



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 	