

# Sage 50 Payroll Festive Payroll Tips

Presented by Calvin & Duncan

Sage



# Housekeeping

The image shows a mobile application interface for a 'Questions' feature. The interface is divided into a dark grey sidebar on the left and a light grey main content area on the right. The sidebar contains several icons: a microphone icon (muted), a question mark icon, a document icon, an information icon, and an 'Exit' button. The main content area has a title 'Questions' with a close button, a question mark icon, and a text prompt 'Want answers?' with a dashed arrow pointing to a text input field labeled 'Ask the staff a question'. A blue 'Send' button is at the bottom right. Four callout boxes with green borders and lines pointing to specific icons provide instructions: 'Your microphone is muted automatically' points to the microphone icon; 'Download a handout' points to the document icon; 'Send us your questions' points to the question mark icon; and 'Switch to full screen' points to the information icon.

Your microphone is muted automatically

Download a handout

Send us your questions

Want answers?

Ask the staff a question

Exit

Send

# Christmas webinar challenge

❖ Count the elves!



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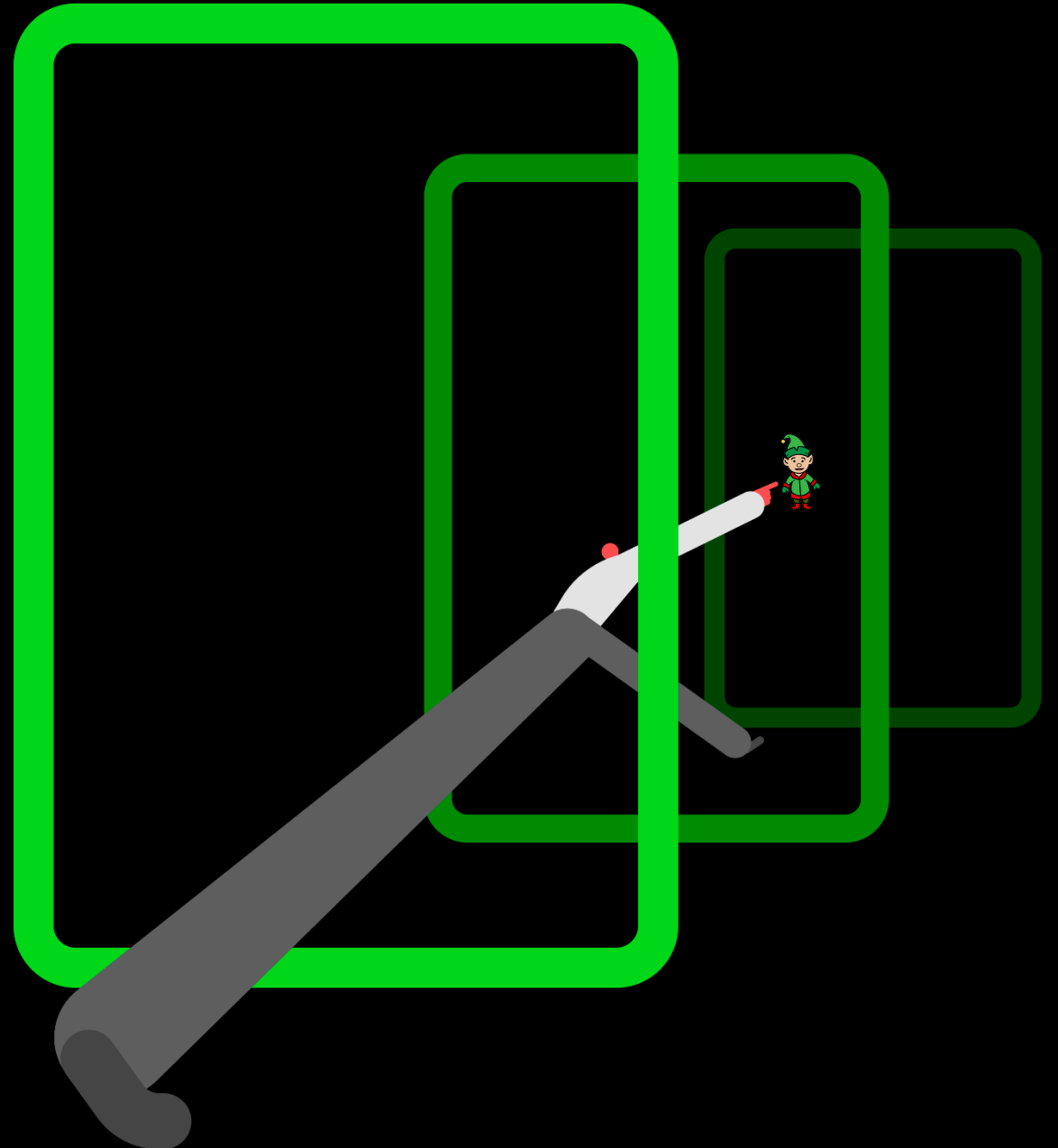
**Bonus payments**

**Add a festive payslip message**

**Advance your holiday year**



# Seasonal staff



# Seasonal staff

## P45 or starter checklist

- <https://www.gov.uk/government/publications/payee-starter-checklist>

## Tax codes/starter declaration

- <https://www.gov.uk/new-employee-tax-code>

## Automatic enrolment

- You can postpone automatic enrolment for up to three months



# Advance pay



# Advance pay

## What is it?

Paying employees early for a **future** pay period.

- For example, you're closing for a week over Christmas, and want to pay your staff for two weeks instead of one.

## When not to use advance pay

- ⊗ Early payments in the **same** pay period
- ⊗ Statutory payments
- ⊗ Pension provider needs a contribution file for every period
- ⊗ Salary sacrifice pensions





# Bonus payments



# Bonus payments

## Standard payment

- Enter gross amount
- Tax and NI deducted as normal

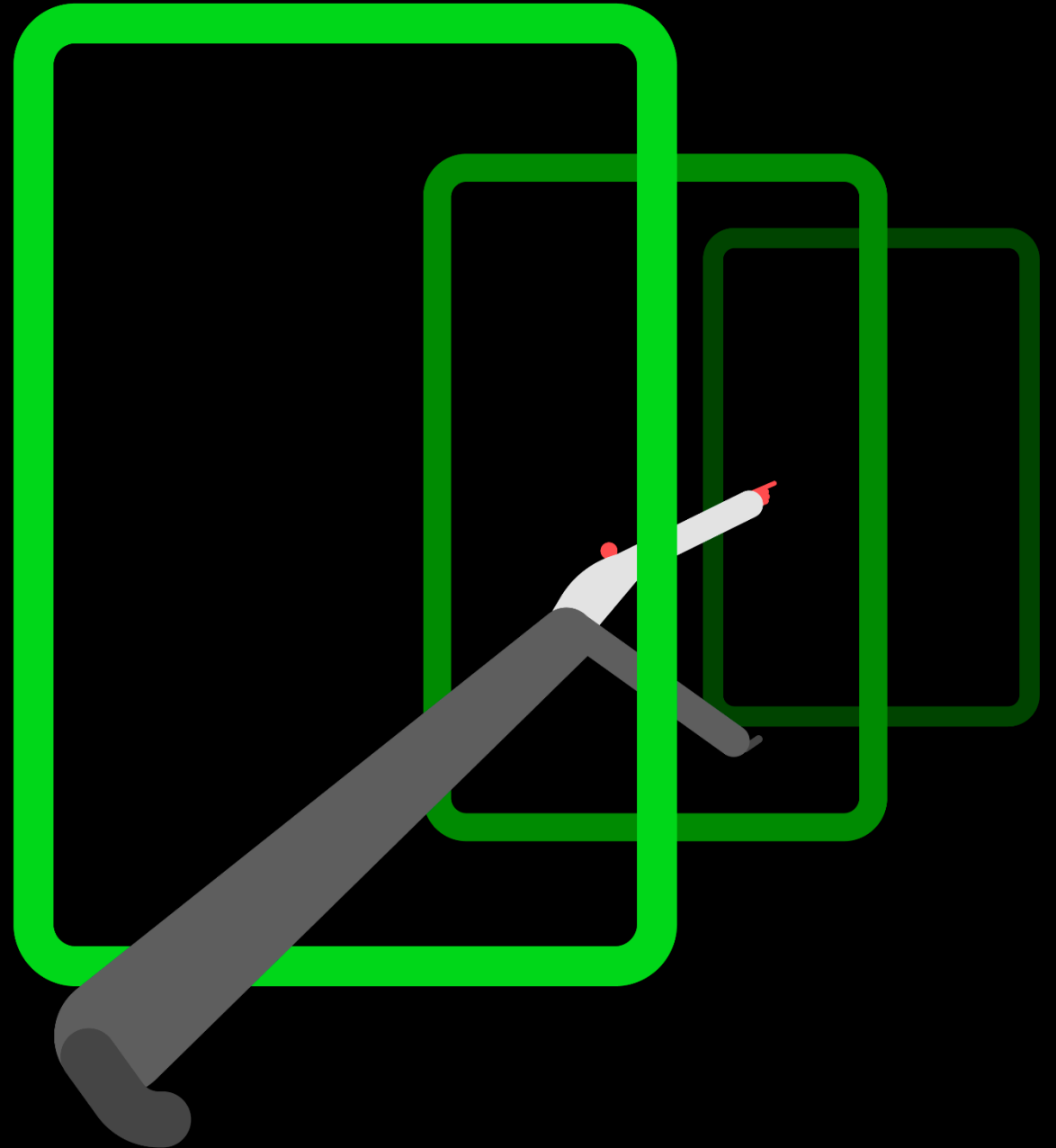
or

## Net payment

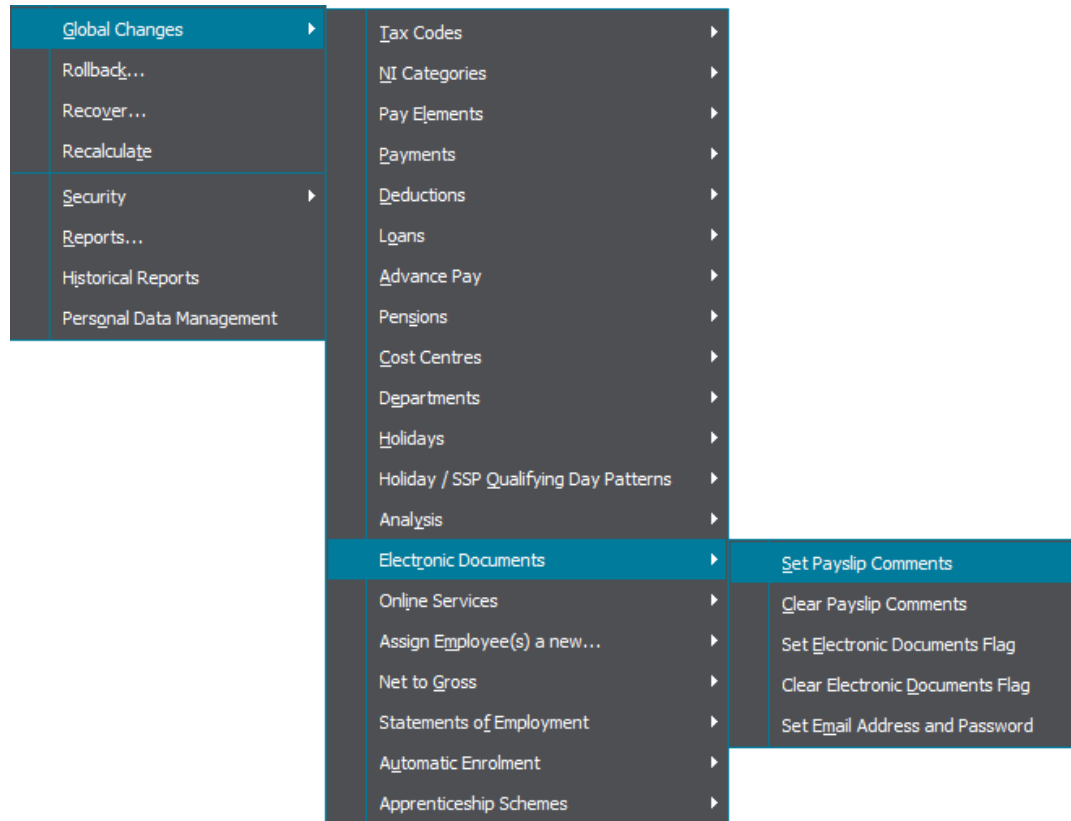
- Enter net amount
- Cost of net payments calculated and included in gross pay



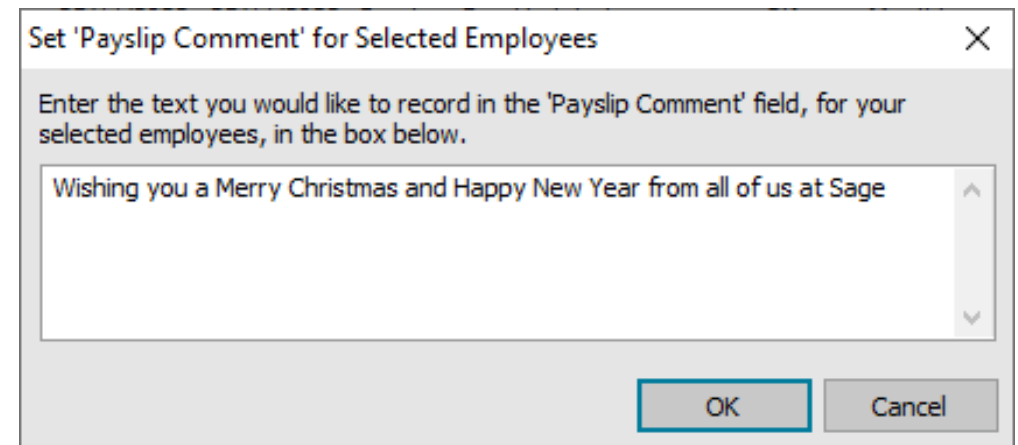
# Festive payslip message



# Festive payslip message



Available on all standard payslip layouts including Online Payslips

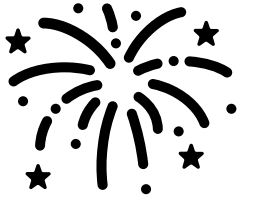


# Advance your holiday year

Sage



# Advance your holiday year



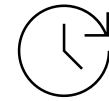
**Print holiday reports**



**Check holiday settings**



**Take a backup**



**Advance holiday year**



# Further support



# Help Centre



[www.sage.co.uk/help](http://www.sage.co.uk/help)

- Search our knowledgebase
- Support guides
- Webinars
- Videos
- Get in touch

**Sage** | Help Centre | Products | Integrated Apps | Sage University | Useful links

**Sage 50cloud Payroll** | Hot topics | Webinars | Sage City | Free training | Manage your account

## You need help. We have answers.

Search for answers...

### What do you need help with today?

- Pensions**  
Help with automatic enrolment, including Pensions Data Exchange.
- Online Services**  
Cloud connected services including online payslips.
- Processing your payroll**  
Get help to run your payroll from start to finish.
- Correcting mistakes in payroll**  
Find the best way to correct an error in your payroll.
- Statutory payments and holidays**  
Record statutory payments and your employees' holidays.
- Install your software**  
Download for the first time or upgrade to the newest version.



It takes **more than software and solutions** to make a business work.

That's why we created **Sage Membership**, so you can grow and learn, from a community of real business experts.

## What is Sage Membership ?

Sage University – [Sageu.com](https://www.sageu.com)

Sage City – [Sagecity.com](https://www.sagecity.com)

Sage Masterclass

Visit [sage.com/uk/masterclass](https://www.sage.com/uk/masterclass) to find out more

# Christmas webinar challenge


❖ **Count the elves!**

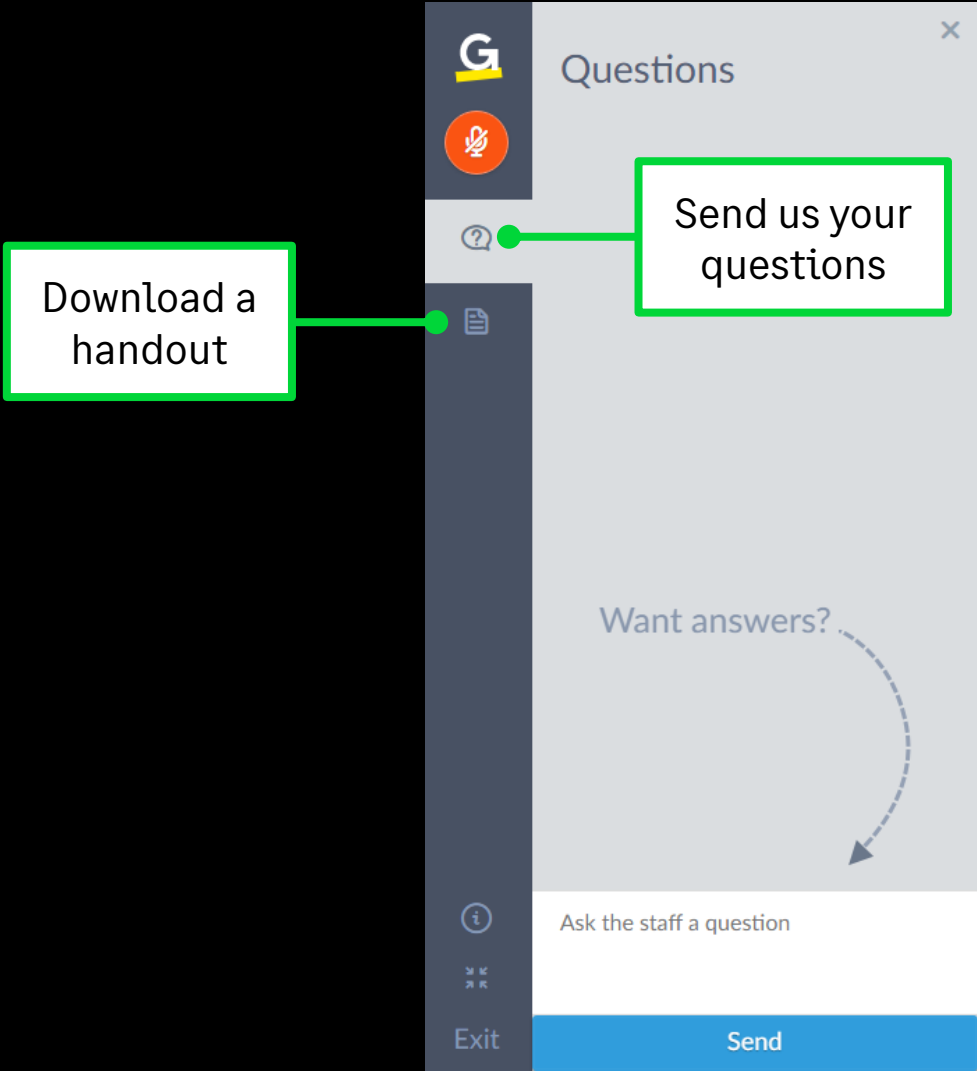


**Answer: 11**

# Questions

Submit your questions in the Q&A now!

 This part of the webinar has no sound.



The screenshot shows a mobile application interface for asking questions. At the top left is a 'G' logo. Below it are icons for microphone, question mark, and document. A callout box labeled 'Send us your questions' points to the question mark icon. Another callout box labeled 'Download a handout' points to the document icon. The main area contains the text 'Want answers?' with a dashed arrow pointing to a text input field labeled 'Ask the staff a question'. At the bottom, there are 'Exit' and 'Send' buttons.

# Thank you!

