

**CAPPS HR/Payroll
2022 Calendar Year-End Checklist**

Task	Responsible Party	Description	Due Date	Comments
Calendar Year End (CYE) Service Request (SR)	<i>CAPPS Production Support</i>	CAPPS Production Support to open a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/6/2022	The CYE SR will be used for all calendar year-end communication and documentation.
Error Listing Report (TAX900)	<i>Joint</i>	CAPPS Production Support to provide report to agency via the CYE SR, <u>only</u> if applicable. Agency to review and reconcile any amounts that are out of balance.	11/6/2022	Any out of balances that require payroll processing should be completed in November 2022 on or Off Cycle payrolls.
Load SECC File	<i>CAPPS Production Support</i>	CAPPS Production Support team to load the SECC file the week of 11/28/2022.	12/2/2022	Errors can be viewed online from the SECC Inbound File Results by navigating to the CAPPS NavBar, Menu, CAPPS Interfaces, Benefits, Inquire, SECC Inbound File Results.
Benefit Replacement Pay (BRP) Open Election Period	<i>Agency</i>	Open election period for eligible employees to select BRP leveling or non-leveling option for calendar year 2023.	12/2/2022 5 p.m.	Eligible employees can select their BRP leveling or non-leveling option for calendar year 2023 by accessing the BRP election menu option in Employee Self-Service. Open BRP election period runs from 8 a.m. on 11/21/2022 to 5 p.m. on 12/2/2022.
Agency Contact Information Verification for W-2/ACA	<i>Agency</i>	Agency to validate W-2 Information and RE Record Values via the W-2 Company Data page (<i>Navigation: Navigator, Payroll for North America, U.S. Annual Processing, Define Annual Tax Reporting, W-2 Company Data</i>). Agency to validate ACA Information via the ACA Contact Information page: >Payroll for North America > U.S. Annual Processing >ACA Annual Processing >Manage Agency Contact Info.	12/16/2022	Agencies can make these updates using the CAPPS navigation provided. Appropriate security role is required for this navigation.
W-2 Online Consent	<i>Agency</i>	Employees can provide consent to receive online electronic W-2s in lieu of a paper form. (<i>Navigation: Employee Self Service, My Pay, W-2/W-2c Consent</i>).	12/31/2022	Recommended deadline is 12/31.
1095-C Online Consent	<i>Agency</i>	Employees can provide consent to receive online electronic 1095-Cs in lieu of a paper form. (<i>Navigation: Employee Self Service, My Pay, Form 1095-C consent</i>).	12/31/2022	Recommended deadline is 12/31.
Employee Address Verification	<i>Agency</i>	Communicate to employees the need to ensure their mailing address is up-to-date in CAPPS (<i>Navigation: Employee Self Service, My Profile, Edit Mailing Address</i>).	12/31/2022	This should be in progress. The accuracy of the data helps to reduce the number of returned W-2s and 1095-C Forms. Recommended deadline is 12/31.
Prior Year Return Monies	<i>Agency</i>	Payroll officers to confirm whether 2022 Return Monies still need to be processed.	Agency Specific	If December On-Cycle has been processed, which closes the November pay period, see the Special Pay Calendar task. Agencies need to request a special pay calendar via the CYE SR in the ASP Solution Center.
Special Pay Calendar	<i>CAPPS Production Support</i>	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency Specific	The due date should be prior to the Agency submitting authorization to print W-2s.
December On Cycle Payroll	<i>Agency</i>	Please hold on processing the December On-Cycle payroll until the 2023 Tax Withholding rates and SECC file are loaded, and errors addressed. Formal email notification will be sent to Agency Level 1 staff when tax updates are completed.	TBD	Dependent on IRS' release of new 2023 Tax Withholding Rates and the SECC file load.
Identify Deceased Employees	<i>Joint</i>	CAPPS Production Support to provide a report of Deceased Employees in the CYE SR, if applicable. Agency to review and confirm the list, and issue 1099s where appropriate. CAPPS Production Support to remove W-2/1095C consent from ESS.	1/3/2023	
Run Quarterly 941 Report	<i>Agency</i>	Validate CAPPS fourth quarter 941 reports.	1/3/2023	
Run Preliminary W-2s	<i>CAPPS Production Support</i>	CAPPS Production Support to provide preliminary W-2 totals to the agency via the CYE SR.	1/6/2023	Agency should use this report to reconcile with the YE <i>Data Audit Report (TAX910AU)</i> & 941 quarterly totals.
YE Data Audit Report (TAX910AU)	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report to the agency via the CYE SR.	1/6/2023	Agency should use this report to reconcile with 941 quarterly totals.

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W-2 Approval	<i>Agency</i>	Submit the CAPPS Calendar Year-End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/13/2023	Approval form will be attached to CYE SR in ASP Solution Center once agency has validated year-end data.
Make FINAL W-2 forms available in CAPPS (ESS) and send email notification if applicable	<i>CAPPS Production Support</i>	CAPPS Production Support to run and make available final W-2s and send email notification, if requested.	1/13/2023	
Pick-up W-2 and 1095-C forms.	<i>Agency</i>	Determine who will pick-up the W-2 and 1095-C Forms. Any exception to the regular warrant pickup process must be communicated to CAPPS Production Support in advance. W-2 and 1095-C Forms will be available via the warrant pickup window located at: LBJ State Office Building 111 East 17 th Street Austin, Texas.	1/20/2023	For agencies located outside of Austin, CAPPS Production staff will mail W-2 and 1095-C forms to the agency per the handling instructions provided on the Calendar Year-End Authorization form.
Run TAX915-W3/W-3SS Transmittal Totals	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to SSA on agency's behalf.	1/31/2023	
E-file 1095 transmittal	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to IRS on agency's behalf.	3/31/2023	