2026 Year-End Payroll Checklist

During the fourth quarter there are several payroll activities that require your attention as we plan and organize all aspects of year-end payroll processing. This checklist has been developed to assist in ensuring the information reported at year-end is complete, accurate and submitted timely for processing. Additionally, there are items identified to assist with a smooth transition to the New Year.

Should you have any questions about the information contained in this checklist, procedure for proper submission of the requested information or year-end payroll processing, please contact the Payroll Tax Department or your assigned Payroll Specialist.

ACTIVITY	REPORTING DEADLINE
☐ **Identification and submission of Taxable Fringe Benefits** - Submit completed report to payrolltax@xeniumhr.com. - See attached list of examples of fringe benefits.	**Friday, November 27th** $50 fee per transaction for late submission
☐ **Supplemental Checks (Bonuses, Missed Payments, etc.)** - Notify your Payroll Specialist as soon as possible if you will need a supplemental check processed.	**Monday, December 14th** $100 fee per transaction for late submission
☐ **Third Party Sick Pay** - Forward all Third-Party Sick Pay notifications to payrolltax@xeniumhr.com if you have not already done so.	**Monday, December 14th**
☐ **W-2 Updates** - Provide employee address changes / mailing address requests to your Payroll Specialist to ensure that employee W2's are distributed correctly.	**Monday, December 14th**
☐ **2027 Tax Rate Notifications** - Forward all tax rate notifications received to payrolltax@xeniumhr.com upon receipt. Timely receipt will ensure that tax calculations are accurate beginning with your first payroll of the new year.	**Upon Receipt**
☐ **W-2 Distribution / Availability on Employee Self-Service Portal** - W-2's will be mailed to employees' address of record on or before the deadline date of January 31, 2027th. W-2's will also be made available on the Xenium Employee Self-Service Portal.	**Sunday, January 31st**