Humanforce

Payroll

EOFY Processing Checklist

Year End Checklist

Load Reportable FBT values – Refer to Topic 1.1

Have you linked an employee when they have changed employee numbers ? This may not be required, just something to think about.

Add in a Special Run, if required – *** highly recommended ***

Send DMS early, if required

Review Itemised Allowances and ensure correctly flagged

Last Scheduled Pay Run. Make sure this is a Month End Run. When sending pay to Authorise you will be asked if you require a Special Run for any adjustments.

Confirm that this is the LAST Pay Run for the Financial Year and Authorise

Following your final process….

Review STP Reconciliation Report in RMS for the last 2023 process

If Customer Specific Public Holidays or Regional Holiday Replacements are used, now is a good time to create them for the following year

The software will automatically be updated with any new tax and super changes – you do not need to update any legislative changes

Run first pay run

Set up a Special Run for the end of financial year next year

If applicable, update Customer Rate Sets with new rates

That is it! Year End is completed.