

Sage Micropay
Your payroll year end checklist

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

Part 2: Prepare for year end	Completed? Yes / No
Register with Revenue Online Service (ROS).	
Process the final pay periods of 2017.	
Check your employee details are correct.	
Check your company information.	
Compare the Control Summary and P30/CC124 reports.	
Print the Earnings Tax & PRSI (ETP) report for each of your employees.	
Ensure that all your pensions are set up correctly.	
Validate your data.	

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

Part 4: Get ready for the new tax year	Completed? Yes / No
Create and open the 2018 tax year.	
Set up the new tax year calendar.	
Update your employee tax allowances for the new tax year.	
Enable Central Statistics Office (CSO) reporting, if applicable.	
Set up the construction workers pension settings for 2018, if applicable.	
Clear down your financial year end balances, if applicable.	
Set period one of 2018.	
Validate your data in 2018.	

Note: The deadline for filing your P35 return is 23 February 2018 if you file online using ROS. If you file using a paper return the deadline is 15 February 2018. Late submissions may result in a fine.