



Dominion Payroll[®]

MASTERING YOUR FIRST YEAR-END WITH DOMINION PAYROLL

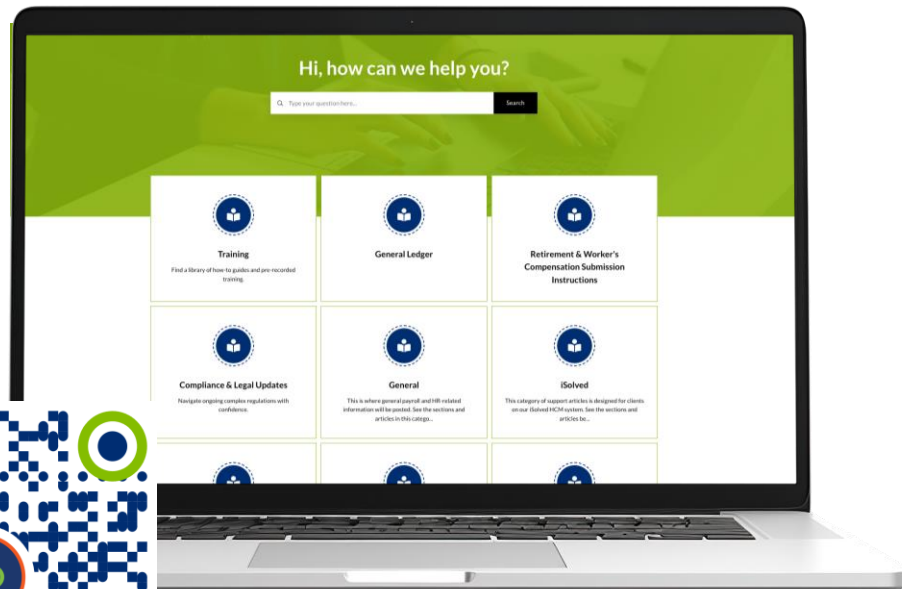
Important tips for a seamless year-end!





YOUR RESOURCES

Here are your go-to spots for all things year-end! You'll find the resources, tools, and guidance you need to wrap up your payroll and HR tasks smoothly and confidently.



support.dominionpayroll.com



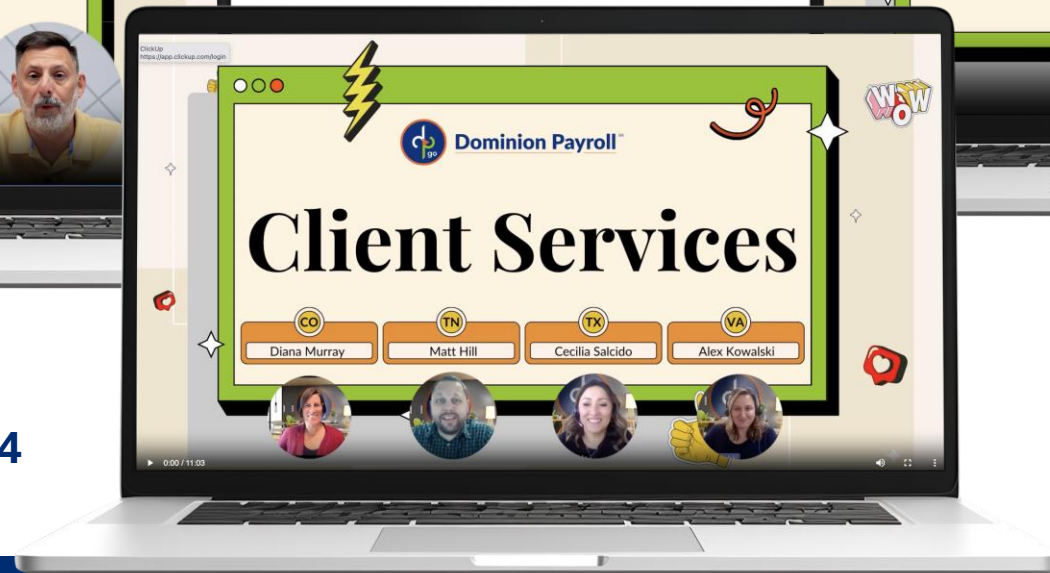
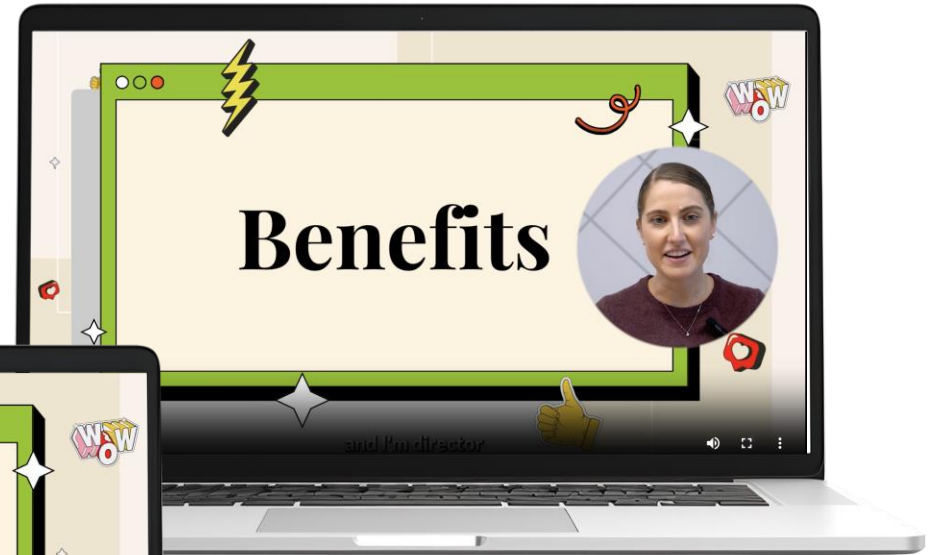
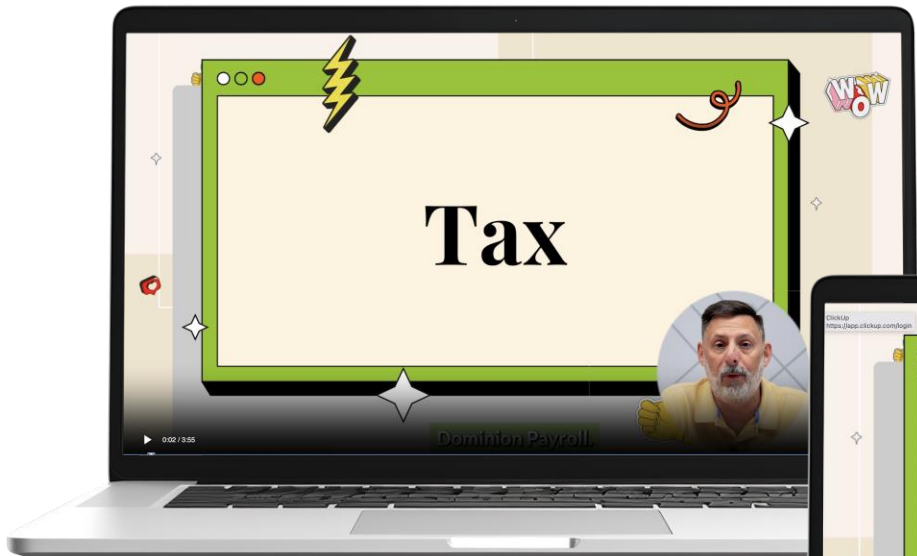
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YOUR RESOURCES

Review the in-depth videos for a successful year end!



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A little housekeeping to start!

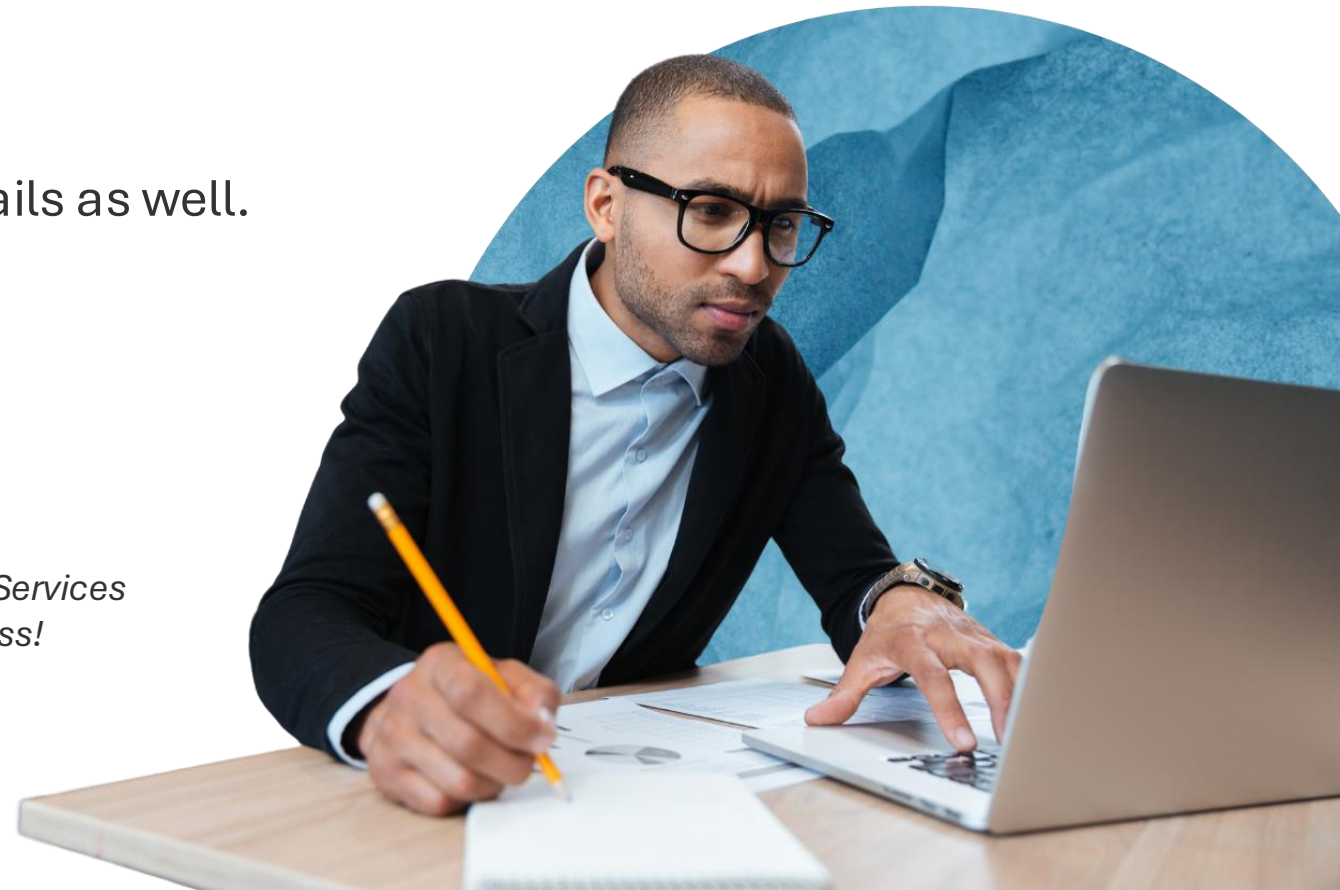
Encourage your employees to review and verify their personal information through their Employee Self-Service Account before W-2s are issued.

- Employee Legal Name
- Social Security Numbers
- Address

Take time to review your company contact details as well.

- Legal Company Address *
- Phone Numbers
- Email Address

****Is your delivery address different? Be sure to reach out Client Services to verify your delivery address if it is different from the legal address!***





W-2 PREVIEW

Why review your employee's W-2s?

- Error detection and correction
- Compliance and tax regulations
- Streamline year-end processing
- Avoid reconciliation issues

VERIFY W-2S

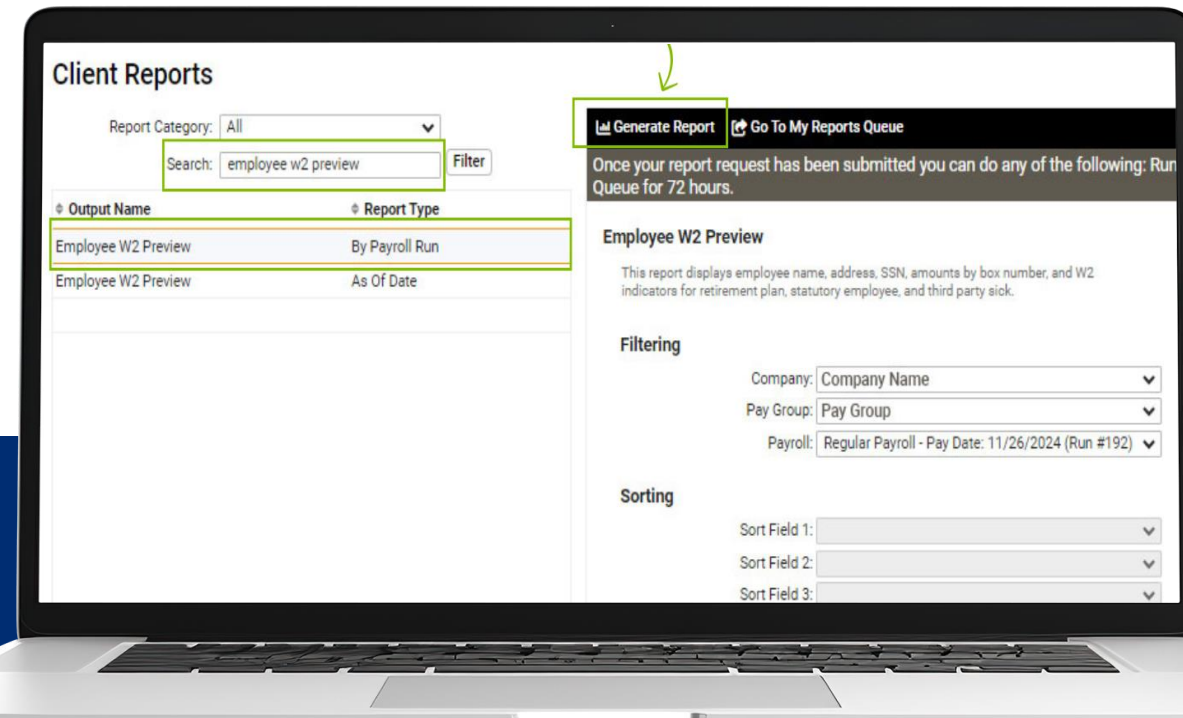
Reporting →

Client Reports →

Search "Employee W2 Preview" →

Select Employee W2 Preview

**Make updates before W-2 deadline
on January 6, 2025!**





W-2 DELIVERY METHOD

Are your employees enrolled to receive your W-2s electronically or printed?

VERIFY DELIVERY

Employee Admin Tools → Employee Analytics → Electronic Elections

Search the menu

- Employee Management
- Employee Admin Tools**
- Employee Administration >
- Employee Analytics >
- Anniversaries
- Birthdays
- Certifications
- Completed Workflow
- Documents on File
- Electronic Elections**
- Emergency Contacts
- Payroll Processing

Electronic Elections

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Electronic Consent			Year End Delivery			Status Description
			Consent Status	Consent Date	Consent Withdra...	Delivery Status	Consent Date	Consent Withdra...	
Company Name	First Last Name	767457	Active	7/7/2024		Active	7/7/2024		Active
Company Name	First Last Name	8984	Active	6/17/2021		Active	12/22/2023		Active
Company Name	First Last Name	53445	Active	9/27/2024		Withdrawn	6/22/2023	6/16/2024	Active
Company Name	First Last Name	313	Active	6/17/2024		Active	6/17/2024		Active
Company Name	First Last Name	7559	Never Consented			Never Consented			Active

Isolated University

Printed W-2s

UPDATE ELECTION STATUS

EMPLOYEE SELF-SERVICE

Right hand profile photo →

User Preferences →

Select "Consent to Electronic
Delivery of Tax Form"

The screenshot illustrates the steps to update an election status. It shows a user profile for Sara Jones with a 'Manage account' button and a 'Log out' button. The 'User Preferences' option is highlighted in the 'OPTIONS' section. A 'Consent to Electronic Delivery of Tax Forms' link is highlighted in the main content area, with a date of 'Accepted 08/28/2023'. A 'Your Consent' dialog box is shown at the bottom, with the first option, 'I accept the Terms of Use and Consent to Electronic Delivery of Tax Forms', highlighted.

Sara Jones
sara.jones@company.com

Manage account Log out

OPTIONS

User Preferences Classic View

Electronic Consent

Electronic Communications and Electronic Signatures
Accepted 08/23/2023

Consent to Electronic Delivery of Tax Forms
Accepted 08/28/2023

Terms and Conditions

Your Consent

After you have carefully read these Terms of Use and Consent to Electronic Delivery of Tax Forms, please indicate your understanding and acceptance by selecting one of the following:

- I accept the Terms of Use and Consent to Electronic Delivery of Tax Forms
- I do not accept the Terms of Use and Consent to Electronic Delivery of Tax Forms

Bonus Runs | High Liability | Fringe Benefits

1. Bonus Runs

- STEP ONE: Contact service team to receive checklist
- STEP TWO: Complete bonus checklist
- STEP THREE: Issue bonus to employees

2. High Liability Payroll = any payroll with \$100k or more in federal tax liability or a total ACH debit of \$500k or more

- PROCESSING TIME: 2 business days are required for processing but the sooner the better!
- VERIFICATION: Pre-funding wire or proof of funds may be requested if it is significantly exceeds your normal payroll amount

3. Fringe Benefits

- *EXAMPLES:*
 - Group Term Life
 - Tuition Assistance
 - Insurance Premiums paid by Employer
 - Auto Allowances
 - Moving Expenses
 - Awards & Prizes *(i.e. gift cards, non-cash compensation)*

EXCEPTION REPORTS

Do you have missing tax agency account numbers? You can verify if you have any missing account numbers by viewing your exception report.

Reporting → Client Reports →

Search "Year End Exceptions Report" →

Select Year End Exceptions

Client ID: Company Name	EXCEPTIONS PREVIEW
Pay Group: Bi-Weekly	Company Name
Check Date: 11/22/2024	
Run Date: 11/25/2024	

Company Exceptions:

Exception Type	Exception Description
Missing Tax ID - North Carolina	Tax ID is missing for the tax North Carolina - EE W/H
Missing Tax ID - North Carolina	Tax ID is missing for the tax North Carolina - ER UI

Tax@dominionpayroll.com



Tax Agency Rate Notices

You will start receiving unemployment rate notices around this time. Please share these notices with us at tax@dominionpayroll.com, as Dominion Payroll is not notified of these changes to the rates.



BENEFIT REMINDERS

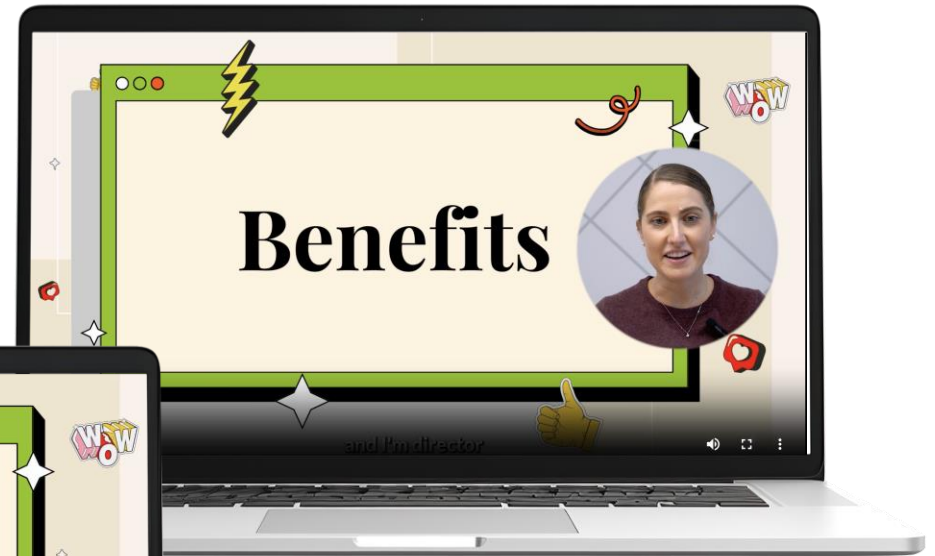
If you are currently a client utilizing our benefit administration, please be aware of the following.

1. Does your benefit plan renew **January 1st**? Keep an eye out for an email from your DP Benefit Specialist.
2. Are you an **ACA client**? It is important to review upcoming December emails from your DP Benefit Specialist for January – April 2025 expectations.



YOUR RESOURCES

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Dominion Payroll®

WE ARE HERE TO HELP

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214.442.5888

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970.728.6777

COLORADO



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Thank you for joining us!

