



# Key Features of Sage Payroll Solutions

Feature	Description	Quickpay	Micropay Professional
<b>New Employee Set-Up Helper</b>	Wizard to take you through creating new employees step-by-step.	✓	
<b>Automatic Data Validation</b>	As each new period is set a check is performed to prevent data errors from being carried into new periods.	✓	
<b>Automatic Timesheets</b>	Automatically post timesheets for employees who receive the same pay each period.	✓ Process all employees at once	✓ Process all employees or by employee grouping (i.e. departments, cost centres etc)
<b>Gross to Nett &amp; Nett to Gross</b>	Ability to choose the calculation method per employee.	✓	✓
<b>Management Reporting</b>	Various pre-defined reports to provide summary information on costs, absences, pensions etc.	✓	✓ Including Custom Report Designer
<b>Cost Centres &amp; Departments</b>	Assign employees to groups for timesheet entry and reporting.	✓ Cost Centres Only	✓ Departments & Cost Centres
<b>Previewing payslips</b>	Enables you to preview the payslip layout and values during timesheet entry.	✓	✓
<b>View and print historical payslips</b>	Ability to view and print payslips from previous pay periods.	✓ Via Period Archive	✓ Via Period Archive & Timesheet Entry
<b>Supports 3 pay methods: Paypath, Cash and Cheque</b>	Choose the method by which you want to pay each employee – directly into their bank account, by cash or cheque.	✓	✓
<b>Pension &amp; PRSA calculations</b>	Calculate & record pension deductions and output files to pension providers.	✓	✓
<b>Manage Multiple Frequencies</b>	Run weekly, monthly, four weekly, fortnightly and bi-monthly payrolls	✓	✓ Also Quarterly
<b>Tax Credit Import Utility</b>	Import Tax Credit information directly from Revenue to update employees' records.	✓	✓
<b>Nominal Link to Accounting Software</b>	Post wage journals directly to your accounts.	Instant, TAS & Sage 50	Sage 50 & Sage 200
<b>Pay Run Process Map</b>	User-friendly interactive screen to guide you through completing common tasks step-by-step.	✓	✓
<b>Multi-company</b>	Ability to process payroll runs for multiple companies.	✓ Free with Quickpay Plus, additional Charge Applies for Quickpay 10	✓ Additional Charge Applies
<b>Security</b>	Password protected including Administration Level Access to protect sensitive payroll data.	Assign users access to specific companies	Set passwords for both Users and Companies & restrict access to any function.
<b>Automatic Period Archive</b>	System snapshot taken each period and enables quick reverting to previous periods to view details and print reports.	✓	✓
<b>Laser and Dot Matrix Print capability</b>	Ability to print on both Laser and Dot Matrix printers. Payslip stationery and personalised payslips also available.	✓	✓

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<b>ROS Submissions</b>	Submit P45, P45 Part 3, P35 & P30 directly via the Revenue Online Service.	✓	✓
<b>BIK Rollover</b>	Calculates the amount of BIK Tax and PRSI paid on behalf of the employee which is to be recouped from the employee's pay going forward.	✓	✓
<b>Central Statistics Office Reporting Module</b>	Record Employment Information and assign categories to payments as defined by the Central Statistics Office to assist with completion of the Quarterly Earnings, Hours & Employment Costs Survey (EHECS) and the National Employment Survey (NES).	✓	✓
<b>Maintain Employee Bank Details</b>	Hold bank details for direct deposit of wages into employee accounts via PayPath	✓	✓ Includes pre-set list of sort codes for all Irish bank accounts.
<b>RSS Newsfeeds</b>	Receive prompts from within your software when critical updates are available to download ensuring you're always up-to-date with legislation.	✓	✓
<b>Legislation &amp; Employer Information</b>	Help menu with quick links to up-to-date and relevant government publications on employment legislation.	✓	✓
<b>Integration with Sage HR Solutions</b>	Integrated to feature-rich Sage HR applications ensuring data shared between both systems is only entered once.		✓ Coming Soon!
<b>Employee &amp; Manager Self-Service</b>	Web-based module providing managers and/or employees access to request & schedule holidays, submit timesheets, update contact details and submit new starter information.		✓ Coming Soon!
<b>User Defined Fields</b>	21 additional fields within the employee record which can be labelled and used to suit individual requirements.		✓
<b>Credit Union Payments</b>	Ability to make payments directly into an employee's Credit Union account.		✓
<b>Formula Based Payments &amp; Deductions</b>	Specialty elements can be set to calculate based on pre-defined formulas (Example: shift premiums based on hours worked or complex bonuses)		✓
<b>Financial Year Management</b>	The ability to report on payroll data for a specified 12-month financial year calendar rather than simply by the payroll year calendar (i.e. January to December).		✓
<b>Hourly Rate Table</b>	Define up to 99 Hourly Rates and assign to groups of employees		✓
<b>Global Salary/Rate Update</b>	Instantly modify Hourly Rates or Salaries by set amounts or percentages for a group or sequence of employees.		✓
<b>Interim Paypath</b>	Ability to make payments to an employee mid-way during a pay period.		✓
<b>Employee Photo</b>	Attach a photo to individual employee records.		✓
<b>Email Payslips</b>	Send password-protected payslips to your employees by e-mail.		✓
<b>Employee Profiles</b>	Group a set of common payments and deductions applicable to particular groups of employees and save time by assigning new employees to the relevant profile.		✓

