APS LIVE TRAINING

17 OCTOBER 2024

WORKFORCE MANAGEMENT
An MP: WIRED for HR Company

ACCRUALS IN ELEMENTS

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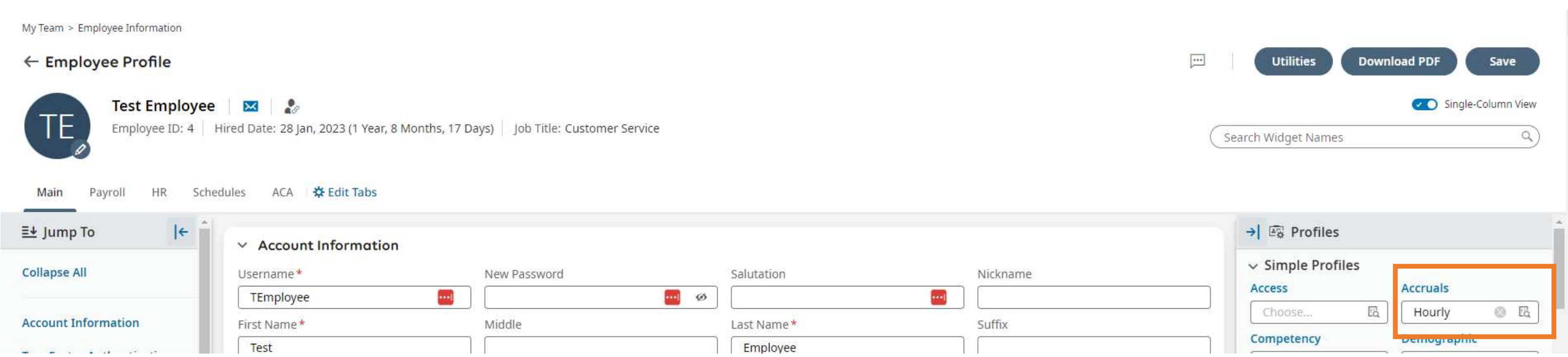
AGENDA

- Accrual Profile Configuration
- Accrual Widget on Employee Profile
- Accrual History
- Carry Over
- Manually Editing Balances
- Reports

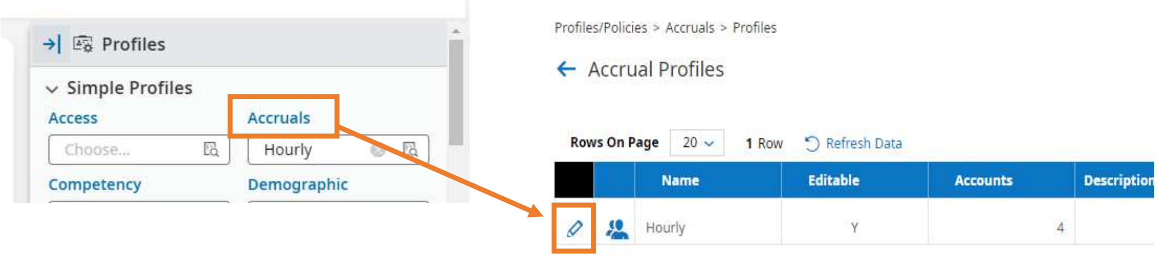
Accrual Profile Configuration

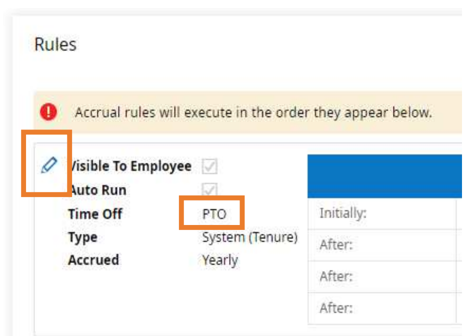
- You can see which accrual profile is assigned to an employee from the Employee's Profile
  - Employee profile > Main tab > Profiles > Accruals



Accrual Profile Configuration (continued)

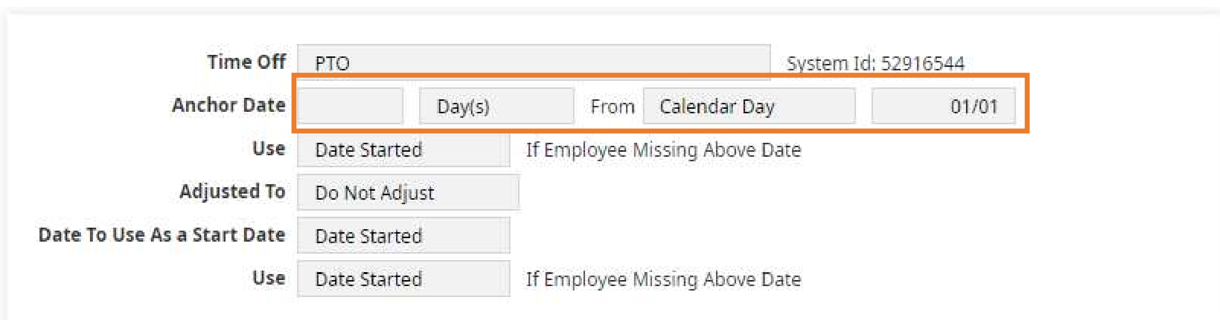
- To view the accrual profile, accrual rates, and background rules, you can use the "Accruals" hyperlink to take you directly to the list of accrual profiles.
- Select the pencil to go into the profile's configuration, then select the pencil for the time off rule you'd like to view.
- APS will configure accruals for you





Accrual Profile Configuration (continued)

- Key Information:
  - Anchor Date: The date that the accruals will run each year
    - Most Common: hire date, start date, re-hire date, seniority date
    - Other Options: Birthdate, Company Fiscal Date, or other custom date field



Accrual Profiles Configuration (continued)

- Tenure Changes: When the system considers the employee to move from one year of service to the next, for the purpose of accruing time off.
  - Remains (At The Beginning of The Next Accrual Period)
    - Employee must cross their tenure date to accrue at the new rate
  - Break Point on Exact Date (Note: Breaks Accrual Period)
    - Employee will start receiving new tenure amount on the set date
  - Next (At the Beginning of Current Accrual Period)
    - Employee's tenure changes at the beginning of the period for the change

Accrual Profile Configuration (continued)

- Tenure Changes
  - At the Beginning of Current Accrual Year
    - The employee will start accruing at the new rate at the beginning of the current accrual year based on the anchor date
  - At the Beginning of the New Accrual Year
    - The employee will start accruing at the new rate at the beginning of the next accrual year based on the anchor date
  - Example: your employee reaches their third anniversary on 06/01/2024

Extra Settings

Tenure Changes At The **Beginning** Of **Current** Accrual Period
'Entitled To' Time Will Be Accrued On The **FIRST** Day Of The New 'Accrue Period'
Accruals Will Be Calculated From **Current Accrue Period Start**.

Accrual Profiles Configuration (continued)

- Schedule: the table that displays when an employee will accrue time off, and in what quantity.
  - The system will use the 'tenure change' settings in the profile to determine when an employee changes from one accrue rate to the next.

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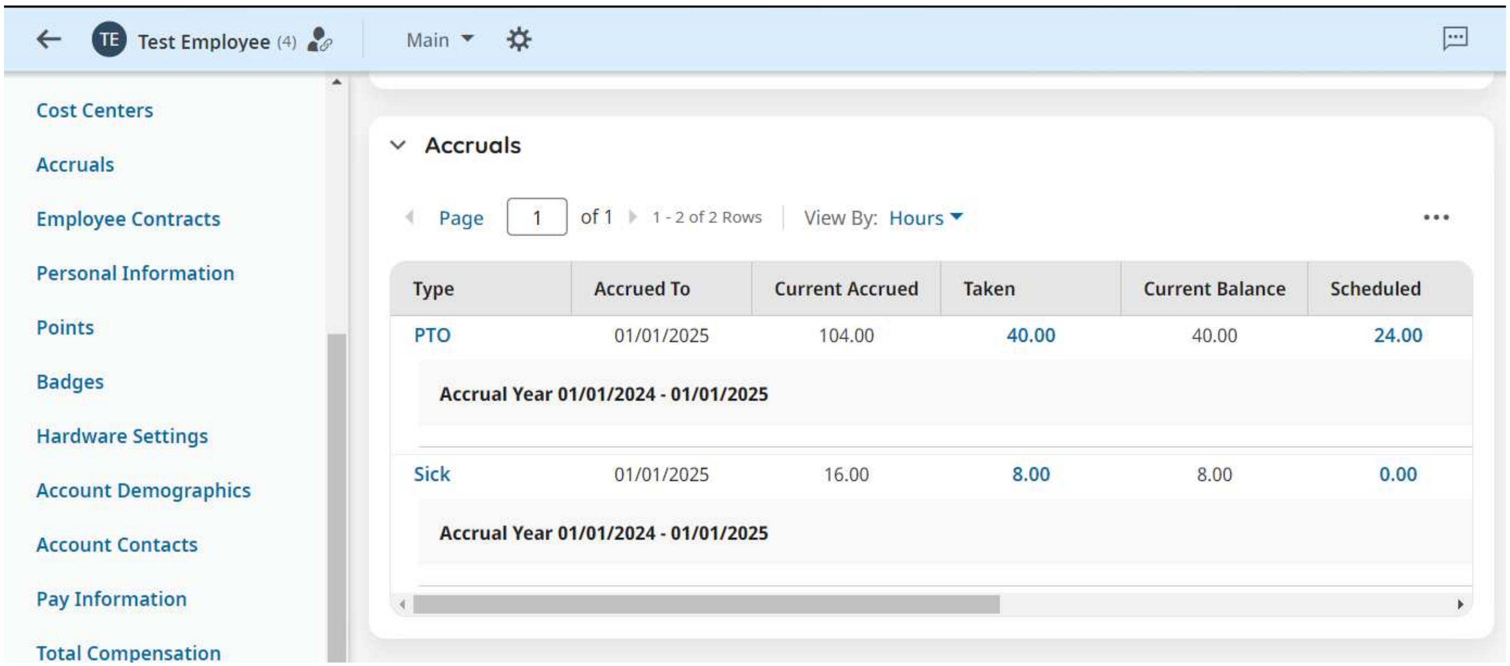
Accrual Widget on the Employee Profile



Accrual Widget on the Employee Profile (continued)

- Accrued To: the date that the system has updated to the accruals to.
- Current Accrued: the total time the employee has accrued up to the accrued to date within the current accrual year. (includes manually edited time)
- Taken: the total time used up to (but not including) the current day.

Accruals

Page 1 of 1 · 1 - 2 of 2 Rows · View By: Hours

Type	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Current Accrue Rate	Last Carry Over	Earned After Last Carry Over	Actions
PTO	01/01/2025	80.00	40.00	16.00	24.00	80/Yearly	0.00	80.00	...
Accrual Year 01/01/2024 - 01/01/2025									
Sick	01/01/2025	16.00	8.00	8.00	0.00	16/Yearly	0.00	[illegible]	...
Accrual Year 01/01/2024 - 01/01/2025									

View History

Execute Accrual Rule

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Accrual Widget on the Employee Profile (continued)

- Current Balance: Accrued – taken – scheduled time off.
- Scheduled: approved time off for the current day through the end of the current accrual year.
- Current accrue rate: the rate at which the employee is currently accruing time.
- Earned after last carry over: the earned/accrued time after the last carry over run.

Accruals

Page 1 of 1 1 - 2 of 2 Rows View By: Hours

Type	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Current Accrue Rate	Last Carry Over	Earned After Last Carry Over	Actions
PTO	01/01/2025	80.00	40.00	16.00	24.00	80/Yearly	0.00	80.00	...
Accrual Year 01/01/2024 - 01/01/2025									
Sick	01/01/2025	16.00	8.00	8.00	0.00	16/Yearly	0.00	[illegible]	...
Accrual Year 01/01/2024 - 01/01/2025									

View History

Execute Accrual Rule

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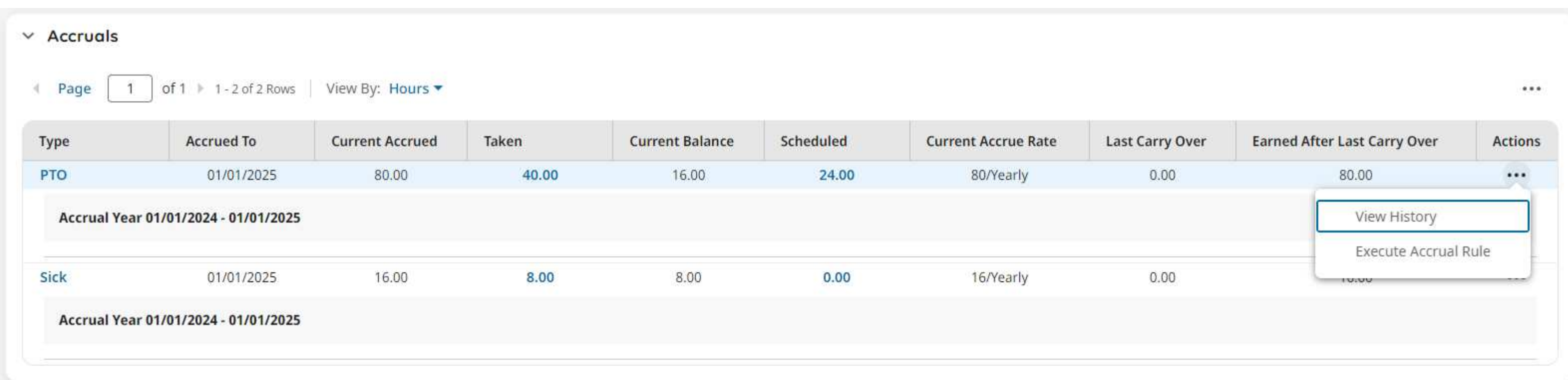
Accrual Widget on the Employee Profile (continued)

- Actions: provides options to View History or Execute Accrual Rule manually.
  - View History: A detailed report showing all accrual history for the employee's entire time with the company (within our software; accrual history from a previous payroll provider/platform will not be in our system's history).
  - Execute Accrual Rule: allows you to manually run the accrual rules for the specific time off only.



Accruals

Page 1 of 1 | 1 - 2 of 2 Rows | View By: Hours

Type	Accrued To	Current Accrued	Taken	Current Balance	Scheduled	Current Accrue Rate	Last Carry Over	Earned After Last Carry Over	Actions
PTO	01/01/2025	80.00	40.00	16.00	24.00	80/Yearly	0.00	80.00	•••
Accrual Year 01/01/2024 - 01/01/2025									
Sick	01/01/2025	16.00	8.00	8.00	0.00	16/Yearly	0.00	[illegible]	
Accrual Year 01/01/2024 - 01/01/2025									

View History

Execute Accrual Rule

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Accrual History

Accruals

← Accruals History

Employee: Test Employee
Time Off: PTO

Page 1 of 2 1 - 15 of 20 Rows Current: [System]

		Added	Transaction Type	Range	Hours Authorized	Hours Taken	Days Authorized	Days Taken	Updated To Date	Co
		10/16/2024 02:49p	Manual Information Modification	12/31/2024	8.00	-	1.00	-	01/01/2025	wc pa
		10/15/2024 02:28p	Manual Information Modification	12/31/2024	8.00	-	1.00	-	01/01/2025	giv
		10/15/2024 02:05p	Manual Information Modification	12/31/2024	8.00	-	1.00	-	01/01/2025	ad of
		10/15/2024 12:15p	Time Entry	11/20/2024	-	8.00	-	1.00		
		10/15/2024 12:15p	Time Entry	11/19/2024	-	8.00	-	1.00		
		10/15/2024 12:15p	Time Entry	11/18/2024	-	8.00	-	1.00		
		10/15/2024 12:14p	Time Entry (Deleted)	07/04/2024	-	-8.00	-	-1.00		

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Accrual History (continued)

- Transaction Type
  - *Manual Information Modification*: a user manually modified the accrual.
  - *Time Entry*: the timesheet entry for used time off.
  - *Manual Accruals Execution*: accrual rules were automatically run by another user.
  - *Automatic Accruals Execution*: accruals were auto-run according to the rules in the accrual profile.
  - *Carry Over Rule Prev Year Adjustment*: the system removes time according to the carry over rules.
  - *Carry Over Rule*: the system applies/reapplies time according to the carry over rules.

Accrual History (continued)

- Range: the date range for which the transaction was done.
- Hours Authorized: the hours added/removed from the balance.
- Hours Taken: hours included in taken history
- Updated To Date: the date that the accruals are updated through.
- Comment: the notes added when a manual modification was done.
- Created By: the user that performed the transaction.

Accrual History: Carry Over

- Carry over settings will be applied before new time is accrued. It will remove all time, then show a separate line for the authorized amount of carry over.
  - You can set a limit on the amount of carry over an employee can have

Added	Transaction Type	Range	Hours Authorized
03/18/2024 12:53a	Automatic Accruals Execution	03/18/2024 - 03/18/2025	200.00
03/18/2024 12:53a	Carry Over Rule	03/18/2024	48.00
03/18/2024 12:53a	Carry Over Rule Prev Year Adjustment	03/18/2024	-48.00

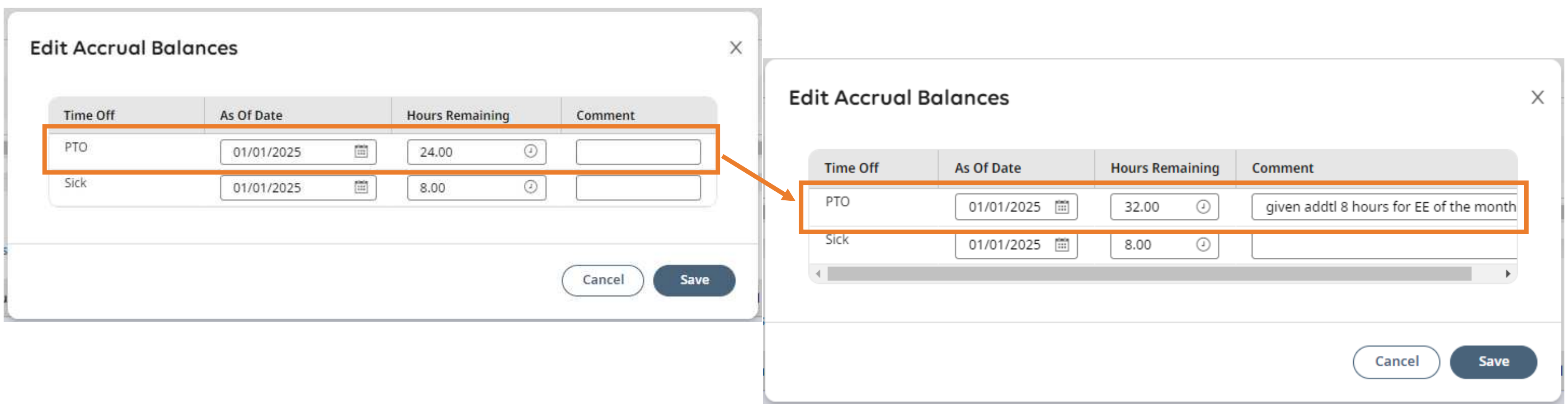
Accrual History: Carry Over (continued)

- If time is accrued each pay period, the carry-over will split the pay period.
  - In this example, the accrual year is 1/1. Time is accrued for the pay period begin to 1/1, carry over is applied, then the rest of the time is accrued for 1/1 to the pay period end.

Added	Transaction ...	Range	Hours Autho...
04/16/2024 08:52a	Manual Accruals Execution	01/01/2024 - 01/07/2024	0.86
04/16/2024 08:52a	Carry Over Rule Prev Year Adjustment	01/01/2024	-16.05
04/16/2024 08:52a	Manual Accruals Execution	12/24/2023 - 01/01/2024	0.77

Editing Accrual Balances

- Accruals Widget > Actions Button > Edit Balances
  - The current balances and current updated to dates will display.
  - Considering the current balance, add or subtract the hours that you wish to manually modify.
    - For example, if the employee has 24 hours available and you wish to add 8, you will change the Hours Remaining to 32.
  - Enter a comment for the modification, then save.



Accrual Balances Report

- Shows current balances as of the day the report is being run

Grouped By	Accrual Profile	Time Off	Updated To Date	Hours Earned YTD	Hours Taken YTD	Hours Scheduled
Employee Test, Employee				112.00	48.00	24.00
	Hourly	PTO	01/01/2025	96.00	40.00	24.00
	Hourly	Sick	01/01/2025	16.00	8.00	-
Employee Test, Admin				96.00	72.00	
	Hourly	PTO	01/01/2025	80.00	72.00	-
	Hourly	Sick	01/01/2025	16.00	-	-
Employee Test, Manager				242.84		
	Hourly	PTO	01/01/2025	242.84	-	-
	Hourly	Sick		-	-	-

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Accrual Balances As Of Date Report

- Menu > Team tab > Accruals > Balances As Of Date
- This report can be used to compare employees' balances between two separate dates
  - Looks up-to, but not including the second date. If you'd like to compare balances from 01/01/2024 to 12/31/2024, the second date would need to be entered as 01/01/2025
  - Pro-rates the employees' accruals to match how much the employee would have based on the date you enter

Accrual Balances As Of Date Report (continued)

- Status – determines if there is/was an error running the accruals balance
- Authorized – how much time the employee has/had in their bank
- Taken – how much time off was used
- Remaining – how many hours are left after time off is taken

Status (Day 1)	Authorized On Day 1	Taken On Day 1	Remaining On Day 1	Status (Day 2)	Authorized On Day 2	Taken On Day 2	Remaining On Day 2
=	=	=	=	=	=	=	=
OK	19.67	-	19.67	OK	73.22	64.00	9.22
OK	3.93	-	3.93	OK	14.64	8.00	6.64
OK	19.67	-	19.67	OK	73.22	72.00	1.22
Invalid Accruals State	-	-	-	OK	236.07	-	236.07
Missing Updated To Date	-	-	-	Missing Updated To Date	-	-	-

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Live Demo

- Accrual Balances
- Manually modifying balances
- Accrual Balance as of Date
  - Viewing prorated accrual time based on an employee's termination
  - Viewing expected accrual time for a date in the future

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Understanding HR Services: How MP Delivers Solutions for Your HR Needs

Paul Carelis, PHR

VP of HR & Client Services

MaryJane Steward

Jen Serei

Amanda Leonardi

Andra Michaelan

Sharon Hui

Meg Olivastri

Melissa Brown

Emily Magrini

Michael Garcia

Chief Revenue Officer

Audrey Andres

Customer Success Manager

Audrey has 16 years of experience as a HR professional in the Payroll, HCM, and HR industry. She specializes in empowering businesses of all sizes to elevate their HR operations by leveraging Out-Sourced HR services to navigate compliance complexities, enhance the employee-employer relationship and establish themselves as employers of choice.

She takes great pride in fostering meaningful partnerships with her clients, where she is seen as a trusted advisor, delivering tailored solutions to their needs. She has been at MP for the last 3.5 years, where she runs the Customer Success and Outsourced Recruitment divisions. Audrey stays abreast of the continually evolving HR landscape and trends, leveraging this knowledge to help her clients.

Carrie Kirvin

Customer Success Manager

Carrie joined MP-HR 2 years ago as a Customer Succes Manager, focusing on expanding MP's human resource consulting and advanced technology offerings to clients. With a deep understanding of both Human Resources and Sales, Carrie brings a unique perspective to the world of HCM sales consulting. Over the years, Carrie has refined her skills in tailoring solutions that marry the intricacies of HR needs with the efficiency of sales strategies. Carrie's career comprises of over 15 years in HR consulting roles providing comprehensive HR solutions to business as well as an additional 10 years in traditional HR roles for rapidly growing workers compensation company and financial services company

AGENDA

- History of MP HR Services
- Highlights of the offering
- What clients have to say
- Case studies
- Q&A

Compliance

Strategic Partner

Training & Development

What's Included

Compliance

Our primary focus is to ensure that our clients remain informed and compliant with federal, state, and local labor laws.

Why Compliance Matters:

- Employees who are managing the In-house HR function often find themselves juggling multiple roles, making it challenging to stay updated on the ever-changing landscape of labor laws. We've got them covered!

Compliance

What We Do:

- Provide regular communications to keep clients informed of law updates.
- Assist in handbook creation and updates.
- Review job descriptions.
- Ensure required labor law posters are up to date.
- Assess risk in employee relation situations.
- Analyze court and agency rulings for changes in precedent

Our Commitment:

- Continuous education ensures that we are up-to-date with the latest regulations.
- We're always ready to provide clients with the best advice to protect their company, even in complex or unique situations.

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Strategic Partner

Our second pillar represents the role of a **Strategic Partner** that acts as an additional resource for brainstorming and building, as well as optimizing our clients' HR infrastructure.

What is a Strategic Partner?
We offer an extra set of hands and fresh perspectives to assist you in navigating the complexities of HR.

HR matters often involve navigating through gray areas. We're here to serve as our clients sounding board, providing a safe space to discuss and explore our thoughts and ideas.

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Strategic Partner

Collaborative Solutions:

- Need to refresh your onboarding and orientation plan? Review your compensation strategy or how you measure performance? Let's collaborate on it! We work with our clients to create tailored solutions that meet their specific needs.

Training & Development

Our third pillar focuses on **Training and Development** for our client's leaders, employees, and managers, providing comprehensive support in various HR areas such as:

- Management
- Giving and Receiving Feedback
- Improving Engagement
- Harassment

Training & Development

Our aim is to support our client's continuous development by enhancing the skills, capabilities, and effectiveness of their leadership team and people.

HRP Solutions:

- Design and deliver training programs tailored to our client’s needs.
- Develop performance management templates to enhance efficiency and productivity.
- Conduct in-depth evaluations of how progressive discipline is managed, ensuring fair and effective outcomes.

What's Included?

- Virtual and telephonic HR support with a SHRM certified HR expert
- Audit of HR practices
- Employee handbook reviews and updates
- Custom employee engagement surveys
- Salary benchmarking
- Custom HR forms and templates
- Compensation and work policies

- Proper employee classification
- Developing non-discriminatory job descriptions
- Assistance sourcing quality job candidates
- Proactive review of compliance laws
- Guidance on administration of new laws and polices
- Assistance leveraging HCM for HR success

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Case Studies

Case Study

Landscaping Company: 25 Employees

- All workers classified as Independent Contractors
- Examined situation, created job descriptions
- Developed reclassification strategy
- Communication plan
- Employee workshop
- Assistance with IRS amnesty program

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Case Studies

Brewery: 40 employees

- Owners who know beer, but don't know HR
- Developed onboarding resources for new hires
- Helped design a valid and compliant tip pool program, also ensuring compliance with the 80/20 rule
- Growth created need for new managers, was able to promote from within and take advantage of MP management training series
- COVID-19: Assisted with PPP and ERTC program eligibility

Case Studies

Restaurant Group: 60 employees

- Needing an HR Manager
- Was able to hire a junior-level HR person at significant savings
- HR partner developed a training curriculum to build skills
- HR manager promoted within 12 months
- Other high value items
  - Assistance with ACA compliance and filing once subject
  - Harassment training
  - Investigation training and support

Case Studies

Tech company: 110 employees

- Organization grew quickly and did not change policies from the start
- Developed policy and training compliance based on size:
  - FMLA
  - EEO-1
  - ACA
- Updated handbook and compliance items to include 10 additional states where remote workers were located
- Pay equity audit and compensation surveys
- Employee engagement surveys
  - Follow up strategy and execution

Case Studies

Manufacturer: 250 employees

- Existing but overwhelmed HR team
- Full-scale I-9 audit, passed DHS inspection
- Reclassification of previously exempt workers
- Benefits survey
  - Discovered that employees wanted a high deductible option, transportation benefits. Was able to eliminate expensive offerings that were unpopular

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Thank you!

We look forward to partnering with you!

mp-hr.com

REPORTS IN ELEMENTS

AGENDA

- Report Hub
- Commonly Used Reports
- Adding and Removing Columns
- Editing and Filtering Reports
- Saving and Sharing Reports
- Live Example

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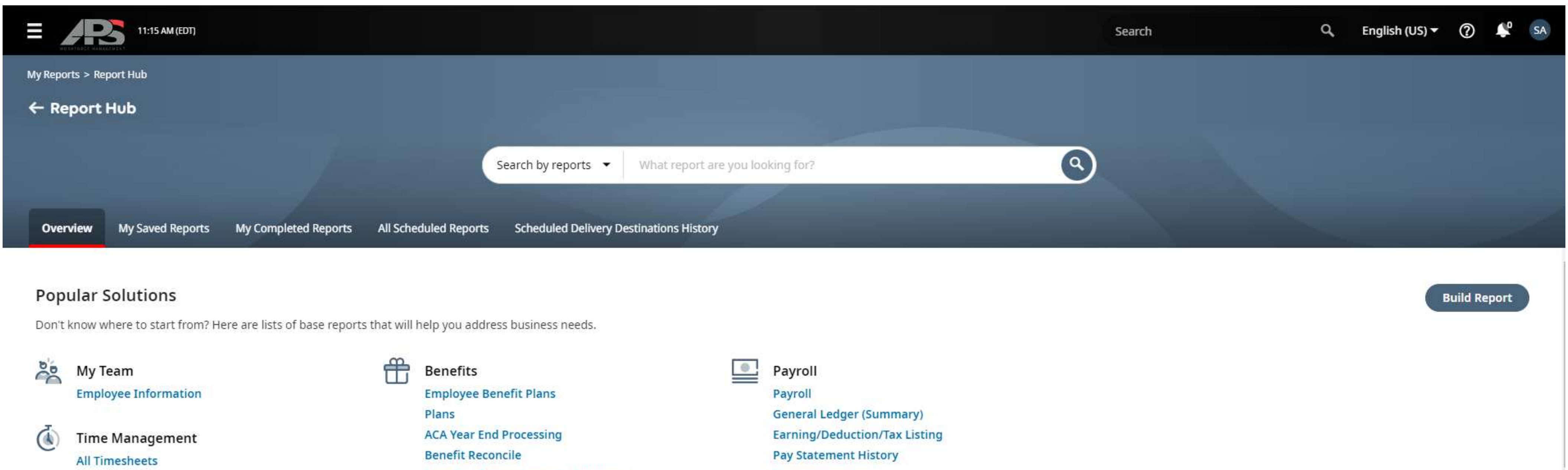
Report Hub

- Menu > My Info Tab > My Reports > Report Hub
  - Reports are split into different system categories to help you find the data you need
  - You can search by reports or columns



Reports to start with

- Payroll Register by PST
- Earning/Deduction/Tax Listing
- Scheduled Deductions
- Tax Documents
- Retirement Plan Summary or Detail
- Employee Information
- Base Compensation History
- Detailed Hours
- Accrual Balances
- All Timesheets

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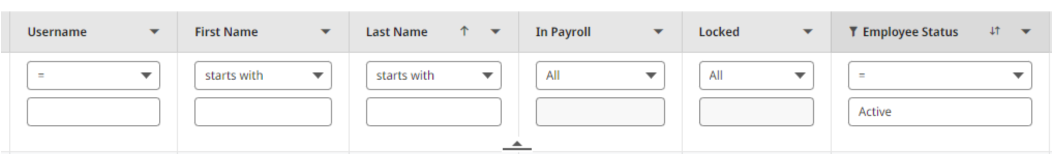
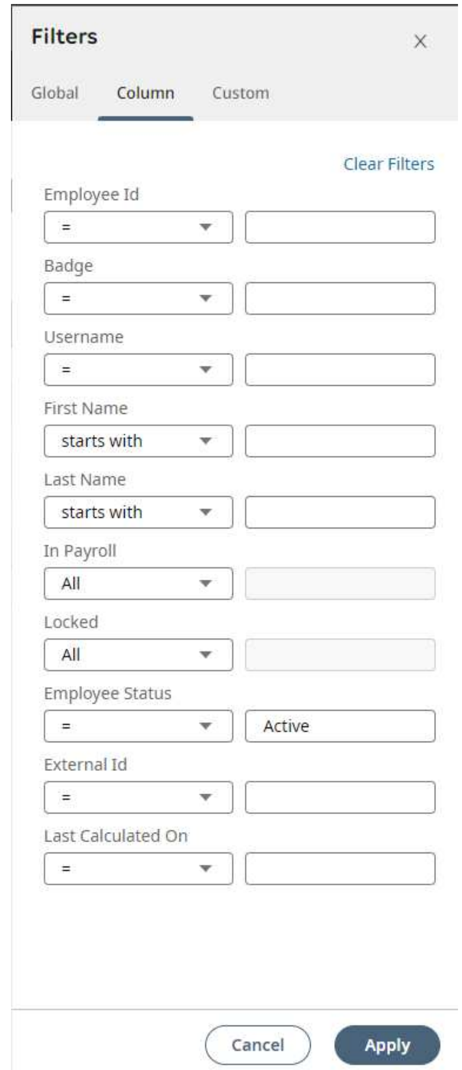
Adding and Removing Columns

- Click on the second ellipses (...) in the upper right-hand corner.
- Select Add/Remove Column from the drop-down menu.
- When searching for columns start with one word (i.e., Amount, Rate, or Employee).

Filtering Reports

- Look for the Filter symbol in the top right corner and select Column or click the down arrow near the center of the report





Column Filters Key

Numeric

- Equal (=) - searches for an exact match of the data
- Not equal (!=) - filters out exact matches of the data
- Greater Than (>)
- Less Than (<)
- Greater Than or Equal to (>=)
- Less than or equal to (<=)
- Is null – filters out data from the column
- Is not null – filters out empty data from the column
- Between -
    - use a comma or semi-colon (;) as separator
- Not between -
    - use a comma or semi-colon (;) as separator

Column Filters Key (continued)

String

- Starts with – the name/value of the column "starts with"
- Not starts with – the name/value of the column does <u>not</u> "start with"
- In – used to search multiple values in a column
  - use a comma or semi-colon (;) as separator
- Not in – used to filter out multiple values in a column
  - use a comma or semi-colon (;) as separator
- Like – filters for content that partially matches the search
  - Example: searching "like: medical" for a benefit plan named Medical PPO
  - May include additional similar content, such as Medical HMO
- Not Like – filters out content that partially matches the search

Column Filtering (continued)

- To filter by Ascending or Descending data, you can click on the up and down arrows
- Can Group or Ungroup Information
  - mainly used for grouping data by employee.

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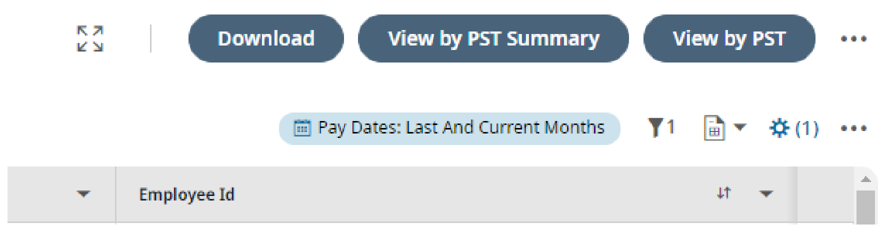
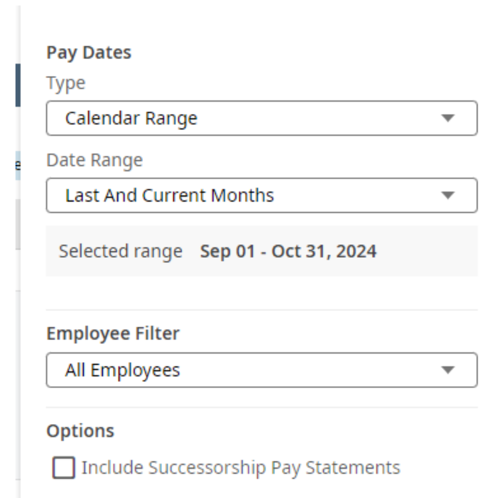
Filtering for Dates

- Not all reports can filter by date
- If the report can be filtered by date, you will see a light blue button in the top right corner of the report
  - Click on the button to open the filters menu





Filtering for Dates (continued)

- Type
  - Calendar Range – offers dynamic date ranges to work with
    - Can set reports to filter for today, last month, this quarter, this year, etc.
  - Date Range – goes off a specific date or date range
  - Payroll Reports vs Time Reports
    - Most reports, primarily payroll reports, will work off check dates
    - Time reports will work off pay period dates

Filtering for Dates (continued)

- Type (continued)
  - Expression – can create a dynamic filter for a specified time period
    - Example: Date From Add Days(Today(),-21), Date to Today()
    - This would show you a report that includes data from 21 days prior to today

Time > Reports > Time Allocation > Detailed Hours

Detailed Hours

Page 1 of 3 1 - 10 of 24 Rows Current: [System] Expression: 09/25/2024 - 10/16/2024 1

Employee Id	First Name	Last Name	Date	Start	End	Hours	Timesheet Start	Timesheet End	Comment	Is Time Off	Department Full Path
4	Test	Employee	10/16/2024	09:00a	05:00p	8.00	10/12/2024	10/25/2024			Operations
4	Test	Employee	10/15/2024	09:00a	05:00p	8.00	10/12/2024	10/25/2024			Operations
4	Test	Employee	10/14/2024	09:00a	05:00p	8.00	10/12/2024	10/25/2024			Operations
4	Test	Employee	10/11/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/10/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/09/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/08/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/07/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/04/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
4	Test	Employee	10/03/2024	09:00a	05:00p	8.00	09/28/2024	10/11/2024			Operations
Page Total						80.00					
Report Total											

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Saving and Sharing Report Views

- Click on the second ellipses (...) in the upper right-hand corner.
- Saving a new Version of a report select Save View As.
- Saving changes to existing report view select Save View.
- Pop up window will provide the option to share the report will all employees or specific employees.
    - If another user is searching for a report that has been shared with them, they will need to toggle on "Others' Settings" in their My Saved Reports view.

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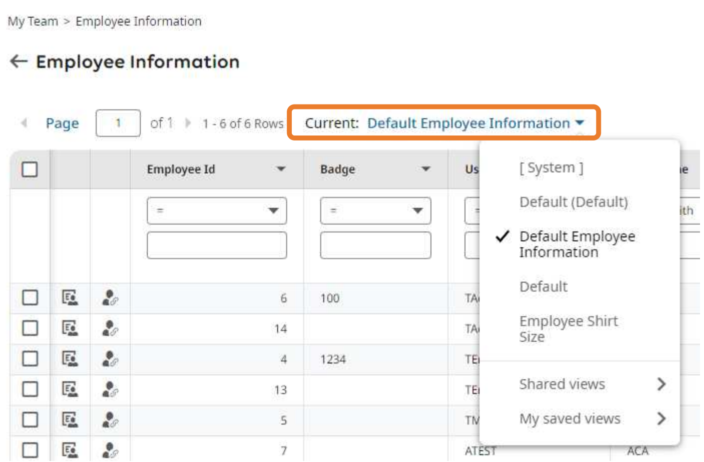
Changing Report Views

- In the top left corner of the report, select the blue text next to Current:
    - This will bring up a drop-down menu with the most recently accessed views of the report. You can click Shared Views or My Saved Views to see more versions that you have created or that have been shared with you



Live Example

- You're needing a report for a Workman's comp audit. The report needs to include:
  - Names
  - SSNs
  - Gross Wages
    - Overtime, sick, vacation, bonuses, reimbursements, etc.
  - Gross Deductions
    - Medical, Dental, Vision
  - WC Codes
  - Department
  - Tax Records
    - The data needs to be for the previous year, for 07/01/2024 - present, and the past 21 days

Bonus & End of Year (EOY) Review

AGENDA

- Bonuses
  - Bonus Run Checklist
  - Gross Up vs Standard Calculations
  - Taxes
- APS End of Year Process Form

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Bonuses

- You may enter the bonuses, or you can have APS enter them for you.
- If APS enters the bonus for you, you'll need to complete the Bonus Run Checklist, which will provide APS with the information needed to process the bonuses. You'll also need to provide the employees and bonus amounts for each.
  - If APS enters the bonuses for you, you'll incur a Bonus Surcharge Fee, which is a $5 base fee + $0.50/paid employee.
  - If you enter the payroll data, no bonus fee is incurred.

Bonus Run Checklist

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Bonus Run Checklist

Client # ________________ Client Name ____________________________

1. Requested by: ____________________________
2. Check date _____/_____/_____ (period BEGIN __________ period END__________)
3. Who will be entering the Bonus data? Client or APS (please circle)
4. Federal Taxes: ☐ 22% Supplemental Rate (See page 2)
   ☐ Regular check
   ☐ Aggregate (See page 2)
   ☐ Other ___________________
5. Is the amount a Gross (amt. prior to taxes & deductions) or Net (amount EE receives on pay statement)?
6. Deduct 401(k)/SIMPLE; 403b; Roth? ____________________
7. Block deductions? _______________________
8. Block direct deposit? _____________________
9. Print message on checks? __________________________________
10. When should EE's be able to view stubs on ESS (when processed, day before, day of)?
11. Other instructions? ______________________________________
12. Pick Up, USPS, Courier, or FedEx? _____________________
13. *Run with regular payroll on same pay statement (will appear on YTD) _____
    *Run with regular payroll on separate pay statement (will appear on YTD) _____
    *Create a separate payroll run? ___________________

If Direct Deposits are over $100K – requires fund to be wired.

Cost for Bonus payroll is your base fee for payroll plus the Bonus Surcharge of $5.00 plus $0.50 per pay statement.

Signature ______________________________ Date ________________

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Bonus Run Checklist

1. **Requested By**: must be requested by an authorized contact
2. **Check Date**: the date you wish checks to be dated or direct deposits to be deposited.
    - **Period begin and end dates**: the dates we can assign as the pay period for the bonus
3. **Who will be entering the bonus data**: Client or APS (circle one)

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Bonus Run Checklist (continued)

4. Federal Taxes:

- o 22% Supplemental Rate
- o Regular check
- o Aggregate
- o Other

5. Is the amount a gross (amount prior to taxes/deductions) or net (amount employee receives on pay statement): if APS is entering the data, did you provide the amount *before* taxes or the amount that you'd like the employee to receive?

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Bonus Run Checklist: Taxes

- These only apply to **<u>Federal Taxes</u>**
- 22% Supplemental Rate
  - Example: $5,000 gross bonus (no deductions)
  - $5,000 * 22% = $1,100 in Federal Income tax withheld
- Regular Check
  - Going to tax just like the employee's regular paycheck with their federal tax settings on file in the system
- Other
  - If an employee(s) wants to have a flat amount withheld, that could be listed here. Please make it clear that the flat amount is for that individual(s) and not all employees.

Bonus Run Checklist: Taxes (continued)

- Aggregate
  - Take the most recent paycheck's total taxable wages for FIT + bonus amount to be paid and calculate the amount of tax to be withheld on that combined payment. Then, subtract what was withheld on the most recent paycheck and you're left with what should be withheld on the bonus, according to the aggregate taxation method.

Bonus Run Checklist: Taxes (continued)

- Example: Most recent paycheck has $2,000 in FIT taxable wages, bonus to be paid is $5,000, W-4 is Married Filing Jointly, $2,000 in dependent credits, and nothing in box 4a, 4b, or 4c.
  - Combined taxable wages are $7,000, FIT to be withheld on a $7,000 payment is $835.46.
  - Most recent $2,000 taxable wage paycheck had $10.77 in FIT withheld.
  - $835.46 - $10.77 = $824.69 FIT to be withheld on the $5,000 bonus check.

*Tax withheld will vary based on the employee's tax settings. Amounts provided are for the example ONLY.

Bonus Run Checklist: Gross Up vs Standard Check

- Gross Up

#13 - Test Employee

Earnings

	Current
Bonus	7,181.55
Gross Pay	**7,181.55**

Taxes Withheld

	Taxable	Taxable YTD	Current
FIT	7,181.54	7,181.54	1,321.20
FICA	7,181.54	7,181.54	445.26
MEDI	7,181.54	7,181.54	104.13
SIT:IN	7,181.54	7,181.54	219.04
Tippecano	7,181.54	7,181.54	91.92
Total			**2,181.55**

Net Pay	**5,000.00**
Check	5,000.00

- Standard

#4 - Test T. Employee
Operations

Earnings

	Current
Bonus	5,000.00
Gross Pay	**5,000.00**

Taxes Withheld

	Taxable	Taxable YTD	Current
FIT	5,000.00	5,000.00	395.46
FICA	5,000.00	5,000.00	310.00
MEDI	5,000.00	5,000.00	72.50
SIT:IN	5,000.00	5,000.00	151.33
Tippecano	5,000.00	5,000.00	63.51
Total			**992.80**

Net Pay	**4,007.20**
Check	4,007.20

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Employer Liability Example: Gross Up vs Standard Check

- Gross Up
  - Net payment: $5,000
  - Total Employee Tax: $2,181.55*
  - Total Employer Tax: $497.53

- Total Liability: $7,679.08

*will vary based on employee tax settings

#13 - Test Employee

Earnings

	Current
Bonus	7,181.55
Gross Pay	**7,181.55**

Taxes Withheld

	Taxable	Taxable YTD	Current
FIT	7,181.54	7,181.54	1,321.20
FICA	7,181.54	7,181.54	445.26
MEDI	7,181.54	7,181.54	104.13
SIT:IN	7,181.54	7,181.54	219.04
Tippecano	7,181.54	7,181.54	91.92
Total			**2,181.55**

Net Pay	**5,000.00**
Check	5,000.00

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Employer Liability Example: Gross Up vs Standard Check

#4 - Test T. Employee
Operations

Earnings

	Current
Bonus	5,000.00
Gross Pay	**5,000.00**

Taxes Withheld

	Taxable	Taxable YTD	Current
FIT	5,000.00	5,000.00	395.46
FICA	5,000.00	5,000.00	310.00
MEDI	5,000.00	5,000.00	72.50
SIT:IN	5,000.00	5,000.00	151.33
Tippecano	5,000.00	5,000.00	63.51
Total			**992.80**

Net Pay	**4,007.20**
Check	4,007.20

- Standard Check
  - Net Payment: $4,007.20*
  - Total Employee Tax: $992.80*
  - Total Employer Tax: $382.50
- Total Liability: $5,382.50

*will vary based on employee tax settings

Employer Liability Example: Gross Up vs Standard Check

- Gross Up
  - Net payment: $5,000
  - Total Employee Tax: $2,181.55*
  - Total Employer Tax: $497.53

- Total Liability for one employee: $7,679.08
- Total Liability if 10 employees are paid: $76,790.80

- Standard Check
  - Net Payment: $4,007.20*
  - Total Employee Tax: $992.80*
  - Total Employer Tax: $382.50

- Total Liability for one employee: $5,382.50
- Total Liability if 10 employees are paid: $53,825.00

*will vary based on employee tax settings

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Bonus Run Checklist (continued)

6. Deduct 401k/Simple/403b/Roth: would you like retirement deductions taken from the bonus check?

7. Block deductions: would you like all other deductions blocked? (This could include insurance premiums, uniform deductions, etc)

8. Block direct deposits: blocking direct deposits would produce a paper check.

9. Print message on checks: would you like a special message printed on the pay stub?

Bonus Run Checklist (continued)

10. When should employees be able to view stubs on ESS: would you like employees to be able to view the pay stub on the day that the payroll is processed, day before the check date, or day of the check date?

11. Other instructions: list any special instructions here.

12. Pick up, USPS, courier, or FedEx: please specify how you'd like to receive the paper checks (if applicable) and/or reports (if printed).

Bonus Run Checklist (continued)

13. Run with…

- Regular payroll on same pay statement: will appear with their regular paycheck
- Regular payroll on separate pay statement: will appear on a second pay statement in the regularly scheduled payroll
- Create a separate run: will be paid on its own pay statement in its own payroll

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Bonus Run Checklist (continued)

- A few additional notes...
  - If direct deposits will be $100,000 or more, APS requires you to wire the funds to us.
  - If you are running bonuses on a separate payroll, you will incur the fees for the out of cycle payroll.
  - Regardless of whether the bonus is run on a separate payroll or with your regular payroll, if APS is entering the bonus data, the bonus surcharge of $5.00 + $0.50/PST will apply to all bonuses.
  - Keep in mind... if you hand-write checks or give cash to your employees, these must be recorded as manual gross-up checks in the system.

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APS EOY Process Form

- APS begins processing W-2s on **01/02/2025**.
- Information and EOY billing items are listed on the first page.
  - W-2/1095 Generation: the cost for APS to simply create the form.
    - $5/form, minimum of $50.
  - W-2/1095 Printing: the cost for APS to print the form on W-2/1095 paper.
    - additional $1/form (making each form $6)
  - Shipping: the cost to ship your printed forms. Price varies depending on shipping option.
    - Options: Mail to EE address OR FedEx/UPS ship to company address

2024 Year End Process Form

Please note that APS will begin processing W2's on January 2nd, 2025

Client ID:

Company:

Please answer the questions on the back of this form. Sign and return it along with any adjustments to **aps@apswfm.com** (or via fax 765-463-0588) by Friday **December 13th, 2024**. If the form is not received by December 13th, APS will proceed with generating your W2's beginning January 2nd, 2025.

If your 4th Quarter returns or W2's needs to be redone, due to the delayed or inaccurate submission of year-end adjustments, additional fees will be incurred. If you are unsure of the answer to any of these questions, please contact your accountant.

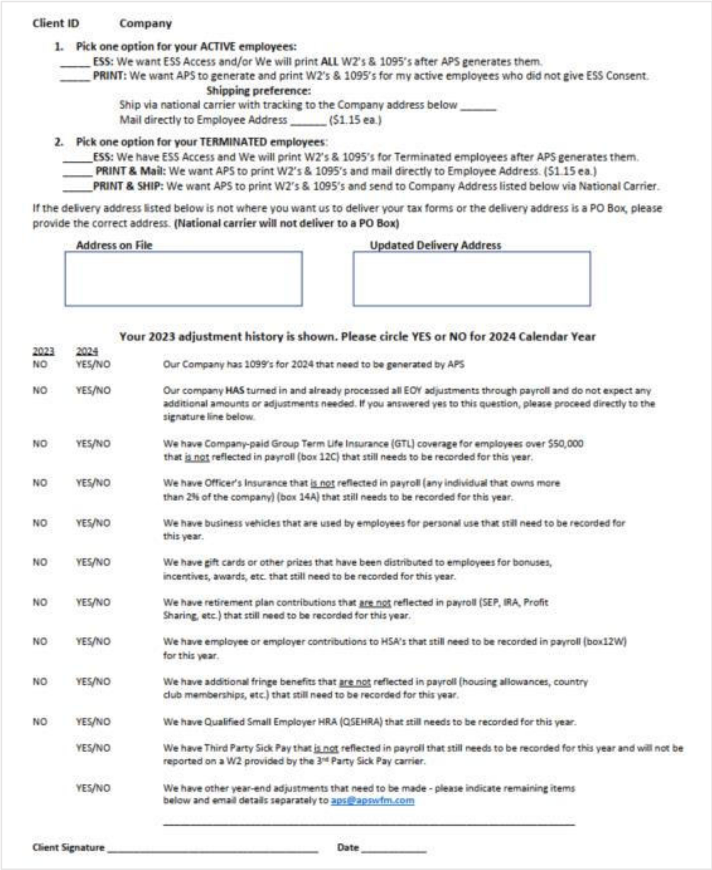
Any additional 2024 year-end adjustments dated December 31st, 2024, that will increase the taxes owed to any government jurisdiction must be sent to APS **no later than January 2nd at 10:00 a.m.** to ensure timely payment and filing. If you owe more than $100,000 in Federal Taxes, the payment will be due January 2nd, 2025. Federal and state W2 filings are due **January 31st, 2024.**

*****PLEASE NOTE: If you have any handbook policy changes, custom form updates or accrual policy changes that need to be updated effective for January 2025, APS will need those updates by December 1st, 2024, MP this amin order to have them re-configured and in place by January 1st.*****

Generate W2's & 1095's		
APS create/generate W2's & 1095's with ESS Access and/or you print all forms		$5/form, minimum of $50
Generate & Print W2's & 1095's		
APS create/generate and print copies on W2 and 1095 paper		$6/form
Shipping (in addition to the cost to generate forms)		
APS Ship packages of all printed W2's & 1095's to employer address via National Carrier with tracking:	1-150 forms 151-250 forms 251+ forms	$12 $25 $40
APS to mail each W2 & 1095 to the employee's address		$1.15/form

APS EOY Process Form

- Select how you'd like to receive W-2s and 1095's (if applicable) for your active employees and terminated employees.
- Current company delivery address will be listed; any updates can be provided in the "updated address" box.
- Indicate whether you have any EOY adjustments. Your prior year selection will be listed in the 2023 column.



Client ID **Company**

1. **Pick one option for your ACTIVE employees:**
   _____ **ESS:** We want ESS Access and/or We will print **ALL** W2's & 1095's after APS generates them.
   _____ **PRINT:** We want APS to generate and print W2's & 1095's for my active employees who did not give ESS Consent.
   Shipping preference:
   Ship via national carrier with tracking to the Company address below _____
   Mail directly to Employee Address _____ ($1.15 ea.)
2. **Pick one option for your TERMINATED employees:**
   _____ **ESS:** We have ESS Access and We will print W2's & 1095's for Terminated employees after APS generates them.
   _____ **PRINT & Mail:** We want APS to print W2's & 1095's and mail directly to Employee Address. ($1.15 ea.)
   _____ **PRINT & SHIP:** We want APS to print W2's & 1095's and send to Company Address listed below via National Carrier.

If the delivery address listed below is not where you want us to deliver your tax forms or the delivery address is a PO Box, please provide the correct address. **(National carrier will not deliver to a PO Box)**

Address on File	Updated Delivery Address

Your 2023 adjustment history is shown. Please circle YES or NO for 2024 Calendar Year

2023	2024	
NO	YES/NO	Our Company has 1099's for 2024 that need to be generated by APS
NO	YES/NO	Our company **HAS** turned in and already processed all EOY adjustments through payroll and do not expect any additional amounts or adjustments needed. If you answered yes to this question, please proceed directly to the signature line below.
NO	YES/NO	We have Company-paid Group Term Life Insurance (GTL) coverage for employees over $50,000 that is not reflected in payroll (box 12C) that still needs to be recorded for this year.
NO	YES/NO	We have Officer's Insurance that is not reflected in payroll (any individual that owns more than 2% of the company) (box 14A) that still needs to be recorded for this year.
NO	YES/NO	We have business vehicles that are used by employees for personal use that still need to be recorded for this year.
NO	YES/NO	We have gift cards or other prizes that have been distributed to employees for bonuses, incentives, awards, etc. that still need to be recorded for this year.
NO	YES/NO	We have retirement plan contributions that are not reflected in payroll (SEP, IRA, Profit Sharing, etc.) that still need to be recorded for this year.
NO	YES/NO	We have employee or employer contributions to HSA's that still need to be recorded in payroll (box12W) for this year.
NO	YES/NO	We have additional fringe benefits that are not reflected in payroll (housing allowances, country club memberships, etc.) that still need to be recorded for this year.
NO	YES/NO	We have Qualified Small Employer HRA (QSEHRA) that still needs to be recorded for this year.
	YES/NO	We have Third Party Sick Pay that is not reflected in payroll that still needs to be recorded for this year and will not be reported on a W2 provided by the 3rd Party Sick Pay carrier.
	YES/NO	We have other year-end adjustments that need to be made - please indicate remaining items below and email details separately to aps@apswfm.com

____

Client Signature ______________________ **Date** __________

Common EOY Adjustments

- 1099s
- Company-paid GTL (over $50,000)
- Officer's Insurance
- Business Vehicles
- Gift cards or prizes
- Retirement plan contributions
- HSA contributions
- Fringe benefits (Housing allowances, memberships, etc)
- QSEHRA
- 3rd Party Sick Pay

*please note that these are only for items that have not been previously recorded in payroll

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APS EOY Process Form – Contact Updates

- Current company contacts for each of the fields will be listed in the "current" column.
- Any updates to contacts and/or information changes can be listed in the "new company contact" column.
- Additional contacts NOT currently listed can be provided on the lines below.

Please take a moment to verify that we still have up-to-date company contacts for the areas listed below and that the telephone numbers and email addresses are correct. We are unable to assist anyone that is not listed as an authorized contact. Any request that comes from an unauthorized contact will be redirected back to the company's primary contact.

Please provide/ Update a Pin# for each authorized contact. We will use these for verification purposes when you or the other contacts calls in.

	Current Company Contact	New Company Contact
Primary Contact Pin #____		
Technical (Help/Support) Contact Pin #____		
Business (Sales/Marketing) Contact Pin #____		
Admin (Billing/Accounting) Contact Pin #____		
HR Contact Pin #____		
Payroll Contact Pin #____		
New Hire Reporting Contact Pin #____		

If there are any other company contacts that you would like to have for your company that are not currently listed here, please list them below along with the access they can have. This could be a CPA or accountant, or someone who is able to pick up payroll but does not have full system access.

____

____

____

____

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Electronic Consent

- Employees can elect to receive their W2/1095 electronically in Elements
- You <u>cannot</u> force employees to consent or set electronic copies to be the default. You <u>must</u> provide a paper copy if the employee does not provide consent
- When an employee is terminated, they lose access to the system and cannot access their W2 electronically even if prior consent was given