V0X2lkIjo0MDAyNjgsImNoYW5uZWxfaWQiOjYzLCJ0eXBlIjoiU0VBUkNIIiwiZXhwIjoxNjQ4NjU2ODY1fQ.zueeiSeI45itUwpJybWTcT6WAKa7U_SPEt2oCXIBTYo)

*Please note: This checklist is intended for clients utilizing AviontéBOLD, that also utilize the ACA Companion and Greenshades. If using only AviontéCLASSIC, or partnerships, not all items will be applicable.*