



Your Payroll Year End Checklist

Step 1: Check when your payroll ends

Check if you have a week 53 in the 2023/24 tax year. As 2024 is a leap year, this can occur if your payroll falls on either 4th or 5th April 2024.

Step 2: Process your final payroll run

Finalise the final payroll for all pay frequencies and send all RTIs to HMRC.

Step 3: Prepare and submit your EPS

Within the RTI tab, create a new Employer Payment Submission (EPS) for tax month 12. Tick the 'Final Submission' indicator and send to HMRC.

Step 4: Prepare your P60s

Issue P60s to your employees within the 'Employees' tab. Make sure you provide your employees with their P60s by no later than 31st May 2024.

Step 5: Make any necessary corrections

If an error is discovered in any FPS for 2023/24 after your final submission has been made, then an Additional Full Payment Submission (FPS) can be submitted to HMRC. Where you have made a correction, please remember to re-submit your EPS.

For more useful guidance, visit:
www.brightsg.com/payroll-year-end

Note: We advise waiting until your payroll is fully completed for the current tax year before importing into the new tax year version. This will ensure the most accurate and up-to-date information is being imported from the previous tax year.