Processing Multiple Pay Runs Payroll Processing



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1.0 Pay Run

1.1 Definition

Sage 300 People allows you to add multiple pay runs per pay period. This means that you can add more than one payslip per employee per pay period. For example, in December you can create a normal payslip as well as a bonus payslip. Each payslip will have its own net pay amount and can be paid separately.

When creating multiple pay runs you can specify the pay period in which these pay runs should be active.

1.2 Creating a new Pay Run

To access the Payment Setup Screen, from the Navigation pane:

Expand Double-click on Double-click on Click on Company Management Company Rule the applicable Company Rule Pay Run Definitions

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The Pay Run Definition Detail Screen will display.

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Important fields on the Pay Run Definition Detail Screen:

Field	Description
Recurrence Type	You may specify a recurrence for when the pay run must be active on the employee's Payslip Definition Screen. This option is inactive for the default pay run.
Should Process Last	One of the pay runs must be set to be the last pay run that should be open as the final statutory deductions will be allocated to the last active pay run.
Main Pay Run Definition	Tick the box if this is the main pay run. Once the pay run has been processed, the pay run may not be changed. A basic salary must be linked to this pay run. The basic salary on the employee Payslip Definition Screen is used for cost to company purposes, net up, and basic salary setup calculations.
Allow Leave Pay	Tick the box to indicate that leave pay must be calculated for the payslip of this pay run
Separate Payslip On Leave Pay	If you tick this box, the leave pay amount will be calculated on a separate Leave Pay pay run. If you do not tick this box, the leave pay will be calculated on this pay run. The amount will be displayed in the Amount column of the Leave Pay earning line.
Ignore Basic Alerts	If you tick this box, you can select to suppress the Basic Alerts for the specific pay run

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1.3 Bulk Pay Run Update

This option allows you to link a Pay Run or to update the Payment Run details for multiple employees.

To access the Bulk Employee Update Screen, from the Navigation pane:

Expand	Utilities
Expand	Bulk Employee Update
Double-click on	Link To Pay Run

The Link To Pay Run Basic Filter Screen will display.

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Payment Run Definition: CASH_SB_FORT - CASH_SB_FORT, Cash Set Building Supplies 🔻									
Remuneration Type:									
This option will force the Pay Run Update 2. Select Payment Run to be linked to the Pay Run the Pay Run									
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Apply Minimum Net Pay									
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3. Click on Update Employees Update Employees									

1.4 Link Pay Run on Remuneration Structure

If you make use of Remuneration Structures you have to link the Pay Run on the Remuneration Structure.

To access the Remuneration Definition Screen, from the Navigation pane:

Expand	Company Management
Double-click on	Remuneration Structures
Double-click on	the applicable Remuneration Structure

The Remuneration Definition Screen will display.

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1.5 Link Pay Run on Employee

If you do not make use of remuneration structures you can link the Pay Run on the employee's payslip definition screen.

To access the Payslip Definition Screen, from the Navigation pane:

Expand	Employee Management
Double-click on	Employee
Double-click on	Payslip Definition

The Payslip Definition Screen will display.

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1.6 Process Pay Run

Make sure that you are on the correct Pay Run when processing your payroll.

To access the Payslip Detail Screen, from the Navigation pane:

Expand	Employee Management
Double-click on	Employee
Double-click on	Payslip Detail

The Payslip Detail Screen will display.

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