

## Prepare for year-end payroll with tasks and reminders <sup>[1]</sup>

October 25, 2019 by [Employee Services](#) <sup>[2]</sup>

Help ensure you're prepared for the end of the year by completing the payroll tasks below and reviewing important reminders.

### Complete these tasks for a successful year-end

1. Enter all 2019 moving expenses paid with a purchase order.
2. Review payroll registers immediately after the December payroll is complete.
3. Process any necessary pulls to prevent overpayments from crossing tax years.
4. Encourage employees to verify their tax withholdings using the [IRS Tax Calculator](#) <sup>[3]</sup>. The IRS anticipates many will be under-withheld if they have multiple income sources.
5. [Register for the Year-End Wrap-Up webinar](#) <sup>[4]</sup> to review calendar year-end deadlines, see how to ensure all pay is correct and learn how to correct it if it's wrong.

### Add these reminders to your calendar

- Uploads are due at **5 p.m. Nov. 25** for OC112119. Processing will occur on **Nov. 26** with a check date of **Nov. 29**.
- The pull deadline for MON 113019 and BW111619 is **10 a.m. Nov. 26**.
- The deadline to submit imputed cash transactions including 2019 moving xpenses from PO/P-Card and Reimbursements is **Dec. 17**.
- The pull deadline for BW121419 is **2 p.m. Dec. 23**.
- The pull deadline for MON123119 is **5 p.m. Dec. 23**.
- Uploads are due at **1 p.m. Dec. 23** for OC121919 (the final off-cycle of 2019). Processing will occur the same day with a check date of **Dec. 27**.
- The CU System offices and Employee Service will be closed from **Dec. 24 to Jan. 2**.
- There is no off-cycle during the week of **Dec. 30**.
- Uploads are due at **5 p.m. Jan. 3** for BW122819. Processing will occur on **Jan. 6**, registers will be available on **Jan. 7** and the pull deadline is **10 a.m. Jan. 8**. The check date will be **Jan. 10**.
- First 2020 off-cycle uploads due at **5 p.m. Jan. 7**. Processing for OC010220 will occur on **Jan. 8**.

For additional information, please view the [November](#) <sup>[5]</sup> and [December](#) <sup>[6]</sup> payroll calendars.

[year-end](#) <sup>[7]</sup>, [pay](#) <sup>[8]</sup>, [payroll](#) <sup>[9]</sup>

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- [5] <https://www.cu.edu/docs/november-2019-payroll-calendar>
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