



2024 EOQ CHECKLIST

Revised 6/10/2024

CHECKLIST VALID FOR 1st, 2nd and 3rd QTR

IMPORTANT REMINDERS: END OF QUARTER

NOTE: This is only a “checklist” – always review online documentation for step-by-step processing instructions.

CRITICAL: Only use the most **CURRENT** documentation, **DO NOT USE PRINTED DOCUMENTS FROM PRIOR YEARS.**
If a link is provided, that is the most current documentation.

IMPORTANT: Some personal computers/devices save a cached copy of a web page for faster loading the next time you need to access that page. When you land on the page you are accessing, you should **ALWAYS** “refresh” your device’s screen to see the **MOST CURRENT** page-version. You should **ALWAYS repeat** this process on any page you have ever viewed previously. Refer to your web browser’s user guide for the refresh steps required (i.e., customarily, **Microsoft Internet Explorer** uses the **F5** key, **Chrome/Firefox** use **Control + F5** key, and **Safari** uses the refresh button on the address bar or **⌘ Command+R**).

Quarters are based on **CHECK DATE**, not week ending date.

You must **CLOSE** the quarter **BEFORE** processing any **temp or staff payroll checks dated in the next quarter!**

REMINDER TO ALL: You will be charged for transferring your EOQ data to ASCII diskettes:

\$50.00 per diskette/file if received in our office **by the 11th of the month following the quarter end**

\$100.00 per diskette/file if received in our office **AFTER the 11th of the month following the quarter end**

PRINT A COPY of this checklist for each general ledger company number.

Track & initial EACH STEP as completed on the checklist, make any notes as to special steps taken during the process. SkilMatch support may have you send us a copy of your checklist to assist with EOQ/EOY support.

FEDERAL FORMS 941/941-X, LOCATE AND REVIEW THE MOST CURRENT VERSION

NEW March 2024 - Form 941 from the IRS: <http://www.irs.gov/pub/irs-pdf/f941.pdf>

Updated Instructions: <http://www.irs.gov/pub/irs-pdf/i941.pdf>

NEW April 2024 - Form 941-X from the IRS: <http://www.irs.gov/pub/irs-pdf/f941x.pdf>

Updated Instructions: <http://www.irs.gov/pub/irs-pdf/i941x.pdf>

Always review the **“What’s New”** section on instruction link for the latest updates to the forms.

Q4 2021: EMPLOYEES RETENTION CREDIT (ERC) IS NO LONGER AVAILABLE

The New Federal Infrastructure Investment and Job Act Provision signed into law in November 2021 has many provisions and one specifically that **terminates** the **employees retention credit (ERC)** early and retroactive to October 1, 2021.

Contact your CPA/Accountant with questions regarding 941 filing requirements.

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CRITICAL: END OF QUARTER BALANCING

You should be balancing after each payroll. Therefore, you should already know that this quarter is in balance (to date). **If you have not, please balance your quarter now!**

Use **PayBill Master** menu/**End of Quarter** menu/item **End of Quarter Totals** to produce the current quarter and year-to-date figures for all companies.

Review online documentation for additional details/instructions on balancing:
<http://www.skilmatch.com/documentation/SM2/PBLIBR/PBENDQ01.htm>

Call SkilMatch NOW if you need assistance.

W-2 REGISTER

For Temp and Staff payrolls, run a W-2 Register using **PayBill Master** menu/**End of Year** menu/item **W-2 Register** to review for a heads-up of possible errors.

VERIFICATION: It is not necessary to print the W-2 register - review the following in your printer spool file:

- 1) Warning messages about invalid Social Security numbers
- 2) Gross wage figure that is out of balance from other gross wages

If you have error messages, identify why these errors exist, and decide how to correct them.

Complete any necessary cleanup payrolls and paycheck corrections BEFORE you close your quarter.

SkilMatch online documentation has details to assist with review:
<http://www.skilmatch.com/documentation/SM2/PBLIBR/PBEOYR01.htm>

NOTE: AEIC processing through payroll and HIRE ACT are NO LONGER AVAILABLE ON SKILMATCH PROGRAMS.

Call SkilMatch NOW if you need assistance.

CRITICAL - SOCIAL SECURITY NUMBER MERGE

PayBill Master menu/**End of Year** menu/item **Go to Social Security Merge Processing**

Reporting wages with the correct SOCIAL SECURITY NUMBER (SS#) is CRITICAL.

Do you need to process a social security number merge for the quarter?

Remember a SS# Merge can **only be processed when...**

Between payrolls

AND

Between cumulative billing cycles

AND

NO individual batches of timecards on your system

AND

You MUST do a "Begin Cycle" to get rid of the "merged" timesheet file

AND

ALL USERS in your company must be LOGGED OFF SkilMatch when processing a Social Security Merge!

The online documentation provides a checklist and step-by-step instructions.

Please follow steps carefully. www.skilmatch.com/documentation/SM2/PBLIBR/PBEMRG.htm

Call SkilMatch NOW if you need assistance.

____ WEB-BASED (SHARED SERVER/SME) CUSTOMERS EMAILMAINT REVIEW

SkilMatch customers who process payrolls on our shared server need to be sure that their **EMAIL MAINTENANCE** file is setup with current email contacts. This feature forwards SkilMatch created files to you so they can be uploaded to government websites as needed. Please review the setup by processing the command **EMAILMAINT** and update the distributions as needed.

See online documentation for full details:

<http://www.skilmatch.com/documentation/SM2/PBLIBR/PBEOYR02Emailmaint.htm>

NOTE/Not Recommended: If you wish to have a file or files sent to SkilMatch first, then be manually emailed to you, the email address(es) should be Steve@SkilMatch.com. You will be billed a processing charge of \$52.00 for each file emailed to Steve and then manually emailed to you.

Call SkilMatch NOW if you need assistance.

____ STATE and LOCAL - TAX TABLE CHANGES

Important, DO NOT DELAY - Check with state and local authorities regarding changes to tax tables for current year.

SkilMatch provides to you, at no charge, Federal FIT and Social Security/Medicare rates. **Your company is responsible** to be aware of your own state and local governments' taxing requirements. If your state or local government has a change for current year, then you may interpret the changes and modify your own tax tables, or you may seek our assistance. If you would like assistance from SkilMatch, then you must send **authorization** for a 1 hour* charge for us to analyze and provide tax table documents (or update unique hard coded programs). With at least one week's notice, the charge is \$208.00 per hour; with less than one week's notice, the charge is \$316.00 per hour.

Call SkilMatch NOW if you need assistance.

*1-hour rate applies to most state tables; states with non-standard calculations may require additional billable time.

____ STATE and LOCAL - QUARTERLY ELECTRONIC REPORTING CHANGES

Important, DO NOT DELAY - Please check with your state(s) and local government(s) website(s) to determine if there are any changes/modifications to **requirements** for EOQ electronic reporting/filing.

You are responsible to be aware of your own state and local government's requirements. If your state or local government has a change for current quarter, notify SkilMatch of the details **IMMEDIATELY**. You must send **authorization** for a 1 hour* estimate charge for us to analyze and provide estimate for programming charges.

Do not delay if you want your updates by reporting deadlines.

Call SkilMatch NOW if you need assistance.

____ STATE and LOCAL – PAID LEAVE and/or SICK LEAVE: Accrual, Withholding, and Reporting

Important, DO NOT DELAY - If you process either **state** or **local** paid/sick leave, check with state and local authorities regarding new or changes to Employee Paid/Sick Leave requirements.

Your company is responsible to be aware of your own state and local government's requirements. If your state or local government has a change for 2024, notify SkilMatch of the details **IMMEDIATELY**. You must send **authorization** for a 1 hour* estimate charge for us to analyze and provide estimate for programming charges.

Do not delay if you want your updates by reporting deadlines.

Call SkilMatch NOW if you need assistance.

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____ HIRE/REHIRE REPORT

Use **PayBill Master** menu/**End of Quarter** menu/item **Hire/Rehire Reports**

IMPORTANT: In SkilMatch System, an employee's **HIRE DATE** is created as the FIRST day worked of the job order that an employee is paid on. Payrolls are usually run the week FOLLOWING the week worked, so the HIRE DATE is created in the employees file the week AFTER they worked. If you are running hire/rehire reports, you need to keep in mind the day the payrolls are run and if/when the prior week's dates are in the system. **Running a hire/rehire report on a FRIDAY will NOT include the new hires for that week until a payroll has been run for the week.**

This menu option allows user to create a generic format report (used for Federal and/or multiple states), customized Texas format, and/or customized New Jersey format. All three report formats have new programming that populates the "hire date" on the hire/rehire report. This date will be pull from the employee file, hire date field for NEW hires and pulled from the employee job order, start date if the employee is a rehire. The hire/rehire date will be included on both the report and the electronic file.

Refer to SkilMatch documentation for additional details.

____ UPDATE GL FISCAL MO/YR POSTING PERIODS

SkilMatch Highly **RECOMMENDS** that you prevent users from mistakenly posting to closed fiscal months. The following "Maintaining your GL Posting Periods" instructions are the best way to prevent users from posting to incorrect accounting periods. Update the valid fiscal posting periods MONTHLY for all accounting procedures.

Use **General Ledger Master** menu/**Maintenance** menu/item **GL Posting Periods** to maintain valid posting periods for each G/L company.

____ Review and update **MONTHLY** to prevent inaccurate postings.

See online documentation **General Ledger** menu/**Maintenance** menu/ item **GL Posting Periods** for details.

OPTION AVAILABLE: "RERUN" EOQ TOTALS, FEDERAL, STATE and/or LOCAL QUARTERLY REPORTS AFTER QUARTER CLOSED

If you need to "re-run" one of these EOQ menu options, after the quarter has been closed, programming allows the user to process prior quarter reports as needed.

Use **PayBill Master** menu/**End-of-Quarter** and select menu option desired, then key the Company Number, State Code and for **Report Year enter "EQ"**. The user will then be prompted for the quarter and year to run the reports, (i.e. 124 for 1st qtr, 2024).

If you have already closed your quarter, it is **CRITICAL** that you are VERY deliberate about processing your EOQ reports, **CURRENT vs. EQ** to create a Federal, State and/or Local file/report!

NOTE: For all files that have been saved to **DISK**, no SkilMatch assistance is needed. If you save the EOQ files to **TAPE**, these files must be restored to disk before using this new option. If the files you request do not exist on the disk, an error message will be displayed and the job will be cancelled.

See online documentation for **full details** on these procedures.

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____ **EOQ FEDERAL QTRLY REPORT OPTION (PB844/Optional PB844B State breakdown)**

Federal Quarterly report PB844 will display combined rates pulled from the FICA Tax Table.

____ Verify the 2024 SS rate is printed as .12400 (combining Employee 6.2% and Employer 6.2%).

NOTE: The wage limits subject to SS tax for 2024 is \$168,600, if an employee reaches this wage, then the system will no longer withhold the SS tax.

____ Verify the 2024 Medicare rate is printed as .02900 (combining Employee 1.45% and Employer 1.45%).

NOTE: There is no wage limit for Medicare; however, there is additional Medicare for income over \$200,000, see **ADDITIONAL Medicare Tax information in box below.**

Review the IRS instructions for Families First Coronavirus Response Act (FFCRA) reporting requirements.

Optional State FUTA Report, created during Federal Quarterly Report (PB844B)

This new report includes a break down of FUTA wages by state (from PayBill file) that will assist with reporting. During **Federal Quarterly Report** processing the question **“Did you process payroll on your SkilMatch system the Entire year....?”** **

If you key **“YES”**, you will have the option to create the new State FUTA report PB844B. Accurate week ending dates are critical to have figures that will balance on the report, **DO NOT** guess at WE dates. State FUTA dollars are generated from the PayBill file records.

OR

If you key **“NO”** your system will produce an alternative PB844A.

The figures on this report are calculated from the “QTD/YTD State Tax File”, which is based on the SIT taxable wages, which may **NOT** have the SAME “pretax deductions” as the FUTA wages.

NOTE the following regarding State FUTA reports:

*Only states with FUTA Override rates print on these reports.

*States with **NO** Override rate for FUTA dollars **will NOT be included on this report, so total FUTA QTD/YTD dollars may not balance with Federal Report PB844.**

*The FUTA Override states with **all zeroes** in QTD and YTD FUTA dollars **will not print.**

*The employee count represents number of employees with QTD FUTA dollars.

*PB844A State FUTA dollars are generated from the QTD/YTD State Tax file.

*PB844B State FUTA dollars are generated from the PayBill file records.

See online documentation EOQ/Federal Quarterly Report for details.

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____ **ADDITIONAL MEDICARE TAX FOR EARNINGS OVER \$200,000**

The Affordable Care Act requires employers to withhold an additional .9% for Medicare tax after an individual's wages exceed \$200,000 in a year - **employee portion only**.

The following IRS website provides additional details:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Questions-and-Answers-for-the-Additional-Medicare-Tax>

____ **Determine if you have withheld Additional Medicare tax and need to report on form 941...**

Important: Review for each payroll company, both temp and staff.

Step 1) Identify your **Additional Medicare deduction code**. This is located on the **Payroll System Requirements** file in **PayBill, File Maintenance**. The code will be listed on the **3rd page, last field**.

If **NO** code is listed, this particular payroll company has not begun processing/withholding the Additional Medicare Tax and NO further research is needed. Check each company number, both temp and staff.

Proceed to "Step 2" if an Additional Medicare deduction code IS displayed.

Step 2) If "Step 1" shows a code setup, process the **Payroll Deduction Code Employee Detail** report from the **PayBill, File Printing** menu to determine the deduction amount withheld. Key the Company #, Additional Medicare deduction code (found in Step 1), and accurate Week Ending dates for the quarter. Key **"NO"** for additional queries. As needed, repeat for each payroll company, both temp and staff.

Refer to online documentation for complete instruction on PR Deduction Code Employee Detail report.

"NO" Additional Medicare withholdings

If you receive a system message, **"NO PBMED records met the parameters...."** for this payroll company number, you have no withholdings for this Additional Medicare tax code and nothing to report on federal form 941. No further steps needed for this payroll company number.

"YES" Additional Medicare withholdings: Needs to be reported on Line 5d of Form 941

If you receive a system message, **"The report DEDUCTION REGISTER has been completed..."** the report PB872 will be in your spool file. You will see the **Deduction Amount** (by employee) and **Deduction Total** (for the company) listed. The company total for Additional Medicare tax will need to be reported on federal form 941, line 5d.

CALCULATION NOTE: The amount listed as **"Deduction Total"** is the amount of Additional Medicare tax withheld. You will need to calculate Additional Medicare wage dollars. This can be done by dividing the **"Deduction Total"** by .009 (i.e. report indicates, \$45 in Deduction Total, this total divided by .009... $\$45 / .009 = \$5,000$ Additional Medicare wages).

Documentation regarding setup and processing are available on the following link:

http://www.skilmatch.com/New_Additional_Medicare_Tax_Documentation.pdf

Call SkilMatch NOW if you need assistance, billable support may apply.

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TEMP EOQ CHECKLIST

NOTE: This is only a "checklist" – see online documentation for step-by-step processing instructions.

TEMP CO # _____

For a complete understanding of each option listed below, please refer to our in-depth website documentation. We encourage you to review the full documentation **BEFORE** beginning.

Process the **Save Files** and **Zero Figures** options only **AFTER** the other options have been processed for **ALL** temp companies.

_____ **PRINT A COPY of this checklist for each general ledger company number.**
TRACK & INITIAL EACH STEP as completed on the checklist, make any notes as to steps taken.
SkillMatch support may have you send us a copy of your checklist to assist with EOQ support.

_____ Select item **End-of-Quarter** from the **PayBill Master** menu.

_____ Select item **End-of-Quarter Totals** from the **PayBill End-of-Quarter** menu to print the Employee Master File totals. The totals should equal this quarter's combined payroll journals.

NOTE: Do NOT use these totals when completing federal and state forms.

****** IF THE TOTALS DO NOT MATCH, CALL SKILMATCH - DO NOT PROCEED. ******

_____ Select item **Federal Quarterly Report** from the **PayBill End-of-Quarter** menu to print the Federal Quarterly Report. Use the totals from this report when completing the Federal Quarterly Report.

Review Additional Medicare Tax documentation (for employees with annual gross wages over \$200,000) for **full details** on reporting Additional Medicare dollars:

http://www.skilmatch.com/New_Additional_Medicare_Tax_Documentation.pdf (see page 19 of document)

_____ Select item **State Quarterly Report** from the **PayBill End-of-Quarter** menu to print State Quarterly Report forms. For some states, this option will also produce magnetic media or file for online web reporting.

Every customer should save to DISK – no exceptions.

(Skip **Local** If You Do Not Have Local Taxes)

_____ Select item **Local Quarterly Report** from the **PayBill End-of-Quarter** menu to print Local Quarterly Report forms. Prints a quarterly tax report for each local taxing authority.

(Skip **Certificates** if you do not have PA employees.)

_____ Select item **Certificates** from the **PayBill End-of-Quarter** menu to print PA Evidence of Deduction Certificates. Prints the state form.

(Skip **Hire/Rehire Reports** if you do not report on a quarterly basis)

_____ Select item **Hire/Rehire Reports** from the **PayBill End-of-Quarter** menu to print the new hire/rehire report. Prints the hire/rehire report for child support enforcement. Requirements vary by state.

STOP - REPEAT the steps above for ALL temporary G/L Companies BEFORE processing Save Files and Zero Figures options.

_____ Select item **Save Files** from the **PayBill End-of-Quarter** menu. This procedure saves the temp files for **all** G/L companies to disk. Everyone should save to **disk**.

_____ Select item **Zero Figures** from the **PayBill End-of-Quarter** menu. Zero the quarter-to-date figures in each employee record for **ALL** G/L companies. You will receive a printout that should show zeroes in the QTD fields.

_____ Select item **End-of-Quarter Totals** from the **PayBill End-of-Quarter** menu. Print the End-of-Quarter totals for **CURRENT**, and verify that all quarter-to-date figures are **ZERO**. If the figures are not zero, then you did not process item **Zero Figures** on the **PayBill End-of-Quarter** menu.

_____ **PB800 Federal Totals – confirm that all QTD figures are zero.**

_____ **PB810 State Totals – confirm that all QTD figures are zero.**

Name/Company

Date Completed

STAFF EOQ CHECKLIST

NOTE: This is only a "checklist" – see online documentation for step-by-step processing instructions.

STAFF CO # _____

For a complete understanding of each option listed below, please refer to our in-depth website documentation. We encourage you to review the full documentation **BEFORE** beginning.

Process the **Save Files** and **Zero Figures** options only **AFTER** the other options have been processed for **ALL** staff companies.

- _____ **PRINT A COPY of this checklist for each general ledger company number.**
TRACK & INITIAL EACH STEP as completed on the checklist, make any notes as to steps taken.
SkillMatch support may have you send us a copy of your checklist to assist with EOQ support.
- _____ Sign on with your **Staff** User ID.
- _____ Select item **End-of-Quarter** from the **Staff PayBill Master** menu.
- _____ Select item **End-of-Quarter Totals** from the **Staff PayBill End-of-Quarter** menu to print the Employee Master File totals. The totals should equal this quarter's combined payroll journals (End of Quarter balancing).
Note: Do NOT use these totals when completing federal and state forms.

****** IF THE TOTALS DO NOT MATCH, CALL SKILMATCH - DO NOT PROCEED. ******

- _____ Select item **Federal Quarterly Report** from the **Staff PayBill End-of-Quarter** menu to print the Federal Quarterly Report. Use the totals from this report when completing the Federal Quarterly Report.
Review Additional Medicare Tax documentation (for employees with annual gross wages over \$200,000) for **full details** on reporting Additional Medicare dollars:
http://www.skilmatch.com/New_Additional_Medicare_Tax_Documentation.pdf (see page 19 of document)
- _____ Select item **State Quarterly Report** from the **Staff PayBill End-of-Quarter** menu to print State Quarterly Report forms. For some states, this option will also produce magnetic media or a file for online web reporting.
Every customer should save to DISK – no exceptions.

(Skip **Local** If You Do Not Have Local Taxes)
- _____ Select item **Local Quarterly Report** from the **Staff PayBill End-of-Quarter** menu to print Local Quarterly Report forms. Prints a quarterly tax report for each local taxing authority.

(Skip **Certificates** if you do not have PA employees.)
- _____ Select item **Certificates** from the **Staff PayBill End-of-Quarter** menu to print PA Evidence of Deduction Certificates. Prints the state form.

(Skip **Hire/Rehire Reports** if you do not report on a quarterly basis)
- _____ Select item **Hire/Rehire Reports** from the **Staff PayBill End-of-Quarter** menu to print the new hire/rehire report.

STOP - REPEAT the steps above for **ALL** staff G/L Companies **BEFORE** processing **Save Files** and **Zero Figures** options.

- _____ Select item **Save Files** from the **Staff PayBill End-of-Quarter** menu.
This procedure saves the temp files for **all** G/L companies to disk. Everyone should save to **disk**.
- _____ Select item **Zero Figures** from the **Staff PayBill End-of-Quarter** menu.
Zero the quarter-to-date figures in each employee record for **ALL** G/L companies.
You will receive a printout that should show zeroes in the QTD fields.
- _____ Select item **End-of-Quarter Totals** from the **PayBill End-of-Quarter** menu.
Print the End-of-Quarter totals for **CURRENT**, and verify that all quarter-to-date figures are **ZERO**.
If the figures are not zero, then you did not process item **Zero Figures** on the **PayBill End-of-Quarter** menu.
 - _____ **PB800 Federal Totals – confirm that all QTD figures are zero.**
 - _____ **PB810 State Totals – confirm that all QTD figures are zero.**

Name/Company _____

Date Completed _____

WORKSHEET FOR EOQ DATA SAVED TO SKILMATCH SERVER

REMINDER TO ALL: There is a charge for transferring your EOQ/EOY data to ASCII diskettes:
 \$50.00 per file/diskette if received in our office **by the 11th of the month following the quarter end.**
\$100.00 per file/diskette if received in our office **AFTER the 11th of the month following the quarter end.**

Date files were saved: _____

Company name: _____ (Please print)

Contact name: _____ (Please print)

Contact email address: _____ (Please print)

State filing deadline date: _____

List of file names saved to the SkilMatch server:

STATE FILES:

Shared-server customers: Confirm setup of the **EMAILMAINT** tool to verify who is receiving these files. Refer to the following link; for full details. <http://www.skilmatch.com/documentation/SM2/PBLIBR/PBEOYR02Emailmaint.htm>
NOTE: If a shared-server customer does not setup EMAILMAINT and requires SkilMatch to retrieve files and manually email, there is a \$52.00 processing fee per file.

| | |
|-------|---|
| _____ | <input type="checkbox"/> Convert to diskette/FEDEX or <input type="checkbox"/> Email file to contact or <input type="checkbox"/> Do Not Convert |
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Please fax this worksheet to SkilMatch (713-960-1605). We will call you to verify our receipt of your fax.

LEGAL DISCLAIMER and customer responsibilities. *When SKILMATCH staff or a SKILMATCH program provides information, data, calculation, tax tables, magnetic media or paper reporting to you, a "best efforts" attempt has been made by SKILMATCH to verify that the information is correct as SKILMATCH understands it or as it has been explained to SKILMATCH. SKILMATCH-provided tax tables and reporting are provided to assist you in setting up your tax table records and to assist you in reporting to government authorities. Tax laws and requirements change frequently and it is your responsibility to verify the accuracy of all SKILMATCH-provided information and reporting with your tax advisor, accountant and/or attorney. SKILMATCH attempts to monitor for tax table and reporting changes. However, when you receive ANY notification of a change from a taxing authority, SKILMATCH should be notified. SKILMATCH depends on customers who are closest to the taxing authorities to provide information that will affect their businesses. Any and all written, verbal or electronic information provided by SKILMATCH regarding tax tables and government reporting (1) is meant to provide general information about the payroll process, (2) is not intended to provide tax or legal advice, (3) is not intended to address, and is not meant to address, the entire body of federal, state and local law and regulation governing the payroll process, payroll taxes, government reporting or employment law. Such laws and regulations change frequently and their effects can vary widely based upon specific facts, circumstances and timing. You are responsible for consulting with a professional tax advisor, accountant and/or attorney concerning specific concerns and compliance.*