



Authorised Sage
Training Centre



SAGE PAYROLL

SETTING UP PROCEDURES

Company Details

Bank Details
Procedures
Pension Schemes
Payment Type Descriptions
Adjustments (e.g bonus)
Qualifying Days

Government Legislation

Defining Current Tax Bands
National Insurance Categories
Bands & Rates
SSP
SMP

Employee Details

Creating & deleting employee records
Pay rates
Year to Date totals for gross pay
PAYE

PAYROLL PROCESSING

Weekly/Monthly Procedures

Payments & Deductions
Holiday Time
Overtime
Generation of Payslips
Period Payments Report

PRINTING & REPORTS

Parameters & Statistics

Company Parameters & Statistic
Absence Diary
SSP & SMP Reports
Payment Summary
Average earnings
Cash, Cheque & Giro Analysis

END OF YEAR

Statutory Forms

P35 End of Year Summary
P11 Deduction Summary
P14 End of Year Returns

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