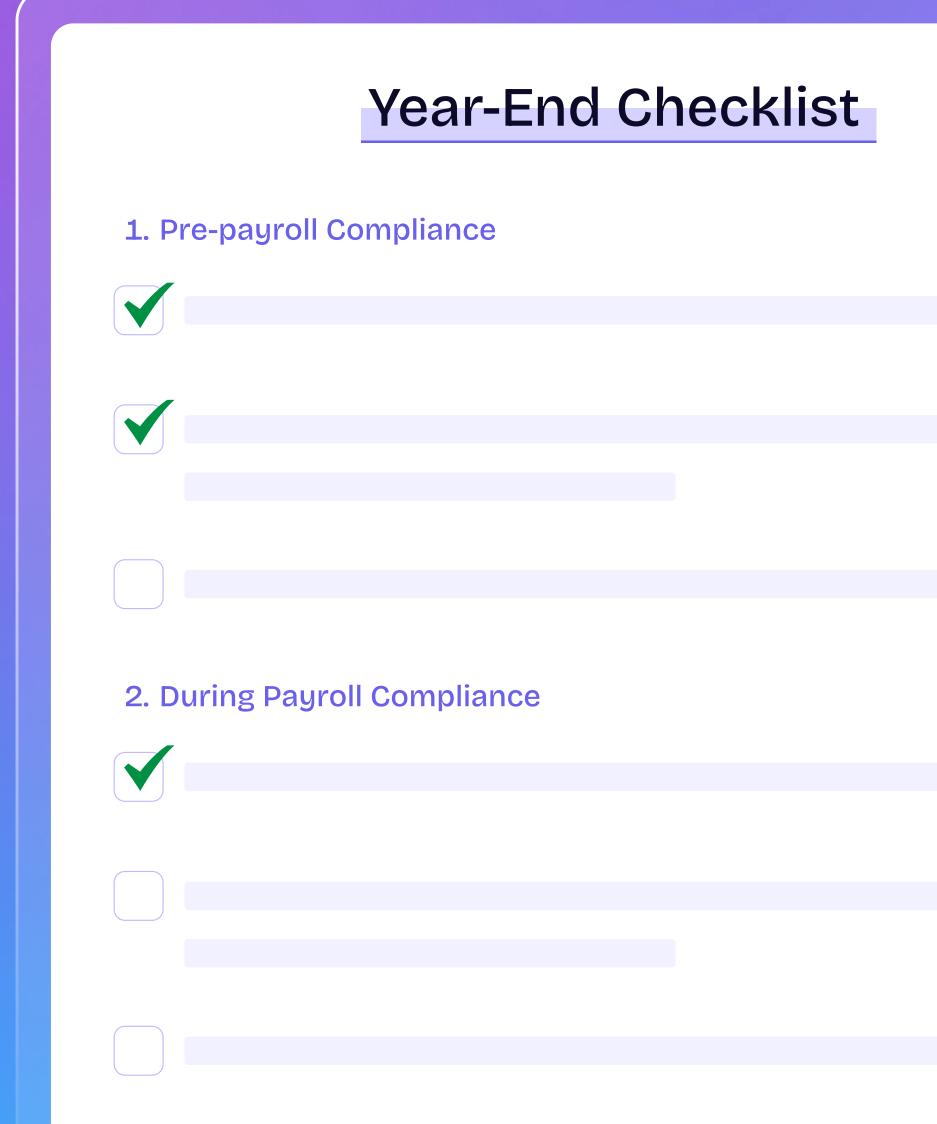


United Arab Emirates CO Year-End Checklist





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

- other identification information are accurate and up to date.
- Review classifications of employees and work permit status
- Check employment status such as new hires, terminations, and promotions.
- Ensure accuracy of recorded benefits such as bonuses, commissions, etc

Confirm that employee details such as names, Labor card number, addresses, payment information and

2. During Payroll Compliance

- Ensure annual gross salary, allowances, and other compensations reconcile with monthly records.
- Workplace Savings (DEWS) contributions, as applicable for both employee and employer.
- Adjustments such as underpayment or overpayment if any, to be corrected during December contributions
- Verify applicable deductions such as loan repayment have been considered correctly.
- Ensure accurate accrual of unused leave balances.
- Ensure payments are made through Wage Protection System.

Ensure accuracy of monthly General Pension and Social Security Authority (GPSSA) and DIFC Employee

Validate any lump sum payments such as end-of-service benefits or bonuses for resigned employees

3. Post-payroll Compliance

- Submit GPSSA contributions for December, by 15th of January
- If there is any excess/shortfall in GPSSA contributions, apply for refund or settle the balance as applicable via GPSSA portal
- Ensure all payroll records and GPSSA 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