PLANSOURCE

Helping people live happier, healthier lives by maximizing the benefits of their benefits

2025 Year-End Webinar

Presented by Marielle Fields

TODAY'S AGENDA

Year-End Key Dates

PlanSource Office Closures

Company Level Review

Employee Level Review

Preview and Review of W-2 Data

Secure 2.0 Act

ACA Fulfillment Services

Year-End Tips

Year-End Key Dates

Year-End Survey
Complete By: 10/24

Review 2026 Payroll Calendar
Complete By: 11/4

Year-End Generation
11/07, 11/21 and Weekly in December

Adjustment Deadline
Submit By: 12/15

Final Employee Changes
Complete By: 12/26

All 2025 Payrolls MUST be Closed
Close By: 12/29 @ 3pm EST

PlanSource Office Closures

November 27th
Thanksgiving Day

November 28th
Day After Thanksgiving

December 25th
Christmas Day

January 1st
New Year's Day

Keep an eye out for UPS closures. They will be posted on the website.

Company Level Review

Business Structure

Has your organization experienced any of the following this year?:

- Name Change
- Address Change
- Sale
- Merger
- Restructure

FEIN

Confirm the following:

- Company Name
- FEIN(s)
- Business Address for Tax Filings
- SIT IDs
- Tax Codes & Contribution Rates*

*Standard Reports>Available>Company Tax Verification

Payroll or Benefit Changes

Do you require any of the following for 2026?

- Payroll Schedule / Frequency Changes
- PTO Plans / Rules Changes
- Adding New Benefits
- 401(k) match updates
- New Component Company or Pay Group

Employee Level Review

Recommended Action

Path: Team Content > zzzCompany Folders > YOUR COMPANY NAME > UltiPro > PlanSource HCM Delivered Reports > Quarter and Year-End Balancing Reports		
Employee Data	Confirm: Employee Names, Addresses, and SSNs	Run “EE Improper Naming Conventions” and “Invalid SSN” reports.
Employees who moved	Did employees have tax location changes, moved from one state to another?	Run “Year End – W2 Testing” report.
Block or Exempt Tax Status	Do you have employees with blocked taxes or exempt status?	Run “Employees with Exempt or Blocked Taxes”.
Deceased Employee	Depending on circumstances, different reporting rules may apply.	Run “Deceased Employees” report. (Year End Reports folder)

Employee Level Review

Year-End Adjustments

Does your organization need payroll updates for the Year-End reporting period?

Common items include:

- Third Party Sick Pay
- Group Term Life Insurance
- Imputed Income
- Voids
- Taxable Fringe Benefits
- Moving Expenses

Deadline for adjustments is December 15th

Preview and Review W-2 Data

Recommended Action

Reporting Path: Standard Reports > Available > Report Name is "W-2 Detail"		
Tax Rate Notices or Missing Tax IDs	State Issued SUTA Rates for the New Year; If missing tax account ID please expedite procurement!	Send copies to HCM ASAP! Don't want "Applied For" printing on W-2s! Run the "Company Tax Setup" report.
Box 12 Codes / Box 14 Labels	Review your W-2 details and look for special reporting such as Box 12, Code D and Code DD or Box 14 Labels	Contact the Service Team if you identify any errors or missing codes
Retirement Box/Statutory Reporting	Review W-2 data to ensure proper reporting in Box 13 of the W-2 form.	If you find records missing the proper indicator, contact the Service Team to update.
Negative Wages	Negative wages can occur throughout the year if there are adjustments to an employee's payroll impacting taxable wages vs. taxes withheld.	The Technical Team will reach out if there are negative wage issues for your data. We will need to fix this for W-2 forms to generate properly.

Secure Act 2.0 - Payroll Provisions in 2026

2026 Provisions

2026 Mandatory Provisions

Provision	Description
Certain Catch-up Contributions Required to be Roth	This provision was deferred from 2024 to 2026, per IRS News Release IR-2023-155 on August 25, 2023. Catch-up contributions are required to be treated as Roth contributions if made by employees whose wages (as defined in section 3121(a)) for the preceding calendar year from the same employer sponsoring the plan exceed a specified threshold. This threshold was originally $145,000 for the 2024 tax year and would be annually adjusted for inflation. **Note:** Employers may have to amend their plans to permit Roth contributions if they don't allow Roth contributions currently. Administrative procedures should be established to avoid having employees' catch-up contributions reclassified as Roth contributions.
Paper Benefits Statement Mandate	• ERISA has been amended to require that qualified retirement plans provide each participant with a paper quarterly benefit statement at least once annually for defined contribution plans or once every three years for defined benefit plans. • The Department of Labor must publish guidance updating ERISA's electronic delivery rules to ensure that participants receive at least one paper notification informing them of their right to receive plan-related disclosures in paper form prior to furnishing any plan statements in electronic form. • Participants who have previously elected electronic delivery are excluded.

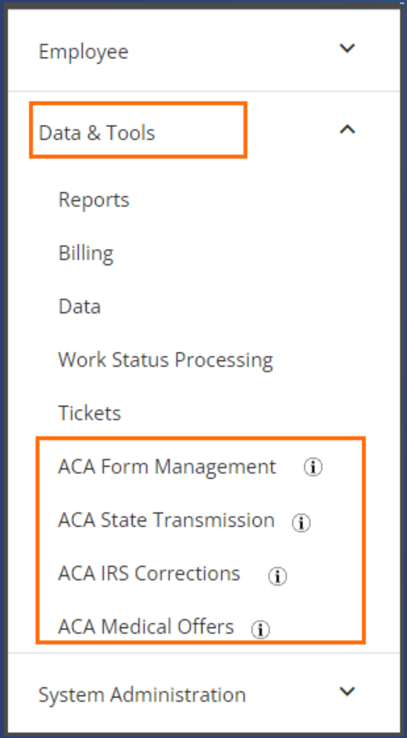
- Catch-up contributions for high-income employees age 50 and over, must be made as after-tax Roth contributions.
- Quarterly paper benefits statements must be provided at least once a year for qualified retirement plans, or once every three years for defined benefit plans.

PlanSource will continue to monitor developments and share them as we receive relevant information impacting the specifics of your plan.

If you are a member of the PlanSource MEP plan, our 401k team will provide additional support and details as this requirement continues to develop. If you maintain an individual 401k plan, we recommend you work directly with your plan advisors and third-party record keepers for the most up-to-date and relevant information impacting the specifics of your plan.

ACA Fulfillment Services

ACA Fulfillment – Employee Form 1095-C



If ACA is not enabled:

If you're interested in adding the ACA Fulfillment subscription to our services, click here to complete the online interest form.

If ACA is enabled:

ACA Fulfillment is the printing and mailing of your employee Form 1095-C (Employer-Provided Health Insurance Offer and Coverage). Fulfillment is available to PlanSource customers who use the ACA Compliance module.

To check to see if your organization has an active subscription for ACA Fulfillment Services, log into PlanSource, and click on Data & Tools in the left-hand menu.

ACA Fulfillment Deadlines & Pricing:

Forms approved by 11:59pm EST January 21st receive a discounted rate per form.

Forms approved on or after January 21st will include an additional expedite rate per form.

Year-End Tips

- Bookmark the HCM Client website and check it for updates
- Confirm all holidays have been added and are correct in both HCM and Time and Labor, if you utilize that product
- Use the Document Acknowledgement or Community Broadcast feature to remind employees to review their name, address, SSN and W-2 Electronic Consent
- Apply Minimum Wage hourly rate changes before 1st payroll of New Year if applicable
- Ensure all special adjustments are requested before 12/15
- Friendly Reminder: All payrolls must be closed by 12pm EST/PST 2 days prior to pay date. Late payroll submission may result in penalty fees and/or delayed banking files.

hcmclient.plansource.com

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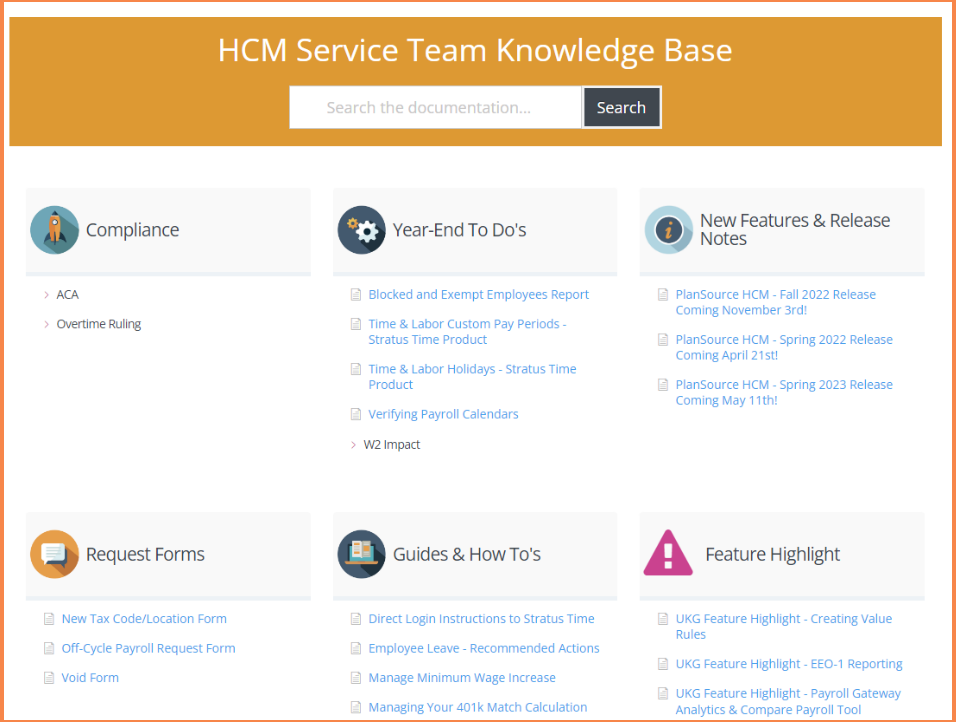
HCM Service Team Knowledge Base

Search the documentation... Search

Compliance

- ACA
- Overtime Ruling

Year-End To Do's

- Blocked and Exempt Employees Report
- Time & Labor Custom Pay Periods - Stratus Time Product
- Time & Labor Holidays - Stratus Time Product
- Verifying Payroll Calendars
- W2 Impact

New Features & Release Notes

- PlanSource HCM - Fall 2022 Release Coming November 3rd!
- PlanSource HCM - Spring 2022 Release Coming April 21st!
- PlanSource HCM - Spring 2023 Release Coming May 11th!

Request Forms

- New Tax Code/Location Form
- Off-Cycle Payroll Request Form
- Void Form

Guides & How To's

- Direct Login Instructions to Stratus Time
- Employee Leave - Recommended Actions
- Manage Minimum Wage Increase
- Managing Your 401k Match Calculation

Feature Highlight

- UKG Feature Highlight - Creating Value Rules
- UKG Feature Highlight - EEO-1 Reporting
- UKG Feature Highlight - Payroll Gateway Analytics & Compare Payroll Tool

GET IN TOUCH

Year-End Resource
hcmclient.plansource.com

LET'S TALK
407-447-3837

Email Us
HCMService@PlanSource.com