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

IPBS:

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Gus Perdices

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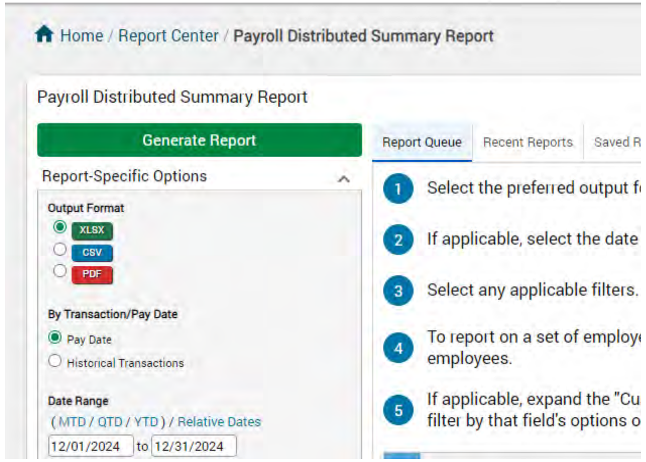
What do I review?

- 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

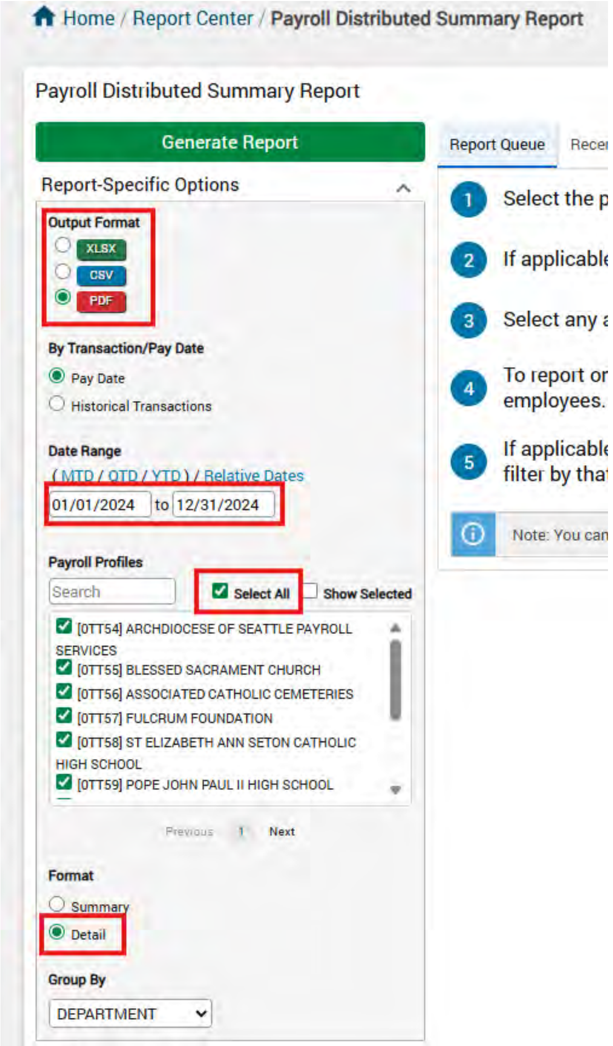
- Payroll Distributed Summary Report



- 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

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**.



Report Samples

Adobe PDF

[redacted]

Payroll Distributed Detail Report

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

Dept : [redacted]

[redacted]

Gross Earnings	Hours/Units	Amount	% of Co
Regular	1,583.50	56,960.20	6.68%
Weighted OT	28.00	1,489.35	25.16%
Chancery Personal	8.00	270.40	5.93%
Sick Chancery	37.50	1,335.70	7.21%
Vacation Chancery	150.00	5,231.20	13.37%
Holiday	120.00	4,229.60	8.21%
Retro Pay Dollars	-	1,196.60	16.66%
	1,927.00	**70,713.05**	**7.10%**

Voluntary Deductions	Amount
403B %	18,601.87
Christian Brothers CDHP EE	2,062.50
Christian Brothers Standard	10,789.68
Delta Dental WA	1,313.07
HSA Employee Contribution	550.00
Vision Plan	117.53
	33,434.65

Employee Taxes	Amount
Federal W/H	2,024.71
Medicare	810.92
Social Security	3,467.40
Washington EE Family Leave	251.43
Washington EE Medical Leave	122.30
Washington State Cares	410.14
	7,086.90

Employer 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

Net Pay	30,191.50

DEPT TOTAL

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

Voluntary Deductions	Amount
403(b) Roth	4,414.37

Employee Taxes	Amount
Federal W/H	152,056.63

MS Excel

Payroll Distributed Detail Report Sample_Redacted • Saved to this PC

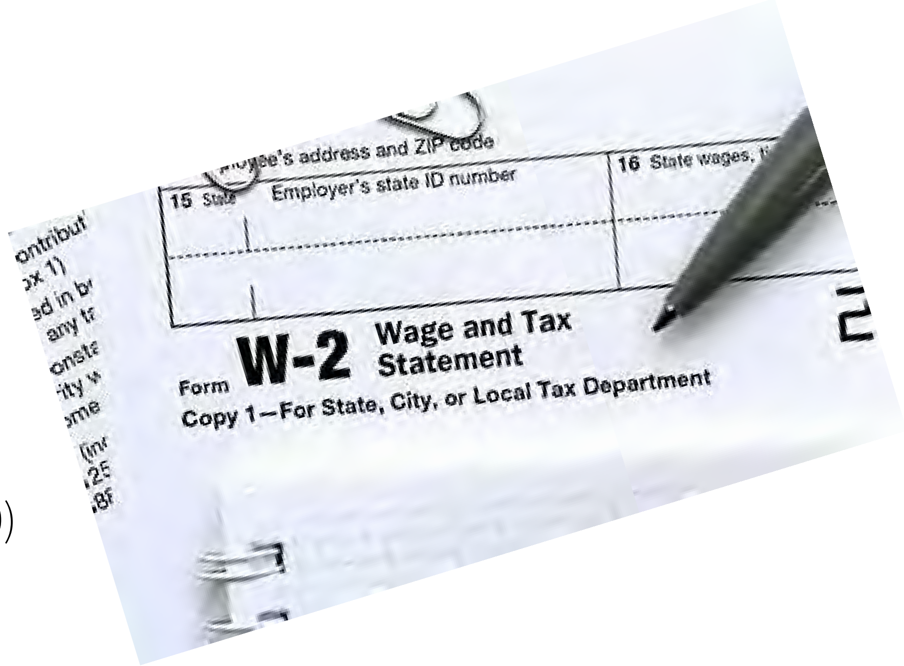
A1 — grouptype

	A	B	C	D	E	F	G	H	I
1	grouptype	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			Employer Taxes			Employer Medicare	0	522.06
16	Dept			Employer Taxes			Employer Social Security	0	2232.25
17	Dept			Employer 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.

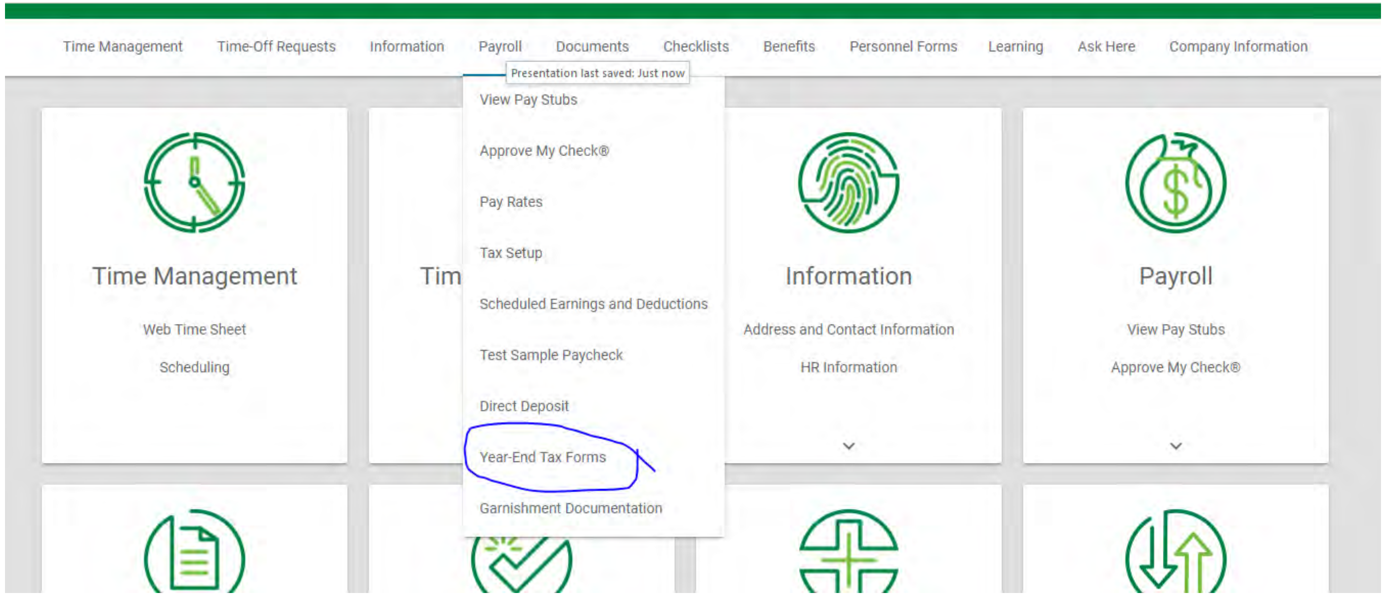
LP Billing- will come in January. Based on Hours and earnings

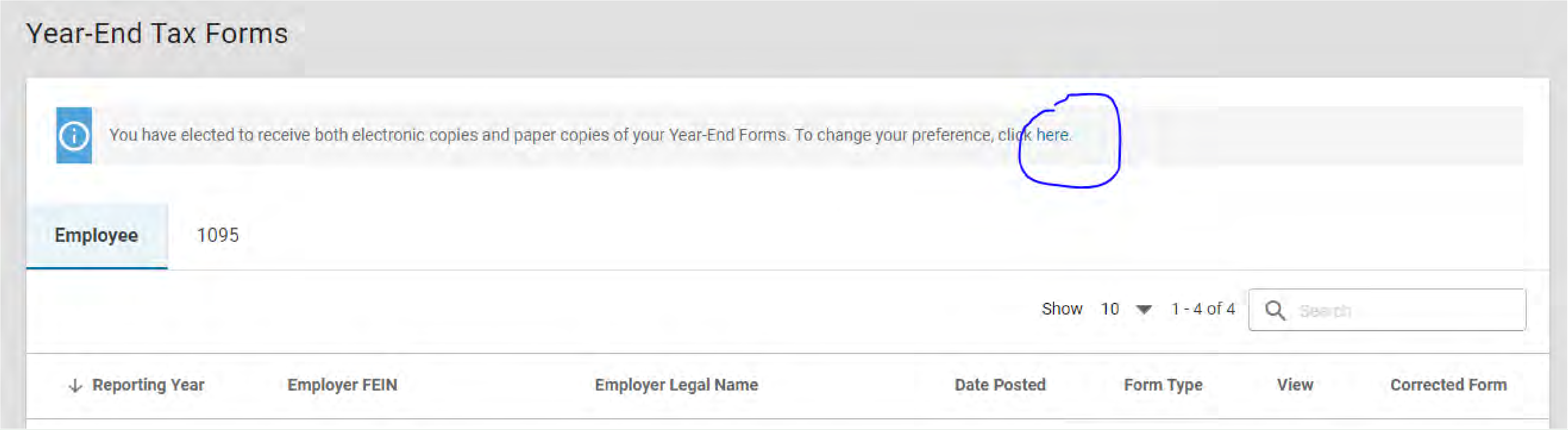
403(b)- No review needed, but awareness the YTD contribution shows on the W-2

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.





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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