



Payroll Year End 2023 Check List

Use this checklist to work through the Payroll Year End.

IT IS PREFERRED THAT STAGE 1 IS COMPLETE PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE 2023 PAYROLLS

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

Stage 1: Running the Payroll Year End 2023 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 2023 Update	Pg 8	

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

Stage 2: Completing 2023 Processing

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing Final Pay in 2023	Pg 17					
Step 1: Process the Final Pay Period(s) of 2023	Pg 19					
Step 2: Compare the Control Summary and Employer Monthly Liability Report	Pg 19					
Step 3: View/Save Other Reports	Pg 22					
Step 4: Housekeeping Tasks (Validate Payroll)	Pg 27					

Note: Each of the items in Stage 2 typically need to be done once per payroll in 2023 System.

Stage 3: Starting the Tax Year 2024

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing First Pay Period(s) in 2024	Pg 29					
Step 1: Creating Tax Year 2024	Pg 30					
Step 2: Opening Tax Year 2024	Pg 31					
Step 3: Setting up a New Payroll Calendar	Pg 34					
Step 4: Set up Additional Superannuation Contribution [ASC] (If Applicable)	Pg 38					
Step 5: CWPS – Set up New Calendar Jan-Dec 2024 and Clear Year to Date balances	Pg 38					

Note: Each of the items in Stage 3 typically need to be done once per payroll in 2024 System.

Stage 4: 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 40					
Step 2: Roll Forward Holiday & Absence Year	Pg 40					
Step 3: Retrieve 2024 RPNs	Pg 41					

Note: Each of the items in Stage 3 typically need to be done once per payroll in 2024 System.