

**Part time, full time,
over time, double time,
holiday time, bonus time,
pay on time**

New Sage 50 Payroll 2011
New Features and Benefits



sage

The Payroll 2011 Message

“Payroll is often a secondary or tertiary task facilitated by a business owner or allocated to an employee who spends a short and sometimes stressful period of time wanting to ensure that employees and HMRC are paid on time and accurately....With **Sage 50 Payroll 2011** we have concentrated on making common payroll tasks simple, memorable with a real focus on **Time Saving** ensuring that the customer can Trust what they are paying their employees and HMRC is accurate.”



NEW Report Designer (For customer who use Payroll reports)

Currently, Sage 50 Accounts and Sage 50 Payroll offer 2 very different experiences when it comes to reporting. Payroll 2011 introduces a new look and feel report designer which is exactly the same of that in Sage 50 Accounts 2011. Previously customers needed to have a good working knowledge of 2 very different report designers. The new report designer will have the following enhancements:

- You can email PDF copy's of P60's if requested by the employee. This is a mandatory requirement for the 2010/2011 tax year.
- Additional Email Functionality (request a read receipt when sending payslips, add a name to an attachment when sending a report, enter a name into the from field)
- Improved Usability (Ability to drag and drop your company logo onto your payslips, use a hierarchical structure to group reports)
- Enhanced features (Easy filter creation, Enhanced preview screen to allow editing on the 'fly', this means that you can edit a report while you are previewing it, allowing you to see the effect of any changes made).

Benefits to the Customer

- Simple – Consistent reporting experience between Sage 50 payroll and Sage 50 Accounts and the ability to email PDF copies of P60's to employees.
- Secure – Customer will be confident that the new report designer will keep audit trail of all read receipts when sending important documents like p60's via email.

NEW Pay Element Management (For all Payroll users)

Previous versions of Sage 50 Payroll were more long winded when it came to entering new payments or deductions for an employee. If you were using one of the older versions, you would have to navigate back to the employee record then back to enter payments. The new 2011 version will now allow you to enter any payments or deductions from the Enter Payments screen, saving you time. For example, while you are processing payroll, you remember that you also need to add some expenses on for an employee, you can now use the add payments tab within the payroll processing screen.

Benefits to the Customer

- Intuitive & Time Saving – Whether you are starting up a new Payroll or adding a new deduction for an existing employee, this process will save valuable time.

NEW Automatic Backup & Recovery feature (For all Payroll Users)

The existing version of Sage 50 payroll do not automatically take backups as you process, It was up to the user to do this manually. Sage 50 Payroll 2011 now automatically takes a backup of your Payroll data each time you update your records, ensuring that you will always have a backup to refer to if you need it.

The Recovery Wizard will restore the payroll data directly from the automatic backup that was taken.

Benefits to the Customer

- Simple & Seamless process – You will have peace of mind that your Payroll now automatically keeps backups of your data files and will help you recover them quickly and seamlessly if you have lost data.

NEW Starter Management (For customer with a low staff turnover)

Previous versions of Sage 50 Payroll supported the processing of taking on new starters, however the process was complex in respect to the terminology and functionality.

New to Sage 50 Payroll 2010 is a more simplified access to functionality to help customers manage their starters more effectively.

The new additions are:

- P46 button in both the Quick Employee tab and the Employee record tab
- Quick link for creating a new employee record, so if you are in the middle of processing the payroll, you do not have to leave that screen, you can click on the new employee tab.

Benefits to the Customer

- Simple – A simple and straightforward method of ensuring accuracy when taking on a new starter.

NEW Leaver Management (For customers with a low staff turnover)

Like the starter management, the Leaver Management in the older versions of the software was complex. Ensuring that their final payment is correct and printing P45's forms was far from an easy process.

The new additions are:

- Quick links for making an employee a leaver from the Payroll Processing screen
- The final pay check box has been renamed, making it much more obvious to the person processing the payroll

Benefits to the Customer

- Simple - This enhanced feature will ensure that you pay an employee their correct payment prior to making them a leaver, also ensuring that the P45 submission process is accurate and swift.

New salary sacrifice Pension Scheme (For customers who have a Salary Sacrifice Pension option)

The older versions of Sage 50 Payroll only dealt with the more common pension schemes. If you wanted to set up a Salary Sacrifice pension for someone, you would have had to set up a deduction and then process this manually. The salary sacrifice feature will now allow you to swap part of an employee's gross salary for a non-cash benefit, such as a car for example.

Benefits to the Customer

- Quick and Efficient – Again, this is another time saving feature which also ensures accuracy as there are no manual calculations required.



Payroll Features available in all Payroll modules	Version Released
Employer Compliance Payroll Reports	Version 12
Historical reporting by financial year	Version 12
Excel integrated reporting	Version 12
Document Manager	Version 12
New Factored Pay Elements	Version 2007
Holiday Management	Version 2007
Final Pay' for Leavers	Version 2007
Improved Nominal Links	Version 2007
Written Statement of Employment Particulars	Version 2008
Management of Employees on Minimum Wage	Version 2008
Electronic Payslips Generation	Version 2008
Security for electronic payslips	Version 2009
Advanced Data Import	Version 2009
Employee Groups	Version 2009
Salary Review Forecast - (New to Standard)	Version 2009
Sagecover Services Stack	Version 2010
Internet Submission Log	Version 2010
Date Specific NI Legislation	Version 2010
Quick Statutory Payments Entry	Version 2010
Improved – Historical reporting	Version 2010
Include Company name in Backup file name	Version 2010
Salary Review Forecast by Employee Groups	Version 2010
New Report Designer	Version 2011
New Starter Management	Version 2011
New Leaver Management	Version 2011
New Pay Element Management	Version 2011
New Salary Sacrifice Pension Scheme	Version 2011
New Automatic Backup & Recover Feature	Version 2011

