

Payroll Year End 2018 Check List

Print out this checklist and use it to work through the Payroll Year End

STAGE 1 MUST BE COMPLETE PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE PAYROLLS, IN ORDER TO ENSURE THE RELEVANT RECALCULATIONS TAKE PLACE

Stage 1: Running the Payroll Year End 2018 Update

		Completed				
		Company				
		1	2	3	4	5
Step 1: Locate where your payroll is installed	Pg 4					
Step 2: Take a Full System Backup	Pg 5					
Step 3: Run the Payroll Year End 2018 Update	Pg 9					

Stage 2: Completing 2018 Processing

		Company				
		1	2	3	4	5
Step 1: Process the Final Pay Period(s) of 2018	Pg 13					
Step 2: Update Employee Records	Pg 14					
Step 3: Check the Company Details Window	Pg 15					
Step 4: Compare the Control Summary and P30/CC124 Reports	Pg 16					
**Step 5: Generate the Earnings, Tax & PRSI report for each Employee	Pg 18					

Stage 3: Starting the Tax Year 2019

		Company				
		1	2	3	4	5
Step 1: Creating Tax Year 2019	Pg 20					
Step 2: Opening Tax Year 2019	Pg 22					
Step 3: Setting up a New Payroll Calendar	Pg 24					
**Step 4: Set up ASC if applicable	Pg 26					
**Step 4: Sage Services Registration	Pg 28					
**Step 5: Retrieve RPN	Pg 30					

Stage 4: Accounting/Financial Year End

		Company				
		1	2	3	4	5
*Step 1: Clear Cost Analysis	Pg 37					
*Step 2: Clear Payments	Pg 38					
*Step 3: Clear Deductions	Pg 40					
*Step 4: Roll Forward the Construction Workers Pension (CWPS)	Pg 42					
*Step 5: Roll Forward Holiday and Absence Year	Pg 45					

Stage 5: Statutory Payroll Year End Procedures

		Company				
		1	2	3	4	5
**Step 1: Print the P35 Plain Report	Pg 47					
**Step 2: Generate the P35 to ROS File	Pg 52					
**Step 3: Upload P35 to ROS	Pg 57					
**Step 4: Print/Email the P60s & PRD60s	Pg 61					
**Step 5: PRD35 Report	Pg 63					
**Step 6: Setting up a Consolidated Company	Pg 65					

* Optional, depending on when your Financial or Deduction Year ends

** Steps marked with an asterisk can be completed at a later stage. But you must produce and submit all returns to the Revenue Commissioners by the submission deadline of Feb 15th 2019 for manual records and 23rd for ROS. If either or both these days fall on a weekend revenue usually allow the next working day.