Payroll & HR Quarterly Newsletter

Q4 2026 | Year-End Payroll Department Updates

Staying Connected This Quarter

As we enter the 4th Quarter of 2026, it is important that the payroll department starts to prepare for all necessary year-end processing. It is mandatory that all records for employees are accurate and up to date in TOPS for year-end W-2 purposes. Your partnership with is greatly appreciated in maintaining compliance and supporting DP World employees effectively. 4th Quarter ends 12/31/2026

Important Q4 Updates:

Important HR Responsibilities:

- Submit employee status changes, new hire information, terminations, and compensation changes promptly
- Verify employee information and New Hire tax documentation
- Communicate anticipated payroll changes or special payments to Payroll in advance
- Escalate “data replication errors” in TOPS and fix promptly so the correct employee information flows into our Payroll software
- Be mindful of Payroll’s Processing Deadlines
- Review employee addresses, legal names, social security numbers for accuracy, as well as salaries, hourly rates, benefits, etc.

Key Reminders:

W-4 exemption Forms:

Employees who have claimed exempt status from Federal income tax withholding on the Form W-4 must submit a new form by February 1, 2027, to continue their exemption status for the 2027 tax year. If an employee wishes to continue claiming exempt from Federal Withholding, please communicate this and submit a new updated form.

Employee Personal Information Updates:

Please communicate to your location's employees and remind them to review their personal information and make sure any
changes needed are submitted correctly into **TOPS** before 11/01/2026 to ensure we correctly process our 4th Quarter Payroll Taxes. Quarter end date closes **12/31/26.**

This includes:

- Making sure to enter the Employee's correct home mailing address (This affects payroll taxes and in many cases will cause incorrect payroll tax filings)
- Do not use PO Box Mailing addresses (This causes errors for payroll tax filings. Do not use PO Box addresses in the Line 1 field, if you must use PO Box addresses, please enter on line 2)
- Tax withholding elections
- Direct deposit information
- Name changes
- Social security numbers entered correctly-impacts the W-2's
- Remote working status-if an employee switches to fully remote status, make sure HR communicates this information to Payroll

*Remote Workers home addresses may impact payroll taxes, please make sure all employees' home addresses are updated timely
with respect to when an employee moves to the a new address and make sure to enter them correctly into TOPS

The Payroll Department values our partnership with HR and looks forward to maintaining strong, supportive, and healthy collaboration as both departments strive to meet the essential needs and demands for a rapidly growing organization.

Payroll continues to recognize the importance of adapting new ways to support operational efficiency and expand new ways to scale our department's growth and goals which align to HR data while accurately processing Payroll.

Have a wonderful rest of the Quarter!

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Q3 2026