

## 2019 YE Frequently Asked Questions

The Year-End Fix Pack will not be customer installable. When the Fix Pack is available, there will be an announcement on our website.

- Hosted Customers will receive the upgrade automatically.
- Enterprise customers will need to be scheduled. Once we announce that it is ready and if you want priority installation, then please create an incident to request this.
- Installation is dedicated. All users must be signed out of eCMS during installation of the Fix Pack.
- We expect the YE Fix Pack to be available on or before December 26, 2019.

### Processing 2020 Payroll:

- 2020 FIT Tables are now available on our website.
  - There is an Announcement posted 12/06/2019 US Federal Table Changes 2019 YE
  - Tables can be found under - Resources > Year End and Quarter End Documentation and can be setup as soon as you copy your current tax tables
- The YE update will need to be install before you can use the new W-4 features for Dependent Tax Credits (Step 3), Additional Deductions (Step 4b) and Addition Income (Step 4a).
- The YE Update is not required if you will not be using the new W4 values.

### Processing 2019 annual reporting forms (W2's, 1099's, etc.)

- Installation of the YE update required before creating these documents. After receiving the YE update you must "Restore" the eForms manually within eForm application to access the eForm changes. The steps are listed within the Year-End user guides.
- Every year we provide documentation for year-end changes. There will be an announcement when it is posted on our website.