



YE IMPORTANT: Placing Your Company on Hold for YE Adjustments

Dear Valued Client,

We're excited to announce that you now have the ability to put your account on a year-end processing hold without reaching out to your Dedicated Client Service Team!

A year-end hold halts the processing of forms such as W-2s, 941s, etc. This feature is ideal for clients who have late year-end adjustments to process, such as third-party sick pay. If the account isn't placed on hold, Viventium will process all quarter-end and year-end forms after the last payroll is processed. Placing year-end processing on hold will help to ensure W-2s are produced accurately the first time and will include any late adjustments.

For step-by-step instructions on how to place your company on a year-end hold, please refer to our [Placing a Company on Year-End Hold](#) article in the Viventium Support Center!

NOTE: Please remember to release the hold on your company per the instructions once you have completed any necessary adjustments. The deadline for making 2020 payroll adjustments is Thursday, January 7, 2021. If your company is still on a year-end processing hold as of January 7, it will automatically be released, and processing will begin.

As always, please reach out to your [Dedicated Client Service Team](#) should you have any questions.

In it with you,

Your Viventium Client Service Team