

Sage Payroll Solutions

The perfect fit for your payroll needs

Sage Payroll offers your business a tailored and scalable solution from entry level payroll requirements with Sage Quickpay right through to more complex requirements with Micropay Professional, while also taking care of all Irish Revenue requirements.

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 Quickpay

Sage Quickpay is affordable, fast and easy-to-use, requiring no previous knowledge of Payroll.



Sage Quickpay

Key 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
- Creation and submission of P35s to Revenue Online
- Meets all legislative requirements including PAYE, PRSI, BIK and Income Levy
- Links to Sage Accounting software
- Records information for Central Statistics Office Reports

Sage Micropay Professional

Sage Micropay Professional is designed for medium to large Irish businesses with standard to complex payroll requirements. It offers your business maximum control with ease of use, saving time and increasing efficiency.



Sage Micropay Professional

Includes all Quickpay features plus:

- Integrated Excel reporting for further analysis
- Password protected email payslips
- Calculate and track holiday entitlements
- Import timesheets
- Batch Time and Pay Entry
- Multi-user access
- Pay employees through multiple departments
- Assign employees time to multiple departments and cost centres*
- Module for Central Statistics Office Reporting
- Handles Construction Workers Pension Scheme filing

*Integration with Sage HR Software now available.

For further information, please contact our Product Advice Team on

1890 88 20 60 or visit www.sage.ie



Key Features of Sage Payroll Solutions

Feature	Description	Sage Quickpay	Sage Micropay Professional
New Employee Set-Up Helper	Wizard to take you through creating new employees step-by-step.	✓	
Automatic Data Validation	As each new period is set a check is performed to prevent data errors from being carried into new periods.	✓	
Automatic Timesheets	Automatically post timesheets for employees who receive the same pay each period.	✓ Process all employees at once	✓ Process all employees or by employee grouping (i.e. departments, cost centres etc.)
Gross to Net & Net to Gross	Ability to choose the calculation method per employee.	✓	✓
Management Reporting	Various pre-defined reports to provide summary information on costs, absences, pensions etc.	✓	✓ Including Custom Report Designer
Cost Centres & Departments	Assign employees to groups for timesheet entry and reporting.	✓ Cost Centres Only	✓ Departments & Cost Centres
Previewing payslips	Enables you to preview the payslip layout and values during timesheet entry.	✓	✓
View & Print Historical Payslips	Ability to view and print payslips from previous pay periods.	✓ Via Period Archive	✓ Via Period Archive & Timesheet Entry
Supports Three Pay Methods: Paypath, Cash & Cheque	Choose the method by which you want to pay each employee – directly into their bank account, by cash or cheque.	✓	✓
Pension, PRSA & PRD Calculations	Calculate and record pension deductions and output files to pension providers.	✓	✓
Manage Multiple Frequencies	Run weekly, monthly, four weekly, fortnightly and bi-monthly payrolls.	✓	✓ Also Quarterly
Tax Credit Import Utility	Import Tax Credit information directly from Revenue to update employees' records.	✓	✓
Nominal Link to Accounting Software	Post wage journals directly to your accounts.	Instant, TAS & Sage 50	Sage 50 & Sage 200
Pay Run Process Map	User-friendly interactive screen to guide you through completing common tasks step-by-step.	✓	✓
Multi-Company	Ability to process payroll runs for multiple companies.	✓ Free with Quickpay Plus, additional Charge Applies for Quickpay 10	✓ Additional Charge Applies
Security	Password protected including Administration Level Access to protect sensitive payroll data.	Assign users access to specific companies	Set passwords for both Users & Companies and restrict access to any function.
Automatic Period Archive	System snapshot taken each period and enables quick reverting to previous periods to view details and print reports.	✓	✓

Feature	Description	Sage Quickpay	Sage Micropay Professional
Laser & Dot Matrix Print Capability	Ability to print on both Laser and Dot Matrix printers. Payslip stationery and personalised payslips also available.	✓	✓
ROS Submissions	Submit P45, P45 Part 3, P35 & P30 directly via the Revenue Online Service.	✓	✓
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.	✓	✓
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).	✓	✓
Maintain Employee Bank Details	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.
RSS Newsfeeds	Receive prompts from within your software when critical updates are available to download ensuring you're always up-to-date with legislation.	✓	✓
Legislation & Employer Information	Help menu with quick links to up-to-date and relevant government publications on employment legislation.	✓	✓
Automatic Updates	Automatic Updates can be user defined to notify/download &/or install version updates	✓	✓
Network Installation	Can be installed on a network	✓	✓
Integration with Sage HR Solutions	Integrated to feature-rich Sage HR application ensuring data shared between both systems is only entered once.		✓
Integration with Sage PeopleLink	Sage PeopleLink is a web-based module providing managers and/or employees access to request & schedule holidays, submit timesheets, update contact details and submit new starter information.		✓
User Defined Fields	21 additional fields within the employee record which can be labelled and used to suit individual requirements.		✓
Credit Union Payments	Ability to make payments directly into an employee's Credit Union account.		✓
Formula Based Payments & Deductions	Specialty elements can be set to calculate based on pre-defined formulas (Example: shift premiums based on hours worked or complex bonuses).		✓
Financial Year Management	The ability to report on payroll data for a specified 12-month financial year calendar rather than simply by the payroll year calendar (i.e. January to December).		✓
Hourly Rate Table	Define up to 99 hourly rates and assign to groups of employees.		✓
Global Salary / Rate Update	Instantly modify hourly rates or salaries by set amounts or percentages for a group or sequence of employees.		✓

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Company Notepad & Reminders	Set one-off and/or recurring reminders which can be set to automatically include a note on employee's payslips		✓
Interim Paypath	Ability to make payments to an employee mid-way during a pay period.		✓
Employee Photo	Attach a photo to individual employee records.		✓
Email Payslips	Send password-protected payslips to your employees by email.		✓
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.		✓
Job Costing	Assign employee's time to multiple Cost Centres & Departments by hours and/or percentage of time worked.		✓
Data Import	Import employee records, payments, deductions, company settings, etc.		✓
Customisable Reports & Payslips	Amend and create reports and payslips.		✓
Timesheet Import	Import payment hours and values, including from clock card systems.		✓
Split Net Pay	Post an employee's wages into multiple bank accounts and/or payment methods.		✓
Multi-User	Access for multiple users to process payroll at the same time.		✓
PDF & Excel Integration	Save reports as PDFs or export to Microsoft Excel for further analysis.		✓
Holiday Manager	Calculate holiday entitlement and 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.		✓
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.		✓
Construction Workers Pension Scheme	Assign employees to correct CWPS Categories & Rates and output CWPS approved files for online submission.		✓
Batch Time & Pay Entry	Enter payments and deductions and view calculations for a group of employees all on one spreadsheet-style quick-entry screen.		✓