

## End of Year Payroll Checklist

Checklist	✓
<input type="checkbox"/> <b>Checks</b>	
• Check ALL employees details for current addresses and tax file numbers	
• Remove any full stops and commas from addresses	
• Check terminated employees have a termination date	
• Check annual leave entitlements flag has 'Carry Remaining Entitlement'	
<input type="checkbox"/> <b>Reconciliations</b>	
• Reconcile Total Gross Wages of Payment Register YTD Report to Wages Expense YTD	
• Reconcile Outstanding PAYGW Liability = Unpaid PAYGW for the next BAS	
• Reconcile Outstanding Super Liability = Unpaid Superannuation for the month/quarter	
• Reconcile Payroll Tax for the Year	
<input type="checkbox"/> <b>Reports to Print</b>	
• Payroll Payment Register Summary YTD	
• Payroll Entitlement Balance Summary / Detail	
<input type="checkbox"/> <b>Reconcile PAYG Withholding</b>	
• Reconcile unpaid PAYG to Balance Sheet PAYGW Liability	
• Check PAYGW paid for the year equals Payroll Summary YTD Tax	
• Check PAYGW paid for the month/quarter = Payroll Summary Monthly / Quarterly	
<input type="checkbox"/> <b>Prepare Payment Summaries</b>	
• Assign payment fields for Gross Payments ( <b>Remember Salary Sacrifice</b> )	
• Assign payment fields for allowances	
• Assign lump sum if applicable	
• Assign other if applicable	
• Record ETP if applicable	
• Record RESC Superannuation if applicable	
• Record reportable fringe benefits	
• VERIFY payroll information with payroll register summary (remember 'rounding')	
• Create EMPDUPE file and store in a 'year' payroll folder	
• Print payment summaries and distribute to employees by 14 <sup>th</sup> July	
• Store PDF copy of payment summaries in 'year' payroll folder	
• Lodge electronically the EMPDUPE file to the ATO by 14 <sup>th</sup> August	
• Provide the business owner with a receipt of lodgement	
<input type="checkbox"/> <b>Roll Over Payroll Year</b>	
• Backup file and store in 'year' payroll folder	
• Roll over year to new payroll year	
• Load new tax tables (if required)	