



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

**New Sage 50 Payroll 2011**



**sage**





# What is Sage 50 Payroll?

Award-winning Sage payroll software is accredited by HM Revenue & Customs (HMRC) and meets the latest legislation requirements for accurate calculations of Tax and National Insurance. It's easy to use and helps businesses pay the right people the right amount of money on the right day.

Sage 50 Payroll is ideal for small to growing businesses that need to manage the payroll for 1 to unlimited employees. It helps pay people quickly and accurately, automatically working out Tax, National Insurance, pensions and sick pay.



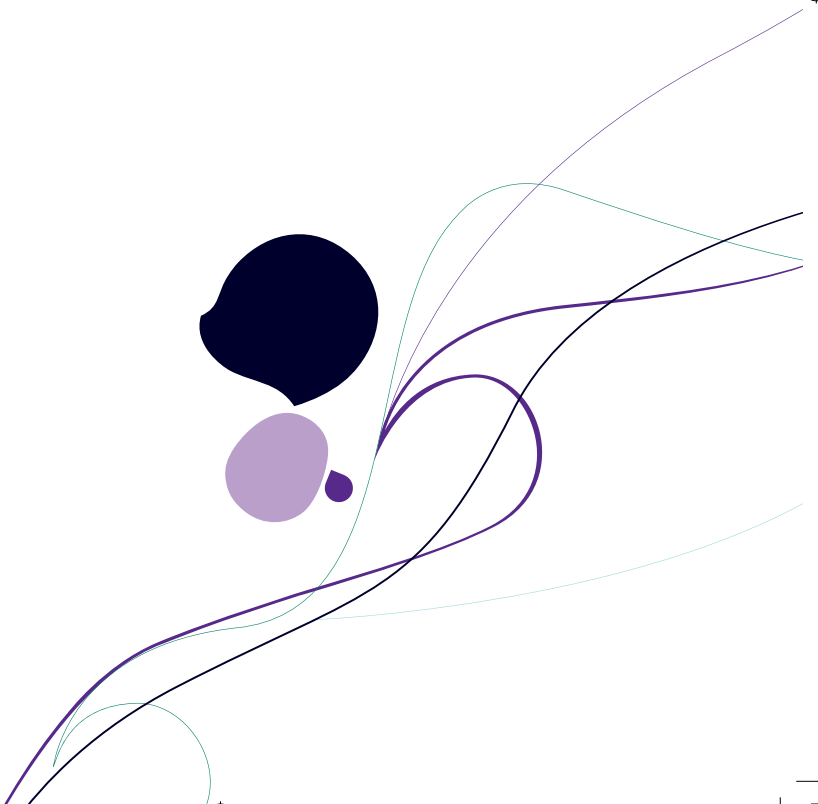


# Getting started

Our easy set-up wizard will get you up and running quickly.

Sage 50 Payroll 2011 can be installed with a single click in many cases, with the option to customise the installation if required.

If you're new to Sage 50 Payroll you have the added comfort of knowing that you get 45 days free telephone and online support to help you get started.





# Manage your people

Sage 50 Payroll 2011 helps you manage and maintain all of your employee records from keeping track of job history, appraisals and disciplinary records to the automatic statement of employment generation and management of holiday and absence.

**With Sage 50 Payroll 2011 you can:**

- Create and maintain employee records
- Store written statements of employment
- Automatically calculate statutory payments such as sick pay and maternity payment
- Predict the impact of pay increases, with Salary Review Forecasting
- Manage employees' holidays and absence
- Manage appraisals and disciplinary records
- Process paperwork for leavers and easily set up new starters
- Append documents to an employee's records e.g. Job Contracts and Pay Awards



# Manage your payroll

The most important thing about running your payroll is paying your employees the right amount of money and on time. The process of paying employees is simple and efficient with Sage 50 Payroll 2011, meaning you can complete your payroll quickly and easily.

## With Sage 50 Payroll 2011 you can:

- Pay the right people the right amount of money on the right day
- Automatically calculate statutory payments such as Tax, National Insurance, statutory sick pay and maternity pay
- Correct mistakes in a previous pay period and run it again
- Choose your preferred layout for payslips, P45s and P60s
- Choose to print or email secure payslips directly to employees
- Make electronic payments direct to employee bank accounts
- Receive and submit forms electronically to HMRC
- Process Student Loans, Attachments of Earnings and Employees Loans
- Process Pensions including Salary Sacrifice



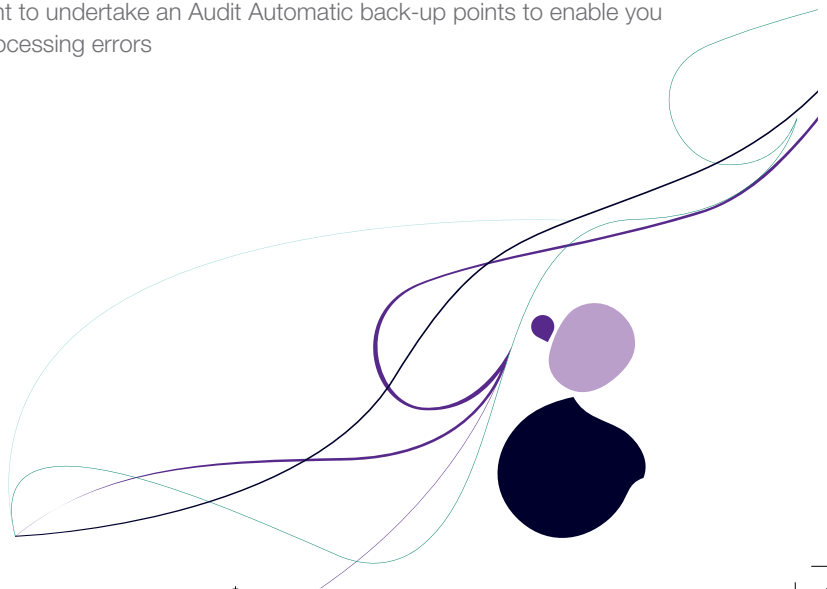


# Manage your business

Sage 50 Payroll 2011 allows you to work the way you want to. You can set-up, store and manage your payroll data in a way that fits your business.

## With Sage 50 Payroll 2011 you can:

- Choose the layout of payslips and P45/P60s to fit your stationery and printer
- Archive PDF versions of year-end reports so they're quick and easy to access
- Import and export employee and timesheet data from Microsoft Excel, CSV and other payroll software
- Send your salary journals directly to Sage Instant Accounts and Sage 50 Accounts
- Multi-company tasks allows you to update information for all or a selection of companies
- Store up to seven years of processing history, allowing easier production of historical payslips, summary reports and create personalised historical reports
- Create reminders to occur by date and time to assist in running your payroll tasks
- Use the Audit Trail log to keep track of changes made to your employees payroll payments Employer Compliance Report to help you provide secure information to HMRC if they want to undertake an Audit Automatic back-up points to enable you to recover any processing errors





Payroll year-end can be a daunting time for any business, which is why with Sage 50 Payroll 2011 you can:

- Simple step by step or Process Map to make the process of PYE simple and efficient
- Submit forms electronically and securely online to HM Revenue & Customs (HMRC) - a requirement from 2010
- Receive forms from HMRC electronically
- Start next year payroll before closing current year





# Sage 50 Payroll 2011

Supporting you every  
step of the way

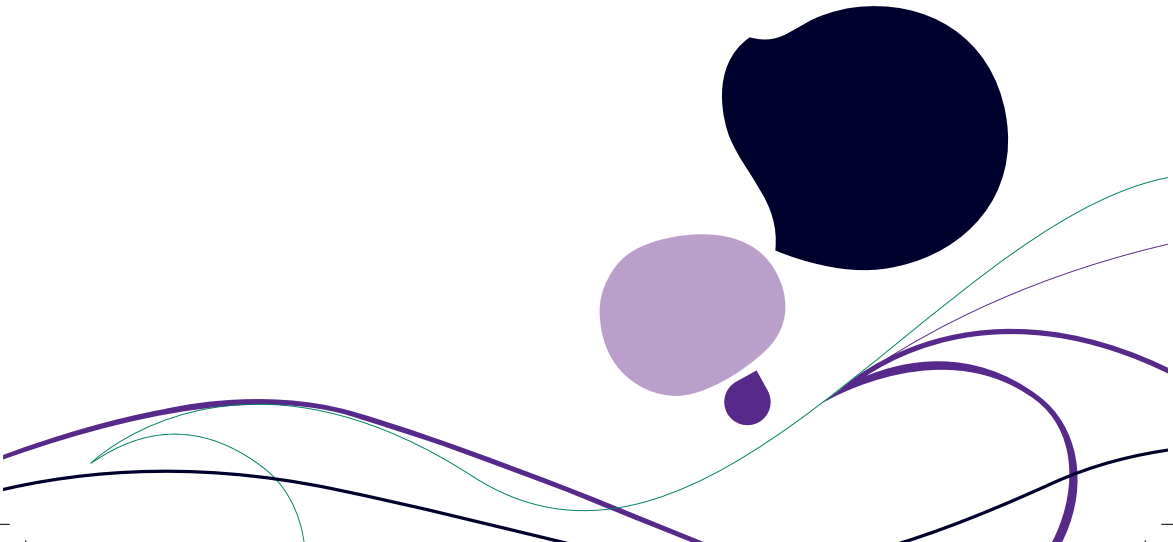
Like all of our software, Sage 50 Payroll 2011 has been designed to be as easy to use as possible. And to make sure you're up and running and making the most of your software we offer two levels of support memberships for you to choose from - SageCover and SageCover Extra.

## SageCover

Our SageCover memberships are more than just software support packages and legislative updates. Our business experts and technicians are always available to answer your questions, offer complete support and advice for your business and software, and provide expert guidance through changes that can impact on you and your business.

## SageCover Extra

SageCover Extra not only offers you all the great benefits of SageCover such as telephone and email support, but it gives you the confidence that your software is constantly up-to-date, you automatically have the latest features and that your business is benefiting from the very latest advice and expertise.





# Sage 50 Payroll 2011

It's time to choose the  
right software for your  
business

We understand that every business is different so it's important that you make the right choice based on how you work.

## **Sage 50 Payroll 2011**

Sage 50 Payroll 2011 is designed for small to growing businesses, to make sure everyone gets paid correctly and on time, leaving you to focus on your daily business.

## **Sage 50 Payroll Professional 2011**

Growing businesses are more likely to have more complex payroll needs including more users, more employees and more sophisticated payroll management tools. Payroll Professional is ideal for users wanting to run a Payroll Bureau for multiple companies.





# What's NEW

## in Sage 50 Payroll 2011

It is now mandatory to provide a P60 End of Year Summary to any employee who requests it. Simply email a secure copy with no need for manual editing

### Backup you can rely on

Recover quickly from an error or data loss with automatic, easy-to-find backups of data files. Sage 50 Payroll 2011 takes a backup each time you process your payroll, so you can choose which processing period you want to recover from.

### Amend payments and deductions

There's a new time-saving way to change an employee's types of payments and deductions, such as bonus, expenses and overtime, which can be done even as the payroll is being run.

### 'Salary sacrifice' pensions

This new feature allows you to tick a box and specify the level of sacrifice, then all the amounts are automatically calculated.

### Compliance made easier

Sage 50 Payroll 2011 incorporates the latest National Minimum Wage rates and tax parameters, and provides your people with information required by law.

### Manage new starters

To set up a new employee just click on a new 'Quick Link'. Enter details on a single screen and even submit a P46 quickly and easily, direct to HMRC.

### Deal with leavers

With a new 'Quick Link', it's easier to make employees into leavers. Automatically calculate final payments, including outstanding holiday funds and submit a P45 electronically to HMRC - at the click of a button.



### **Quick upgrade**

The 2011 version can be installed with a single click in many cases, with the option to customise the installation if required.

### **Enhanced management reports**

The improved Report Designer makes it easier to re-format reports and add those extra details that keep managers fully in control. Plus, limit access to reports on the company's server.

### **More e-banking options**

Make e-payments to the most high street banks, now including Santander, Abbey, and Bank of America.





If you would like to find out more contact your local Business Partner.

Sage (UK) Limited, North Park, Newcastle upon Tyne, NE13 9AA  
[www.sage.co.uk](http://www.sage.co.uk)

**Paper from well managed forests**

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