# Sage 50cloud Payroll
# Sick Pay Made Simple

**Presented by Calvin Oldham**

Sage

# Housekeeping

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Questions

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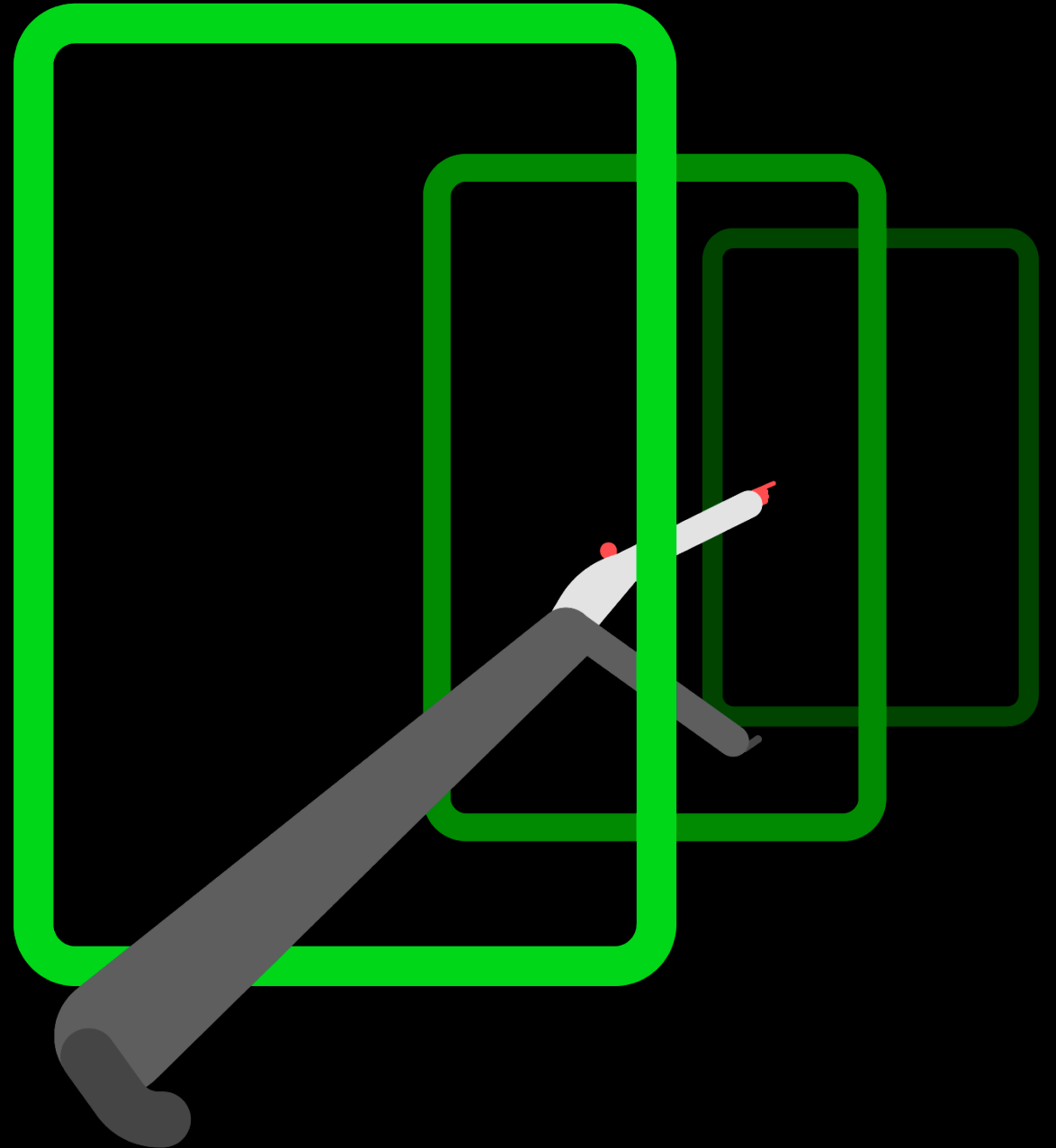How to adjust your employees pay to account for SSP

**Troubleshoot common SSP issues**
Look at what to look at when an issue arises with SSP

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**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=20042112159121

# 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=20042711259121

# Recording Sickness

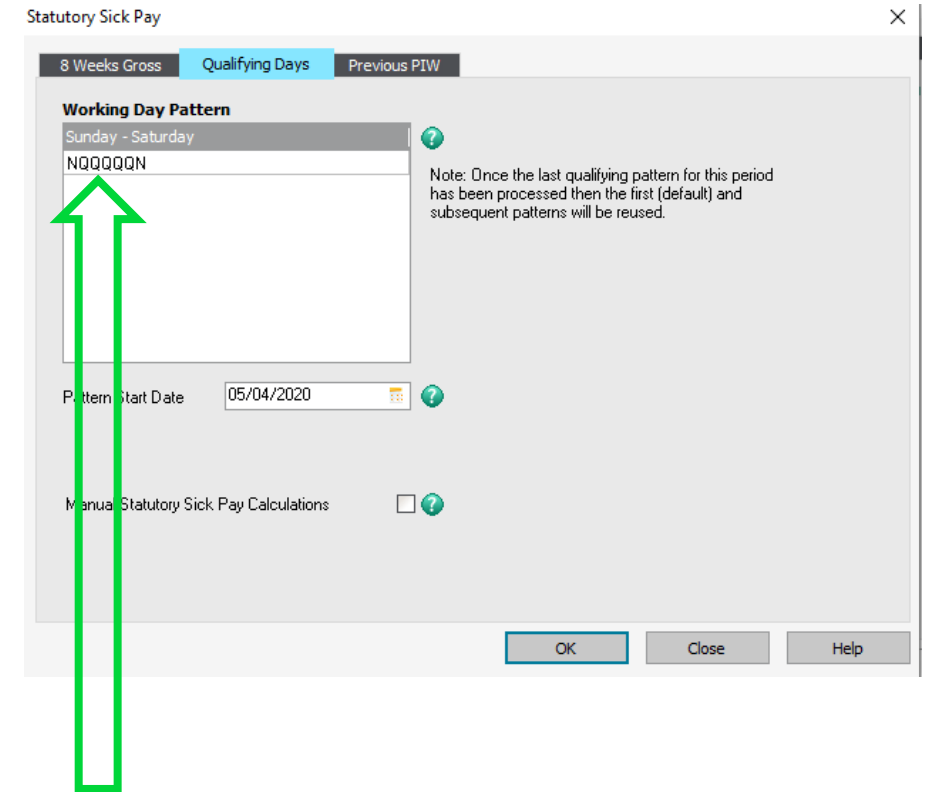# Recording Sickness

Quick SSP

Employee record – Absence diary





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



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

More info – Employee Record & Quick SSP

# Recording Sickness

**Enter payments**

- Edit or delete **current** sickness

- Check SSP payable / SSP weeks



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)



More info – https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=20042711204300

# Adjusting your employees' pay



**Adjust payments manually**

Work out how much you need to pay on top of the SSP for the days or hours worked
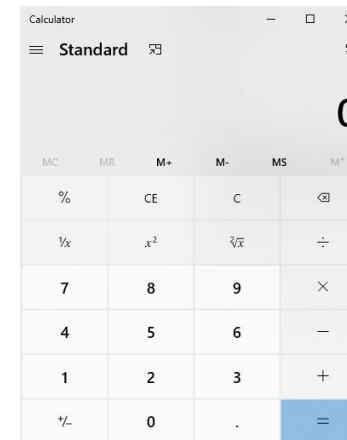
More info – https://gb-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=20042711220430O

# Troubleshooting

# Troubleshooting

## What to check

- **Process date –** SSP is paid up to and including the process date

- **Diary entries –** what symbols appear ?
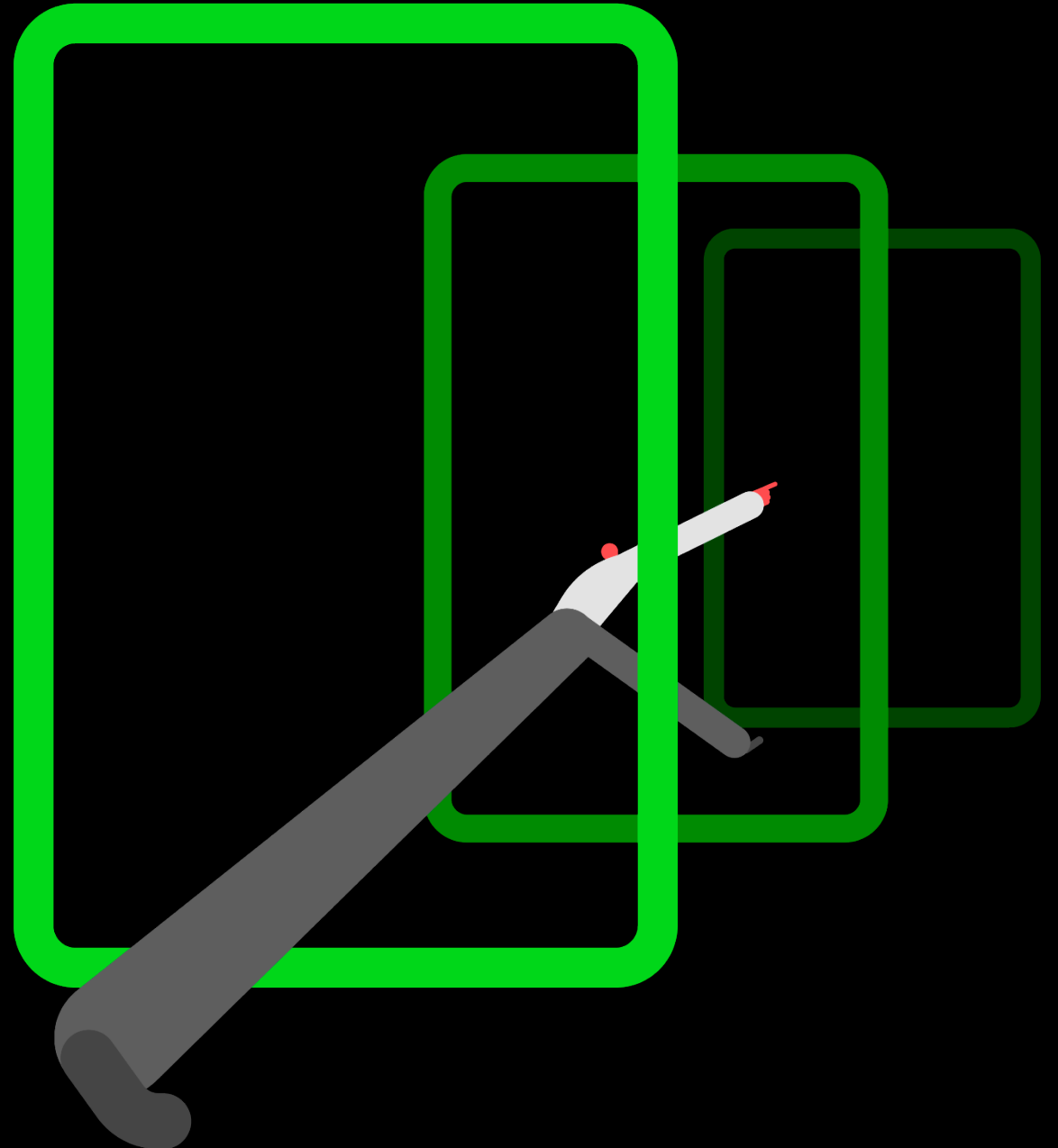
- **Qualifying days –** Is the correct working pattern assigned ?

- **Average earnings –** Must be above £123 a week

- **Previous PIW –** Are the details correct? Have they had 28 weeks SSP ?

# Quiz

Sage

# Further support.

# Help Centre

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

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• Webinars

• Videos

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# 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.
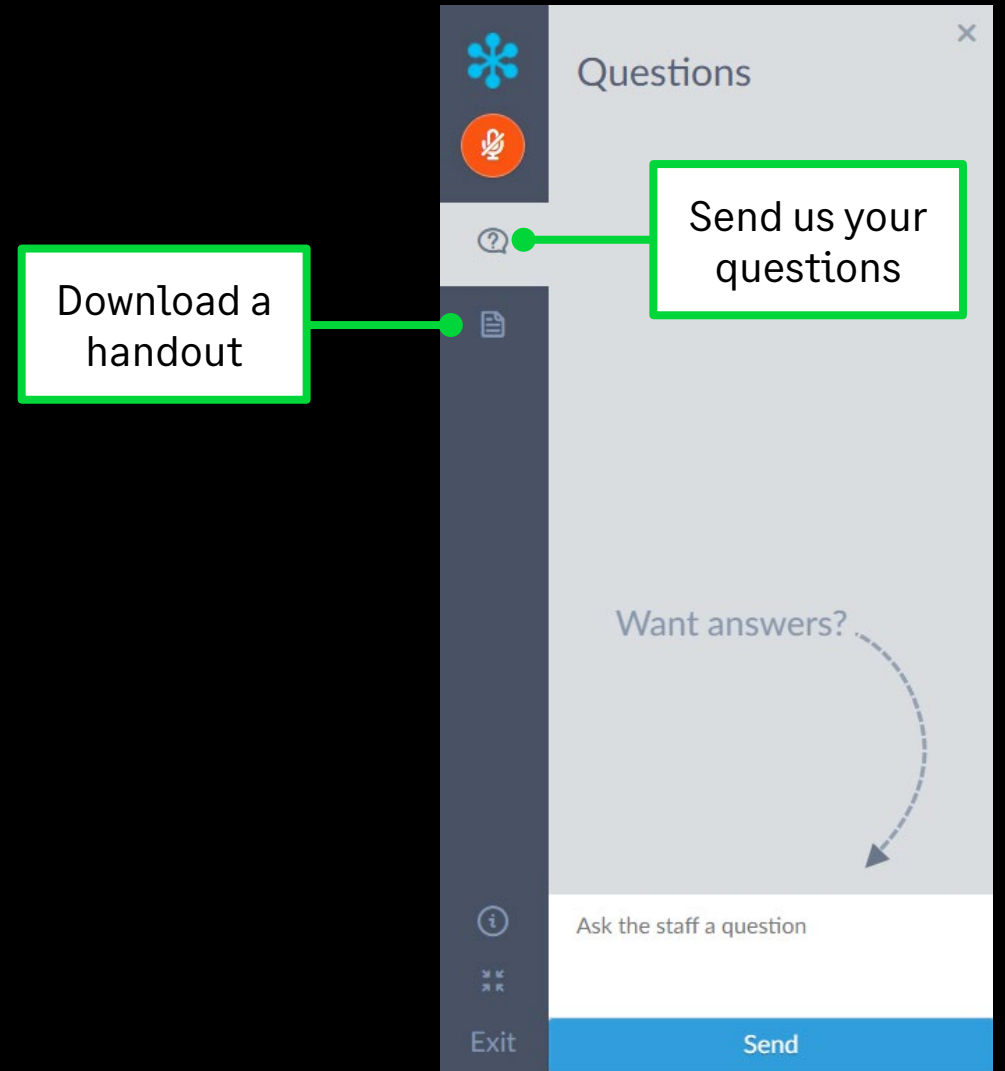
### Get Started

Payroll Basics

Fast Start 1: 'Get started with 50cloud Payroll'

Fast Start 2: 'Run your Payroll'

### Payroll Fundamentals

Stage 1: Setting Up Your Payroll

Stage 2: Processing Payroll

Stage 3: Statutory Payments, Holiday Schemes and Editing Payslips

Automatic Enrolment with Payroll Pensions Module

Sage Instant Payroll

### Certification

Stage 1 Exam - Getting Started

Stage 2 Exam - Entering day-to-day transactions

Stage 3 Exam - Period end tasks, returns & reconciliations

### Bitesized Learning

*New* Sage Employee Verification

Setup Part 1: Legislation and Company Settings

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!

Download a handout

Send us your questions

🔇✕ This part of the webinar has no sound.

Sage

# Thank you!