**First Payroll of the Calendar Year**



**Presented by ESC, Region 14**

\_\_\_\_\_1. **Verify all data is displayed accurately for each pay date in 2021** in

**Tables > Pay Dates**.

* Double check School Year (2021)
* Pay Date, Begin Date, End Date, TRS Month, and TWC Quarter.



\_\_\_\_\_2**. Update the tax tables for the new calendar year.** The tax tables for January’s payroll are now updated on the document for **Installing the new tax tables for 2021**.  The document and tables are on our TxEIS Web Page.

\_\_\_\_\_3. **Verify pay information** at the top of screen at

**Payroll Processing > Run Payroll**.

* Select your January Pay Date and Retrieve. This should match the pay information we verified in your Pay Date Table in step 1.
* Once verified Select Cancel.





\_\_\_\_\_4. **Process W-2s and give to your employees no later than January 31**. The W-2 Processing Checklist is available on our website.

\_\_\_\_\_5**. Process your Fourth Quarter 941 no later than January 31**. The W-2 Processing Checklist will help you identify whether or not you need to make any adjustments to this submission.