Payroll year end checklist

Part 1: Install the year end software update

Take a full system backup of your payroll data.

Download and install the 2018 year end update (v21.3/22.0).

Completed ☐

Part 2:   Prepare for year end

Register with Revenue Online Service (ROS).

Register to use the Sage Services to ROS.

Process the final pay periods of 2018.

Check your company information is correctly entered in Sage Payroll.

Check your employee details are correct.

Compare the Control Summary and P30/CC124 reports.

Generate the Earnings, Tax & PRSI report for each of your employees.

Ensure that all your pensions are set up correctly.

Validate your data.

Completed ☐

Part 3:   Process your year end

* Generate the P35 file for upload to ROS.

Generate your employee P60s and other year end reports.

Completed ☐

Part 4:   Get ready for the new tax year

Create and open the 2019 tax year.

Set up the new tax year calendar.

Set period one of 2019.

Enable Central Statistics Office (CSO) reporting, if applicable.

Set up the construction workers pension settings, if applicable.

Enter Additional Superannuation Contribution (ASC) settings for your employees, if applicable.

Clear down your financial year end balances, if applicable.

Validate your data in 2019.

Completed ☐

Tip: *Don't forget, you can access your full interactive guide to payroll year end in your 2018 software. From the menu bar, click* **Year End***, point to* **Tax** *then click* **View User Guide***.*

* The deadline for filing your 2018 P35 returns is 23 February 2019 if you file online using ROS. If you file using a paper return, the deadline is 15 February 2019. Late submissions may result in a fine.