**2020 Year-end Payroll Processing Reminders**

Business Managers,

Central Payroll is preparing for the last two 2020 pay runs and for the first pay run of 2021. This communication is meant to prepare you for calendar year-end and assist you with planning for the next three pay runs. We’ve included a dated timeline to summarize this information. Please share this information with payroll processors.

**PAY DATES**

Friday December 18, 2020

Thursday December 31, 2020

Friday January 15, 2021

**PAY PERIOD**

November 29 – December 12

December 13 – December 26

December 27 – January 9

**The last pay date of 2020 is Thursday December 31, 2020.** The 2020 bi-weekly payroll calendar is unique; the first pay date of 2021 fell on a bank holiday (1/1/21). To ensure timely deposits, **we’ve planned to pay employees on Thursday December 31st**. This pay date occurs while the Catholic Center and Archdiocese locations are closed for the holidays.

**Payroll Processing for December 31,2020.** The payroll team is working over the holiday to ensure timely deposits, therefore, to aid us with our processes, **please plan to prepare and approve the pay run as early as possible after supervisors have approved timecards.** Our holiday calendars vary from location-to-location throughout the Archdiocese; therefore, we advise that your supervisors should approve timecards for their employees at the end of their hourly employee(s) last shift. For some locations, this could occur as early as the end of the day on Friday December 18th and for others this may occur as late as the end of the day on Saturday December 26th (the last day in the pay period for December 31st).

**Remind employees to check their pay stubs**. Human Resources contacted benefit plan participants in November to remind employees about the 12/31/20 pay date and calendar year annual limits. HR’s message to participants is attached. Although we’ve prepared for this by ensuring deductions are set with annual limits and take-partial functionality, it would be helpful if business managers and payroll processors reminded employees to check their pay stubs.

**2020 Calendar Year-end.** Please utilize Paylocity’s year-end dashboard to prepare for calendar year end. The year-end dashboard can be found under Reports & Analytics > Year End Dashboard. **W2 previews are available to review now.** The year-end dashboard is equipped with a W2 Year End Checklist under the Resources. **Please use this checklist to complete your review of W2s.** You may disregard checking 1095Cs; HR manages that review annually. **Paylocity will send our tax form file for processing and printing on Tuesday January 5th. Archdiocese locations will be able to make any necessary changes to 2020 payroll records, free of charge, until Friday January 15th.** Please be aware, changes to 2020 payroll records will result in the issuance of a W2C to affected employees. Employees should be able to access their tax forms via self-service by Monday January 11th. W2 forms will be boxed and shipped to each location; Paylocity estimates packages to arrive approximately one to two weeks after files begin processing the week of January 4th. Locations are required to hand-deliver or postmark and mail W2 forms by Sunday January 31st.

**Payroll Processing Support.**  You may reach out to centralpayroll@archindy.org if you anticipate any problems with processing deadlines or if you encounter any unforeseen circumstance that would prevent you from processing your payroll.

**Year-end Payroll Processing Timeline**

TUESDAY DECEMBER 8, 2020

* Deadline for all changes effective with the December 18th and 31st pay run. Changes for new hires, terminations, and 2020 benefit related changes due.

SATURDAY DECEMBER 12, 2020

* Close of pay period for December 18th pay date.

SUNDAY DECEMBER 13, 2020

* Beginning of pay period for December 31st pay date.

TUESDAY DECEMBER 15, 2020

* Locations are required to approve pay runs for December 18th pay date.

FRIDAY DECEMBER 18, 2020

* Second to last pay date in 2020.
* If your location is closed at the end of the day and no hourly employees will be working past this date, supervisors should approve timecards for the December 31st pay date at the end of their hourly employees last shift.
* After all timecards are approved for the December 31st pay period, prepare and approve December 31st pay run.

MONDAY DECEMBER 21, 2020

* If not completed before this date; this is the preferred approval date for December 31st pay run. If your offices are closed and you do not have hourly employees working past this date, supervisors should approve timecards and payroll processors should prepare and approve the pay run.

TUESDAY DECEMBER 22, 2020

* Catholic Center closes at the end of the business day.

Please be advised the payroll team will be working over the holiday break to ensure timely deposits on December 31, 2020. You can reach out to any member of the payroll team over the holiday break. We prefer you email: centralpayroll@archindy.org for assistance.

SATURDAY DECEMBER 26, 2020

* Last day of pay period for December 31, 2020.
* Supervisors should approve all timecards by the end of their last hourly employees shift and payroll processors should prepare and approve the December 31st pay run.

SUNDAY DECEMBER 27, 2020

* First day of pay period for Friday January 15th pay date.

MONDAY DECEMBER 28, 2020

* This is the latest date locations can approve their pay run for December 31st. Locations are required to approve pay runs for December 31st pay date.

THURSDAY DECEMBER 31, 2020

* Last pay date of 2020

MONDAY JANUARY 4, 2021

* Catholic Center offices reopen.
* Last day to make changes to 2020 payroll records to be included in initial W2.
* New benefit plan year deductions process.

TUESDAY JANUARY 5, 2021

* Changes to 2020 payroll records will result in W2C (free of charge).
* Deadline for all changes effective with the January 15th pay run.

Changes for new hires, terminations, and benefit related changes due.

* Paylocity sends W2 files to process and print.

SATURDAY JANUARY 9, 2021

* Last day of pay period for January 15th pay date.

MONDAY JANUARY 11, 2021

* Paylocity makes W2s available in self-service.
* Packages of printed W2s are planned to begin shipping to locations.

TUESDAY JANUARY 12, 2021

* Locations are required to approve pay runs for January 15th pay date.
* It is estimated that packages of W2s forms could begin arriving.

FRIDAY JANUARY 15, 2021

* First 2021 pay date.
* Last date to make changes to 2020 payroll records (W2C) free of charge.

SUNDAY JANUARY 31, 2021

* Locations must distribute or postmark and mail all W2s by this date.