



## **PAYROLL AND ACCOUNTS PAYABLE YEAR END WORKSHOP**

**Location:** LAKE MOREY RESORT

**Date:** WEDNESDAY, DECEMBER 6, 2023

**I. 8:30-9:00 AM: Registration and Breakfast**

**II. 9-9:30 AM: Welcome, Introductions and NEMRC Updates**

Cynthia Stoddard, Director of Support and Training and Penny Muzzey, Support Specialist will welcome you to the workshop and tell you the latest NEMRC news.

**III. 9:30-10:15 AM: Online Log IN Discussion**

We will cover the most used online reporting systems and discuss creating a policy and procedure for access when your office has turnover in staff or needs access to the reporting system.

**IV. 10:30-12:00 PM: Year End Procedures for W2s and 1099 Processing**

This session will cover reconciliation procedures and printing of these important year-end payroll forms.

**V. 12:00-1:00 PM: Lunch**

**VI. 1:00-1:30 PM: Social Security Administration: BSO**

This session will cover the process for the new registration requirements for the BSO Online system for reporting your W2s. We will also cover how to upload and submit them once you are logged in.

**VII. 1:30-2:30 PM: Guest Speaker: Human Resources Specialist TBD**

**VIII. 2:30 PM: Roundtable Discussions and Questions**

Groups of attendees will have the chance to discuss hot topics in their own offices and ask questions to the group and speakers.