



EBMS Payroll Checklist

The steps need to be performed after the last 2024 pay date and before the first 2025 pay date.

Use this checklist to guide your transition into the New Year. This list is set up in the order we suggest that works best, however you may find that your company needs to follow a different order depending on your requirements and set up. Please use this only as a guideline and useful tool.

NOTE: These processes have more details on our [website year end page](#). Feel free to contact us if you are unsure on any of these steps

Koble Customer Support

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- ☐ 1. Process bonus pay periods
- ☐ 2. Make sure all 2024 Pay Periods are completed and closed. This needs to be done before opening the 2025 Pay Year.
- ☐ 3. Open 2025 Pay Year when ready to start first Payroll in New Year (Labor > Close Payroll Year)
- ☐ 4. Run 2025 Payroll and Tax Update from website. This process downloads the new tax tables to your computer but will not actually update the tables right away unless you are ready for them.

The 2025 tax update may not be available until close to the New Year depending on when they are released from the IRS. It is important to have your taxes updated before the first pay date of the new year if possible.

- ☐ 5. Update Tax Tables in Labor > Utilities before calculating any taxes in the New Year. Refer to our [online documentation](#) for detailed instructions on completing these.
- ☐ 6. Print Employee Earnings Report for your Accountant.
- ☐ 7. Send out W2s to employees before Jan 31st and SSA by February 28th. Don't forget the W3s!
 - a. Order W2s (you can purchase these from [the Koble website](#))
 - b. Verify company information and employee information
 - c. You can also file W2s electronically to the SSA, most state, and some local agencies.The 2024 electronic filing utility can be downloaded [from our website](#).