

**PAA December 17  
IPBS Training  
Year End Review**





# About us

The Integrated Payroll and Benefits Services team provide the support and administration services for Health and Welfare benefits, Retirement administration for 403(b) and Pension (both Lay and Priest) and Payroll Processing.



# Year End Review

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# What do I review?



- Salary YTD
- Benefits YTD
- Accruals YTD- (This is managed by HR)
- Taxes
- ALL items that have appeared on the employee payroll in this calendar year.

# Reports overview

- Payroll Distributed Summary Report

- Report Center > Client Inbox Reports > Payroll Distributed Summary Report. This report shows all year-to-date totals for your employees
- LP Billing- This is the same data that will be used for the Lay Pension billing in January

The screenshot displays the 'Payroll Distributed Summary Report' interface. At the top, there is a breadcrumb trail: Home / Report Center / Payroll Distributed Summary Report. Below this, the title 'Payroll Distributed Summary Report' is followed by a green 'Generate Report' button. To the right of the button are three tabs: 'Report Queue', 'Recent Reports', and 'Saved R'. The main section is titled 'Report-Specific Options' and contains several settings:

- Output Format:** Three radio buttons are present: 'XLSX' (selected), 'CSV', and 'PDF'.
- By Transaction/Pay Date:** Two radio buttons: 'Pay Date' (selected) and 'Historical Transactions'.
- Date Range:** A dropdown menu is set to '(MTD / QTD / YTD) / Relative Dates'. Below it, a date range is specified as '12/01/2024 to 12/31/2024'.

On the right side of the options panel, there is a numbered list of five instructions:

- 1 Select the preferred output f
- 2 If applicable, select the date
- 3 Select any applicable filters.
- 4 To report on a set of employ employees.
- 5 If applicable, expand the "Cu filter by that field's options o

# Running the Payroll Distributed Summary Report (YTD)

1. Go to Reports > Report Center > Client Inbox Reports.
2. Select Payroll Distributed Summary Report.
3. For Output Format, select either PDF or XLSX.
4. Under Date Range, enter 01/01/2024 to 12/31/2024.
5. Under Payroll Profiles, check the appropriate options, or Select All.
6. Under Format, select Detail.
7. Leave the other settings as is and click Generate Report.

Home / Report Center / Payroll Distributed Summary Report

### Payroll Distributed Summary Report

**Generate Report** Report Queue Recei

**Report-Specific Options**

**Output Format**

XLSX

CSV

PDF

**By Transaction/Pay Date**

Pay Date

Historical Transactions

**Date Range**

(MTD / QTD / YTD) / Relative Dates

01/01/2024 to 12/31/2024

**Payroll Profiles**

Search   Select All  Show Selected

- [OTT54] ARCHDIOCESE OF SEATTLE PAYROLL SERVICES
- [OTT55] BLESSED SACRAMENT CHURCH
- [OTT56] ASSOCIATED CATHOLIC CEMETERIES
- [OTT57] FULCRUM FOUNDATION
- [OTT58] ST ELIZABETH ANN SETON CATHOLIC HIGH SCHOOL
- [OTT59] POPE JOHN PAUL II HIGH SCHOOL

Previous 1 Next

**Format**

Summary

Detail

**Group By**

DEPARTMENT

- 1 Select the p
- 2 If applicabl
- 3 Select any e
- 4 To report or employees.
- 5 If applicable filter by tha

Note: You can

# Report Samples

## Adobe PDF

From: 01/01/2024  
To: 12/31/2024  
By: Distributed Department

**Payroll Distributed Detail Report**

Dept: [REDACTED]

Gross Earnings	Hours/Units	Amount	% of Co	Voluntary Deductions	Amount	Employee Taxes	Amount
Regular	1,583.50	56,960.20	6.68%	403B %	18,601.87	Federal W/H	2,024.71
Weighted OT	28.00	1,489.35	25.16%	Christian Brothers CDHP EE	2,062.50	Medicare	810.92
Chancery Personal	8.00	270.40	5.93%	Christian Brothers Standard	10,789.68	Social Security	3,467.40
Sick Chancery	37.50	1,335.70	7.21%	Delta Dental WA	1,313.07	Washington EE Family Leave	251.43
Vacation Chancery	150.00	5,231.20	13.37%	HSA Employee Contribution	550.00	Washington EE Medical Leave	122.30
Holiday	120.00	4,229.60	8.21%	Vision Plan	117.53	Washington State Cares	410.14
Retro Pay Dollars	-	1,196.60	16.66%		33,434.65		7,086.90
	1,927.00	70,713.05	7.10%				

Employee Taxes	Amount	% of Co
Employer Medicare	810.92	5.81%
Employer Social Security	3,467.40	6.12%
WA SUI	184.95	11.52%
	4,463.27	6.16%

Memo Deductions	Amount
Christian Brothers CDHP ER	4,405.50
Christian Brothers Standard ER	4,560.00
Delta Dental WA ER Memo	578.22
ER ADD	5.72
ER LIF	126.67
HSA Employer Contribution	916.74
Long Term Disability ER	204.29
Vision Employer Memo	72.68
White Collar	531.82
	11,401.64

DEPT TOTAL			
Gross Earnings	Hours/Units	Amount	% of Co
Regular	16,248.50	851,699.68	100.00%

Voluntary Deductions	Amount	Employee Taxes	Amount
403(b) Roth	4,414.37	Federal W/H	152,056.63

## MS Excel

AutoSave Off Payroll Distributed Detail Report Sample\_Redacted - Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat Power Pivot

Clipboard Font Alignment Number Styles

A1 : groupcode groupdesc cat\_desc eecode eename typedesc hours amount

1	groupcode	groupdesc	cat_desc	eecode	eename	typedesc	hours	amount
2	Dept		Gross Earnings			Regular	1275	33150
3	Dept		Gross Earnings			Weighted OT	6	234
4	Dept		Gross Earnings			Chancery Personal	16	416
5	Dept		Gross Earnings			Sick Chancery	57	1482
6	Dept		Gross Earnings			Vacation Chancery	16	416
7	Dept		Gross Earnings			Holiday	76	1976
8	Dept		Voluntary Deductions			Christian Brothers Standard	0	1672.88
9	Dept		Employee Taxes			Federal W/H	0	2870.62
10	Dept		Employee Taxes			Medicare	0	522.06
11	Dept		Employee Taxes			Social Security	0	2232.25
12	Dept		Employee Taxes			Washington EE Family Leave	0	134.03
13	Dept		Employee Taxes			Washington EE Medical Leave	0	65.2
14	Dept		Employee Taxes			Washington State Cares	0	218.51
15	Dept		Employee Taxes			Employer Medicare	0	522.06
16	Dept		Employee Taxes			Employer Social Security	0	2232.25
17	Dept		Employee Taxes			WA SUI	0	101.72
18	Dept		Memo Deductions			Christian Brothers Standard ER	0	6685.5
19	Dept		Memo Deductions			Delta Dental WA ER Memo	0	427.38
20	Dept		Memo Deductions			ER ADD	0	4.25
21	Dept		Memo Deductions			ER LIF	0	91.12
22	Dept		Memo Deductions			Long Term Disability ER	0	145.52
23	Dept		Memo Deductions			Vision Employer Memo	0	53.72
24	Dept		Memo Deductions			White Collar	0	422.73
25	Dept		Net Pay			Net Pay	0	29958.45
26	Dept		Gross Earnings			Regular	1892	130500.01
27	Dept		Gross Earnings			Chancery Personal	8	538.46
28	Dept		Gross Earnings			Sick Chancery	4	269.23
29	Dept		Gross Earnings			Vacation Chancery	40	2692.31
30	Dept		Gross Earnings			Holiday	96	6576.91
31	Dept		Gross Earnings			Retro Pay Dollars	0	962.47
32	Dept		Voluntary Deductions			Accidental Indemnity EE	0	155.02
33	Dept		Voluntary Deductions			Critical Illness Child	0	14.95
34	Dept		Voluntary Deductions			Critical Illness Employee	0	348.21
35	Dept		Voluntary Deductions			Critical Illness Spouse	0	236.76
36	Dept		Voluntary Deductions			Delta Dental WA	0	1313.07
37	Dept		Voluntary Deductions			Hospital Indemnity EE	0	229.54
38	Dept		Voluntary Deductions			Info Armor	0	160.43
39	Dept		Voluntary Deductions			Kaiser Foundation CDHP	0	6646.18

# W-2 Boxes

Box 1- Wages

Box 2- Federal Income Tax withheld

Box 3- Wages subject to Social Security Tax

Box 4- Social Security Withheld

Box 5- Wages subject to Medicare Tax

Box 6- Medicare Tax withheld

Box 10- Dependent Care FSA

Box 12-

C- GTL Earning (Group Term Life over \$50,000)

E- 403(b) Contribution

W- HSA Employer contribution

BB- Roth 403(b) contributions

DD- Cost of employer medical plan

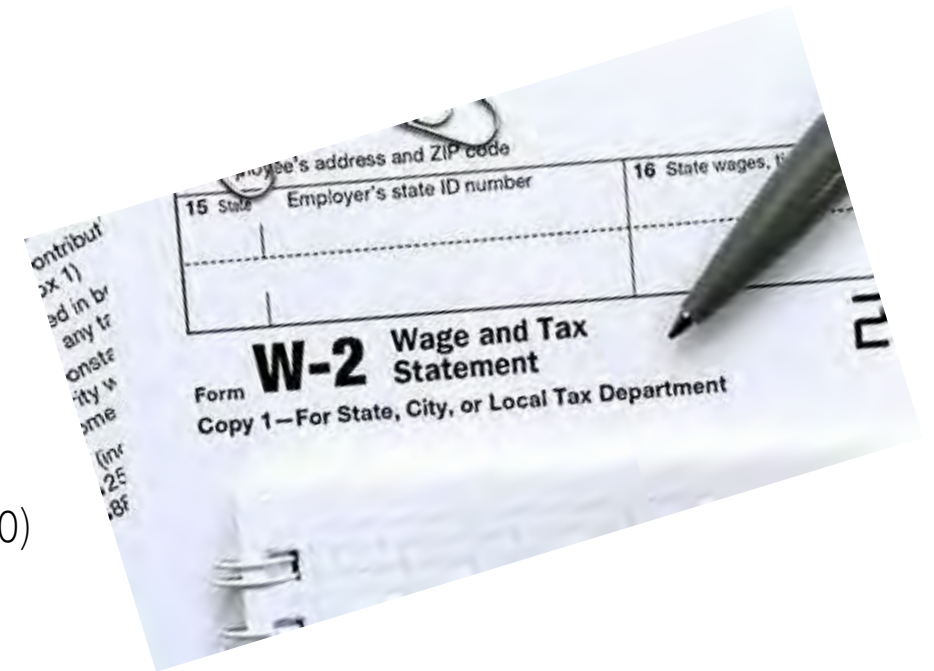
Box 13 – If the employee has a 403(b) contribution or receives Lay Pension contribution in 2024 this box will be checked

Box 14-

WAN- Washington Employee Family Leave

WAL- Washington Employee Medical Leave

WAQ- Washington Care Act Tax







# Other Items to Consider:

Employee demographics- updated (SSN, Address, DOB, Name) \* good time to update email addresses too- this is how we communicate to the employees for Benefits.

1095- this will be coming in January. The review will be for the months the employee has medical coverage.

LP Billing- will come in January. Based on Hours and earnings

403(b)- No review needed, but awareness the YTD contribution shows on the W-2

H.S.A. - All contributions will show on W-2

Dependent FSA will also report on the W-2



*Electronic W-2 have employees "Opt In". This will reduce mailing paper W-2's and costs.*

The screenshot shows a web portal navigation menu with the following items: Time Management, Time-Off Requests, Information, Payroll, Documents, Checklists, Benefits, Personnel Forms, Learning, Ask Here, and Company Information. A dropdown menu is open under 'Payroll', listing: View Pay Stubs, Approve My Check®, Pay Rates, Tax Setup, Scheduled Earnings and Deductions, Test Sample Paycheck, Direct Deposit, Year-End Tax Forms (circled in blue), and Garnishment Documentation. The background shows a grid of service tiles for Time Management, Information, and Payroll.

### Year-End Tax Forms



You have elected to receive both electronic copies and paper copies of your Year-End Forms. To change your preference, [click here.](#)

Employee

1095

Show 10 ▼ 1 - 4 of 4

Search

Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	Form Type	View	Corrected Form
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# Other Reminders:

1. Deductible reset January 1 for Medical Plans
2. HSA/FSA IRS limits reset January 1- our plan year is July to June
3. TEP, PHP and PP are taken by 24 pay periods. Location paying the payroll will be assessed these deductions
4. HSA limits- Max IRS Limit is \$6300 reset January 1
5. GTL- Life Insurance Policy coverage level over \$50,000- GTL Earning Code will show on 26 pay periods
6. **Good reminder for all employees to review and update W-4**
7. W-2 can be found in Paycom under Payroll tab and Year End forms by all employees.
8. NEW IPBS Website for resources....sneak peek...more to come in 2025  
**[IPBS PORTAL](#)**
9. Coming SOON is an import for Quickbooks using PFS GL accounts.



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