



## Planning for Year End 2019

**To help make the busy year-end period run smoothly, here's a checklist of activities to help you get prepared:**

- W-2 Distributions: Confirm employee mailing addresses on file.
  - o Employees can review their personal information on the [Engage Employee Portal](#)
  - o Download/share these instructions on how to register on the Employee Portal:  
[English](#) [Spanish](#)
- Ensure all manual checks have been recorded.
- Look for any voids that have not been processed.
- Gather fringe benefit information that requires reporting for 2019 (e.g., Personal Use of Company Car, Group Term Life, etc.).

### Important Dates

- The final payroll processing date for 2019 is Monday, December 30<sup>th</sup> for a check date of Tuesday, December 31<sup>st</sup>.
- **2019 Holiday Schedule**

Holiday	Date	Bank Holiday	Engage Offices
Veterans Day	11/11/2019	Yes	Open
Thanksgiving	11/28/2019	Yes	Closed
Black Friday	11/29/2019	No	Closed
Christmas Day	12/25/2019	Yes	Closed
New Year's Day	01/01/2020	Yes	Closed

Note that an adjustment to your check date or funding date may be necessary. Please plan to **fund by noon on the day BEFORE Thanksgiving, Christmas Eve and New Year's Eve** respectively, to factor in bank holidays.

### Year End Packets

Engage will provide your 2019 Year End Guide in November.

Please contact your Engage Payroll or Implementation Specialist if you have any questions.