



Memo

Date: December 20, 2021
To: Business managers and payroll administrators
From: Shannon Wiggins, HRMS Analyst, Office of Human Resources
Re: 2021 End of year payroll reminders

Below are a few reminders for end of year payroll processing for parishes and schools.

- **Medical Premium Deductions Changes** – premiums will increase with the first January 2022 check date. Paychex will update the rates in HRO to push down to Preview on January 4 and 5th.
 - Payroll Administrators should ensure:
 - All payroll files are received as soon as you are notified they are ready after sending the last payroll for December 2021.
 - **Do not start the payroll file for the first check date in January until January 6th or later or the new premium will not feed from HRO to Preview.**
 - Remember, it is the location's responsibility to collect the correct monthly premiums from the employee.
- **Employee Personal Information:**
 - Name changes - verify names are spelled correctly. Did an employee have a name change in 2021?
 - SSN – work with your staff to ensure this information is correct.
 - Address changes – did anyone move last year?
 - **Be sure to make the changes and upload into Paychex the supporting documentation.**
- **Direct Deposit Scams** – Please be mindful of direct deposit scams, especially this time of year. If you receive a request via email to make a direct deposit change:
 - **Do not reply to the email, even if it has a direct deposit form with the employee's last four of their social security number.**
 - **Contact the employee via phone or in person and verify if the request is legitimate.**

- The employee should complete a new Direct Deposit form and provide a voided check copy of the new bank account for verification and accuracy, preferably not a 'starter' check (those without names and addresses preprinted on the check).
- Voided check copies should then be uploaded into Paychex under 'Employee Documents'.
- Explain to the employee that their email may have been compromised and they should consider changing their passwords and security questions.
- Notify your IT department that there may have been a breach on the parish/school side.
- **403(b) limits** – verify that the employee has not contributed over the maximum allowed by law for annual contributions.
 - Remember there was a policy change, which caps the maximum total contribution made by employees at 65 percent of their gross pay.
- **Third Party Sick Pay** - if your location had an employee who received Third Party Sick Pay, you will be notified by the Office of Human Resources, which will include instructions on distributing their W-2's.
- **Personal Use of Company Car (PUCC)** – this is rare for locations to have, but should be added to be included on W-2's. Please contact your Paychex representative for assistance.
- **Verify the mailing address for your locations.** Several locations changed their mailing address due to COVID this year – this address is where the package of W-2's will be mailed to in January.