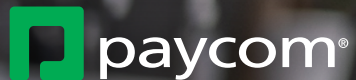


2024-2025

# YEAR-END CALENDAR

2024 is quickly coming to a close, and that means it's time to tackle year-end to-do's.

Our 2024 Year-End Calendar is full of helpful tips and reminders to guide you through year-end tasks so you can **finish the year strong!**



# October



S	M	T	W	T	F	S
		1	2	3	4	5
6	Upcoming Holiday: Indigenous Peoples Day (federal holiday 10/14)	8	9	10	11	12
13	Indigenous Peoples Day (federal holiday)	2-3 p.m. Central: Preparing to Complete Paycom's Year- End Checklist <a href="#">[Webinar]</a>	2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">[Webinar]</a>	2-3 p.m. Central: ACA Q4 Maintenance: Year-End Filing <a href="#">[Webinar]</a>	18	19
20	21	22	23	24	25	26
27	28	2-3 p.m. Central: Preparing to Complete Paycom's Year- End Checklist <a href="#">[Webinar]</a>	2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">[Webinar]</a>	31		

## Special Dates

**OCT. 14-16:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

# November



S	M	T	W	T	F	S
					1	2
3	4 Upcoming Holiday: Veterans Day (federal holiday 11/11)	5 2-3 p.m. Central: Preparing to Complete Paycom's Year- End Checklist <a href="#">(Webinar)</a>	6 2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">(Webinar)</a>	7 2-3 p.m. Central: Resolving the "Less Than 95% Offered" - ACA Checklist Warning <a href="#">(Webinar)</a>	8	9
10	11 Veterans Day (federal holiday)	12	13	14 2-3 p.m. Central: Acing Year- End ACA Filing <a href="#">(Webinar)</a>	15	16
17	18 Upcoming Holiday: Thanksgiving Day (federal holiday 11/28)	19 2-3 p.m. Central: Processing Year-End Wage and Tax Data <a href="#">(Webinar)</a>	20 2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">(Webinar)</a>	21	22	23
24	25 Upcoming Deadline 12/30: Last Day to Submit Payrolls or Adjustments for 2024	26 Upcoming Deadline 12/31: Last Day for Electronic Opt-In for W-2s for 2024	27	28 Thanksgiving Day (federal holiday)	29	30

## Special Dates

**NOV. 11-13:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

**NOV. 28-DEC. 2:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

# December



S	M	T	W	T	F	S
1	2	2-3 p.m. Central: Processing Year-End Wage and Tax Data <a href="#">(Webinar)</a>	2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">(Webinar)</a>	5	Upcoming Deadline 12/29: Last Day for Electronic Opt-In for W-2s for 2024	7
8	9	10	11	12	13	14
15	Upcoming Holiday: Christmas Day (federal holiday 12/25)	2-3 p.m. Central: Processing Year-End Wage and Tax Data <a href="#">(Webinar)</a>	2-3 p.m. Central: Completing Paycom's Year-End Checklist <a href="#">(Webinar)</a>	2-3 p.m. Central: Acing Year-End ACA Filing <a href="#">(Webinar)</a>	20	21
22	23	24	Christmas Day (federal holiday)	Upcoming Holiday: New Year's Day (federal holiday 1/1)	27	28
29	Last Day to Submit Payrolls or Adjustments	Deadline for Electronic W-2 Opt-In				
	30	31				

## Special Dates

**DEC. 25-27:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

**DEC. 30:** After this date, additional fees will apply in order to process adjustments to 2024 YTD totals.

**DEC. 31:** After this date, employees will not be able to opt in for electronic-only W-2s for 2024.

# January



S	M	T	W	T	F	S
			1 New Year's Day (federal holiday)	2	3	4
5	6 Deadline for Form W-2s approval	7 Upcoming Deadline 2/7: Approve 2024 Form 1095-B/ Cs, Available in ACA Manage Employee Information	8	9 Deadline to Approve 2024 Form W-2s, Available in Client Inbox	10	11
12	13 Upcoming Holiday: Martin Luther King Day (federal holiday 1/20)	14	15	16	17	18
19	20 Martin Luther King Day (federal holiday)	21	22	23	24 Deadline for self-insured CA clients to approve and request early furnishing	25
26	27	28	29	30	31	

## Special Dates

**JAN. 1-3:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

**JAN. 5:** Review for accuracy and give final approval on your 2024 W-2s. Anything left unapproved will be auto-approved and queued for printing and filing. Additional fees will apply for any adjustments after this date.

**JAN. 20-22:** The Federal Reserve and most banks will remain closed for business. If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

# February



S	M	T	W	T	F	S
						1
2	3	4	5	6	7 Deadline for Form 1095-B/Cs approval	8
9	10 Upcoming Holiday: Presidents Day (federal holiday 2/17)	11	12	13	14	15
16	17 Presidents Day (federal holiday)	18	19	20	21	22
23	24	25	26	27	28	

## Special Dates

**FEB. 7:** Review for accuracy and final-approve your 2024 1095-B/Cs, which are available in ACA Manage Employee Information. Anything left unapproved will be auto-approved and queued for printing and filing. Additional fees will apply for any adjustments after this date.

**FEB. 17-19:** If your check date falls between these dates, you may need to submit your payroll one additional business day prior to your processing timeline.

# Training Resources



## Year-End Specific Courses in Paycom University

- » Year-End: W-2 Report Preview
- » Year-End: 1099 Report Preview
- » Year-End: ACA Validation Checklist
- » Year-End: Bonus Payrolls With Payroll Grid
- » Year-End: Year-End Checklist
- » Year-End: Viewing Year-End Tax Forms

## Additional Relevant Courses

- » Benefits: Rollover Benefits
- » Employee Self-Service®: Enroll in Benefits
- » Employee Self-Service: Update My Dependents and Beneficiaries
- » Employee Self-Service: Update My Information and Emergency Contacts
- » Employee Self-Service: Update My Tax Information
- » Employee Self-Service: Verify My Email
- » Employee Self-Service: Verify My Phone Number



**Congratulations for successfully completing year-end!**

