

## HR Import File

This module allows regular updates to employee files from a personnel system. Two types of data are imported:

- New Employee Data - this is imported to create new employee records within Micropay. This data is normally incomplete without such details as the Tax Credits and previous earnings as they are not held in the personnel system. Sage Micropay suspends these employees and lists them in a report for the payroll operator to evaluate.
- Changes in Data - This routine allows data from the personnel system to update the Micropay Employee Details file. A list of changes is provided to the payroll operator to validate.

## Multi-User Module

The Multi-user module allows 2 levels of access:

1. Users can access different payrolls at the same time
2. Users within one payroll can access only the timesheet facility

Multi-user options are available in up to 3, 6, and 9 or more simultaneous user versions.

## Split Nett Pay

Split Nett Pay allows nett pay to be split in 2 or 3 divisions and paid under the options of cash, cheque or Paypath. If you are using Paypath, you can send 3 different amounts to 3 different bank accounts.

## Additional Payments and Deductions

This module offers the option of increasing the number of payments and deductions to 99.

## Interim Paypath

This is a module which allows a mid-month payment by Paypath to employees. Often Interim Paypath is used when a payroll has changed from fortnightly to monthly but the employees still require a payment mid-month.

## Recommended System Requirements

- A PC-compatible Pentium processor or greater
- At least 32 Mb RAM (64 Mb for Windows 2000 Professional)
- Minimum 80 Mb after Windows has been installed for Micropay
- Recommended SVGA resolution monitor (800 X 600) supported by Windows
- A: drive
- Microsoft compatible mouse
- Printer supported by Windows
- Windows 98, NT v4, 2000 Professional, ME or XP

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**1800 255 300**

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# Sage Payroll Solutions

## Data Sheet

### Sage Micropay

Micropay Junior	up to 32 employees
Micropay Standard	up to 300 employees
Micropay Senior	300 + employees

## Sage Micropay

### Sage Micropay Additional Modules

Over 4,000 satisfied Irish customers use Sage Micropay to automate their payroll processing. Complying with the latest government legislation, Sage Micropay deals easily with complex tasks. The system saves you valuable time, simplifies the payroll process and ensures accuracy.

Sage Micropay has been specially developed to meet the needs of medium to large Irish businesses. Available in multi-company and unlimited employee versions, it is a highly parameterised system used extensively in the financial services and manufacturing industries in Ireland. Yet Micropay offers flexible and easy to use facilities that will save you hours of work each payday.

Micropay Additional Modules give you the freedom to choose extra functionality that is important to your business. There are 9 modules available that are simply switched on within Micropay. The modules include: Nominal Ledger, Multi-User, Timesheet Import, HR Import, Job Costing, Advanced Report Writer, Additional Payments and Deductions, and more.

### Features

Automatic PAYE & PRSI calculations	✓
Weekly, Fortnightly, Bi-monthly, Monthly, 4-Weekly and Quarterly payrolls	✓
Display of payslips during timesheet entry	✓
Caters for Nett to Gross pay	✓
Automatic Emergency Tax calculation	✓
Standard and Percentage Pension calculations	✓
Supports 3 payment methods: Paypath, Cash and Cheque	✓
Caters for casual employees	✓
Disability payment process	✓
Printing on Laser or Dot Matrix printers	✓
Extensive reporting e.g. Gross to Nett, payment listings	✓
Multi-company	✓
Password security at User & Company level	✓
Departments and Cost Centres	✓
View and print historical payslips	✓
Financial Year and Tax Year Reporting	✓
<i>Micropay Additional Modules</i>	
Nominal Module & Link	✓
Job Costing Module	✓
Advanced Report Writer	✓
Timesheet Import Module	✓
HR Import Module	✓
Multi-User Options	✓
Split Nett Pay Module	✓
Additional Payments & Deductions	✓
Interim Paypath Module	✓



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# Sage Micropay

## Sage Micropay Additional Modules

### Nominal Module

The Nominal Module will create a Journal within the payroll and output a Journal file (hard copy and export file). In addition, an extra 30 payments and deductions are offered when the Nominal is licensed.

If the Nominal Module is licensed at time of installation, it is provided free of charge.

### Nominal Ledger Interface

An altered Nominal export file can be created to suit your accounting software system subject to certain criteria. If you are linking with a Sage accounting product, this link is provided free of charge.

### Job Costing Module

Job Costing allows an employee's hours or pay to be distributed over different Departments and Cost Centres on a single timesheet. The employer's costs, (employers PRSI and other contributions) are also allocated according to the required breakdown across the Departments and Cost Centres. The result is a detailed departmental costing report for the payroll which is vital to any business.

### Advanced Report Writer (ARW)

The Advanced Report Writer has been specially designed to allow the development of more complex customised payroll reports that require for example:

- User-defined layouts
- Creation of Non-Standard reports
- Adding personalised calculations to payroll data
- Randomly selecting a range of periods and define calculations
- Adding components together
- Export to spreadsheet or databases
- Analysis of historical data

The Advanced Report Writer requires specific training and will not be supported unless successfully completed.

### Timesheet Import Link

This facility allows previously captured data to be directly imported in the Timesheet file and removes the need to re-key data.

The Timesheet Import Link will typically be used by companies that have a clock card system to capture or accumulate pay details and to automatically link them to the payroll.

## Sage Micropay

### Key Features and Benefits

#### Save time calculating your payroll

Sage Micropay complies with all the Revenue Commissioners' requirements (PAYE, Pensions and PRSAs, Emergency Tax, Disability payments). PRSI switching is also catered for so employees always pay the correct amount, even if their pay changes regularly.

#### Nett-to-Gross calculations made easy

Quickly calculate employee's nett pay by using the Nett-to-Gross option. Sage Micropay will automatically adjust and take into consideration the employee's PRSI class, Tax Credit and Standard Rate Cut-off amounts.

#### Make paying your employees easier

By using the Paypath facility in the payrolls, you can create the Paypath bank payment file at the touch of a button and simply send the details to the bank. Payments by cheque and cash are also facilitated.

#### Comprehensive employee records

Micropay gives you quick access to all current personnel details that also include tax details, rates of pay and year-to-date figures.

#### Payslip printing

Prints payslips (including the employer's copy) and cheques onto pre-printed stationery.

#### Easy Tax Year End processing

A detailed checklist guides you step-by-step through this complex area and produces all the necessary year-end reports.

#### Statutory forms

Produces all the statutory reports required; P60, P35 print and file, and a P45 replica form with all the necessary details.

#### Tracking employee costs during the Tax and Financial Year

All businesses need to know the costs they are incurring - and the payroll is no different. Micropay can produce detailed Cost Analysis Reports that lists all the costs to the employer including gross pay, PRSI payments and other employer contributions. The report can also be based on Department or Cost Centre groupings.

Micropay also offers the ability to record financial figures, based on the company's Financial Year calendar, without interfering with Tax Year values. This capability gives clear year-to-date reporting for Tax and Financial Year totals.

#### Timesheet Preview and Historical Payslips

Payslips can be viewed on screen before they are accepted or printed. And Micropay stores copies of the payslips produced for the last 12 months for each employee. These historical payslips can be viewed and re-printed at the touch of a button.

#### Payroll Security

Micropay has passwords for each payroll company and for each payroll operator. In addition, menu items can be hidden for certain levels of users making Micropay a secure payroll system.