USER GROUP SESSION SUMMARY

Preparing for Year-end in UKG Ready

www.sability.com

OVERVIEW:

This User Group session focused on how to best prepare for a successful year-end with UKG Ready. Our presenter, Sability's Sam Sak, focused on monthly tasks, key dates, and helpful resources.

SUMMARY:

By completing tasks in the months leading up to year-end, organizations can improve efficiency and reduce the administrative burden associated with year-end processing. It is considered best practice to review and validate forms, policies, and system settings on a regular basis to ensure accuracy and allow sufficient time to make any necessary adjustments. A common issue is unbalanced payroll data that can stem from many factors including payrolls processed out of sequence, incorrect tax elections, or a custom earning or deduction code taxability not set correctly. When preparing for the upcoming new year, ensure to update holiday tables, payroll schedules, and goal amounts.

SET YOURSELF UP FOR SUCCESS:

Do these tasks at each quarter-end to ensure success:

- Review Company Tax Settings
- Review Tax Accounts with Missing Tax Ids
- Review Tax Verification Report
- Validate Earnings and Deduction lists
- Review Earnings and W-2 Box Settings
- Audit ER cost items like 401k match
- Verify Delivery Policies & Shipping Information

PRESENTER

SAM SAK
Sability Team Lead for UKG Ready

CLICK HERE TO WATCH THE FULL SESSION!

CONTACT US:

- 404.521.2001
- info@sability.com
- www.sability.com

USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com