

2013 Calendar Year-End Reminders



EOY Check Processing

- No EMERGENCY warrants will be processed December 23, 2013 - January 3, 2014.
- Emergency Warrants in the New Year should have 2014 rates.
- ***DO NOT Void and reissue checks dated 2013.***
- Void or reissue of a 2013 check will be processed as a duplicate check (brown check).

DECEMBER Paycheck Distribution

- Paychecks and Fringe Benefit vendor checks dated December 30, 2013 and January 1, 2014 will be available for pick up and delivered on Friday, December 27, 2013
- ***Certificated paychecks cannot be distributed before January 1, 2014.***

Important Dates

December 1ST:

- Notify employees to submit new W-4 form if they're withholding allowances have changed or will change for next year.

January 5th:

- Last day to correct addresses for W-2's.

January 15TH:

- Third Party vendor must furnish detail statement to payroll.
- Fax Third Party Year End Statement to District Payroll for reporting on the 941 Form for 4th qtr. 2013.
Fax the same day you receive statement.
- Later part of January, W-2's will be available for pick up and delivered to East County Districts.

January 31ST:

- W-2's and 1099's must be postmarked or given to each employee.