

Qatar Year-End Checklist



Year-End Checklist

1. Pre-payroll Compliance

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2. During Payroll Compliance

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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

- Verify employees' details such as personal information and bank account details.
- Ensure salary structures such as fixed salary, variable salary and allowances are correctly defined.
- Confirm employment status such as new hires, terminations, and promotions.
- 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.
- Verify applicable deductions such as loan repayment are accurate.
- Ensure accuracy of General Retirement and Social Insurance Authority (GRSIA) contributions for both employee and employer.
- Adjustments such as underpayment or overpayment if any, to be corrected during the end of the year.
- Validate any lump sum payments such as end-of-service benefits or bonuses for resigned employees.
- Ensure accurate accrual of unused leave balances.
- Ensure that employees are paid through the Wage Protection System and align with its guidelines.

3. Post-payroll Compliance

- Prepare and submit GRSIA contributions for December by 5th January of the following year.
- If there is any excess/shortfall in GRSIA contributions, apply for refund or settle the balance as applicable via GRSIA portal.
- Ensure all payroll records and GRSIA contributions filings are documented securely for future reference.
- Prepare detailed records of End-of-service gratuity payments made during the year
- Maintain report for End-of-service gratuity payments and accruals.