

# 2023 End of Financial Year Payroll Checklist

- Make sure you know what's changing*

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- Review salary and wage info*

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- Update any automatic payments*

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- Check employee contracts*

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- Review changes to employee work patterns*

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- Claim annual leave paid out*

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- Check the ESCT rate for each employee*

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- Review your IRD account*

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- Generate any helpful reports*

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- Review Casual Employees*