

Saudi Year-End Checklist



Year-End Checklist

1. Pre-payroll Compliance



2. During Payroll Compliance



Why a Year-End Checklist Matters

The year-end payroll process is a critical milestone for any organization, ensuring compliance, accuracy, and a smooth transition into the new year. Without a structured approach, it's easy to miss key tasks, risk errors, or face compliance issues.

A year-end payroll checklist serves as your guide to:

1. **Ensure Accuracy:** Avoid costly mistakes in employee records, payments, and tax filings.
2. **Maintain Compliance:** Meet local, state, and federal regulations with confidence.
3. **Streamline Processes:** Simplify reporting, reconciliation, and next-year preparation.
4. **Build Trust:** Deliver accurate and timely payroll and tax statements to employees.

This checklist isn't just a list — it's your roadmap to closing the year on a strong, organized, and stress-free note.

1. Pre-payroll Compliance

- Review employee details, including their personal and bank details.
- Ensure accurate Iqama numbers of the expats living in Saudi.
- Check employment status such as new hires, terminations, and promotions.
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- Check the accuracy of recorded benefits such as bonuses, increments, grants/rewards etc.

2. During Payroll Compliance

- Ensure annual gross salary, allowances, and other compensations reconcile with monthly records.
- Ensure accuracy of monthly contributions to the General Organization for Social Insurance (GOSI) of an employee and employer.
- Adjustments such as underpayment or overpayment if any, to be corrected during the December payroll.
- Validate any lump sum payments such as end-of-service benefits or bonuses for resigned employees.
- Verify the deductions such as loan repayments are correctly captured.
- Ensure accurate accrual of unused leave balances.
- Ensure all salary payments for the year have been processed in compliance with Wage Protection System requirements.

3. Post-payroll Compliance

- Prepare and submit GOSI contributions for December by 15th January 2025.
- If there is any excess/shortfall in GOSI contributions, apply for refund or settle the balance as applicable via the GOSI portal.
- Ensure all payroll records and GOSI contributions filings are documented securely for future reference.
- Maintain report for End-of-service gratuity payments and accruals.