



## 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.