



## Important Payroll and Benefit Compliance Reminders: November/December 2021

Below please find a few important dates to keep in mind for November/December 2021:

### Health Insurance Responsibility Disclosure (HIRD) Filings

HIRD forms must be filled out electronically through the MassTaxConnect web portal starting November 15 and must be completed by December 15. In the meantime, you may wish to log in to your MTC account, (<https://mtc.dor.state.ma.us/mtc/>) if you have not done so recently, or if you do not believe you have an account, you can follow the instructions on the following page: [catholicbenefits.org/admins/admins.htm#hird](https://catholicbenefits.org/admins/admins.htm#hird). The Benefits Office will provide detailed instructions and informational webinars to assist locations with the HIRD filing requirement. Register for a webinar using the link below.

To Register: <https://attendee.gotowebinar.com/rt/6724513478457803280>  
Wed, Nov 17, 2021 2:00 PM - 3:00 PM EST  
Tue, Nov 30, 2021 2:00 PM - 3:00 PM EST  
Thu, Dec 2, 2021 10:00 AM - 11:00 AM EST

### Early Payroll Processing Deadlines

- ✓ Veterans' Day is Thursday, November 11 which is the same week as the common pay date of November 12. Please process and close payroll by **4:00 p.m. on Tuesday, November 9.**
- ✓ Thanksgiving Day is Thursday, November 25 which is the same week as the common pay date of November 26. Please process and close payroll by **4:00 p.m. on Tuesday, November 23.**

### Webinars Relating to Year-End Issues

#### *Webinars on Paying Christmas Bonuses or Other Special Checks*

To assist locations with proper handling of Christmas "bonus" payments through the PrimePay system.

To Register: <https://attendee.gotowebinar.com/rt/4786996963794003981>  
Tue, Dec 7, 2021 11:00 AM - 12:00 PM EST  
Thu, Dec 9, 2021 1:00 PM - 2:00 PM EST  
Tue, Dec 14, 2021 11:00 AM - 12:00 PM EST

#### *Year-End Payroll Webinars*

As in prior years, the RCAB Benefits Office will present webinars to assist with calendar year-end preparation. With the final common pay date of the year on the early side (see above), year-end tasks will be upon us shortly after Thanksgiving. Please register for a webinar using the link below.

To Register: <https://attendee.gotowebinar.com/rt/8749677552229048333>  
Tue, Nov 16, 2021 10:00 AM - 11:00 AM EST  
Thu, Nov 18, 2021 1:00 PM - 2:00 PM EST  
Tue, Nov 30, 2021 11:00 AM - 12:00 PM EST  
Thu, Dec 2, 2021 1:00 PM - 2:00 PM EST  
Wed, Dec 8, 2021 10:00 AM - 11:00 AM EST