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checklist for September.

Sep. 10, 2014

### **Payroll accountant's checklist for September:**

- Replenish payroll-related office supplies.
- Assess current payroll software for inefficiencies and outdated features
- Start initial strategic planning for the year ahead
- Help your clients run payroll adjustments for any year-to-date corrections
- Work with your clients to get necessary data from other departments to track any taxable payments to employees that were not made through the payroll department; tax and post any required adjustments.
- Send client reminders about upcoming holidays and suggest they advise employees of any changes to deadlines for submitting time sheets during the holidays.
- Review executives' nonqualified deferred compensation plans to ensure the correct amounts are withheld from distributions.
- Suggest that clients remind employees to review amounts in health flexible spending accounts to avoid forfeiting any amounts left in the account at the end of the plan year.

Payroll

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