



# Memo

**Date:** November 18, 2024

**To:** Business managers and payroll administrators

**From:** Shannon Wiggins, HR systems manager, Office of Human Resources

**Re:** 2024 End-of-year payroll reminders

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

- **Bonus Check Dates:** If you will need an additional check date for end-of-year payroll processing, please email the date to [swiggins@archatl.com](mailto:swiggins@archatl.com) as soon as possible. [Attached are instructions on one option on how to issue a net bonus and gross up for tax purposes](#) so that employees receive a specific amount. For assistance with how to process a different type of bonus, please contact your Paylocity Service Representative. **IMPORTANT:** When selecting the date for the bonus check, be sure not to use a date that has 'biweekly' in the name. Those dates are to be used for your regular payroll schedule.
  - **Employee Personal Information:**
    - Name changes - verify names are spelled correctly. For example, did an employee have a name change in 2024?
    - **Be sure to make the change and upload the Social Security card to Paylocity.**
    - Address changes – did anyone move last year?
  - **W2 statements:**
    - Employees who have 'opted in' to go paperless will not receive a paper W-2 form for 2024 wages.
    - All paper W-2's are mailed to the company address in the system for you to distribute.
    - One PDF file containing all W2's will be available in the Year End Dashboard – Reports and Analytics > Year End Dashboard when they are finalized.
    - **Online W2s will be available to all employees in Paylocity towards the end of January.**

- **403(b) limits** – verify that the employee has not contributed over the maximum allowed by law for annual contributions. Please contact Fay Duhe [fduhe@archatl.com](mailto:fduhe@archatl.com) with any questions about 403(b) contributions.
- **Medical Premium Deductions Changes** – premiums will increase with the first check date in January 2025. Paylocity will update MDCL deduction code amounts to the new rates in early January.
  - **Payroll Administrators should ensure all deduction codes MDCL have the new rates for check date 01/10/2025 before submitting.** If the deduction amounts are incorrect, please contact Rosa Montano-Parker at [rmontano-parker@archatl.com](mailto:rmontano-parker@archatl.com) or Shannon Wiggins at [swiggins@archatl.com](mailto:swiggins@archatl.com).
  - If the correct amount is not withheld on check date 01/10/2025, payroll administrators should make a one-time additional entry in the batch for the next check date.
  - It is your responsibility to collect the correct monthly premiums from the employees.
- **NEW! Third Party Sick Pay** - if your location had an employee who received Third Party Sick Pay, the W2 for that compensation will be issued by The Hartford. In previous years, the amounts were entered in the payroll system and a tax form was generated. Please contact Lily Gallagher at [lgallagher@archatl.com](mailto:lgallagher@archatl.com) for further information on this.
- **Personal Use of Company Car (PUCC)** – it is rare for locations to have an employee with this code but should be added to be included on W-2's if they are using it. Please contact the Paylocity Service Team for assistance.
- **Time Off Balances** (for non-school entities\*):
  - Vacation and Sick Time Off balances will reset for eligible employees on the first check date in January each year.
    - The processing order on the January 10, 2025, check are as follows:
      - **Reduce:** Balances are reduced by any time off used during that pay period (December 15-28, 2024):
      - **Reset:** The system will then reset the balances according to policy (see below for maximum rollover). Any time above the maximum is cleared and 'lost' to the employee.

- **Accrue:** The system will then accrue time based on the hours posted for that pay period (December 15-28, 2024).
- Vacation Time maximum rollover permitted:
  - Full-Time employees = up to 40 hours is allowed to rollover.
  - Part-Time employees = up to 20 hours is allowed to rollover.
- Sick Time maximum rollover permitted:
  - SCK20 (20-25 scheduled hrs./week) = up to 300 hours is allowed to rollover.
  - SCK2 (26-30 scheduled hrs./week) = up to 360 hours is allowed to rollover.
  - SCK3 (31-35 scheduled hrs./week) = up to 420 hours is allowed to rollover.
  - SCK4 (36-40 scheduled hrs./week) = up to 420 hours is allowed to rollover.
- Personal Time does not roll over to the next year. On the first check date in January, if there is a balance available and the hours are not used, the system will reset the balance to zero (0) hours.
  - Payroll Administrators should adjust the Personal-Time-Off hours balance to the average work hours per day for each employee after the first check date in January is processed.

\*Time-Off accrual set up and tracking in Paylocity for schools has not been verified or authorized by the Office of Human Resources. School business managers have been instructed to track time-off balances outside of Paylocity until this feature is set up.

- **Paylocity Service:** Our Paylocity Service Team Lead is **Shawn Ellis**.
  - You can email Paylocity at [service@paylocity.com](mailto:service@paylocity.com). Your inquiry will route directly to him or to one of his team members if he is unavailable. Their goal is to respond to your email within four (4) hours.
  - If you would like to reach them by phone, you can call **847-956-4850** or toll free **888-873-8205**. Your call will route directly to Rafael, or you may remain on the line to speak with another member of his team. In addition to your name and company code, you will be asked to provide your employee ID or your username

for authentication. For payroll critical needs we recommend you call Service instead of emailing so they can assist you immediately.

- **Paylocity Support Hours:**  
Monday – Friday, 7:30 a.m. – 8:30 p.m. EST