

# 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.*