

# Payroll Year-End Checklist for Campus PPLs

## Deadlines and Processes

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This guide details the Payroll year-end dates and processes as they pertain to campus partners or PPLs. It contains checklists and links to various step-by-steps for PPLs to utilize as they direct employees through year-end portal tasks and as they complete payroll processes to ensure correct pay for the completion of the 2022 calendar/tax year.

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## Payroll calendars

[2022 Calendars](#)

[2023 Calendars](#)

Please contact the Employee Services help desk at 303-860-4200, opt. 2 or email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) if you have any questions.

## Employee year-end tasks

Departments should encourage employees to update and verify personal items like addresses, SSN, W-4s, etc. Updates can be completed in the [Employee Portal](#). Remind employees to visit the [Payroll self-service webpage](#) for instructions.

- ☐ [Verify SSN](#) in Employee Portal, note this is not the student portal
- ☐ [Review pay advice](#) and report errors
- ☐ [Update W-4](#) by the 10<sup>th</sup> (payroll deadline for that month's paycheck)
- ☐ Verify and [update address](#) if needed
- ☐ [Use IRS Tax Withholding Estimator](#) to maximize tax withholding for 2023
- ☐ Treaty renewal forms will be sent to treaty eligible [international employees](#) in December and will need to be signed and returned by the January deadline in order to be in effect for January payroll
- ☐ International employees who have not met with an International Tax Specialist should [schedule](#) their required appointment preferably before the end of the tax year
- ☐ [W-2](#) will be mailed by the end of January

Employee tax form explanations
<b>W-2</b> Issued to all employees with taxable earnings including taxable imputed income during the year.
<b>1095-C</b> IRS Form 1095-C reports whether CU offered you affordable health coverage for tax year 2022 under Affordable Care Act standards. You do not need this form to file your taxes, and you should save it with your tax return. <b>Questions?</b> Visit the <a href="#">IRS website</a> , or call Employee Services at 303-860-4200, option 3.
<b>1099</b> IRS Form 1099-MISC is cash paid to contractors, attorneys, "income other than wages" IRS Form 1099-R reports when employees have distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs or Insurance Contracts <b>Questions?</b> Contact the Procurement Service Center (PSC) at <a href="mailto:finprohelp@cu.edu">finprohelp@cu.edu</a> .
<b>1042-S</b> IRS Form 1042-S is mailed to non-U.S. citizens who had: <ul style="list-style-type: none"> <li>• tax treaty-exempt income</li> <li>• non-qualified scholarship payments</li> <li>• taxable compensation</li> </ul> If you meet this criteria, but have not received your form by Feb. 28, submit a <a href="#">1042-S Reissue Request Form</a> . <b>Questions?</b> Please contact an international tax specialist at <a href="mailto:intltax@cu.edu">intltax@cu.edu</a> .
<b>1098-T</b> IRS Form 1098-T reports payments received for tuition, scholarships and grants: <ul style="list-style-type: none"> <li>• generated by Campus Bursar's offices</li> <li>• available to students via mail and portal</li> </ul> <b>Questions?</b> Contact your campus Bursar's office.

## PPL year-end tasks

Departments should complete payroll year-end processes within critical deadlines during November and December to ensure paychecks will process on time and correctly.

Keep these tasks on hand the next few months to stay on track during this busy time of year.

### November/December 2022

- ☐ [Submit overpayments](#) timely to allow the employee to repay the overpayment before Dec.31. Taxes will be added to the overpayment amount if payment is not received in 2022 which could cause a hardship.
- ☐ Ensure [Moving expenses](#) are entered into CU Time.
- ☐ [Review payroll registers](#) immediately after the December payroll is complete.
- ☐ [Process any necessary pulls](#) to prevent overpayments from crossing tax years.
- ☐ Verify Social Security numbers have been entered into employee records.
- ☐ Verify SSN for int'l/new employees.
- ☐ Enter imputed cash transactions.
- ☐ Review your campus [Holiday Schedules](#).

### January 2023

- ☐ Review [2022 Payroll Calendars](#) and [2023 Payroll Calendars](#)
- ☐ Review the first paychecks for accuracy.
- ☐ Hire Spring Appointments before their first check.
- ☐ Terminate Fall Appointments and Contracts, if needed.
- ☐ Remind employees claiming exempt status on their W-4 that it will expire February 15, 2023 (To maintain their exemption, they will need to enter a new [W-4](#) in the [employee portal](#) before the expiration date).
- ☐ [W-2s](#) will be mailed by the end of January
- ☐ January 2023 [Minimum Wage](#) rates apply\*

\*2023 – Colorado minimum wage increases to \$13.65 (\$12.56 in 2022), and Denver minimum wage increases to \$17.29 (\$15.87 in 2022)

- ES pulls and uploads the minimum wage rate for each hourly employee below the threshold for the applicable state
- Effective date: 12/25/22 (BW010723)
- Utilize Query **CUES\_HCM\_MINIMUM\_WAGE\_STATE** to obtain information for other states

## Payroll year-end deadlines

Year-end is fast approaching, and it's time to start planning for the successful wrap-up of 2022 payroll.

There are a few key changes to this year's calendar, including the first biweekly payroll in 2023 that will have an upload deadline and processing on 01/03/23. Please review all deadlines carefully.

2022 payroll year-end deadline overview	
11/17/22	BW111222 Uploads due <b>5:00 pm</b>
11/22/22	Process BW111222 with a check date of 11/25/22 Review BW111222 Payroll Register
11/23/22	BW111222 Pull deadline is <b>10:00 am</b> Process OC111722
11/24 & 11/25/22	Employee Services will be closed.
12/20/22	Deadline to submit imputed cash transactions including 2022 moving expense from PO/PO-Card and Reimbursement. MN123122 Uploads due <b>5:00 pm</b>
12/26/22-1/2/23	System closed. Employee Services will be minimally staffed. This may result in delays responding to emails, calls, and tickets.
<b>12/27/22</b>	<b>OC122222 upload deadline 5:00 pm. This is the FINAL 2022 OC</b>
12/28/22	Process OC122222 with a check date of 12/30/22 MN123122 Pull deadline <b>10:00 am</b>
<p style="text-align: center;"><b>NO OC WEEK OF 1/2/23</b></p> <p style="text-align: center;">All Handdrawn warrants must be approved by ES Payroll. Requests will be reviewed and processed on a case-by-case basis as time and system availability allow.</p>	
<b>01/03/23</b>	BW122422 Uploads due <b>9:00am</b> Process BW122422 Review BW122422 Payroll Register
01/04/23	BW pull deadline is <b>10:00 am</b>
01/10/23	OC010523 uploads due for first OC in 2023 <b>5:00 pm</b>
01/11/23	Process OC010523 with a check date of 01/13/23
01/13/23	Process BW010723 This includes the 2023 minimum wage updates.
02/15/23	W-4 exempt status expires. Must enter new exemption to continue. If not updated by this deadline W-4 status will default to single.