

IRIS Cascade Payroll Web

Year end checklist

April 2024

Contents

Year end checklist	3
Before closing the final period of the 2023/2024 tax year	3
During the year end period	3
Before processing Period 1 of the 2024/2025 tax year	4

Year end checklist

Before closing the final period of the 2023/2024 tax year

Action	Completed
Make sure you are using IRIS Cascade V7.39 (deployed to the IRIS Cascade Cloud on 06th March 2024)	
Read all relevant release notes and user guides to make sure you understand all system changes	
Run, print, and reconcile your payroll for the last period of the 2023/2024 tax year, including YTD figures	
Complete all company actions and employee actions in IRIS Cascade	
Submit your final FPS	
Review your pay element history periods and amend if necessary	
Process your final period end	

During the year end period

Action	Completed
Make sure all companies with the same PAYE reference are within the year end period	
Submit your EPS, indicating that this is your final submission for the 2023/2024 tax year	
Process the year end	

Before processing Period 1 of the 2024/2025 tax year

Action	Completed
Make sure you are in Period 1 of the 2024/2025 tax year	
Set up a 2024/2025 payroll calendar	
Integrate P60s with employees' records in HR	
Set the Apprenticeship Levy allowance for each payroll company and frequency in Legislation	
Reconfigure Employment Allowance Legislation if you wish to claim for the tax year 2024/2025	
Update, save and calculate employees' details for all statutory payments (SMP/SPP/SAP/ShPP/SPBP)	