

End of Year Payroll Checklist

Checks	✓
<ul style="list-style-type: none"> 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' 	
Reconciliations	
<ul style="list-style-type: none"> 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 year / month / quarter 	
Reports to Print	
<ul style="list-style-type: none"> Payroll payment register summary YTD Payroll entitlement balance summary / detail 	
Reconcile PAYG Withholding	
<ul style="list-style-type: none"> Reconcile unpaid PAYG to B/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 	
Prepare Payment Summaries	
<ul style="list-style-type: none"> Assign payment fields for gross payments (remember salary sacrifice) 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 July Store PDF copy of Payment Summaries in 'year' payroll folder 	
Roll Over Payroll Year	
<ul style="list-style-type: none"> Backup File and store in 'year' payroll folder Roll over year to new payroll year Load new tax tables 	