

2022 Year-End Payroll & Tax Resource Guide for Employees

To ensure a successful year-end, please read the following information. This is meant to inform and educate you on the actions that should be taken by your company by the deadlines noted.

Instructions to Access isolved

- Please login to <https://obsidianhr.isolved.com> using your self-service email address to access isolved to update your address, your tax withholdings, and access your Form W-2 (available after 1/31/22).

FSA Deadlines and Grace Periods

- Flexible Spending Account balances of up to \$500 will carry forward into 2022 must be claimed by 3/15/23 for expenses they incurred in 2022. Pandemic-related legislation allowing for higher carry-over limits and extensions for claims have ended.

Employee Data Accuracy

- Names: Please ensure that your name in isolved matches your Social Security Card exactly to prevent IRS-imposed fines for non-matching names on reporting for W-2 and ACA reporting. Please contact Obsidian HR for any corrections that need to be made.
- Addresses: Please ensure that your address is up to date in isolved to prevent the return of W-2s and other important information. The IRS requires street addresses for mailing tax documents unless you have a rural address and a P.O. Box is the only one available. You may update this information in isolved directly or you may email it to Obsidian HR.

ACA Reporting

- If your employer was considered an applicable large employer (50 or more full-time employees, including full-time equivalent employees), you will also receive a Form 1095-C by 1/31/23.

W-2 Reporting

- Form W-2 will be produced and mailed to you to the address on file in isolved by 1/31/23.
- Copies of W-2s will also be available in isolved for electronic access by 1/31/23.

Third-Party Sick Pay Tax Reporting

- If you received short-term disability or long-term disability plan payments this year, which provided you income directly, that is considered taxable income and should be reported on your Form W-2 as imputed income.
- Third-Party Sick Pay vendors have until January 15 to provide taxation details to employees and plan sponsors, but that is typically too late to be included with the initial Form W-2 processing cycle.
- Please provide Obsidian HR with any information you receive about this as soon as possible; if required, a Form W-2C will be produced separately if the information is received after 12/31/22.



Personal Use of Company Car Tax Reporting

- If you used a company car for personal use, this is considered taxable income and should be reported on your Form W-2 as imputed income. Clients should determine the taxable amount by following the instructions in IRS Publication 15-B in Section 3. Fringe Benefit Valuation Rules. <https://www.irs.gov/pub/irs-pdf/p15b.pdf> and report this information to Obsidian HR no later than 12/31/22.

Multiple Pay Rates/Blended Pay Rates

- If you receive multiple pay rates from your employer for various types of work, you will see a change with how this is displayed on your paystubs in 2023.

Please contact Obsidian HR at help@obsidianhr.com or 303-802-2055 for help.