

EOFY Payroll Checklist

As the end of the financial year approaches, ensuring your payroll is accurate and compliant is more crucial than ever. Our EOFY Payroll Checklist is designed to guide you through each essential step, from verifying employee details to finalising year-end reports. Use this checklist to streamline your processes, avoid common pitfalls, and transition smoothly into the new fiscal year, all while keeping compliance in check. Ready to tick off each task with confidence? Let's get started!

Task	Details and Actions	Status
Verify employee details	Ensure all personal and banking details are current.	<input type="checkbox"/>
Review leave balances	Check leave balances and make necessary adjustments.	<input type="checkbox"/>
Confirm salaries and wages	Cross-check total salaries and wages for the year against your records.	<input type="checkbox"/>
Check super contributions	Confirm all super contributions are correct and paid up to date.	<input type="checkbox"/>
Prepare payment summaries	Generate and distribute payment summaries to employees.	<input type="checkbox"/>
Finalise tax deductions	Review and finalise all allowable tax deductions for the financial year.	<input type="checkbox"/>
Update software	Ensure your payroll software is up to date with the latest tax tables.	<input type="checkbox"/>
Secure documents	Securely store all financial and payroll records for at least 7 years.	<input type="checkbox"/>