2025 Q Series Payroll Checklist

Use these instructions to process year-end in Payroll.

1. Verify you have version ***7.1.29 Addendum C*** loaded on your system.

2. Verify deduction codes and pay types.

3. Check 2025 limits and rates.

4. Verify Corporation/State Identification data.

5. Finish the last payroll, including all reports.

6. Report fringe benefits, if applicable. See the **Report Fringe Benefits** instructions.

7. Update information for deceased or terminated employees.

8. Check the personnel record view for employees in a pension plan.

9. Back up the payroll data to the server.

10. Balance reports and verify all earnings.

11. Back up the Payroll files to the Client.

12. Test the W2s.

13. Print the W2s.

14. Build the W2 file and print the report.

15. Run 941s/OARs.

16. Post the W2s.

17. Enter the year 2026 limits and rates in the Control File.

18. Perform the Year-End Processing procedures.

19. Run QSU before running the first payroll of 2026.

Note: If you filed electronically and need to run a W-2c (correction), please contact Customer Support by calling 800.235.0762.