Sage Quickpay v12.1

User Guide

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Sage Quickpay

This release of Quickpay makes your payroll system fully compliant with the changes announced in Budget 2012.

Getting Started in Quickpay
The [Setting up the Payroll System](#) topic provides step-by-step information on how to start using this package to process payroll.

Important Quickpay Topics
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If you are using Windows 2000
Microsoft has ended public and technical support for Windows 2000, including security updates.

Your payroll system will continue to work, but Sage strongly recommends that you upgrade to a newer Windows version. This will help to safeguard your system's stability and security.

The links below provide more information:

[Windows 2000 End-of-Support Solution Centre](#)

[End of support for Windows 98, Me and XP Service Pack 1](#)

To get targeted help information at any time in Quickpay, press the **F1** key.

New in the Payroll Year End 2010 Release

This release of Sage Quickpay provided Updated Levy Recalculations:

The software's automatic levy recalculations have been updated to comply with 2010 Payroll Year End requirements. These cover:

- Health Levy
- Income Levy
- Pension-Related Deduction (Pension Levy)

For more information, see Levy Recalculations.

New in the PYE 2011 Release

This release of Micropay Professional contains a range of changes that make your payroll system ready for Payroll Year End 2011.

These include:

- Updated USC and PRD end-of-year recalculations.

- The P60 now includes USC information.

- The P45 format for 2012 is compliant with the Revenue Commissioners' latest requirements. This now includes USC information.

- USC will be calculated cumulatively in 2012 in accordance with the Revenue Commissioners' latest requirements.

- The P45 Part 3/P46 format is compliant with latest ROS requirements. This has been updated to include USC information.

- The P2C import file (also known as the 'Tax Credit Import file') is compliant with latest ROS requirements. USC rates and cut-off points will be imported into the payroll software in 2012.

New in Version 11.4

New Licensing System

This release introduced Quickpay's new licensing system.

The licensing process was simplified, making it easier to renew and upgrade your licence.

New in the Payroll Year End 2010 Release

This release of Sage Quickpay provided Updated Levy Recalculations:

The software's automatic levy recalculations have been updated to comply with 2010 Payroll Year End requirements. These cover:

- Health Levy
- Income Levy
- Pension-Related Deduction (Pension Levy)

For more information, see Levy Recalculations.

New in Quickpay v10.2

This release of Sage Quickpay contains a number of behind-the-scenes enhancements and improvements, and the following major new features:

- **Electronic version of the CSO NES report**

You can generate an electronic version of the CSO National Employment Survey report, which you can submit to the CSO by uploading it on their website.

- **PRD30 and PRD45 reports**

Sage Quickpay now also enables you to generate the PRD30 and PRD45 reports.

New in the Payroll Year End 2009 Release

This release of Quickpay prepares the software for Payroll Year End 2009 tasks. It includes a number of new features and enhancements, including:

- **New statutory Tax Year End reports**

Quickpay now supports the a number of new Tax Year End reports required for the first time in 2009. For more information, see the following topics:

How do I print Income Levy Certificates?

How do I generate a PRD60 report?

How do I generate a PRD35 report?

- **Health Levy, Income Levy and Pension-Related Deduction recalculation**

To ensure that your Tax Year End values are correct, the Health Levy, Income Levy and (if applicable) Pension-Related Deduction values are recalculated when an employee reaches 52 insurable weeks in the tax year.

If the employee is entitled to a refund on any of these amounts, it will be included in their payslip in the pay period in which the recalculation was carried out.

For more information, see the Levy Recalculations topic.

- **New printable Payroll Year End 2009 checklist**

You can print out a checklist to help you process Payroll Year 2009 by selecting the **Tax Year End - View Checklist** menu option.

- **Easy access to the Payroll Year End 2009 User Guide**

You can print out the Payroll Year End 2009 user guide by selecting the **Tax Year End - View User Guide** menu option.

New in the Quickpay Version 9.4 Release

Sage Quickpay v9.4 contains a number of new features and enhancements, including:

- **XML version of the CSO EHECS report**

You can now generate an electronic version of the CSO's Earnings, Hours and Employment Costs Survey report, and submit this to the CSO online. For more information, see Generating the XML version of the EHECS report.

- **Income Levy and Pension-Related Deduction overriding**

You can manually override the Income Levy and Pension-Related Deduction (Pension Levy) values calculated for an employee by the system. For more information, see Processing Timesheets.

- **Nominal Integration with FirstBooks**

Sage Quickpay now nominally integrates with the FirstBooks accounting package. For more information, see Nominal Link.

New in the Supplementary Budget 2009 Release

This version of Sage Quickpay addresses the payroll changes introduced in the supplementary Budget of April 2009. These changes are as follows:

New Income Levy rates and thresholds

- The previous 1% rate has been raised to 2%.

- The previous 2% rate has been raised to 4%.

- The previous 3% rate has been raised to 6%.

- The lower annual threshold of 100,100 has been reduced to 75,036 for the new 2% rate.

- The higher annual threshold of 250,120 has been reduced to 174,980 for the new 6% rate.

For more information, see Universal Social Charge (USC).

New PRSI Ceiling

The PRSI Ceiling has been raised from 52,000 to 75,036.

New Health Levy rates and thresholds

- The previous 2% rate has been raised to 4%.

- The previous 2.5% rate has been raised to 5%.

- The annual threshold has been reduced from 100,100 to 75,036.

New Pension-Related Deduction (PRD) rates and thresholds

The following PRD rates and thresholds apply from May 1, 2009:

Threshold	Rate
First 15,000	0% (exempt)
Next 5000	5%
20,000 - 60,000	10%
	10.5%

The following pre-Supplementary Budget PRD rates and thresholds apply to payments made in March and April 2009:

Threshold	Rate
First 15,000	3%
Next 5000	6%
20,000 +	10%

For more information about the PRD, see Pension-Related Deduction (PRD).

How is holiday processing affected?

If you need to process holidays that span the end of April and the start of May, it's important to be aware that the system will not be able to process holiday weeks with the new rates if the run date for the initial period is in May.

If a pay period is in April, but an associated holiday period is in May, the holiday period should be processed separately. This will ensure that it will be processed correctly with the new rates. Contact your Quickpay support centre if you need more information.

When do these changes come into effect?

All budget changes come into effect on the May 1, 2009.

The new rates and thresholds apply to payments made on or after that date, even if the payment was actually earned before that date.

The old rates and thresholds apply to payments made on or before April 30, 2009.

Payroll Run Date

It's very important to ensure that the correct Payroll Run Date is specified when you are setting a pay period. It must fall within the relevant pay period as specified on the tax year calendar. Otherwise your calculations may be incorrect.

PRSI Ceiling for the 2009 Tax Year

The Supplementary Budget, announced in April 2009, increased the PRSI ceiling from €52,000 to €75,036 per annum. However, the Department of Social & Family Affairs subsequently issued guidelines relating to a claw back of PRSI payments for employees who had already exceeded the €52,000 ceiling. As a result of this, it is possible for certain employees to have a personal PRSI ceiling value.

The following information is taken from page 12 of the SW 14 document issued by the Department of Social and Family Affairs in April / May 2009:

> **Employees who reach the PRSI ceiling prior to 1 May 2009**
>
> *Most employees will not have reached the previous PRSI ceiling of €52,000 by 1 May 2009 and will therefore continue to pay PRSI up to the revised ceiling of €75,036.*
>
> *Where an employee reached the PRSI ceiling of €52,000 prior to 1 May 2009, earnings from 1 May 2009 to 31 December 2009 will be subject to a ceiling of €23,036. That is, the employee concerned, having ceased payment of PRSI prior to May 1, will recommence payment of PRSI on earnings from May 1 and will, over the course of the year, pay up to the €75,036 ceiling.*
>
> *(Where an employee commences employment and presents a P45 dated after May 1, the employer should assume that total income, as recorded on the P45, has been subject to the correct rate of PRSI.)*

Quickpay manages this particular scenario by calculating a personal PRSI ceiling for any employees who had exceeded the €52,000 ceiling at the 30th of April.

When Quickpay calculates an employee's pay for their first payment after the 30th of April, the system will determine whether or not their PRSIable pay to date value exceeds the old €52,000 ceiling.

If the employee's pay has not exceeded this value, the system will apply the standard new ceiling value of €75,036 to that employee. If the employee has exceeded the €52,000 value, the system will add €23,036 (i.e. the difference between the old €52,000 ceiling and the new annual ceiling value of €75,036) to the employee's PRSIable pay to date as at the 30th of April. The following examples of PRSI ceiling calculations will detail the two possible results of this calculation:

Example 1: Standard PRSI Ceiling Applied

Period 18, Run Date	1st May 2009
PRSIable Pay to Date (from Tax Deduction Card)	€38,500
PRSI Ceiling (on Details 1 tab of Employee Details)	€75,036 (Standard PRSI Ceiling from May 1st 2009)

Example 2: Personal PRSI Ceiling Applied

Period 18, Run Date	1st May 2009
PRSIable Pay to Date (from Tax Deduction Card)	€60,000
PRSI Ceiling (on Details 1 tab of Employee Details)	€83,036 (€60,000 + €23,036)

(In Example 2, the employee did not pay PRSI on €8,000 that was earned prior to May 1st, because this amount had exceeded the original €52,000 ceiling.

From May 1st, the employee has an additional 23,036 added as a second PRSI ceiling. This value is added to their PRSIable pay of €60,000 at the end of April.

The employee will stop paying PRSI contributions when their PRSIable pay exceeds €83,036.)

See also

Setting up an Employee during the Tax Year

New in the Budget 2009 Update

Sage Quickpay includes all the rate and legislation changes you need to process payroll correctly in 2009.

The changes that relate to the new Universal Social Charge (USC) are as follows:

- The P30/CC124 Totals now contains columns that provide Income Levy and Total PAYE amounts.

- The *Payment Settings Window* now enables you to specify whether the Income Levy applies to a particular payment.

- The *Allowance Settings Window* now enables you to specify whether the Income Levy applies to a particular payment.

- The Employee Details - Details 1 tab now contains a Medical Card Holder checkbox, which enables you to specify whether the relevant employee holds a full medical card. (Full medical card holders are exempt from the Income Levy.)

- The Employee Details - Details 2 tab now contains an Income Levy section, which provides information about the employee's total Income Levy payment in the current year.

- The Employee Details - Tax Deduction Card now contains columns that provide Gross Income and Income Levy amounts (at each of the three rates).

- The following Quickpay Standard Reports contain Income Levy information:

  - Control Summary

  - Gross-to-Nett

  - Tax Deduction Card

  - Employee Details

  - Payslip

  - P30/CC124

- The new Certificate of Cessation must be provided to each employee leaving the company's employment, along with their P45. See Standard Reports for more information.

PRSI Contribution Rates from January 1 2009 to April 30 2009

PRSI Contribution Rates From 1 January 2009 to 30 April 2009								
Non Cumulative Weekly Earnings Band	PRSI Subclasses	How Much Of Weekly Earnings	Cumulative Earnings Ceilings					
			First €52,000			Over €52,000		
			EE %	ER %	EE+ER %	EE %	ER %	EE+ER %
Private And Some Public Sector Employments								
Up to €37.99	J0*	ALL	0	0.50	0.50	0	0.50	0.50
€38 - €352	AO	ALL	0	8.50	8.50	0	8.50	8.50
€352.01 - €356	AX	First 127	0	8.50	8.50	0	8.50	8.50
		Balance	4.00	8.50	12.50	0	8.50	8.50
€356.01 - €500	AL	First 127	0	10.75	10.75	0	10.75	10.75

Earnings	Subclass	Range						
		Balance	4.00	10.75	4.75	0	10.75	10.75
More than €500	A1	First 127	2.00	10.75	12.75	2.00	10.75	12.75
	A1	127.01 to 1,925	6.00	10.75	16.75	2.00	10.75	12.75
	A1	Balance	6.50	10.75	17.25	2.50	10.75	13.25
	A2	First 127	0	10.75	10.75	0	10.75	10.75
		Balance	4.00	10.75	14.75	0	10.75	10.75
Use the following subclasses (A6, A7, A4 and A5) only for approved Employees under the Employer's PRSI Exemption Scheme.								
Up to €352	A6	ALL	0	0	0	0	0	0
€352.01 - €500	A7	First 127 / Balance	0 / 4.00	0 / 0	0 / 4.00	0 / 0	0 / 0	0 / 0
More than €500	A4	First 127	2.00	0	2.00	2.00	0	2.00
	A4	€127.01 to €1,925	6.00	0	6.00	2.00	0	2.00
	A4	Balance	6.50	0	6.50	2.50	0	2.50
	A5	First 127 / Balance	0.00 / 4.00	0 / 0	0 / 4.00	0 / 0	0 / 0	0 / 0
Use the following subclasses for Community Employment participants.								
Up to €352	A8	ALL	0	0.50	0.50	0	0.50	0.50
More than €352	A9	First 127 / Balance	0 / 4.00	0.50 / 0.50	0.50 / 4.50	0 / 0	0.50 / 0.50	0.50 / 0.50
Class J normally relates to people with reckonable earnings of less than 38 per week (from all employments). However, the following employees are insurable at Class J, regardless of earnings: employees aged 66 or over and people in subsidiary employment.								
Up to €500	J0	ALL	0	0.50	0.50	0	0.50	0.50
More than €500	J1	First 1,925	2.00	0.50	2.50	2.00	0.50	2.50
	J1	Balance	2.50	0.50	3.00	2.50	0.50	3.00
	J2	ALL	0	0.50	0.50	0	0.50	0.50
FAS Allowance	J9	ALL	0	0.50	0.50	Training in FAS training centres.		
Occupational Pensions								

More than €500	K1	First 1,925	2.00	0	2.00	2.00	0	2.00
	K1	Balance	2.50	0	2.50	2.50	0	2.50
ALL	M	ALL	0	0	0	0	0	0

CLASS M: This class should be used where there is a NIL liability, that is employees under 16 years of age, people within Class K with a NIL liability, such as persons aged 70 or over, medical card holders, widows or widowers, etc.

Public Sector Employments								
Up to €352	B0	ALL	0	2.01	2.01	0	2.01	2.01
€352.01 - €500	BX	First 26	0	2.01	2.01	0	2.01	2.01
		Balance	0.90	2.01	2.91	0	2.01	2.01
More than €500	B1	First 26	2.00	2.01	4.01	2.00	2.01	4.01
	B1	26.01 to 1,925	2.90	2.01	4.91	2.00	2.01	4.01
	B1	Balance	3.40	2.01	5.41	2.50	2.01	4.51
	B2	First 26	0	2.01	2.01	0	2.01	2.01
		Balance	0.90	2.01	2.91	0	2.01	2.01
Up to €352	C0	ALL	0	1.85	1.85	0	1.85	1.85
€352.01 - €500	CX	First 26	0	1.85	1.85	0	1.85	1.85
		Balance			2.75		1.85	
			0.90	1.85		0		1.85
More than €500	C1	First 26	2.00	1.85	3.85	2.00	1.85	3.85
	C1	26.01 to 1,925	2.90	1.85	4.75	2.00	1.85	3.85
	C1	Balance	3.40	1.85	5.25	2.50	1.85	4.35
	C2	First 26	0	1.85	1.85	0	1.8	1.85
		Balance					1.85	
			0.90	1.85	2.75	0		1.85
Up to €352	D0	ALL	0	2.35	2.35	0	2.35	2.35
€352.01 - €500	DX	First 26	0	2.35	2.35	0	2.35	2.35
		Balance	0.90	2.35	3.25	0	2.35	2.35
More than €500	D1	First 26	2.00	2.35	4.35	2.00	2.35	4.35

	D1	26.01 to 1,925	2.90	2.35	5.25	2.00	2.35	4.35
	D1	Balance	3.40	2.35	5.75	2.50	2.35	4.85
	D2	First 26	0	2.35	2.35	0	2.35	2.35
		Balance	0.90	2.35	3.25	0	2.35	2.35
Up to €352	H0	ALL	0	10.05	10.05	0	10.05	10.05
€352.01 - €500	HX	First 127	0	10.05	10.05	0	10.05	10.05
		Balance	3.90	10.05	13.95	0	10.05	10.05
More than €500	H1	First 127	2.00	10.05	12.05	2.00	10.05	12.05
	H1	€127.01 to €1,925	5.90	10.05	15.95	2.00	10.05	12.05
	H1	Balance	6.40	10.05	16.45	2.50	10.05	12.55
	H2	First 127	0	10.05	10.05	0	10.05	10.05
		Balance	3.90	10.05	13.95	0	10.05	10.05
Self-Employed (On PAYE System Only)								
Up to €500	S0	ALL	3.00	0	3.00	3.00	0	3.00
More than €500	S1	All up to -€ 1,925	5.00	0	5.00	5.00	0	5.00
	S1	Balance	5.50	0	5.50	5.50	0	5.50
	S2	ALL	3.00	0	3.00	3.00	0	3.00

Important points to note

- The annual earnings ceiling for PRSI has from 50,700 to 52,000 for employees in Classes A, B, C, D and H, effective from 1 January 2009.

- There is no change to the additional 0.5% Health Contribution on earnings exceeding €1,925 per week (equivalent to €3,850 per fortnight and to €8,342 per month).

- Class A employees earning between €38 and €352 inclusive per week should be recorded under Subclass AO.

- Class A employees earning between €352.01 and €356 per week should be recorded under Subclass AX.

- Class A employees earning between €356.01 and €500 per week should be recorded under Subclass AL.

- Community Employment participants earning €352 or less per week should be recorded under Subclass A8. Subclass A9 applies when earnings are more than €352 per week.

- Medical card holders and people who get a Widow's or Widower's Pension, a One- Parent Family Payment or Deserted Wife's Benefit/Allowance do not have to pay any Health Contribution (2% or 2.5%) in any week where the reckonable earnings are more than €500. Where earnings are more than 500, record under Subclass 2 - that is, A2, B2, C2, D2, H2, J2, S2 or Class M (for people within Class K), as appropriate.

- People aged 70 or over do not pay any Health Contribution (2% or 2.5%), regardless of whether or not they have a medical card.

- The Class J contribution normally relates to people with reckonable earnings of less than €38 per week (from all jobs). However, a small number of employees are insurable at Class J, regardless of earnings - for example, employees over age 66 and people in subsidiary employment.

- For employees taken on under the Employer's PRSI Exemption Scheme, Subclass A6 is applied to employees earning €352 or less per week - normally insurable at Subclass AO. Subclass A7 is for those earning between €352.01 and €500 inclusive per week - normally insurable at Subclass AX or AL. In any week where earnings exceed €500, Subclass A4 applies to exempted employees who would normally be insurable at Subclass A1. Subclass A5 applies to those who would normally be insurable at Subclass A2 (i.e. medical card holders, and people getting a Widow's or Widower's Pension, a One Parent Family Payment or Deserted Wife's Benefit/Allowance).

- http://www.welfare.ie/You can download PRSI information booklets from http://www.welfare.ie.

See also

Checking the PRSI Table

Pre-Supplementary Budget PRD rates and thresholds

The following pre-Supplementary Budget PRD rates and thresholds apply to payments made in March and April 2009:

Threshold	Rate
First 15,000	3%
Next 5000	6%
20,000 +	10%

See also

Pension-Related Deduction (PRD)

New in the Jobs Initiative 2011 Release

This release of Quickpay brought your payroll software up to date with the requirements of the Government's Jobs Initiative of May 2011.

New Employer PRSI Rate

The principal change affecting payroll was that the lower rate of employer PRSI for A0 and AX employees (previously 8.5%) was halved to 4.25% on jobs paying up to €356 per week.

This applies to payments made to employees on or after July 2nd 2011, and is intended to remain in place until the end of 2013.

Reporting and Printing

Sage Quickpay includes many predefined standard reports and listings. Most reports enable you to select a range of employees. Standard Quickpay reports are designed for plain paper stationery. Payslips, cheques, and some year-end forms are designed to be printed on special stationery.

Output Options

Quickpay provides a number of report output options. You can:

- preview a report's content onscreen

- batch the report with others, and print them together as a series of reports

- direct the output straight to a connected printer for immediate output

Printer Setup

It is possible to define the printer setup independently for each report in the system.

By default, the current Windows printer setup is used. This can be amended using the **Printer Setup** button. (See How do I print payslips and payroll reports?.)

See also

Stationery

Sage Quickpay

Stationery

Sage Quickpay requires pre-printed stationery when you are printing any of the following types of document:

- payslip
- credit transfer
- cheque

Pre-printed stationery can be ordered by contacting your software supplier.

Note: Copyright relating to Sage pre-printed stationery is held by Sage Ireland. The stationery may not be copied or reprinted without the express written permission of Sage Ireland.

See also

Sage Quickpay

The Quickpay Desktop

Your Quickpay desktop contains the following elements:
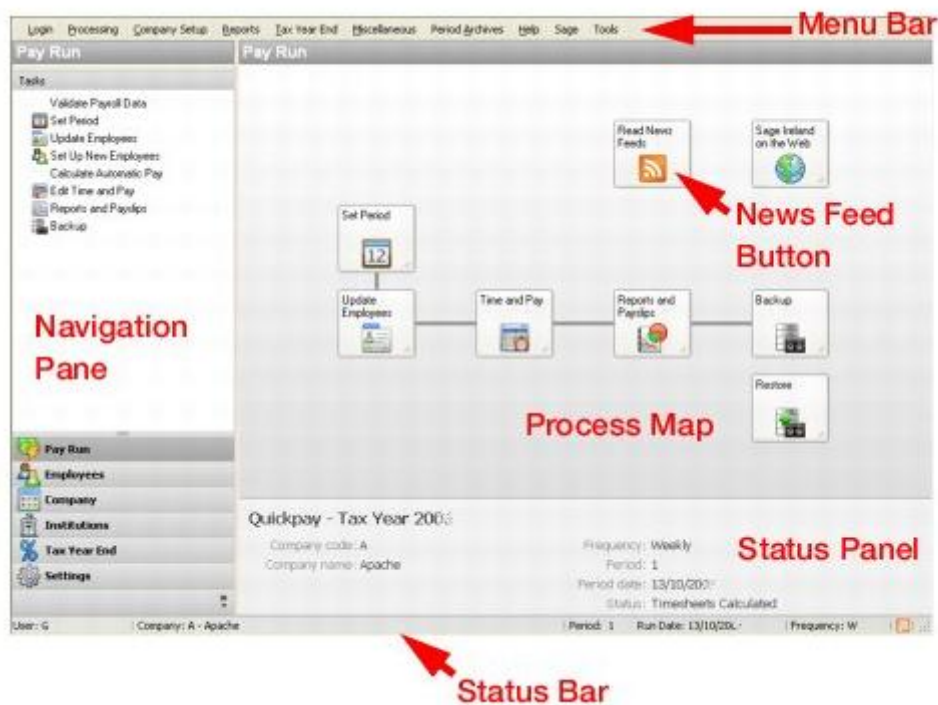
Navigation Pane

The Navigation Pane is on the left-hand side of the application window. It contains a number of buttons corresponding to the application's main functions.

Clicking a button opens a list of related sub-functions:

- **Pay Run**

- **Employees**

- **Company/Payroll**

- **Institutions**

- **Tax Year End**

- **Settings**

For example, to set a payroll period using the navigation pane, you click the **Pay Run** button to open the Pay Run section. Then you click the **Set Start of Period** option.

Note: You can add and remove Navigation Pane buttons using the drop-down list at the bottom of the pane.

Menu Bar

The menu bar is located just below the Quickpay title bar. Each option in the menu bar provides access to a range of payroll sub-options.

For example, to set a payroll period using the menu bar, you select the **Processing - Set Period** menu option.

Process Map

The Quickpay desktop's process map guides you through the essential stages of a payroll run. Each icon corresponds to a part of the payroll processing cycle that you should carry out in each pay period. Click each icon in turn for quick access to the associated task.

If you are familiar with the traditional Quickpay desktop, you'll notice that the process map serves a similar purpose to the large Main Window buttons in previous Quickpay versions.

Status Panel and Status Bar

The status panel and status bar at the bottom of the Quickpay window provide essential payroll information.

The **status panel** provides the following information:

- tax year
- payroll code
- company name
- payroll frequency
- payroll period
- period date
- payroll status

The **status bar** provides the following information:

- user name
- company name
- payroll frequency
- period number
- payroll run date

Quickpay News Feeds

The News Feeds feature enables you to ensure that whenever an update or critical information is available, you are alerted to it on your Quickpay desktop. You need an Internet connection to be about to use this feature.

1. To enable news feeds in Quickpay, begin by selecting the **Help - View Quickpay News** menu option, or click the **Read News Feeds** button on your Quickpay desktop.

2. The News Feeds page opens. You can switch between this and the Quickpay Desktop using the tabs at the bottom of the

page.

3. Click the **Configure Feed** button to specify your News Feed connection settings.

4. The Feed Configuration window opens. To enable the News Feed feature, select the **Enable** checkbox.

5. You can change the update frequency if you wish.

6. To make these settings your defaults, click **Set As Default**.

7. Click **OK** to save your settings.

8. To customise the way your News Feed provides information, click the **Settings** button.

    You can choose to receive popup alerts when new messages arrive.

    You can also configure proxy settings.

9. Click **OK** to save your changes.

See also

[Setting up the Payroll System](#)

[Sage Quickpay](#)

Setting up the Payroll System

This chapter guides you through the process of installing and setting up your Quickpay payroll system, and then using it to process payroll.

Begin by installing Quickpay. See Installing Sage Quickpay.

Now log into Quickpay for the first time. See Licensing the Software.

Stage 1: Gathering information for payroll setup

You need to gather together the information you'll require when you are setting up a payroll.

For detailed information about this, see Payroll Setup, Step 1: Gathering Information

Stage 2: Setting up Quickpay users

Now you need to set up Quickpay users. You must specify which payrolls these users will be able to access. To do this, log in as MANAGER.

For more detailed information, see The MANAGER administrative user

Stage 3: Setting up company/payroll details

Next, you are ready to set up a payroll company and begin processing payroll. Below are the steps you need to carry out:

The following topics guide you through the process of setting up a payroll:

Payroll Setup, Step 1: Gathering Information

Payroll Setup, Step 2: Creating a New Payroll

Payroll Setup, Step 3: Adding Details to the New Payroll

Company/Payroll Details Window

Stage 4: Setting up payments and deductions

After you have set up the new payroll, you are ready to define the payments and deductions it will use to process pay.

For more detailed information, see How do I set up payments and deductions?

Stage 5: Setting up employees

Now that you have set up payments and deductions for the payroll, you are ready to set up the employees whose pay will be processed.

For more detailed information, see Setting up a new employee

Stage 6: Start processing pay

When you have set up payments, deductions and employees, you are ready to start processing payroll by setting the pay period.

For information about this, see How do I set a new pay period?

Stage 7: Processing timesheets

Now you can begin entering time and pay information about your employees.

For information about this, see How do I process timesheets?

Stage 8: Printing reports and payslips

When you are in an employee's timesheet in the Timesheet Entry window, you can display a preview of the payslip, based on the information currently in the timesheet, by clicking the **Payslip** button.

You print payslips in the same way that you print other Quickpay reports. The **Reports - Reports and Payslips** menu option provides you with a list of reporting options.

For more detailed information about reports, see How do I print payslips and payroll reports?

Congratulations!

When you reach this stage, you've successfully used Quickpay to process a payroll period.

Installing Sage Quickpay

1. Insert your Sage Quickpay CD into your CD-ROM drive.

    If the CD Browser screen fails to auto-load, click the **Start** button on your Windows desktop, and select the **Run** option. Type **D:\start** and click **OK**. (If your CD ROM drive letter is not **D**, use the appropriate letter.)

2. The program loads the installation program. Click the **Install Quickpay** link.

3. Follow the onscreen instructions. A default installation location is suggested, but you can change this if necessary.

A status bar indicates the progress of the installation.

4. Next you are prompted to specify whether you want to add a Quickpay shortcut to your desktop. Click **OK** to create a shortcut.

Quickpay completes the installation process, and returns you to the CD Browser screen.

See also

Setting up the Payroll System

Licensing the Software

Your Quickpay software licence entitles you to both:

- a certain number of companies

- a certain number of employees within each company

You can set up as many payrolls as you need within each licensed company. Typically, a payroll is set up for each pay frequency.

If you are licensed for 100 employees, you can set up 100 employees in the company.

For example, you could have 25 employees in each of 4 payrolls.

Or you could have 50 employees in each of 2 payrolls.

Launching for the First Time

When you launch Quickpay for the first time, you can click either:

- **License Now** to licence the software immediately. (You'll need an account number and serial number, which you can obtain from Sage Support or your Sage-accredited software provider.)

- **License Later** to use a 30-day trial licence instead (after which you'll need to licence the software).

For more information about how to licence the software, see Setting Licence Details.

What do I do next?

Having licensed the software, you are ready to log into Quickpay as the system administrator (the MANAGER user) to set up users.

The MANAGER administrative user

Logging in as the MANAGER user enables you to perform administrative tasks such as:

- setting up user names and passwords

- specifying which payrolls a user can access

1. Log into Quickpay with the user name MANAGER.

The default MANAGER password is PASS when you install Quickpay. For security reasons, we recommend that you change this.

2. Leave the Payroll ID field blank, and click **OK**.

3. The Quickpay Users window opens. To set up a new user, start a new line in the table and enter the necessary user details.

User details

Item	Description
User Name	User names can have up to eight characters, and always appear in capitals. The user name should be unique to that particular user. Do not re-use names.
Password	Passwords are optional. They can be up to eight characters, and always appear in capitals.
Valid Company IDs	The letters entered in this field specify which payrolls the relevant user can access. For example, if you use both a weekly payroll and a monthly one, you can use this field to restrict a particular user to just one of these.
Backups	When this is set to **Y**, the following message displays automatically whenever you close Quickpay: 'Have you taken a backup for payroll x?' [x stands for the payroll ID]. If the user selects **Yes**, the program exits to the login screen. If the user selects **No**, the Backup function is loaded for the payroll data concerned. See also Backup. **Note:** The backup indicator can be amended by the manager at any time, for any user.

4. Click **OK**.

The login dialog is displayed again. The users you have set up can now log into the payrolls for which they have access rights.

You can't delete the MANAGER user from the system.

What do I do next?

[Payroll Setup, Step 1: Gathering Information](#)

See also

[Licensing the Software](#)

[Setting up the Payroll System](#)

Setting up a new payroll

When you set up your Quickpay system, you are licensed for both:

- a particular number of companies
- a particular number of employees

You can create as many payrolls as you need within each company. Typically, a payroll is set up for each pay frequency.

You can then add employees to your payrolls up to the maximum number of employees you are licensed for.

Step 1: Gathering Information

Step 2: Setting up a New Payroll

Step 3: Adding Company and Payroll Information

Payroll Setup, Step 1: Gathering Information

Before setting up a payroll, make sure you have the following information to hand:

- A list of the various **payments and deductions** you will need to use when you are processing pay.

  For more information, see How do I set up payments and deductions?.

- Your company's **bank details** (if using Paypath/Credit Transfers).

  For more information, see Setting Up Bank Details.

- Your company **tax registration number**.

  This is issued by the Revenue Commissioners to your business. Each payroll you set up in the registered company name uses this number.

  The number is necessary for Year End reports, such as the P60 and P35. You must provide it before you can print these reports.

- **GCD** (General Case District) Code (if applicable)

  This is issued by your local Tax Office. It can be included on Year End reports, although it is not mandatory information. Not all employers have a GCD code.

- **PAYE Unit**

  This number specifies the PAYE unit that handles your company's tax concerns.

What do I do next?

Now you are ready to create the new payroll.

See also

Setting up a new payroll

Payroll Setup, Step 2: Creating a New Payroll

Generally, you set up a payroll for each pay frequency you use in the company.

For example, if you have weekly and monthly employees, you set up at least one Weekly payroll and one Monthly payroll.

Each payroll belongs to a particular licensed company.

To create a new payroll

1. Launch Quickpay.

2. In the Login screen, enter your user name and password.

3. Click **New Payroll**.

4. The Create New Payroll window opens. Specify the payroll code letter and the pay frequency.

5. In the Company Licence Details section, select the company to which the new payroll should belong.

6. If the company to which the new payroll should belong does not yet exist:

    a. Click the **Add New Company** button.

    b. The Add New Company window opens. Enter the company name.

    c. Click **Create Company**.

    > You can create a new company only if you are licensed to do so. If you need to upgrade your licence, follow the onscreen instructions.

7. Click **Create**.

You have created the new payroll. You are now back in the Login screen, where you can log into the new payroll.

What do I do next?

Now you are ready to add details to the new payroll.

See also

Setting up a new payroll

Payroll Setup, Step 3: Adding Details to the New Payroll

When you are setting up a new payroll, you need to provide 'Company/Payroll Details'.

1. Begin by selecting **Company/Payroll Setup - Company/Payroll Details**.

2. The Company/Payroll Details window's **General** tab opens.

    Specify information such as the company's address and a contact name.

    You can process payroll without entering this information, but you will have to provide it at some point before completing the tax year.

3. In the **Current Period** tab, specify the payroll's pay frequency.

4. Also specify the number of insurable weeks per period (such as *1* for a weekly payroll).

5. If you will be using Paypath to pay the payroll's employees, enter the payroll's Paypath details in the **Bank** tab.

    For detailed information about each of these tabs, see Company/Payroll Details Window.

6. Click **Save**.

What do I do next?

After you have added Company/Payroll Details, set up the payments and deductions.

See also

Setting up a new payroll

Company/Payroll Details Window

The topics that follow define the various items of information you may need to provide in the Company/Payroll Details window.

Company/Payroll Details - General tab

Company/Payroll Details - Current Period tab

Company/Payroll Details - Bank tab

Company/Payroll Details - BIK tab

Company/Payroll Details - CSO tab

See also

Setting up the Payroll System

Company/Payroll Details - General tab

The following table provides a brief description of each piece of information you can specify in the Company/Payroll Details window's **General** tab. Some of the information is mandatory.

Field name	Description
Company Name	The name of the company to which the current payroll is assigned.
Address	The company address.
E-mail Address	The company e-mail address.
Contact	The name of a company contact.
Phone and Fax Numbers	The company's telephone and fax numbers.
Registration	Your Company Registration Number, which is issued by the Revenue Commissioners. This is necessary for year-end reports, such as the P60 and P35. It is not mandatory information when you first use the system, but you must provide it before you can print these reports.
GCD Code	This is issued by your local Tax Office. It can be included on year-end reports, although it is not mandatory information. Not all employers have a GCD code.
PAYE Unit No.	The PAYE unit that handles your company's tax concerns.
Use Security Slips	This specifies whether you want to use security payslip stationery. You must obtain the appropriate stationery

Field name	Description
	from your supplier.
Tax Year	The current tax year. For example, if you are processing payrolls in the 2002 tax year, you enter *2002*.
Use Pre2001 Slips	Specifies whether you wish to use pre-2001 stationery for your payslips. Pre-2001 stationery conforms to the taxation system that was used before tax credits were introduced.
Enable Period Archiving	If you have licensed Period Archiving, this checkbox is automatically selected in all your payrolls. If you have not licensed Period Archiving, it is deselected and disabled in all payrolls.

See also

[Company/Payroll Details Window](#)

Company/Payroll Details - Current Period tab

The Company/Payroll Details window's **Current Period** tab contains information about the current payroll period. In a weekly payroll, this is the current week. In a monthly payroll, this is the current month.

The payroll's pay frequency is specified here. A separate Quickpay payroll must be set up for each pay frequency you use.

- You can enable *Auto-Calculation Option*

- Select *Starting a New Period*

- Select **Nominal Posted** if nominal posting has been completed for this period. See [Nominal Link](#).

Select **Pension Remittance Notification** to signify that notification text should be displayed on the employee's payslip. This occurs only under certain circumstances, which are detailed in [Pension Schemes in Quickpay](#). See also [Displaying Pension Remittance Notification](#)

The following table provides a brief description of each piece of information you can specify in this tab. Some of the information is mandatory.

Field name	Description
Run Date	The system automatically displays the current period run date. If you need a different date to be displayed on a report, you can change the date. (Doing so does not affect the current period's timesheets.)
Pay Frequency	This option informs the system of the payroll frequency of this payroll. The following frequencies are available: - Weekly - Fortnightly - Bi-monthly

Field name	Description
	▪ Four Weekly ▪ Monthly The frequency can't be changed after you have set the pay period number.
Holiday Cleardown	The number of the pay period during which holiday and sick day values are automatically cleared down. Uncertified and certified sick days are cleared, and holidays taken are calculated on the basis of holidays due. For example, if the holidays due value is 20, and the holidays taken value is 22, the holidays taken value will be adjusted to 2 in the cleardown period. For more information, see: *Set Period* Processing Timesheets
Insurable Weeks	This usually displays the default number of insurable weeks for the current pay period. You can change this number if necessary. For example, for a weekly pay frequency the default number is 1. For a fortnightly pay frequency the default number is 2.
Auto Calculation	You select this checkbox to activate automatic payroll processing. This is carried out by the system when you set a new pay period. Auto-calculation is most suitable when you have a completely salary-based payroll that doesn't normally need to be adjusted from period to period.
Extra Pay Period	Depending on how the days fall in the calendar, there may be an 'extra' payday in the payroll year. That is, there may be: ▪ 53 paydays in a Weekly company payroll ▪ 27 paydays in a Fortnightly company payroll ▪ 13 paydays in a Four-Weekly company payroll If this is the case, you must select the **Extra Pay Period** checkbox. Monthly payrolls never have an extra pay period. See also *Extra Pay Period*.
Nominal Posted	When you have completed nominal posting for a pay period, this checkbox is selected.

Field name	Description
Pension Remittance Notification	If you select this checkbox, Notification Text is displayed on the employee's payslip. See also Displaying Pension Remittance Notification. Suppose that you disable **Pension Remittance Notification** for a one or more pay periods, and then enable it again. If you generate the Pension Contribution File and then set the next period, notification text is added to the payslip of every employee whose pension is remitted. If Pension Remittance is not carried out before you set the next period, notification text is not added to the payslips.
Notification Text	The text (up to 54 characters) that will be displayed on payslips if the **Pension Remittance Notification** option is selected. If the actual remittance has not been made, but you intend to remit within 21 days, then the alternative text recommended for use is 'Pens deds will be remitted within 21 days of end month'.

See also

Company/Payroll Details Window

Company/Payroll Details - Bank tab

If you intend to pay employees by Paypath (electronic transfer of pay), you need to complete the details in the Company/Payroll Details window's Bank tab. This stores the Paypath information that should be recorded on disk. This information can be obtained from your bank.

The following table provides a brief description of each piece of information you can specify in this tab. Some of the information is mandatory.

Field name	Description
Volume Serial	A six-character serial number used by the bank to identify the company. The code must be agreed with the bank before you can use it. This field is mandatory when Paypath is used.
Owner	A six-digit owner-identification code, assigned to the company when the bank approves use of Paypath. This field is mandatory when Paypath is used.
Bank Sort	The bank sort code for your company. This field is mandatory when Paypath is used. You can use the drop-down list button to select from a list of bank codes already stored in Quickpay. If the code is not already listed in Quickpay, set up a new bank record.

Field name	Description
Co. Account.	The company's bank account number. This field is mandatory if you are paying employees using Paypath.
User Short	Your company's Paypath short name. This is used for reporting and processing.
Paypath File	Your company's Paypath file name, agreed upon with your bank. This field is mandatory if you are using Paypath. For example, A:\BANKFL.EMT writes the data to a file called BANKFL.EMT on a floppy disk in the A:\ drive.

See also

[Company/Payroll Details Window](#)

Company/Payroll Details - BIK tab

Suppose that an employee lacks the funds necessary to pay tax and PRSI on benefit-in-kind (BIK) in a certain pay period, and the employer pays it instead. If this amount is not recouped by the employer from the employee by 31st March the following tax year, **BIK Rollover** occurs. This is also known as **BIK Shortfall Transfer**. For more information about this, see [What is BIK Rollover?](#) For information about setting up and recording Benefit in Kind (BIK), see [Benefit-in-Kind](#).

The BIK tab enables you to configure the BIK Rollover mechanism in Quickpay:

Field	Description
Enable BIK Shortfall Transfers	This checkbox enables you to activate Quickpay's BIK Rollover functionality. A reducing-balance deduction is used to recoup the tax and PRSI amounts from the preceding tax year. (You should set up a new deduction for this purpose in each tax year.)
Transfer Balances	These fields enable you to specify the deduction you have set up for BIK Rollover, and the (holidayable) payment to which the amounts should be transferred.
Reminder in Period	This drop-down list enables you to specify the pay period in which the shortfall amount transfer takes place. When you reach this pay period during normal payroll processing, the application displays a message reminding you that a BIK shortfall transfer is going to take place.
Restrict to Period Selected Above	This checkbox enables you to ensure that BIK rollover can occur only in the pay period specified in the **Reminder in Period** drop-down list. The amount to be recouped becomes a BIK Rollover amount for the employee on their next payslip after March 31st.

Revenue Guidelines

- Tax and PRSI arising from a BIK notional amount must be returned to Revenue in the correct month by the employer.

- If the employee can't pay the Tax and PRSI in a given month, the employer must do so on their behalf.

- The employee can pay the employer that amount back over the course of the year as long as it's before March 31st with zero interest and without incurring further BIK.

- If by March 31st the employer still hasn't received the amount then they are considered to have paid that on behalf of the employee, and that is considered BIK for the employee in the next pay period.

See also

[Company/Payroll Details Window](#)

Company/Payroll Details - CSO tab

The CSO tab enables you to activate Quickpay's new CSO (Central Statistics Office) Reporting feature. To do this, select the **Use CSO Reporting Feature** checkbox.

Why are my CSO Reporting fields inactive?

CSO Reporting features will be disabled throughout the application until you provide a CSO CBR number in the Company Details window's **CSO** tab.

If appropriate to your company, for CSO Reporting purposes you can use the fields in the Employee CSO Information section to specify standard values applying to every employee in the payroll for:

- Pay Type

- Standard Hours per Period

- Standard Hours per Day

Click **Reset ALL to Defaults** to apply these values. If you don't need to apply default values across the company payroll, do NOT specify values or click the button.

See also

[CSO Reporting](#)

[Company/Payroll Details Window](#)

[How do I set up payments and deductions?](#)

[Standard Reports](#)

How do I set up payments and deductions?

A **payment** is an amount of money paid to an employee through payroll. It may be

- based on hours worked

- a regular salary amount

- an amount of benefit-in-kind (BIK)

There are Payment Types: Hourly and Allowance. The payment type determines how the payment is treated when you process timesheets.

A **deduction** is an amount of money subtracted from the employee's pay:

- A gross deduction is subtracted before PAYE and PRSI is deducted.

- A nett deduction is subtracted after PAYE and PRSI has been deducted.

How do I set up a payment or deduction?

Note: You set up a payment or deduction for the payroll as a whole, not for a particular employee.

1. To create a payment or deduction for the payroll, start by selecting the **Company/Payroll Setup - Payments/Deductions** menu option. Alternatively, click **Default Payments and Deductions** in the navigation pane's Company view.

2. The Payment/Deductions window opens. This is organised into three panes: Hourly Payments, Allowances and Deductions.

   - You define **Hourly Payment** types for employees who will be paid by the hour. You must specify whether the payment is taxable and pensionable (that is, used to calculate pension contributions as a percentage of pay). In the case of overtime payments, you also enter the premium factor that applies to it.

   - You define **Allowances** for employees who are paid a salary or other non-hourly payments. Allowances can also be used for entering Benefit-in-Kind amounts. You must specify whether it is taxable, pensionable, holidayable and - in the case of benefit-in-kind - whether it is a gross or a nett allowance.

   - You define **Deductions** to set up elements such as pensions. You must specify the deduction type, and whether it is an Additional Voluntary Contribution (AVC). Also specify whether it has an associated balance. In the case of a pension deduction, the 'type' is the relevant pension link. (See also How do I set up a pension link?)

3. To complete the details of an hourly payment or allowance, you can edit the fields by clicking into them. An easier approach is to click the relevant **Edit** button. The Payment Settings or Allowance Settings window opens, as appropriate.

4. Provide the settings for the payment or allowance.

For more detailed information about payments and deductions, see *Payments and Deductions*.

What do I do next?

Now that you have defined the payments and deductions you are going to use, you are ready to set up the payroll company's employees. See Setting up a new employee

Important topics

What is a payment?

What is a deduction?

How do I set up a payment or a deduction?

Reference Guide: Payments & Deductions Window

Clearing Deduction Balances at Financial Year End

See also

Payroll Setup, Step 3: Adding Details to the New Payroll

How do I set up a pension link?

Setting up the Payroll System

What is a payment?

A payment is an amount of money paid to the employee through payroll. For example, a payment may be for a number of hours worked, a regular salary amount, or an amount of benefit-in-kind (BIK).

A payment's type determines how the payment is treated when you process timesheets. You can specify whether the payment is included in the calculation of tax.

There are two types of payment:

- **Hourly**

Hourly payments are those for which the amount depends on the number of hours worked. The number of hours is multiplied by the Basic Hourly Rate, which is specified in the employee's Employee Details record (see Employee Details Window). The amount is also multiplied by the payment's *premium* factor. For **Basic** pay, the factor is 1, so the amount is unchanged. For **Time+1/2**, the factor is 1.5.

- **Allowance**

An allowance is a payment with an amount that does not normally vary from period to period, such as a salary amount or a benefit-in-kind (BIK) amount. You set allowance amounts for an employee in the Payments tab in their Employee Details record. (See Employee Details Window.)

See also

What is a deduction?

Reference Guide: Payments & Deductions Window

Clearing Deduction Balances at Financial Year End

Pension Schemes in Quickpay

Setting up the Payroll System

CSO Hours Multiplier

The CSO Hours Multiplier field is used to ensure that the CSO report accurately reports the number of hours worked by employees.

Example 1: If an employee's pay is made up of more than one payment for the same hours.

Suppose that a payroll contains employees that are paid a daily rate for seven hours' work from Monday to Friday. They also work seven rostered hours on Sunday, and are paid 1.75 times the standard daily rate for this work. This comprises seven hours at the standard daily rate, and seven hours at the 'Sunday Premium' rate of 0.75. The employees are paid for their Sunday work using two payments. However, we do not want hours reported on both payments. This would cause the CSO report to record fourteen hours worked on a Sunday instead of seven.

Therefore, the standard daily rate payment takes a CSO Hours multiplier of 7 (the number of paid contracted hours on a normal working day), and the 'Sunday Premium' payment takes a CSO Hours Multiplier of 0.

Example 2: If an employee is paid per unit of output.

Suppose that the employees on a payroll are paid per 'unit of output'. They are cleaners in a hotel, and are paid per room cleaned. The 'Bedroom Cleaned' payment is used to pay them per room. The hotel estimates that it takes 30 minutes to clean a room. Therefore, the 'Bedroom Cleaned' payment takes a CSO Hours Multiplier of 0.5. This ensures that the CSO report contains a good estimate of the amount of work in hours performed by the employees.

See also

CSO Reporting

What is a Payment?

What is a deduction?

A deduction is an amount of money removed from the employee's pay, either before PAYE and PRSI is deducted, or after it has been deducted.

There are three types of deduction:

Nett	A Nett deduction is taken from the employee's pay **after** tax, PRSI and USC are calculated. This means that the deduction amount is taxed along with the rest of the employee's pay.
Gross	**Gross deductions** are taken from the employee's pay before PAYE, PRSI and USC are calculated, with the following important exception: Although pension deductions are gross deductions, PRSI and USC are taken from an employee's Gross Pay **BEFORE** pension deductions are applied.
Pension	By default, a pension deduction is a regular pension contribution. However, you can also define the deduction as an 'additional voluntary contribution' - an **AVC**. For more information about pensions, see Pension Schemes in Quickpay.

See also

What is a payment?

Reference Guide: Payments & Deductions Window

Clearing Deduction Balances at Financial Year End

Common Company Tasks

Setting up the Payroll System

Reference Guide: Payments & Deductions Window

To open the Payments & Deductions window, select the **Company/Payroll Setup - Payments/Deductions** menu option.

The Payments & Deductions The Payments & Deductions Windowwindow contains three panes. The information you specify in each of these is explained in the following sections:

Hourly Payment fields

You can use the *Payment Settings Window* to specify these settings quickly and easily.

Field name	Description
Name	The name of the element payment. The system allows you to specify up to ten payments. You are use up to eight characters in the name.
Tax	Enter **Y** or **N** to indicate whether the payment is taxable.
Pensionable	Enter **Y** or **N** to indicate whether the payment is counted as pensionable pay.
USC	Enter **Y** or **N** to indicate whether the payment is subject to the Universal Social Charge (USC)
Premium	The premium factor for overtime rates. You multiply the basic hourly rate by the Premium Factor of the relevant overtime rate. For example, Time + 1/2 is paid at one-and-a-half times the hourly rate, so the premium factor is 1.50. Double Time is paid at twice the hourly rate, so the premium is 2.00.
CSO Type	In this section, you specify the payment's CSO type. For more information, see CSO Reporting.
Edit	Click the **Edit** button to access additional payment settings.

Allowance fields

You can use the *Allowance Settings Window* to specify these settings quickly and easily.

Field name	Description
Name	The name of the allowance. The system allows you to specify up to ten allowances. You are use up to eight characters in the name.
Tax	Entering '**Y**' indicates that the allowance is taxable. Entering '**N**' indicates that the allowance is non-taxable and non-PRSI-able. Entering '**B**' indicates a Benefit in Kind.

Field name	Description

	If the allowance is to represent a Disability Benefit, enter '**1**', '**2**' or '**3**', depending on the type you are using.
	
	  - '**1**' indicates use of Disability Type 1, which is taxable but not PRSIable, and not included in the Cost Report.
	
	  - '**2**' indicates use of Disability Type 2, which is taxable but not PRSIable, is used in conjunction with a payment, and not included in the Cost Report.
	
	  - '**3**' indicates use of Disability Type 3, which is neither taxable nor PRSIable, is used in conjunction with a payment, and not included in the Cost Report.
	
	Refer to Disability Benefits.

Pensionable	Indicates whether the allowance should be counted as pensionable pay (**Y** or **N**).
USC	Enter **Y** or **N** to indicate whether the payment is subject to the USC.
Redun	Entering a Y indicates that this is a redundancy payment.
Holiday	Specifies whether the allowance is 'holidayable'. For example, if the indicator is set to 'Y' and a Weekly employee goes on a two-week holiday, they are paid a three-week amount of that allowance.
Type	The payment's CSO type. For more information about CSO types and other aspects of CSO Reporting, see CSO Reporting.
Edit	Click the **Edit** button to access additional allowance settings. (See *Allowance Settings Window*.)

Deduction fields

Field name	Description
Name	The name of the deduction. The system allows you to specify up to ten deductions. You are use up to eight characters in the name.
Type	The Type drop-down list enables you to specify whether the deduction is for a Pension, Nett or Gross. You can specify any pension scheme that has been set up. (See Pension Schemes in Quickpay.) A **Nett** deduction is deducted after tax and PRSI have been taken. A **Gross** deduction is deducted before tax and PRSI have been taken.

Field name	Description
	A **Pension** deduction is associated with a Pension, RAC or PRSA scheme.

Pension and RAC deductions reduce:

- taxable pay
- reckonable pay when calculating employer PRSI by 50% of the employee's pension contribution

PRSA deductions reduce:

- taxable pay
- reckonable pay when calculating employer PRSI by 50% of the employee's PRSA contribution

Employers can also make a contribution towards an employee's PRSA scheme. Employer contributions are liable to USC.

A **PHI** deduction is used for Permanent Health Insurance (PHI) and Income Continuance Insurance schemes

PHI amounts are contributions made by the employee towards a health insurance scheme.

Employee PHI contributions are deducted from taxable pay before PAYE is calculated.

PHI contributions do not reduce reckonable pay when calculating USC.

PHI contributions do not reduce reckonable pay when calculating *employee* PRSI.

But 50% of a PHI contribution amount reduces that pay period's reckonable pay when calculating *employer* PRSI.

Employers can also make a contribution towards an employee's PHI scheme. Employer contributions are liable to USC. |
| AVC | Specifies whether a pension deduction is an Additional Voluntary Contribution (AVC). **Y** signifies that it is an AVC. **N** signifies that it is a normal pension contribution.

Leaving the cell blank indicates that there is no AVC. |
| PHI | Permanent Health Insurance (PHI) amounts are contributions made by the employee towards a health insurance scheme.

Select this checkbox to specify that the relevant deduction is a PHI amount.

Employee PHI contributions are deducted from taxable pay before PAYE is calculated.

PHI contributions do not reduce reckonable pay when |

Field name	Description
	calculating USC. PHI contributions do not reduce reckonable pay when calculating **employee** PRSI. But 50% of a PHI contribution amount reduces that pay period's reckonable pay when calculating **employer** PRSI.
Balance	A voluntary deduction can have a balance, whether incremental or reducing. For example, in the case of a deduction set up for an employee loan, you would set up a reducing balance. Leave the Balance cell blank if the deduction has no balance.Enter **Y** for an incremental balance, or **R** for a reducing balance. When a reducing balance reaches zero, no further deductions of that type are taken from the employee's pay. Use the **Clear Balances** button (with caution) to clear any balances. (Reducing balances will eventually clear themselves.)

See also

Common Company Tasks

Setting up the Payroll System

Setting up a new employee

Your Quickpay software licence entitles you to the use of:

- a certain number of companies
- a certain number of employees within each company

For example, if you are licensed for 5 employees per company, you can set up 5 employees in the company. But any additional employees you set up may involve paying an additional charge to upgrade your licence.

The easiest way to set up a new employee is to use the **Employee Setup Wizard**.

1. Click **Set up a New Employee** in the navigation pane's Pay Run view.

2. The Employee Setup Wizard opens. The wizard leads you through a sequence of screens in which you enter essential information about the new employee.

The Revenue Commissioners' Employers Guide states that the P45 Gross and Tax (Previous Gross Pay and Tax Paid) values on the new employee's Tax Credit Certificate should be specified during employee setup. **If you have not yet received a Tax Credit Certificate from the Revenue Commissioners then leave these fields blank.** The Gross Previous and Tax Previous values on the employee's P45 from their previous employment should not be used.

Submit Part 3 of their P45 form to Revenue. (For information about this, see Creating a P45 (Part 3) to ROS file, P46 to ROS file.) Revenue will send back a tax credit certificate (P2C) for the employee containing the Previous Gross and Tax amounts.

3. Select the **Print the Employee Details Report** checkbox in the final screen if you want to generate a report containing the new employee's details.

4. Click **Finish**.

For more detailed information about setting up and managing employee information, see Employee Details.

What information does the wizard need?
  This table provides details of the items of information the wizard prompts you to specify.

Item	Description
Emp.No (Employee Number)	A unique identity number assigned to the employee. You can use the drop-down list button to select an employee. The employee number must be within a specific range: - 1 to 3 for Quickpay 3 - 1 to 10 for Quickpay 10 - 1 to 99 for Quickpay +
Forename	The employee's first name(s).
Surname	The employee's surname.
Address	The employee's home address. This must be provided on the P35 along with their date of birth if you do not have their PPS number.

PPS Number	The employee's Personal Public Service number. (This information can be found on the employee's tax certificate or P45.)
Date of Birth	The employee's date of birth. This must be provided on the P35 along with the employee's home address if you do not have their PPS number.
Director	Select this checkbox if the employee is a director of the company. This is required for tax year-end reporting.
Start Date	The employee's start date in your employment. This is required for tax year-end reporting.
Start Period	The employee's start pay period in your employment.
Tax Status	The employee's tax status. Use the drop-down list button to select the tax status code applicable. Each year the Revenue Commissioners send you an importable file containing the tax credit-related information for your employees in the coming tax year. Importing this file updates each employee's tax status. For more information, see *How do I import tax credit data?*
Tax Credit	The amount by which an employee's tax liability should be reduced. This value can be obtained from the Tax Revenue Commissioners. It is a pay period value, NOT an annual value. Each year the Revenue Commissioners send you an importable file containing the tax credit-related information for your employees in the coming tax year. Importing this file updates each employee's tax credit information. For more information, see *How do I import tax credit data?*
Std. Cut-Off	The taxable earnings limit up to which tax is deducted at the Standard Rate. This is obtained from the Revenue Commissioners. When the employee's gross taxable pay exceeds this amount, tax will be deducted at the Higher Rate. This is a Period figure, NOT an annual figure. Each year the Revenue Commissioners send you an importable file containing the tax credit-related information for your employees in the coming tax year. Importing this file updates each employee's standard rate cutoff value. For more information, see *How do I import tax credit data?*
Marginal Relief Rate	Select this checkbox to specify that the marginal relief tax rate is applicable. For comprehensive information about the marginal relief tax rate, see the following web page:

	http://www.revenue.ie/leaflets/it8.pdf
PRSI Base Code	The employee's primary PRSI class. The Base Code is used to determine the amount of PRSI the employee pays in a particular period. A1 is the most commonly used code. This will automatically convert to AL, AX or A0 if the earnings are below the A1 threshold. **Note:** Contact the Department of Social and Family Affairs if you are in doubt about which code to enter.
PRSI Lock	Indicates that the system must lock the employee's PRSI base code, preventing it from automatically switching to another code. This checkbox should normally be left blank.
Gross Previous	The gross pay from the employee's previous employment this tax year. See Step 3 above for further information.
Tax Previous	The gross tax paid in previous employment this year. See Step 3 above for further information.
Pay Method	The method by which the employee is paid. Use the drop-down list button to select from a list. The choices available are **Cheque**, **Cash** or **Paypath**.
Bank Sort Code	The employee's 6-digit bank sort code. This is required if the employee is paid by Paypath. Use the drop-down list button to select an existing bank sort code. See also Setting Up Bank Details
Basic Hourly Rate	The rate entered here is used to calculate all hourly payments, such as Basic, Time + 1/2, and Double Time. If the employee is paid on a salaried basis but also receives overtime based on an hourly rate, you should enter their hourly rate (flat rate). This will be used to calculate their overtime payments. See also How do I set up payments and deductions?
Standard Hrs per period	The default number of hours for a pay period (**for Hourly employees only**). The system uses this value when it processes the timesheet. However, you can also specify a different number of hours at this stage.

Std Hrs per day	The default number of hours in a working day (**for Hourly employees only**).
Pay Terms: Type of Contract	The basis on which the employee is paid: **Hourly** or **Salary**.
CSO Information: Type of Contract	The type of employment contract associated with the employee for Central Statistics Office reporting: ▪ **Indefinite Duration** ▪ **Fixed Term** ▪ **Apprentice/Trainee** ▪ **Other**
Employment Basis	Whether the employee is full-time or part-time.
CSO Occ Category	The employee's occupation category for Central Statistics Office reporting. See also *CSO Reporting*.
Occupation Status	The employee's occupation status for Central Statistics Office reporting. See also *CSO Reporting*.

What do I do next?

Now that you have set up the employees whose payroll you will be processing in this payroll company, you are ready to set the first payroll period.

See How do I set a new pay period?

See also

Setting up the Payroll System

How do I set a new pay period?

To start processing payroll, the first thing you do is set a new payroll period.

When you set a pay period in Quickpay, your payroll files are initialised for the new pay period. Timesheets are cleared.

Set a new pay period by selecting the **Processing - Set Period** menu option. You are prompted to confirm that you want to start the new pay period. Click **Yes**. You are then prompted to specify whether you want to print audit details. Click **Yes**, and then print the report.

The Payroll Start of Period dialog box displays. This contains the following fields:

- **Frequency**: This is the pay frequency you specified in the Company/Payroll Details window. If you are setting the first pay period of the year, you can also set the company's pay frequency here. You can't do this in subsequent periods in the year.

- **Period Number**: The pay period number is incremented automatically after each period during the tax year. Confirm that the period number currently displayed is the one you wish to set. Amend it if necessary. Do not set a period number lower than that of the current period, or set the same period number twice in the tax year.

- **Insurable Weeks**: This is the number of insurable weeks in the relevant pay period. Generally you should not change it but, for example, if you want to pay weekly-paid employees an extra holiday week because the company is closing down for the week, you can change the Insurable Weeks value from 1 to 2.

- **Payroll Date**: This is the date of the payroll run. It is printed on reports and payslips. To change it AFTER you set the period, you adjust the Run Date in the Current Period tab in the Company/Payroll Details window.

The Quickpay data checker scans your payroll data at this stage, and displays a list of messages about the errors and discrepancies it detects. You must resolve any critical errors before you can continue.

Critical errors are signified by this symbol:

Non-critical errors, discrepancies and alerts are signified by this symbol:

During a pay period, you can view the pay frequency, the current period number, and the current period's run date on the Quickpay status panel. You should check this information before setting a new pay period.

For more detailed information about how you start processing payroll, see *Starting a New Period*.

What do I do next?

Now that you have set the payroll period, you are ready to begin processing employee timesheets.

See How do I process timesheets?

See also

Setting up the Payroll System

How do I process timesheets?

After you have set the pay period, you can begin processing and saving timesheets.

In the case of employees for whom payments and deductions vary from period to period, you must manually update timesheets before processing them.

1. Access an employee's timesheet by selecting the **Processing - Timesheet Entry** menu option.

2. Make the necessary changes, such as the number of standard hours worked, any relevant overtime hours, and absence and holiday information.

3. After you have specified the relevant details, you can preview the employee's payslip by clicking **Payslip**.

4. When you are satisfied that the payslip information is correct, save the timesheet by clicking **Save**.

The **Processing - Automatic Timesheets** menu option enables you to batch-process the timesheets of salaried employees. (This approach is suitable only for employees who are paid standard amounts that do not usually change from period to period. These standard amounts are contained in the **Payments** tab of the Employee Details screen.) You can still amend automatically generated timesheets manually later if necessary.

For more detailed information on how you process timesheets, see Timesheet Entry.

What do I do next?

Now that you have processed timesheets, you are ready to print payslips and other payroll reports.

For information about this, see How do I print payslips and payroll reports?

See also

Setting up the Payroll System

How do I print payslips and payroll reports?

Payslips are generated by Quickpay on the basis of details in your employees' timesheets (see How do I process timesheets?). Quickpay's reporting functionality enables you to print both payslips and payroll reports. Payroll reports include the Control Summary, the P30/CC124 and the Tax Deduction Card.

1. Select the **Reports - Reports and Payslips** menu option.

Alternatively, you can select **Reports and Payslips** in the navigation pane's Employees section, or click the desktop process map's **Reports and Payslips** button. The program displays the Reports window.

2. The Windows default printer is selected by default. If you want to change the settings for the printer, click the **Printer Setup** button.

3. Click the radio button of the report you want to run.

4. If you want to include the report in a batch to be printed together, select the **Batch** checkbox. To print a list of batched reports, click the **Print Batch** button.

5. You can enter a range of employee numbers in the Employee Range boxes provided.

6. To preview a report on screen, click the **Preview** button.

7. If you are printing payslips on continuous paper, select **Payslips** in the list of reports, and then click **Print Report**.

If you are printing them on Laser Payslips (A4 sized payslips), click the **Laser PaySlips** button.

8. If you want to create a Paypath disk, click the **Paypath File** button and confirm the paypath details displayed.

9. Choose **Cancel** to exit the Reports window.

For more detailed information about reports, see Reports.

What do I do next?

This is the final stage of the Setting up the Payroll System sequence. If you have completed each stage, you should have a functioning payroll system, and you should be familiar with Quickpay's essential processes.

- Setting up the Payroll System

- Sage Quickpay

- *Payments and Deductions*

- Common Company Tasks

- Employee Details

- Timesheet Entry

- Reports

- Miscellaneous

Common Company Tasks

Setting up a new payroll involves a number of steps. You can find detailed information about these in Setting up a new payroll.

When your payroll system is up and running, you may need to carry out tasks that involve working with payroll-related information.

Logging into a Quickpay payroll

To log into an existing Quickpay payroll, follow these steps.

1. Launch Sage Quickpay.

2. Enter your user name and password (if required).

3. Enter a payroll ID. This identifies the data set to be processed. (Company A is set up by default when you install Quickpay.)

4. Click **OK**. The main processing screen will be displayed.

See also

Common Company Tasks

Setting up the Payroll System

Checking the PAYE Table

The PAYE Table contains the current tax year's PAYE values:

- income tax rates

- Emergency Tax Credit value

- Emergency Standard Rate Cut-off value

Rates of income tax are set each year in the Budget. Each employer is notified of the new rates and other values by the Revenue Commissioners before the start of the tax year.

Sage Ireland strongly recommends that you follow the procedure described in the FAQ 'Installing the Budget Update' to update PAYE and PRSI information. However, you can also manually update PAYE information.

Manually updating the PAYE table

1. Open the PAYE table by selecting **Company/Payroll Setup - PAYE Table**.

Alternatively, you can select **PAYE Rates** in the navigation pane's Institutions view. The PAYE Table is displayed.

2. Make the necessary changes to the:

    -   tax rates (Standard, Higher and Marginal)

    -   annual Emergency Tax Credit figure

    -   annual Emergency Standard Rate Cut-Off figure

    Note: The figures entered or amended MUST comply with the current tax year rules supplied by the Revenue Commissioners in the budget each year.

    If you are using Monthly, 4-Weekly or Fortnightly payroll frequencies, you must still enter annual values. The system will calculate the correct period figures based on the values you enter.

3. Click **Save**.

4. A message box reminds you that your changes will be applied to all payrolls. Click **OK**.

See also

Setting up the Payroll System

Payroll Setup, Step 1: Gathering Information

Checking the PRSI Table

The PRSI table contains a list of all the current year's PRSI codes, with their corresponding employee and employer rates.

Quickpay uses the PRSI Earning Bands table to determine which PRSI code applies to each employee. It then uses the PRSI Table to calculate how much the employer and employee must pay.

You must ensure that you are processing payroll using the current tax year's PRSI table.

New Employer PRSI Rate

As part of the Government's Jobs Initiative of May 2011, the lower rate of employer PRSI for A0 and AX employees (previously 8.5%) is halved to 4.25% on jobs paying up to €356 per week.

This change applies to payments made to employees on or after July 2nd 2011, and is intended to remain in place until the end of 2013.

PRSI Earning Band Fields

Field Name	Requirement
Code	The current codes for the PRSI classes.
	The PRSI minimum annual contribution for the 'S' PRSI class is not checked for by the payroll system.
	If you have any employee records using the 'S' PRSI class, you must check this yourself and adjust accordingly.
Employer	For each code, the corresponding employer percentage contribution is displayed.
Employee	For each code, the corresponding employee percentage contribution is displayed.

See also

Setting up the Payroll System

Checking the PRSI Earning Bands

Checking the PRSI Earning Bands

The PRSI Earning Bands table contains:

- specific earning bands for employees

- allowances (weekly/monthly)

- conditions according to which one PRSI category switches to another

Quickpay uses this table to determine which PRSI code applies to each employee, and it then uses the PRSI Table to calculate how much PRSI the employee and employer must pay.

You must ensure that you are processing payroll using the current tax year's PRSI earning bands.

Sage Ireland strongly recommends that you follow the procedure described in the FAQ 'Installing the Budget Update' to update PAYE and PRSI information. However, you can also manually update PRSI information.

Manually updating the PRSI earning bands

Select **Company/Payroll Setup - PRSI Earning Bands**.

Alternatively, you can select **PRSI Bands** in the navigation pane's Institutions view.

The PRSI Earning Bands window is displayed.

Condition Operators

A condition that switches a class to a subclass uses one of the following operators:

- LE (Less than Equal to)
- LT (Less Than)

An empty Condition cell signifies that no condition is applicable.

Example

Suppose that for the PRSI Class A1 the earnings threshold is any figure in excess of €400 weekly or €1733 monthly.

Any earnings value **less than or equal to this (LE)** switches the PRSI code to its subclass AL, and consequently AL PRSI rates apply to the employee and employer.

PRSI Earning Band Fields

Field Name	Requirement
Earning Limit (weekly/monthly)	The **minimum** value of earnings in the PRSI Earning Band.
Subclass	The subclass to which the PRSI code will switch if the earning limit is not met.
Condition	The condition operator that determined precisely when an employee is switched from their PRSI code to its subclass. There are two condition operators: LE - 'Less than Equal to' LT - 'Less Than' When the condition field is blank, no condition is applicable.
Allowance (weekly/monthly)	The Weekly and Monthly PRSI Allowance applicable to each PRSI/Subclass.

See also

Setting up the Payroll System

Setting Up Bank Details

The Bank Details file contains records that store the bank account details of one or more banks. You can define up to 200 bank codes.

1. Start Sage Quickpay and log in.

2. Select the **Company/Payroll Setup - Bank Details** menu option.

Alternatively, you can select **Bank Branches** in the navigation pane's Institutions view.

The program opens the Bank Details window.

3. Each bank is identified by its own sort code. You can use the drop-down list to locate an existing bank record.

4. If you are creating a new bank record, type the new sort code, and then specify the other necessary details.

5. Click **Delete** to delete an existing bank record.

6. Click **Save** to store the changes you have made.

Bank Details fields

Field name	Description
Sort Code	The sort code that identifies the bank and branch. If the record already exists, the bank details are shown and may be amended if required.
Bank Name	The name of the bank.
Address 1 and 2	The branch address of the bank.

See also

Common Company Tasks

Setting up the Payroll System

Payroll Setup, Step 1: Gathering Information

P30/CC124 Totals

The P30/CC124 report shows the calculated PAYE, USC and PRSI totals for each tax month.

It provides a 'Total PAYE' amount. This is the sum of the PAYE amount and the USC amount.

And it also provides a 'TOTAL' amount. This is the sum of the Total PAYE amount and the PRSI amount.

All pay runs processed between the first and last day of the calendar month inclusively belong to the same P30 period. So, for example, the first P30 period in a new tax year runs from January 1 up to (and including) January 31.

The CC124 report provides information including:

- date of payment

- receipt number

- receipt date for submission of tax returns

This report should always be printed at Year End. It must agree with the P35 report. Your Payroll Year End Guide provides detailed information about this.

Reviewing and editing P30/CC124 totals

1. Select **Company/Payroll Setup - P30/CC124**.

Alternatively, you can select **P30/CC124 Totals** in the navigation pane's Institutions view.

2. The P30/CC124 window displays. This contains the values calculated for each tax return period in the year to date, including the current period's figures (if payroll has been processed).

3. Complete the details of payments sent, and receipts as required.

4. Click **Save** to save your changes.

P30/CC124 fields

Field name	Requirement
PAYE	The PAYE total for the relevant month.
USC	The USC amount for the relevant month.
Total PAYE	The sum of the PAYE and Inc Levy amounts.
PRSI	The PRSI total for the relevant month.
Park Levy	The amount of Parking Levy paid by the employee in the month.
Total PRSI	The sum of the PRSI amount and the Parking Levy amount for the month.
P30 TOTAL	THe sum of the Total PAYE and Total PRSI amounts.
Date Paid	The date on which the tax return values were paid.
Rec. No.	The number of the receipt attributed to the tax return period.

Field name	Requirement
Rec. Date	The date of the receipt attributed to the tax return period.

See also

Common Company Tasks

Cheque Format

Cheques are printed on special preprinted stationery, which you can order from Sage Ireland.

You can control the layout of the cheque by specifying print positions to suit your cheque stationery.

1. Select **Company/Payroll Setup - Cheque Format**.

Alternatively, you can select **Cheque Format** in the navigation pane's Settings view.

2. The Cheque Format window displays. Here you can set position and length details for the cheque layout.

3. Click **OK** to save your changes, or click **Cancel** to abandon them.

Cheque Format fields

Field name	Requirement
Line	The line number upon which cheque printing will commence.
Column	The starting column on the line.
Length	The line length available for the relevant item, expressed as a number of characters. If the item is longer than the length specified here, the item may be truncated on the printed cheque (depending on the alignment of the item in the field). For example, if you were inputting a date in the format DD/MM/YY, this field would be set at 8.

See also

Common Company Tasks

Setting up the Payroll System

Importing payroll Data

When you are setting up a payroll, you can save time by copying the following information from an existing payroll:

- payment and deduction details

- payroll details (with or without the payroll frequency)

- employee details

If you import the payroll details including the frequency, the Holiday Cleardown and Insurable Weeks values are also imported.

If you import the payroll details without the frequency, the original Holiday Cleardown and Insurable Weeks values are retained in the destination payroll.

The destination payroll's Run Date and Current Period are never overwritten, regardless of whether you import the frequency.

1. Log into the payroll you are setting up.

2. Select **Company/Payroll Setup - Import Payroll Data**. Alternatively, you can select **Import Payroll Data** in the navigation pane's Company view.

3. In the Import Data from Company field, select the payroll from which you want to import data. If the payroll belongs to an older Quickpay schema, you may be required to update it before you can import it.

4. Use the checkboxes to select the items you want to copy, and then click **OK**.

5. If **Employee Details** is selected, a list displays of all the employees in the selected payroll. Use the checkboxes to specify which employees you want to copy, and click **OK**.

See also

Setting up a new payroll

Common Company Tasks

Nominal Link

The Nominal Link feature enables you to:

- export data to an accounts application (see below for a list of the supported packages)

- set up the nominal codes and departments required for data export to the accounts program's nominal journal

- transfer payroll data from a Quickpay payroll to a company set up in the accounts program

The following accounts programs are supported:

- *Sage Line 50*

- *Sage Instant Accounts Version 8.20 or higher*

- *TAS Books 2 Version 1.02 or higher*

- *TAS Books 3 Version 1.02 or higher*

- *FirstBooks*

The accounts program must already be installed on your PC, or on an accessible network drive.

Note: TAS Books 1 and TAS Books Basics are not compatible with Quickpay.

Nominal Link Topics

[Nominal Posted Checkbox](#)

[Setting up a nominal link for posting](#)

[Nominal Posting](#)

[Has nominal posting already occurred?](#)

See also

[Common Company Tasks](#)

[Setting up the Payroll System](#)

Nominal Posted Checkbox

You carry out Nominal Posting in each pay period when the payroll data is complete.

The Company/Payroll Details window's **Current Period** tab contains the **Nominal Posted** checkbox.

When nominal posting is complete for a pay period, this checkbox is selected automatically.

If you need to carry out a re-posting, deselect the **Nominal Posted** checkbox and restore your accounts data.

Quickpay posts the following nominal values:

- Gross Payments
- Employer Pension
- Employer PRSI
- PAYE
- Total Employee and Employer PRSI
- Total Employee and Employer Pension
- Total Employee Deductions
- Rounding Amount
- Nett Wages

See also

Nominal Link

Setting up a nominal link for posting

Nominal Posting

Has nominal posting already occurred?

Setting up a nominal link for posting

1. Open the Nominal Settings window

1. Click **Configure Nominal Transfer** in the navigation pane's Company view.

2. The Nominal Link Settings window opens with the **Links** tab displayed.

2. Links tab

1. To activate the Nominal Links feature, select the **Use Nominal Link** checkbox.

2. You must specify a destination in the accounting system where the payroll will be exported.

    ▪ To find the relevant directory path for Sage 50, select the **Help - About** menu option in Line 50. In the **System Information** tab, select **Directories**. The right-hand side of the window displays the program path and the payroll data path.

    ▪ To find the relevant directory path for TAS Books, select the **Help - About** menu option in TAS Books. In the **Product Information** tab, select **Installed Companies**. Select the relevant payroll. The payroll data path is displayed.

3. Nominal Codes tab

Set up the [Set up the nominal codes and accounts department information.](#).

If you are linking to Instant Accounts/Sage 50, the nominal code has a maximum of eight characters. The department code is a maximum of three characters.

If you are linking to TAS books, the nominal code is a maximum of six characters. The department code is a maximum of 3 characters, and can consist of numbers and letters.

4. Payments Override tab

Specify any payments that will be posted to a different nominal code. You need to specify the relevant nominal code and accounts department. These payments were previously set up using the **Company/Payroll Setup - Payments/Deductions** menu option.

5. Deductions Override tab

Specify any deductions that will be posted to a different nominal code. You need to specify the relevant nominal code and accounts department. These deductions were previously set up using the **Company/Payroll Setup - Payments/Deductions** menu option.

6. Back to the Links tab

In the **Links** tab, click the **Test Link** button to test the data link to the relevant accounts system. The configured nominal accounts in the accounts system are listed. A login dialogue box opens.

	Username	Password
Line50\Instant	Manager	Leave Blank
TAS Books 2 Version 1	SPV	Leave Blank
TAS Books 2 Version 2 or higher	SPV	SPV
TAS Books 3	SPV	SPV
FirstBooks	Not applicable	Not applicable

When the username and password are entered, Quickpay will open a report detailing the codes found. This report should be printed and checked to ensure that the data will be exported to the correct nominal codes.

See also

Nominal Link

Nominal Posted Checkbox

Nominal Posting

Has nominal posting already occurred?

Nominal Posting

1. When timesheets have been processed, select the **Reports - Reports and Payslips** menu option.

Alternatively, you can select **Reports and Payslips** in the navigation pane's Employees view, or click the desktop process map's **Reports and Payslips** button.

2. The Reports screen opens. Ensure that the accounts application is closed before posting.

3. Click the **Post Nominal** button. The Post Nominal wizard opens.

4. If the nominal data has been previously posted, the Post Nominal screen opens. Click **Posting Report** to print the report.

If the nominal data has not been previously posted, Step 1 of the Nominal Posting Wizard opens.

5. Take a backup, and click **Next** to proceed.

6. The destination of the accounts program displays. Click **Change** if you wish to change it.

7. Click **Next** to display the login screen for the specific accounts program.

8. When you have logged in, the Step 3: View Employees window opens. Confirm all the employees details are correct. Click **Next** to proceed to Step 4: Posting Details.

9. Confirm that the transaction details and amounts are correct. The transaction reference is optional. The transaction date is mandatory.

10. The amounts to be posted are displayed, but are not editable. **Output Posting Report** is selected by default. When posting is complete, a preview of the Nominal Transaction Report displays. Click **Next** to proceed.

11. You are now ready to post the nominal details to the specific accounts package. If you need to change anything, click **Back** to do so.

12. Click **Post**. A status bar indicates the progress of the posting. The Nominal Transaction Report is displayed.

13. If a misposting occurs, an error window will display the relevant information. The information will also be contained in Nominal Link Transaction report. Use this information to correct the misposting.

You can decrease the chance of a misposting by using the **Test Link** button in the Company/Payroll Setup window to test the nominal data link.

14. Click **Finish** to confirm the posting.

See also

Nominal Link

Nominal Posted Checkbox

Setting up a nominal link for posting

Has nominal posting already occurred?

Has nominal posting already occurred?

Posting should be processed just once per pay period. The payroll nominal data is stored on a pay period basis. It is cleared when the next pay period begins, or at the end of the tax year.

1. To check whether nominal posting has already occurred, select **Company/Payroll Setup - Company/Payroll Details**.

2. Click the **Current Period** tab.

If the **Nominal Posted** checkbox is selected, posting has already occurred. If you need to carry out the posting again, deselect the checkbox.

See also

Nominal Link

Nominal Posted Checkbox

Setting up a nominal link for posting

Nominal Posting

Pension Schemes in Quickpay

You set up a pension by associating a '**pension deduction**' with a '**pension link**'. Each pension scheme on your system is represented by a pension link.

Pension Link

Each pension scheme is defined by a pension link. You must provide a link number, a description, the pension type (Pension, PRSA, RAC or CWPS), and a number of other key pieces of information.

For more detailed information, see How do I set up a pension link?

Pension Deduction

A pension deduction is set up as a Gross deduction.

 However, you must also associate the deduction with a pension link.

Otherwise, the P35 Return will be incorrect because it will omit pension amounts.

In addition, PRSI will not be applied to the employee pension contributions.

The deduction can be a set amount or a percentage of pensionable pay. It can include an Additional Voluntary Contribution (AVC) amount, which also can be a set amount or a percentage of pensionable pay.

For more detailed information on setting up deductions, see How do I set up payments and deductions?

To see how to associate a pension deduction with a pension link, see Associating a pension deduction with a pension link.

Pension Provider File

You can produce an electronic file (Pension Provider File) containing all the pension deduction information for pension providers.

For more information, see Generating a Pension Provider File.

How do I set up a pension link?

Each pension, PRSA, RAC and CWPS scheme in the payroll system is defined using a pension link, which contains some basic details of the scheme.

What is a pension link?

Attaching a pension link to each pension deduction ensures that employer contributions to a scheme are displayed correctly on the employee's payslip, and included in the P35 Return.

Attaching the pension link also ensures that PRSI is applied to employee pension contributions. Otherwise, they will not be, and payslips will be incorrect.

In addition, pension links enable contribution amounts to be transmitted electronically to the pension provider. This process is similar to the Paypath facility.

The Pension Link is shared among all payrolls that you operate, so that you can have pension contributions from different payrolls all going into the one pension scheme.

Setting up a pension link

1. Select **Company/Payroll Setup - Pension Link**. The Pension Link window is displayed.

2. Choose a link number for the pension link, and a brief description of the pension scheme.

3. Enter the pension scheme's reference code and the scheme type:

    - **Pension**

    - **PRSA: 'Personal Retirement Savings Account'**

    - **RAC (Retirement Annuity Contract)**

    - **CWPS (Construction Workers Pension Scheme)**

4. Enter the details of the provider of the pension scheme - the name, postal address and e-mail address.

5. Select the **File Overdue Warning** checkbox if you want an alert message to display at the start a pay period. This alert informs you whether a pension provider file was generated for the previous period. This file is a report that contains all relevant pension deduction information relating to the pension scheme. For more information, see Generating a Pension Provider File.

6. Enter a name for the file, and specify how frequently it should be generated.

7. Once you have entered all the Pension Link Details, click **Save**.

What do I do next?

Having set up a pension link, you must associate all relevant pension deductions to it. See Associating a pension deduction with a pension link.

See also

Pension Schemes in Quickpay

Associating a pension deduction with a pension link

In the Payments & Deductions window's Deductions pane you can set up a deduction and associate it with a pension link.

1. Select the **Company/Payroll Setup - Payments/Deductions** menu option.

2. Select the pension deduction in the Deductions pane, or select a new line and enter the name of a new pension deduction.

3. In the Type column's drop-down list, the options include the pension links you have set up. Select the pension link you want to associate with the deduction.

4. If the pension deduction will have an Additional Voluntary Contribution amount, enter **Y** in the AVC column.

5. All pensions have a balance, so the Balance column should also contain the value **Y**.

6. Click **OK** when you have made your changes.

You have associated a pension deduction with a pension link.

What do I do next?

Having set up pension deductions and pension links, you are ready to begin setting up Employee-Specific Pension Details.

See also

Pension Schemes in Quickpay

Employee-Specific Pension Details

When pension links and deductions have been set up correctly, you are ready to set up employee-specific pension details.

1. Open the Employee Details window by selecting the **Processing - Employee Details** menu option.

2. Open an employee record.

3. Open the record's **Deductions** tab.

All deduction types are listed in the Voluntary Deductions pane, which displays the following important details:

- **Amount**: This is the total default amount of the pension contribution made on behalf of the employee in each pay period. It may include an Additional Voluntary Contribution (AVC) amount as well as the employer's contribution.

- **Er Contribution:** The default employer portion of a pay period's pension contribution for this employee. This can be percentage or a fixed amount. If it is less than the total pension contribution amount specified in the Amount column, the balance comprises the Additional Voluntary Contribution (AVC) amount.

- **Totals:** This column contains a button you use to display pension summary information.

4. Specify the employee's default Amount and Er Contribution for each pension deduction.

5. Click **Save** when you have made your changes.

What do I do next?

Now that you have set up employee-specific pension details, you are ready to beginning processing pension contributions in payroll. In each pay period, you can make adjustments to employee pension contribution amounts in the Timesheet Entry screen.

For more information, see Timesheet-Specific Pension Details.

Timesheet-Specific Pension Details

In each pay period you can adjust an employee's default pension contribution values in the Timesheet Entry screen.

1. Open the Timesheet Entry window by selecting the **Processing - Timesheet Entry** menu option. Alternatively, click **Edit Time and Pay** in the navigation pane's Pay Run view.

2. Open an employee record.

3. The Voluntary Deductions pane's Value and Er Contribution columns display employee's default amounts.

4. Make any necessary adjustments to these, and then save the employee's timesheet for this period.

What do I do next?

To obtain a report summarising all relevant pension information, see Generating a Pension Provider File.

See also

Pension Schemes in Quickpay

Timesheet Entry Screen

Generating a Pension Provider File

The Pension Provider file includes all the deductions linked to a particular pension scheme in a physical company's Quickpay payrolls. (For information about Quickpay payrolls, see Payroll Setup, Step 2: Creating a New Payroll) Pension data is not included in the file if it belongs to a payroll in your Quickpay system belonging to another physical company.

1. Select the **Reports - Reports and Payslips** menu option.

2. The Quickpay Reports Module window opens. Click the **Pension Contrib** button. The Pension Contributions window opens. This displays each pension scheme's:

    - link number

    - scheme ID

    - description

If the description is 'Missing', the Pension Link is either missing (deleted) or incomplete. You cannot access such a pension link.

3. The Process Date is the main Company's Run Date. You can change this if necessary.

4. The File Name is obtained automatically from the Pension Link record. (See 'How do I set up a pension link?' for more information.) You can change this if necessary.

5. When you have selected the pension scheme for which the file or report is to be generated, click the **Remit** button to create the file. You can also click **Print** to produce a paper copy of the file.

If you have selected **Pension Remittance Notification** in the Company/Payroll Details screen, each employee's payslip will state that pension deductions have been remitted.

If you have selected **Pension Remittance Notification** in the Company/Payroll Details screen of some payrolls but not others, a message specifies the payrolls in which employees will receive notification.

Every employee with a pension total is included in the pension provider file.

6. When the file is generated an alert displays, and the process date is recorded as the last issue date for that pension scheme. Make sure you remit pension deductions to the appropriate provider immediately after clicking the **Remit** button.

The pension scheme's Control Sheet shows the amount forwarded with the file, or the amount collected by direct debit upon receipt of the file.

See also

Pension Schemes in Quickpay

How do I set up a pension link?

Employee Details

Generally, employees are set up on the system during your initial setup process. However, you can continue to add employees whenever necessary. You can also update existing employee records during the tax year.

Before you set up employee data

- Complete the payroll's details, such as the pay frequency.

- Define the payments and allowances applicable to the payroll's employees.

- Define the voluntary deductions applicable to the payroll's employees.

- Define the cheque format (if necessary).

Important Employee Details tasks

Employee Setup Wizard

Employee Details Window

Setting up an Employee during the Tax Year

Disability Benefits

Benefit-in-Kind

BIK Recalculation

About Employee Details

Each employee record contains both *static* and *variable* data for the relevant employee.

- **Static data** is information that generally remains unchanged throughout the tax year:

    - employee number

    - name, address

    - PRSI code

    - Tax Status

- **Variable data** includes all values associated with the employee's pay and voluntary deductions, including:

    - gross pay

    - tax paid

    - PRSI

    - Benefit-in-Kind contributions

Variable data is updated automatically by the system when you process each pay period.

See also

Employee Details

Employee Setup Wizard

The Employee Setup Wizard provides you with an easy and efficient way of setting up a new employee in Quickpay. It leads you through a sequence of screens in which you provide essential employee information, some of which is mandatory.

For more detailed information about using the wizard, see Setting up a new employee

Employee Details Window

This topic explains how to make changes to an employee.

1. Select the **Employee - Employee Details** menu option.

2. The program displays an input form with tabs for each part of employee record.

3. To add a new employee record, enter a new unique employee number in the Emp No field. You can also select an existing employee in the Emp No drop-down list.

4. The Employee Details window's tab contain various types of employee information. Complete these tabs as necessary:

   - [Employee Details - Details 1 tab](#)

   - [Employee Details - Details 2 tab](#)

   - [Employee Details - Payments tab](#)

   - [Employee Details - Deductions tab](#)

   - [Employee Details - Tax Deduction Card](#)

   - [Employee Details - Notes tab](#)

   - [Employee Details - CSO Details tab](#)

   - [Employee Details - PRSI Details button](#)

5. Click **Save** to store the employee record, or **Ignore** to abandon. Click **Cancel** to exit the employee details form.

   When a timesheet **has already been saved** for the employee in the current period, some fields in the employee details record are no longer editable.

   If you need to make changes in these fields (before the employee is actually paid), you must first **delete the timesheet**.

   You can re-save a timesheet for the employee after you have made your changes.

See also

[Employee Details](#)

Employee Details - Details 1 tab

This tab contains general information about the employee, such as name, address, bank details, pay method, and tax status.

Field name	Requirement
Emp.No (Employee Number)	A unique identity number assigned to the employee. You can use the drop-down list button to select the employee.
Forename	The employee's first name(s).
Surname	The employee's surname.
Cost Code	This is the Cost Code assigned to this employee and is four characters in length. You can set up a number of Cost Codes, and assign employees to each cost code. The cost code specifies basic costing information at payroll level for both the current period and the year to date.
Address	The employee's home address. This is required on the P35 along with the employee's date of birth if you do not have the employee's PPS number. Note: To start typing a new line in the address box, you must position the cursor with the mouse, or press the **Tab** key to move to the next line.
Home Tel.	The employee's home telephone number.
PPS Number	The employee's Personal Public Service number.
Pay Method	The method by which the employee is paid.
Pay Type	This indicates whether the employee is paid on an Hourly or Salary basis. This is necessary for CSO Reporting.
Basic Hourly Rate	The rate entered here is used to calculate all hourly payments, such as Basic, Time + 1/2, and Double Time. If the employee is paid on a salaried basis but also receives overtime based on an hourly rate, you should enter their hourly rate (flat rate). This will be used to calculate their overtime payments.
Std Hrs per period	The default number of hours for a pay period. The system uses this value when it processes the timesheet. However, you can also specify a different number of hours on the timesheet. For Salary-based employees, this value is recorded ONLY in the **CSO Details** tab. For more information, see Recording Paid Contracted Hours.
Std Hrs per day	The standard number of hours in a working day. This is necessary in CSO Reporting.

Field name	Requirement
	For more information, see Setting Standard Hours per Day.
Min Nett Pay	The minimum amount of nett pay the employee must be paid per period (if applicable).
Base Code	The employee's primary PRSI class. This is used to calculate the amount of PRSI the employee pays in a particular period.
PRSI Code	The PRSI used for the employee in their most recent processed timesheet.
PRSI Lock	When this checkbox is selected, the system must <u>not</u> switch from the employee's Base Code to a different PRSI code when calculating the employee's PRSI liability in the current pay period.
Multiple Employment	Select this checkbox if the employee has more than one job. (Applicable only when the employee's PRSI category is A1 or A2.)
Ins Wks Totl	The number of insurable weeks worked by the employee in this employment in the current tax year. The maximum allowed value is 56.
Ins Wks Curr	The number of weeks the employee has been on the current PRSI code. The maximum allowed value is 56.
Min Nett Pay	The minimum amount of nett pay per period for the employee.
Max Nett Pay	The maximum amount of nett pay the employee should be paid per period (if applicable). If nett pay exceeds this value, the system displays a warning during timesheet processing, and also records the warning in the Control Summary.
Round To	The net pay rounding value. You can round the employee's nett pay up to a multiple of 5c, 10c, 20c, 50c or 100c. The system automatically tracks the rounding, deducting the previous period's rounding value before rounding up the current period.
Tax/USC Status	The employee's tax/USC status. **Normal** Income tax and USC is deducted from the employee's pay cumulatively. **Emergency** Emergency tax/USC must be applied to the employee's pay if you do not have the employee's tax credit details. Tax credits, income tax cut-offs and USC cut-offs are not applied to calculations. This usually results in a greater-than-normal amount of tax and USC being deducted. **Week 1** Income tax and USC are applied to the employee's pay on a "Week 1" (non-cumulative) basis.

Field name	Requirement
Emerg Start Period	The period in which this employee commenced paying tax at the emergency rate. The current period is selected automatically when the Tax Status is **Emergency**.
Do not apply PAYE	Select this checkbox if PAYE should not be applied to this employee.
Marginal Relief Rate	Select this checkbox to specify that the marginal relief tax rate applies to this employee. For information about the marginal relief tax rate, refer to the following web page: http://www.revenue.ie/en/tax/it/leaflets/it8.html
Tax Credit	The amounts by which an employee's tax liability should be reduced both in the current period and for the tax year as a whole.
Tax Rate 1 Cut-Off Point	The taxable earnings limits (for the current period and for the tax year as a while) up to which tax is deducted at Rate 1. When the employee's gross taxable pay exceeds the 'this period' amount, tax is deducted at Rate 2.
USC Exempt	Select this checkbox if the employee is exempt from USC.
USC Rate 1 Cut-Off Point	The yearly and 'this period' limit up to which USC is deducted at USC Rate 1 (if applicable).
USC Rate 2 Cut-Off Point	The yearly and 'this period' limit up to which USC is deducted at USC Rate 2 (if applicable).
Override USC Details	Click this button to override the normal USC rates and thresholds for this employee.
PRSI Employee	The amount of PRSI paid to date for this employee this tax year in this employment only.
PRSI Employer	The amount of PRSI paid to date this tax year for this employee by the employer.
Non-Tax Deds	The total non-taxable deductions for the employee in the current tax year (this employment only).
Gross Taxable Pay	Gross pay to date in this tax year, excluding any non-taxable pay.
Nett Pay YTD	The employee's total nett pay to date in this tax year in this employment only. This is equal to Gross Taxable Pay less Total PAYE Deducted.
BIK YTD	Total BIK (Benefit in kind) allowances paid to the employee so far during the current tax year.
Employee Medical	Total value of medical insurance included as BIK for this employee in this tax year.
Additional Med Ins	Additional medical insurance BIK amount contributed by the employee.

Field name	Requirement
Contribution	- 123 -
Total Med Ins	Sum of the two fields above: (Employee Medical) + (Additional Med Ins Contribution)

See also

[Employee Details Window](#)

Employee Details - Details 2 tab

Use this tab to enter to provide information about the employee, such as bank details, start date, and date of birth.

Field name	Requirement
Gross/Tax Ex P45	Gross pay and tax paid during any previous employment in the current tax year.
Gross/Tax this Employ	Gross pay and tax paid during this employment in the current tax year. The system automatically updates this value whenever the employee's timesheet is saved. The Gross Pay value is calculated as follows: (Gross Pay So Far This Year) - (Total Pension So Far This Year) The Tax Paid value is calculated as follows: The sum of all the 'Tax Ded this Per' values in the Tax Deduction Card tab.
Gross/Tax To Date	The sum of the 'Ex P45' and 'this Employ' value.
Taxable Disability Benefit YTD	If the employee has been paid Disability Benefit in the current tax year while in your employment, the system will automatically update this value whenever the employee's timesheet is saved. This value relates to the current tax year only. Example: If an employee has received €322.50 in Disability benefit, €193.50 of which is nontaxable, then €129.00 should be entered in this field.
Universal Social Charge	This panel shows the employee's total Gross Income to date this year, and the total Universal Social Charge (USC) amount paid by the employee this year (in previous employment and in this current employment). The **Details** button shows a breakdown of how the USC amount was calculated.
Bank Sort Code	The employee's 6-digit bank sort code. This is required if the employee is paid by Paypath. Use the drop-down list button to select an existing bank sort code. See also Setting Up Bank Details.
Bank Account No.	The employee's bank account number. This is required if the employee is paid by Paypath.
Bank Account Name	The employee's bank account name. This is required if the employee is paid by Paypath. By default, the employee's forename and surname are displayed.
Mother's Maiden Name	The employee's mother's maiden name.

Field name	Requirement
Date of Birth	The employee's date of birth.
Start Date	The date that the employee started in this current employment.
Start Period	The pay period in which the employee started in this current employment.
Deceased	In the event of the death of the employee, you need to select this checkbox, and specify a Finish Date and Finish Period. This removes the deceased employee from the payroll.
Finish Date	The date on which the employee ceased this employment. If the employee left in the current tax year, the date is required for tax year-end reporting. If you make an entry in this field, the employee record will be included in the Tax Year End Reports, but the record will be deleted for the New Tax Year.
Finish Period	The pay period number in which the employee left. This field should normally be left blank, but if the employee has left during the current tax year, the relevant pay period should be entered. If you make an entry in this field, the employee record will be included in the Tax Year End Reports, and the record will be deleted for the New Tax Year.
Date of Birth	The employee's date of birth. This is required on the P35 along with the home address if you do not have the employee's PPS number.
Holidays Due/Taken	The number of days entitlement and taken in this year for holiday. The holidays taken can be entered on timesheets, or manually updated here. This is for reference reporting purposes only.
Cert.Sick Due/Taken	The number of days' entitlement taken this year for certified sickness. The days taken can be entered on timesheets, or manually updated here.
Uncert.Sick Due/Taken	The number of days' entitlement taken this year for uncertified sickness. The days taken can be entered on timesheets, or manually updated here.
Other Days Due/Taken	The number of days' entitlement taken this year for sickness that does not belong to the Holidays, Certified Sick or Uncertified Sick categories. The days taken can be entered on timesheets, or manually updated here.
Paid to Period	The last period for which the employee has been paid. This is updated whenever a timesheet is saved.
Rounding B/F	The brought-forward rounding value. This is updated whenever a timesheet is saved. It only applies to cash paid employees.
Rounding C/F	The carried-forward rounding value. This is updated whenever a timesheet is saved. It only applies to cash-paid employees.
Director	Select this checkbox if the employee is a director of the company. This information is required for Payroll Year End reporting purposes.

See also

[Employee Details Window](#)

Employee Details - Payments tab

Use this tab to specify the payment amounts that apply to a particular employee.

This tab lists 'allowances' only. It does not list hourly payments.

For more information about payment types, see What is a payment?

Allowances

Field	Description
Allowance Amount	This employee's default value for a particular payment (also known as an 'allowance'). The default amount is automatically added to the employee's timesheet, where it can be amended if necessary.
Total this Tax Year	The cumulative default amount due to the employee of this payment in this tax year to date.

Nett to Gross

Nett pay is the amount paid to the employee after PAYE and PRSI have been deducted.

Gross pay is the amount due to the employee before PAYE and PRSI have been deducted.

If an employee is supposed to receive a standard amount of nett pay in each pay period, enter this value in the Nett to gross field.

Based on the value you specify, the system calculates the corresponding gross pay, PAYE and PRSI values.

The gross pay value calculated by the system is entered automatically in the first Allowances row (usually the Salary row). For this reason, ensure that you do not enter a different value in the first Allowance row on the Timesheet. (See Processing Timesheets.)

Note: You can't process a Nett BIK payment and a Nett to Gross payment at the same time. You won't be able to save the timesheet if you do so.

See also

Employee Details Window

Sage Quickpay User Guide

Employee Details - Deductions tab

Use this tab to specify the deduction amounts that apply to a particular employee.

The deductions listed in the tab are those that have already been set up for the payroll.

See How do I set up payments and deductions? for more information.

Voluntary Deductions Grid

Field name	Requirement
Name	The name of the deduction.
Amount	This employee's default value for a particular deduction. The default amount is automatically added to the employee's timesheet, where it can be amended if necessary.
Balance	A deduction can have one of the following: ▪ an incrementing balance ▪ a reducing balance ▪ no balance
Er Contribution	This value applies to pension deductions only. It signifies the amount contributed by the employer towards the employee's pension in each pay period. The figure can be specified as ▪ a percentage of pensionable pay ▪ a fixed amount
Totals	Applies to pension deductions only. Clicking the **View** button in the Totals column displays summary information about the relevant pension deduction.

Public Sector - Pension-Related Deduction (PRD)

PRD Pay YTD column	The Prev (PRD 45) field specifies the total amount of the employee's pay earned in previous employment this year subject to the PRD. This value is taken from the employee's PRD45 form associated with their previous employment, if one exists. The This Employment field specifies the total amount of the employee's pay to date this year earned in this employment subject to the PRD. This value is taken from the Tax Deduction Card, where it is broken down into the amounts relating to each pay period. The YTD Totals field sums the above two values.
PRD Status	This drop-down list enables you to specify whether the employee's PRD Status with respect to PRD is:

	▪ **Do not deduct**
	This signifies that although PRD is enabled in this payroll, the employee is not subject to PRD deductions.
	▪ **Week 1**
	This signifies that the employee is subject to PRD deductions calculated on a Week 1 basis.
	This is applicable when the employee has joined a Public Service organisation during the year and has declared that this is their main employment, but has yet to supply a valid PRD45 from previous employment.
	It can also be applied when the employee has significantly underpaid PRD, and an agreement has been reached to recoup the underpayment in this way.
	▪ **Cumulative**
	This signifies that the employee is subject to PRD deductions calculated on a cumulative basis.
	This is applicable when the employee has supplied the PRD45 from any previous main or subsidiary employments in the current tax year, and the details have been included on the employee's salary history.
Subsidiary Employment	Select this checkbox when the employee's main employment is elsewhere, and this is a subsidiary employment.
Deduction YTD column	The Prev (PRD45) field specifies the total amount of PRD deducted from the employee's PRDable pay earned this year in previous employment . This value is derived from the employee's PRD45 from their previous employment, if one exists.
	The This Employment field specifies the total amount of PRD deducted from the employee's PRDable pay earned to date this year in this employment . This value is derived from the Tax Deduction Card.
YTD Totals	The **YTD Totals** field sums the **Prev (PRD45)** and **This Employment** values.

Parking Levy

This section contains two values:

Std Amount	The default Parking Levy paid by the employee in each pay period. You can adjust this value if necessary.
Levy YTD	The total Parking Levy amount paid by the employee in the tax year to date.

Employee Details - Tax Deduction Card

Use this tab to enter or edit (for each employee in each period):

- gross pay

- tax

- PRSI employer

- PRSI employee

- PRSI code

- insurable weeks

- absence details

The tab shows one line per period for a given employee. It is updated automatically when timesheets are processed. This information can also be printed in a report.

The file is cleared down during Payroll Year End.

Field name	Requirement
Date of Payment	The date of the pay period in which the values were calculated, as distinct from when the employee actually earned the payment being made.
Period Number	The period number for which the values were calculated.
Gross Pay Less Pen.	The employee's gross pay per period, less any pension amounts.
Gross Pay To Date	The employee's gross pay to date, less any pension amounts.
Tax Credit To Date	The employee's tax credit allowance to date.
Std. Rate Cutoff TD	The employee's standard rate cut-off to date.
Tax Paid To Date	The employee's tax paid to date.
Tax Ded. This Per.	The employee's tax paid per period. A negative figure indicates a tax refund.
Emp'ee PRSI	The employee's PRSI contribution for corresponding period.
EE+ER PRSI	The combined employee's and employer's PRSI contribution per period.
Ins. Wks.	The number of insurable weeks per period. The total number of Insurable Weeks can NOT exceed 56.
PRSI Code	The employee's PRSI class per period.

Field name	Requirement
Hols	The number of holiday days taken in this period. This is automatically updated if you have entered holidays on the employee's timesheet.
Cert Sick	The number of certified sick days taken in this period. This is automatically updated if you have entered certified sick leave on the employee's timesheet.
Uncert Sick	The number of uncertified sick days taken in this period. This is automatically updated if you have entered uncertified sick leave on the employee's timesheet.
Left	Indicates if an employee left your employment in the corresponding period. If this check box is selected, the employee left in this period. If blank, the employee is currently in your employment. This field is automatically updated if you have indicated on the employee's timesheet that they are leaving.
BIK Amount	The total Benefit in Kind amount.
BIK Tax	The Tax value due on the Benefit in Kind amount
BIK PRSI E'ee	This value represents the employee's PRSI contribution towards the Benefit in Kind amount.
BIK PRSI E'er	This value represents the employer's PRSI contribution towards the Benefit in Kind amount.
Tax Status	Tax Status for the pay period.
PPS No	The employee's PPS Number.
PRSI Base	PRSI Base Code for the pay period.
Paid To	Paid To
Emerg. Start	Emergency Start Period
Ins. Wks TD	Total number of Insurable Weeks this tax year
BIK YTD	Benefit in Kind to date
Tax Credit TP	Tax credits this period
Std Rate Cut Off TP	Standard-rate cut-off value this period
PRSIable TP	PRSI-able amount this period
PRSIable To Date	PRSI-able amount to date this tax year

Field name	Requirement
Marginal Relief Rate	This checkbox is selected automatically after the employee's timesheet is saved IF the marginal rate applied to the employee in the pay period.
PRSI Lock	This checkbox indicates that the employee's Base code was 'locked' - that is, prevented from automatically switching based on Pay (for the pay period).
Multiple Employment	If set to Y', this field indicates that the employee had more than one employment in the relevant pay period. This option can only be selected for employees with base classes A1 or A2. It prevents the employee's PRSI class from switching to J0.
Company Ins Wks	The number of Insurable Weeks set for the payroll in the relevant pay period. This value is recorded because the user may have amended the employee's number of insurable weeks, and this effects the calculation.
Other Days	The number of other days of leave taken in this period.
Gross Income	The amount of Gross Income in the current period. The Universal Social Charge (USC) is applied to Gross Income after relief for certain capital allowances, but before relief for pension contributions.
Medical Card Holder	This checkbox is selected if the employee held a medical card in the relevant pay period.
USC @ Rate 1	The Universal Social Charge (USC) amount paid by the employee in the current period at Rate 1.
USC @ Rate 2	The Universal Social Charge (USC) amount paid by the employee in the current period at Rate 2.
USC @ Rate 3	The Universal Social Charge (USC) amount paid by the employee in the current period at Rate 3.
USC Adjust	Amount by which the USC deduction is adjusted in the relevant period, if any.
USC EOY Refund	Amount of USC refund paid to the employee at the end of the year.
BIK USC	The Universal Social Charge (USC) amount paid on BIK income by the employee in the current period.
PRD Status	**Do not deduct** This signifies that although PRD is enabled in this payroll, the employee is not subject to PRD deductions in the relevant period. **Week 1** This signifies that the employee is subject to PRD deductions calculated on a Week 1 basis in the relevant period.

Field name	Requirement
	This is applicable when the employee has joined a Public Service organisation during the year and has declared that this is their main employment, but has yet to supply a valid PRD45 from previous employment. It can also be applied when the employee has significantly underpaid PRD, and an agreement has been reached to recoup the underpayment in this way. **Cumulative** This signifies that the employee is subject to PRD deductions calculated on a cumulative basis in the relevant period. This is applicable when the employee has supplied the PRD45 from any previous main or subsidiary employments in the current tax year, and the details have been included on the employee's salary history.
PRD Pay	This field specifies the total amount of the employee's pay subject to the Pension-Related Deduction (PRD), commonly known as the Public Sector Pension Levy.
PRD	This field specifies the total amount of the employee's pay subject to the Pension-Related Deduction (PRD).
PRD Adjust	Specifies any manual adjustments made to the Pension-Related Deduction (PRD) amount calculated by the system for the current employee in this period. These adjustments are made in the Timesheet Entry window
PRD EOY Refund	The PRD End of Year Refund amount for the employee.
PRD Pay TY	The total amount of the employee's pay subject to the Pension-Related Deduction (PRD) so far this year.
Total PRD TY	The total amount of Pension-Related Deduction (PRD) paid by the employee so far this year.
Parking Levy	The Parking Levy amount deducted from the employee's pay in the relevant period.

See also

Employee Details Window

Employee Details - Notes tab

The Notes tab can be used for reference, or to set up reminders about particular employees in particular pay periods.

A reminder note displays when you open the employee's timesheet, or when you open their employee details record. You must specify the periods in which this occurs

You can enter a Payslip note which will be displayed on the employee's payslip.

Enter the Period number you want the Payslip Note to be displayed.

Field name	Requirement
Date	The note date.
Notes	The content of the note.
Period	The pay period when the note should be displayed.
Repeat	The number of periods for which the note should be repeated. If you leave this blank, the note will apply for one period only. For example, if the period number is 5 and the repeat count is 3, the note is active for periods 5, 6 and 7.
Tax Year	The Tax Year to which the note belongs.
Paylslip Note	Limited to 54 characters. You can enter a single-line text note that will appear on the employee's payslip. For example, you could specify a note advising employees of pension remittance for payments in advance for holiday periods. If no text is specified, no Payslip Note appears on the employee's payslip.
Display in Period	The Period number you wish the Payslip Note to appear on the employee's payslip. Please note, a Period number must always be displayed in this box, and it cannot be greater than the total number of Pay Periods in the tax year.

See also

Employee Details Window

Employee Details - CSO Details tab

This tab enables you to specify information relating to the employee that is required for the Earnings, Hours and Employment Cost Survey report. This includes:

- Occupation Status

- Type of Contract

- Employment Basis

- CSO Occupation Category

It also contains the Hours per Working Day and Contracted Hours fields, which are explained in the Setting Standard Hours per Day and Recording Paid Contracted Hours topics, respectively.

The CSO History pane contains an editable summary of the CSO information collected by the system in each pay period. You can add in missing information manually if necessary.

For more detailed information about recording CSO information, see CSO Reporting.

Why are my CSO Reporting fields inactive?

CSO Reporting features will be disabled throughout the application until you provide a CSO CBR number in the Company Details window's **CSO** tab.

Employee Details - PRSI Details button

When the Employee Details window's **PRSI Details** button is clicked, a summary of the tax deduction card is displayed.

It shows each PRSI code with cumulative gross, tax and PRSI values for that PRSI code.

This is updated every time a timesheet is processed for the employee. The payroll can hold a maximum of seven PRSI codes.

See also

Employee Details Window

Setting up an Employee during the Tax Year

Ideally, all employees are set up completely at the beginning of the tax year.

However, in certain circumstances you may have been paying an employee outside Sage Quickpay, and now you need to add them to the system. For example, you may have been processing their pay manually or using different software for part of the year.

The 'Mid-Year Employee Setup' procedure enables you to move such employees into Quickpay during the course of the tax year.

This procedure mainly involves entering the employee's total year-to-date values into their Tax Deduction Card. (This information is used automatically by the system to update the information in the Details 1 tab and the Details 2 tab.)

Preparation

Begin by gathering together all the necessary information about the employee(s) you need to set up, including cumulative totals up to the relevant pay period in this tax year.

For example, if you are going to pay the new employee in period 11, gather the various cumulative totals for period 10.

Employee Setup Steps

Next, carry out the following steps:

- STEP 1: Employee Details - Details 1 tab

- STEP 2: Employee Details - Details 2 tab

- STEP 3: Employee Details - Tax Deduction Card tab

See also

STEP 1: Employee Details - Details 1 tab

1. Open the Employee Details window by clicking **Update Employees** in the navigation pane's Pay Run view, or in the process map. Alternatively, select the **Processing - Employee Details** menu option.

2. Begin by specify an employee ID, and the associated employee name.

3. Then specify the Pay Method, Tax Status and PRSI Base Code.

4. In the **Details 1** tab, the following information must be entered:

Item	Description
Std Cut-off	The employees standard rate cut-off **per period**, as specified by the Revenue Commissioners.
Tax Credit	The employee's tax credit **per period**, as specified by the Revenue Commissioners.
Tax Status	An employee's Tax Status is usually **Normal**. However, in the case of a new employee, it should be set to **Emergency**.
Base Code	The PRSI base code. For the majority of employees the code is **A1**. If you are unsure of an employee's base code, consult the Department of Social & Family Affairs.
PRSI Code	The employee's most recent PRSI Code. If you omit this, the system will determine it using the Base Code and the employee's earnings in the current period.
BIK YTD	If an employee has been paid Benefit in Kind in the current tax year while in your employment, enter the notional pay in the **Payments tab**'s Total This Tax Year column.

What do I do next?

STEP 2: Employee Details - Details 2 tab

See also

Setting up an Employee during the Tax Year

STEP 2: Employee Details - Details 2 tab

Open the Employee Details window's **Details 2** tab. Enter the following information:

Item	Description
Gross/Tax Ex P45	The Gross pay and Tax paid in previous employment.
Taxable DisBen YTD	If an employee has been paid Disability Benefit in the current tax year while in your employment, enter the taxable amount paid here.
Start Date	The employee's start date. This is required for tax year-end reporting. If the employee started in the current tax year, also specify the Start Period.

What do I do next?

STEP 3: Employee Details - Tax Deduction Card tab

See also

Setting up an Employee during the Tax Year

STEP 3: Employee Details - Tax Deduction Card tab

1. Open the Employee Details window by clicking **Update Employees** in the navigation pane's Pay Run view, or in the process map. Alternatively, select the **Processing - Employee Details** menu option.

2. The Employee Details window opens. In the **Tax Deduction Card** tab, specify the information detailed in the table below, bearing in mind that the cumulative Gross, Tax, PRSI, Ins Wks and other values must be separated according to PRSI class.

For example, if the employee has been on two different PRSI classes, there should be two lines in the tax deduction card; one for each class.

Information you need to provide

Item	Description
Date of Payment	The most recent pay date. For example, if you are doing a mid-year setup in Period 2, enter the Period 1 pay date.
Period Number	The number of the most recent period. For example, if you are doing a mid-year setup in Period 2, enter **1**.
Gross Pay Less Pension	The employee's gross pay value for the pay period, less any pension values.
Gross Pay to Date	The employee's gross pay to date.
Tax Credit to Date	Tax credits to date this tax year. For example, if you are doing a mid-year setup in Week 13, multiply the employee's tax credit amount by 13.
Std. Rate Cut-off TD	The employee's standard-rate cut-off point to date. For example if you are doing a mid-year setup in Week 13, multiply the employee's standard-rate cut-off point by 13.
Tax Paid to Date	The cumulative amount of tax paid by the employee as on the relevant pay period.
Tax Ded. This Period	The tax paid by the employee in the relevant pay period.
Emp'ee PRSI	The employee's PRSI contribution in the relevant pay period.
Total PRSI	The sum of the employee and employer PRSI contributions in the relevant pay period.
Ins Wks	The number of insurable weeks in the relevant pay period. The total number of Insurable Weeks can't exceed 56.
PRSI Code	The employee's PRSI class in the relevant pay period.
Left	Select this checkbox if the employee has left your employment this tax year.
BIK Amount	The total BIK value for the relevant pay period.

BIK Tax	The PAYE paid by the employee on BIK this year so far.
BIK PRSI Eee	This value represents the employee's PRSI contribution towards the Benefit in Kind amount.
BIK PRSI Eer	This value represents the employer's PRSI contribution towards the Benefit in Kind amount.
Tax Status	The employee's tax status.
PPS Number	The employee's PPS number here.
Marginal Relief Rate	Select this checkbox if the marginal rate applies to the employee. You will be advised by the Revenue Commissioners if this is the case.
PRSI Lock	Select this checkbox if advised to do so by the Dept. of Social and Family affairs.
Multiple Employment	Select this checkbox if the employee is currently working more than one job.
Gross Income	The amount of Gross Income in the current period. The Universal Social Charge (USC) is deduced from your gross income: ▪ AFTER relief amounts for certain capital allowances ▪ BEFORE relief for losses or pension contributions
USC @ Rate 1	The USC amount paid by the employee in the year to date at Rate1.
USC @ Rate 2	The USC amount paid by the employee in the year to date at Rate 2.
USC @ Rate 3	The USC amount paid by the employee in the year to date at Rate 3.
BIK USC	The USC amount paid by the employee on BIK income in the year to date.

3.   When all the relevant information has been entered in the employee record, click **Save**.

Note: The totals in the payroll's P30/CC124 are now adjusted to reflect the Tax Deduction Card's information about the new employee. (In older versions of Quickpay, it was necessary to update the P30/CC124 manually.)

Employee Setup is Complete

You have finished adding the employee's values to the Quickpay payroll system. It's a good idea to verify the P30/CC124 report at this stage.

From this point onwards, processing timesheets will update the employee's Tax Deduction Card and the P30/CC124 automatically.

See also

[Setting up an Employee during the Tax Year](#)

Reinstating an Employee to the Payroll

Scenario 1: Employee was in the payroll in a previous tax year and is now returning

If an employee was in the payroll in a previous tax year, but not during the current year, you must treat them as a new starter and set them up with a new employee number.

Scenario 2: Employee was in the payroll during this tax year, then left, and is now returning

If an employee was in the payroll during the current tax year, and then left, their employee details record should show them as having left.

If this employee subsequently returns to the payroll during this tax year, you can re-activate them by carrying out these steps in the Employee Details window's **Details 2** tab:

1. Delete their Finish Date.

2. Delete their Finish Period.

3. If the employee has worked for another company in the meantime, you need to take values from their P45:

   On the P45, section 5 is split into two parts:

   - Part (a) shows the Gross Pay and Tax Deducted totals since January 1

   - Part (b) shows the Gross Pay and Tax Deducted totals this employment only

   Subtract the This Employment figures that are already in Employee Details from those in part (a) of the P45 to give the amounts that should be entered on the Prev. (P45) line.

Scenario 3: Employee was in the payroll during this tax year and was not employed anywhere else before their return

If the employee was marked as a leaver but was not employed anywhere else during their absence, deselect the **Left** checkbox in the Employee Details window's **Tax Deduction Card** tab.

Most typically, this situation arises because of maternity leave.

Deleting an employee no longer on the payroll

Any employee who has been paid at any stage during the current tax year should remain on your system for the entire tax year.

An employee should only be deleted if

- they have moved to a different payroll (such as when they change pay frequency)
- if there is an existing record for that employee in the payroll (such as when you reinstate a leaver)
- if they have been set up in error

If the employee is leaving your employment, mark them as a leaver. (See Processing Timesheets.) This ensures that they will be removed from your system when you carry out the Payroll Year End process.

Before removing an employee's details it is important to take a backup of the payroll. (See Backup.)

Once you have taken the backup you should also print out that particular employee's Tax Deduction Card. (See How do I print payslips and payroll reports?

To delete an employee, carry out the following steps:

1. Select **Processing - Employee Details**, and open the employee to be deleted.

2. If some of the values are greyed out and inaccessible it means there is a timesheet saved for that employee. If this is the case:

   - **Cancel** out of Employee Details
   - Select **Processing - Timesheet Entry**, and open the employee.
   - Click the **Delete** button on the right of the timesheet, and then click **OK**.
   - Close the Timesheet Entry window, and return to Employee Details.

Alternatively, you can select the **Allow editing for payroll year end** checkbox in the **Tax Deduction Card** tab to unlock the greyed-out values for editing.

3. In the **Details 1** tab on the Employee Details record, clear all the fields that can be cleared, including Forename and Surname.

   - You will need to delete the Ins Wks Curr field before you can delete the Ins Wks Totl field.
   - You will be unable to remove Pay Method, Tax Status, Base Code and PRSI Code.

4. Delete the information in the Details 2 tab.

5. In the **Payments** tab and the **Deductions** tab, delete the Amounts and Balances. The Names of the payments and deductions will remain.

6. Any entries on the Tax Deduction Card must be deleted. To delete an entry, click on the relevant line and press **F3** on the keyboard. Then click **Yes**.

7. Delete all entries in the Notes tab by pressing **F3** on each line.

8. Click **Save**.

If timesheets were processed for the employee...

If timesheets were processed for the employee, these changes must be reflected in the P30. That is, you must reduce the Tax and PRSI returns pertaining to this employee:

1.   Select **Company/Payroll Setup - P30 / CC124**.

2.   Amend the PAYE and PRSI amounts. The Totals will update automatically.

When this has been done, the employee number will remain on the system, but will not be included on the End Of Year reports.

You can now re-use the number when you are setting up another employee.

Disability Benefits

Any employee who is unable to work due to illness/disability for a period of three consecutive days or longer can claim disability benefit. Any payments made to the employee will be paid from the fourth day of absence onwards. A week's disability benefit consists of payment for 6 days: Monday to Saturday. If an employee is absent from work for one week, they receive benefit for three days.

To qualify for disability benefit, the employee or employer must submit an application to the Department of Social Community and Family Affairs. A doctor certifies this application. The Department confirms in writing to the Employer the amount of Disability Benefit and the payment commencement date.

Disability Benefit is non-taxable for the first 36 days or six weeks. Any payments received after six weeks are taxable. If the employee has more than one period of absence (of more than 3 consecutive days), the period of time for non-taxable disability payments may be increased. Contact the Department of Social Welfare to see how it affects the employee.

Note: Disability benefit legislation is always subject to change.

There are several ways in which Disability Benefit can be paid. The employer may receive the payment, or the employee may receive it. You stipulate who receives the payment on the form returned to the Department.

The employee usually keeps the cheque if they are not receiving any sick pay from the employer. For details, see Employee keeps the cheque.

The employer keeps the cheque if the employee receives sick pay from them. For details, see Employer keeps the cheque.

See also

Employee Details

Employee keeps the cheque

To record disability payment, begin by setting up a pay element for the disability payment.

1. Select **Company/Payroll Setup - Payments/Deductions**.

Alternatively, you can select **Default Payments and Deductions** in the navigation pane's Company view.

2. Enter the disability pay element in the Allowances section.

Sage Ireland recommends calling the disability pay element DB EE (employee is keeping the cheque), with a tax type 1 and holiday N.

There are two scenarios to consider in which the employee keeps the cheque:

Scenario 1: Employee is not paid sick pay by the employer

In this situation, disability payment amounts received by the employee for the first six weeks of the disability do not have to be recorded on the payroll system (because they are not taxable or PRSIable). No timesheets are saved for the employee during the periods of absence. The disability benefit amount from the seventh week onwards is displayed on the payslip as a separate payment (for taxation purposes).

1. Use the number of weeks of absence and the total disability amount paid to the employee to calculate the taxable amount of the disability payments.

2. Record this in the Allowance Inputs column of the Timesheet Entry screen as a taxable DB EE value. A balancing deduction value will appear on the payslip to prevent the amount from being added to the employee's pay. **Note:** If you save the timesheet with no disability payment, the system will incorrectly record a refund of tax to the employee.

Because the employee's tax credits have accumulated during their absence, they also receive a tax refund in this period.

In cases of extended sick leave with a large amount of taxable disability, recording taxable amounts may need to be spread over a number of periods. This is because if there is insufficient Gross pay to cover the tax amount due, you will be prevented from saving the timesheet (the nett pay will be a negative amount). See also Negative Timesheets.

Scenario 2: Employee is paid sick pay by the employer

For the first six weeks, you only record the payment amount actually made by the employer. Usually, this is the normal salary amount, less the amount of the disability cheque.

When the disability amount becomes taxable, record:

- the amount actually being paid by the employer as Salary

- the amount of the disability cheque as DB EE

The amount of the disability cheque is entered as a payment in the payslip so that it can be taxed. This is balanced by an equal deduction amount to prevent the amount from actually being added to the payslip. (The employee has already received the disability cheque.)

See also

Disability Benefits

Employer keeps the cheque

In cases where the employer keeps the cheque and pays the employee their normal salary, the total amount of the disability must be recorded, whether it is taxable or not.

The amounts for the first six weeks are recorded as non-taxable amounts.

The amounts for subsequent weeks are recorded as taxable amounts.

Because of this, you need to set up two different pay elements to record the disability payments.

Select **Company/Payroll Setup - Payments/Deductions**.

Define the following pay elements in the Allowances pane:

Name: **DB ER NT** Tax: **3** Holiday: **N**

Name: **DB ER TX** Tax: **2** Holiday: **N**

These pay elements are named to indicate disability payments where the employer is keeping the cheque (DB ER).

The first disability payment is named NT to show that it is not taxable. It must be set up as Tax Type 3.

The second pay disability payment is named TX to denote that it is taxable. It must be set up as Tax Type 2.

Non-taxable disability

This involves a payment to the employee in the first six weeks of disability. The salary figure is entered in full, and the amount of the disability is recorded as a DB ER NT payment. The salary amount on the timesheet is the full amount. However, Quickpay will automatically adjust it because the amount of disability pay is not taxable.

Taxable disability

This involves a payment to the employee from the seventh week of disability onwards. The salary figure is entered in full, and the amount of the disability is entered as DB ER TX. Even though the salary figure on the timesheet is the full amount, Quickpay will automatically adjust it because the company paying the employee salary only in this period. It adds the taxable disability figure to the salary figure before calculating the tax.

Both taxable and non-taxable disability

This involves a payment to the employee in which part of the disability payment is taxable and part is non-taxable (as may occur in a monthly payroll).

This situation may also occur where the employee has child dependants. Certain payments for dependants can be classed as non-taxable.

If you have a query in relation to this issue, you should contact the Department of Social Welfare.

The salary figure is entered in full ,and the two amounts for disability are entered opposite as DB ER NT and DB ER TX.

Even though the salary figure on the timesheet was entered in full, Quickpay will automatically adjust it because the company is only actually paying the employee a certain percentage of the salary.

The rest is made up of the disability amounts.

The gross/taxable pay for the period includes the taxable portion, but excludes the non-taxable portion of the disability payment.

See also

[Disability Benefits](#)

Benefit-in-Kind

Quickpay enables you to record employee Benefit-in-Kind (BIK) that is subject to PAYE and PRSI.

BIK payments are assigned a BIK pay element. Certain types of BIK, such as company cars, require you to calculate how much of the benefit is subject to PAYE and PRSI.

There are two types of BIK payments that can be set up in Quickpay:

- Gross BIK

- Nett BIK

Refer to 'The Employer's Guide to the New Arrangements for Deducting PAYE & PRSI from Certain Benefits' for further advice on determining whether an item is BIK, and how much of the benefit is subject to PAYE and PRSI.

BIK has a number of key aspects:

- Processing BIK in Payroll

- How do I set up BIK?

- How do I set BIK standard amounts for an employee?

- BIK Recalculation

- What is BIK Rollover?

See also

Payroll Setup, Step 3: Adding Details to the New Payroll

Processing BIK in Payroll

BIK is given a *Notional Pay* value for the purposes of calculating PAYE and PRSI. This notional amount is not actually paid to the employee. Tax and PRSI are deducted from *Actual Pay + Notional Pay*, but the employee receives Actual Pay only.

The benefit-in-kind is actually received by the employee outside of payroll (such as through private use of a company car).

Example

The following table shows how BIK is processed in Quickpay:

Actual Pay	€500
Notional Pay	€110
Total Taxable Pay	€500 + €110 = €610
Tax Due on €610	€90
PRSI Due on €610	€40
Total Deductions	€90 + €40 = €130
Nett Pay	€500 - €130 = €370

See also

Benefit-in-Kind

Gross BIK

This is the most common type of BIK payment to be used, and it has the most straightforward effect on an employee's payslip. The employee pays Tax and PRSI on the benefit-in-kind amount.

See also

[Benefit-in-Kind](#)

Nett BIK

When the employer wants to give an employee the full value of a benefit-in-kind, it is recorded as a Nett BIK amount.

1. Enter the nett BIK amount in the timesheet. (See Processing Timesheets.)

2. When you click the **Payslip** button, Quickpay adjusts the Nett amount upwards to the corresponding Gross amount. It is this grossed-up value that gets printed on the payslip. In effect, the employer pays the PAYE and PRSI on the BIK amount.

Note 1: The 'Non-Tax Adjustment' cancels out the BIK Notional Amount so that it is not included in the employee's actual pay amount.

Note 2: Nett BIK cannot be used in conjunction with Nett To Gross pay on the same timesheet.

Note 3: Only certain benefits can be grossed-up.

For further details, refer to 'The Employer's Guide to the New Arrangements for Deducting PAYE & PRSI from Certain Benefits'.

See also

Benefit-in-Kind

How do I set up BIK?

1. Select **Company/Payroll Setup - Payments/Deductions**. Alternatively, you can select **Default Payments and Deductions** in the navigation pane's Company view.

2. The Payments & Deductions window opens. Select an available Allowance line, and enter a suitable Name for the BIK element (up to 8 characters).

3. In the Tax column, type **B** to mark the allowance as BIK.

4. In the Pensionable column type **N** to exclude the allowance from pension percentage calculations.

5. If the BIK element recurs in each pay period, and you want it to automatically increase when the employee goes on holidays, type **Y** in the Holiday column. If BIK will not be recorded for the time an employee is on holidays, type **N** in the Holiday column.

6. In the BIK Type column, select either **Gross** or **Nett**.

7. Click **OK** when you have finished entering the details.

See also

Benefit-in-Kind

How do I set BIK standard amounts for an employee?

If a fixed amount of BIK is recorded on the payslip in each pay period, this amount can be entered as a Standard Amount in the relevant Employee Details record. This will automatically be included on the employee's timesheet in each pay period until the Standard Amount is removed from the employee record. If the BIK amount varies, or if it does not occur in each pay period, it is simpler to enter it in the timesheet when it occurs in a pay period.

1. Select **Processing - Employee Details.**

Alternatively, you can select **Employees** in the navigation pane's Employees view, or click the desktop process map's **Update Employees** button.

2. Open the relevant employee record.

3. In the **Payments** tab, enter the BIK amount.

4. Click **Save**.

Note: If a timesheet has already been saved for the employee in the current period, this BIK payment will not appear on the timesheet until you have deleted and re-saved it, or until the next period is set.

See also

Benefit-in-Kind

What is BIK Rollover?

Suppose that an employee's pay in a particular pay period can't cover tax and PRSI on benefit-in-kind (BIK) in the period, and the employer pays it instead.

It is the responsibility of the employer to recoup this amount during the course of the year.

Any amount not recouped as of 31st March of the following tax year becomes a benefit-in-kind in the next pay period.

This benefit-in-kind amount is generally called 'BIK Rollover'. It is also sometimes called 'BIK Shortfall Transfer'.

Setting up a BIK Rollover payment

1. Select **Company/Payroll Setup - Company/Payroll Details**. Alternatively, you can select **Company/Payroll Details** in the navigation pane's Company view.

2. Open the **BIK** tab.

3. Select the **Enable BIK Shortfall Transfers** checkbox.

4. Select a *reducing-balance deduction* (balance type 'R') in the From Deduction drop-down list. This deduction is used to recoup unpaid tax and PRSI.

> **Note:** In the interval between 1st January and 31st March of a tax year, the company may need to recoup tax and PRSI arising from BIK in two different tax years. If this is the case, *two different reducing-balance deductions* should be used.

5. Select the Gross BIK payment in the To BIK Payment drop-down list. This is the payment to which the recouped amount will be transferred. The payment should not be marked **Holidayable**, and should have no premium. (For information about payment settings, see How do I set up payments and deductions?).

6. Specify a **Reminder in Period** setting if you wish to be reminded when setting a particular pay period that the BIK tax/PRSI shortfall transfer occurs in the period.

7. Select **OK** to save your changes.

What do I do next?

Processing a BIK Rollover payment

See also

Benefit-in-Kind

BIK Recalculation

Setting up the Payroll System

Processing a BIK Rollover payment

1. Select **Processing - Timesheet Entry**. Alternatively, you can select **Edit Time and Pay** in the navigation pane's Pay Run view, or click the desktop process map's **Time and Pay** button.

2. Select the relevant employee.

3. Click the **BIK Transfer** button. (See also Timesheet Entry Screen.) The Transfer Balances to BIK screen displays.

4. Review the settings here and make any necessary changes. These values can't be reversed after you have saved the timesheet, so it is important to print a report displaying all the balances before saving the timesheet.

5. Click **OK**.

The balance on the selected deduction will now be reduced to zero. The BIK payment selected will be increased by the amount of the balance.

See also

Common Company Tasks

Setting up a BIK Rollover payment

Benefit-in-Kind

BIK Recalculation

Setting up the Payroll System

BIK Recalculation

BIK Recalculation involves recalculating tax and PRSI for previous pay periods after an incorrect amount of BIK has been processed. You must make the amendments to the employee details record manually. The following values are recalculated:

- Tax
- PRSI Code
- employee PRSI
- employer PRSI

The tax and PRSI will also be recalculated for all subsequent pay periods.

Note 1: The BIK Recalculation option is designed only for recalculating Gross BIK, not Nett BIK. If a Nett amount had been used, you must calculate the Gross amount manually and use this figure for recalculation.

Note 2: Recalculation will not change any values in the employee details record. The recalculation option is for reporting purposes only. Records need to be amended manually.

1. Select **Processing - BIK Recalculation**. Alternatively, you can select **Process BIK Adjustments** in the navigation pane's Institutions view.

2. The BIK Recalculation screen appears.

3. Select the relevant employee.

4. Click on the relevant pay period number.

5. Enter the New BIK This Period amount, and click the **Recalculate** button. The specified value is saved. Quickpay will recalculate the employee's Tax, PRSI (employee and employer) and the PRSI code based on the new BIK amount entered. All the new values are displayed in the New Calculation section.

After recalculation, if you change the New BIK Amount again, the New Calculation section will prompt you to click the **Recalculate** button again.

6. Click the **Report** button to view a report detailing the employee's existing amounts and the recalculated amounts.

Note: Contact Social Welfare and your local Tax Office to obtain information about how to deal with the recalculated values.

See also

Benefit-in-Kind

Setting a Pay Period

Setting a pay period makes your payroll ready for processing in the new pay period.

Setting a Pay Period

Before you proceed…

- Create a new record for each employee in the payroll. Start with their personnel details.

- Identify the pay method for each employee. For those paid by Paypath, complete the necessary bank details.

- Complete the tax and PRSI details for the employee. This information is essential for the payroll calculation of net pay each period.

- Enter the Year-To-Date figures for this tax year if one or more employee records were created during the year. These will be updated subsequently by the program.

- Define the employee's payments and deductions defaults. These are used for timesheets or auto calculation.

- Make sure that your employee records are up to date (particularly if you are using the auto-calculation feature).

- Add any new employees not already on the payroll, completing any year-to-date values and P45 previous-employment details where applicable. (These affect the calculation of gross and nett pay.)

Key Set Period Topics

Set Period Overview

Flow Diagram: Manual Payroll

Flow Diagram: Auto-Payroll

Starting a New Period

Period Archiving

Tax Year Calendar

Set Period Overview

You must process payroll in every pay period for every payroll you operate.

Flow Diagram: Manual Payroll shows the recommended procedure for manually completing the period payroll.

Flow Diagram: Auto-Payroll shows the recommended procedure for completing the period payroll using the auto-calculation feature.

Auto-Calculation Option

> If you are using the auto-calculation timesheet option (see Timesheet Entry Screen), you should make all necessary changes to employee records before setting a new pay period. This is because in auto-calculation mode, the payslips of all employees on file who are not marked as leavers are processed together.

Processing Period 1

> Before processing period 1 of a new tax year, make sure you have completed the Tax Year End process. (This is not necessary if your Quickpay installation is new.) The Tax Year End process clears all statutory cumulative totals, and makes all employee records ready for the new tax year. For more information, see Payroll Year End FAQs.

Automatic Data Checking

> When you set a new pay period, the system performs a number of automatic data checks for discrepancies. You are alerted to any that are detected.

'Alert! You are moving forward more than 1 period.'

> If you skip a period, the system will alert you by displaying this message. You are given the choice of correcting the situation or continuing.

Invalid Period or Insurable Week numbers

> The program will check that the period number and number of insurable weeks you enter is valid for the pay frequency.

> For example, in the case of monthly payrolls, the period can only be a number from 1 to 12, and the warning 'There are a maximum of 12 periods in the tax year' is displayed if you enter more than this.

Setting Company Holidays

> For weekly and fortnightly payrolls, you can set the entire payroll on holidays.

> If the number of insurable weeks entered on the Set Period screen is more than the standard number of insurable weeks for the pay frequency, the warning message 'Alert!: Setting Company Holidays' will be displayed.

> Click **OK** to continue.

> You will then be asked if you want to set the entire payroll on holidays.

> Click **YES** to set the payroll on holidays, this will display the Setting Company Holidays dialog box.

> Enter the number of holiday periods that you wish to set for the entire payroll, and click **OK**.

'No timesheets have been processed for the current period.'

> If no timesheets have been processed and you attempt to process the next pay period, this warning message will be displayed.

> You can choose to abandon the new period or continue the process based on the details entered.

Note that if any timesheets are processed, this message is not displayed.

P30/CC124 Totals

The program will check the total tax and PRSI values on the employee details record against the P30/CC124 totals.

If they do not match, a warning is displayed, such as 'Total tax on Emp file does not match P30. Emp file=99999.99 P30=88888.88 Abort or Continue'.

You can either abandon the new period, or continue processing payroll.

Pension File Reminder

When you attempt to process the next pay period, and you have selected the 'File Overdue Warning' option, a reminder will be displayed that there are outstanding Pension Deductions.

You will need to cancel the Set Period, and then return to create the Pension File.

Nominal Posting Reminder

If no nominal was posted, and you attempt to process the next pay period, you will be informed that no nominal was posted for the pay period, and will be given the option to post nominal.

If you select **Yes**, the nominal post wizard will appear.

If you select **No**, the warning will be cleared.

Clearing Absence

If you have set the option to clear down holidays in the Company/Payroll Details window, and this option applies to the current period, the system displays the message 'Holidays will be cleared down if you continue'

You can choose to accept or override the warning, as appropriate.

Flow Diagram: Auto-Payroll

Use the Set Period to set the period number and confirm the run date.

Make any necessary adjustments to employee records, such as tax status, PRSI code, default payment/ deduction values, etc.

Use the Timesheet Entry to enter the hours and variable period values for payments and voluntary deductions and complete the calculation.

Print the Control Summary and Gross to Nett reports and check that the payroll calculations are correct.

Calculation results OK?

No

Yes

Print all other period reports and documents required.

No

All period results OK?

Yes

Back up your data

See also

Setting a Pay Period

Flow Diagram: Manual Payroll
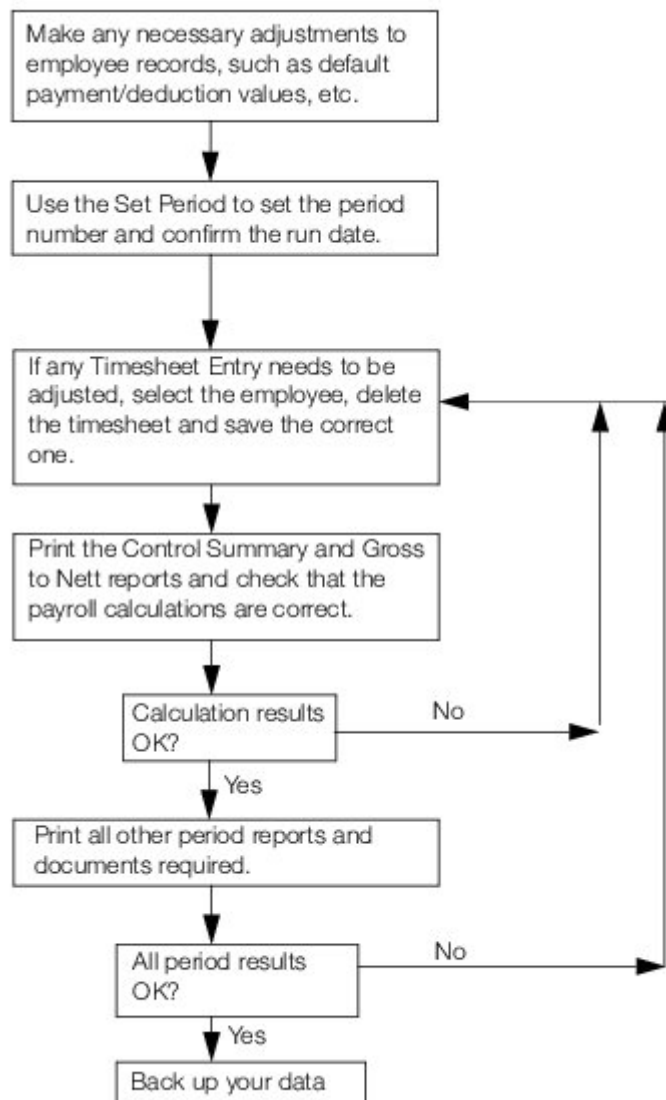
See also

[Setting a Pay Period](#)

Starting a New Period

1. Select **Processing - Set Period**.

Alternatively, do one of the following:

- select **Set Start of Period** in the navigation pane's Pay Run view

- click the **Set Period** button in the desktop process map

2. You are prompted to specify whether you want to print audit details. Click **Yes** to do so.

3. The Payroll Start of Period window opens. Here you specify:

- **Frequency**: This is the payroll frequency. Generally, you set this in the Company/Payroll Details window. If you are setting the first pay period of the year, you can also set it here. You can't do this in subsequent periods in the year.

- **Period Number**: The pay period number is incremented automatically for each pay period in the tax year. Confirm that the period number currently displayed is the one you wish to set. Change it if necessary. Do not set a period number lower than that of the current period, or set the same period number twice in the tax year. See also Period Number Alerts and Errors.

- **Insurable Weeks**: This is the number of insurable weeks in the relevant pay period. Generally you should not change it. However, if you have a monthly payroll, you must change the number of insurable weeks for every month that has five weeks. Also, if you want to pay weekly-paid employees an extra holiday week because the company is closing down for the week, you can change the Insurable Weeks value from 1 to 2.

- **Payroll Date**: This is the date of the payroll run. It is printed on reports and payslips. To change it AFTER you set the period, you adjust the Run Date in the Current Period tab in the Company/Payroll Details window.

4. Click the **Check the Tax Year Calendar** link to determine which is the correct payroll date.

5. Click **Save**.

6. The Quickpay data checker scans your data, and displays a list of any critical errors and discrepancies it detects.

Critical errors are signified by this symbol:

Non-critical errors, discrepancies and alerts are signified by this symbol:

> You can't begin processing payroll in this period until you have resolved any flagged critical errors. However, you begin processing payroll when the data checker displays only alert messages. You must select the **I acknowledge the above warnings and wish to continue** checkbox first.

7. Click **Continue** to begin processing payroll in this period.

For a description of Quickpay's optional Period Archiving facility, see Period Archiving

Note: When you are setting an extra pay period, the Insurable Weeks will set to the number of insurable weeks applicable to the pay frequency, i.e. Weekly - 1, Fortnightly - 2 and 4-Weekly - 4.

Set Period Fields

Field Name	Description
Frequency	This will be as specified on the Current Period tab in the Company/Payroll Details window.
Period Number	The number of the payroll period to be processed. The system automatically increments this for each period. You should not normally need to amend this. If you change the period number, the program will reject a period number that is out of range. For example, entering period 13 on a Monthly Payroll would result in the error message 'There is a maximum of 12 periods in the tax year'. NEVER set a period number lower than the current period number, and never set the same period twice. Processing earlier periods can carried out only by restoring backups for that time, or by making adjustments directly to the employee records.
Insurable Weeks	The number of insurable weeks. This is typically: 1 for weekly payrolls 2 for fortnightly or bi-monthly 4 or 5 for monthly or four-weekly This will not normally need changing, but can be amended if necessary. If the company is closing down for holidays, and you wish to pay weekly paid employees a holiday week, you should specify two insurable weeks. This automates the holiday pay calculation procedures. If you need to change the number of insurable weeks, do so within Company/Payroll Details. **Note:** If you are running a monthly payroll, ensure that the correct number of insurable weeks for the current month is displayed. Otherwise, you will end up with 48 instead of 52 weeks at the end of the tax year.
Payroll Date	The date of the payroll run. The run date is printed on payslips and reports for the current pay period. **Note:** if you need to change the date after Set Period is processed, you must amend the Run Date on the Current Period tab in the Company/Payroll Details window.

See also

Setting a Pay Period

Period Number Alerts and Errors

When you open the Set Period window, the system automatically increments the period number by one. In ordinary circumstances, the incremented period number is the one you require. However, you may occasionally need to set the pay period to a different number. Depending on the number you specify, the system may display an alert message or an error message.

Alert Messages

When no timesheets are saved in the current period, and you want to set a previous period, the following type of alert message displays:
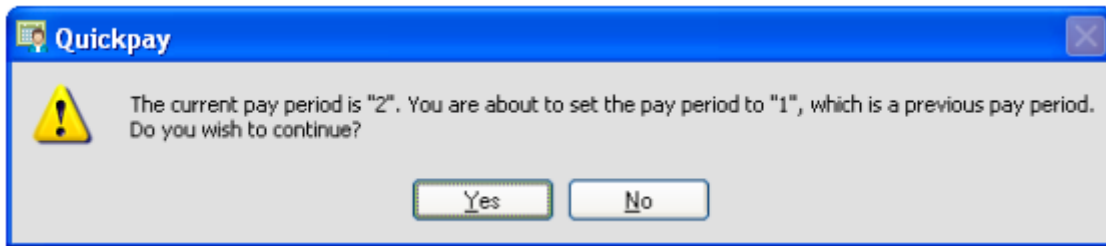
When you set a pay period more than one period later than the current pay period, the following alert message displays:
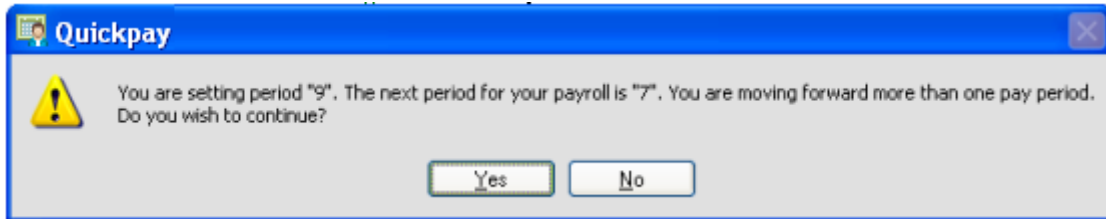
For certain payroll frequencies, an 'extra' pay period may arise in the tax year. In a weekly payroll, there may be a 53rd period. In a fortnightly payroll, there may be a 27th period. In a 4-Weekly payroll, there may be a 13th period. When you set an 'extra' pay period, the following type of alert message displays:
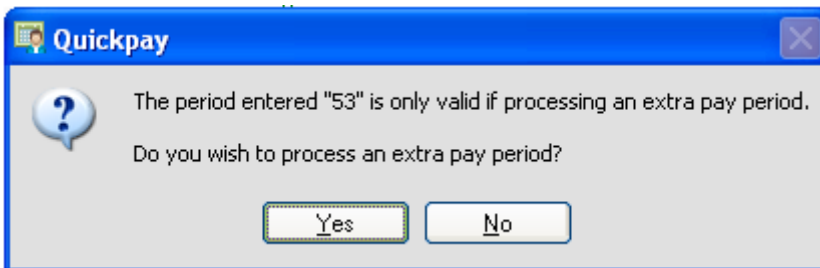
Error Messages

When timesheets have been saved in the current period, you can't set a previous period number. If you try to do so, the following type of error message displays:
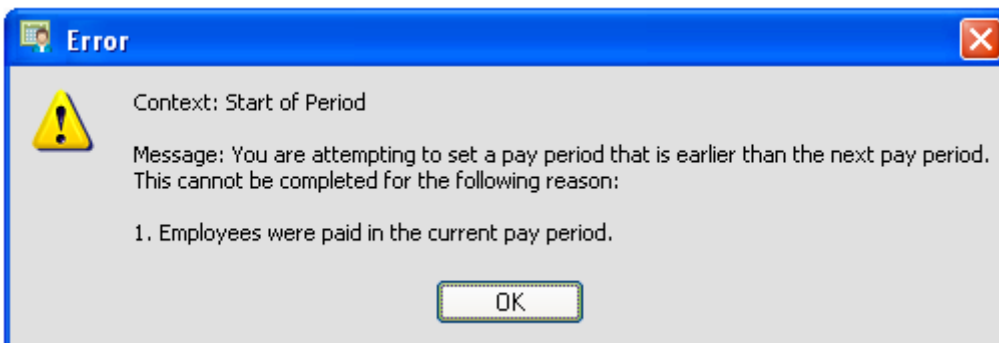
You can't set a pay period earlier than the current one when timesheets are already saved in the earlier period. If you try to do so, the following type of error message displays:
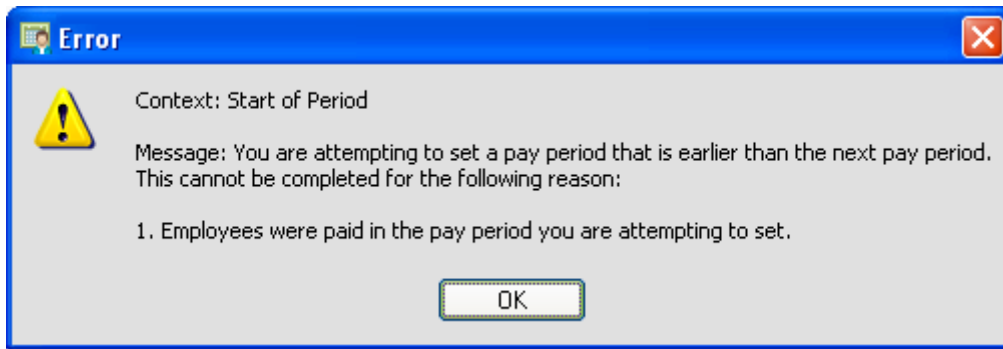
You can't set a pay period earlier than the current one when timesheets are already saved in a period between the current one and the earlier one. If you try to do so, the following type of message displays:
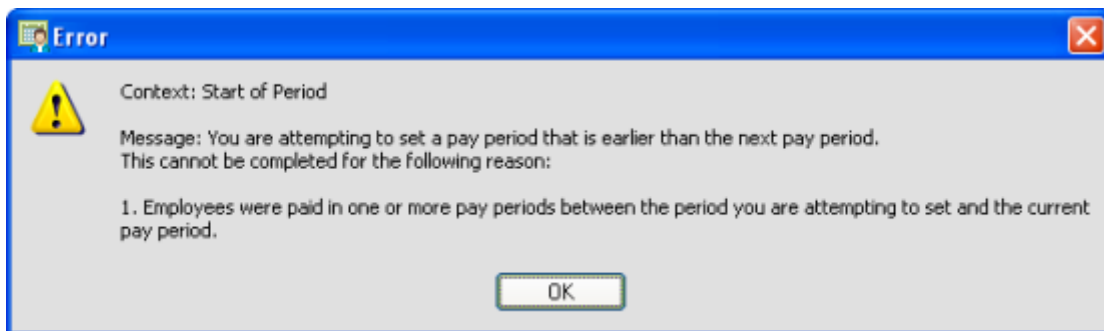
See also

Setting a Pay Period

Period Archiving

The Period Archiving option enables you to archive payroll period data. You can use Period Archiving to:

- access reports from previous pay periods

- resume processing pay from an archived pay period

If Period Archiving is licensed on your system, whenever you set a pay period, the period just ended is archived automatically.

There are various aspects of period archiving that you need to consider:

Enabling Period Archiving

Restoring an Archived Period for Reports

Making an Archived Period Current

Enabling Period Archiving

If Period Archiving is licensed on your Quickpay system, it is enabled by default for new payrolls. To enable or disable Period Archiving manually, you select or deselect the **Enable Period Archiving** checkbox in the Company/Payroll Details window's General tab. When Period Archiving is activated, the options in the **Period Archives** menu are enabled.

If Period Archiving is not licensed on your Quickpay system, the **Enable Period Archiving** checkbox in the Company/Payroll Details window is deselected and disabled. The options in the **Period Archives** menu are also disabled.

See also

Period Archiving

Payroll Setup, Step 3: Adding Details to the New Payroll

Restoring an Archived Period for Reports

1. To restore an archived period for reporting purposes, select the **Period Archives - Restore Period** menu option.

2. The Restore Period Archive window displays. Select the period you want to restore.

3. If you want the system to revert to the current period when you next log into Quickpay, select the **Revert to current period...** checkbox.

4. Click the **Restore Archive** button to restore the archived period you have selected.

The archived period is restored. You can generate reports specific to this period. However, all payroll processing functions are disabled in the period.

See also

Period Archiving

Making an Archived Period Current

1. To restore an archived period and make it the current pay period, with full access to all payroll processing functions, select the **Period Archives - Make Period as Current** menu option.

Note: This menu option is available only when you are in an archived period. In normal periods, the option is disabled.

2. The Make Period as Current window displays.

The archive period you are currently in becomes the current period. All archived periods subsequent to the new current period are deleted. A warning message prompts you to confirm that you want the subsequent archived periods to be deleted.

3. Click **Yes** to proceed.

You can resume processing payroll from this period onwards.

See also

Period Archiving

Tax Year Calendar

You can use the tax year calendars shown here to check which pay period a pay date belongs to, or to check whether the payroll has an extra pay period:

Weekly Payroll Tax Year Calendar (Non-Leap Year)

Weekly Payroll Tax Year Calendar (Leap Year)

Monthly Payroll Tax Year Calendar

Fortnightly Payroll Tax Year Calendar (Non-Leap Year)

Fortnightly Payroll Tax Year Calendar (Leap Year)

Four-Weekly Payroll Tax Year Calendar (Non-Leap Year)

Four-Weekly Payroll Tax Year Calendar (Leap Year)

Bi-Monthly Payroll Tax Year Calendar

See also

Setting a Pay Period

Weekly Payroll Tax Year Calendar (Non-Leap Year)

2011 is a non-leap year.

2012 is a leap year.

From	To	Pay Period	From	To	Pay Period	From	To	Pay Period
01 Jan	07 Jan	1	07 May	13 May	19	10 Sep	16 Sep	37
08 Jan	14 Jan	2	14 May	20 May	20	17 Sep	23 Sep	38
15 Jan	21 Jan	3	21 May	27 May	21	24 Sep	30 Sep	39
22 Jan	28 Jan	4	28 May	03 June	22	01 Oct	07 Oct	40
29 Jan	04 Feb	5	04 Jun	10 Jun	23	08 Oct	14 Oct	41
05 Feb	11 Feb	6	11 Jun	17 Jun	24	15 Oct	21 Oct	42
12 Feb	18 Feb	7	18 Jun	24 Jun	25	22 Oct	28 Oct	43
19 Feb	25 Feb	8	25 Jun	01 Jul	26	29 Oct	04 Nov	44
26 Feb	04 Mar	9	02 Jul	08 Jul	27	05 Nov	11 Nov	45
05 Mar	11 Mar	10	09 Jul	15 Jul	28	12 Nov	18 Nov	46
12 Mar	18 Mar	11	16 Jul	22 Jul	29	19 Nov	25 Nov	47
19 Mar	25 Mar	12	23 Jul	29 Jul	30	26 Nov	02 Dec	48
26 Mar	01 Apr	13	30 Jul	05 Aug	31	03 Dec	09 Dec	49
02 Apr	08 Apr	14	06 Aug	12 Aug	32	10 Dec	16 Dec	50
09 Apr	15 Apr	15	13 Aug	19 Aug	33	17 Dec	23 Dec	51
16 Apr	22 Apr	16	20 Aug	26 Aug	34	24 Dec	30 Dec	52
23 Apr	29 Apr	17	27 Aug	02 Sep	35	31 Dec	31 Dec	53
30April	06 May	18	03 Sep	09 Sep	36			

Note: There may be 53 weekly paydays in the income tax year. This normally occurs where the 31st December, or in a leap year, the 30th or 31st December is a payday.

For more information about extra pay periods, see Extra Pay Period.

See also

Setting a Pay Period

Weekly Payroll Tax Year Calendar (Leap Year)

2011 is a non-leap year.

2012 is a leap year.

From	To	Pay Period	From	To	Pay Period	From	To	Pay Period
1-Jan	7-Jan	1	6-May	12-May	19	9-Sep	15-Sep	37
8-Jan	14-Jan	2	13-May	19-May	20	16-Sep	22-Sep	38
15-Jan	21-Jan	3	20-May	26-May	21	23-Sep	29-Sep	39
22-Jan	28-Jan	4	27-May	2-Jun	22	30-Sep	6-Oct	40
29-Jan	4-Feb	5	3-Jun	9-Jun	23	7-Oct	13-Oct	41
5-Feb	11-Feb	6	10-Jun	16-Jun	24	14-Oct	20-Oct	42
12-Feb	18-Feb	7	17-Jun	23-Jun	25	21-Oct	27-Oct	43
19-Feb	25-Feb	8	24-Jun	30-Jun	26	28-Oct	3-Nov	44
26-Feb	3-Mar	9	1-Jul	7-Jul	27	4-Nov	10-Nov	45
4-Mar	10-Mar	10	8-Jul	14-Jul	28	11-Nov	17-Nov	46
11-Mar	17-Mar	11	15-Jul	21-Jul	29	18-Nov	24-Nov	47
18-Mar	24-Mar	12	22-Jul	28-Jul	30	25-Nov	1-Dec	48
25-Mar	31-Mar	13	29-Jul	4-Aug	31	2-Dec	8-Dec	49
1-Apr	7-Apr	14	5-Aug	11-Aug	32	9-Dec	15-Dec	50
8-Apr	14-Apr	15	12-Aug	18-Aug	33	16-Dec	22-Dec	51
15-Apr	21-Apr	16	19-Aug	25-Aug	34	23-Dec	29-Dec	52
22-Apr	28-Apr	17	26-Aug	1-Sep	35	30-Dec	31-Dec	53
29-Apr	5-May	18	2-Sep	8-Sep	36			

Note: There may be 53 weekly paydays in the income tax year. This normally occurs where the 31st December (or, in a leap year, the 30th or 31st December) is a payday.

For the non-leap year calendar, see Weekly Payroll Tax Year Calendar (Non-Leap Year).

For more information about extra pay periods, see [Extra Pay Period](#).

See also

[Setting a Pay Period](#)

See also

[Setting a Pay Period](#)

Monthly Payroll Tax Year Calendar

From	To	Pay Period
01 January	31 January	1
01 February	28/29 February	2
01 March	31 March	3
01 April	30 April	4
01 May	31 May	5
01 June	30 June	6
01 July	31 July	7
01 August	31 August	8
01 September	30 September	9
01 October	31 October	10
01 November	30 November	11
01 December	31 December	12

See also

Setting a Pay Period

Fortnightly Payroll Tax Year Calendar (Non-Leap Year)

2011 is a non-leap year.

2012 is a leap year.

From	To	Pay Period	From	To	Pay Period	From	To	Pay Period
01 Jan	14 Jan	1	07 May	20 May	10	10 Sept	23 Sept	19
15 Jan	28 Jan	2	21 May	03 Jun	11	24 Sept	07 Oct	20
29 Jan	11 Feb	3	04 Jun	17 Jun	12	08 Oct	21 Oct	21
12 Feb	25 Feb	4	18 Jun	01 Jul	13	22 Oct	04 Nov	22
26 Feb	11 Mar	5	02 Jul	15 Jul	14	05 Nov	18 Nov	23
12 Mar	25 Mar	6	16 Jul	29 Jul	15	19 Nov	02 Dec	24
26 Mar	08 Apr	7	30 Jul	12 Aug	16	03 Dec	16 Dec	25
09 Apr	22 Apr	8	13 Aug	26 Aug	17	17 Dec	30 Dec	26
23 Apr	06 May	9	27 Aug	09 Sept	18	31 Dec	31 Dec	27

Note: There may be 27 fortnightly paydays in the income tax year. This normally occurs where the 31st December, or in a leap year, the 30th or 31st December, is a payday.

For more information about extra pay periods, see Extra Pay Period.

See also

Setting a Pay Period

Fortnightly Payroll Tax Year Calendar (Leap Year)

2011 is a non-leap year.

2012 is a leap year.

For the non-leap year calendar, see Fortnightly Payroll Tax Year Calendar (Non-Leap Year).

From	To	Pay Period	From	To	Pay Period	From	To	Pay Period
01 Jan	14 Jan	1	06 May	19 May	10	09 Sept	22 Sept	19
15 Jan	28 Jan	2	20 May	02 Jun	11	23 Sept	06 Oct	20
29 Jan	11 Feb	3	03 Jun	18 Jun	12	07 Oct	20 Oct	21
12 Feb	25 Feb	4	17 Jun	30 Jul	13	21 Oct	03 Nov	22
26 Feb	10 Mar	5	01 Jul	14 Jul	14	04 Nov	17 Nov	23
11 Mar	24 Mar	6	15 Jul	28 Jul	15	18 Nov	01 Dec	24
25 Mar	07 Apr	7	29 Jul	11 Aug	16	02 Dec	15 Dec	25
08 Apr	21 Apr	8	12 Aug	25 Aug	17	16 Dec	29 Dec	26
22 Apr	05 May	9	26 Aug	08 Sept	18	30 Dec	31 Dec	27

Note: There may be 27 fortnightly paydays in the income tax year. This normally occurs where the 31st December (or, in a leap year, the 30th or 31st December) is a payday.

For more information about extra pay periods, see Extra Pay Period.

See also

Setting a Pay Period

Four-Weekly Payroll Tax Year Calendar (Non-Leap Year)

2011 is a non-leap year.

2012 is a leap year.

From	To	Pay Period
01 January	28 January	1
29 January	25 February	2
26 February	25 March	3
26 March	22 April	4
23 April	20 May	5
21 May	17 June	6
18 June	15 July	7
16 July	12 August	8
13 August	09 September	9
10 September	07 October	10
08 October	04 November	11
05 November	02 December	12
03 December	30 December	13
31 December	31 December	14

Note: There may 14 four-weekly paydays in the income tax year. This normally occurs where the 31st December, or in a leap year, the 30th or 31st December, is a payday.

For more information about extra pay periods, see Extra Pay Period.

See also

Setting a Pay Period

Four-Weekly Payroll Tax Year Calendar (Leap Year)

2011 is a non-leap year.

2012 a leap year.

For the non-leap year calendar, see Four-Weekly Payroll Tax Year Calendar (Non-Leap Year).

From	To	Pay Period
01 January	27 January	1
29 January	25 February	2
26 February	24 March	3
25 March	21 April	4
22 April	19 May	5
20 May	16 June	6
17 June	14 July	7
15 July	11 August	8
12 August	08 September	9
09 September	06 October	10
07 October	03 November	11
04 November	01 December	12
02 December	29 December	13
30 December	31 December	14

Note: There may 14 four-weekly paydays in the income tax year. This normally occurs where the 31st December, or in a leap year, the 30th or 31st December, is a payday.

For more information about extra pay periods, see Extra Pay Period.

See also

Setting a Pay Period

Bi-Monthly Payroll Tax Year Calendar

From	To	Pay Period
01-Jan	31-Jan	1, 2
01-Feb	28/29 - Feb	3, 4
01-Mar	31-Mar	5, 6
01-Apr	30-Apr	7, 8
01-May	31-May	9, 10
01-Jun	30-Jun	11, 12
01-Jul	31-Jul	13, 14
01-Aug	31-Aug	15, 16
01-Sept	30-Sept	17, 18
01-Oct	31-Oct	19, 20
01-Nov	30-Nov	21, 22
01-Dec	31-Dec	23, 24

Note: For bi-monthly payrolls, there should be two Pay dates within each calendar month.

See also

Setting a Pay Period

Timesheet Entry

Use the timesheet function to process the employee's variable pay and deduction elements in each period. You need only enter hours and other values that change from one period to another. Payroll calculations can be carried out automatically for salaried employees when there are no changes from one period to another. Timesheets can also be used to record absences and leavers.

Before you proceed, remember to...

- Ensure that employee details are up to date (particularly if you are using the auto-calculation feature).

- Use the Set Period function to set the period number.

- Check the run date.

When an employee's timesheet is open, it displays fixed employee details, such as salary and other fixed payments and deductions.

You can add variable values such as hours, overtime and bonuses.

The employee's gross pay is calculated using these details. The employee master record is subsequently updated.

When you click the **Payslip** button, the system calculates the employee's pay, and displays a preview of the payslip. You can use this to check that the details are correct.

Note: If you are using the auto-calculation feature, you must delete the automatically processed timesheet for the current period if you want to amend any of the following details for the employee:

- Tax Status

- Tax Credit

- Standard Rate Cut-Off

- PRSI details

- Gross Pay/Tax Paid

Key Timesheet Entry Topics

[Timesheet Entry Screen](#)

[Processing Timesheets](#)

[Payslips](#)

[Negative Timesheets](#)

Timesheet Entry Screen

The timesheet entry screen displays information relevant to the current pay period being processed.

You can scroll through employee timesheets sequentially using the arrow buttons.

The payments and deductions set up in the payroll are displayed in the Timesheet Entry window, as well as any associated values.

See also

[Common Company Tasks](#)

[Employee Details](#)

[Timesheet Entry](#)

PRD Recalculation for Leavers

A public service employee's total PRD liability for the year should be recalculated in their final timesheet when they:

- are liable for the Pension-Related Deduction (PRD)

- are leaving their current public sector employment

- do not intend to change to a different public sector employment

The recalculation determines whether circumstances have led to the employee overpaying or underpaying PRD in the current tax year.

(The employee must also sign a declaration stating that they do not intend to take up another public service employment during the current tax year.)

How do I carry out the PRD recalculation for leavers?

To carry out the recalculation for an individual leaving the public sector, follow these steps in the employee's final pay period:

1. Select **Processing - Timesheet Entry**.

2. The Timesheet Entry screen opens. Select the relevant employee.

3. To mark the employee as a leaver, select the **Leaving** checkbox.

4. Select the **Recalculations This Period: PRD** checkbox to specify that the balancing PRD recalculation should be carried out for the employee.

5. Save the timesheet as normal.

The employee's PRD liability is recalculated in their final timesheet, and any PRD overpayment is refunded to the employee.

Any underpayment is reported on the Control Summary report. You should make appropriate arrangements with the employee to recoup the underpayment of PRD.

Note: It is unlikely that someone leaving, retiring or resigning from the Public Service in mid-year would have an underpayment of PRD.

Processing Timesheets

1. Select **Processing - Timesheet Entry**, or click the **Timesheet Entry** button.

Alternatively, you can select **Edit Time and Pay** in the navigation pane's Pay Run section, or click the desktop process map's **Time and Pay** button.

The Timesheet Entry window opens.

2. Complete the fields as necessary:

> Enter the hours or values that apply to the current period only. Standard values are displayed as defaults, but can be overridden.
>
> An employee with a value entered for Standard Hours per Period, and a Pay Type of **Salary** will not have any hours value entered on the timesheet. The value instead will be written in the CSO History in the Employee Details window.

- Benefit in Kind payments are included in the timesheet if they are set up in the Payments/Deductions window.

- If an employee is leaving in the current period, select the **Leaving** checkbox and set the Finish Date.

3. To display a preview of the employee's payslip, click the **Payslip** button.

4. If the employee is absent in the current period (holidays or sickness), enter the details in the relevant fields.

5. The calculated nett pay for the employee is displayed in the Nett Pay field. It can be overridden manually if required.

6. The **BIK Transfer** button will allow you to process a BIK Rollover on the Timesheet for the specific employee.

This button is only available in the current period when both the **Enable BIK Shortfall Transfer** and the **Restrict to Period Selected Above** options are enabled in the Company/Payroll Details window, and the Reminder Period matches the current period. (See Company/Payroll Details - BIK tab.)

The button is always available when the **Enable BIK Shortfall Transfer** option is enabled and the **Restrict to Period Selected Above** option is disabled.

7. Click **Save** to store the details for each employee processed, or click **Ignore** to abandon.

If an employee is receiving no pay in the period, there must be no timesheet saved for them. This can be achieved using the **Ignore** button, or by simply moving onto the next employee.

Saving a timesheet with all zero values is incorrect. If you have done this, clear the timesheet by deleting it. You do this by opening the timesheet and clicking **Delete**.

Timesheet Entry Fields

Field name	Definition
Employee No.	The employee number required. You can use the drop-down list button to choose an employee record from a list.
Hours	The hours for the selected payment. You can only enter hours for hourly elements for this period. If standard hours have been entered on the employee record, they will be displayed here and can be

Field name	Definition
	changed if required.
Rate	This is the employee's basic rate of pay for corresponding hours and will be used for rates including time and a half, double-time, etc. You can overwrite the default rate value for this pay period, without affecting the rate entry on the employee record.
Title	The name of the Allowance to be calculated, e.g. Salary or a Benefit in Kind payment.
Value	The value for this element. In the case of hourly payments, the program automatically calculates this by multiplying the value in the rate column by the quantity in the hours column.
Balance	This will display the Financial Year balance of the specific deduction.
Er Contribution	This is the employer's contribution towards the employee's pension. It can be either a percentage of the pensionable pay, or a fixed amount. Once you type in a figure, a message will prompt you to decide between the two options.
Holiday Periods	If the employee is going on holiday in the following period, you should enter the number of holiday periods you wish to cover. This field is only accessible for weekly and fortnightly frequencies. The system will automatically multiply the holidayable allowances and the voluntary deductions by the total number of periods and re-display the calculated values. If the employee is hourly paid, the number of hours on the timesheet must be manually adjusted for the employee to receive holiday pay. For example, if they normally work 40 hours, and are going on 1 weeks holiday, change the hours to 80 to ensure they receive both their normal and holiday pay. **Note:** If you are processing fortnightly payroll and you enter a value here, you will be denied access to the Insurable Weeks field.
Leaving	Whether the employee is leaving this period. Use the checkbox to indicate whether the employee is leaving in the current period. If they have already left and are not receiving pay for the current period, then the finish date and period must be entered manually into their employee record.
Finish Date	The date on which the employee is leaving. A default date is displayed which can be amended if required.
Insurable Weeks	The number of insurable weeks for this employee. This is completed automatically by the Insurable Weeks on the Set Period screen, which for weekly will be 1 (see Set Period chapter). If a weekly paid employee is taking a holiday, the number will be 1 plus the number of holiday weeks. If you are running a monthly payroll, and an employee starts or leaves during the month, you may only want to give the employee two insurable

Field name	Definition
	weeks (i.e. has worked two weeks out of the month).
	Employees will receive an insurable week in an extra pay period (i.e. for Weekly, Fortnightly and 4-Weekly pay frequencies). This means that the number of insurable weeks for an extra pay period will be 1 for Weekly, 2 for Fortnightly and 4 for 4-Weekly.
	Note: If you reduce the number of Ins. Weeks to 0 in the extra pay period, the employee will NOT get a PRSI allowance, i.e. the extra pay period will work the same way as all other normal pay periods.
Holiday Days Taken	This box is for notational purposes only; an entry here will not effect the employee's pay.
	You may record the number of days holiday taken by an employee and the system will update their employee record.
Certified Sick Days	This box is for reference purposes only.
	An entry here will not effect the employee's pay.
	You can record the number of days certified sickness taken by an employee. The system will update their employee record.
Uncertified Sick Days	This box is for reference purposes only.
	An entry here will not effect the employee's pay.
	You can record the number of days uncertified sickness taken by an employee and the system will update their employee record.
Other Days	This box is for reference purposes only.
	An entry here will not effect the employee's pay.
	You can record the number of days of absence taken by an employee that do not belong to the Holiday, Certified Sick or Uncertified Sick categories. The system will update the employee record with this information.
Total Pay	The total of all taxable pay.
PAYE	The amount of Income Tax paid by the employee.
Employee PRSI	The employee's contributions to PRSI.
USC	Use this field to make a manual adjustment to the USC value calculated by the system for the employee.
	This field is editable only when the **Override Calculated Values** checkbox is selected (see below).
PRD	Use this field to make a manual adjustment to the Pension-Related Deduction (Pension Levy) value calculated by the system for the employee.
	This field is editable only when the **Override Calculated Values** checkbox is selected (see below).

Field name	Definition
Parking Levy	Use this field to make a manual adjustment to the Parking Levy value calculated by the system for the employee. This field is editable only when the **Override Calculated Values** checkbox is *deselected*. (This contrasts with the case of the PRD value above, which is editable only when the **Override Calculated Values** checkbox is selected) .
Voluntary Deds	The total of all non-statutory deductions, such as Pension, AVC, VHI, and Savings.
Nett Pay	On the standard entry, the Nett Pay shown here is calculated after subtracting tax and PRSI and any other voluntary deductions which are present from the total value of the payments. The system will also allow you to enter a specific value in this field, and the gross pay necessary to fund the nett pay entered is calculated, taking into account the tax, PRSI, voluntary deductions, etc. This is a nett to gross calculation. **Note1:** The value of employee deductions must be added to the guaranteed nett pay. **Note 2:** If you are processing nett to gross, you must leave the first allowance (normally Salary) blank, because the calculated gross value uses this allowance.
Employer PRSI	The employer's contributions to PRSI. An employer must pay Pay-Related Social Insurance (PRSI) contributions for all employees aged 16 and over.
Override Calculated Values	Select this checkbox if you need to adjust the Universal Social Charge (USC) or Pension-Related Deduction (Pension Levy) value calculated by the system for the employee. This displays two columns: Calculated and Override, which enable you to check how the adjustment values affect the employee's nett pay. The Parking Levy value is editable only when this checkbox is *deselected*.

See also

Timesheet Entry

Payslips

When you have completed the timesheet details for an employee, clicking the **Payslip** button will display a preview of the employee's payslip.

See also

[Timesheet Entry](#)

Displaying Pension Remittance Notification

Under the following **circumstances**, the Pension Remittance Notification (see Company/Payroll Details - Current Period tab) will be displayed on an employee's payslip:

- The **Pension Remittance** checkbox is selected in the Company/Payroll Details screen.

- Pension deductions have been made on behalf of the employee. Any deductions made on the employee's behalf since the previous remittance will qualify this criterion.

- The pension provider file is generated. (See Generating a Pension Provider File.)

- If an employee does not receive a payslip, the employer must make arrangements for an alternative way of notifying the employee in writing of remittances made in that particular month.

The cases where this can happen are as follows:

Leavers - It is left to the discretion of the employer how these should be notified. The Employee Payslip Note can be used if the 'Pension Notification' message is not due to appear on the payslips in the pay period the employee is leaving.

Suspended employees – Same as the case of leavers, above.

Employees with negative nett pay - The employee will not receive a payslip, so the employer must arrange an alternative method of notification. (See also Negative Timesheets.)

Employees on holiday (weekly and fortnightly only). The Pensions Board recommends that notification is given in advance when the employee receives pay in advance for a holiday period. The notification message must reflect this situation.

The employee receives notification at the employer's discretion, as in the other cases. The Employee Payslip Note can be used to print the 'Pension Notification' message in the pay period in which employee is going on holidays.

See also

Timesheet Entry

Negative Timesheets

You can't save a timesheet with negative pay. If you attempt to do so, the following alert message displays:
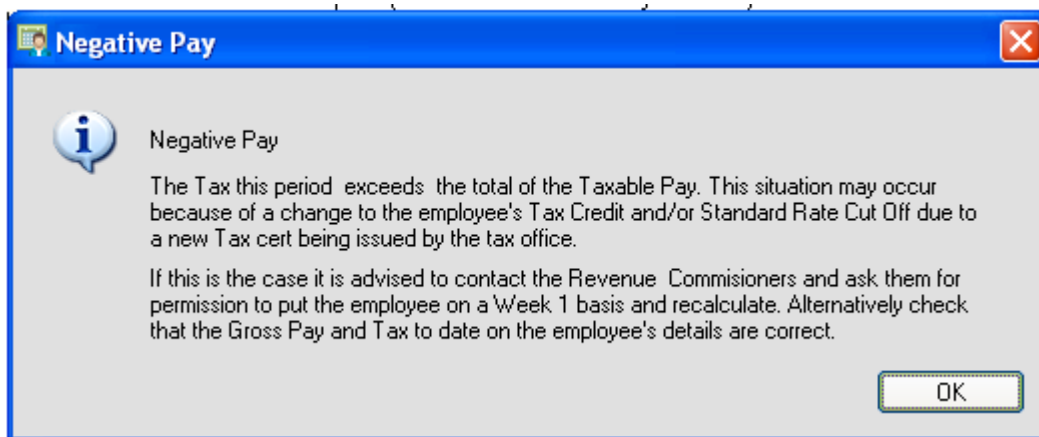
See also

[Timesheet Entry](#)

Reports

Sage Quickpay provides several standard payroll reports. These include pay period and year-end reports. You can also create Paypath disks.

Before you generate reports, make sure that you have...

- Set the pay period, and ensure that employee records and statutory elements are up to date.

- Enter payment and deduction details.

- Record all absence details.

- Mark all employees who are leaving in the current period as leavers.

- Use the **Payslip** button to preview employee payslips.

Important topics

[How do I print payslips and payroll reports?](#)

[Batched Reports](#)

[Printer Setup](#)

[Standard Reports](#)

[P30, P45, P45 (Part 3) and P46 ROS Integration](#)

[Paypath File Creation](#)

[CSO Reporting](#)

Batched Reports

You can create a *batch* of reports, and then print all the reports in the batch as part of a single print job.

1. To open the Reports window, select the **Reports - Reports and Payslips** menu option.

Alternatively, you can select **Reports and Payslips** in the navigation pane's Employees view, or click the desktop process map's **Reports and Payslips** button.

2. The **Batch** checkboxes enable you to mark reports that should be printed together. This may be useful if you always print a certain set of reports after each payroll calculation.

3. Click the **Print Batch** button to print the report batch, or click the **Save Batch** button to store the report batch. This enables you to print the batch later.

See also

Reports

Printer Setup

Before printing any reports, ensure that the printer is set up correctly.

1. Select the **Miscellaneous - Preferences** menu option.

Alternatively, you can select **Configure Printing** in the navigation pane's Settings view.

2. The Quickpay Preferences window opens. The settings in this window enable you to specify the printing mode and font settings.

For more information, see Printer Settings.

See also

Reports

Standard Reports

This list provides a brief description of each of the reports that you can generate in Quickpay.

Control Summary	Provides an overview of the current payroll run for control and auditing purposes. A useful report to run immediately after timesheet entry to check the accuracy of the payroll. You should print this report in each pay period, and compare the carried-forward figures with the brought-forward figures of the following period. The report includes Universal Social Charge (USC) amounts.
Gross to Nett	Provides a summary of the payslip details for each employee processed during the current payroll run. Run the report after timesheet entry in the current period.
Payslips	Prints the payslips for each employee processed during the current period. This should be run after completing the timesheets for the current period. You will need special stationery for payslips. A preview of employee payslips can be seen using the **Payslip** button on the timesheet entry screen. The payslip includes Universal Social Charge (USC) amounts.
Cash Dissection	Provides a coinage analysis for cash-paid employees. Run this report after timesheet entry.
Absence Report	Provides details of absence recorded on the Attendance tab of the timesheets. If you want to include absence records for the current period, run this report after completing the timesheets.
Cost Report	Reports on the company's payroll costs sorted by the cost codes entered on the employee details form. Run the timesheets first if you want to include current period figures.
Deduction List	Prints a report on the value of all voluntary deductions for employees in the current period and balances. This can be printed after timesheet entry in the current period.
Pension Deduction Report	This report will display details of both the employer and employee pension values. In employee sequence it will show all the pension deduction values per employee.
Tax Deduction Card	Provides a breakdown of the gross pay, tax paid and PRSI payments for each employee, per pay period, during the current year. If you want the current pay period's figures included, run this report after completing the timesheets. The report includes Universal Social Charge (USC) amounts.

P30/CC124	Reports on the calculated PAYE and PRSI totals for each tax return month. Print this report after the timesheets have been run if you want to include the current period's figures. See also the P30/CC124 section of the *Company/Payroll Setup* chapter.
	The report includes Universal Social Charge (USC) amounts.
PRD30	A report produced monthly by the payroll operator that provides the total Pension-Related Deduction (PRD) taken from payroll, and the number of relevant persons from whom it was deducted for that employment, office or position during a particular month.
	This report is available only when the PRD feature is enabled.
Parking Levy	This report provides an employee-by-employee breakdown of parking levy amounts paid in each period.
	It also shows the Tax-Year-to-Date Parking Levy amounts for each employee.
Employee Details	Shows the details maintained on the employee records (see the *Employee Details* chapter).
	The report includes Universal Social Charge (USC) amounts.
P45 Details	Provides P45 details for any employees marked as leavers. Run this report after completing the timesheets. This report provides the information necessary to complete a P45 but is not a substitute for the official form itself. It will also give the option of accessing details of employees who left prior to the current period when previewing/printing. The current version of the form specifies whether a tax refund has been made to the relevant employee in the current tax year.
Cheques	Prints cheques for employees paid by cheque in the current period. Should be run after completing the timesheets for the current period. You will need cheque stationery for this report.
PRD45	This report contains the Pension-Related Deduction (PRD)amount from in previous employments for this employee in the relevant year.
	It also contains the total PRD amount for the employee in the current year.
Credit Transfers	Prints giros for employees paid by this method. Should be run after completing the timesheets for the current period. This requires special giro stationery.
	Note: Up to the 31st December 2001 banks accepted giro's as a form of payment, however with the introduction of the

	euro, banks at the moment do not accept these.
Cheque Register	Lists all employees paid by cheque this pay period and value of cheque. This report can be printed having completed the timesheets for the current period.
Credit Transfer Register	Prints a list of employees paid by Giro in the current period. For each employee the report shows the employee number, name, bank sort code, bank account code and giro amount. This report can be printed after timesheets have been completed for the current period.
Paypath Register	Prints a list of employees paid by Paypath in the current pay period. For each employee the report shows the employee number, name, bank sort code and paypath amount. This report can be printed having completed timesheets for the current period.
Benefit in Kind	Provides a breakdown of the Benefit in Kind (BIK) value, BIK tax paid, and BIK PRSI payments for each employee, per period, during the tax year.
Certificate of Cessation	The Certificate of Cessation should be provided to each employee leaving the company's employment, along with their P45.

It provides information about the employee's Gross Income and Universal Social Charge (USC) amounts. in their most recent period of employment with the company in the current year.

The certificate prints automatically when you generate either the P45 plain report or the P45 to ROS report.

It does not require special stationery. |

See also

Reports

P30, P45, P45 (Part 3) and P46 ROS Integration

Registered Revenue Online Service (ROS) customers can submit their P45, P46 and P30 returns at:

www.ros.ie

The site contains information about become a registered ROS customer. Your registration will usually be processed in a few weeks.

The Payroll Reports window enables you to generate P30 (monthly or quarterly), P45 and P46 returns automatically in the form of ROS-compliant files. These files can then be submitted to Revenue by uploading them to the ROS website.

Creating a P30/CC124-to-ROS file

Creating a P45 to ROS file

Creating a P45 (Part 3) to ROS file, P46 to ROS file

Creating a P30/CC124-to-ROS file

1. Click **Reports and Payslips** in the desktop's process map.

   Alternatively, do one of the following:

   ▪ click **Reports and Payslips** in the navigation pane's Pay Run view

   ▪ select the **Reports - Reports and Payslips** menu option

2. Click the **P30 to ROS** button.

3. Specify whether you wish to produce a monthly or a quarterly P30. Whichever type you select will be the default type the next time you log into Quickpay. Make sure that you have agreed with Revenue which return type you are going to use.

Note: The next time you open this dialogue box, the return type and the next period are entered automatically.

4. Select the month or quarter for which the P30 return should be generated.

5. Once you have made your selection, click **OK**.

6. The ROS P30 Save As screen displays. A default filename is displayed in a format that includes the period month and the last five characters in the company registration number (for instance, *JAN4567T).*

   P30 ROS output is stored in the following folder by default. (You can change the location if necessary.)

   <application folder>\<company>\ROS\P30.

7. Click **Save** to save the on-line ROS P30 file in the specified folder.

8. Quickpay displays a report listing all the information contained in the file. You should print a hard copy of this report for future reference.

9. When you have closed the report, click **Cancel** to close the Reports Module window.

10. You can now upload the ROS P30 file to Revenue by browsing to the folder where the P30 file is saved and submitting the file via the ROS website.

Note that once the P30 file has been submitted, if you make any further changes, you must submit them to Revenue in paper form.

See also

P30, P45, P45 (Part 3) and P46 ROS Integration

Creating a P45 to ROS file

1. Click **Reports and Payslips** in the desktop's process map.

    Alternatively, do one of the following:

    ▪ click **Reports and Payslips** in the navigation pane's Pay Run view

    ▪ select the **Reports - Reports and Payslips** menu option

2. Click the **P45 to ROS** button. The P45 ROS Return screen displays.

3. Select the Pay Period setting you require - either the **Current Period** or **All Periods**.

4. Click **Proceed**.

5. The ROS P45 Save As screen will be displayed. A default filename will be displayed in the following format: *1234567T* (the company registration number). A default folder will also be selected - ROS - which is located under the folder where the payroll data is stored. Make appropriate changes, if necessary.

Note: ROS will not accept a P45 return in which the employee's finish date is later than the date on which they receive the P45 return. The system will warn you if this is the case, but will not prevent you from creating the P45 return file. You should not submit the return until after the employee's finish date.

6. Click **OK** to save the on-line ROS P45 file into the specified folder. You will now return to the Reports screen. Click **Cancel** to close this.

7. You can now upload this ROS P45 file to Revenue by browsing to the folder where the P45 file is saved and submitting the file via the ROS website.

Note: The 'Tax This Empl. Refunded' item in the P45 ROS file specifies whether a refund of tax was made to the employee.

See also

[P30, P45, P45 (Part 3) and P46 ROS Integration](#)

Creating a P45 (Part 3) to ROS file, P46 to ROS file

P45 (Part 3) To ROS file

1. Click **Reports and Payslips** in the desktop's process map.

Alternatively, do one of the following:

- click **Reports and Payslips** in the navigation pane's Pay Run view

- select the **Reports - Reports and Payslips** menu option

2. Click the **P45 (Part 3) to ROS** button.

3. The Create R45 ROS (Part 3) Return screen displays. Choose the employees you want to include in the P45 (Part 3) Return by selecting the relevant radio button. Click **Next**.

4. A list of employees displays. The **Include** column enables you to select the employees you want to include in the P45 (Part 3) to ROS file.

5. You must enter each selected employee's Current Employment and Previous Employment information. The following pieces of information are mandatory:

- Current Employment Start Date

- Most Recent Previous Employment Start Date

- Most Recent Previous Employment Finish Date

- Most Recent Previous Employer's Tax Registration Number

If the system detects any discrepancies or errors in an employee's information, the employee is flagged. Explanatory information is displayed in the left-hand pane about the alerts relating to the currently selected employee. You must resolve these issues before proceeding.

5. Click **Next**.

6. Specify the location where the P45 (Part 3) to ROS file should be saved, and click **Create**.

7. The Monitor displays summary information about the file that was created. Click **View Monitor** to open the file in plain text format.

8. Selecting the **Open folder containing P45 ROS (Part 3) File** checkbox ensures that when you click **Done**, the folder containing the file opens.

9. Click **Done** to close the window.

P46 to ROS file

1. Click **Reports and Payslips** in the desktop's process map.

Alternatively, do one of the following:

- click **Reports and Payslips** in the navigation pane's Pay Run view

- select the **Reports - Reports and Payslips** menu option

2. Click the **P46 to ROS** button.

3. The Create P46 Return screen opens. Choose which group of employees you want to include in the P46 Return by selecting the relevant radio button.

4. Click **Next**.

5. A list of employees displays. The checkboxes in the Include column enable you to select the employees you want to include in the P46 file.

6. You must ensure that the necessary information is provided for each employee.

7. If the system detects any discrepancies or errors in an employee's information, the employee is flagged. Explanatory information is displayed in the left-hand pane about the alerts relating to the currently selected employee. You must resolve these issues before proceeding.

8. Click **Next**.

9. Specify the location where the P46 file should be saved, and click **Create**.

10. The Monitor displays summary information about the P46 ROS file that was created. Click **View Monitor** to open the full monitor file in plain-text format.

11. Selecting the **Open folder containing P46 ROS File** checkbox ensures that when you click **Done**, the folder containing the file opens.

12. Click **Done** to close the window.

See also

[P30, P45, P45 (Part 3) and P46 ROS Integration](#)

Paypath File Creation

The Reports window enables you to create the Paypath file for employees paid by Paypath in the current period.

1. Select **Reports - Paypath File** button. The Paypath File dialogue box opens.

2. Set the process date for Paypath file creation. (This should not be confused with the run date, which is the date on which the current period's payroll run is carried out.)

3. The default paypath file and location are displayed. If you want to change the destination for the disk file, use the **Browse** button. If you are creating the file on a floppy disk, insert the disk into the drive.

4. Enter the file number for the paypath file.

5. Click **OK** to create the disk file, or **Cancel** to abandon.

The serial number and other identification details will be taken from the Bank tab on the Company/Payroll Details window. (See Payroll Setup, Step 3: Adding Details to the New Payroll)

See also

Reports

CSO Reporting

Quickpay enables you to generate a report suitable for submission to the Central Statistics Office (CSO) for the quarterly Earnings, Hours and Employment Cost Survey. Quickpay also gathers information required by the National Employment Survey (NES) report.

If the CSO has selected your company for participation in either of these surveys, you should enable CSO Reporting in the payroll in Quickpay. It's essential to set up your payroll completely for CSO reporting at the beginning of the calendar year, before you begin processing payroll. If you leave this task until later, it may be difficult to set up the payroll retrospectively.

You must run the CSO report for each payroll separately. If you need to submit the report for a number of payrolls belonging to a single physical company, you must add the figures together manually before returning the form to the CSO.

Setting up CSO Reporting

Step 1: Enabling CSO Reporting

Step 2: Setting up Payments for CSO Reporting

Step 3: Recording Paid Contracted Hours

Step 4: Setting Std Hours per Day

Step 5: Recording CSO Information

Why have I been asked to fill in CSO details for previous periods?

Step 6: Generating the CSO Earnings, Hours and Employments Cost Report

National Employment Survey

CSO National Employment Survey

Step 1: Enabling CSO Reporting

1. In the navigation pane's Company view, click the **Company/Payroll Details** icon.

Alternatively, select the **Company/Payroll Setup - Company/Payroll Details** menu option.

2. In the Company/Payroll Details window, open the **CSO** tab.

3. Select the **Use CSO Reporting Feature** checkbox.

4. Type the company's CSO CBR number.

5. Click **OK**.

Quickpay's CSO Reporting feature is now enabled.

What do I do next?

Step 2: Setting up Payments for CSO Reporting

Step 2: Setting up Payments for CSO Reporting

All payments must be set up for CSO reporting.

1. In the navigation pane's Company view, click the **Default Payments and Deductions** option.

   Alternatively, select the **Company/Payroll Setup - Payments/Deductions** menu option.

2. To make changes to a payment or allowance, click the **Edit** button corresponding to the payment or allowance. The Settings window opens.

3. For each allowance that is a redundancy payment, select the **Redundancy** checkbox.

4. For each allowance that is a Benefit in Kind, select the **Benefit in Kind** checkbox.

5. For all relevant payments and allowances, specify in the CSO Type field whether the payment or allowance belongs to one of the following categories.

   - Regular pay

   - Regular pay, shift

   - Regular pay, bonus or commission

   - Overtime

   - Irregular pay

   - Irregular pay, shift

   - Irregular pay, bonus or commission

   - Not relevant (this applies in the case of expenses reimbursed to the employee by the employer)

It's critical that you specify the correct settings here, because these settings determine the information that will appear in your CSO reports, if the CSO requires you to produce them.

6. Click **OK**.

What do I do next?

Step 3: Recording Paid Contracted Hours

See also

How do I set up payments and deductions?

Step 3: Recording Paid Contracted Hours

To record Paid Contracted Hours for each employee (necessary for CSO reporting purposes), you need to enter each individual employee's Std Hrs in the Employee Details window's Payments tab.

1. In the navigation pane's Employee view, click **Employee Details**.

2. Select the relevant employee.

3. In the **Details 1** tab, set the **Pay Type**. The system assumes that the Paid Contracted Hours value equals the Std Hrs per Period value.

    -   If the employee's pay type is **Salary**, the Contracted Hours on the CSO Details tab will be transferred into the **Contract Hrs** column in the CSO History for that period.

    If a Salary employee had a Std Hours per Period value in the Details1 tab in Sage Quickpay v10.1, this was transferred to the Contracted Hours field in the **CSO Details** tab when your payroll schema updated to v10.2. This Contracted Hours value is now recorded as the CSO History's Contracted Hours in the period.

    -   If the employee's pay type is **Hourly**, the value that is recorded as the pay period CSO History's Contracted Hours is equal to the total of all Hourly payments with the CSO type **Regular** that are processed in the pay period.

    Std Hours in this case refers to the number of **Regular** hours the employee normally works. It appears as the number of hours in the first Hourly payment on the employee's timesheet.

    If an Hourly employee has a Std Hours per Period value set in the **Details 1** tab, this is automatically reflected in the Contracted Hours field in the **CSO Details** tab. A change in one of these is always reflected in the other.

4. Click **Save**.

What do I do next?

Step 4: Setting Std Hours per Day

See also

CSO Reporting

Step 4: Setting Std Hours per Day

For the system to be able to record holiday hours, absence hours and other hours for CSO reporting purposes, you need to set a Std Hours per Day value.

You can set this in the Employee Details window's **Details 1** tab or in the **CSO Details** tab.

1. In the navigation pane's Employees view, click **Employee Details**.

2. Select the relevant employee.

3. Click the **Details 1** tab or the **CSO Details** tab.

4. In the **CSO Details** tab, set the **Hours per Working Day** tab.

5. Click **Save**.

What do I do next?

See also

CSO Reporting

Step 5: Recording CSO Information

You need to record occupation and employment data for each employee. This information can be changed in each pay period. The information is compiled in the Employee Details record period by period.

1. In the navigation pane's Pay Run view, click the **Update Employees** icon.

Alternatively, select the **Processing - Employee Details** menu option.

2. In the Employee Details window, open the [Employee Details - CSO Details tab](#).

3. In the Employment Information section of the tab specify the following information:

   - Select an occupation status by clicking the **Browse** button beside the Occupation Status field.
   - Select the employee's employment contract type in the Type of Contract drop-down list.
   - In the Employment Basis drop-down list, select either **Full Time** or **Part Time**.
   - In the CSO Occ Category drop-down list, specify the employee's occupation category.

4. You may be prompted by the system to fill in missing CSO details for previous pay periods. You can do this by typing directly in the cells in the CSO History pane.

Alternatively, if the details you specified in the Employment Information section apply to ALL previous periods, click **Fill Blank History** to automatically fill in the CSO History pane.

For more information, see [Why have I been asked to fill in CSO details for previous periods?](#)

5. Click **Save** to save the information you have specified for the employee.

Once this information is set up, the data required for the quarterly CSO Earnings Hours and Employment Costs survey will be recorded in each future pay period in the [Employee Details - CSO Details tab](#). The data is described in this table.

CSO Details tab information

The following table describes the CSO information compiled in the [Employee Details - CSO Details tab](#) in each pay period.

Column	Description
Period Number	The pay period to which this line of the CSO history grid relates.
Date of Payment	Date when timesheet is saved.
Empl Basis	The employment basis of the employee in the current period. This information is derived from the Employment Basis field in the Employee Details window's CSO Details tab. The basis can be **Full-Time** or **Part-Time**.
Type of Contract	The employee's employment contract category in the current period. This information is derived from the Type of Employment Contract field in the Employee Details window's CSO Details tab.

Column	Description
Occ Category	The employee's CSO Occupation Category in the current period. This information is derived from the CSO Occupation Category field in the Employee Details window's CSO Details tab.
Occ Status	The employee's occupation status code in the current period. This is specified in the Occupation Status field in the Employee Details window's CSO Details tab.
EE PRSI Code	The employee's PRSI base code.
Regular Pay	Sum of all payments that the employee was paid in the period that are marked as **Regular** in the Payments window's CSO Type column. (See also How do I set up payments and deductions?.)
Overtime	Sum of all payments that the employee was paid in the period that are marked as **Overtime** in the Payments window's CSO Type column. (See also How do I set up payments and deductions?.)
Irregular pay	Sum of all payments that the employee was paid in the period that are marked as **Irregular** in the Payments window's CSO Type column. (See also How do I set up payments and deductions?.)
Other Pay	Sum of all payments that the employee was paid in the period that do not have a CSO Type in the Payments screen. (See also How do I set up payments and deductions?.)
Contract Hrs	The Std. Hrs value in the Employee Details window's Payments tab.
Overtime Hrs	Sum of all hours for payments to the employee in the period marked as **Overtime** in the Payments window's CSO Type column.
Holiday Hrs	(Holiday Days Taken this Period) * (Total Number of Hours in a Working Day this Period)
Sick Hours	(Sick Days - certified and uncertified - in the Timesheet in this Period) * (Total Number of Hours in a Working Day this Period)
Other Hrs	(Other Days Taken this Period) * (Total Number of Hours in a Working Day this Period)
ER Pension	Amount of pension contribution paid for the employee by the employer in the current period.
ER PRSI	Amount of PRSI paid for the employee by the employer in

Column	Description
	the current period.
Redundancy	Sum of all Payments paid to the employee in the period marked as **Redundancy** in the Payments window's Type column. (See also How do I set up payments and deductions?.)
BIK Comp Car	Sum of all BIK Payments paid to the employee in the period marked as **Comp. Car** in the Payments window's BIK Type column. (See also How do I set up payments and deductions?.)
BIK Med Ins	Sum of all BIK Payments paid to the employee in the period marked as **Medical Ins** in the Payments window's BIK Type column. (See also How do I set up payments and deductions?.)
BIK Staff Hse	Sum of all BIK Payments paid to the employee in the period marked as **Staff House** in the Payments window's BIK Type column. (See also How do I set up payments and deductions?.)
BIK Other	Sum of all BIK Payments paid to the employee in the period marked as **Other** in the Payments window's BIK Type column. (See also How do I set up payments and deductions?.)
Soc Refunds	Sum of all taxable and non-taxable disability payments paid to the employee in the period, where the employee gives the cheque to the employer.
Std Hours per Day	Number of standard working hours per day for an hourly-paid employee.
Shift	The total amount paid to the employee in the pay period identified as Shift work for CSO Reporting purposes.
Bonus/Comm	The sum of the total amounts paid to the employee in the pay period identified as Bonus or Commission for CSO Reporting purposes.

What do I do next?

Step 6: Generating the CSO Earnings, Hours and Employments Cost Report

Why have I been asked to fill in CSO details for previous periods?

The system may lack CSO information from previous pay periods. This information is contained in the table in the Employee Details window's CSO Details tab.

You may be prompted by the system to fill in missing CSO details for previous pay periods. You can do this by typing directly in the cells in the CSO History pane.

Alternatively, if the details you specified in the Employment Information section apply to ALL previous periods, click **Fill Blank History** to automatically fill in the CSO History pane.

Otherwise, you can type the information directly into the table for each period.

See also

[Step 5: Recording CSO Information](#)

Step 6: Generating the CSO Earnings, Hours and Employments Cost Report

The quarterly CSO Earnings, Hours and Costs (EHECS) report is a Standard Reports

The report includes data from all CSO-enabled payrolls that belong to the same Registered Company as the payroll you are currently in.

You can exclude an employee from the report by selecting the **Exclude Employee from CSO Reports** checkbox in the Employee Details - CSO Details tab.

 There are two ways to complete the survey:

- You can post a paper copy of the report to the CSO. (This topic explains how.)

- However, the **recommended approach** is to generate an electronic version of the EHECS report, which you can then upload to the CSO website. This has a number of advantages:

    - It eliminates the need for laborious transcribing of information onto paper forms.

    - The electronic submission contains more comprehensive information.

    - You can re-open and edit a CSO NES data file you created previously.

    - It's easier for the CSO to extract the required information from an electronic data file, which means they're less likely to need to contact you.

Generating the paper version of the CSO EHECS report

1. Click **Reports and Payslips** in the navigation pane's Pay Run view, or the **Reports and Payslips** icon on your Quickpay desktop.

Alternatively, select the **Reports - Reports and Payslips** menu option.

2. Select the **CSO EHECS** checkbox.

3. If you are opting to submit a paper copy of the report, click **Preview** to view the report onscreen, or **Print** to generate the paper copy.

4. Specify the quarter of the year for which you want to generate the report, and then click **OK**.

5. The report displays onscreen, or is printed, as appropriate.

6. If you opt to generate a paper copy of the report, click **Preview** to preview the report onscreen, or **Print** to generate the paper copy.

7. In the dialogue box that opens, specify the quarter of the year for which you want to generate the report, and then click **OK**.

8. The Payroll Summary screen opens. This provides a list or the payrolls that will be included in the report. It includes all payrolls associated with the same licensed company name as the current payroll, excluding those for which CSO reporting is disabled. A payroll will also be excluded from the report if no pay period has been completed in it in the current year. Click **Continue**.

9. The Company Reports window opens. Click **Continue** to generate the report.

10. The report displays onscreen, or is printed, as appropriate.

Paper submissions must be made on official CSO stationery, which contains sections relating to values not recorded in the payroll system. The information in the report you have generated should be transcribed to the official CSO stationery before submission.

Remember, Sage strongly recommends that you Generating the XML version of the EHECS report instead.

11. The final page(s) of the report may indicate employees or payments that are not correctly categorised. These must be correctly categorised before the EHECS report is submitted to the CSO.

Contents of the EHECS Report

The report is organised into several parts, which are detailed in the topic About the Earnings, Hours and Employment Costs Survey.

Generating the XML version of the EHECS report

To submit the EHECS report electronically, you need an **online CSO account**.

Contact the CSO for information on how to set up an online account. This enables you to use the 'CSO Secure Deposit Box' for XML file submission.

The CSO's contact numbers are:

- LowCall: 1890 313 414 (ROI)
- 0870-8760256 (UK/NI)

Some information is system-generated
Some of the information required to complete the EHECS report is contained in the payroll system, and will be entered in the electronic version of the report automatically when you are generating it.

However, other items of information are not contained in the payroll system and will have to be determined by you and entered manually. For more information, see What EHECS data is not entered automatically in the XML file?

Note: You can also edit the system-generated information, if necessary.

Stage 1: Gathering the necessary information

To generate the electronic version of the EHECS report, we recommend that you begin by gathering together all the necessary information. (See About the Earnings, Hours and Employment Costs Survey.)

Some of the information is not managed in the Payroll system, and so is not included in the report automatically. (See What EHECS data is not entered automatically in the XML file? for more.)

Then print out the paper version of the report (see Step 6: Generating the CSO Earnings, Hours and Employments Cost Report) and review the figures.

Stage 2: Generating the file

Finally, carry out these steps:

1. Click **Reports and Payslips** in the navigation pane's Pay Run view, or in the desktop process map.
2. Click the **EHECS Data File** button.
3. The Payroll Summary window opens. This lists the payrolls that will be included in the report, and reminds you that all the company's payrolls must be included.
4. Click **Continue**.
5. The EHECS report wizard opens. The first page reminds you that some items of information are entered in the report automatically, whereas you'll need to determine and enter other values manually. (See What EHECS data is not entered automatically in the XML file? for more details.) You can print a summary of the information not automatically generated by clicking **Print Preparation Report**.
6. Click **Next**.
7. Select the relevant reporting quarter.

8. Select the type of return you wish to submit. There are two options:

- **Original** Return

- **Amended** Return

Include ALL data in an Amended Return

An amended EHECS return submitted after a previous submission for that quarter MUST contain all the unamended information from the original submission as well as any information that has been amended. This is because the latest version of an EHECS return replaces previous versions of that quarter's return. The latest return (identified by the date in the file name) will overwrite all previous returns for that quarter when it is uploaded on the CSO web site.

Example:

Suppose that a payroll manager decides to return the XML file with just the payroll-related data for Quarter 1. The payroll manager subsequently receives additional non-payroll data, and now needs to submit an amended return. This amended return must include both the payroll-related data submitted on the original return AND the non-payroll related data.

9. Click **Next**.

10. You may also need to specify the Minimum Wage rate that applied in the quarter for which you are generating the report.

11. Parts 1 and 2 of the report are displayed. Add and edit information as necessary. Every field must contain a value, even if the value is 0.

12. The **Override calculated values** button enables you to edit the information entered automatically by the payroll.

13. When you have entered all the necessary information, click **Next**.

14. Repeat the process for each page of the wizard in turn until all ten parts of the report are complete.

15. Click **Next**.

16. The next page in the wizard prompts you to provide contact information and any comments that you think will help the CSO staff to interpret the data you are submitting.

> Sage strongly recommends that you make use of the **Comments** facility. The comments will help the CSO to interpret your data, and so should help them to avoid the need to contact you with follow-up queries.

17. Click **Next** when you have completed this page.

18. If the system detects any discrepancies in the information you have entered, the next page displays a validation report summarising the discrepancies. You can view detailed information if necessary.

19. If possible, you should resolve these issues before you submit the report to the CSO. In some cases, discrepancies will actually be valid. If this is the case you will need to acknowledge that you are aware of the discrepancies. Select the **I understand...** checkbox to do this.

20. Click **Next** to generate the XML file. The file can be saved in the specified location, or you can **Browse** to your own location.

Where is the XML file stored?

Each Quickpay payroll on the system will have its own folder in the main Quickpay directory. Within this folder, the XML file is stored in CSO\EHECS.

The XML file is named by the payroll system according to the following scheme:

CBR_Yr_Qtr_DDMMYYYY_HHMMSS.XML

where

- CBR = The enterprise number or the employer submitting the file.

- Yr = The four-digit year that the data contained in the XML file relates to.

- Qtr = The quarter of the year that the data contained in the XML file relates to.

- DDMMYYYY = The date that the XML file was created.

- HHMMSS = The time that the XML file was created (using a 24 hour clock).

Note: A log file is created for each XML file you generate. This log file will specify any system-generated values that were amended prior to the creation of the data file.

21. Click **Create**.

22. The final page of the wizard confirms that you have generated the XML version of the report. It also confirms the name and location of the EHECS data file. Click **Done** to close the wizard.

About the Earnings, Hours and Employment Costs Survey

The EHECS report is organised into the following sections:

Part 1 - Number of Persons Employed

Item	Description
Number of Full Time Employees employed at the first day of the quarter in each of these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	A count of the employees in each CSO category who have a history record for any type of pay (Regular Pay, Overtime or Bonus) in the employee CSO history for the first pay period of the quarter. Excludes any employees who were on the payroll and received no wages at the first pay date of the quarter. Apprentices are excluded from this count.

Number of Full Time Employees, in each of the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers at the last day of the quarter	A count of the Full Time employees in these CSO categories who have CSO history for any type of pay (Regular Pay, Overtime or Bonus) for the last pay period of the quarter. Excludes any employees on the payroll that received no wages for the last period of the quarter. Also excludes Apprentices.
Number of Full Time Employees hired during the quarter in each of these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	A count of the Full Time employees in these CSO categories who have a start date that is within the reporting quarter. Apprentices are excluded from this count.

Number of Part Time employees at the first day of the quarter in each of these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	A count of the Part Time employees in these categories who have a history record for any type of pay (Regular Pay, Overtime, Bonus), in the employee CSO history for the first pay period of the quarter. Excludes any employees who were on the payroll and received no wages at the first pay date of the quarter. Apprentices are excluded from this count.
Number of Part Time at the last day of the quarter in each of these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	A count of the Part Time employees in these CSO categories who have a history record with any type of pay (Regular Pay, Overtime, Bonus) for the last pay period of the quarter. Excludes any employees on the payroll that received no wages for the last period of the quarter. Apprentices are excluded from this count.

Number of Part Time hired during the quarter (if started during the quarter) in each of these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	A count of the Part Time employees in these CSO categories who have a start date that is within the reporting quarter. Apprentices are excluded from this count.
Average number of apprentices engaged in the business during the quarter in each of the CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, and Other Manual Workers	This is calculated by summing the number of apprentices in these CSO Categories paid at each pay period during the quarter (i.e. who have a history record for any type of Pay - Regular, Overtime, Bonus) and dividing this total by the number of Pay Periods in the quarter e.g. if all apprentices are paid weekly and it is a 13 week, add the total number of apprentices on the pay roll each week and divide this total by 13.
Average number of other persons engaged	This information is not recorded in the payroll system.
Job vacancies	This information is not recorded in the payroll system.
National Minimum Wage	This information is not recorded in the payroll system.

Part 2 - Total Wages and Salaries

Item	Description

Regular Wages and Salaries for Full Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Regular Wages and Salaries in the employee's CSO History for all pay periods in the reporting quarter for Full Time employees in these CSO categories (not including Apprentices).
Overtime Pay for Full Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Overtime Pay in the employee's CSO History for all pay periods in the reporting quarter for Full Time employees in these CSO categories (not including Apprentices).
Irregular bonuses and Allowances for Full Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Irregular bonuses and Allowances in the employee's CSO History for all pay periods in the reporting quarter for Full Time Employees, in these CSO Categories. (Not including apprentices.)

Regular Wages and Salaries for Part Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Regular Wages and Salaries in the employee's CSO History for all pay periods in the reporting quarter for Part Time Employees, in these CSO Categories. (Not including apprentices.)
Overtime Pay for Part Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Overtime Pay in the employee's CSO History for all pay periods in the reporting quarter for Part Time Employees, in these CSO Categories. (Not including apprentices.)
Irregular bonuses and Allowances for Part Time employees in these categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Irregular bonuses and Allowances in the employee's CSO History for all pay periods in the reporting quarter for Part Time Employees, in these CSO Categories. (Not including apprentices.)

Total wages and salaries for Apprentices in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of all pay (Regular Wages and Salaries, Overtime and Irregular Bonuses and Allowances) in the employee's CSO History for all pay periods in the reporting quarter for Apprentice Employees, in these CSO Categories.

Part 3 - Total Hours Paid

Item	Description
Paid Contracted Hours for employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Paid Contracted Hours the employee's CSO History for all pay periods in the reporting quarter for Full-time Employees (Excluding Apprentices) in these CSO Categories.

Paid Overtime Hours for employees (excluding apprentices) in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Overtime Hours the employee's CSO History for all pay periods in the reporting quarter for Full-time Employees (Excluding Apprentices), in these CSO Categories.
Paid Contracted Hours for Part time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Paid Contracted Hours the employee's CSO History for all pay periods in the reporting quarter for Part-time Employees (Excluding Apprentices), in these CSO Categories:
Paid Overtime Hours for Part Time Employees (excluding apprentices) in these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other	A sum of the Overtime Hours the employee's CSO History for all pay periods in the reporting quarter for Part-time Employees (Excluding Apprentices), in these CSO Categories.

Manual Workers	- 239 -
Paid Contracted Hours for Apprentices in the following CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Paid Contracted Hours in the employee's CSO History for all pay periods in the reporting quarter for Apprentices, in these CSO Categories.
Paid Overtime Hours for Apprentices, in these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Overtime Hours in the employee's CSO History for all pay periods in the reporting quarter for Apprentices, in these CSO Categories.

Part 4 - Total Number of Paid Hours not worked

Item	Description
Annual Leave and Bank Holidays for Full Time employees in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Holiday Hours in the employee's CSO History for all pay periods in the reporting quarter for full-time employees, in these CSO Categories. (Not including apprentices.)
Maternity Leave Full Time Employees	This information is not recorded in the payroll system.
Sick Leave for Full time employees in the category: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Sick Hours in the employee's CSO History for all pay periods in the reporting quarter for Full time employees, in these CSO Categories. (Not including apprentices.)

Other Leave for Full time employees in the CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Other Hours in the employee's CSO History for all pay periods in the reporting quarter for Full time employees in these CSO categories. (Not including apprentices.)
Annual Leave and Bank Holidays for Part Time employees in the category: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Holiday Hours in the employee's CSO History for all pay periods in the reporting quarter for part-time employees in these CSO categories. (Not including apprentices.)
Maternity Leave Part-Time employees	This information is not recorded in the payroll system.
Sick Leave Part time employees in these categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Sick Hours in the employee's CSO History for all pay periods in the reporting quarter for part-time employees in these CSO categories. (Not including apprentices.)

Employer's Contributions to Pensions for all employees, including Apprentices, for employees in the category: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Employer's Contributions to Pensions in the employee's CSO History for all pay periods in the reporting quarter for all Employees (including Apprentices), in the CSO Category: Managers, Administrators, Professionals and Associate Professionals

Part 6 - Employer's Liability Insurance

This information is not recorded in the payroll system.

Part 7 - Total Employer's Social Security Contributions

Item	Description
Employers PRSI for all Employees (excluding Apprentices) in the CSO Category: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Employer's PRSI in the employee's CSO History for all pay periods in the reporting quarter for all Employees (excluding Apprentices) in these CSO Categories.

Income continuance insurance for all Employees (excluding Apprentices), in these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	This information is not recorded in the payroll system.
Redundancy for all Employees (excluding Apprentices) in these CSO categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Redundancy Pay in the employee's CSO History for all pay periods in the reporting quarter for all Employees (excluding Apprentices) in these CSO Categories.

Other employee related payments for all Employees (excluding Apprentices) in these CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	This information is not recorded in the payroll system.
Total Social Contributions for Apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Redundancy Pay and Employer PRSI in the employee's CSO History for all pay periods in the reporting quarter for all Apprentices in these CSO Categories.

Part 8 - Total Cost to the Employer of Benefits Provided to Employees (excluding Apprentices)

Item	Description

Private use of company cars for all employees excluding apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons Craft, Other Manual Workers	A sum of the Comp Car BIK amounts in the employee's CSO History for all pay periods in the reporting quarter for all employees excluding Apprentices in these CSO Categories.
Stocks and Shares for all employees excluding apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	This information is not recorded in the payroll system.

Voluntary Sickness Insurance for all employees excluding apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Medical Insurance BIK amounts in the employee's CSO History for all pay periods in the reporting quarter for all employees excluding Apprentices in these CSO Categories.
Staff Housing for all employees excluding apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons Craft, Other Manual Workers	A sum of the Staff Housing BIK amounts in the employee's CSO History for all pay periods in the reporting quarter for all employees excluding Apprentices in these CSO Categories.

Other free or subsidised benefits for all employees excluding apprentices in the CSO Categories: Managers, Administrators, Professionals and Associate Professionals Clerical, Sales & Service Workers Production, Transport Workers, Craft and Trade Persons, Other Manual Workers	A sum of the Other BIK amounts in the employee's CSO History for all pay periods in the reporting quarter for all employees excluding Apprentices in these CSO categories.

Part 9 - Total Other Labour Costs for All Employees
This information is not recorded in the payroll system.

Part 10 - Total Subsidies and Refunds Received

Item	Description
Training Subsidies for all employees (including apprentices) in all CSO Categories	This information is not recorded in the payroll system.
Other subsidies for all employees (including apprentices) in all CSO Categories	This information is not recorded in the payroll system.
Refunds from Social Welfare for all employees (including apprentices) in all CSO Categories	A sum of the Refunds from Social Welfare in the employee's CSO History for all pay periods in the reporting quarter, for all employees, including Apprentices, in all CSO Categories.

Refunds from Department of Social & Family Affairs: This is the amount received/receivable by the employer from the Department of Social & Family Affairs to refund part or all of the cost of the wages and salaries of employees on paid sick leave or maternity leave etc.

In the case where the refund cheque goes directly to the employee, their wage or salary is automatically reduced by the system, so there is no need to record the amount of the refund cheque in Part 10 of the report.

Accordingly, it is not necessary to give payments of this kind a CSO Type.

Refunds from Department of Enterprise, Trade & Employment: This is the rebate received/receivable from the Department of Enterprise, Trade & Employment in respect of statutory redundancy payments. These refunds should only be entered in Part 10 if the amount received/receivable from the Department is included under Redundancy Payments in Part 7.

See also

CSO Reporting

Standard Reports

What EHECS data is not entered automatically in the XML file?

Certain information is not recorded in the payroll system, and so must be determined by you and entered manually when you are Generating the XML version of the EHECS report.

The report is divided into ten parts (see About the Earnings, Hours and Employment Costs Survey). The items not entered automatically by the system are detailed below:

Part 1 – Number of Persons Employed

National Minimum Wage

The National Minimum Wage Act 2000 became law on 1st April 2000. You are asked to indicate the number of employees in receipt of 8.65 per hour or less at the end of the quarter. The National Minimum Wage Rate does not apply to:

- Close relatives of the employer, such as a spouse, father, mother, son, daughter, brother or sister
- Apprentices, other than apprentice hairdressers
- Trainees

Job Vacancies at End of Quarter

You are asked to indicate the number of job vacancies in your organisation as at end of the quarter. A vacancy is defined as a post (newly created, unoccupied or about to become vacant) that the employer intends to fill either immediately or in the near future. For the purpose of this survey, 'internal only' job vacancies should be excluded.

Part 4 – Total Number of Paid Hours Not Worked
Depending on whether you record absence and leave information in the payroll system, the following items **may or may not** be automatically entered in the XML file. They include paid absences during the quarter for full-time employees, part-time employees and apprentices/trainees.

- Annual Leave (Full-Time Employees)
- Annual Leave (Part-Time Employees)
- Maternity Leave (Full-Time Employees)
- Maternity Leave (Part-Time Employees)
- Sick Leave (Full-Time Employees)
- Sick Leave (Part-Time Employees)
- Other Leave (Full-Time Employees)
- Other Leave (Part-Time Employees)
- All Leave for Apprentices

Part 5 – Employer's Pension Contributions

Employer's Pension Contributions (not accounted for through payroll)

This refers to the employer's contribution only for all employees, including apprentices/trainees. Do not include the employee contribution. These values may or may not be recorded through the payroll.

Part 6 – Employer's Liability Insurance

Employer's Liability Insurance

Please note that if you have a combined insurance policy you must only include the portion of the premium that relates to employer's liability.

If the employer's liability insurance is paid by an annual premium, then this amount should be entered only in the quarter in which it is paid.

If this insurance is paid in more than one instalment, then the amount to be entered is the actual amount paid during the quarter.

Part 7 – Total Employer's Social Security Contributions for ALL EMPLOYEES

- Income Continuance Insurance
- Other Employee Related Payments (such as Study Grants)
- Total Social Security Contributions (Apprentices)

If possible, the figures for redundancy payments should be net of any rebates paid or payable by the Department of Enterprise, Trade and Employment.

However, if only the gross amount of redundancy payments can be provided in Part 7, then the rebates from the Department of Enterprise, Trade and Employment must be included under Part 10 "Refunds from Dept. of Social & Family Affairs/ Dept. of Enterprise, Trade & Employment".

A breakdown of figures is not required for apprentices/trainees, only total employer's social security contributions.

Part 8 – Total Cost to the Employer for Benefits Provided to Employees

Stock Options and Share Schemes

Part 8 as a whole refers to the total net cost of all goods and services made available to employees (excluding apprentices/trainees) by the employer.

General rule: The amount to be entered is the cost to the employer of providing the benefit, less any amount contributed by the employee. If the benefit is taxable (i.e. a benefit in kind), then the amount of 'notional pay' calculated for the purpose of making returns to the Revenue Commissioners may be entered as the cost to the employer.

These costs mainly consist of:

- Private use of company cars (not the value or cost of the car)
- Stock options and Share purchase schemes: The cost of Stock options should be calculated as the difference between the market price of the shares on the vesting date and the price charged to employees. **This value will not be generated by the system when you're creating the XML file.**
- Voluntary sickness insurance (VHI, Quinn Healthcare, etc.)
- Staff housing
- Other free or subsidised benefits (e.g. parking, meals, mobile phone, canteen, creche, free or discounted company products, preferential loans, sports & recreational facilities, professional subscriptions, etc.)

Part 9 – Total Other Labour Costs for ALL EMPLOYEES

Training Costs

These include expenditure on training services and facilities, expenditure on participation in courses, the fees of instructors from outside the enterprise, expenditure on teaching aids and tools used for training, sums paid by the enterprise to training organisations, etc. Do not include apprentices'/trainees' wages.

Other Expenditure (e.g. Recruitment Costs)

This includes:

- Recruitment costs (these are the sums paid to recruitment agencies, expenditure on job advertisements in the media, travel expenses paid to candidates called for interview, installation allowances paid to newly recruited staff, etc. It does not include administration running costs (office expenses, staff wages, etc.)

- Relocation costs (sums paid to employees to cover relocation expenses, etc.)

- Working clothes provided by the employer

Part 10 – Total Subsidies and Refunds Received for ALL EMPLOYEES

- Training Subsidies (such as FAS)

- Other Subsidies (such as IDA employment Subsidies)

- Refunds from Social Welfare (such as Sick and Maternity Benefits, with the exception of the payments described in the text box below)

Subsidies received are all amounts received intended to refund part or all of the cost of wages and salaries and training costs (e.g. FAS, etc).

Refunds from Department of Social & Family Affairs: This is the amount received/receivable by the employer from the Department of Social & Family Affairs to refund part or all of the cost of the wages and salaries of employees on paid sick leave or maternity leave etc.

In the case where the refund cheque goes directly to the employee, their wage or salary is automatically reduced by the system, so there is no need to record the amount of the refund cheque in Part 10 of the report.

Accordingly, it is not necessary to give payments of this kind a CSO Type.

Refunds from Department of Enterprise, Trade & Employment: This is the rebate received/receivable from the Department of Enterprise, Trade & Employment in respect of statutory redundancy payments. These refunds should only be entered in Part 10 if the amount received/receivable from the Department is included under Redundancy Payments in Part 7.

Click here for the official CSO document.

CSO National Employment Survey

The Central Statistics Office's annual National Employment Survey (NES) report is designed to compile statistical employment information from businesses of more than three employees. If your business has been selected to participate in the survey, you must return the NES report to the CSO at the end of the calendar year.

The report must cover all payrolls belonging to the current company.

There are two ways to complete the survey:

- You can post a paper copy of the report to the CSO. (This topic explains how.)

- However, the **recommended approach** is to generate an electronic version of the NES, which you can then upload to the CSO website. This has a number of advantages:

  - It eliminates the need for laborious transcribing of information onto paper forms.

  - The electronic submission contains more comprehensive information.

  - You can re-open and edit a CSO NES data file you created previously.

  - It's easier for the CSO to extract the required information from an electronic data file, which means they're less likely to need to contact you.

Generating the paper version of the NES report

1. Click the **Reports and Payslips** icon in the desktop process map.

Alternatively, click **Reports and Payslips** in the navigation pane's Pay Run view, or select the **Reports - Reports and Payslips** menu option.

2. The Payroll Reports window opens. Select the **CSO NES (Part D)** radio button.

3. Click **Print** or **Preview**, as appropriate.

Alternatively, click the **PDF** button to generate a PDF version of the report.

4. The CSO NES Report Settings window opens. Here you can specify the month that the report should cover, and the sampling fraction (the number of randomly selected employees whose data will be used for the report's data).

5. Click **OK** to continue.

6. A summary of the report settings you have specified is displayed. Click **Continue** to generate the report.

See also

CSO Reporting

Generating the XML Version of the CSO NES Report

You can submit the NES report to the Central Statistics Office (CSO) by:

- posting the paper version (on official CSO stationery)

- uploading the electronic XML version on the CSO web site (this is the **recommended method**, and is described below)

To submit the report electronically, you need an online CSO account.

Contact the CSO for information on how to set up an online account. This enables you to use the 'CSO Secure Deposit Box' for XML file submission.

The CSO's contact numbers are:

- LoCall: 1890 313 414 (ROI)

- 0870-8760256 (UK/NI)

Generating the XML version of the CSO NES report

1. Click **Reports and Payslips** in the navigation pane's Pay Run view.

2. In the Payroll Reports window, click the **Create NES (Part D) Data File** button.

You are presented with a sequence of screens that guide you through the process of generating the CSO NES data file:

- Payroll Summary screen

- Select Return Type

- NES Settings

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Employee Addresses

- Declaration

- Create Data File

Payroll Summary screen

The first stage in generating the XML Version of the CSO NES Report is to review the information in the Payroll Summary window.

This lists the payrolls that will be included in the report, and reminds you that all the company's payrolls must be included.

If there are any issues that need to be addressed before the report can be generated, they will be outlined here.

Click **Continue** to proceed to Company Reports.

See also

- Select Return Type

- NES Settings

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Employee Addresses

- Declaration

- Create Data File

Select Return Type

The second stage in generating the XML Version of the CSO NES Report is to select the return type:

- Select **Original** if you are creating an NES return for the relevant quarter for the first time.

- Select **Amended** if you need to revise a return you have already created.

Click **Next** to proceed.

If you selected **Amended** above, the system now prompts you to select the NES file you created previously.

Otherwise, the report wizard moves on to NES Settings.

See also

- Payroll Summary screen

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Employee Addresses

- Declaration

- Create Data File

NES Settings

The third stage in generating the XML Version of the CSO NES Report is to select the report's Reference Month and Sampling Fraction.

Generally, the Reference Month is **October**.

Are you generating the report for the correct year?

Make sure you're generating the NES report for the right tax year. Click here for more information.

The Sampling Fraction is the number of randomly selected employees who will be included in the report.

A portion of the NES survey must be completed by the selected employees by hand. Select the **Click this box to send the forms...** checkbox if you want the CSO to send the form to each relevant employee's home. Otherwise the forms will be sent to the company address.

Click **Next** to proceed to PART D1 - Annual Values.

See also

- Payroll Summary screen

- Select Return Type

- PART D2 - Reference Period Values

- Employee Addresses

- Declaration

- Create Data File

Am I generating the NES return for the right year?

To generate an NES return for a particular tax year, you need to be logged into that tax year in Sage Quickpay.

For example, to generate an NES XML file for 2011, you need to be logged into Quickpay 2011.

To do this, carry out one of the following steps:

- Double-click the **Quickpay 2011** shortcut icon on your desktop.

- In your Windows **Start** menu, select **All Programs - Quickpay - 2011 - Quickpay**.

Part D1 - Annual Values

The fourth stage in generating the XML Version of the CSO NES Report is to check and make any necessary adjustments to the system-generated annual values that will be added to the NES report.

These annual values relate to the sampled employees, and cover the entire tax year.

1. Check whether the information is correct.

2. If there are any issues with the employee data that prevent the report wizard from proceeding, they will be outlined on this screen. The system performs a validation check on the values, and will alert you to any possible discrepancies.

3. Select the **Override System Values** checkbox if you need to make any changes to the values.

4. Click **Next** to proceed to PART D2 - Reference Period Values.

Annual values in the NES electronic file

Field	Description
Code	The employee's Works Number in the payroll system.
Name	The employee's full name.
PPS Number	The employee's Personal Public Service number.
Annual Earnings	Total gross annual earnings including notional pay for the relevant year.
Irregular Bonuses	Total **irregular** bonuses, allowances and commissions included in Gross Earnings in the year, rounded to the nearest Euro.
Benefit in Kind	Notional pay included in Gross Earnings.
No. of Weeks	Number of weeks to which the Gross Earnings relate.
Paid Holidays	Number of paid hours of annual leave entitlement for the relevant year.
Other Absence	Number of paid hours of all other absences for the relevant year.

See also

- Payroll Summary screen
- Select Return Type
- NES Settings
- Employee Addresses
- Declaration
- Create Data File

Part D2 - Reference Period Values

The fifth stage in generating the XML Version of the CSO NES Report is to check and make any necessary adjustments to the system-generated Reference Period values that will be added to the NES report.

These annual values relate to the sampled employees, and cover the specified Reference Period.

The wizard displays a table containing information relating to the specified **reference period** for the sampled employees.

If there are any issues with the employee data that prevent the report wizard from proceeding, they will be outlined on this screen. The system performs a validation check on the values, and will alert you to any possible discrepancies.

1. Check whether the information is correct.

2. Select the **Override System Values** checkbox if you need to make any changes.

3. Click **Next** to proceed to Employee Addresses.

Reference month values in the NES electronic file

Field	Description
Code	A code signifying the length of time associated with the reference month for pay values. It is included in the NES electronic file, but is not available for edit in the wizard: ▪ 1 = 4 weeks or less ▪ 2 = Monthly ▪ 3 = 5 weeks ▪ 4 = 6 weeks
PPS Number	The employee's Personal Public Service number.
Gross Earnings	Total gross earnings in the reference month.
Overtime Earnings	Overtime earnings included in Gross Earnings.
Shift Allowance	Shift allowances included in Gross Earnings.
Total Commission	Total gross **regular** shift pay, commissions and bonuses included in Gross Earnings in the reference period, rounded to the nearest Euro.
Contracted Hours	Total paid contracted hours in the reference month.
Overtime Hours	Total paid overtime hours in the reference month.

See also

▪ Payroll Summary screen

▪ Select Return Type

▪ NES Settings

▪ PART D1 - Annual Values

▪ Declaration

▪ Create Data File

Employee Addresses

This stage takes place only if you selected the **Click this box to send the forms...** in NES Settings.

The seventh stage in generating the XML Version of the CSO NES Report is to check that the system's information relating to the sampled employees is correct.

Make any changes that are necessary, and then click **Next** to proceed to Declaration.

If the system detects any discrepancies in the information you have entered, a validation report displays. This summarises the discrepancies.

You should resolve these issues before you submit the report to the CSO.

You can't proceed at this stage unless you acknowledge that you are aware of the discrepancies. Select the **I understand...** checkbox to do so.

See also

- Payroll Summary screen

- Select Return Type

- NES Settings

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Create Data File

Declaration to CSO

The seventh stage in generating the XML Version of the CSO NES Report is to make a legal declaration that the NES return is complete and correct to the best of your knowledge.

The Declaration to CSO page opens. Check that the information in this page is correct, and make any changes that are necessary.

Sage strongly recommends that you make use of the Comments pane. Provide any comments that will help the CSO to interpret your data. This lessens the chance of their needing to contact you with follow-up queries.

Click **Next** to proceed to Create Data File.

See also

- Payroll Summary screen

- Select Return Type

- NES Settings

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Employee Addresses

Create Data File

The eighth stage in generating the XML Version of the CSO NES Report is to check that the correct folder is specified for your CSO NES data file, and then to create the file.

1. In the Create Data File screen, ensure that the correct location is specified for the NES file.

2. **Browse** to a different location if necessary.

3. When you are ready to create the data file, click **Create**.

A log file is generated for each CSO NES data file you generate.

4. The final page of the wizard confirms that you have generated the XML version of the NES report. Click **Done** to close the wizard.

You have generated the XML version of the CSO NES return, which you can now upload on the CSO web site.

Note: At this stage you can print a paper copy of the report for your records by clicking **Print Report (for your records)**. Bear in mind, however, that this is not an official report that you can send to the CSO.

See also

- Payroll Summary screen

- Select Return Type

- NES Settings

- PART D1 - Annual Values

- PART D2 - Reference Period Values

- Employee Addresses

- Declaration

Payroll Year End FAQs

The links below answer a range of common Payroll Year End questions.

Payroll Year End Process
    Accessing the Payroll Year End Guide

    Revenue Commissioners Requirements

Tax Year 2011 and Tax Year 2012
    How do I switch between tax years?

    Launching Quickpay 2011

    Launching Quickpay 2012

    I can't log into a 2012 payroll. Why is this?

    Setting up the New Tax Year

    2011 Login Screen

    2012 Login Screen

    'Clear Year-to-Date Totals'

    The 2012 'Tax Year End Reports' option

Revenue Commissioners Requirements
    Revenue Commissioners Requirements

Pensions at Payroll Year End
    Pensions at Payroll Year End

Tax Year End Reports
    How do I print P60s?

    What is an extra pay period?

    Revenue Commissioners Requirements

    Why can't I generate the P35 To Disk submission?

    Duplicate Employees in a P35 to ROS Submission

Payroll System Changes for the New Tax Year
    Tax Credit Import

    Installing the Budget Update

Holidays at Payroll Year End Tasks
    Processing holidays at Payroll Year End

Note: For a full step-by-step guide to the Payroll Year End process, use the PYE User Guide.

Accessing the Payroll Year End Guide

The Payroll Year End User Guide provides comprehensive step-by-step instructions on how to carry out Payroll Year End.

Access the guide by selecting the **Tax Year End – View User Guide** menu option.

Useful Contact Information

You may find it useful to print out this page and use the table as a reference.

Sage Ireland 3096 Lake Drive Citywest Business Park Dublin 24 Ireland	Sales and Support Lo-Call Number	1890 88 20 60
Reception	(00353) 1 642 0800	
Fax	(00353) 1 642 0895	
E-mail	pye@sage.ie	
Website	http://www.sage.ie/pye	
Revenue Commissioners Employers P35 Unit Nenagh Co. Tipperary	Benefit in Kind Enquiries	1890 254 565
P35 Enquiries	1890 254 565	
Website	http://revenue.ie	
ROS Helpline	1890 20 11 06	
ROS Website	http://www.ros.ie/PublisherServlet/home	
Dept of Social and Family Affairs	Information Services	(00353) 1 704 3000
Website	http://www.welfare.ie	

Levy Recalculations

At the end of the tax year, the system normally recalculates each employee's total liability to each of the following:

- USC Recalculation

- PRD Recalculation (if applicable)

This recalculation checks the accuracy of the levy amounts. If it determines that the employee is entitled to a levy refund, this is incorporated into that pay period's payslip.

If a levy recalculation does not occur when you expect, run the Control Summary and check it for relevant alert messages.

When do the recalculations occur?

The Payroll Year End Update adds two checkboxes to the Timesheet Entry window.

These checkboxes determine whether the recalculations will occur in the current pay period.

Bear in mind that each recalculation can occur just once for each employee. The checkbox is disabled after the recalculation has taken place.

USC Checkbox

The checkbox is **selected automatically** when all of the following conditions are met:

- the recalculation has not already taken place

- the employee has been in continuous employment with you throughout the tax year

- the employee has at least 52 insurable weeks in the tax year, including the current period

You can deselect the checkbox if you don't want the recalculation to occur.

If the employee has not accumulated 52 insurable weeks, but you still want the recalculation to be carried out, select the checkbox manually.

PRD Checkbox

The checkbox is **selected automatically** if the employee is marked as a Public Sector employee, the recalculation has not already taken place, and the employee is paid up to:

- Period 52 if they are paid Weekly (or period 53 if applicable)

- Period 26 if they are paid Fortnightly (or period 27 if applicable)

- Period 12 if they are paid Monthly

- Period 14 if they are paid Four-Weekly (or period 14 if applicable)

- Period 24 if they are paid Bi-Monthly

- Period 4 if they are paid Quarterly

USC Recalculation

The Universal Social Charge (USC) recalculation should be completed for all employees who have been in continuous employment with you for the tax year.

Normally, the recalculation occurs automatically in the pay period in which the employee has accumulated 52 insurable weeks in the tax year. The **USC** checkbox is selected automatically in the employee's timesheet to signify that the recalculation will occur in this pay period.

Employees who do not accumulate 52 insurable weeks in the year
An employee may not accumulate 52 insurable weeks in the tax year.

For example, an employee's 'continuous employment' status is not affected if they take unpaid leave.

The employee may have been in continuous employment with you for the whole year without accumulating 52 insurable weeks.

In this case, you need to manually select the **USC** checkbox in the employee's timesheet in the final pay period **if this is their main employment**.

Example

Suppose that a weekly employee was in continuous employment with you throughout 2011, but was absent on unpaid leave for a period of 3 weeks in February 2011. As a result, they accumulated just 49 insurable weeks in 2011.

To include this employee in the USC recalculation, in the final pay period of 2011, select the **USC** checkbox in their timesheet.

Does the occurrence of an extra pay period affect recalculations?
No. If there is a 53rd week in the tax year (see Extra Pay Period), and the recalculation has not already taken place, it takes place in this (final) pay period.

However, the recalculation relates to weeks 1-52 only.

Week 53 USC is calculated entirely separately from the previous 52 weeks (on a Week 1 basis).

You'll notice that the timesheet's **Complete USC Recalculation** checkbox is enabled in Week 53, but is deselected.

You need to select it if you want the USC recalculation to occur in Week 53.

Example 1: Employee's gross income is less than €4004 in 2011
The first €4004 of gross pay is exempt from USC in 2011.

In this case the USC threshold is not exceeded.

So if the employee paid any USC during 2011, they are entitled to a full refund at the end of the year.

Example 2: Employee's in the 4% USC bracket paid USC at 7% in two pay periods
An employee earns a Gross Income of €11,663, putting them in the 4% USC bracket.

However, in two pay periods, the employee paid part of their USC at 7%.

Total USC paid in 2011 by the employee = **€268.32**

Recalculated USC:

The employee pays at the 2% USC rate on the first €10036 of their gross pay:

€10036 x 2% = €200.72

The employee pays at the 4% USC rate on the remaining €1627 of their gross pay:

€1627 x 4% = €65.08

So their total USC liability for 2011 is: €265.80

Refund Due = €268.32 - 265.80 = **€2.52**

Example 3: Employee who received a medical card during the year paid USC at 7% earlier in the year

If an employee was in possession of a Full Medical Card at any point during the tax year he should only pay USC at a maximum rate of 4%

In cases where an employee, in possession of a full medical card, had USC deducted at the rate of 7% from 1 January 2011 they will have overpaid the USC and will be due a refund.

Pay Period	Gross Income	USC Rate 1 (2%)	USC Rate 2 (4%)	USC Rate 3 (7%)	Medical Card?	Total USC
1	2000	16.74	19.92	46.55	N	83.21
2	5450	16.74	19.92	288.05	N	324.71
3	5375	16.74	19.92	282.80	N	319.46
4	3000	16.74	19.92	116.55	N	153.21
5	3000	16.74	19.92	116.55	N	153.21
6	1000	16.74	6.52	0	N	23.26
7	1000	16.74	6.52	0	N	23.26
8	5000	16.74	166.52	0	Y	183.26
9	4500	16.74	146.52	0	Y	183.26
10	837	16.74	0	0	Y	16.74
11	2000	16.74	46.52	0	Y	63.26
Total	**33162.00**	**184.14**	**472.20**	**850.50**		**1506.84**

Recalculated USC:

The employee pays at the 2% USC rate on the first €10036 of their gross pay:

€10036 x 2% = €200.72

The employee pays at the 4% USC rate on the remaining €24964 of their gross pay:

€24964 x 4% = €998.56

Total USC liability for 2011 = €200.72 + €998.56 = €1199.28

Refund due = 1506.84 - 1199.28 = **€307.56**

Underpayment

If the Income Levy recalculation determines that the employee has underpaid Income Levy over the year, the discrepancy will not be highlighted in their payslip. Underpayments will be dealt with directly by the Revenue Commissioners.

Multiple Employments

If an employee has multiple employments, this can affect how much USC they are liable for. Examine such cases carefully. It may be necessary to deselect the **USC** checkbox in their timesheet in the final pay period to prevent a USC refund that they are not actually entitled to.

See also

Levy Recalculations

PRD Recalculation

If employees in your payroll are subject to the Pension-Related Deduction (PRD), the PRD Recalculation is performed by default for each employee in the pay period in which they reach the end of the tax year. If there is a subsequent extra pay period, this is processed as normal.

You can disable the recalculation if necessary by selecting the **PRD** checkbox in the Timesheet Entry window.

Overpayments

Any PRD refund will be incorporated into the normal PRD item in the employee's current payslip, and will be flagged by an explanatory note.

If the employee was liable to a normal PRD amount of €20 in period 52, the refund amount (say, **€51.24**) would be subtracted from this, leaving the current payslip's PRD item with an amount of **-€31.24**.

The explanatory note would explain that the employee received a PRD refund of **€51.24**.

Important points to note:

  - Previous Employment PRD45 values are taken into account in the PRD Recalculation.

  - If this employment is marked as a "subsidiary" employment for the employee, you should deselect the checkbox. In such a case, the employee's main employment should deal with the recalculation and any refund that is due.

Example 1: Monthly employee below the lowest PRD threshold

If an employee's PRDable Pay for the tax year is less than €15,000, the employee is not liable to pay PRD.

So if such an employee paid an amount of PRD in any pay period of 2010, they are entitled to a full refund.

Let's look at an example of this. Suppose that the employee is paid monthly as follows:

Pay Period	Gross PRDable Pay	PRD Rate 1	PRD Rate 2	PRD Rate 3	Total PRD
1	1250.00	0	0	0	0
2	1250.00	0	0	0	0
3	1250.00	0	0	0	0
4	2000.00	20.83	33.33	0	54.17
5	1250.00	0	0	0	0
6	1250.00	0	0	0	0
7	1250.00	0	0	0	0
8	1100.00	0	0	0	0
9	1100.00	0	0	0	0
10	1100.00	0	0	0	0
11	1100.00	0	0	0	0
12	1100.00	0	0	0	0
	15000.00	**20.83**	**33.33**	**0**	**54.17**

The employee paid PRD in pay period 4: **€54.17**

The employee's PRDable earnings for tax year 2010: **€15000**

This is below the lowest PRD threshold for 2010, so the employee is due a refund of all PRD paid.

Refund due: **€54.17**

Example 2: Monthly employee liable to the lowest PRD rate
Suppose that the employee's PRDable salary for tax year 2010 is €19000.00, broken down as follows:

Pay Period	Gross PRDable Pay	PRD Rate 1	PRD Rate 2	PRD Rate 3	Total PRD
1	1500.00	12.50	0	0	12.50
2	1500.00	12.50	0	0	12.50
3	1500.00	12.50	0	0	12.50
4	1500.00	12.50	0	0	12.50
5	1500.00	12.50	0	0	12.50
6	2500.00	20.83	83.33	0	104.17
7	1500.00	12.50	0	0	12.50
8	1500.00	12.50	0	0	12.50
9	1500.00	12.50	0	0	12.50
10	1500.00	12.50	0	0	12.50
11	1500.00	12.50	0	0	12.50
12	1500.00	12.50	0	0	12.50
	19000.00	**158.33**	**83.33**	**0**	**241.67**

Total PRD Paid in 2010: **€241.67**

PRD Recalculation:

▪Amount of PRDable income above the 5% PRD threshold: €4000

4000 x 5% = €200.00

▪Amount of PRDable income above the 10% PRD threshold: €0

0 x 10% = €0.00

▪Amount of PRDable income above the 15% PRD threshold: €0

0 x 15% = €0.00

Total Recalculated PRD = **€200.00**

So the employee is due a PRD refund of:

241.67 - 200.00 = **€41.67**

See also

Levy Recalculations

Launching Quickpay 2011

To launch Quickpay 2011, select the **All Programs - Quickpay - 2011 - Quickpay** menu option in your Windows **Start** menu.

This is the option you use to work with Tax Year 2011 data and generate statutory Tax Year End reports for 2011.

You can have Quickpay 2011 and Quickpay 2012 open at the same time.

See also

How do I switch between tax years?

Launching Quickpay 2012

I can't log into a 2012 payroll. Why is this?

2011 Login Screen

After you have run the Payroll Year End 2011 update, you can launch Quickpay 2012.

However, you can still log into Quickpay 2011 to complete pay processing for the year, and to generate Payroll Year End reports.

Note: The Login screen specifies the tax year to which it relates.

To launch Quickpay 2012, select the **All Programs - Quickpay - 2012 - Quickpay** menu option in your Windows **Start** menu.

Launching Quickpay 2012

To launch Quickpay 2012, select the **All Programs - Quickpay - 2012 - Quickpay** menu option in your Windows **Start** menu.

This is the option you use to work with Tax Year 2012 data.

You can have Quickpay 2011 and Quickpay 2012 open at the same time.

See also

How do I switch between tax years?

Launching Quickpay 2011

I can't log into a 2012 payroll. Why is this?

2011 Login Screen

2012 Login Screen

2012 Login Screen

After you have run the Payroll Year End 2011 update, you can log into Quickpay 2012.

However, bear in mind that you can't generate Payroll Year End 2011 reports when you are logged into Quickpay 2012. Instead, you must log into Quickpay 2011.

To log into Quickpay 2011, select the **All Programs - Quickpay - 2011 - Quickpay** menu option in your Windows **Start** menu.

See also

How do I switch between tax years?

2011 Login Screen

The 2012 'Tax Year End Reports' option

When you are working in Tax Year 2012, the **Tax Year End - Tax Year End Reports** menu option enables you to generate Payroll Year End 2012 reports, and NOT Payroll Year End 2011 reports.

If you need to shut down the payroll during 2012, you will also need to generate the reports available through this menu option.

This menu option is available only when the payroll has the status **End of Period**.

To generate 2011 reports, you need to switch to the 2011 tax year. See How do I switch between tax years?

See also

2011 Login Screen

Launching Quickpay 2011

Setting up the New Tax Year

I can't log into a 2012 payroll. Why is this?

Before you can log into a payroll in 2012, Tax Year 2012 must have been set up for the payroll.

1. Finish processing pay in the relevant payroll for 2011.

2. Still in Quickpay 2011, select the **Tax Year End - Set up Tax Year 2012** menu option.

The payroll's 2012 tax year is now set up. You can log into the payroll in Quickpay 2012.

(You can have Quickpay 2011 and Quickpay 2012 open at the same time.)

See also

2011 Login Screen

2012 Login Screen

Setting up the New Tax Year

Tax Year End menu in Quickpay 2012

When you are logged into a payroll in Tax Year 2012, you can generate statutory reports for Payroll Year End 2012 (not 2011).

To generate 2011 statutory reports, log into the payroll in Tax Year 2011.

(You can have Quickpay 2011 and Quickpay 2012 open at the same time.)

See also

How do I switch between tax years?

Launching Quickpay 2011

Launching Quickpay 2012

I can't log into a 2012 payroll. Why is this?

2011 Login Screen

2012 Login Screen

How do I switch between tax years?

After you install the Payroll Year End 2011 update, there is new launch option for Quickpay 2012.

These are in the **Programs** menu in Windows (accessible by clicking the **Start** button).

As part of the installation process, you should also create shortcuts to these on your desktop.

Even though there is a 2012 launch option, until you have set up Tax Year 2012 for a particular payroll, you won't be able to log into the payroll using the 2012 launch option.

You log into the 2011 tax year to:

- finish processing 2011 payroll
- generate Payroll Year End 2011 reports
- set up Tax Year 2012

You log into the 2012 tax year to:

- process 2012 payroll
- generate Payroll Year End 2012 or payroll closedown reports

See also

Launching Quickpay 2011

Launching Quickpay 2012

2011 Login Screen

2012 Login Screen

Setting up the New Tax Year

To set up the new tax year for a particular payroll, transferring the required employees into the new year, carry out these steps:

1. Log into **Quickpay 2011**.

2. Select the **Tax Year End - Set up 2012 Tax Year** menu option.

3. Tax Year 2012 is now set up. You are still in the 2011 tax year.

4. Switch to Quickpay 2012 to begin processing 2012 payroll.

5. Click the **Start** button on your Windows desktop, and then select **All Programs - Quickpay - 2012 - Quickpay**.

6. Log into the payroll in the normal way.

You are now working in the 2012 tax year.

See also

How do I switch between tax years?

2011 Login Screen

2012 Login Screen

'Clear Year-to-Date Totals'

'Clear Year-to-Date Totals'

In past tax years (pre-2006), the Clear Year-to-Date Totals feature enabled you to transfer data from one tax year to the next. You carried out this step as part of the Payroll Year End process.

This step is no longer necessary. Employee data is transferred when you create the new tax year for the relevant payroll.

See also

Accessing the Payroll Year End Guide

Overriding values in the Tax Deduction Card

Normally the fields in the Employee Details window's Tax Deduction Card tab are not editable.

However, you can make them editable by selecting the **I need to override these values** checkbox.

Note: If you need to make PAYE, PRSI or USC changes for a previous (already submitted) P30 month, make the change in the **current** month. Do not make it in the month that actually required the adjustment. This will ensure that the subsequent P30 information you submit is correct.

After you have made adjustments to the Tax Deduction Card, if you save a timesheet for the employee in the current period, the changes you have made are overwritten again by the system.

See also

Merging Duplicate Employees Manually

Employee Details Window

Processing Timesheets

Extra Pay Period

What is an extra pay period?
Week 53 occurs in a weekly payroll when there are 53 pay days in the tax year. There are normally 52 pay periods in a weekly payroll, but in some years the dates fall in a way that gives rise to an 'extra pay period'.

An extra pay period can also occur in fortnightly and four-weekly pay frequencies:

- Fortnightly payrolls normally have 26 pay periods, but can occasionally have 27.

- Four-weekly payrolls normally have 13 pay periods, but can occasionally have 14.

Employees are entitled to tax credits for the extra pay period, but only on a Week 1 basis.

This means that the employee receives more than the year's total tax credits. The Inspector of Taxes will take this into consideration when issuing the next year's tax credits.

An employee receives an insurance week for the extra pay period only if they have not already received the maximum 52 insurance weeks. You need to enter this insurance week in the Timesheet Entry screen if necessary.

Do I have an extra pay period?
After you have fully completed Week 52 (or Fortnight 26, or Four-Weekly Period 13), check the date on which the next payday occurs.

If the next payday falls on the 31st December, you have an extra pay period.

If the next payday occurs on or after the 1st January, you DO NOT have an extra pay period. This pay period must be processed as Period 1 of the new tax year.

Incorrect processing of an extra pay period may result in inaccurate returns for that tax year.

Only the date of payment (not the date of work) determines whether a pay period is 'extra' in the current year. So if you have a pay date of 01/01/2011, this must be processed as Period 1 of 2011, regardless of when the actual work for this period was done.

My employees are on holiday over the Christmas period. Should I run a Week 53 to ensure they get their holiday pay before their holiday begins?
Generally, the answer to this question is 'No'. You only run a Week 53 when there is an extra pay period to be processed in the tax year, regardless of any other circumstances.

If the pay date for the holiday week falls in January rather than December, the holiday week is not an extra pay period, and must be processed as a normal week in period 1 of the new tax year.

If Week 1 of the new year is a holiday week, and you still want to pay your employees for this week in advance of their holidays, carry out the following steps:

- complete the current tax year

- set period 1 of the new year

This can be done at any time after you have installed the Payroll Year End Update.

Setting Week 53
To set Week 53, carry out the following steps:

1. Select **Company/Payroll Setup - Company/Payroll Details**.

2. Open the **Current Period** tab.

3. Select the **Extra Pay Period** checkbox.

4. Click **Save**.

You can then set period 53 and process your payroll in the usual way. Employees are automatically treated on the usual cumulative tax basis as though it were Week 1.

See also

Company/Payroll Details - Current Period tab

Processing holidays at Payroll Year End

Revenue Commissioners Requirements

February 15th Deadline

- You must submit the P35 return to the Revenue Commissioners by February 15, 2012.

- You must distribute P60s and Income Levy Certificates to all employees by the same date.

Recommended Payroll Data Checks

- Ensure that a valid Tax Registration number has been entered in the Company/Payroll Details screen.

- Ensure that you use the correct combination of weeks/classes. Total Insurable Weeks must be greater than the sum of the Weeks at Second Class, Third Class and Fourth Class.

- Ensure that you enter the Employer Registration Number in the Company/Payroll Details record.

- If an employee PPS Number is missing, ensure that the employee's Name, Address and Date of Birth are provided for that employee.

- Check the recording of Class A0 is correct by ensuring that you have used a zero (A0), and not the letter O (AO).

- Make sure that the P35 includes the payroll totals relating to Pensions, PRSAs and RACs, which are required under Section 86 of the Finance Act, 2004.

P35 to ROS Special Requirements

- You must be a registered ROS (Revenue Online Service) customer to use the P35 to ROS option. Revenue recommends that you allow up to three weeks for this registration process. You must have a working e-mail address to register with ROS.

- Valid Company and Employee names can contain letters and any of the following characters / & . ( ) ' " ` { } [ ]

Payroll Year End Reports

You need to generate the following Payroll Year End reports:

- **P60s and PRD60s**

Two copies of the P60 are printed per employee. Just a single copy of the PRD60 is printed per employee. (The PRD60 is required only for employees subject to the Pension-Related Deduction.) For more information, see How do I print P60s? and How do I generate a PRD60 report?

- **P35 and PRD35**

The PRD35 is required only in payrolls in which there are employees subject to the Pension-Related Deduction. For more information, see Duplicate Employees in a P35 to ROS Submission and How do I generate a PRD35 report?

- **PRC1 Report**

The PRC1 Report should be submitted to the Revenue Commissioners at the end of the tax year for any employee who has had three or more PRSI classes while in employment with your company during the tax year. For more information, see PRC1 Report

The reports offer range selections similar to those available on standard payroll reports. For further information about printing reports, see Reports.

Note: You can print valid P60s on plain paper or using special stationery.

Generating a Tax Year End report

1. Select **Tax Year End - Tax Year End Reports**.

2. The End of Year Processing window displays the various reports available.

3. Select the various reports you require. You can specify the sequence in which you want to print the reports.

4. Click **Yes** if you had an extra period in the year (that is, a Week 53). Otherwise, click **No**.

P35 FAQs

What are 'duplicate' employees?

Why can't I generate the P35 To Disk submission?

Merging Employee Records for the P35

Pensions at Payroll Year End

How do I compare the P35 to the Control Summary?

The full set of official Revenue Commissioners P35 documentation is at this location:

http://www.revenue.ie/en/business/paye/p35-end-year-returns.html

Pensions at Payroll Year End

You must include pension values on your P35 submission at Payroll Year End.

The pension values on the P35 relate to ALL payrolls in your system with the same Tax Reg number as the one you're currently logged into.

That is, the pension values relate to the **whole company**, and not just a particular payroll belonging to the company.

Adjusting Pension, PRSA and RAC values

The Revenue Commissioners require that P35 submissions should include payroll totals for Retirement Benefit Schemes (Pensions), PRSAs and RACs.

The following information is added to the P35 return automatically, based on the data in your payroll system.

Retirement Benefit Schemes (Pensions)

1. Number of employees who contributed to pension schemes through deductions from payroll during the year.

2. Total pension contribution this year from all employees through tax relief-eligible payroll deductions.

3. Number of employees for whom you made contributions to retirement benefit schemes.

4. The total amount contributed by you to pension schemes on behalf of your employees during the year.

PRSA Schemes

1. Number of employees who contributed to PRSA schemes through deductions from payroll during the year.

2. Total PRSA contribution this year from all employees through tax relief-eligible payroll deductions.

3. Number of employees for whom you made contributions to PRSA products during the year.

4. The total amount contributed by you on behalf of your employees to PRSA products during the year. As with all pension types, this amount is subject to the USC.

Retirement Annuity Contracts (RACs)

1. Number of employees who contributed to retirement annuity contracts through deductions from payroll during the year.

2. Total RAC contribution this year from all employees through tax relief-eligible payroll deductions.

However, for each pension type there may have been amounts contributed outside of normal payroll processing. If there are such amounts, you must adjust the payroll totals accordingly. The P35 Pension Adjustments screen enables you to do this.

See also: Duplicate Employees in a P35 to ROS Submission

Pension Links

A pension link is a record in the payroll system that contains basic details of a particular pension or similar (PRSA, RAC or CWPS) scheme.

Each deduction in your payroll system set up for one of these schemes must be associated with the relevant pension link.

As long as each of your pension deductions has a pension link, the associated pension contributions will be included on the P35.

Creating a Pension Link

1. To set up a pension link, begin by logging into any payroll and selecting **Company/Payroll Setup - Pension Link** option.

2. The Pension Link window opens. Specify the necessary details.

Field	Description
Link *	A unique number assigned to every pension link. (Maximum: 200 links)
Description*	Identifies the pension link, which facilitates the assignment of a deduction to the link.
Reference Code *	Assigned by pension providers to identify pension files submitted electronically
Type	The scheme can be a Pension, PRSA or RAC.
Name *, Address, Email	Contact information associated with the pension provider.
File Overdue Warning	Enables a reminder (displayed when you set a new period) that a pension file is due. Works in conjunction with Issue Frequency.
File Name	The location and name of the electronic pension file, such as A:\pension1.pen.
Issue Frequency	Period over which Pension Report balances are accumulated. Determines how often you are reminded to create a pension file
Last Issue	The date on which you last created a pension file.

3. Click **Save**.

Attaching a Pension Link to a Deduction
During Payroll Year End you need to check that deductions for pensions and similar schemes have been set up correctly.

1. Select **Company/Payroll Setup - Payments/Deductions**.

2. Review the deductions listed in the Payments/Deductions window.

3. If you need to attach a pension link to a particular deduction, select it in the deduction's Type drop-down
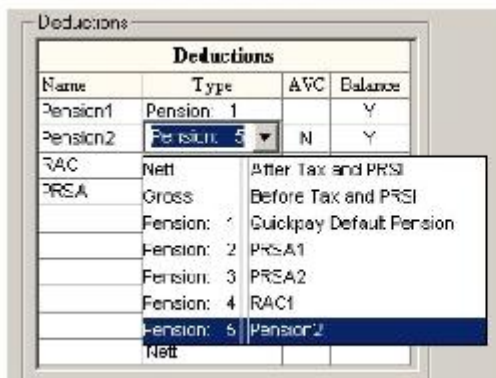
list.

4. You are prompted to specify whether you want the deduction's previous balances to be cleared. Click **No**. These balances are required for the P35.

Example

The gross deductions named **Pension2** and **PRSA** have been set up correctly from the point of view of general payroll processing.

However, because there is no pension link attached to either of them, they will not be included on the P35.

On the other hand, the deductions named **Pension1** and **RAC** are set up correctly, and will be included automatically on the P35.

You need to set up all pensions so that they will be included on the P35.

Duplicate Employees in a P35 to ROS Submission

The P35 to ROS option enables you to produce a P35 file that you can then submit by uploading it on the ROS website:

http://www.ros.ie

You must be a registered ROS customer to submit the file. The registration process may take up to a few weeks.

What is a 'duplicate' employee?
   During the P35 return creation process, the Merge Duplicate Employees window lists any 'duplicate' employee records in the relevant payroll(s).

   Duplicate employee records meet criteria that indicate that they represent the same employee. For this reason, the information in these records is 'merged' in the P35.

   > Merging the employee records for P35 ROS purposes does not actually merge the employee details records. These remain separate. If you want to merge the records, see .

   Employee records that meet the following criteria are considered to be duplicates:

   - Employees with the same PPS Number.

   - Employees with a blank PPS number, or where just one of them has a PPS number, but for whom ALL of the following match:

      - First name

      - Surname

      - Date of birth

      - Address 1

   If only some of the items match, it's not a duplicate.

   Other points to note:

   - If one of the listed criteria is blank in all records, it is not considered to be a matching piece of information.

   - Invalid matches are not merged in the P35 ROS file. This is not mentioned on the P35 Monitor.

Handling Duplicate Employees in the P35
   When you are generating the P35 file, the Merge Duplicate Employees window lists the employee records the system has identified as duplicates (if any).

   There may be cases in which the details in the records make it impossible to automatically merge the details. These cases will be highlighted in red.

   To resolve the issues preventing these from being merged, carry out these steps:

   1. Click **Print** to print out a report containing the relevant details.

   2. **Cancel** out of the window.

   3. Use the report to resolve the relevant issues. (See Merging Duplicate Employees Manually for more information.)

   4. When all such issues have been resolved, begin the P35 to ROS procedure again.

   5. When you reach the Merge Duplicate Employees window again, verify that all issues have been resolved.

   6. Click **Merge and Continue** to merge the duplicate employee records and continue with the P35 procedure.

   For important additional information, see Merging Employee Records for P35 ROS.

See Also

[Payroll Year End Reports](#)

Merging Employee Records for P35 ROS

Why would employee records have the same PPS number?

There are several possible reasons:

- If an employee left the company's employment, and then was subsequently re-hired by the company, a second employee record may have erroneously been created for them.

- If the employee's pay frequency was changed during the tax year so that, for example, they have a record in your weekly payroll, and another in your monthly payroll.

- A third possibility is that an employee record may lack a PPS number, but other details, such as the name, indicate that it is a duplicate.

When is the system unable to merge duplicate employee records?

When one or more duplicate employee records are active at the same time, the system can't merge them for P35 ROS reporting purposes.

In practice, what this means is that all but one of the duplicate employee records must have a Finish Date or Finish Period.

If you proceed with the P35 to ROS process, the records will be omitted from the submission.

You should cancel the P35 to ROS process and ensure that any employee record that requires a Finish Date or Finish period actually has one. Then begin the P35 to ROS process again.

Do I need to check the numbers in the P35 submission?

Yes. It is essential to check that each total in the Merge Duplicate Employees window is correct. There are a number of reasons why they may be incorrect.

For example, suppose that an employee switches from the Weekly pay frequency to the Monthly pay frequency. A new Monthly employee record should be created for the employee, and the old one should be deleted. The steps involved in doing this are set out here: [Merging Duplicate Employees Manually](#). If, in error, the employee's Weekly employee record remains on the system, the last Weekly pay period may overlap with the first Monthly pay period, causing discrepancies when the records are merged for P35 to ROS reporting purposes.

Another common source of incorrect merged totals is the case of an employee who leaves the company and then returns. If a new employee record is created for them when they return, it is possible for the same pay periods to be processed for both, leading to incorrect merged totals.

See also

[Duplicate Employees in a P35 to ROS Submission](#)

Merging Duplicate Employees Manually

If you have more than one payroll with the same tax registration number, you should have just one record for each employee. Duplicate employee records can disrupt PAYE calculations. To eliminate duplicate PPS numbers, you need to merge duplicate employee records.

You can't successfully generate a P35 to ROS file if there are duplicate PPS numbers in your system. The system will attempt to merge duplicates as part of the P35 to ROS process. (See [Duplicate Employees in a P35 to ROS Submission](#) for more information.) However, you may still need to manually merge records.

Note: To avoid confusion, do not click **Save** until you reach Step 3.

Step 1: Preparations

1. Make a backup of the relevant payrolls. See [Backup](#).

2. Make a note of the employee numbers for the duplicate employee.

3. Open one of the duplicate Employee Details records. See Employee Details Window.

4. If a timesheet has been entered for the employee, perform one of the following actions:

   - Set the next period, if applicable.

   - Select the **Allow Editing in Payroll Year End** checkbox in the Tax Deduction Card tab to unlock the employee details for editing. If you modify the employee's timesheet after you make changes to employee details, the changes made will be lost. You will have to make the required changes to the Employee Details screen again.

   - Delete the current timesheet.

5. Print the Tax Deduction Card reports for the duplicated employee.

Step 2: Update the employee record

1. Open the **Tax Deduction Card** tab in the relevant Employee Details record.

2. There is a separate line for each period in which the employee was paid while in the company's employment in the current tax year. Enter the information for any missing periods. This information can be obtained from the other duplicate employee record's Tax Deduction Card report.

It is not necessary to update all columns but You MUST enter:

   - Date of Payment

   - Period Number

   - Gross Pay Less Pen.

   - Tax Ded. This Per.

   - Emp'ee PRSI

   - Total PRSI

   - Ins. Wks.

   - PRSI Code

3. In the **Details 1** tab, ensure that the Period Tax values are up to date.

4. Edit the tax details as necessary. If the employee is on Emergency Tax, ensure that the Emergency Start period is entered correctly.

5. Ensure that the PRSI details are up to date. The Ins Wks Totl value should be increased by the amount on the other employee record.

   - **Base Code:** This is the PRSI base code that an employee is classed under. For the majority of employees this will be A1, but if you are unsure of an employees base code, you should confirm with the Social Welfare department.

   - **PRSI Code:** This field stores the employee's most recent PRSI Code. The PRSI code field is not actually too important, once the correct base code has been selected, the system will then be able to determine the correct PRSI code of an employee based on their earnings in the current period.

   - **Ins Wks Totl:** This field relates to the number of insurance weeks an employee has accumulated in the current employment, i.e. with your company.

   - **Ins Wks Curr:** This field relates to the number of weeks that the employee has been on their current PRSI code (PRSI Code: above). An example of this would be where an employee may have 26 ins weeks in total but they have been on the PRSI code A0 for only the last 4.

6. Correct the cumulative values for the current tax year by increasing by them by the amounts on the other employee record.

7. In the **Details 2** tab:

- Edit the 'P45' and 'this Employ' lines to reflect all gross pay and tax for the current tax year. These details should be increased by the amounts on the other employee record.

- Ensure that the bank details are up to date.

- Ensure that the total taxable disability benefit for the year is entered. It should be increased by the amount on the other employee record if applicable.

8. In the **Deductions** tab:

Deduction balances can be edited in the **Deductions** tab. Click the **View** button to the right of the deduction, and increase the values by the amount on the other employee record.

Eee Deduction

Amounts deducted from the employees gross pay

Eer Contribution

Amount contributed to the employees' deduction by the employer.

Total this report

Holds the balance to be remitted to the pension/PRSA provider. This is only required if the company electronically remits their pension/PRSA contributions to the pension/PRSA provider. If deductions are not remitted this is the total balance for the deduction since the employee joined the company.

Total this Tax Year

Amount deducted to date for the current tax year.

Financial Balance

Amount deducted to date for the current financial year.

All time Balance

Total deducted since the employee joined the company

Step 3: Save Changes

Click **Save** to save the changes to the employees record

If you have failed to enter all of the details correctly, the Tax Deduction Card Cumulatives window opens.

This indicates that the figures in the **Tax Deduction Card** tab do not match the cumulative figures in the **Details 1** or **Details 2** tabs. Any value not matching will have a double asterisk (**) beside it. These discrepancies must be rectified before continuing.

In the example shown here, Gross This Employment has two asterisks. To correct it, click **Cancel**. Check the Gross Pay Less Pen. column in the **Tax Deduction Card** tab. Ensure that all figures are entered correctly. When you are satisfied that the Tax Deduction Card is correct and complete, ensure that the Gross this Employ value in the **Details 2** tab agrees with it.

Step 4: Omit duplicate employee from the P35 to ROS file

When you are prompted during the P35 to ROS creation process, select the employee(s) to be omitted from the submission. See Duplicate Employees in a P35 to ROS Submission

Step 5: Delete Duplicate Employee

To delete an employee record, you must remove all of the employee details manually. Some details can't be deleted, such as employee number and pay method.

You can delete a lines in the Tax Deduction Card quickly by clicking the line and pressing Function Key 3 (**F3**) on your keyboard.

Step 6: Update P30

If just one payroll is affected by the duplication, the P30 does not need to be amended.

If two or more payrolls are affected by the duplication, (usually due to different pay frequencies), the P30s of each affected payroll must be amended.

1. Select the **Company/Payroll Setup - P30/CC124** menu option

2. Manually edit the P30 to reflect the increase/decrease in Tax and PRSI amounts

   ▪ When deleting an employee, reduce the P30.

   ▪ When adding to an employees record, increase the P30.

See also

[Duplicate Employees in a P35 to ROS Submission](#)

Why can't I generate the P35 To Disk submission?

The Revenue Commissioners no longer accept P35 Disk submissions. To make a valid submission, you must use the Revenue Online Service (ROS) service. (See [Duplicate Employees in a P35 to ROS Submission](#)) You can create a P35 disk, but only for your own internal purposes.

1. Insert a blank formatted disk into the floppy drive.

2. Select **Tax Year End - Tax Year End Reports**.

Alternatively, you can select **Tax Year End Reports** in the navigation pane's Year End view.

3. In the End of Year Processing window, select the P35 Returns **via Disk** radio button, and click **Create**.

4. Click the **Generate P35 Disk** button.

5. The screen displays the company tax registration number for the current payroll. It will also display the company letter and name of any additional payrolls that have the same tax registration number. Click on the additional company name(s) if you wish to merge the details, otherwise click **OK** to proceed.

6. A screen displaying the pension totals is displayed. These values are those that were processed through payroll.

The purpose of this screen is to enable you to conform to the Revenue requirement that the P35 includes company totals for Retirement Benefit Schemes (Pensions), PRSAs and RACs.

You can adjust the amounts if necessary by specifying values in the +Adjustments column.

7. Click **Proceed** to continue.

The P35 information is now written to the disk. On completion, the system displays a Disk Verification screen showing summary details of the information written to the disk. Take a moment to check the details to ensure they are correct. **Note: The summary information does not include pension totals.**

8. Click **Print** to complete the process and take a hard copy of the details. Check the report to ensure that all employees (including leavers) are included. Check the overall totals against your last control summary. Note that the gross total may differ from that of the end-of-the-tax-year Control Summary, since values in cent are not included on the P35 file.

You can also click **OK** to complete the process without printing the details.

9. Remove the disk and label it with your company tax registration number and your company name here.

Comparing the P35 and the Control Summary

Use this table to compare the Audit Balances on the Control Summary with the corresponding P35 values displayed in the Report Preview when you create the P35 ROS file.

Note: Each Control Summary relates to a single payroll. However, the P35 may relate to several payrolls with the same Tax Reg number. In this case you need to compare the P35 Report Value to the sum of the corresponding values in the relevant Control Summary reports.

Control Summary (AUDIT BALANCES)	P35 Report Preview (Summary Section)
C/Fwd Gross Pay (This Employment)	Total Pay
C/Fwd Tax Paid (This Employment)	Total Tax
C/Fwd PRSI E'e and C/Fwd PRSI E'r	Total PRSI
UNIVERSAL SOCIAL CHARGE	Total USC

Because Gross Pay on the P35 is rounded down to the nearest whole Euro value, the Gross Pay value on the P35 can be lower than that of the Control Summary.

For example, if there are 250 employees on the P35, the P35 Total Gross Pay could potentially be up to 250 less than the amount calculated on the Control Summary.

PRC1 Report

Do I need to submit the PRC1 report?

You must submit the PRC1 Report when an employee has had three or more PRSI classes while in employment with your company during the tax year.

Post the printed report to the following address:

PO Box 354

Sarsfield House

Francis Street

Limerick

How do I generate a PRC1 Report?

1. Select **Tax Year End - Tax Year End Reports**.

2. The Tax Year End Reports window opens. Select **PRC1 Report**.

3. If necessary, define a range to specify which employees should be included in the report.

4. The PRC1 report displays the PRSI details of the employees who had more than two PRSI classes in the tax year. It displays:

   - PPS Number

   - Name (surname and forename)

   - earnings at that PRSI class

   - PRSI values

   - PRSI total

   - PRSI class name

   - number of weeks the employee has worked on that PRSI class (which can not exceed 56)

5. Click **Print**.

How do I send the PRC1 Report?

Post the printed PRC1 report to the following address:

PO Box 354

Sarsfield House

Francis Street

Limerick

How do I generate a PRD35 report?

You must print a PRD35 if employees in one or more of your payrolls are

- subject to the Pension-Related Deduction (PRD)

- still in your employment at the end of the tax year

The report shows:

- total pay subject to the PRD deduction

- PRD paid by each employee

- PRD paid by the whole payroll

1. Select **Tax Year End - Tax Year End Reports**.

2. Select **PRD35**.

3. Click **Preview** or **Print**.

See also

Payroll Year End Reports

How do I print P60s?

You must print P60s for each employee who is still in your employment at the end of the tax year.

1. Select **Tax Year End - Tax Year End Reports**.

2. Select a P60 option.

3. Specify the employees whose P60s should be printed.

You can also produce P60s in either English or Irish. If the application detects any errors in your payroll data, they will be listed onscreen when you try to create the relevant P60 report.

You must correct all errors before you can create the report.

4. Click **Print**.

The relevant P60s are printed. One copy is printed per employee.

See also

Payroll Year End Reports

How do I generate a PRD60 report?

You must print a PRD60 for each employee who is: -

- subject to the PRD (Pension-Related Deduction, commonly known as the 'Pension Levy')

- still in your employment at the end of the tax year

1. Select **Tax Year End - Tax Year End Reports**.

2. Select **PRD60**.

3. Specify the employees whose PRD60s should be printed.

4. Click **Print**.

The relevant PRD60s are printed.

See also

[Payroll Year End Reports](#)

Tax Credit Import

You receive a new tax credit file from the Revenue Commissioners for each of your company's employees early in the new tax year.

When you import this file into Quickpay, the following information is updated in the system:

- number of tax credits

- standard-rate cut-off

- previous employment Gross Pay

- previous employment Tax Paid details

- Marginal Relief Rate

- Tax Status

To import the file, carry out the following steps:

1. Select the **Miscellaneous - Tax Credit Import - Tax Credit Import** menu option.

2. The Tax Credit Import window opens. Specify the location of the Tax Credit Import file you have received from the Revenue Commissioners. The default location is the application folder, but you can browse to a different location if necessary.

   The file's name should include the company's Tax Reg number and the relevant tax year.

3. Click **Next**.

4. The Select Tax Credit Record window opens.

This window lists all the tax credit records in the Tax Credit Import file. Quickpay checks each record for discrepancies with your existing payroll information, and displays records with apparent discrepancies in red. Other records are displayed in black, and are selected by default.

Possible types of discrepancy include:

- Records for employees who have left your payroll.

- Records for employees who have not yet been added to your payroll.

- The employee's previous employment Gross Pay in Quickpay is greater than the corresponding value in the Tax Credit Import file.

- The employee's previous employment Tax Paid value in Quickpay is greater than the corresponding value in the Tax Credit Import file.

- The employee is in a different payroll.

You can import records that have discrepancies, but doing so risks introducing errors to your payroll system. You should investigate the cause of each discrepancy, and consult with the Revenue Commissioners office to clarify any relevant issues.

5. When you have selected all the records you want to import, click **Import Now**.

6. The Import Progress window displays a summary of the import process.

7. Click **Done** to close the window.

Spot-check a few employee details records to confirm that the tax credit information has been updated correctly.

Installing the Budget Update

When it becomes available, you'll be able to download the Budget Update file at

http://www.sage.ie/pye

Follow the instructions on the website to install the update.

See also

How do I switch between tax years?

Manually updating PAYE and PRSI tables

You can manually update PAYE and PRSI tables with the latest Budget rates.

However, there is significant risk involved in taking this approach, so you should take great care if you choose to do so.

A far more reliable approach is to download and install the Budget Update file at http://www.sage.ie/pye/.

(See also Installing the Budget Update)

Editing the PRSI Table

Select the **Company/Payroll Setup - PRSI Table** menu option, and make the appropriate changes.

Editing the PRSI earning bands

select the **Company/Payroll Setup - PRSI Earning Bands** menu option, and make the appropriate changes.

Editing the PAYE Table

Select the **Company/Payroll Setup - PAYE Table** menu option, and make the appropriate changes.

Change an Employee's Tax Details

From time to time the Revenue Commissioners may assign new tax details to an employee, changing their:

- Tax Status
- Tax Credits
- Standard Rate Cut-Off

This information is stored in the Employee Details record.

1. Select the **Processing - Employee Details** menu option.
2. Select the employee number to be amended in the Emp. No. drop-down list, or by entering the number directly.
3. Open the **Details 1** tab.
4. Enter the Std. Cut-off and Tax Credit values.

These are the period equivalent values, not the annual values. So in a weekly payroll, enter the weekly amounts, and so on.

5. If the employee is changing from *Emergency* tax status to another status, change the Tax Status before you enter the Standard Rate Cut-Off value, or the Tax Credits value.
6. Click **Save**.

Points to note

- If the employee has **not yet been paid** for the current pay period, and you want your changes to take effect before they are paid for the period, delete the employee's timesheet.

  To do this, open the timesheet and click **Delete**.

  This will enable you to make the required changes.

  Now save a new timesheet for the employee and re-print the relevant reports.

- If the employee has **already been paid** for the current period, wait until the next pay period is set before you make the changes.

Processing holidays at Payroll Year End

Because the tax year begins and ends on the same dates as the calendar year, many employees are likely to be on holidays for the final days of the old tax year, and the first few days of the new tax year.

These employees receive holiday pay for their entire Christmas holiday period in advance.

Which tax year does a holiday period belong to?
The Pay Date determines which tax year a pay period belongs to:

- If the Pay Date occurs on or before December 31st belongs to the old tax year.

- If the Pay Date occurs on or after January 1st, it belongs to the new tax year.

> **This holds true regardless of when the work was done. The determinant is when the employee is paid for the work, not when the work was carried out**

The situation is exactly the same for holidays.

When would the Pay Date have occurred in the holiday period? This determines whether that holiday period belongs in the old tax year or the new one.

Example 1
Suppose that you have a weekly payroll in which every Friday is a payday. The last Friday of the tax year is the Dec 25th, which falls in Period 51. So there is no Pay Day in the old tax year for period 52.

If employees are being paid in advance for holidays taken over Christmas and New Year, and they will not return to work until the second period (or later) of the new tax year, carry out the following steps:

1. Process payroll up to the end of the old tax year. Make sure not to include period 52, whose Pay Date occurs in the new tax year.

2. Set up the new tax year. See Setting up the New Tax Year

3. Install the Budget Update for the new tax year. See Installing the Budget Update

4. Process the relevant holiday period(s) at the start of the new tax year, including the holidays taken in period 52 of the old tax year.

Make sure that:

- the pay dates you use are consistent

- you use the correct number of pay periods in each tax year (in some years there may be an extra pay period)

Example 2
Suppose that you have a weekly payroll, and all employees are on holidays over the Christmas period for two weeks, with period 52 being the first holiday week, and period 1 of the new tax year being the second holiday week.

It is not possible to process the two holiday weeks in the old tax year. Instead, they must be dealt with separately.

1. Run the payroll up to the end of the old tax year, making sure not to include any pay that would normally be due in the new tax year.

While processing the timesheets for period 51, give each employee one holiday week by entering '1' in the Holiday Periods field on the bottom left of their timesheet. This will pay the employees up to and including period 52.

2. Set up the new tax year. See Setting up the New Tax Year

3. Process the holidays as the first period(s) of the new tax year.

Because period 1 itself is a holiday week, it is not necessary to enter anything in the Holiday Periods field on the timesheet. Doing this would cause period 2 to become a holiday week as well.

When the employees return to work after their holiday period, they will be paid for the first time in the new year in period 2, since period 1 was a holiday week.

Implications for Paypath payments

Employees who are paid directly through Paypath will be sent two payments.

- one Paypath file will be created for the final payment of the old tax year

- the other will be created for the first period of the new tax year

The employee gets both of these payments in advance because they are for holidays.

Clearing Deduction Balances at Financial Year End

You can clear the balance amount of a deduction with a reducing or incrementing balance. To do this, click the **Clear Balances** button. Take a backup before doing this (see Backup), because in the event of erroneously clearing balances you may need to restore your data to its previous state.

1. Select **Company/Payroll Setup - Payments/Deductions**.

2. The program displays the Payments & Deductions window.

3. Click **Clear Balances**. The Clear Deduction Balance dialogue is displayed.

4. Use the checkboxes to select the items to be cleared. You must exercise caution here - all employee records are affected when you clear balances.

5. Click **OK** to clear the selected balances, or **Cancel** to abandon your changes.

You must clear these balances together:

- Employee Standard Amount

- Financial Year Employee Balance

- Financial Year Employer Balance

You can also clear both the employer and employee Tax Year Balances.

See also

Reference Guide: Payments & Deductions Window

Common Company Tasks

Setting up the Payroll System

Miscellaneous

The **Miscellaneous** menu provides a set of payroll system utilities:

[Backup](#)

[Restoring a Backup](#)

[Are you moving to a new computer?](#)

[Print Registration Form](#)

[User Preferences](#)

[Printer Settings](#)

[View System Monitor](#)

[Universal Social Charge (USC)](#)

Backup

The Backup function enables you to back up your Quickpay data to a storage medium. This safeguards you against data loss if, for example, your data files become corrupted, or they contain errors. You can use the backed up data to revert to a valid data set. (See Restoring a Backup.)

Because of their reliability, Sage recommends the following backup storage media:

- USB memory stick
- network drive
- secondary hard disk
- CD-RW/DVD-RW

Note: It is important to be aware that floppy disks are not a reliable medium for storing payroll backup data.

You can back up the entire Quickpay payroll system, or just the data in the current payroll.

1. Select **Miscellaneous - Backup**.

2. Specify whether you want to back up the current payroll's data only, or perform a full system backup (which involves backing up specific payrolls and/or program and common files).

3. Enter the backup location, and click **OK**.

4. If you selected **Full System Backup**, the Full Backup window displays.

Here you can specify what elements of the Quickpay payroll system you want to back up. These are:

- programs
- common files
- payrolls

5. Click **OK** to proceed.

6. If backup data already exists at the storage location you have specified, you need to confirm that you want to overwrite the existing backup data with the new backup data. Click **OK** to do this.

However, it is good practice not to back up your data over the previous backup. Instead, you should create a separate backup folder for each payroll period's backup.

7. The payroll data is backed up to the relevant location. When this process is complete, a confirmation dialogue box displays. Click **OK**.

See also

Are you moving to a new computer?

Miscellaneous

Restoring a Backup

Restoring a payroll backup involves reverting the system to the state it was in when the data set was backed up. (For information about backing up data, see Backup).

You may need to restore backed up payroll data if your data files become corrupt, or if the data set contains errors.

Depending on what data you have backed up, you can restore multiple payrolls and/or programs and common files, or just the data in the current payroll.

1. Select the **Miscellaneous - Restore** menu option.

   Alternatively, you can select **Restore** in the navigation pane's Company view, or click the desktop process map's **Restore** button.

2. The Restore dialogue box displays. Specify whether you want to restore the current payroll's data only, or a full system restore.

3. In the Restore From field, specify the location of the backup data.

4. Click **OK** to continue.

5. If you selected **Full System Backup**, the Full Restore dialogue box displays.

   Here you can specify what elements of the Quickpay payroll system you want to restore from backup. These are:

   - programs

   - common files

   - payrolls

6. Click **OK** to proceed.

7. The payroll data is restored from the relevant location. When this process is complete, a confirmation dialogue box displays. Click **OK** to continue.

See also

Miscellaneous

Are you moving to a new computer?

If you need to re-install Quickpay, you must ensure that both the program itself and your payroll data are up to date in the new installation.

The procedure that follows is suitable for a planned re-installation, such as when you are moving to a new computer. Use this approach ONLY if the original installation is fully operational.

Step 1: Full System Backup

1. Log into Quickpay on the existing installation and into any payroll.

2. Select the **Miscellaneous - Backup** menu option.

3. Select **Full System Backup**.

4. Specify a backup storage location.

Note: Floppy disks are not recommended for backups as they are unreliable.

5. Click **OK** to move onto the full system backup options.

6. Select every item.

'Common files' are PAYE and PRSI tables and bank details.

7. Click **OK** to begin the backup.

Step 2: Install

Now you need to re-install Quickpay on the new computer. Use the installation CD, and then install any subsequent updates. (Update disks alone will not install Quickpay.)

Follow the onscreen prompts until the installation is complete.

The latest Quickpay installation file can be downloaded from our website: **www.sage.ie/pye**

Step 2: Install

Step 3: Full Data Restore

1. Launch Quickpay when it is re-installed and fully up to date.

2. You are prompted to license the system. Follow the onscreen instructions.

3. Log into Quickpay on the new computer, and into the payroll.

4. Select the **Miscellaneous - Restore** menu option.

5. Select **Full Data Restore**.

6. Select **PAYBACK.CTL** and click **Open**.

7. Click **OK**.

8. Select every item in the Full Restore list, including all payrolls that need to be restored. ('Common files' are PAYE and PRSI tables, and bank details.)

9. Click **OK** to begin the Full Data Restore.

Your Quickpay payroll system is now fully restored on the new computer.

See also

Backup

Restoring a Backup

Print Registration Form

You can print a copy of the Registration Form for *Sage Quickpay*.

1. Select **Miscellaneous - Print Registration Form**.

2. Choose the printer and print settings you require.

3. Click **OK** to continue.

See also

Miscellaneous

User Preferences

You can enable pop-ups to aid Pension Amount editing.

1. Select **Miscellaneous - User Preferences**.

Alternatively, you can select **User Preferences** in the navigation pane's Settings view.

2. The User Preferences window opens. Select the checkbox. This enables the pop-up screen that will display when you enter a Pension Value in the Timesheet Entry screen, or in the Employee Details screen.

3. Click **OK** to confirm your selection.

Note: If you decide not to enable pop-ups, then:

- entering the figure 15.00 specifies the pension amount 15

- entering 15% deducts an amount of 15% of pensionable pay

See also

Miscellaneous

Printer Settings

You can set printing preferences for *Sage Quickpay*, choosing between direct printing and Graphical Device Interface (GDI) printing.

GDI printers have limited ability to prepare a page for printing. The GDI prepares the page by calling the appropriate printer drivers and moving the image or document directly to the printer.

It does not re-format the image or document in a printer language such as PostScript.

1. Select **Miscellaneous - Printer Settings**.

Alternatively, you can select **Printing Settings** in the navigation pane's Settings view.

2. Select the appropriate printing method.

If you are using a laser, inkjet or bubblejet printer (prints on A4 sheets), select **GDI**.

If you are using a dot-matrix printer (prints on continuous paper), then select **Direct**.

3. Click **OK** to confirm your selection.

See also

Printer Setup

Miscellaneous

View System Monitor

The system monitor displays the actions of the users logged into Quickpay.

The monitor is a notepad file named syslog*A*.dat. (*A* represents Company A).

The monitor displays:

- user name

- time and date of each user actions

- type of action

This function enables Sage Customer Services to determine the sequence of user actions leading up to a problem with the payroll system.

See also

Miscellaneous

Automatic Updates

The first time you launch your Sage Quickpay system, it uses your Internet connection to automatically check whether there are any available software updates.

Thereafter, you can configure the system to continue checking automatically for updates. Alternatively, you can opt to carry out manual checks.

Configuring your system for automatic updates

1. Select the **Tools - Internet Options** menu option.

2. The Internet Options window opens. In the **Software Updates** tab, select one of the 'Automatic' checkboxes.

3. Optionally, open the **Network Settings** tab and ensure that your Internet connection settings are correct.

4. Click **OK**.

Configuring your system for manual updates

1. Select the **Tools - Internet Options** menu option.

2. The Internet Options window opens. In the **Software Updates** tab, select the **Let me check for Sage software updates...** checkbox.

3. Optionally, open the **Network Settings** tab and ensure that your Internet connection settings are correct.

4. Click **OK**.

5. To carry out a manual check for updates, select the **Help - Check for Updates** menu option.

See also

Miscellaneous

Pension-Related Deduction (PRD)

The Pension-Related Deduction (PRD), also known as the Public Sector Pension Levy, is a gross deduction (see What is a deduction?) for certain public sector organisations.

It is calculated BEFORE PAYE, PRSI and USC are deducted from the employee's pay.

How do I activate the PRD feature for a payroll?
1. Select the **Company/Payroll Setup - Pension Related Deduction (PRD)** menu option.

2. The Pension Related Deduction Settings window opens. The window contains two tabs:

General

The **General** tab enables you to carry out the following tasks:

 a) Activate the PRD feature:

To do this, select the **Use Pension Related Deduction (PRD) Feature** checkbox.

b) Specify whether new employees' **PRD Status** is:

Do not deduct

This signifies that although PRD is enabled in this payroll, the employee is not subject to PRD deductions.

Week 1

This signifies that the employee is subject to PRD deductions calculated on a Week 1 basis.

This is applicable when the employee has joined a Public Service organisation during the year and has declared that this is their main employment, but has yet to supply a valid PRD45 from previous employment.

It can also be applied when the employee has significantly underpaid PRD, and an agreement has been reached to recoup the underpayment in this way.

Cumulative

This signifies that the employee is subject to PRD deductions calculated on a cumulative basis.

This is applicable when the employee has supplied the PRD45 from any previous main or subsidiary employments in the current tax year, and the details have been included on the employee's salary history.

Rates

The **Rates** tab enables you to view the current PRD rates and annual thresholds.

If you need to change the Upper Limit and Rate values, click **Edit**.

Then enter the MANAGER user password, and make the necessary alterations.

You should bear in mind that the changes you make apply to all the payrolls set up on your system.

How do I mark a payment as being subject to the PRD?
The Pension-Related Deduction is payable on gross pay. It must be calculated on the individual elements of gross pay:

- basic pay

- overtime

- arrears

▪ all taxable allowances

Note: All non-taxable allowances are exempt from PRD.

You need to explicitly mark payments as being subject to the PRD. To do this, carry out these steps:

1. Select the **Company/Payroll Setup - Payments/Deductions** menu option.

2. Click the relevant payment or allowance's **Edit** button, and specify whether it is subject to the PRD.

3. Click **OK**.

How do I set up a PRD nominal code?
There is no dedicated PRD field available in the Quickpay Nominal Link Settings window. The PRD values are incorporated into the 'Total Employee and Employer Pension' account specified on the Nominal Link Settings window's **Nominal Codes** tab. For more information, see Nominal Link.

The PRD amount will be included in the Credit section of the Nominal Report.

How do I apply PRD to a specific employee?
To enable PRD calculations for an employee, select a **PRD Status** option in the Employee Details window's Deductions Tab.

▪ **Do not deduct**

This signifies that although PRD is enabled in this payroll, the employee is not subject to PRD deductions.

▪ **Week 1**

This signifies that the employee is subject to PRD deductions calculated on a Week 1 basis.

This is applicable when the employee has joined a Public Service organisation during the year and has declared that this is their main employment, but has yet to supply a valid PRD45 from previous employment.

It can also be applied when the employee has significantly underpaid PRD, and an agreement has been reached to recoup the underpayment in this way.

▪ **Cumulative**

This signifies that the employee is subject to PRD deductions calculated on a cumulative basis.

This is applicable when the employee has supplied the PRD45 from any previous main or subsidiary employments in the current tax year, and the details have been included on the employee's salary history.

Subsidiary Employment

The employer can also specify if the employee is in subsidiary employment i.e. has his main employment elsewhere. If the Subsidiary checkbox is selected, PRD is calculated at the highest rate (currently 10.5%)

Other PRD Information

This tab also contains the following PRD information:

PRD Pay YTD

This field specifies the total amount of the employee's pay to date this year that is subject to the PRD.

Deduction YTD

This field specifies the total amount of PRD taken from the employee's gross pay so far this year.

How do I edit PRD Year to Date Details?

Click the **Edit YTD Details** button. This opens a screen that displays a breakdown of:

- the PRD Pay

- the PRD paid at each rate

- any adjustments to the calculated PRD (PRD Adjust) in each pay period

These values are derived from the Employee Details - Tax Deduction Card. Any amendments made on the Edit PRD YTD Details screen will be reflected on the Tax Deduction Card, and vice versa.

How is the PRD recorded in the payslip?

The PRD amount is marked 'PRD' in the payslip's Deduction Details section.

How is PRD calculated?

The Pension Related Deduction may be calculated on a Week 1 basis or on a Cumulative basis:

Week 1

This is applicable when the employee has joined a Public Service organisation during the year and has declared that this is their main employment, but has yet to supply a valid PRD45 from previous employment.

It can also be applied when the employee has significantly underpaid PRD, and an agreement has been reached to recoup the underpayment in this way.

Cumulative

This is applicable when the employee has supplied the PRD45 from any previous main or subsidiary employments in the current tax year, and the details have been included on the employee's salary history.

Does the PRD appear in standard reports?

Yes, the PRD is included in the following standard reports:

- Payslips

- Control Summary (Added to the existing Non-Tax Deds value in the Deductions Totals section.)

- Gross to Nett (The PRD is recorded with pension amounts. Any other non-taxable deductions are recorded separately.)

- Employee Details

Universal Social Charge (USC)

The Universal Social Charge (USC) is a deduction from your gross income. The deduction amount is calculated:

- AFTER relief amounts for certain capital allowances
- BEFORE relief for losses or pension contributions

It replaces the Income Levy and Health Levy that applied prior to 2011.

Below, some basic questions about the USC are answered.

For comprehensive information about the USC, refer to this official Revenue Commissioners document.

Is any income exempt from the USC?
Important examples of the types of income exempt from the USC include the following:

- If your annual gross income is less than €4,004, you don't have to pay the USC.
- Social Welfare payments, including those received from abroad.
- Income in lieu of Social Welfare payments, such as Community Employment Scheme payments or the Back to Education Allowance.

What are the current USC rates and thresholds?
The rates applicable from Jan 1, 2011 for individuals **under 70** are as follows:

USC Rate	Income Threshold Per Annum	Income Threshold Per Week	Income Threshold Per Month
Exempt	Gross Income exceeding €4004 per annum		
2%	Gross Income up to, but not exceeding, €10,036 per annum	Gross Income up to, but not exceeding, €193 per week	Gross Income up to, but not exceeding, €837 per month
4%	Gross Income between €10,037 and €16,016 per annum	Gross Income between €194 and €308 per week	Gross Income between €838 and €1335 per month
7%	Gross Income exceeding €16,016 per annum	Gross Income exceeding €308 per week	Gross Income exceeding €1335 per month

If you are aged 70 or older, or you are a Medical Card holder, the following rates and thresholds apply:

USC Rate	Income Threshold per Annum	Income Threshold Per Week	Income Threshold Per Month
Exempt	Gross Income exceeding €4004 per annum		
2%	Gross Income up to, but not exceeding, €10,036 per annum	Gross Income up to, but not exceeding, €193 per week	Gross Income up to, but not exceeding, €837 per month
4%	Gross Income exceeding	Gross Income exceeding	Gross Income exceeding

USC Rate	Income Threshold per Annum	Income Threshold Per Week	Income Threshold Per Month
	€10,036 per annum	€193 per week	€837 per month

Medical Card Holders

The USC rate is capped at a maximum rate of 4% for Medical Card holders, irrespective of the level of their income.

Overriding USC Details

You can override the normal USC rates and thresholds in the Employee Details screen's Details 1 tab by clicking the **Override USC Details** button.

See also

Miscellaneous

Sage Quickpay

Parking Levy

Some employees who are entitled to use a parking space provided by their employer are liable to pay a Parking Levy amount.

For details of how the Parking Levy operates, click here for the official Revenue Commissioners guide.

Parking Levy

Enabling the Parking Levy feature in a payroll

In Quickpay you can apply the Parking Levy to employees in a payroll. To do this, you must first enable the Parking Levy feature for the company.

1. Select **Company/Payroll Setup- Parking Levy**.

2. The Parking Levy Settings window opens. Select the **Use Parking Levy feature** checkbox.

3. If you want to take the Parking Levy standard amount into account for timesheet holiday calculations, select the **Include in timesheet holiday calculations** checkbox.

4. Click **OK**.

You have enabled the Parking Levy feature for the current payroll.

How does the Parking Levy work in payroll?

In each Employee Details record's **Deductions** tab, you can specify a standard Parking Levy amount to be applied in each pay period as a nett deduction.

However, you can edit this amount in each pay period Parking Levy field in the Timesheet Entry window.

Licensing

When you set up your Quickpay system, you are licensed for both:

- a particular number of companies

- a particular number of employees within each company

You can create as many payrolls as you need within each company. Typically, a payroll is set up for each pay frequency.

You can then add employees to your payrolls up to the maximum you are licensed for.

Note: This maximum applies to the company as a whole, not to individual payrolls.

If you attempt to exceed your licensed number of companies or employees, you may need to pay an additional charge to upgrade your licence.

Learn about Licensing

- Viewing and Editing Licence Information

    - Offline Licensing

    - Contacting Sage with Licence Information

    - Licence Warnings

- Companies and Payrolls

    - Adding a New Company

    - Reassign a Payroll to a Different Company

    - Adding a Payroll

    - Restoring an Unlicensed Company

- Employees

    - Creating a New Employee

Learn about Licensing

Setting Licence Details

In certain situations you may need to set licence details.

For example, you may be launching the software for the first time.

Or you may have been notified that you need to refresh your licence.

1. Select the **Help - View Licence Information** menu option (if you are not already in the Licence Details window).

2. The Licence Details window opens. Here you can view and edit licence details.

Licence Details

Option	Description
Account Code	The number of your customer account.
Serial Number	The serial number of your payroll software.
Company Limit	The number of companies your payroll system is licensed to support.
Employee Limit	The number of employees each company in your payroll system is licensed to support.
Extra Features	This field lists the extra payroll features you are currently licensed for.
Expiry Date	The date on which your current software licence expires.
Offline Licensing	Normally, you license your payroll system over the Internet. However, you can also license the system offline. To do this, click the Offline Licensing link.

3. To change your account code or serial number, click the **Edit** button in the Licence Details window.

4. Enter the Account Code and Serial Number details provided by Support or your Sage-accredited software provider.

Don't change these details unless you are instructed to by Support or your Sage-accredited software provider.

5. Click **OK**.

6. You are returned to the Licence Details window. If necessary, click **Refresh Licence**.

Offline Licensing

Normally, you license your payroll system over an Internet connection.

However, if you are not normally connected to the Internet, you can still license the system by carrying out the following steps:

1. Select the **Help - View Licence Information** menu option.

2. The Licence Details window opens. Click the **Offline Licensing** link.

3. Follow the onscreen instructions.

Contacting Sage with Licensing Information

If you are prompted to upgrade your licence, you may need to contact Sage.

Here are the necessary contact details:

Support Number	1890 88 20 60
e-Mail Address	pye@sage.ie
Postal Address	Payroll Support Sage Ireland 3096 Lake Drive Citywest Business Campus Dublin 24

Licence Warnings

You may encounter situations in which you need to register your software or upgrade your current licence.

Below are explanations of the messages you might see.

Company Licence Messages

Situation	Message
You've set up more companies than you're licensed for.	There are currently x companies in your payroll system. However, you are licensed for a maximum of y companies. You can finish creating the company, but this may result in an additional charge that will be included on your next invoice.

Employee Licence Messages

Situation	Message
You've set up more employees than you're licensed for.	There are currently x employees in your payroll system. However, you are licensed for a maximum of y employees. You can finish creating the employee, but this may result in an additional charge that will be included in your next invoice.

Licence Warnings

Companies and Payrolls

Your Quickpay software licence entitles you to the use of:

- a certain number of companies

- a certain number of employees within each company

You can set up as many payrolls as you need within a company.

- Adding a New Company

- Setting up a Payroll

- Reassigning a Payroll to a Different Company

- Restoring an Unlicensed Company

Adding a New Company

When you set up your Quickpay system, you are licensed for a certain number of companies.

You can set up as many companies as you are licensed for, and create as many payrolls as you need within each.

Typically, a payroll is set up in a company for each pay frequency.

> If you try to set up more companies than you are licensed for, you are provided with onscreen instructions about how to contact Support to modify your licence.

To add a new company, carry out the following steps:

Note: You can also create a new company when you are adding a new payroll.

1. Select the **Company/Payroll Setup - Company/Payroll Details** menu option.

2. The Company/Payroll Details window opens. Click **New**.

3. The Add New Company window opens. Enter the company name.

4. Click **Create Company**.

You have created a new company. This is now included in the Company Name drop-down list.

You can now start adding payrolls to the new company.

Adding a Payroll

To add a payroll to a licensed company, carry out these steps:

1. Launch Quickpay.

2. In the Login screen, enter your user name and password.

3. Click **New Payroll**.

4. The Create New Payroll window opens. Specify the payroll code letter and the pay frequency.

5. In the Company Licence Details section, select the company to which the new payroll should belong. Set up a new company if necessary.

> You can only do this if you have the necessary licence. You may need to upgrade your licence. Follow the onscreen instructions to do so.

6. Click **Create**.

You have added a new payroll to the specified company.

More information

For more detailed information, see Setting up a New Payroll.

Reassigning a Payroll to a Different Company

You can reassign a payroll from one company to another.

1. Log into the payroll you need to reassign to a different company.

2. Select the **Company/Payroll Setup - Company/Payroll Details** menu option.

3. The Company/Payroll Details window opens.

4. In the Company Name drop-down list, select the company to which you want to reassign the payroll.

5. Click **Save**.

You have reassigned the payroll to a different company.

Restoring an Unlicensed Company

Suppose that you have a backup of a payroll belonging to a company not currently licensed in the payroll system.

You can restore this backup in the usual way.

This adds the relevant company to your payroll system, enabling you to process pay using the restored payroll.

However, if adding the backed-up company exceeds the number of companies you are licensed for, you will be prompted to upgrade your licence.

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