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1<sup>st</sup> November 2010

Dear Payroll Operator,

Welcome to Payroll Year End 2010 (PYE10). This letter contains information to help your preparations for PYE10.

### **Pass It On**

**This is an important communication. If you are not the person responsible for processing Payroll Year End for your business, please pass it on to the correct person.**

As an employer, you have a statutory obligation to make a Year End return to the Revenue Commissioners on or before the deadline of the 15th February, 2011.

### **Budget 2011 & Sage Payroll Year End Pack Postage Dates**

The Government will announce Budget 2011 on the 7th December, 2010. Sage will make the Budget 2011 software update available as soon as possible after that.

Sage Payroll Year End Update CDs are scheduled to be mailed as per the dates below. Please also monitor the Sage Payroll website, [www.sage.ie/pye](http://www.sage.ie/pye), for the most up-to-date postage dates.

- Quickpay – late November
- Micropay Professional – late November

**NOTE:** Please run the PYE CD as soon as you receive it as you need to have the PYE update installed to process any income levy and health levy recalculations at year-end.

### **Extended Customer Support Opening Hours for December & January**

Our extended Payroll Support opening hours will be in operation from 13<sup>th</sup> – 22<sup>nd</sup> December 2010 and 4<sup>th</sup> – 14<sup>th</sup> January 2011 (9am to 6:30pm). Please note that from 29<sup>th</sup> - 30<sup>th</sup> December 2010, Payroll Support will be available from 9am to 5pm and on the 31<sup>st</sup> December from 9am to 1pm.

### **Next Steps**

On the reverse of this letter you will find a PYE Preparation Checklist. Tick 'Yes' when you complete each action. If you select 'No' for any item, please follow the relevant instructions in the checklist.

We look forward to making your Payroll Year End as stress-free as possible.

Yours sincerely,

Maurice Whelan  
Head of Customer Services

# Payroll Year End 2010 Preparation Checklist

If you select **No** for any item below, follow the relevant instructions.

	Action	Complete?
1.	<p><b>Do I have administrator rights and the PC password?</b></p> <p>Ensure that you have the relevant administrator rights and the password for the pc upon which your Payroll Year End will be run, as it may be required in order to run your Payroll Year End update. If you're unsure, please contact the person responsible for IT within your business.</p> <p>If you are using Windows Vista or Windows 7 please ensure you are running this program as administrator. To check this:</p> <ol style="list-style-type: none"> <li>1. Right-click the Payroll icon and click Properties.</li> <li>2. In the Compatibility tab, select – Run this program as administrator.</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p><b>Revenue Online Service (ROS)</b></p> <p>If you intend to make your P35 submission online using ROS, visit <a href="http://www.ros.ie/PublisherServlet/info/setupnewcust">http://www.ros.ie/PublisherServlet/info/setupnewcust</a> and complete the simple three-step registration process.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p><b>Have I checked all employees' Tax Deduction Cards/ ETP records?</b></p> <p>All employees' Tax Deduction Cards/ETP records need to be checked, making sure that all periods have been recorded correctly, that there are no missing periods and that each period has a date.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p><b>Are all employees on the correct PRSI classes throughout the year?</b></p> <p>Ensure that all employees are on the correct PRSI classes throughout the year. The PRSI class can be seen on the employee's Tax Deduction Card / ETP record.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<p><b>Have I taken a Full System Backup?</b></p> <p>In Micropay Professional, log in as Admin to do this. Please ensure you include all payrolls and system files.</p> <p>In Quickpay, include all payrolls, program files and common files.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<p><b>Am I using the correct version of my Sage payroll software?</b></p> <ul style="list-style-type: none"> <li>• Latest Micropay Professional version: v11 or higher</li> <li>• Latest Quickpay version: v10.2</li> </ul> <p>Update your software in the Downloads section of <a href="http://www.sage.ie/pye/site/payroll_downloads.asp">http://www.sage.ie/pye/site/payroll_downloads.asp</a>            Or select the <b>Help - Check for Updates</b> menu option in your payroll software.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<p><b>Have I renewed my SageCover contract?</b></p> <p>Renewing your SageCover contract will ensure that you receive your Payroll Year End Update on time, and will provide you with access to the full range of SageCover benefits to see you through this stressful time of year and beyond.</p> <p>If you are unsure that your SageCover contract has been paid, tick <b>No</b>, and then email <a href="mailto:sagecover@sage.ie">sagecover@sage.ie</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered 'No' to any of the actions above, please complete the details below, and then fax this side of the checklist back to us on 01 - 642 0895. A Sage representative will respond promptly.

Your Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_