

Payroll Year End 2019 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 2019 PAYROLLS, IN ORDER TO ENSURE THAT ANY RELEVANT RECALCULATIONS TAKE PLACE

The Page Numbers referred to here are the page numbers of our 2019 Payroll Year End Booklet, which you can download in full from our website by [Clicking Here](#)

See our Full Year End Resource Page at: <https://pimbrook.ie/knowledge-base/25210/>

Stage 1: Running the Payroll Year End 2019 Update

Completed?

Step 1: Locate where your payroll is installed	Pg 4					
Step 2: Take a Full System Backup	Pg 5					
Things to Note Before Running the Payroll Year End Update	Pg 8					
Step 3: Run the Payroll Year End 2019 Update	Pg 9					

Note: Each of the items in Stage 1 only need to be done once in total (Not once per payroll.)

Stage 2: Completing 2019 Processing

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing Final Pay in 2019	Pg 12					
Step 1: Process the Final Pay Period(s) of 2019	Pg 14					
Step 2: Compare the Control Summary and Employer Monthly Liability Report	Pg 15					
Step 3: View/Save Other Reports	Pg 17					
Step 4: Housekeeping Tasks (Validate Payroll)	Pg 22					

Note: Each of the items in Stage 2 typically need to be done once per payroll.

Stage 3: Starting the Tax Year 2020

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing First Pay Period(s) in 2020	Pg 23					
Step 1: Creating Tax Year 2020	Pg 24					
Step 2: Opening Tax Year 2020	Pg 25					
Step 3: Setting up a New Payroll Calendar	Pg 27					
Step 4: Set up Additional Superannuation Contribution [ASC] (If Applicable)	Pg 28					

Note: Each of the items in Stage 3 typically need to be done once per payroll.

Stage 4: Accounting/Financial Year End

Completed?

	Company	1	2	3	4	5
*Step 1: Clear Cost Analysis	Pg 29					
*Step 2: Clear Payments	Pg 30					
*Step 3: Clear Deductions	Pg 31					

Note: Each of the items in Stage 4 typically need to be done once per payroll.

Stage 5: Set the First Period and Roll Forward the Holiday & Absence Year

Completed?

	Company	1	2	3	4	5
Step 1: Set the First Period	Pg 33					
Step 2: Roll Forward Holiday & Absence Year	Pg 33					

Note: Each of the items in Stage 5 typically need to be done once per payroll.

**Items marked with an asterisk are optional, depending on when your Financial or Deduction Year ends.*