

Sage 50cloud **Payroll** **Sick Pay Made** **Simple**

Presented by Calvin Oldham

Sage



Housekeeping

The image shows a mobile application interface for asking questions. 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 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 a full screen toggle icon. The main content area has a title 'Questions' at the top right, a question mark icon, and a large text area with the text 'Want answers?' and a dashed arrow pointing to a text input field. The input field has the placeholder text 'Ask the staff a question' and a 'Send' button at the bottom right. The sidebar also has an 'Exit' button at the bottom left.

Your microphone is muted automatically

Download a handout

Send us your questions

Want answers?

Ask the staff a question

Send

Exit

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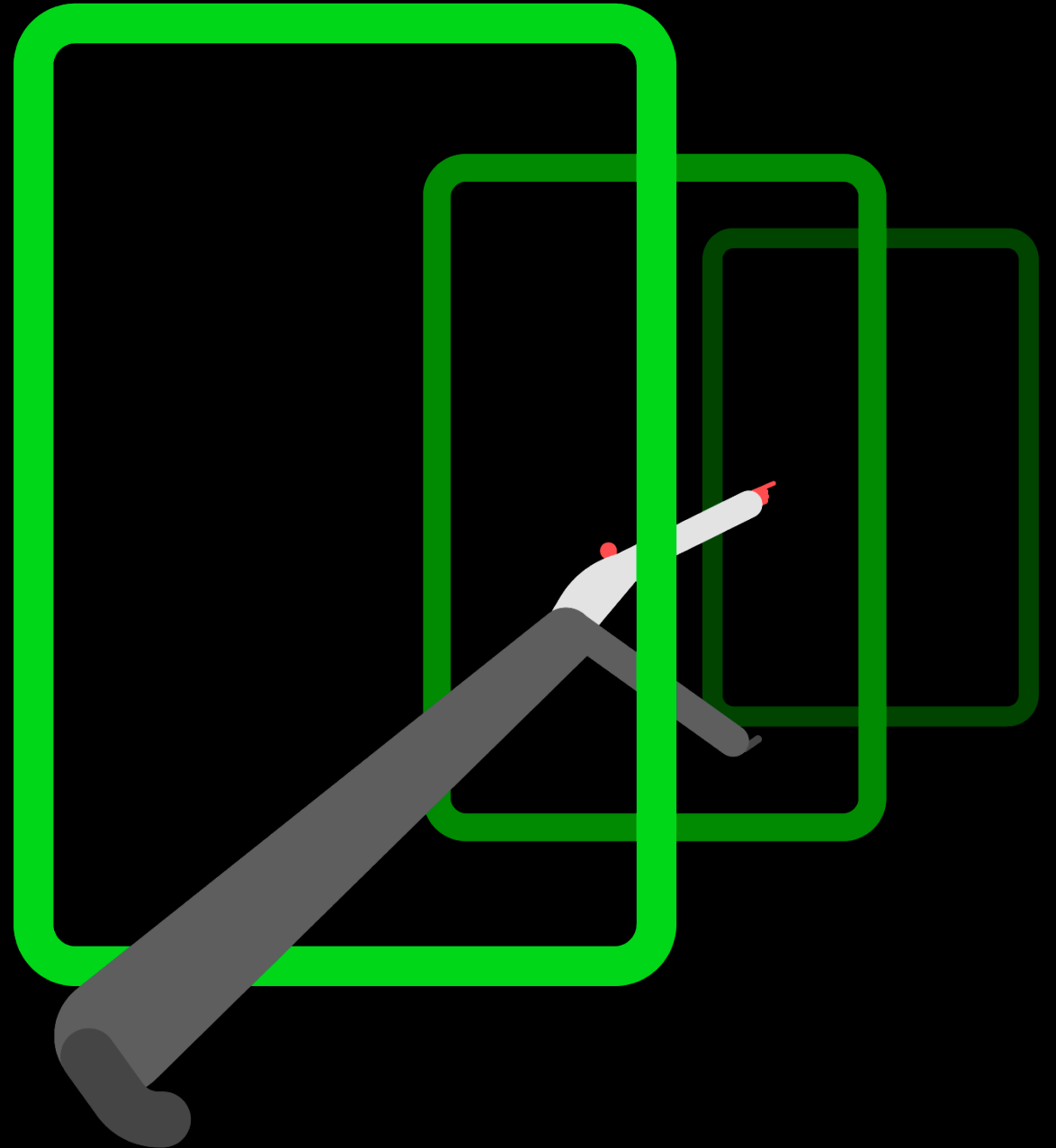
Troubleshoot common SSP issues

Look at what to look at when an issue arises with SSP

Quiz

Further support & Questions

Introduction to SSP



Introduction

What is SSP?

SSP is statutory sick pay, it is paid to employees when they're ill and unable to work. You may pay them more if you have a company sick pay scheme



£99.35

Per week for up to 28 weeks



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112159121>

Introduction

Qualifying conditions

- Be employed by you
- Be off sick for four or more days in a row
- Earn at least £123 a week
- Notify you of their sickness
- Give you proof of their illness (only after 7 days off)



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112159121>

Introduction

General rules

- You only pay SSP for Qualifying days.
- You pay SSP on the employee's normal pay date
- The first 3 qualifying days are waiting days where no SSP is payable
- PIWs are linked if the gap between them is 8 weeks or less
- A period of linked sickness must be 4 days or longer to qualify for SSP



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112159121>

Recording Sickness



Recording Sickness

Quick SSP

Quick SSP

First day of sickness * 20/10/2021

Last day of sickness * 30/10/2021

Note: SSP cannot be calculated until the Last day of sickness is entered. You can amend this date later and the entitlement will be recalculated.

Calculate Entitlement

Withhold SSP Payments

Welfare to work

Comment

Qualifying Days
Employee Three's Qualifying Day pattern has been set NQQQQN

Average Earnings
Employee Three's average earnings during the set period were: £480.77

Key Dates
Current period of sickness: 20/10/2021 - 30/10/2021
Set period: 06/08/2021 - 30/09/2021
Previous period of absence:

Entitlement due
Based on the information entered, Employee Three is entitled to SSP.
The amount of SSP due in this pay period (based on the current process date) is: **£96.35**

View as diary

Print **Save** **Close** **Help**

Employee record – Absence diary

Employee Record - Ref: 3 - Mr Employee Three

New Starter Form Personnel First Previous Next Last Add Photo

Personal Employment Pensions Absence Cars/Fuel Banking Analysis History Terms Documents

Saturday 01 May 2021

	M	Tu	W	Th	Fr	S	S	M	Tu	W	Th	Fr	S	S	M	Tu	W	Th	Fr	S	S	M	Tu	
May							N																N	
Jun																								
Jul																								
Aug																								N
Sep																								
Oct																								
Nov																								
Dec																								
Jan 22																								
Feb																								
Mar																								
Apr																								

Diary Entry

Further Information

S.S.P. S.M.P. S.A.P. S.P.P. S.P.P.(A) S.P.B.P. Holiday Other

Save **Close**

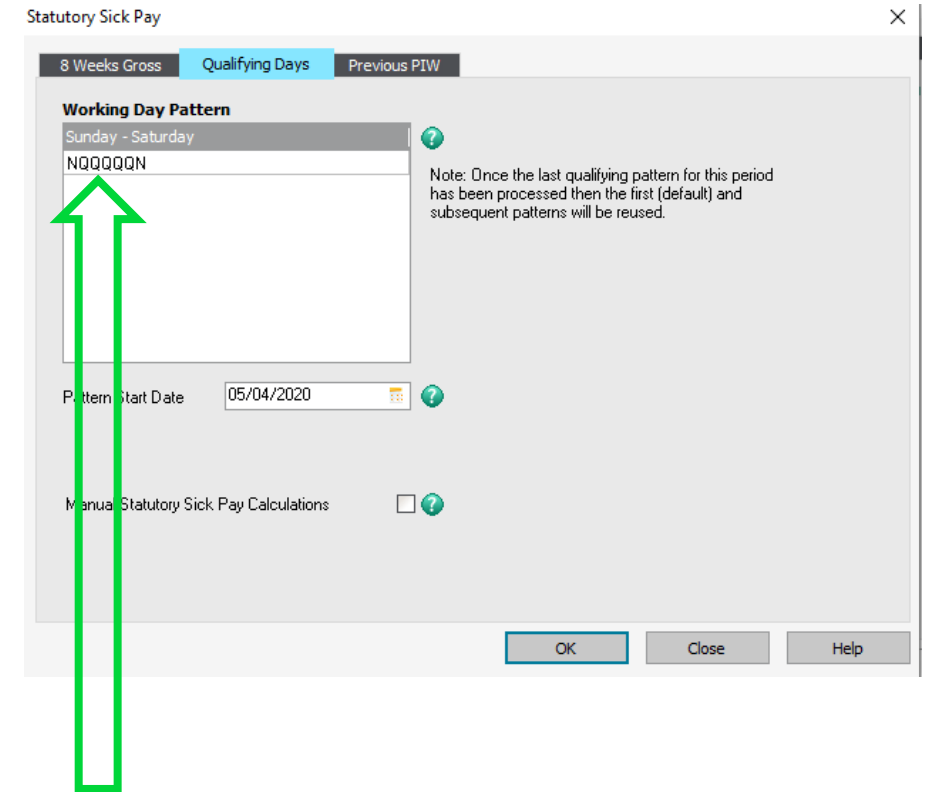
 More info – [Employee Record](#) & [Quick SSP](#)

Recording Sickness

Absence diary entries

- **x / X** – Waiting day (current / historical)
- **p / P** – Paid SSP day (current / historical)
- **- / =** – Non-qualifying day (current / historical)
- **A** – Sickness less than 4 days in a row
- **W** – Sickness – SSP withheld

 More info – [Employee Record](#) & [Quick SSP](#)



Qualifying day pattern is used to record **waiting days** and **paid SSP days**

Recording Sickiness

Enter payments

- Edit or delete **current** sickness
- Check SSP payable / SSP weeks

Enter Payments - Ref: 3 - Mr Employee Three

Employee | First | Previous | Find | Select | Next | Last

Payments | Deductions | Attachments | Loans | **SSP/Parental Leave** | Summary | Information | Notes

Navigation: << | Saturday 01 May 2021 | >>

	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	M	Tu
May							N																N
Jun																							
Jul																							
Aug																							N
Sep																							
Oct																							
Nov																							

Recording SSP: SSP Payable 96.35, SSP Weeks 1.000, KIT Days 0

Recording ShPP: ShPP Payable 0.00, ShPP Weeks 0.000, SPLIT Days 0

Advance Pay | Holiday Fund | Employer's

Select this check box if your employee is leaving and this is their final payment

Save / Next | Close

30/10/2021 | Month 7 | 2021/2022

? More info – [Employee Record](#) & [Quick SSP](#)

**Adjust your
employees'
payments**



Adjusting your employees' pay

Make up basic

Adjust payments for company schemes that pay a specific amount

(e.g. full basic pay)

Enter Payments - Ref: 3 - Mr Employee Three

Employee First Previous Find Select Next Last

Payments Deductions Attachments Loans SSP/Parental Leave Summary Information Notes

Payments	Current	Advanced	Deductions	Current	Advanced
Pre-Tax Payments	2083.33	0.00	Pre-Tax Deductions	0.00	0.00
Post-Tax Payments	0.00	0.00	Post-Tax Deductions	0.00	0.00
Statutory Sick Pay	96.35	0.00	Attachments	303.92	0.00
Statutory Paternity Pay	0.00	0.00	Pension Contributions		
Statutory Adoption Pay	0.00	0.00	Loan Repayment		
Shared Parental Pay	0.00	0.00	Tax(PAYE)		
Statutory Bereavement Pay	0.00	0.00	National Insurance		
			Student Loan		
			Postgraduate Loan		
			Total Net Pay		
Taxable Gross Pay	2179.68	0.00			
Total Gross Pay	2179.68	0.00			

MakeUpBasic

Advance Pay Holiday Fund Employer's

Select this check box if your employe...

Save / Next Close

30/10/2021 Month 7 2021/2022

? You have selected to make up to basic the statutory payment for this employee.

To do this the "Hours/No" value of Salary will need to be reduced.

Do you want to continue?

Yes No Cancel

? More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112204300>

Adjusting your employees' pay

Enter Payments - Ref: 3 - Mr Employee Three

Employee First Previous Find Select Next Last

Payments Deductions Attachments Loans SSP/Parental Leave Summary Information Notes

Payment Name	Tax	NI	Hours/No	Multiplier	Rate	Amount
Salary	Pre	Pre	1.0000	N/A	2083.3333	2083.33
Overtime 1.5x	Pre	Pre	0.0000	1.5000	20.6044	0.00

Add Payment

Tax Code	Gross Pay	No of Adv. Periods	Advanced Pay	PAYE	NIC	Net Pay
1257L	2179.68	0	0.00	226.20	165.72	1417.45

Advance Pay Holiday Fund Employer's

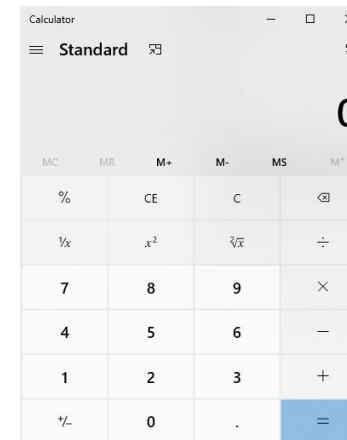
Select this check box if your employee is leaving and this is their final payment

Save / Next Close

30/10/2021 Month 7 2021/2022

Adjust payments manually

Work out how much you need to pay on top of the SSP for the days or hours worked



More info – <https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112204300>

Troubleshooting

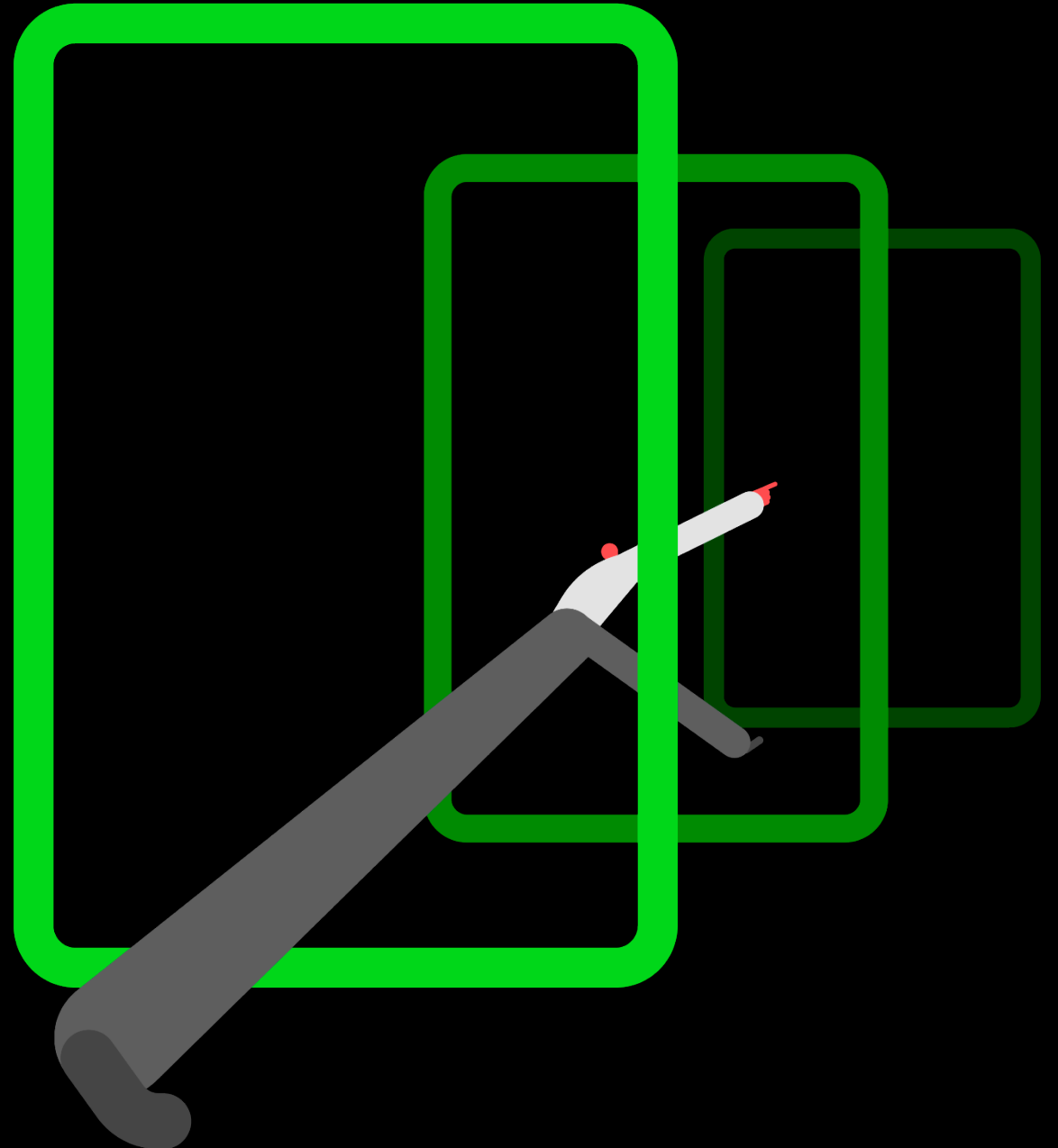


Troubleshooting

What to check

- **Process date** – SSP is paid up to and including the process date
- **Diary entries** – what symbols appear ?
- **Qualifying days** – Is the correct working pattern assigned ?
- **Average earnings** – Must be above £123 a week
- **Previous PIW** – Are the details correct? Have they had 28 weeks SSP ?

Quiz



Further support.



Help Centre

www.sage.co.uk/help

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

The screenshot shows the Sage Help Centre website. At the top, there is a navigation bar with the Sage logo and links for Help Centre, Products, Integrated Apps, Sage University, and Useful Links. Below this is a secondary navigation bar with links for Sage 50cloud Payroll, Hot topics, Manage your account, Free training, Sage City, and Webinars. The main content area features a large banner with the text "You need help. We have answers." and a search bar with the placeholder text "Search for answers...". To the right of the search bar is an illustration of a person sitting at a desk with a computer, with a large green book in the foreground. Below the banner, there is a section titled "What do you need help with today?" which contains six cards, each with an icon and a title: "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.), "Payroll year end 2022" (Everything you need for the new tax year.), and "Statutory payments and holidays" (Record statutory payments and your employees' holidays.). At the bottom of this section is a button labeled "View all support hubs". The footer of the page contains the Sage logo and links for Popular Products, Product Roadmaps, and Useful Links.

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.

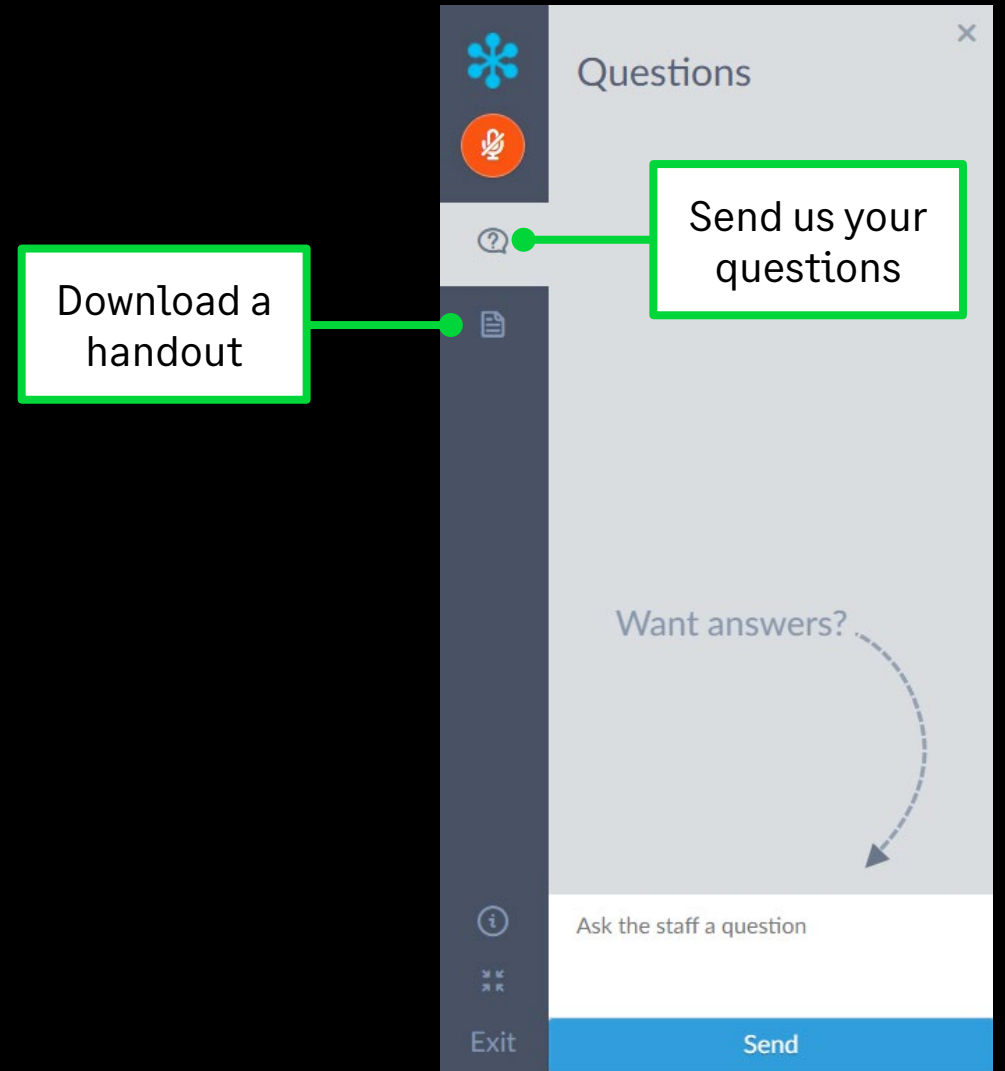
Get Started	Payroll Fundamentals
Payroll Basics	Stage 1: Setting Up Your Payroll
Fast Start 1: 'Get started with 50cloud Payroll'	Stage 2: Processing Payroll
Fast Start 2: 'Run your Payroll'	Stage 3: Statutory Payments, Holiday Schemes and Editing Payslips
	Automatic Enrolment with Payroll Pensions Module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

