



YEAR-END GUIDE 2023

Dear Valued Client,

Thank you for your partnership with Wurk in 2023. We appreciate your business and recognize the many challenges that businesses faced this year. As we approach the end of the year, we would like to ensure that your organization is optimally equipped with the information you need to close out the year on a high note. Enclosed is your 2023 Year-End Guide. The packet includes the following:

Year End Webinar Schedule	Fringe Benefits
Year End Checklist	Group Term Life
Key Dates for YE Processing	Bonus Payrolls
Holiday Schedules	Adjustment Payrolls
Deadline to Submit Changes	Third Party Sick Pay
Company & Employee Information Audit	Quarter and Year End Reporting
Processing Deadlines	W-2 Release on Wurk
Important Tax Information	Items to Consider in 2024
W-2 Healthcare Reporting	Wurk Rate Card

Please take the necessary time to review the details in the guide for important information and reminders regarding year-end processing.

In our effort to make your year-end process more efficient by getting your employees' 1099s and/ or W-2s in their hands faster, we will be mailing the documents to your employees' homes via US Mail. The documents will be sent to all active employees who **have not opted for electronic consent**, and to terminated employees using their home address on file. [Click here](#) for information on how employees can opt into electronic consent. The deadline for employees to opt into electronic consent is Friday, December 15, 2023. Employee's that have not elected electronic consent will be defaulted to US Mail delivery. As previously communicated, the cost for W-2 printing and delivery is \$5/item, so encouraging employees to opt into electronic consent will save the processing costs of mailing those same W2s. Additionally, it is always Wurk's practice to try to minimize the impact we as an organization have on our environment, so please consider advocating for electronic delivery with your employees.

If you have any questions regarding information within the guide, please reach out to your Customer Success Manager (CSM) or support at support@enjoywurk.com.

The People of Wurk wish you a healthy and safe 2024!

Sincerely,

The Wurk Team

Year-End Webinars

Wurk provides year-end prep training webinars for our clients to help you have a smooth and successful year-end.

We will have two live sessions of this year-end prep training. These webinars will be available on-demand within 24 hours after the end of the live session.

In these webinars, we will cover the following items:

- How to ensure your employee W-2s are as accurate as possible, including:
 - Where to preview W-2s in the Wurk system
 - Verifying social security numbers
 - Verifying exempt status
- The timeline and key dates for year-end
- Where to find the year-end checklist
- Important tax information

Webinar Dates:

Please click the link that works best for your schedule to register.

Thursday, November 30, 2023, at 11:00 AM MST / 1:00 PM EST

[Register Here](#)

Thursday, December 7, 2023, at 11:00 AM MST / 1:00 PM EST

[Register Here](#)

Wurk will be hosting an ACA Webinar on Wednesday, December 6th for clients who have ACA services through Wurk for calendar year 2023. " Additionally, Wurk will have ACA scheduled office hours available beginning in January 2024."

Wurk Training Webinars

Wurk will provide access to additional training webinars through WurkConnect so keep an eye out for those opportunities.

For those clients who process ACA through Wurk, be on the lookout for a Year End Guide for ACA, as well as a Webinar in December and ACA Office Hours in January.

Tax Office Hours

Tax Office Hours are prescheduled blocks of time where a Tax Team member is available for you to schedule an individual meeting for specific questions you have relating to Year End tasks and filings. You can Register [Here](#).

Dates: Thursdays - December 14, 21, 28. From 9 A.M. - 12 Noon MST, & 1 P.M. – 4 P.M. MST

Year-End Checklist

Please use this checklist as a reference for items you need to complete for Year-End. You will also receive a year-end checklist through WerkConnect.

- Verify your company level information to ensure your company address, contacts, and access are accurate. Company Information Audit for detailed instructions.
- Verify W-2 information for all employees (i.e. social security numbers, correct name spelling, address).
 - ✓ You can run employee verification reports online using the **Year End - Demographic Info Audit**.
 - ✓ **IRS Increases Enforcement of Accuracy Penalties** – Accuracy Penalties may apply to Forms W-2 if forms include incorrect information (including employee name and/or SSN that don't match government databases). Penalties under IRC Section 6721 (failure to file correct Information Returns) can be up to \$310 per Form W-2 in 2023, up to an annual maximum of \$3,783,000. For smaller businesses, that figure can be adjusted if the taxpayer has had less than \$5,000,000 in gross receipts for the past three tax years. I.R.C. § 6721 (d).
- Verify all Federal and State identification numbers and notify Werk of any frequency changes.
- Verify all manual and voided checks have been entered into the payroll system.
- Forward all State Unemployment rate change notices to Werk by emailing support@enjoywerk.com.
- Review and submit any applicable fringe benefits (i.e. housing, auto, group term life insurance).
- Audit Third-Party Sick Payments made to your employees during the 2023 year.
- Run Bonus payrolls as early as possible so wages can be added to your payroll schedule.

Key Dates for Year End Processing

Item	Description	Ref.	Responsibility	Due Date
Employee Information Audit	Review of Employee Level Demographic Information to Ensure Accuracy	p.8	Client	12/1/23
Preview W-2s	Clients should preview their W-2s to date to ensure the accuracy of the information.		Client	12/8/23
Adjustment Payrolls	Adjustments, Fringe Benefits (PUCC, 2% S-Corp, GTL, etc.) and Third-Party Sick Pay, etc.	p.11	Client	12/29/23
Stock Options	Contact your CSM for processing information.		Client	12/15/23
Bonus Payroll Plan	Bonus Payroll Plan Submission to Wurk	p.11	Client	12/28/23
Final Payroll (processing deadlines)	Final 2023 Payroll Including: Bonus Payrolls, Adjustments, Fringe Benefits and Third- Party Sick Pay, etc.	p.7	Client	prior to 12/29/23
Approve W-2s	Clients will need to do a final approval of W-2s after they process the last payroll of the year.		Client	Prior to 12/29/23
FUTA Wage Base	Federal Unemployment Tax Wage Base Limit Reset	p.10	Automatic	1/1/24
Medicare Wage Base	Medicare Tax Additional Taxable Contribution Reset	p.10	Automatic	1/1/24
SS Wage Base	Social Security Tax Wage Base Limit Reset and Increase to \$168,600	p.9	Automatic	1/1/24
SUI Wage Base	State Unemployment Tax Wage Base Limit Reset	p.10	Automatic	1/1/24
2024 SUI Rates	Forward your 2024 SUI rates to Wurk as you receive them.		Client	as soon as available
Q4 2023 and Year-End Reporting	Electronic Copies of all Quarter Four Reports and Year-End 2023 Reports	p.12	Wurk	1/31/24
W-2 & W-3 Filing	Due to the IRS Imposed Accelerated Filing Deadlines W-2s and W-3 Forms Must be Submitted	p.9	Wurk	1/31/24
W-2s to Employees	W-2s and 1099s Must be Distributed to all Employees	p.9	Client	1/31/24
2023 Amendments	Due to the IRS Filing Deadlines, Amendments to 2023 Wages Reported After 12/30/23 will not be Processed until after all original returns have been filed.	p.9	Wurk	to begin after 2/15/24

2023 Holiday Processing Schedule

If your Normal Check Date is:	You must submit by:	Check Date will be:
Thursday, November 23	2pm MST on Friday, November 17	Wednesday, November 22
Friday, November 24	2pm MST on Monday, November 20	Friday, November 24
Monday, November 27	2pm MST on Tuesday November 21	Monday, November 27
Tuesday, November 28	2pm MST on Wednesday November 22	Tuesday, November 28
Monday, December 25	2pm MST on Wednesday, December 20	Tuesday, December 26
Tuesday, December 26	2pm MST on Wednesday, December 20	Tuesday, December 26
Monday, January 1	2pm MST on Wednesday, December 27	Tuesday, January 2
Tuesday, January 2	2pm MST on Wednesday, December 27	Tuesday, January 2

Please contact support if you have any questions regarding your payroll processing schedule.

Bank Holidays 2024

Please note that the below days are bank holidays. If your processing time frame (process date through check date) falls on any of the dates below or any of the Wurk holidays, you will need to adjust your process date and check date. Wurk requires processing three full business days by 2:00 PM MST prior to check date. This will reduce the possibility of interruptions in payroll delivery and posting of direct deposits.

New Year's Day – Observed	Monday January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth National Independence Day	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024

Deadline to Submit Changes

Circumstances may require that some employee and payroll information be adjusted after your last scheduled payroll in December (see fringe benefit reminder on page 4 for examples). If you know you will be submitting information and/or processing any payrolls that will affect the W-2's after your last payroll run in December, please contact your Customer Success Manager or support.

Due to IRS filing requirements for employer W-2s, any corrections or adjustments to employee W-2s

requested after 12/29/23 will require amendments and will not be processed until the original W-2 has been processed and filed. Wurk will not begin processing W-2Cs until 2/15/2024. Additionally, the processing time for providing clients with copies of amended returns is 45 business days from the date of request. Amendment fees will apply. Please reference the Wurk Rate Card at the end of the document.

Year-End Timeframes

As always, Wurk will work to provide timely responses to all inquiries and/or requests.

During this time of year, we anticipate higher volumes and therefore you may experience longer than normal response times. We will make every effort to continue providing prompt service and we appreciate your patience and understanding during this busy time of year.

Wurk Notifications

In the event of any disruptions to our normal process, Wurk will notify you of any changes to our office hours. Changes will be posted via WurkConnect. Proactive notifications will be provided should there be a change in pick up or delivery by our selected courier.

Company Information Audit

Verify with your Customer Success Manager or support that Wurk has the most current information for your company including:

- Company address
- Company contacts (please review name, email addresses and contact phone numbers)
- Wurk access (update by navigating to Menu>Settings>Global Setup>Company Setup. Company Info Tab. Find Company Contacts Widget)

Employee Information Audit

For any of your employees paid in 2023, please review the following information by December 1, 2023.

Demographic Information – My Saved Reports> Year End – Demographic Info Audit

- Name (must exactly match what is on file with the SSA)
- Address
- SSN (be sure to review for any “dummy” SSN’s that may have been inputted into the system)
- See below for Important SSN Format Rules
 - Any number beginning with "000", "666", "900-999", has a middle "00", or ends in "0000" will never be a valid SSN.

Tax Information

- Be sure to review any employees who have “Exempt” set as their Withholding status. An exempt withholding status means that the system will not calculate Withholdings OR Wages on the employee. Having an employee who is truly exempt is very rare. **Year End – Exempt Tax Jurisdiction Audit**
- Be sure to review any employees who have Withheld amounts for State Income Tax (SIT) but do not have any wages associated with the tax. **Year End – SIT Wages Audit**
- Review employees’ Pay Statement Unemployment State and associated Wages. Be sure that the Tax Code SUTA:XX matches to the PST Unemployment State and that Taxable Wages are associated with the appropriate State. **Year End – SUTA State and Wages Audit**
- Review employee FICA and MEDI variances. Any variance outside the range of -.05 and .05 you will want to report. **Year End – FICA/MEDI Variances Audit**

The “Employee Audit” report is available on Wurk, under “My Reports”, to assist with this audit. Please contact Customer Support if you need any help accessing this report for review.

Any required updates to this information after the 2023 W-2s and 1099s have been generated may result in necessary corrections and/or reprints of tax documents where standard fees apply.

Processing Deadlines - Payroll

Wurk greatly appreciates having all payrolls submitted three full business days by 2:00 PM MST prior to your check date. This allows us to ensure both timely submission and delivery of your payroll. Beginning in November through the end of January our volumes will be high, therefore submitting payrolls by 2:00 PM MST will help us eliminate any unnecessary bottlenecks in our process.

Due to bank funding requirements, we may require funds to be wired if certain ACH limits are exceeded. Please contact your Customer Support Manager for more information.

Processing Deadlines - Tax

- IRS due date for filing W-2s with the SSA is January 31, 2024
- The due date for Wurk to file 2023 Forms W-2 and W-3 with the SSA is January 31, 2024
- It is the client's responsibility to file forms 1099 and 1096 with the IRS by the appropriate due date.

Wurk will begin processing 2023 adjustments and amendments on February 15, 2024, with an expected completion date of 8-10 weeks. Adjustments processed after December 29, 2023, will result in amended returns and Form W-2Cs. We will require a signed absolution letter removing Wurk from any potential liability for tax penalties and/or interest. Amendment fees will apply.

Important Tax Information

Tax Agency Correspondence

Forward any tax agency information to your Customer Success Manager to be reviewed by our tax team. It is important to ensure we have the most recent information on your account.

This includes:

- Unemployment insurance tax rates
- State tax ID
- State tax frequency

Please know that Wurk makes every effort to manage your payroll tax needs timely and accurately. Without your account number we will be limited in our ability to report and pay your taxes which may result in your organization being responsible for penalties and interest that are assessed by the jurisdiction.

Applying for new state identification numbers

You must apply with any new state/local tax agencies to open an account. After you apply, you should receive account information within 2 - 6 weeks. Please forward your confirmation of registration to your Customer Success Manager. If you do not receive the required account information from the agencies, please follow up with them to inquire about the status of the account. Many agencies will not accept "Applied For" or missing identification numbers. This could result in late filings, penalties, and/or interest.

Wurk must receive your missing account information within 30 days of set up. If we have not received it within the allotted time, you will be charged a \$35 fee per month for each account number that is missing or in an "applied-for" status.

Social Security Wage Limits

The wage limit will reset effective January 1, 2024. The Social Security tax rate is 6.2% for both the employee and the employer (total of 12.4%). The wage base limit for 2024 is \$168,600.

Medicare Wage Limits

The wage limit will reset effective January 1, 2024. The Medicare tax rate is 1.45% for both the employee and employer (total of 2.9%). There is an additional 0.9% employee only tax on wages in excess of \$200,000 through the end of each calendar year.

Federal Unemployment (FUTA) Wage Limits

The wage limit will reset effective January 1, 2024. The wage base for FUTA is \$7,000. Once an employee's year-to-date wages exceed \$7,000, an employer stops paying FUTA for that employee.

State Unemployment (SUTA) Wage Limits

The wage limit will reset effective January 1, 2024. The wage base for SUTA varies by state. Once an employee's year-to-date wages exceed their state's limit, an employer stops paying SUTA for that employee, for that year.

W-2 Healthcare Reporting

As mandated by the Affordable Care Act, Employers that are subject to this requirement should report the value of the health care coverage in Box 12 of the W-2 with Code DD to identify the amount.

- If you have benefits administered by Wurk, you can easily access the Wurk W-2 Healthcare Reporting Tool that is available under the Reports tab on Wurk.
- If your health benefits are not administered by Wurk, the annual amount of coverage should be communicated to your Customer Success Manager in an Excel file including the Wurk employee ID or the employee SSN prior to your last payroll processing date in 2023.

Your Customer Success Manager will be able to assist in getting this information loaded into the Wurk system once the information has been obtained and reviewed.

Group Term Life (GTL)

Group Term Life - IRC section 79 provides an exclusion for the first \$50,000 of group-term life insurance coverage provided under a policy carried directly or indirectly by an employer. The imputed cost of coverage in excess of \$50,000 must be included as income and is subject to all withholding taxes.

During the implementation of your benefit plans, any GTL plans over \$50,000 are setup to reference the IRS tax rates per age to account for the employee's annual imputed income.

Fringe Benefits

Review your current year to date information with your CPA or tax advisor to confirm accuracy and to ensure all information is included as needed on your employees' 2023 W-2s. Examples of Fringe Benefits include:

- S-Corporation 2% Shareholders Health Insurance – the cost of health premiums provided by an S-Corp to its 2% shareholders must be reported as income on the W-2. This amount is not subject to Social Security or Medicare taxes.
- Personal Use of Company Car (PUCC) – if you provide any employee with a company vehicle, the personal use of the vehicle is fully taxable.

- Miscellaneous Fringe – the value of any employee gifts in the form of tangible items and services, are taxable and subject to all withholding taxes.
- Employer HSA – The amount the company is contributing to an employee’s HSA account.

Provide your Customer Success Manager with any additional fringe benefit data by December 9, 2022.

Bonus Payrolls

Provide your Customer Success Manager with your year-end bonus payroll plan by December 22, 2023. While you may not know the exact date of the payroll, it is very helpful to know the information below prior to the expected processing day.

Payroll processing must occur three full business days by 2:00 PM MST prior to the check date of December 29, 2023. If you cannot finalize within this timeframe, then a wire would be required, and a late finalization penalty will be applied. Talk with your CSM about specific wire requirements.

Year-End Bonus Payroll Plan

Bonus Payroll Information	Yes	No	Additional Notes
1. Is the bonus going to be included with a regularly scheduled check date?			
2. If the bonus is running with payroll, will it be on a separate check?			
3. Will the bonus be a live check?			
4. Will any additional earnings be included?			
5. Will the bonus be taxed differently than a normal check? (Federal supplemental rates are: Less than \$1 million = 22%, More than \$1 million = 37%)			
6. Will there be a special message displayed on all bonus checks?			
7. Will the Federal 941 tax liability be greater than \$100,000? (If so, the IRS requires next day payment.) To ensure timely payment of your tax obligations, your entire payroll liability may require a wire transfer.			

Adjustment Payrolls

- Provide your Customer Success Manager with your year-end plan for processing any adjustments (Third Party Sick Pay, Fringe Earnings, GTL, Stock Options, 1099 amounts paid but not yet recorded, Manual checks paid but not yet recorded, etc.) by December 8, 2023. While you may not know the exact date of the payroll, it is very helpful to know what your plan is prior to the expected processing day.
- Provide your Customer Success Manager with any employer contributions paid directly to a third party (Employer HSA Contributions, 401K Contributions, 401K Employer Match, Transit, etc.).
- If you have checks that were issued to an employee on a previous payroll, but were not actually

due the employee, please notify Customer Support, as the employee's payroll history will need to be corrected. If a void is processed for a prior quarter, this will result in amendments and additional processing fees.

Third Party Sick Pay

Reach out to your third-party sick provider to obtain any outstanding 2023 information. The provider will need to confirm if they are reporting the taxes and the employees' W-2s or if WURK should process the third-party sick pay on your behalf.

Due to the IRS W-2 deadlines, any third-party sick pay received after December 29, 2023, will result in amended returns and Form W-2Cs. We will begin processing these with other adjustments beginning February 15, 2024, on a first come first serve basis.

Additional charges apply for processing backdated adjustments. Payroll processing must occur at least three business days prior to the check date, no later than 2:00 PM MST.

Quarter and Year-End Reporting

If all information was provided to Wurk by the posted deadlines, Quarter and Year End reports, employer W-2s, and the W-3 will be available on Wurk under Reports > Payroll Reports. In our effort to make your year-end process more efficient by getting your employees' W-2s in their hands faster, we will be mailing the documents to your employees' homes via US Mail. The documents will be sent to all active employees who **have not opted for electronic consent**, and to terminated employees using their home address on file.

- The deadline for employees to opt into electronic consent is December 15, 2023. With a paperless option, employee W-2s are available on Wurk. This will eliminate the \$5/item delivery costs to you and get year-end forms to your employees quicker than traditional delivery methods.
- If a W-2 or 1099 is returned as undeliverable, keep it on file in case the employee requests it in the future. As long as you have proof that delivery was attempted, you will be in compliance.
- Employee W-2s are housed on Wurk by clicking on Payroll > Quarter/Year End Process, and then clicking on the current year. This is where you will find all employee W-2s. Once you have approved the W2's, they will be available to the employees to view in Employee Self Service. You can approve them by clicking: There are X W2(s) which requires approval. Once you click that, then you can see the W2s out there. By checking the boxes and clicking the Approve button.

Upon receiving notification, via email, that your employer W-2 copies are ready, the W-2s will be available for HR Admins.

If you have any questions, please contact Customer Support at support@enjoywurk.com.

Items to Consider in 2024

- Social security number verification system (SSNVS) is back online. Please verify social security numbers when you submit them in addition to your background checks to verify that the social security number is accurate.
- Check shipping locations allow us to timely and accurately send live pay statements to your physical locations. As a best practice please review your check shipping locations are setup correctly (if applicable) by viewing them from the "Hamburger Menu" – Admin Cog – Global Setup – Cost Centers and then choose the edit pencil for the Check Shipping Location. Once in this tree

please review the cost centers for accuracy. If you do locate cost centers that need to be updated, please notify support by emailing support@enjoywurk.com so that we can also update the Fed Ex delivery address as well.

- Workers’ Compensation Codes can be set up and tracked for your employees and reported for your year-end audit.
- EEOC and Work Class Codes – All standard codes updated in Wurk for your employees will pull on your EEO1 reports. EEO1 collection portal opens April, 2024.
- Veteran Status – This standard field can be used and reported as needed.
- Minimum Wage Updates – Several states and municipalities have minimum wage increases effective 1/1/2024. Wurk will not automatically increase employee rates. Please make applicable rate increases in the system or contact Customer Support for assistance.

Wurk Rate Card

The following list provides general information on common transaction fees that could be associated with Wurk Tax Services. It is not a complete list of all costs that could be assessed by Wurk. This schedule is provided for informational purposes only and may be changed at any time. For the full 2023 Wurk Rate Card, [click here](#).

Fee Type	Description	Fee
Amended Tax Returns	Fee assessed for corrections of previously filed tax returns.	\$200 base fee + \$100/return
Agency Notice Handling (Unrelated to Tax Service)	Agency Notices will be reviewed by the Würk tax services team to determine the necessary changes to be reviewed with the customer.	\$200/hour
Re-Printed W-2 or 1099	Fee assessed for secondary printing and delivery of W-2 or 1099 to customer employee address on file. (Note: Customers can enable Würk platform to allow their employees to elect to have online W-2 or 1099 enabled and automatically be billed for W-2s or 1099s printed and mailed for 2023).	\$5/W-2 \$5/1099
Re-Printed W-2 or 1099 for Former Würk Customer	Fee assessed for secondary printing and delivery of W-2 or 1099 to customer employee address on file.	\$15/W-2 \$15/1099
W-2C	Fee assessed for name/SSN changes on a W-2 that has been previously filed.	\$25/W-2C
W-2C for Former Würk Customer	Fee assessed for name/SSN changes on a W-2 that has been previously filed.	\$100/W-2C
Re-Printed 1095-C and 1094-C	Fee assessed for secondary printing and delivery of 1095-C and 1094-C to customer employee address on file.	\$5/1095-C \$5/1094-C
Re-Printed 1095-C and 1094-C for Former Würk Customer	Fee assessed for secondary printing and delivery of 1095-C and 1094-C to customer employee address on file.	\$45/1095-C \$45/1094-C
Corrected 1095-C	Fee assessed for changes on a 1095-C that has been previously filed.	\$25/1095-C
Corrected 1095-C for Former Würk Customer	Fee assessed for changes on a 1095-C that has been previously filed.	\$100/1095-C