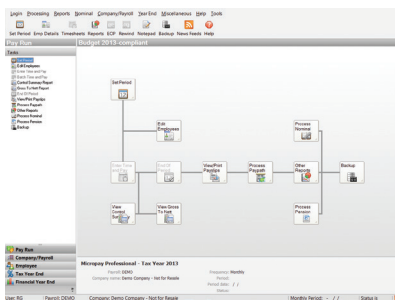


# Sage Payroll Solutions

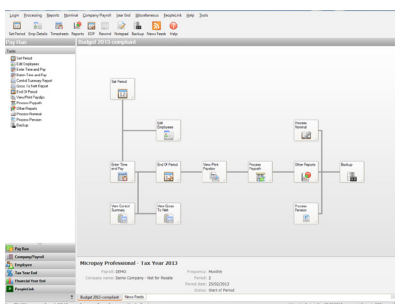
## The perfect fit for your payroll needs

Sage Payroll offers your business a tailored and scalable solution from entry level payroll needs with Sage Micropay right through to more complex requirements with Micropay Professional, while also keeping you compliant with Irish Revenue legislation.

Sage Payroll solutions integrate with Sage Accounting software, streamlining your accounting and payroll processes. Sage also provides expert software support services, compatible stationery and training courses, giving you a complete business management solution and total payroll peace of mind.



Sage Micropay



Sage Micropay Professional

## Sage Micropay

Micropay supports payroll processing beyond basic requirements while keeping complexities to a minimum to ensure efficient execution of your payroll needs.

### Micropay features include:

- Easy to navigate User Interface
- Process Map guides users through everyday payroll tasks
- Expert support and step-by-step guide for easy Payroll Year End processing
- Integrated Excel reporting for further analysis
- Password protected email payslips
- Calculate and track holiday entitlements
- Batch time and pay entry
- Handles Construction Workers Pension Scheme filing

## Sage Micropay Professional

Micropay Professional allows you to, quickly and accurately, process complex payrolls through automated batch processing and provides detailed reporting capabilities.

### Includes Micropay features plus:

- Assign employees time to multiple departments and cost centres
- Multi- user access
- Import timesheets
- Set formula based payments and deductions to calculate wages
- Report on costs based on your company's Financial Year
- Amend existing reports and create your own custom reports

For further information, please contact our Product Advice Team on

**1890 88 20 60** or visit [www.sage.ie](http://www.sage.ie)



# Key Features of Sage Payroll Solutions

SPRDS 13-01

Feature	Description	Micropay	Micropay Professional
<b>New Employee Set-Up Helper</b>	Wizard to take you through creating new employees step-by-step.		
<b>Automatic Data Validation</b>	With each new period a check is performed to determine if there are any issues with the data in the current period and relevant warnings are provided which prevent errors from being carried into new periods.		
<b>Customisable Payments and Deductions</b>	Create payments and deductions to suit your own business and assign employees to the relevant payments and deductions. Only payments and deductions which have values against them for the pay period will appear on the payslip.	✓ Up to 20 Payments and 10 Deductions per company and per employee	✓ Up to 99 Payments and 99 Deductions per company and per employee
<b>Automatic Timesheets</b>	Automatically post timesheets for employees who receive the same pay each period.	✓ Process all employees or by employee grouping	✓ Process all employees or by employee grouping
<b>PAYE, PRSI &amp; BIK Calculations</b>	Updates issued regularly to all SageCover support customers to ensure legislative compliance.	✓	✓
<b>Gross to Nett &amp; Nett to Gross</b>	Ability to choose the calculation method per employee.	✓	✓
<b>Management Reporting</b>	Various pre-defined reports provide summary information on costs, absences, pensions etc.	✓	✓ Additional reports in such as Departmental Time Analysis & Timesheet Audit & custom report designer
<b>Costing</b>	Assign employees to Departments and Cost Centres for timesheet entry and reporting.	1-tiered (Departments)	2-tiered (Departments & Cost Centres)
<b>Previewing payslips</b>	Preview the payslip layout and values during timesheet entry prior to processing.	✓	✓
<b>View and print historical payslips</b>	View and print payslips from previous pay periods.	✓ Via Period Archive & also view while entering timesheets	✓ Via Period Archive & also view while entering timesheets
<b>Supports 3 pay methods: Paypath, Cash and Cheque</b>	Choose the method by which you want to pay each employee – directly into their bank account, by cash or cheque.	✓	✓
<b>Pension &amp; PRSA calculations</b>	Calculate & record pension deductions and output files to pension providers.	✓	✓
<b>Tax Credit Import Utility</b>	Import Tax Credit information directly from Revenue to update employees' records. Includes confirmation utility to warn when details are inconsistent between your payroll and ROS.	✓	✓
<b>Links to Accounting Software</b>	Ability to link your payroll software to your accounting software.	Sage 50 (limited)	Sage 50 & Sage 200
<b>Pay Run Process Map</b>	User-friendly interactive screens guide you through completing common tasks.	✓	✓
<b>Multi-company</b>	Ability to process payroll runs for multiple companies.	✓ Micropay Professional Lite 5 company / bureau	✓ Additional Charge Applies
<b>Security</b>	Password protected including Administration Level Access to protect sensitive payroll data.	Set passwords for Users and Companies. Control access to specific functions within companies for groups of users or for individual users	Set passwords for Users and Companies. Control access to specific functions within companies for groups of users or for individual users
<b>Period Archive</b>	System automatically backs-up each period and enables quick reverting to previous periods to view details and print reports.	✓	✓
<b>Laser and Dot Matrix print capability</b>	Ability to print on both Laser and Dot Matrix printers. Payslip stationery also available.	✓	✓

Feature	Description	Micropay	Micropay Professional
<b>ROS compatible</b>	Submit P45, P45 Part 3, P35 & P30 directly via the Revenue Online Service.	✓	✓
<b>BIK Rollover</b>	Calculates the amount of BIK Tax and PRSI paid on behalf of the employee which is to be recouped from pay going forward.	✓	✓
<b>Central Statistics Office Reporting Module</b>	Record Employment Information and assign categories to payments as defined by the Central Statistics Office to assist with completion of the Quarterly Earnings, Hours & Employment Costs Survey (EHECS) and the National Employment Survey (NES).	✓	✓
<b>RSS Newsfeeds</b>	Receive prompts from within your software when critical updates are available to download.	✓	✓
<b>Legislation &amp; Employer Information</b>	Help menu with quick links to up-to-date and relevant government publications relating to employment legislation.	✓	✓
<b>Maintain Employee Bank Details</b>	Hold bank details for direct deposit of wages into employee accounts via PayPath.	✓ Includes pre-set list of sort codes for all Irish bank accounts	✓ Includes pre-set list of sort codes for all Irish bank accounts
<b>Manage Multiple Frequencies</b>	Run weekly, monthly, four weekly, fortnightly and bi-monthly payrolls.	✓ Also Quarterly	✓ Also Quarterly
<b>Automatic Updates</b>	Detect and download new version updates.	✓	✓
<b>Global Salary/Rate Update</b>	Modify wage rates for a group or sequence of employees or set Hourly Rates.	✓	✓
<b>Company Notepad &amp; Reminders</b>	Set one-off and/or recurring reminders which can also be set to automatically include a note on employees' payslips.	✓	✓
<b>Interim Paypath</b>	Ability to make payments to an employee mid-way during a pay period.	✓	✓
<b>Employee Photo</b>	Attach a photo to individual employee details.	✓	✓
<b>Email Payslips</b>	Send payslips to your employees by e-mail.	✓	✓
<b>Employee Profiles</b>	Group a set of common payments and deductions applicable to particular groups of employees and save time by assigning new employees to the relevant profile.	✓	✓
<b>Customisable Payslips</b>	Edit payslip layout to include additional information or to fit customised stationery.	✓	✓
<b>Split Nett Pay</b>	Post an employee's wages into multiple bank accounts and/or payment methods.	✓	✓
<b>Excel Integration</b>	Save reports in Microsoft Excel format for further analysis.	✓	✓
<b>PDF Integration</b>	Save reports & payslips as PDFs.	✓	✓
<b>Duplicate PPS No. Check</b>	The duplicate pps no. check will ensure an employee is not duplicated in the system.	✓	✓
<b>Licence Manager</b>	View all licences and associated companies in a user friendly view.	✓	✓
<b>Holiday Manager</b>	Calculate holiday entitlement & holiday pay based on days and/or hours worked and holidays taken. Includes three calculation methods: % of hours work, standard entitlement and 1/3 of a working week per calendar month.	✓	✓
<b>Construction Workers Pension Scheme</b>	Assign employees to correct CWPS Categories & Rates and output CWPS approved files for online submission.	✓	✓

Feature	Description	Micropay	Micropay Professional
<b>Batch Time &amp; Pay Entry</b>	Enter payments and deductions and view calculations for a group of employees all on one spreadsheet-style quick-entry screen.	✓	✓
<b>Foreign language payslip explanation sheets</b>	Provide a payslip explanation in Russian, Polish and Lithuanian.	✓	✓
<b>Reinstate Leaver Wizard</b>	Wizard to reinstate a leaver or batch of leavers.	✓	✓
<b>User Defined Fields</b>	21 additional fields within the employee record which can be named and used to suit individual company requirements.		✓
<b>Integration with Sage HR Solutions</b>	Integrated to feature-rich Sage HR software ensuring data shared between both systems is only entered once.		✓
<b>PeopleLink Integration</b>	Web-based bureau module providing clients ability to submit timesheets, view & print payslips, request & schedule absences, update contact details and submit new starter information.		✓
<b>Credit Union Payments</b>	Ability to make payments directly into an employee's Credit Union account.		✓
<b>Formula Based Payments &amp; Deductions</b>	Specialty elements can be set to calculate based on pre-defined formulas (Example: shift premiums based on hours worked or complex bonuses).		✓
<b>Financial Year Management</b>	If your Financial Year does not coincide with the payroll year (i.e. January to December) you have the ability to report on costs based on your company's financial year instead.		✓
<b>Hourly Rate Table</b>	Define up to 99 Hourly Rates and assign to groups of employees.		✓
<b>Job Costing</b>	Assign an employee's time to multiple Cost Centres & Departments by hours and/or percentage of time worked.		✓
<b>Data Import</b>	Import employee records, payments, deductions, company settings etc.		✓
<b>Customisable Reports</b>	Amend existing reports and create your own reports with Advance Report Writer.		✓
<b>Timesheet Import</b>	Enables you to import payment hours and values into timesheets.		✓
<b>Multi-user</b>	Access for multiple users to process payroll at the same time.		✓
<b>JLC Feature (RGAT)</b>	Feature to assist customers in the RGAT category to manage and comply with JLC payment of wages requirements for employees in this sector.		✓ Essential Cover Plus customers only