

Get your payroll done

Sage 50cloud Payroll

Sage



Housekeeping

The image shows a mobile application interface for asking questions. A vertical sidebar on the left contains several icons: a blue flower-like logo at the top, a red microphone icon with a slash through it, a question mark icon, a document icon, an information icon, and an 'Exit' button. The main content area is titled 'Questions' and features a text input field with the placeholder 'Ask the staff a question' and a blue 'Send' button. A dashed arrow points from the text 'Want answers?' to the 'Send' button. Four callout boxes with green borders and lines pointing to the sidebar icons contain the following text:

- Top callout: "Your microphone is muted automatically" (points to the red microphone icon)
- Middle callout: "Send us your questions" (points to the question mark icon)
- Bottom-middle callout: "Download a handout" (points to the document icon)
- Bottom callout: "Switch to full screen" (points to the information icon)

Agenda

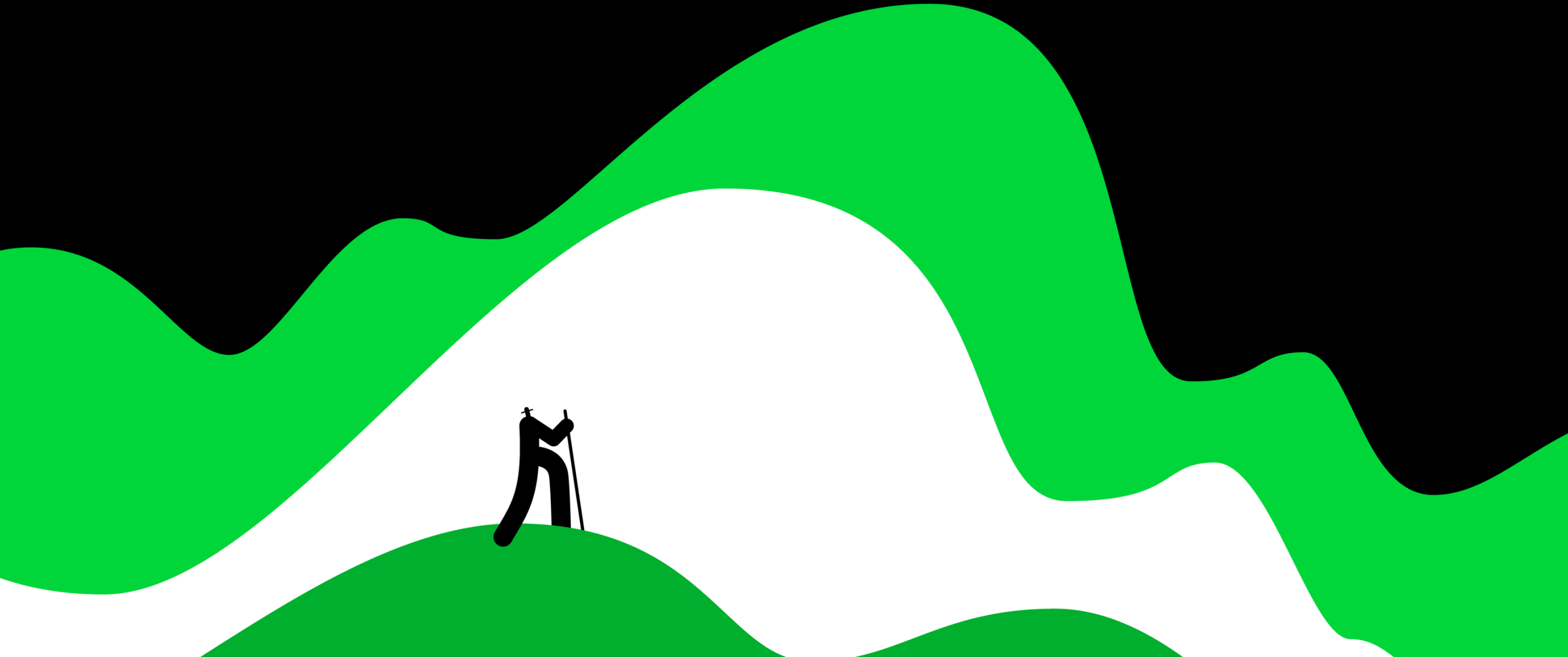
Prepare to process

Process your payroll

Month end tasks

Questions

Prepare to process



Prepare to process

- Add new [starters](#)
- Enter [absences](#)
- Put employees not being paid [on hold](#)
- Check [IR secure mailbox](#) for tax code and student loan notices

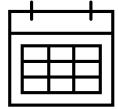


 HMRC Starter checklist (P46) - <https://www.gov.uk/government/publications/payee-starter-checklist>

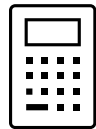
Process your payroll



Payroll process



Set process date



Enter payments



Payslips and reports



Update records



Submit to HMRC

Process date



- Enter the date your employees will receive their pay.

Enter payments



If required

- [Reset Payments](#) to clear previous values first.
- Use [Timesheet Entry](#) to quickly enter hours worked.
- Run a [Pension Assessment](#).

Enter payments

Open employee record

Payment Name	Tax	NI	Hours/No	Multiplier	Rate	Amount
Salary	Pre	Pre	1.0000	N/A	2500.0000	2500.00
Overtime 1.5x	Pre	Pre	5.5000	1.5000	24.7253	135.99
Bonus	Pre	Pre	1.0000	N/A	150.0000	150.00

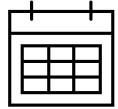
Tax Code	Gross Pay	No of Adv. Periods	Advanced Pay	PAYE	NIC	Net Pay
1257L	2785.99	0	0.00	347.40	238.68	2109.27

Enter Deductions, Attachments and Loans, check absences and view Summary.

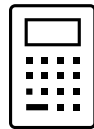
Enter Hours/No and Rate values here

Tax code, Gross pay, PAYE tax, NIC and Net pay

Payslips and reports



Set process date



Enter payments



Payslips and reports



Update records



Submit to HMRC

Payslips and reports

Online payslips

Upload to Sage HR Online Services

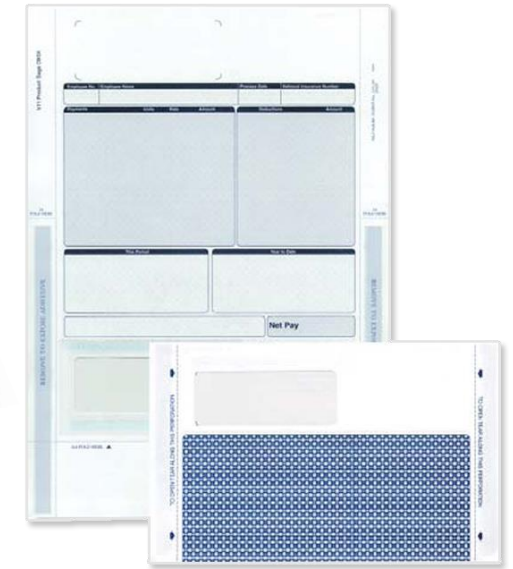
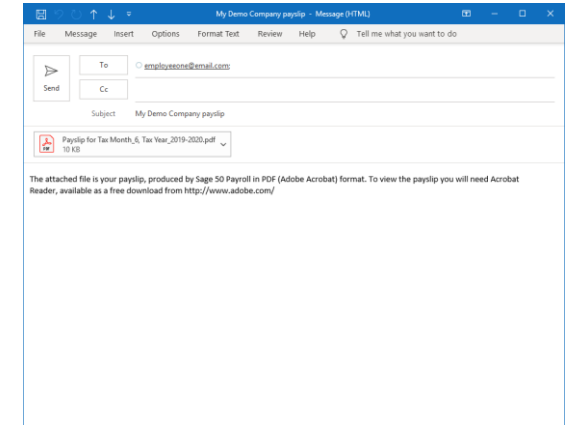
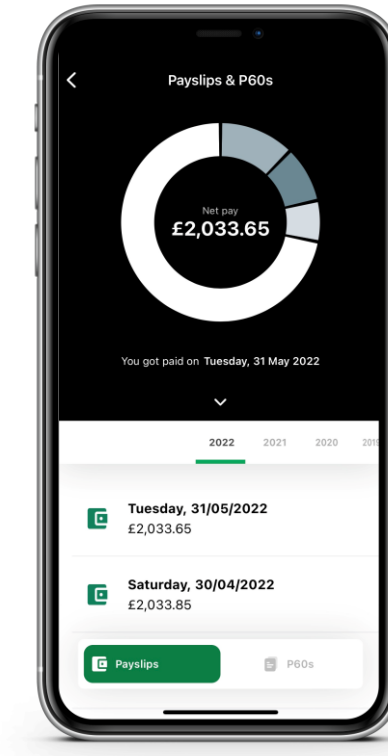
Email payslips

Send payslips from Microsoft Outlook

Print payslips

Print onto plain paper or stationery*

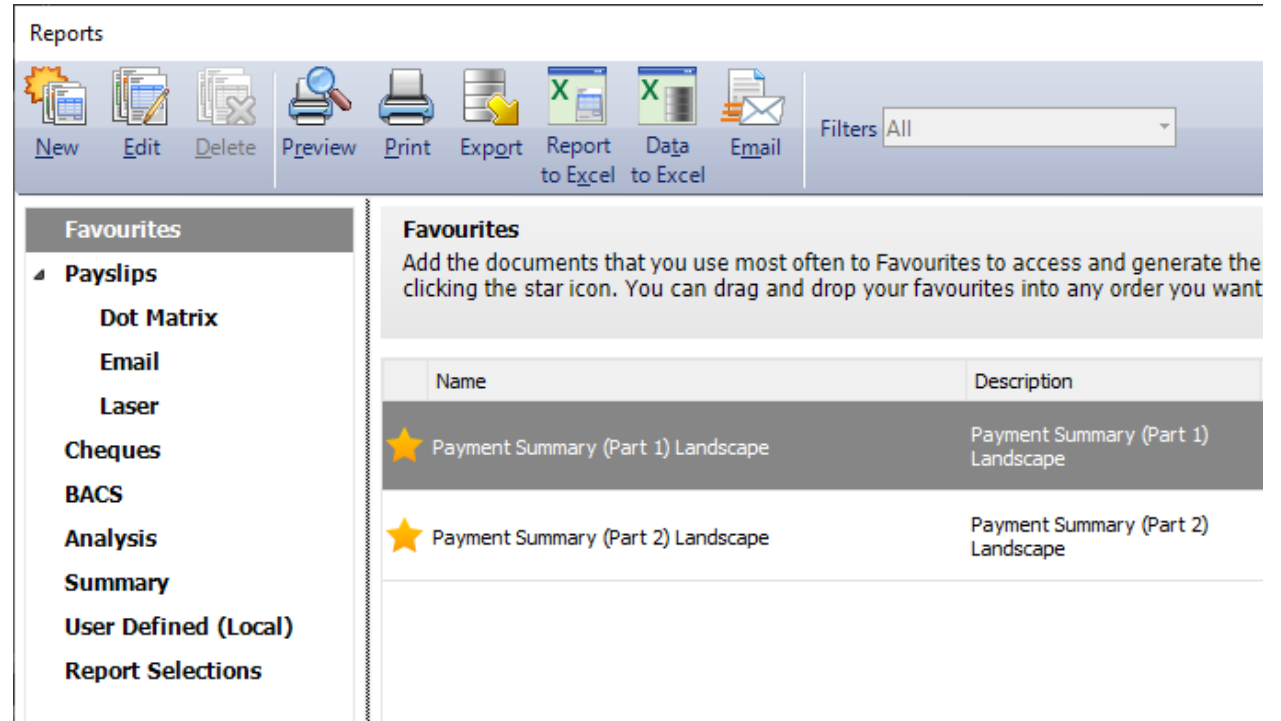
*Payslip stationery no longer available from Sage



Payslips and reports


Recommended reports

- Payment Summary (Part 1)
- Payment Summary (Part 2)



The screenshot shows the Sage Reports interface. At the top, there is a 'Reports' header and a toolbar with icons for New, Edit, Delete, Preview, Print, Export, Report to Excel, Data to Excel, and Email. A 'Filters' dropdown menu is set to 'All'. Below the toolbar is a 'Favourites' section with a list of report categories: Payslips (expanded), Dot Matrix, Email, Laser, Cheques, BACS, Analysis, Summary, User Defined (Local), and Report Selections. To the right, there is a 'Favourites' table with two rows, each marked with a star icon.

Name	Description
★ Payment Summary (Part 1) Landscape	Payment Summary (Part 1) Landscape
★ Payment Summary (Part 2) Landscape	Payment Summary (Part 2) Landscape

 **Tip:** Use [Report Selections](#) to create a “reports pack” as a single PDF document.

Update records



Then, if required

- Post the [Nominal Link](#) to accounts.
- Run the [Leaver](#) wizard.

Leavers

Update records

Leaver wizard

Full Payment Submission

Leaver Wizard

Check the details below.

Employee Name

Enter your employee's leaving date. This is the date you have paid your employee up to.

Leaving Date Deceased

Select your stationery, then click Print or Preview

Click Finish to change the employee's status to Leaver.

P45 Part 1A Details of employee leaving work Copy for employee

HM Revenue & Customs

1 Employer PAYE reference
Office number Reference number
 /

2 Employee's National Insurance number

3 Title - enter MR, MRS, MISS, MS or other title

Surname or family name

First name(s)

4 Leaving date DD MM YYYY

5 Student Loan deductions
 Student Loan deductions to continue

6 Tax Code at leaving date

If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1

7 Last entries on Payroll record/Deductions Working Sheet. Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here.
Week number Month number

Total pay to date
£ P

Total tax to date
£ P

8 This employment pay and tax. If no entry here, the amounts are those shown at box 7.
Total pay in this employment
£ P
Total tax in this employment
£ P

9 Works number/Payroll number and Department or branch (if any)

10 Gender. Enter 'X' in the appropriate box
Male Female

11 Date of birth DD MM YYYY

12 Employee's private address

Postcode

13 I certify that the details entered in items 1 to 11 on this form are correct.
Employer name and address

Postcode

Date DD MM YYYY

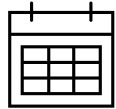
To the employee
The P45 is in 3 parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a tax return if you are sent one.
Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

To the new employer
If your new employee gives you this Part 1A, please return it to them. Check the information on Parts 2 and 3 of this form is correct and transfer the information onto the Payroll record/Deductions Working Sheet.

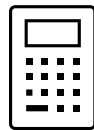
Tax credits and Universal Credit
Tax credits and Universal Credit are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone 0345 300 3900.

P45(Online) Part 1 A HMRC 03/15

Submit to HMRC



Set process date



Enter payments



Payslips and reports



Update records



Submit to HMRC

Full payment submission (FPS)

What's included:

- Starter and leaver information
- Employee details
- Payments subject to tax
- Tax, NI and student loan contributions

Full Payment Submission

Important Information

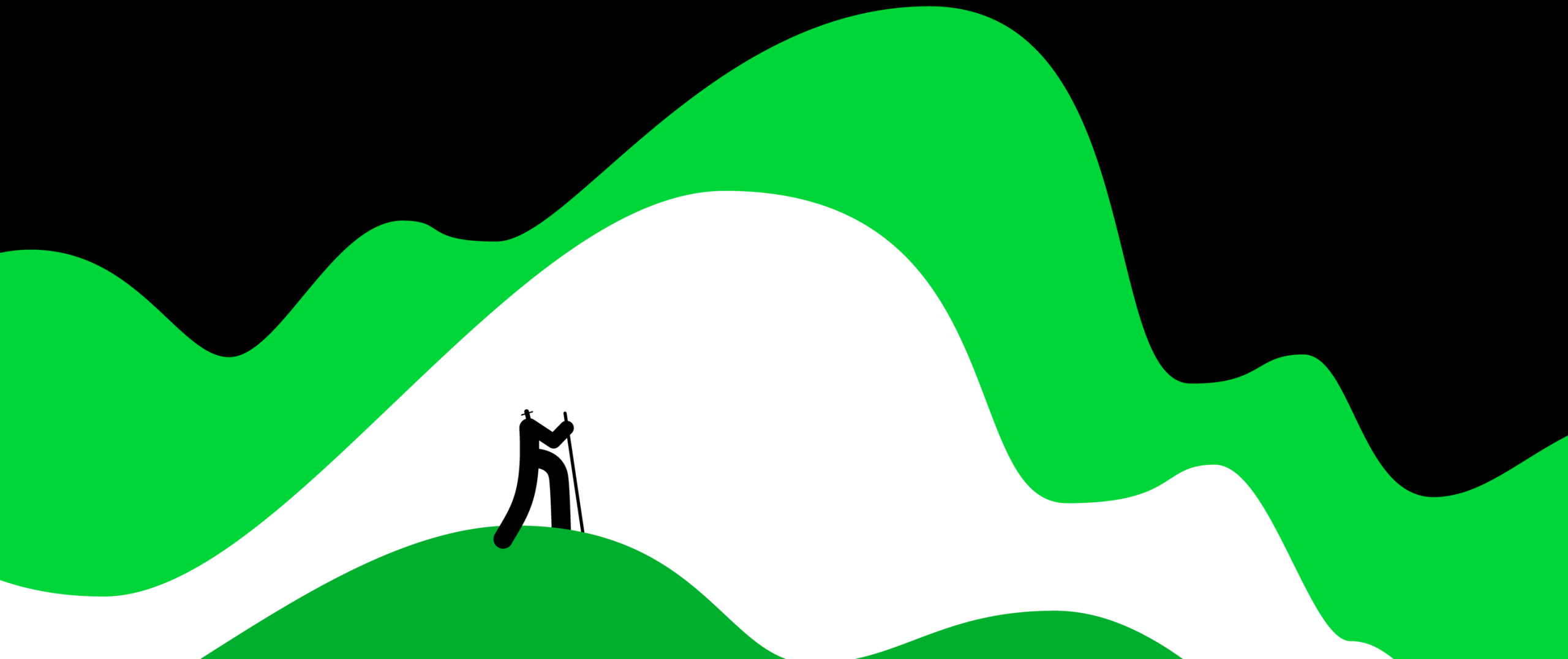
The details below have been used to generate your Full Payment Submission to HMRC.
If you are sure the details are correct, click Submit. If you need to make changes, click Close.

Date of Submission: 19 July 2021			
Company Name:	My Demo Company	Accounts Office Reference:	999PP12312312
Tax District/Ref:	999/A300	Total Number of Employees:	10
Final Submission for Year:	No	Total Liability:	3392.73

Forename	Surname	NI Number	Starter	Leaver	Irregular	Tax Period	Liability
Employee	One	BA482468B			No	Month 4	868.84
Employee	Two	JE875764C			No	Month 4	546.81
Employee	Three	YM345357D		23/07/2021	No	Month 4	546.81
Employee	Four	YP476798B			No	Month 4	287.90
Employee	Five	ZA912878A			No	Month 4	287.90
Employee	Six	YZ768883C			No	Month 4	387.87

 You must submit your FPS **on or before** your employees' pay date.

Month end tasks



Month end checklist

- Run your [P32](#) report
- Submit your [Employer payment summary](#) (EPS)
- Make your payment to HMRC



Tax calendar

Tax Months:

- Start on the 6th of the month.
- End on the 5th of the following month.

Tax Month 4

6 July – 5 August 2022

Week	Wed	Thu	Fri	Sat	Sun	Mon	Tues
14	6	7	8	9	10	11	12
15	13	14	15	16	17	18	19
16	20	21	22	23	24	25	26
17	27	28	29	30	31	1	2
18	3	4	5				

Tax Month 5

6 August – 5 September 2022

Week	Wed	Thu	Fri	Sat	Sun	Mon	Tues
18				6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31	1	2	3	4	5	

Tax Month 6

6 September – 5 October 2022

Week	Wed	Thu	Fri	Sat	Sun	Mon	Tues
22							6
23	7	8	9	10	11	12	13
24	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28	29	30	1	2	3	4
27	5						



Tip: You can download a [tax calendar](#) from our Help Centre

P32

1 - PAYE Income Tax:	1,665.20	
2 - Student/Postgraduate Loan Deductions:	0.00	
3 - Net Income Tax:	1,665.20	(1 + 2)
4 - Gross National Insurance:	1,787.42	
5 - Employment Allowance:	932.18	
6 - Total SMP Recovered:	1,215.04	
7 - NIC Compensation on SMP (if due):	36.46	
8 - Total SPP Recovered:	0.00	
9 - NIC Compensation on SPP (if due):	0.00	
10 - Total ShPP Recovered:	0.00	
11 - NIC Compensation on ShPP (if due):	0.00	
12 - Total SAP Recovered:	0.00	
13 - NIC Compensation on SAP (if due):	0.00	
14 - Total SPBP Recovered:	0.00	
15 - NIC Compensation on SPBP (if due):	0.00	
16 - Total NIC Deductions:	1,251.50	
17 - Net National Insurance:	-396.26	(4 minus 5 minus 16)
18 - Apprenticeship Levy:	0.00	
19 - Termination Payments Class 1A NICs	0.00	
20 - Employer NI to Pay:	0.00	
21 - Total Amount Due:	1,268.94	(3 + 17 + 18 + 19)

FPS

**Tax,
student
loans and
National
Insurance**

EPS

**- Employment
allowance**

**- Statutory
payments
recovered**

**+ Apprenticeship
levy**

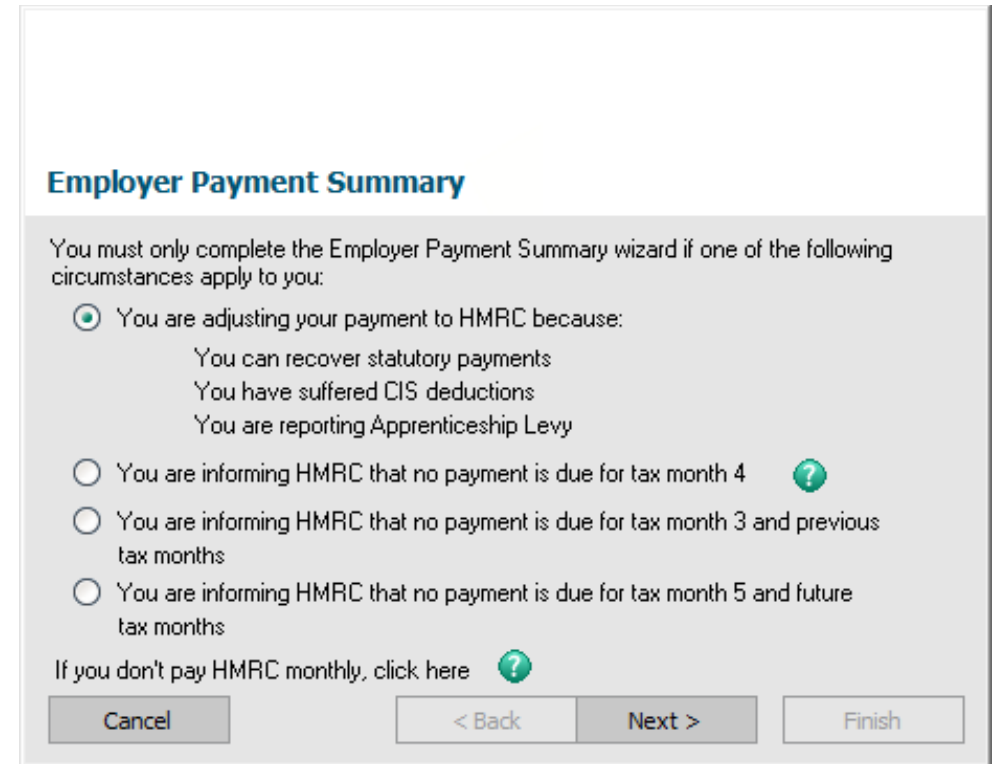
=

**Amount
to pay
HMRC**

Employer payment summary (EPS)


An EPS is required if any of the following apply:


- You're recovering statutory payments
- You've suffered CIS deductions
- You're reporting apprenticeship levy
- You're informing HMRC that no payment is due



Employer Payment Summary

You must only complete the Employer Payment Summary wizard if one of the following circumstances apply to you:

- You are adjusting your payment to HMRC because:
 - You can recover statutory payments
 - You have suffered CIS deductions
 - You are reporting Apprenticeship Levy
- You are informing HMRC that no payment is due for tax month 4 
- You are informing HMRC that no payment is due for tax month 3 and previous tax months
- You are informing HMRC that no payment is due for tax month 5 and future tax months

If you don't pay HMRC monthly, click here 



You must submit your EPS **by the 19th** of the following month.

Further support



Help Centre

www.sage.co.uk/help

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

The screenshot shows the Sage 50cloud Payroll Help Centre website. The header includes the Sage logo and navigation links for Help Centre, Products, Integrated Apps, Sage University, and Useful links. Below the header, there's a sub-header for Sage 50cloud Payroll with additional links for Hot topics, Webinars, Sage City, Free training, and Manage your account. The main banner features the text "You need help. We have answers." and a search bar with the placeholder text "Search for answers...". To the right of the banner is an illustration of two people sitting at a desk with a computer and a stack of books. Below the banner, the section "What do you need help with today?" contains six help topic cards:

- 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.

Sage University

www.sageu.com

- e-Learning
- Certification
- Bite-sized learning

A clear learning path to certification


Sage has designed learning paths to provide you with the knowledge and experience to help you learn all about Sage 50cloud Payroll. Each stage fully prepares you to pass the equivalent certification exam. Choose the topics you want to learn about and start your learning journey, or save money and buy the full bundle.

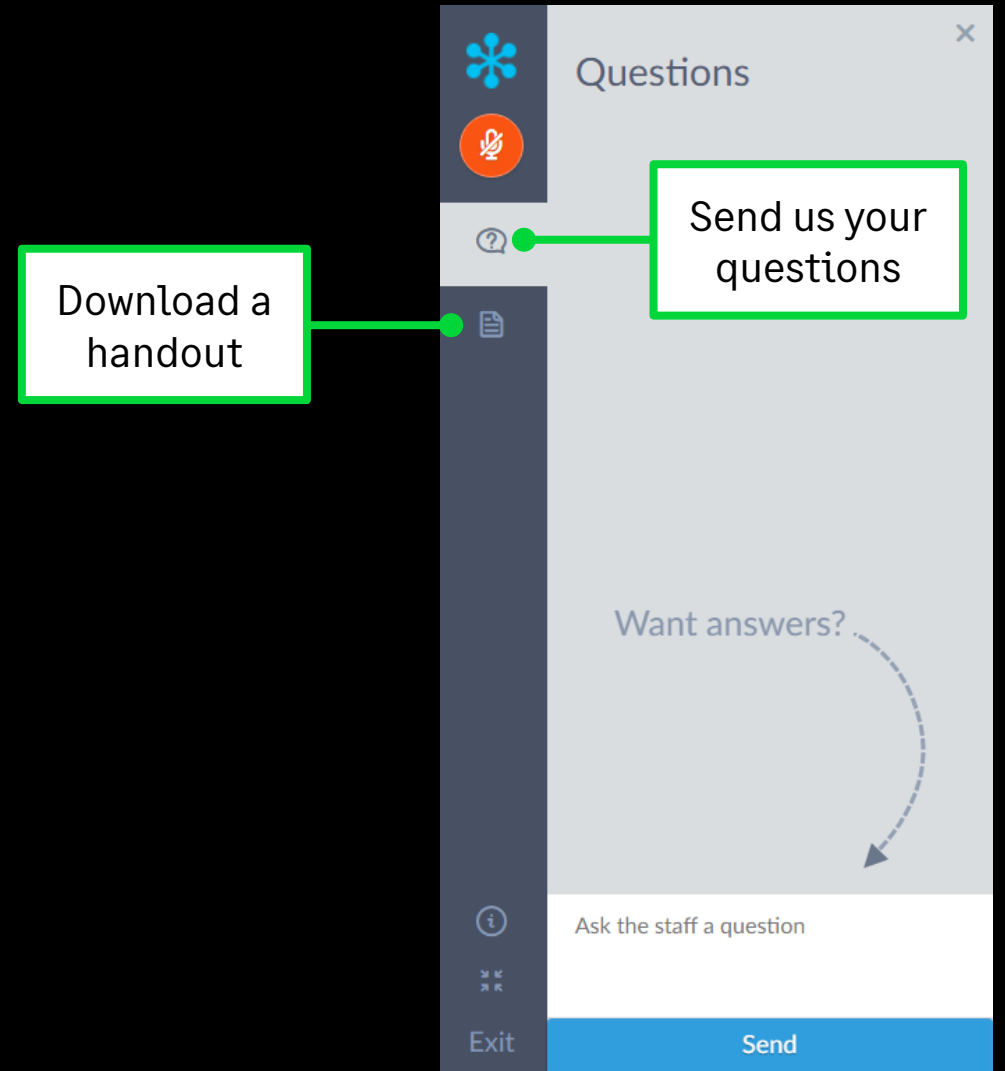
Get Started	Payroll Fundamentals
Payroll Basics	Stage 1: Setting Up Your Payroll
Fast Start 1: 'Get started with 50cloud Payroll'	Stage 2: Processing Payroll
Fast Start 2: 'Run your Payroll'	Stage 3: Statutory Payments, Holiday Schemes and Editing Payslips
	Automatic Enrolment with Payroll Pensions Module
	Sage Instant Payroll

Certification	Bitesized Learning
Stage 1 Exam - Getting Started	New Sage Employee Verification
Stage 2 Exam - Entering day-to-day transactions	Setup Part 1: Legislation and Company Settings
Stage 3 Exam - Period end tasks, returns & reconciliations	Setup Part 2: Set up pay elements and employee records
	Processing Payroll
	Statutory Sick Pay (SSP)

Questions

Submit your questions in the Q&A now!

 This part of the webinar has no sound.



Thank you!

