

Importing Payroll Data into Sage

In the system...

Enter the Pay Element References into the Employee form Rules tab in 'Ref 1' 'Ref 2' 'Ref 3' etc fields. Shown below as 1, 2, 3, 4, 5, 6 & 7. These can be imported into the system if preferred.

George Smith

Title: [] First Name: George Last Name: Smith PIN: []
 Payroll Number: 17729 Job Title: []

Work Schedule: Fw1 TR66
 Created: 26/04/2011 20:59 by Super User

Weekly Rule: Default
 Created by System

Clockings:
 Maximum Shift Hours: []
 Maximum Break Hours: []
 Default Cost Centre: None

Flexitime Rule: None
 Starting Balance: 000:00

Default Daily Rule: Default Daily Rule

Rate Factors
 Gross Hourly Pay: 00.00

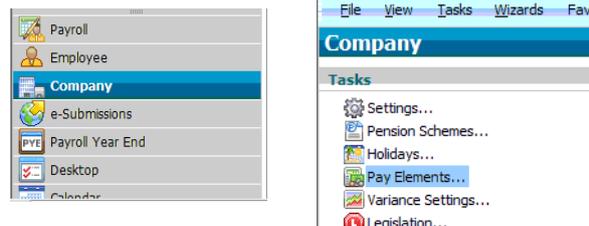
Basic	OT133	OT150	OT166	OT200	UOT	TOIL
01.00	01.00	01.00	01.00	01.00	01.00	01.00
Ref 1	Ref 2	Ref 3	Ref 4	Ref 5	Ref 6	Ref 7
1	2	3	4	5	6	7

Contact Groups **Rules** Holidays Dates Clock Memos User

These are the reference codes used in Sage for each different type of pay, for example, Basic, 125%, 133%, 150%, 200% etc. Look in the Company/Pay Elements screen.

Ref	Description	Status	Hours/No	Rate
1	HOURLY	Fixed	39.0000	5.2000
2	TIME AND HALF	Variable	0.0000	7.8000
3	DOUBLE TIME	Fixed	0.0000	10.0000

Remember that the rates of pay are not defined here, it is only a reference to the Pay Element in Sage. Thus you could have one value in Ref 1 for one employee and another value for another employee.



Only those Rate Factors with a Ref will be exported. If you have salaried employees then normally, for example, their Basic hours are NOT exported but Overtime and possibly deductions are. Ideally deductions should be handled by a negative number of hours showing on the Timesheet and then a pay element set up to accept those negative number of hours at the employees hourly rate. This saves you needing to have a separate export for the deductions.

Payroll Report

Once all the Pay Element References are set up, go to the Payroll Report and select the time period over which you would like to report and the group(s) of employees to export. This would normally be the Payroll Group.

Important: Make sure you use the By Week option if you have weekly rules that need to be taken into account.

Review the figures and run a report for your records if you need to. When running the report you will be given the opportunity to Recalculate the Timesheets, you can do this if you think that some employees may have had their hours calculated with rules that have now been changed but if the rules haven't been changed then you don't need to recalculate.

You also get asked if you want to Lock the Timesheets. You should do this once you have exported the information to payroll so that your Audit is secure.

Make sure that the 'Zeros' box is ticked to ensure that hours from the previous period are deleted when importing this period or employees may get paid for overtime etc twice!

HH.DD must also be selected.

Then click on the arrow to the right of the Floppy Disk symbol:

Number	Title	First Name	Last Name	Basic	OT150	OT200	Hols	Sick	NSA	Flexi	TOIL	Extra	Money	Approved (4)	Locked (4)
5001	Mr	Daniel	Redmond	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
5002	Mr	Joe	King	144.75	0.50	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0	0
5003	Mr	Alastair	Slade	123.25	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0	0
5010	Mrs	Lynda	Carter	75.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
5012	Miss	Kylie	Jones	149.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0

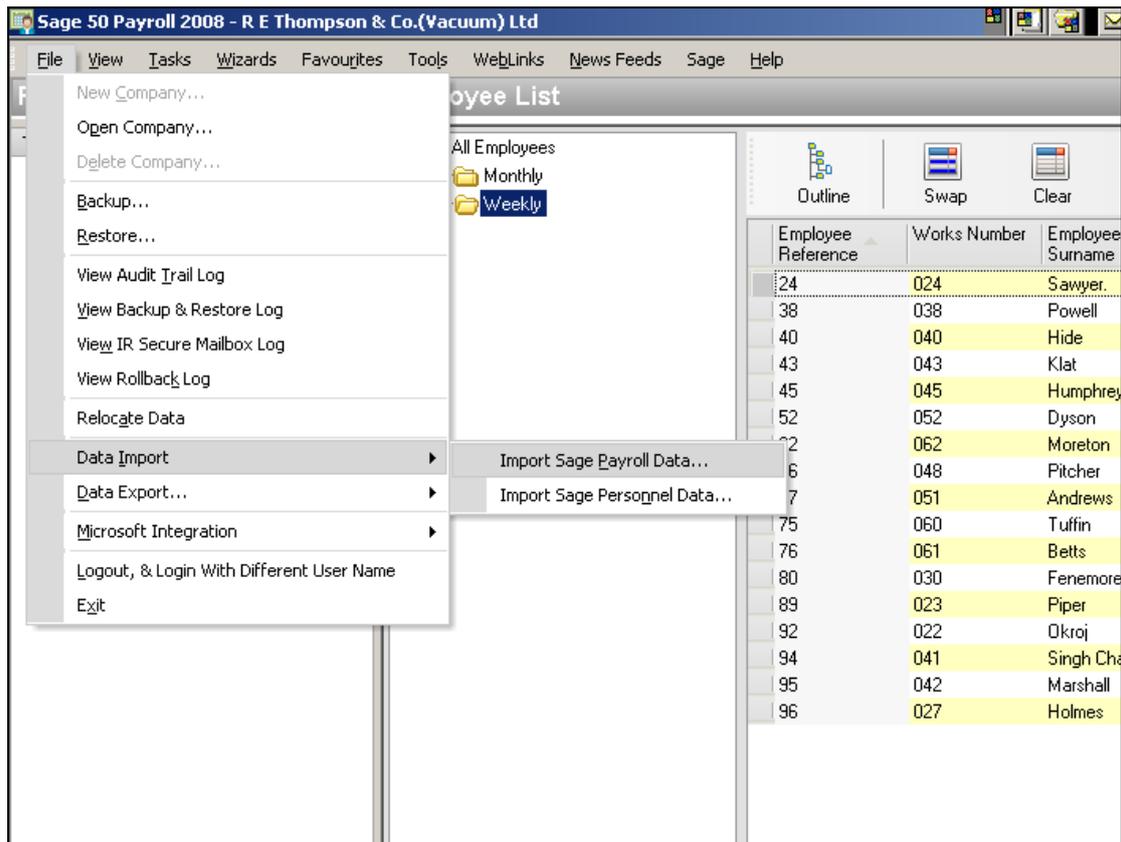
Then click on Sage with Headers.

Review the output in the screen that pops up and save the file to a location you will be able to access later from within Sage.

```
Employee Reference,Payment Reference,Hours,Rate
5001,10,120.00,
5001,2,0.00,
5001,3,0.00,
5001,4,0.00,
5001,5,0.00,
5001,7,0.00,
5001,9,0.00,
5002,10,144.75,
5002,2,0.50,
5002,3,0.00,
5002,4,0.00,
5002,5,8.00,
5002,7,0.00,
5003,10,123.25,
5003,2,0.00,
5003,3,0.00,
5003,4,0.00,
5003,5,0.00,
5003,7,0.00,
```

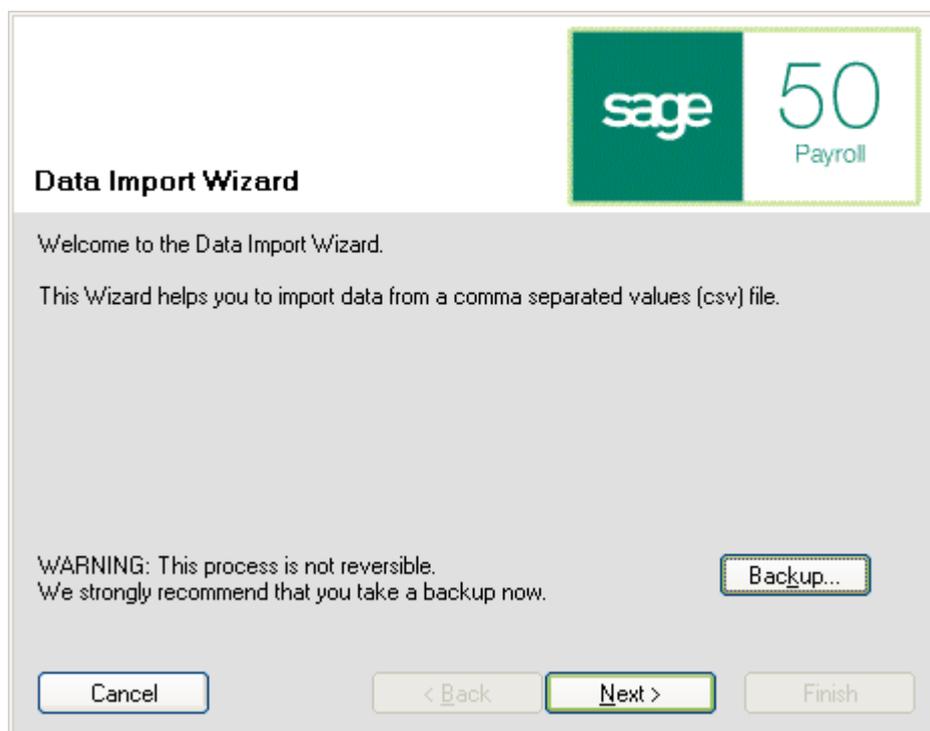
In Sage...

Click on File and choose Data Import, Import Sage Payroll Data...



Do a backup if you want to...

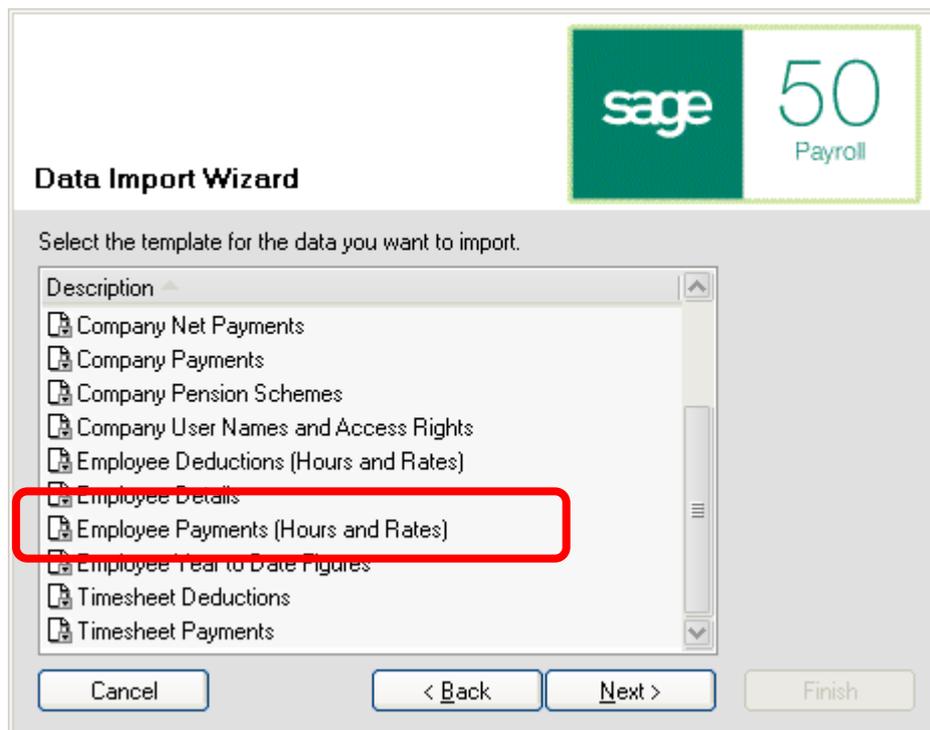
Click Next >



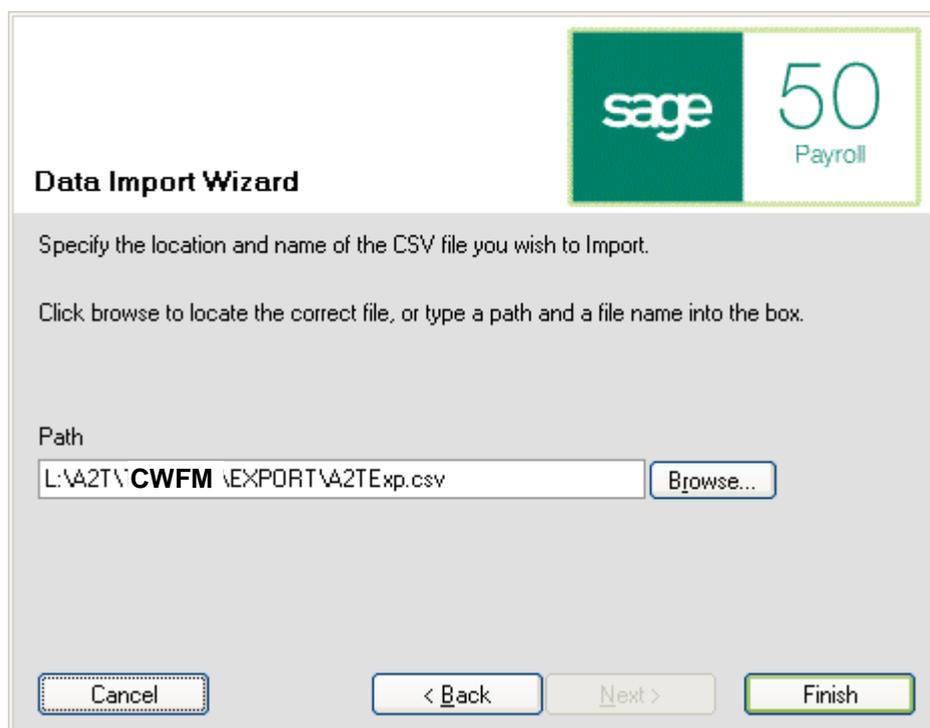
Select 'Employee Payments (Hours and Rates)'

(If it isn't there then you will need to upgrade your version of Sage Payroll.)

Either double click on it or click and then click on Next >

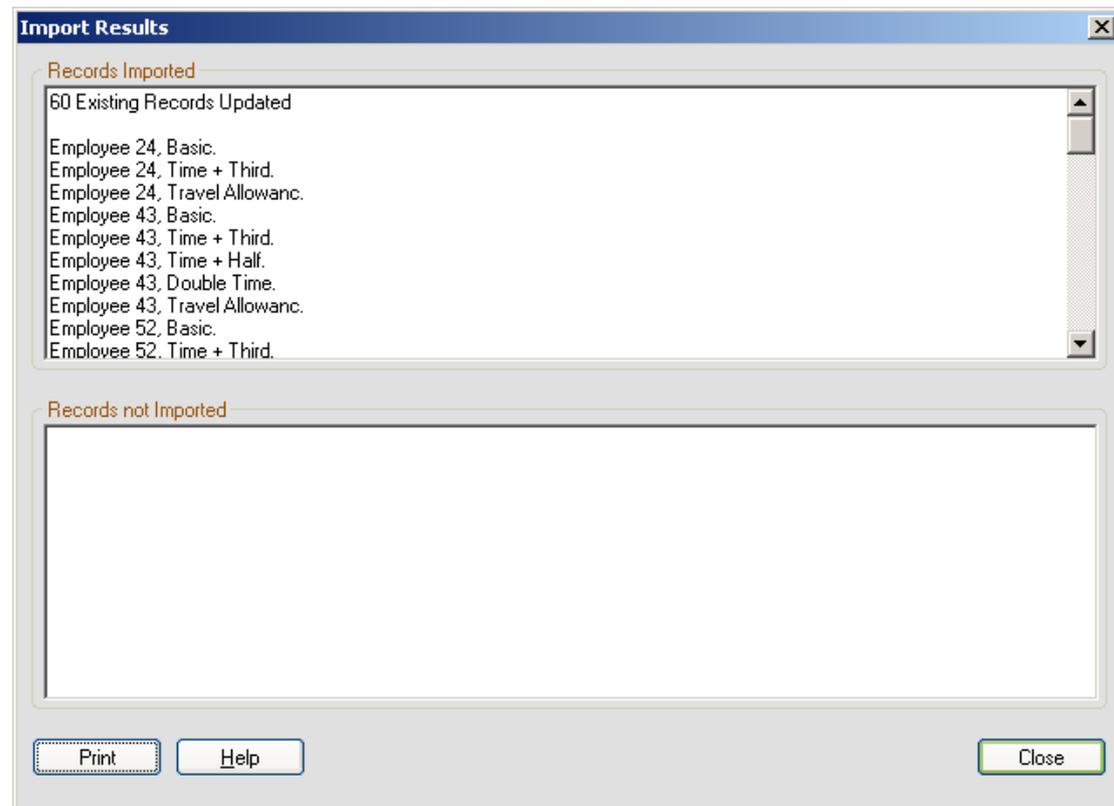


If you need to, Browse to the location where the export file has been created...



Then click on Finish.

You then get a result screen like this...



ERRORS

If there is anything showing in the Records not Imported section then you need to check on why this is.

The most common one is Employee WX does not have a payment with reference YZ. Or the employee does not exist at all.

Look on the employment tab of the employee on Sage and add in the missing Reference even if you put a nil value against it.

If you have inadvertently exported employees who do not need to be exported then make a different selection when carrying out the export.

CHECKING

To check what will be paid select all the employees in the Employee List and then click on Enter Payments on the left hand side.

Scroll through the employees while checking against the payroll report to see that the employees are being paid correctly.

Version Control

1.1 Added highlighting and improved wording in several places.