

## Payroll year end 2015 checklist

Part 1: Install the 2015 year end update	Completed? Yes / No
1.1: Take a full system backup of your payroll data.	
1.2: Download and install the 2015 year end update.	
1.3: Upgrade your data.	

Part 2: Prepare for year end	Completed? Yes / No
2.1: Register with Revenue Online Service (ROS).	
2.2: Process the final pay periods of 2015.	
2.3: Check your employee details are correct.	
2.4: Check your company information.	
2.5: Compare the Control Summary and P30/CC124 reports.	
2.6: Generate the Earnings, Tax & PRSI report for each of your employees.	
2.7: Ensure that your pensions are set up correctly.	

Part 3: Process your year end	Completed? Yes / No
* 3.1: Generate the P35 file for upload to ROS.	
* 3.2: Produce your employee P60s and other year end reports.	

Part 4: Get ready for the new tax year	Completed? Yes / No
4.1: Create and open the 2016 tax year.	
4.2: Set up the new tax year calendar.	
4.3: Set period one of the 2016 tax year.	
4.4: Update your employee tax allowances for the new tax year.	
4.5: Enable Central Statistics Office (CSO) reporting.	
4.6: Set up the construction workers pension (CWPS) settings for 2016.	
4.7: Clear your financial year end balances.	

**Note:** You must complete all steps marked with an asterisk before the Revenue's submission deadline of 15 February 2016. If you use ROS to submit your P35 return and pay the associated payment, the deadline is 23 February 2016.