

Payroll Year End 2021 Check List

Use this checklist to work through the Payroll Year End.

**IT IS PREFERRED THAT STAGE 1 (FROM THE BOOKLET) IS COMPLETE
PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE 2021 PAYROLLS**

Page references below refer to our PYE Booklet pages, which is available at:

<https://pimbrook.ie/knowledge-base/pye/>

Stage 1: Running the Payroll Year End 2021 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 2021 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 2021 Processing

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing Final Pay in 2021	Pg 12					
Step 1: Process the Final Pay Period(s) of 2021	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 in 2021 System.

Stage 3: Starting the Tax Year 2022

Completed?

	Company	1	2	3	4	5
Things to Note Before Processing First Pay Period(s) in 2022	Pg 23					
Step 1: Creating Tax Year 2022	Pg 24					
Step 2: Opening Tax Year 2022	Pg 25					
Step 3: Setting up a New Payroll Calendar	Pg 28					
Step 4: Set up Additional Superannuation Contribution [ASC] (If Applicable)	Pg 30					

Note: Each of the items in Stage 3 typically need to be done once per payroll in 2022 System.

Stage 4: Accounting/Financial Year End

Completed?

	Company	1	2	3	4	5
*Step 1: Clear Cost Analysis	Pg 31					
*Step 2: Clear Payments	Pg 32					
*Step 3: Clear Deductions	Pg 33					

Note: Each of the items in Stage 4 typically need to be done once per payroll in 2022 System.

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 34					
Step 2: Roll Forward Holiday & Absence Year	Pg 35					
Step 3: Retrieve 2022 RPNs	Pg 36					

Note: Each of the items in Stage 5 typically need to be done once per payroll in 2022 System.

***Items marked with an asterisk are optional, depending on when your Financial or Deduction Year ends.**