

SAGE PAYROLL  
SOLUTIONS

## Sage Payroll

*The perfect fit for all your payroll needs*



Sage Payroll offers your business a tailored and scalable solution from entry level payroll needs with Sage Payroll right through to more complex requirements with Sage Payroll 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 Payroll

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

#### Sage Payroll 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 Pension Scheme including Construction Workers

### Sage Payroll Professional

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

#### Includes Sage Payroll 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

# Key features of Sage Payroll Solutions

Feature	Description	Sage Payroll	Sage Payroll Professional
Business Size	Best Fit for Your Business Size	up to Unlimited Employees	up to Unlimited Employees
Manage Multiple Frequencies	Run weekly, monthly, four weekly, fortnightly and bimonthly payrolls	✓ Also Quarterly	✓ Also Quarterly
ROS compatible	Submit Payroll request submissions directly via the Revenue Online Service.	✓	✓
PAYE, PRSI, USC & BIK Calculations	Updates issued regularly to all SageCover support customers to ensure legislative compliance.	✓	✓
Gross to Net & Net to Gross	Ability to choose the calculation method per employee.	✓	✓
Pension & PRSA calculations	Calculate & record pension deductions and output files to pension providers.	✓	✓
Pay Run Process Map	User-friendly interactive screen to guide you through completing common tasks step-by-step.	✓	✓
Automatic Timesheets	Automatically post timesheets for employees who receive the same pay each period.	✓ Process all employees or by employee grouping (i.e. departments & employee number sequences)	✓ Process all employees or by employee grouping (i.e. departments, cost centres, location codes, job codes & employee number sequences)
Batch Time & Pay Entry	Enter payments and deductions and view calculations for a group of employees all on one spreadsheet-style quick-entry screen.	✓	✓
Timesheet Import	Enables you to import payment hours and values into timesheets.		✓
Customisable Payments and Deductions	Create the payments and deductions to suit your own business and assign employees to the relevant payments and deductions. Only the 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.
Formula Based Payments & Deductions	Specialty elements can be set to calculate based on predefined formulas (Example: shift premiums based on hours worked or complex bonuses)		✓
Previewing payslips	Enables you to preview the payslip layout and values during timesheet entry prior to processing.	✓	✓
View and print historical payslips	Ability to view and print payslips from previous pay periods.	✓ Via Period Archive & also quickly view while entering timesheets	✓ Via Period Archive & also quickly view while entering timesheets
Irish Language Payslips	Ability to print payslips in Irish.	✓	✓
Stationery available		✓	✓
Plain Paper Payslip			
Email Payslips	Send payslips to your employees by e-mail with security password protection.	✓	✓

Feature	Description	Sage Payroll	Sage Payroll Professional
Email Payslips in Irish	Send payslips to your employees by e-mail in Irish	✓	✓
Customisable Payslips	Edit payslip layout as needed to include additional information and/or to fit customised stationery.	✓	✓
Cost Centres	Assign employees to Cost Centres to group for timesheet entry and reporting.		✓ Also cost employees via multiple departments and cost centres
Departments	Assign employees to Departments to group for timesheet entry and reporting.	✓	✓ Also cost employees through multiple departments and cost centres
Job Costing	Assign employee's time to multiple Cost Centres & Departments by hours and/or percentage of time worked		✓
Management Reporting	Various pre-defined reports to provide summary information on costs, absences, pensions etc...	✓	✓ Additional reports such as Departmental Time Analysis & Timesheet Audit plus custom report designer
Laser and Dot Matrix printing	Ability to print on both Laser and Dot Matrix printers.	✓	✓
Excel Integration	Save reports in Microsoft Excel format for further analysis.	✓	✓
PDF Integration	Save reports & payslips as PDFs.	✓	✓
Customisable Reports	Amend existing reports and create your own reports with the Advance Report Writer utility		✓
Central Statistics Office Reporting Module	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).	✓	✓
Supports 3 pay methods: Credit Transfer, Cash and Cheque	Choose the method by which you want to pay each employee – directly into their bank account, by cash or cheque.	✓	✓
Interim Credit transfer		✓	✓
Split Nett Pay		✓	✓
Maintain Employee Bank Details	Including BIC/ IBAN for SEPA legislation	✓ Includes pre-set list of sort codes for all Irish bank accounts.	✓ Includes pre-set list of sort codes for all Irish bank accounts.
Revenue Payroll notification	Import Tax Credit information directly from revenue to update employees' records, through your ROS Certificate.	✓	✓
Links to Accounting Software	Ability to link your payroll software to your accounting software.	✓ Instant, Sage 50 & Sage 200 Note: Set up of Nominal link between payroll and accounts software is chargeable	✓ Instant, Sage 50 & Sage 200 Note: Set up of Nominal link between payroll and accounts software is chargeable

Feature	Description	Sage Payroll	Sage Payroll Professional
Multi-company	Ability to process payroll runs for multiple companies.	Micropay 5 company / burea	Additional Charge Applies
Security	Password protected including Administration level Access to protect sensitive payroll data.	Set passwords for both Users and Companies. Control access to specific functions within companies for groups of users or for individual users.	Set passwords for both Users and Companies. Control access to specific functions within companies for groups of users or for individual users.
Period Archive	System automatically backs-up each period and enables quick reverting to previous periods to view details and print reports.	✓	✓
BIK Rollover	Calculates the amount of BIK Tax and PRSI paid on behalf of the employee which is to be recouped from the employee's pay going forward.	✓	✓
RSS Newsfeeds	Receive prompts from within your software when critical updates are available to download. Ensures you're always on the latest version and current legislation.	✓	✓
Help Menu	Help menu with quick links to up-to-date and relevant government publications relating to employment legislation.	✓	✓
Automatic Updates	Ability to detect and download new version updates	✓	✓
Global Salary/Rate Update	Modify wage rates for a group or sequence of employee's or set Hourly Rates	✓	✓
Company Notepad & Reminders	Set one-off and/or recurring reminders which can also be set to automatically include a note on employee's payslips	✓	✓
Employee Photo	Attached a photo to individual employee details.	✓	✓
Employee Profiles	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.		✓
Financial Year Management	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.	✓	✓
Duplicate PPS No. Check	The duplicate pps no. check will ensure an employee is not duplicated in the system	✓	✓
Licence Manager View	Ability to view all licences and associated companies in a user friendly view	✓	✓
Holiday Manager	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.	✓	✓
Construction Workers Pension Scheme	Assign employees to correct CWPS Categories & Rates and output CWPS approved files for online submission.	✓	✓

Feature	Description	Sage Payroll	Sage Payroll Professional
Foreign language payslip explanation sheets	Enables you to provide a payslip explanation in Russian, Polish and Lithuanian	✓	✓
Reinstate Leaver Wizard	Wizard to reinstate a leaver or batch of leavers	✓	✓
User Defined Fields	21 additional fields within the employee record which can be named and used to suit individual company requirements.		✓
Integration with Sage HR Solutions	Integrated to feature-rich Sage HR applications ensuring data shared between both systems is only entered once.		✓
PeopleLink Integration	Web-based bureau module providing clients ability, view & print payslips, request & schedule absences, update contact details and submit new starter information.		✓
Credit Union Payments	Ability to make payments directly into an employee's Credit Union account.	✓	✓
Hourly Rate Table	Define up to 99 Hourly Rates and assign to groups of employees	✓	✓
Data Import	Import employee records, payments, deductions, company settings etc...		✓
Multi-user	Access for multiple users to process payroll at the same time.		✓

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