

Process Id# :: 2129
Process Name :: End of Month Balancing / Year End Clear down
Date Last Updated :: 26/06/2019

Description ::

Check the end of month/ yearly figures and prepare Core for next payment period

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB ::

As required under Article 30 (2) of the GDPR ::

Data Stage	Process :		Owner	Storage Location	Personal / Sensitive Data	Data Items
Data Capture / Transfer / Storage	1	Once email received from payroll areas notifying Control that the last payroll for the month is complete log into the payroll folder and copy the PAY355 for the period in question and save to Control Year End Folder	HEO/EO	H Drive	N/A	Payroll Figures - contains no personal/sensitive data
Data Capture	2	Log into CORE and run the Employee Cumulative All report for the paygroup that you wish to balance. Once it runs save a copy to the relevant Control Year end folder for reference and referral when balancing.	HEO/EO	CORE / H Drive	Personal Data:	Payroll No Firstname; Surname;
Data Capture	3	Log onto CORE and run the Pre Year End Data Check report for the company that you wish to balance. Once it runs save both the PDF report and the excel file to the relevant Control Year end folder for reference and referral when balancing	HEO/EO	CORE / H Drive	Personal Data:	Payroll No Firstname; Surname;

Data Transfer / Capture	4	Open Excel Balancing Spreadsheet relative to the paygroup being balanced and enter all figures from the above 3 reports - Pay355, Employee Cums and Pre Year End Data Check	HEO/EO	H Drive / Excel	Personal Data:	Payroll No Firstname; Surname; (These are the data items on the reports that are being viewed but the data captured on the spreadsheet is only payroll totals)
Data Capture	5	If there is a discrepancy when completing the monthly balancing Control section will run various reports on Bi relating to cancellations or employees that have moved paygroups during a certain period. If after this Control section are unable to discover the error, an email is sent to the Payroll area to advise them of same and request assistance in the matter	HEO/EO	H Drive/Bi/Outlook	Personal Data:	Payroll No Firstname; Surname;
Data Storage	6	Once spreadsheets are balanced all documentation is saved in the respective Year End Folders	HEO/EO	H Drive	Personal Data:	Payroll No Firstname; Surname;
	7	Email PSU to check that a Back up has taken place overnight before proceeding with any further year end jobs	HEO/EO	Outlook	N/A	N/A
Data Transfer	8	Once confirmation email received from PSU confirming back up has taken place, log onto CORE and run job Year End Cleardown. Enter company number in question	HEO/EO	CORE	N/A	N/A
Data Capture	9	Once Cleardown job has ran, run report on CORE - Year End Control Reports, End of Year Employee Listing and save to Control section folder	HEO/EO	CORE / H Drive	Personal Data:	Payroll No: PPSN; Firstname; Surname
Data Transfer	10	Enter figures from the Year End Control report on Excel Spreadsheet (Post Year End) to verify paygroups balance against previously balanced pre-year end spreadsheet	HEO/EO	Excel / H Drive	Personal Data:	Payroll No: PPSN; Firstname; Surname
	11	If there is a discrepancy when completing the end of year spreadsheets Control section will run various reports on Bi relating to	HEO/EO	Excel / H Drive / Bi / Outlook	Personal Data:	Payroll No: PPSN; Firstname; Surname

		cancellations or employees that have moved paygroups during a certain period. If after this Control section are unable to discover the error, payroll area are contacted for assistance in the matter. Otherwise save all to Control Year End folder				
	12	Inform all payroll areas that year end is complete so they can proceed with payroll runs for the following year	HEO/EO	Outlook	N/A	N/A