

# Year-End Guide 2024



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# A Message from Jason Roth, Founder & President

Dear Valued Client,

I want to express my heartfelt gratitude for your continued loyalty and wish you a happy holiday season and a successful year-end! Payroll Experts is a family-owned business, and your support means everything to us!

As 2024 comes to a close, we look back on another exciting year that brought many opportunities and challenges. Our team at Payroll Experts continues to make every effort to improve our solutions and support to benefit our valued customers, partners, and employees.

I am thrilled to share that we experienced healthy growth of nearly 20% in 2024 and that most of our growth has come from new clients joining the family.

Here are some other key highlights from our efforts YTD:

- As established experts with decades of experience in payroll and workforce management solutions, it was an honor to be asked to speak as subject matter experts at UKG's annual partner community workshop this year. We have also been called upon by several in the banking industry to discuss Treasury Management as it relates to Payroll Processing.
- We have created a new position to enhance our level of service: Client Success Manager. This role is designed to advocate for clients and work with them to evaluate the health of their workforce management.
- We continue to perform annual SOC and NACHA audits, which help us ensure that we have the proper processes and internal controls to adhere to agency requirements and follow our industry's best practices.
- Our partnership with UKG, the premier provider of workforce management solutions, is as strong as ever. They continue to bring groundbreaking and meaningful innovation to the solutions that we deploy and support.

Our Purpose/Cause/Passion is to elevate the people and companies that we work with. We use our unique strengths and expertise to deploy and support workforce management solutions that elevate and enhance your processes and organizational infrastructure. We are honored by the opportunity to work with you to that end in the coming new year!

Here's to a great year-end and a very happy New Year!!

Your Expert,

A handwritten signature in black ink, appearing to read 'Jason Roth', with a stylized flourish at the end.

Jason Roth  
CEO & Founder

# 2024 Year-End Important Dates and Deadlines

## December 6th, 2024

If you want to process special payroll runs for year-end postings, fringe benefits, wage or tax adjustments, please notify Payroll Experts as early as possible. To add unscheduled payrolls to your calendar, please complete and return the "December 2024 Unscheduled Payrolls" form to your Client Support Expert by December 6th, 2024.

## December 25th, 2024, & January 1st, 2025

Payroll Experts will be closed on December 25th in observance of Christmas and January 1st in observance of New Years. These holidays may affect your processing windows, direct deposit windows and timely delivery of your payroll. You may move your processing-day up or check-date back to accommodate. Please notify Payroll Experts in advance if you would like to change processing-dates, check-dates, or delivery-dates. You are welcome to pick up your payroll from your local office the same day it is processed. Additionally, Payroll Experts will be closing early at 12 PM on December 24th and December 31st.

## With Your Last Scheduled Payroll of the Year (No later than December 27th)

Inform Payroll Experts of all employee demographic changes with your last payroll of the year. The final deadline for providing employee changes (like name, address, or SSN) is December 27th. This is to ensure W-2s reflect accurate information. Changes made after December 27th may result in late tax payments and tax return re-run fees.

Payroll Experts will not accept responsibility for penalties incurred due to information updated after this deadline. If you know you will have information to report after December 27th, notify your Client Support Expert as soon as possible and request a delay of processing returns. Delaying quarterly return processing may result in late tax payments, but will not result in re-run fees.

## January 3rd, 2025

All 2024 payroll changes must be submitted to Payroll Experts. Changes made after January 3rd will require amended returns. Amendment fees will apply.



# 2024 Bonus Payroll Processing Requirements & Standard Payroll Processing Timelines

If you are running a bonus payroll that is less than or equal to your normal payroll; you may run within your normal processing window. There is no need to move your processing date forward.

**Any Bonus greater than 10% of your normal payroll (Direct Deposit/Tax Liabilities/Trust) is required to run 96 hours prior to check date or to wire funds. The wire must be received by 10:00 am one day prior to check date.** Your payroll will be processed upon receipt of wire by Payroll Experts. If wire is not received within this timeline, your check date will be pushed to the next business day. Billing will be ACH debited.

**If you have a \$100,000 or greater tax liability you may be required to wire funds to ensure an on time tax payment. A wire must be received by 10:00 am one day prior to check date.** If wire is not received within this timeline, your check date will be pushed to the next business day. Billing will be ACH debited.

- Please be mindful of banking holidays as wires cannot be sent or received on these days.
- All wires received will be billed a \$100 special handling/wire fee in addition to your normal billing.

**If you have not already received your 2025 Unemployment Rate, you will be receiving it soon. Please forward immediately to your Client Support Expert so we can ensure updates are completed promptly.**

## Payroll Experts Wire Information

### *Corporate Customers*

Receiving Financial Institution: **Georgia Banking Company**

ABA/Routing Number: **061019975**

Beneficiary (Further Credit to): **Payroll Experts LLC**

Beneficiary Account Number: **230049761**

Beneficiary Address: **7580 N. Dobson Rd, Suite 200, Scottsdale AZ 85256**

## Standard, Non-Bonus Daily Processing Timeline Reminder:

All payrolls are due by 3:00pm local time for that day's processing. We ask that you submit your out of state payroll by 2:00pm allowing us the time necessary to make delivery cut offs with our vendors.

We thank you in advance for your patience during this extremely busy payroll processing time of the year. Your adherence to our processing timelines and cutoffs is greatly appreciated as it allows us the opportunity to meet your payroll and year end needs in a timely manner.

# December 2024

## Unscheduled Payrolls

For each unscheduled December 2024 payroll, complete and return this page by 12/6/2024.

Company Name:

Company Number:

Payroll Check Date:

Pay-Period Start Date:

Payroll Process Date:

Pay-Period End Date:

If applicable, select any overrides for the unscheduled payroll.

### Tax Override

- ☐ Calculate taxes on standard withholding & standard payroll frequency.

#### For Federal & state tax overrides:

### Federal Tax

- ☐ Use supplemental rate (flat 22% or 37% federal tax depending on YTD earnings)
- ☐ Use this Federal Withholding percent (or dollar amount):
- ☐ Override Federal Withholding to \$0.00

### State Tax

- ☐ Use this State Withholding percent or dollar amount):
- ☐ Override State Withholding to \$0.00

### Frequency Override

Override "Tax Frequency" to:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Annual       | <input type="checkbox"/> Semi-Annual |
| <input type="checkbox"/> Quarterly    | <input type="checkbox"/> Monthly     |
| <input type="checkbox"/> Semi-Monthly | <input type="checkbox"/> Bi-Weekly   |
| <input type="checkbox"/> Weekly       |                                      |

### Direct Deposit Override

- ☐ Do not use any Direct Deposits.  
Print live checks only.
- ☐ If employee has multiple Direct Deposits, use the "Net Direct Deposit" only.

### Earnings & Deductions Override

- ☐ Block scheduled earnings & deductions.
- ☐ Block all scheduled earnings and deductions except for deferred compensation (401k, Roth, etc.).

# Gross Up

For ease in calculating “grossed up” checks, please refer to the chart below.

Net Check	Gross Amount	Social Security	Medicare
\$50.00	\$54.14	\$3.36	\$0.79
\$100.00	\$108.28	\$6.71	\$1.57
\$200.00	\$216.57	\$13.43	\$3.14
\$300.00	\$324.85	\$20.14	\$4.71
\$400.00	\$433.13	\$26.85	\$6.28
\$500.00	\$541.42	\$33.57	\$7.85
\$600.00	\$649.70	\$40.28	\$9.42
\$700.00	\$757.99	\$47.00	\$10.99
\$800.00	\$866.27	\$53.71	\$12.56
\$900.00	\$974.55	\$60.42	\$14.13
\$1,000.00	\$1,082.84	\$67.14	\$15.70
\$1,100.00	\$1,191.12	\$73.85	\$17.27
\$1,200.00	\$1,299.40	\$80.56	\$18.84
\$1,300.00	\$1,407.69	\$87.28	\$20.41
\$1,400.00	\$1,515.97	\$93.99	\$21.98
\$1,500.00	\$1,624.26	\$100.70	\$23.55
\$1,600.00	\$1,732.54	\$107.42	\$25.12
\$1,700.00	\$1,840.82	\$114.13	\$26.69
\$1,800.00	\$1,949.11	\$120.84	\$28.26
\$1,900.00	\$2,057.39	\$127.56	\$29.83
\$2,000.00	\$2,165.67	\$134.27	\$31.40
\$2,100.00	\$2,273.96	\$140.99	\$32.97
\$2,200.00	\$2,382.24	\$147.70	\$34.54
\$2,300.00	\$2,490.53	\$154.41	\$36.11
\$2,400.00	\$2,598.81	\$161.13	\$37.68
\$2,500.00	\$2,707.09	\$167.84	\$39.25
\$2,600.00	\$2,815.38	\$174.55	\$40.82
\$2,700.00	\$2,923.66	\$181.27	\$42.39
\$2,800.00	\$3,031.94	\$187.98	\$43.96
\$2,900.00	\$3,140.23	\$194.69	\$45.53
\$3,000.00	\$3,248.51	\$201.41	\$47.10
\$3,100.00	\$3,356.79	\$208.12	\$48.67

# 2024/2025 Federal Limits & 2025 Tax and Wage Information

Type	2024	2025
401(k)	\$23,000.00	\$23,500.00
401(k) Catchup	\$7,500.00	\$7,500.00
Simple IRA	\$16,000.00	\$16,500.00
Simple Catchup	\$3,500.00	\$3,500.00
HSA Single*	\$4,150.00	\$4,300.00
HSA Family*	\$8,300.00	\$8,550.00
HSA Catchup*	\$1,000.00	\$1,000.00
OASDI Wage Base	\$168,600.00	\$176,100.00
FSA Contributions	\$3,200.00	\$3,300.00
FSA Rollover Min.	\$640.00	\$660.00

\*Please note, if you are utilizing ExpertHR to perform your benefit enrollment through HRBenefits and offer an HSA, you will need to update your HSA contribution limits within your benefit plan profiles.

## 2025 Tax and Wage Information

### Federal Unemployment Tax (FUTA)

- The FUTA tax rate remains unchanged at 0.6% for 2025.
- Some states may require employers to pay additional FUTA amounts due to outstanding/delinquent loans.

### Social Security and Medicare Tax

- \$176,100.00 is the 2025 wage limit for Social Security (OASDI).
- There is no wage limit for Medicare.

An additional Medicare (HI) tax of 0.9% applies to wages in excess of \$200,000.00 for single taxpayers and \$250,000.00 for married filing jointly. There is no employer portion for this tax.

## January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dates in **purple** are non-banking days and therefore are not included in payroll processing days.

Dates in **yellow**, Payroll Experts closes at noon. Processing is required by 11 am.

Dates in **blue**, Payroll Experts and banks will be closed.