

Year-End Guide 2023



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A Message from Jason Roth, Founder & President

Dear Valued Client,

2023 is almost over and another very interesting year has flown by! Dynamic change has clearly become the new normal! Although all that is going on in our communities, the economy and the world can be stressful and challenging, my personal choice has been to focus on the positives and on areas where I have choices and some degree of control.

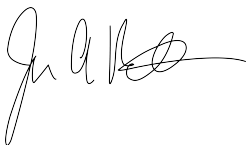
This is Payroll Experts' 5th year since the implementation of EOS and the operating system has served us very well; providing the operating system/structure for clearly defining our goals and core values and systems for setting priorities based on internal and external inputs and taking SMART steps towards building the infrastructure and taking meaningful initiatives that improve the lives of our employees and our clients. A few specifics:

- We achieved our target growth goal with 21% year over year growth in 2023.
- We completed more than a dozen "Rocks", including several that resulted in major Uplifts in our Sales, Support and Implementation Departments (our teams continue to get better at delivering high quality solutions and service to our clients and each other.)
- We added several members to our Support and Implementation Teams, people who exemplify our Core Values and are highly focused on our mission.
- We have developed and deployed a one-of-a-kind, state of the art Treasury Management Platform, years in the making, that will drastically improve all of our treasury functions, including streamlining support and reporting for our clients.
- We completed our 2023 SOC 1, Type 2 audit covering a full 12-month period, as well as a NACHA audit and Bank Reviews with JP Morgan Chase and several other Financial Institutions that we utilize for "client money movement" and were described as "best in class" because of our expertise and overall understanding of Risk Management along with our internal policies and processes designed to protect us and our clients.
- Our primary software Partner, UKG, has again proven to be the premier provider in the HCM Platform space, delivering a multitude of enhancements and new offerings that benefit us and our clients.

I cannot thank you enough! We are incredibly grateful for our internal team and client partners. You are why we do what we do each day!

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

2023 Year-End Important Dates and Deadlines

December 8th, 2023

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 2023 Unscheduled Payrolls" form to your Client Support Expert by December 8th, 2023.

December 25th, 2023, & January 1st, 2024

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.

With Your Last Scheduled Payroll of the Year (No later than December 26th)

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 26th. This is to ensure W-2s reflect accurate information. Changes made after December 26th 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 26th, 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 5th, 2024

All 2023 payroll changes must be submitted to Payroll Experts. Changes made after January 5th will require amended returns. Amendment fees will apply.

2023 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 2024 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: **Axos Bank**

ABA/Routing Number: **122287251**

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

Beneficiary Account Number: **890000084743**

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 2023

Unscheduled Payrolls

For each unscheduled December 2023 payroll, complete and return this page by 12/8/2023.

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 |

2023/2024 Federal Limits & 2024 Tax and Wage Information

| Type | 2023 | 2024 |
|-------------------|--------------|--------------|
| 401(k) | \$22,500.00 | \$23,000.00 |
| 401(k) Catchup | \$7,500.00 | \$7,500.00 |
| Simple IRA | \$15,500.00 | \$16,000.00 |
| Simple Catchup | \$3,500.00 | \$3,500.00 |
| HSA Single* | \$3,850.00 | \$4,150.00 |
| HSA Family* | \$7,700.00 | \$8,300.00 |
| HSA Catchup* | \$1,000.00 | \$1,000.00 |
| OASDI Wage Base | \$160,000.00 | \$168,600.00 |
| FSA Contributions | \$3,050.00 | \$3,200.00 |
| FSA Rollover Min. | \$610.00 | \$640.00 |

*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.

2024 Tax and Wage Information

Federal Unemployment Tax (FUTA)

- The FUTA tax rate remains unchanged at 0.6% for 2024.
- Some states may require employers to pay additional FUTA amounts due to outstanding/delinquent loans.

Social Security and Medicare Tax

- \$168,600.00 is the 2024 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 |
|----|----|----|----|----|----|----|
| 31 | 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 | 29 | | |

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 |

April

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 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 |
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| 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 |
|----|----|----|----|----|----|----|
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| 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.

○ Period End Date ✕ Processing Date △ Check Date