Checklist
Payroll Processing

Steps for Payroll processing on SAGE 300 People		
Step	**Explanation**	**Recommended Actions**
Step 1	**Preparation** Collect & sort input documentation. Verify the system date.	• Letters of appointment • Changes to employee information • Increases • Bonus information • Pension/provident fund information • New loans • Changes to 3rd party payments • Changes to fringe benefits • Leave input • Payroll input, e.g. overtime input sheets, special allowances like shift or standby allowance
Step 2	**Check Processing Information** Check the processing information for the pay period to be processed.	**Expand** Company Management **Double-click on** Company Rule Take note of the following: • Period End Date, • Calendar Month, • Pay Period in Calendar Month, and • Pay Period in the Tax Year.
Step	**Explanation**	**Recommended Actions**
Step 3	**Changes to Company Setup** Make all necessary changes to information relating to the company setup.	• Payroll Definition changes • Pay Run changes, e.g. special runs to be processed (bonus) • Calculation changes • Tax changes • Medical aid changes • Pension/provident fund changes (i.e. if a policy changes) • Leave changes • UIF changes • Bonus calculation changes
Step 4	**Employee Information** Modify employee information.	**Expand** Employee Management **Double-click on** Employees Add Recruits:

	Modify existing employee information. Add new employee information.	**Expand** Employee Management **Double-click on** Recruits
Step 5	**Apply Increases**	Apply increases on Employee Rule or by using the Batch Import functionality: **Expand** Employee Management **Double-click on** Employees **Select** the employee record **Click on** Employee Details Once-off input: **Expand** Employee Management **Double-click on** Employees **Select** the employee record **Click on** Payslip Detail Click on the applicable Description (earnings, deductions etc.)
Step	Explanation	Recommended Actions
Step 6	**Fixed Input**	Fixed input and calculations: **Expand** Employee Management **Double-click on** Employees **Select** the employee record **Click on** Payslip Definition Batch input: **Expand** Utilities **Expand** Batches **Double-click on** User Defined Batches [Click here for more details]()
Step 7	**Input** Earnings Deductions Company Contributions Taxable Benefits (Perks)	**Expand** Employee Management **Double-click on** Employees **Select** the employee record **Click on** Payslip Detail/Leave Detail

	Batch entry & import Leave entry	
Step 8	**Terminations**	**Expand** Employee Management **Double-click on** Employees **Select** the employee record **Click on** Employee Detail
Step 9	**Recalculate the Payroll** It is imperative that the payroll is recalculated before any printouts are made or exports are done.	**Expand** Company Management **Double-click on** Company Rule **Double-click on** the applicable Company Rule **Click on** the Re Calc All button
Step 10	**Activate Stop Further Entry** Activate Stop Further Entry when no more entries which will affect the pay run(s) may be made during the pay period to be processed.	**Expand** Company Management **Double-click on** Company Rule **Select** the applicable Company Rule **Select** the applicable Pay Run **Click on** the Stop Further Entry button

Step	Explanation	Recommended Actions
Step 11	**Reconcile all input** Reconcile the payroll for the pay period to be processed.	**Expand** Reports **Double-click on** All Reports **Expand** Payroll • Print the Variance report • Print the Recon Totals report • Print the Minimum Net Pay report
Step 12	**Recalculate the Payroll** It is imperative that the payroll is recalculated after any changes were made while reconciling the payroll.	**Expand** Company Management **Double-click on** Company Rule **Double-click on** the applicable Company Rule **Click on** the Re Calc All button
Step 13	**Print Payslips**	**Expand** Reports **Expand** All Reports **Expand** the Payslip group

	Print all payslips for the pay period to be processed.	**Double-click on** Payslip
Step 14	**Print Reports** Print all reports for the pay period to be processed.	**Expand** Reports **Double-click on** All Reports
Step 15	**Pay Employees** Process payments to all employees for the applicable pay period.	**Expand** Company Management **Double-click on** Payments **Double-click on** the applicable Payment Run Click here for more details
Step 16	**Pay external parties** Make the necessary payments to all external institutions	**Expand** Company Management **Double-click on** Beneficiary Setup Ensure that all beneficiaries are linked to payment runs **Expand** Reports **Double-click on** All Reports **Expand** Payroll Print the External Payments Detail report to reconcile payments **Expand** Company Management **Double-click on** Payments **Double-click on** the applicable Payment Run
Step	Explanation	Recommended Actions
Step 17	**Exports** General Ledger UIF Submission	**Expand** Exports **Double-click on** UIF Export / GL Export Click here for more details
Step 18	**Backup** Make a backup of your payroll	**Expand** System Tools **Double-click on** Global Actions **Expand** Database Backup **Click on** the Backup button Click here for more details
Step 19	**Start New Processing period** Roll over to the next processing period	**Expand** Company Management **Double-click on** Company Rule **Double click on** the applicable Company Rule **Click on** the Rollover button Click here for more details