

Year End Close Checklist

! Before you start your Year End Close procedure, please ensure you have read all articles listed and are prepared to conduct this step.

#	Question 1	YES	NO
1	Is the client on SaaS?	The client's Environment will be backed up by HRplus on our server	The client is responsible for backing up their environment on their server
2	Does the client have Time & Attendance?	<p>If yes, please ensure the new year's calendar is generated. Link: How do I set up the Calendar?</p> <p>Additionally, please generate your pay cycle before conducting the year-end close Link: How do I set up Pay Cycles?</p>	If No, proceed to question 3
3	Do you have to make adjustments to payroll reports?	<p>If yes, conduct a Payroll Adjustment Link: How to enter a Payroll Adjustment record?</p>	If No, proceed to question 4
4	Have you linked your payroll codes to your statutory report?	If yes, proceed to question 5. Please take the opportunity to double check your payroll codes (Earnings, Deductions, Other Income, Allowances) are linked to the relevant country statutory report.	If No, please do so by using the link below: How to enter a Statutory Report Flag?
5	Do you need to make adjustments to your employee's Statutory reports/forms only?!	<p>If yes, conduct a Year End Adjustment Link: How to do a Year End Adjustment?</p> <p>Please ensure you SAVE the changes you have made using the link below: How to Save a</p>	If No, proceed to question 6

#	Question 1	YES	NO
		Statutory Report? If you are saving the report for all employees please use this link: How to Save a Statutory Report for the Entire Company	
6	Have all of your pay cycles been run and archived?	If Yes, proceed to How do I perform the Year-End Payroll Close and move to the next Active Year?	If No, please archive the pay cycles. How do I archive a pay cycle?
7	Have you completed all above	If Yes, proceed to the year-end close screen following those instructions! How do I perform the Year-End Payroll Close and move to the next Active Year?	If No, please review all steps and then return to the Year-End Close