



from your *Sunrise Support Team*

> YEAR-END PROCESSING

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*ATTENTION: Maxwell Accounting System
Administrator or Payroll Supervisor!*

2005 Payroll Year-End Processing

Please locate and review the enclosed documentation immediately as it is designed to assist you in processing your final 2005 payroll cycles as well as the year-end processing steps that are required before you may begin processing your first 2006 payroll.

- ❖ 2005 Year-End Release Notes - Documents specific changes included in this update.
- ❖ Loading the 2005 Year-End Update - installation instructions for the update.
- ❖ **2005 Payroll Year-End Processing Instructions/Checklist** ("Sunrise 2005 NGS Y/E" on the bottom of each page)- Documents requirements in detail (*please follow these steps precisely to close-out the 2005 payroll*)
- ❖ Quarterly Magnetic Media Processing - Documents steps in detail
- ❖ W-2 Form Definitions/Calculations - Details how most boxes on the W-2's are used
- ❖ Employee Taxable Fringe Benefits - Documents common taxable fringe benefits
- ❖ 2005 Year-End Processing Checklist - Maxwell's summarized checklist (includes Accounts Payable steps on the back)