

# Sage Payroll

## Payroll Year End 2022

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

# Contents

**Year end overview**

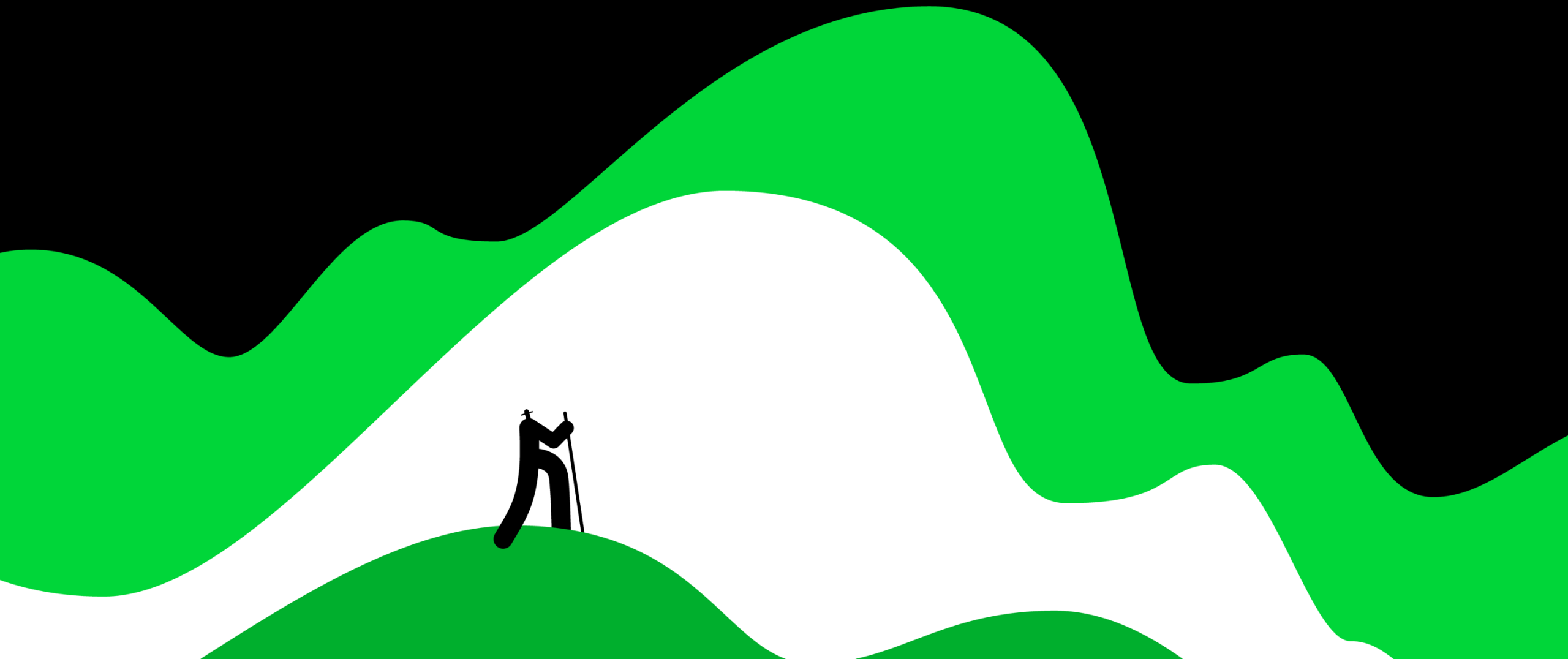
**Install your update**

**Finish your 2022 payroll**

**Set up your 2023 payroll**

**What's new**

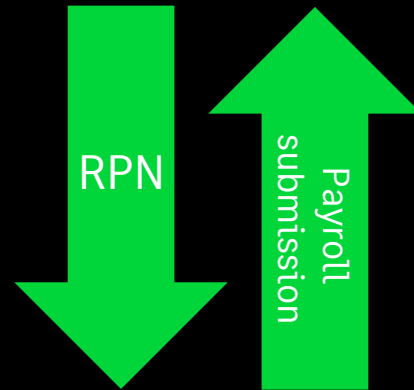
# Year end overview



# Year end overview

Pay date

Revenue



Employee

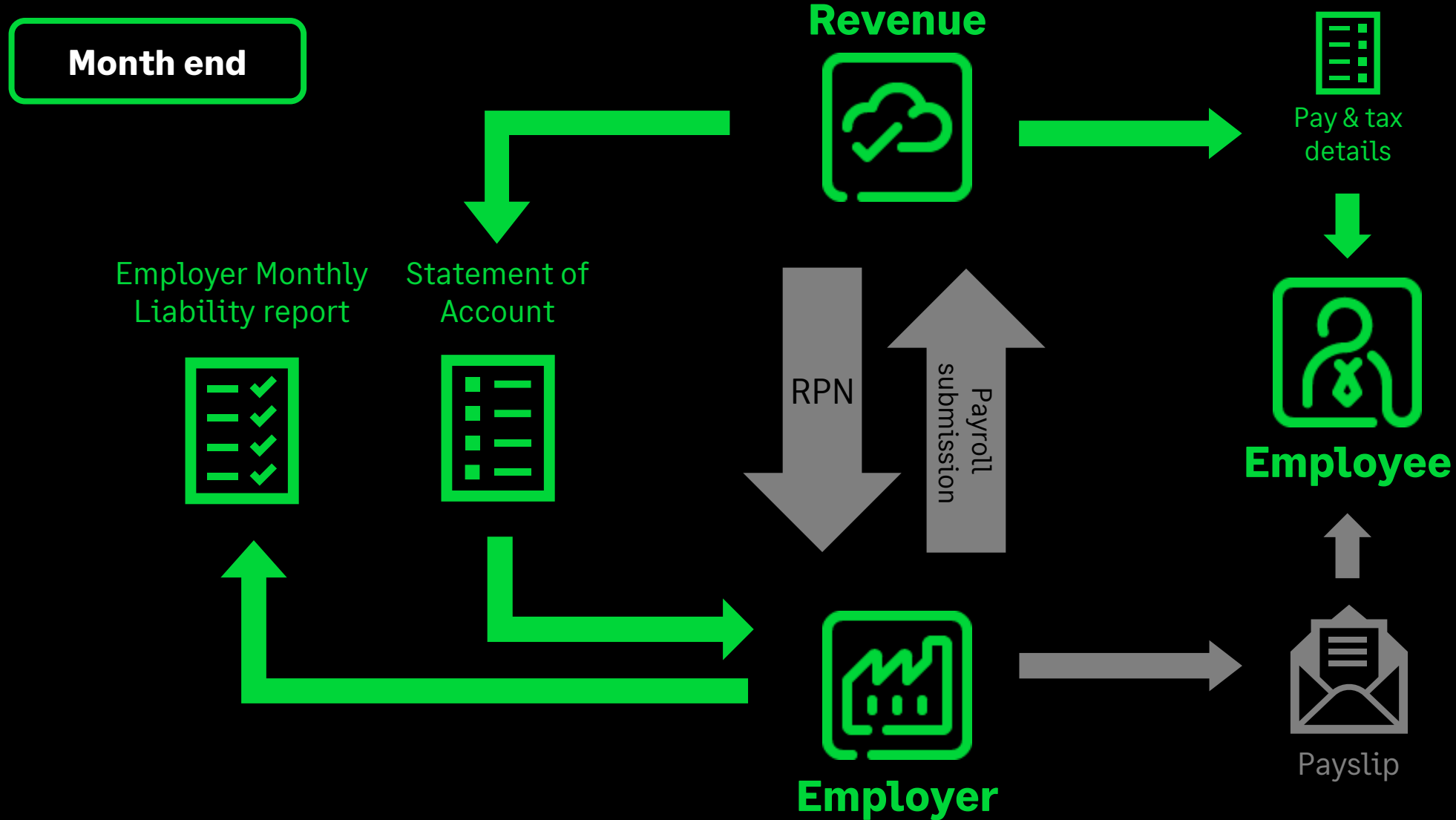


Employer

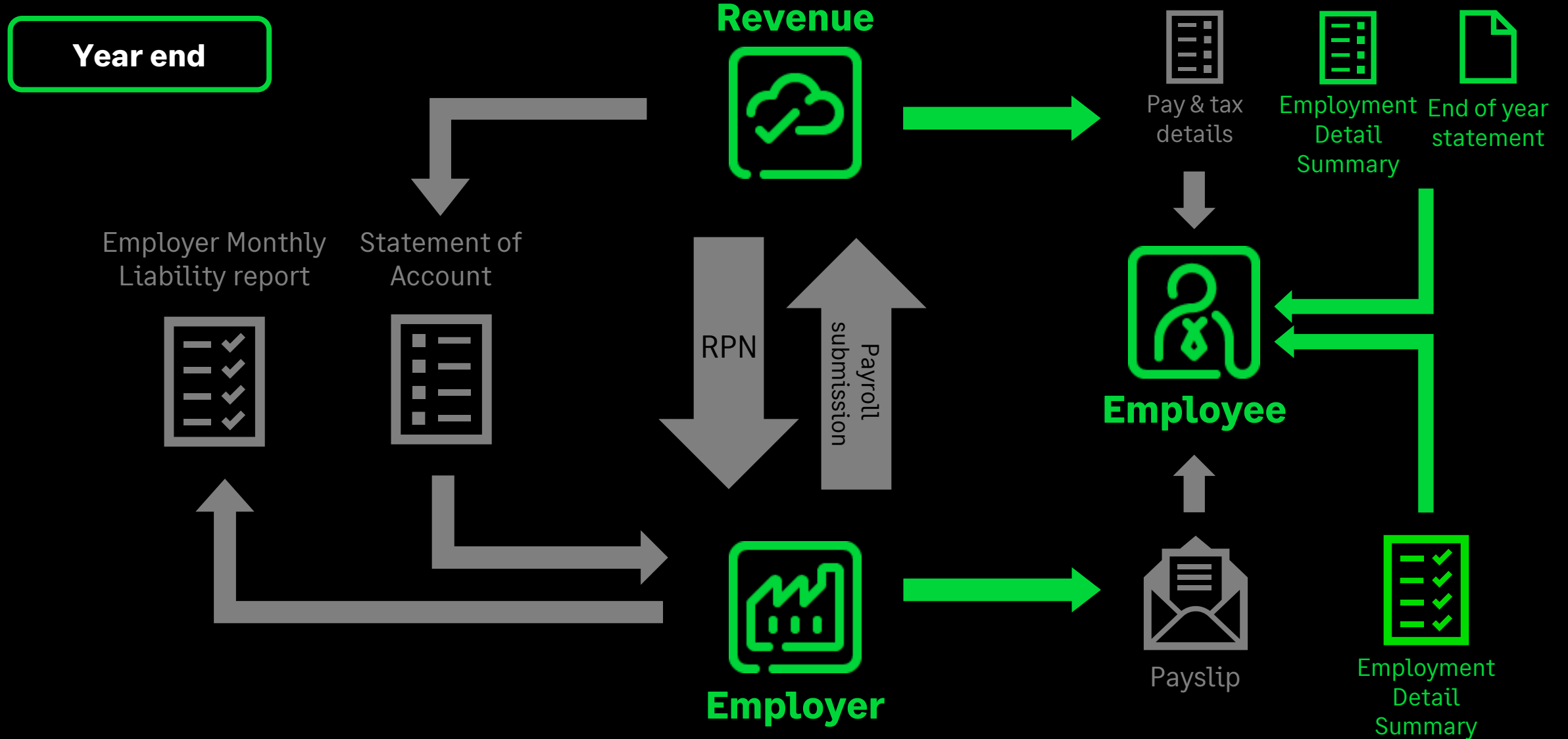


Payslip

# Year end overview



# Year end overview



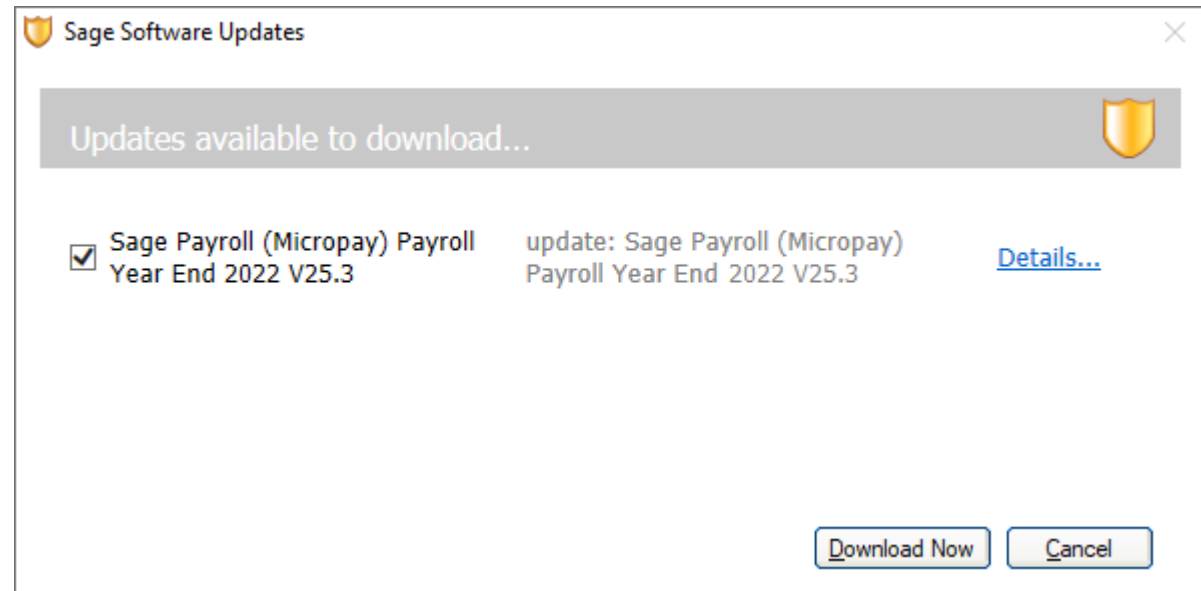
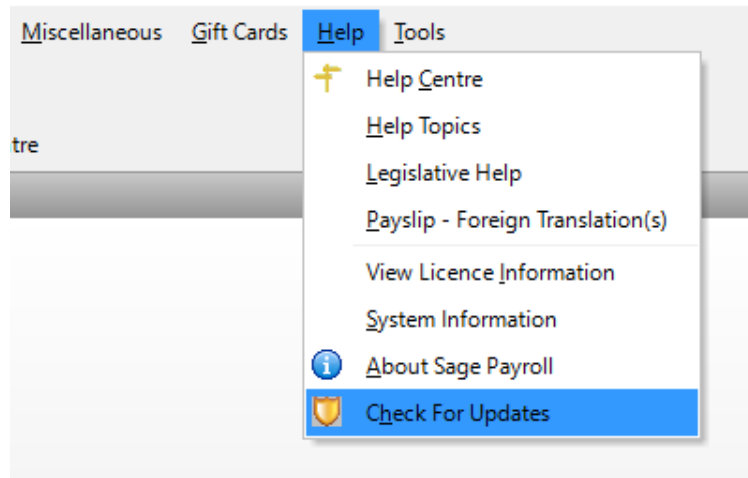
# Install your update





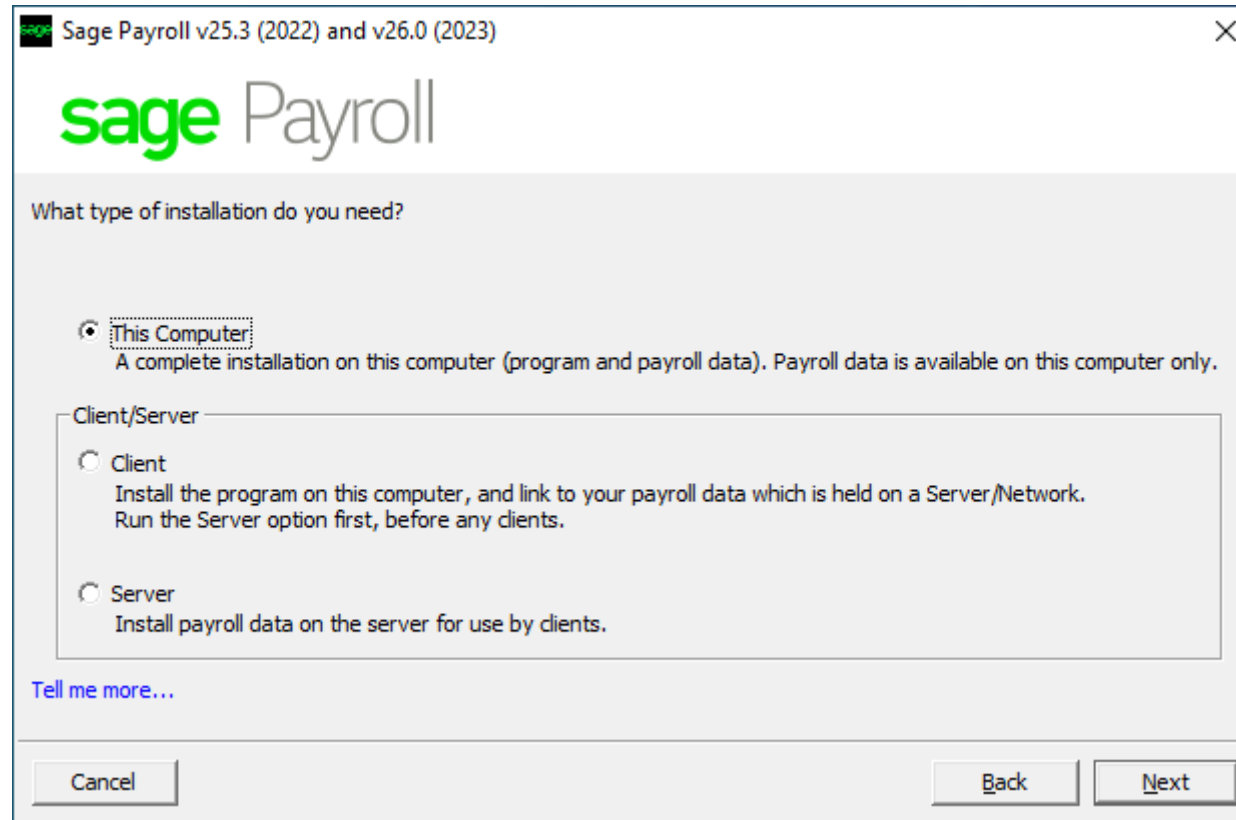
# Install your update

Update your software ready for the year end process and setting up the new tax year.



Download update – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112349891>

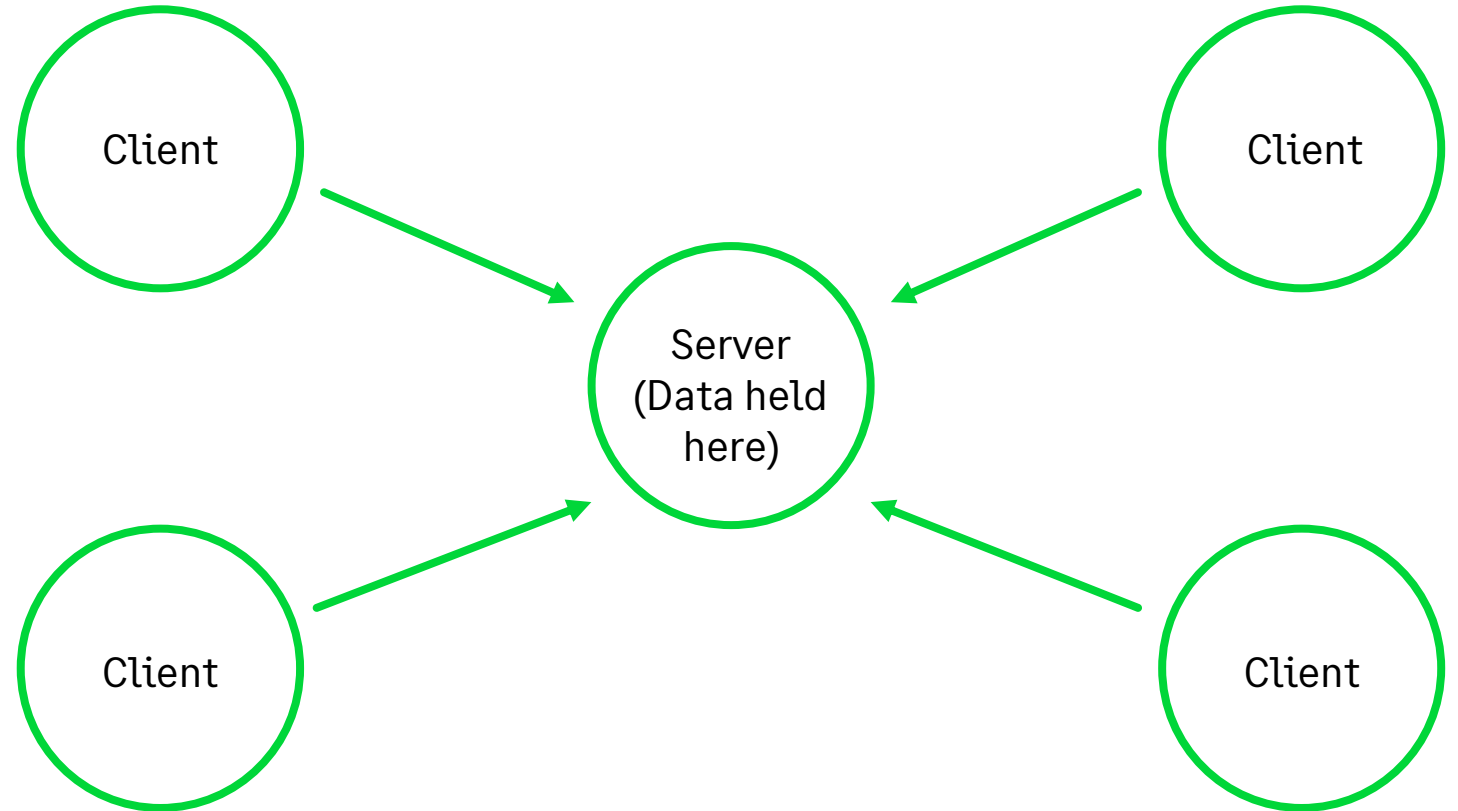
# Install your update



Download update – <https://ie-kb.sage.com/portal/app/portlets/results/viewolution.jsp?solutionid=200427112349891>

# Server/Client install

- Run Server install first. This updates the data
- Run Client install for each installation connected to the data.



Download update – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112349891>

# Install your update

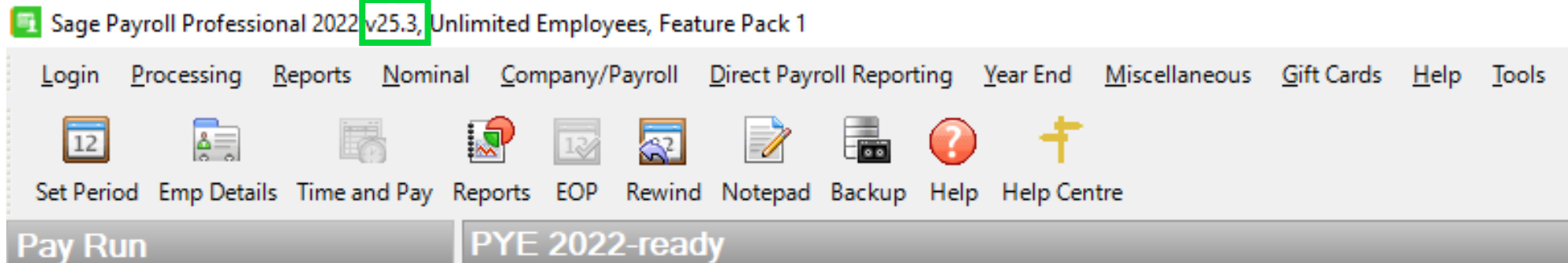
The update installs **v25.3** (2022) and **v26.0** (2023)



Sage  
Payroll  
2022

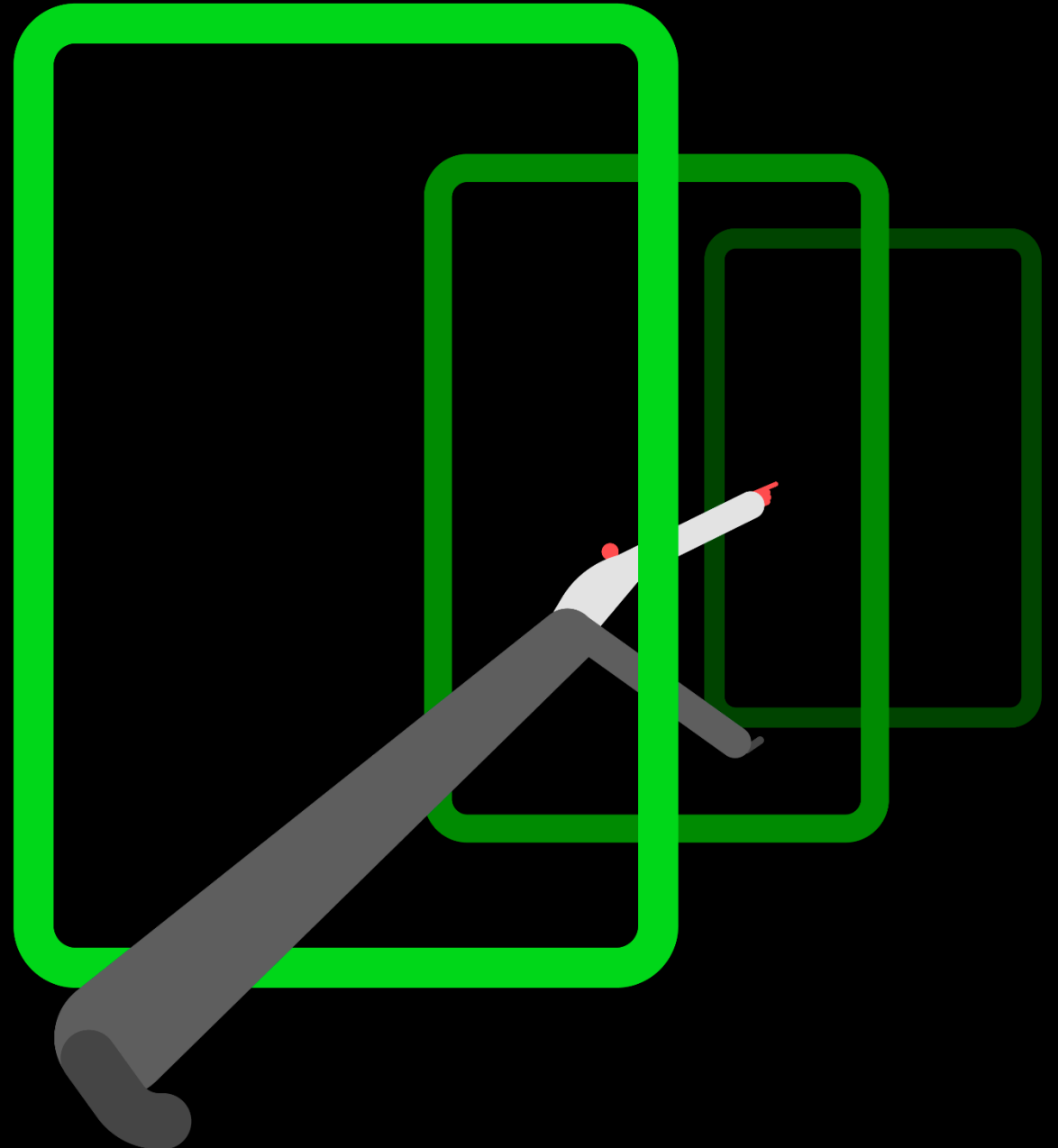


Sage  
Payroll  
2023



Download update – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112349891>

# Finish your 2022 payroll



# Holiday periods

## Option 1 – Process each period separately

- Produce payslips and reports for each period.
- Schedule bank payments to be made on usual pay dates or previous banking day if it's a non-banking day.

## Option 2 – Process holiday periods

- Produce one set of payslips and reports.
- Make one bank payment for the total amount.

**Note:** Holiday periods must **not** be used

- For extra pay periods (Week 53).
- For periods in 2023.

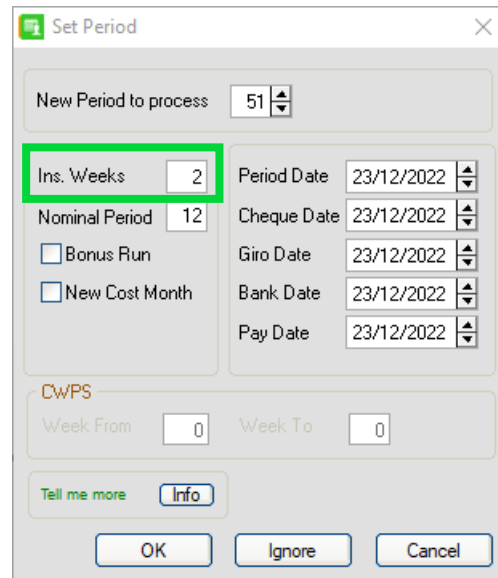


More info – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112314042>

# Holiday periods

## All employees

- Set Period and enter total **Ins. Weeks** the payment covers.



Set Period

New Period to process: 51

Ins. Weeks: 2

Nominal Period: 12

Period Date: 23/12/2022

Cheque Date: 23/12/2022

Giro Date: 23/12/2022

Bank Date: 23/12/2022

Pay Date: 23/12/2022

Bonus Run

New Cost Month

CWPS

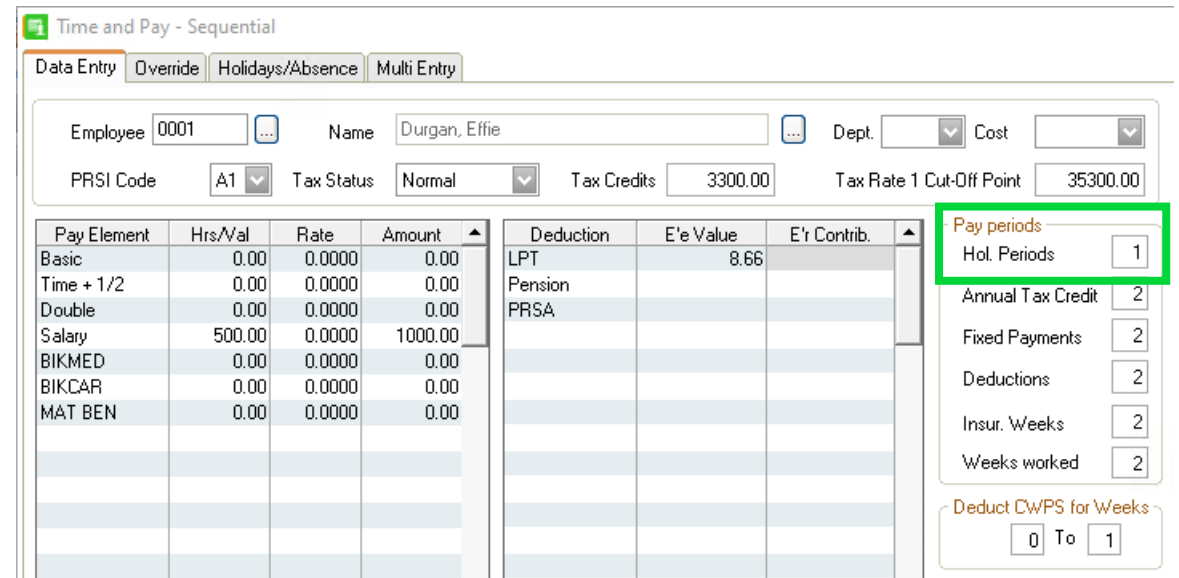
Week From: 0 Week To: 0

Tell me more [Info](#)

OK Ignore Cancel

## Individual employees

- Enter number of **Hol. Periods** in Time and Pay screen.



Time and Pay - Sequential

Data Entry Override Holidays/Absence Multi Entry

Employee: 0001 Name: Durgan, Effie Dept.: Cost:

PRSI Code: A1 Tax Status: Normal Tax Credits: 3300.00 Tax Rate 1 Cut-Off Point: 35300.00

Pay Element	Hrs/Val	Rate	Amount	Deduction	E'e Value	E'r Contrib.
Basic	0.00	0.0000	0.00	LPT	8.66	
Time + 1/2	0.00	0.0000	0.00	Pension		
Double	0.00	0.0000	0.00	PRSA		
Salary	500.00	0.0000	1000.00			
BIKMED	0.00	0.0000	0.00			
BIKCAR	0.00	0.0000	0.00			
MAT BEN	0.00	0.0000	0.00			

Pay periods

Hol. Periods: 1

Annual Tax Credit: 2

Fixed Payments: 2

Deductions: 2

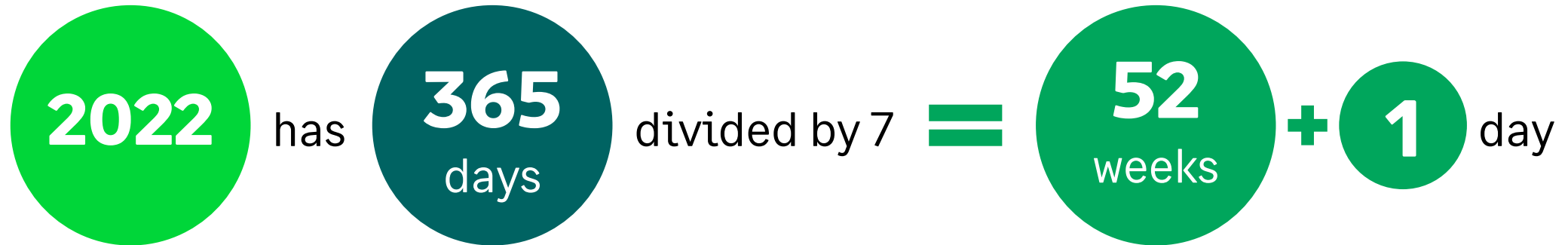
Insur. Weeks: 2

Weeks worked: 2

Deduct CWPS for Weeks: 0 To 1

# Extra pay periods

If you run a **weekly, fortnightly or 4-weekly** payroll, check if you have an [extra pay period](#).

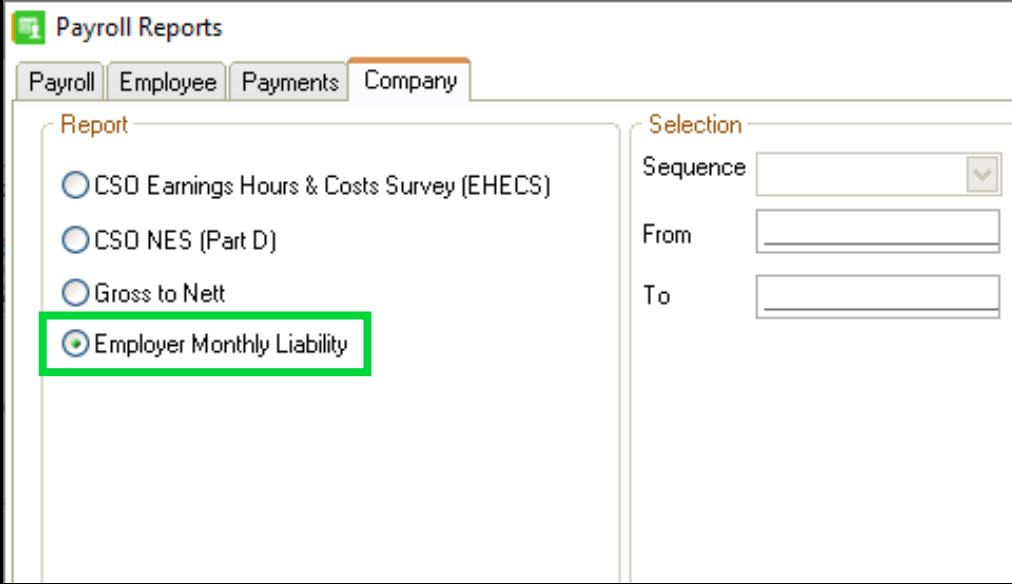
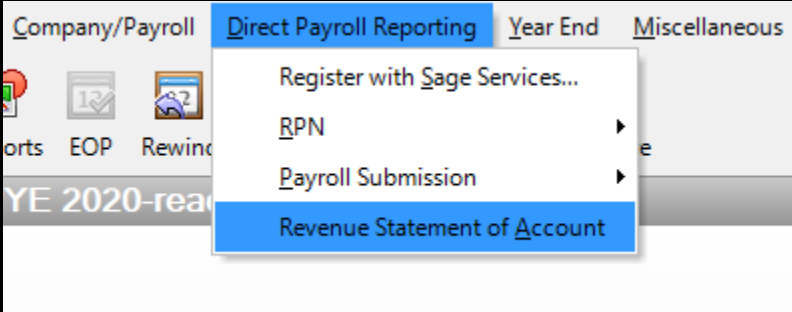
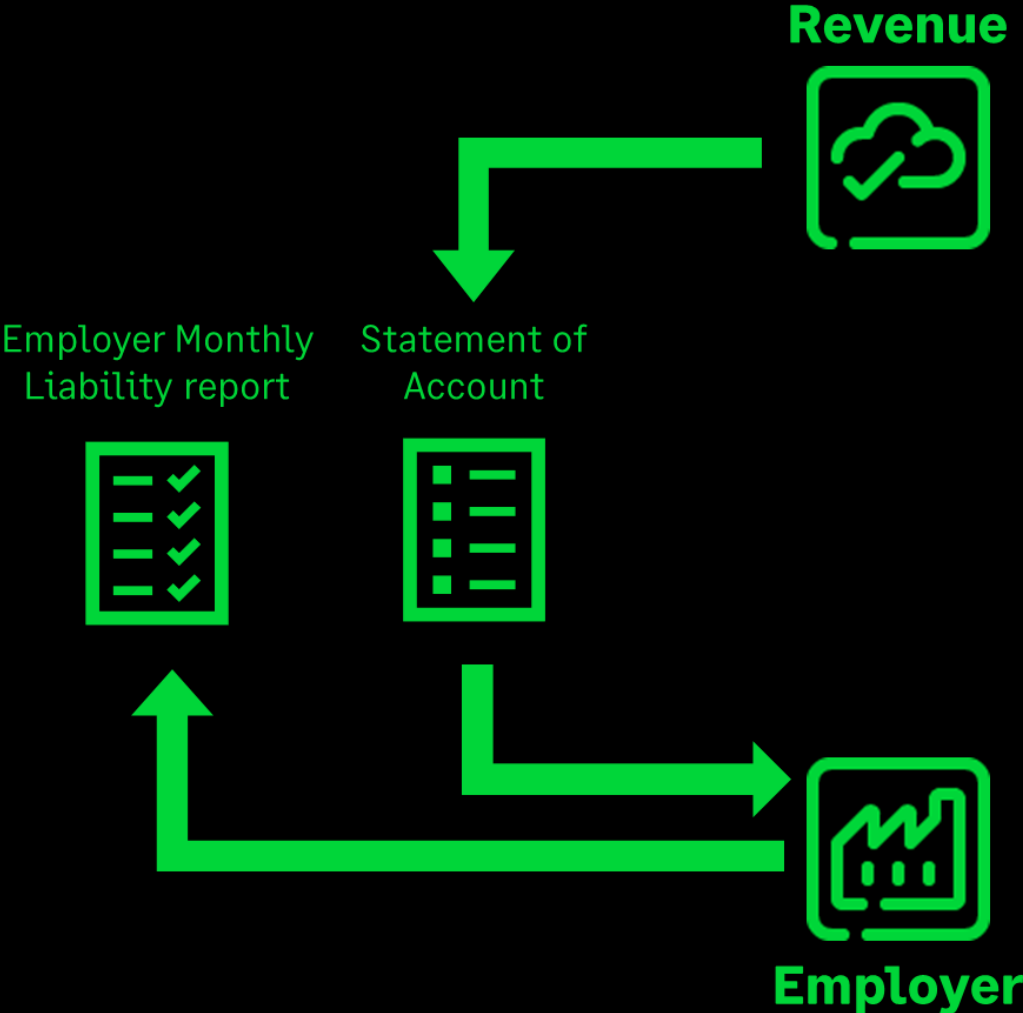


You will have an extra pay period if your regular pay date falls on:

**Saturday 31 December 2022**



# Reconciling reports



# Reconciling reports

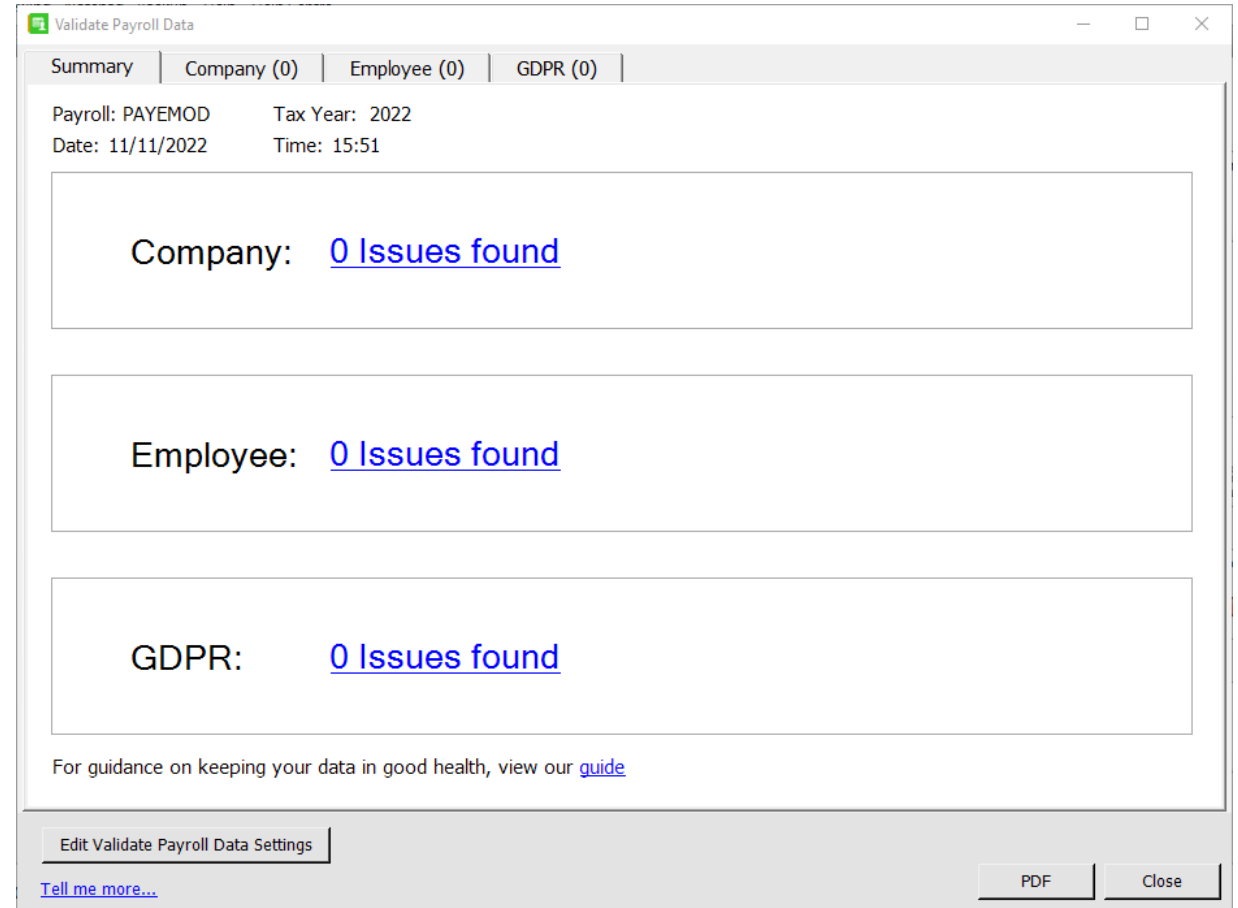
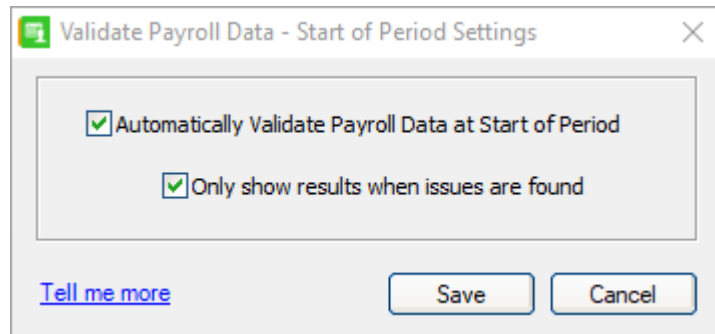
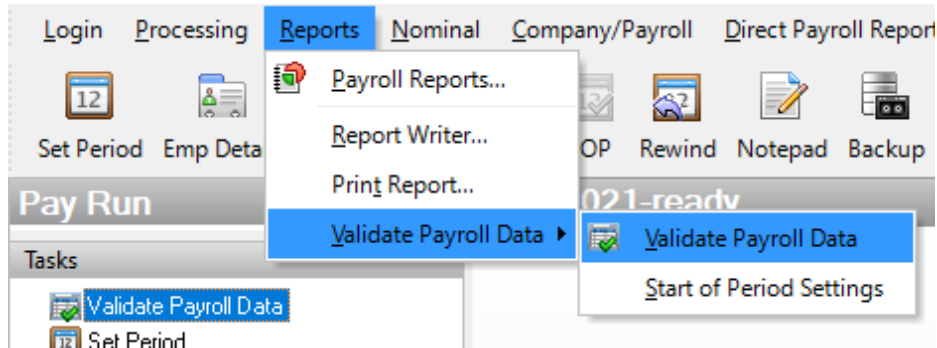
## Revenue Statement of Account

Employer Registration Number:	8005123PH				
Employer Name:	Koepp, Koepp and Koepp				
Tax Year:	2021				
ROS Digital Cert:	999963821.p12				
Month	Income Tax	PRSI	USC	LPT	Total Liability
January	4,203.05	4,012.04	738.73	132.39	9,086.21 ✓
February	4,203.05	4,012.04	738.73	132.40	9,086.22 ✓
March	5,065.97	4,659.25	868.40	165.50	10,759.12 ✓
April	4,015.20	3,656.24	683.71	132.40	8,487.55 ✓
May	5,019.01	4,570.30	854.65	165.53	10,609.49 ✓
June	4,015.21	3,656.24	683.71	132.48	8,487.64 ✓
July	4,015.21	3,656.24	683.71	132.52	8,487.68 ✓
August	5,019.01	4,570.30	854.65	165.65	10,609.61 ✓
September	4,015.21	3,656.24	683.71	132.52	8,487.68 ✓
October	3,057.52	2,966.43	517.01	99.39	6,640.35 ⚠
November	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00
<b>YTD Totals</b>	<b>42,628.44</b>	<b>39,415.32</b>	<b>7,307.01</b>	<b>1,390.78</b>	<b>90,741.55</b> ⚠

## Employer Monthly Liability

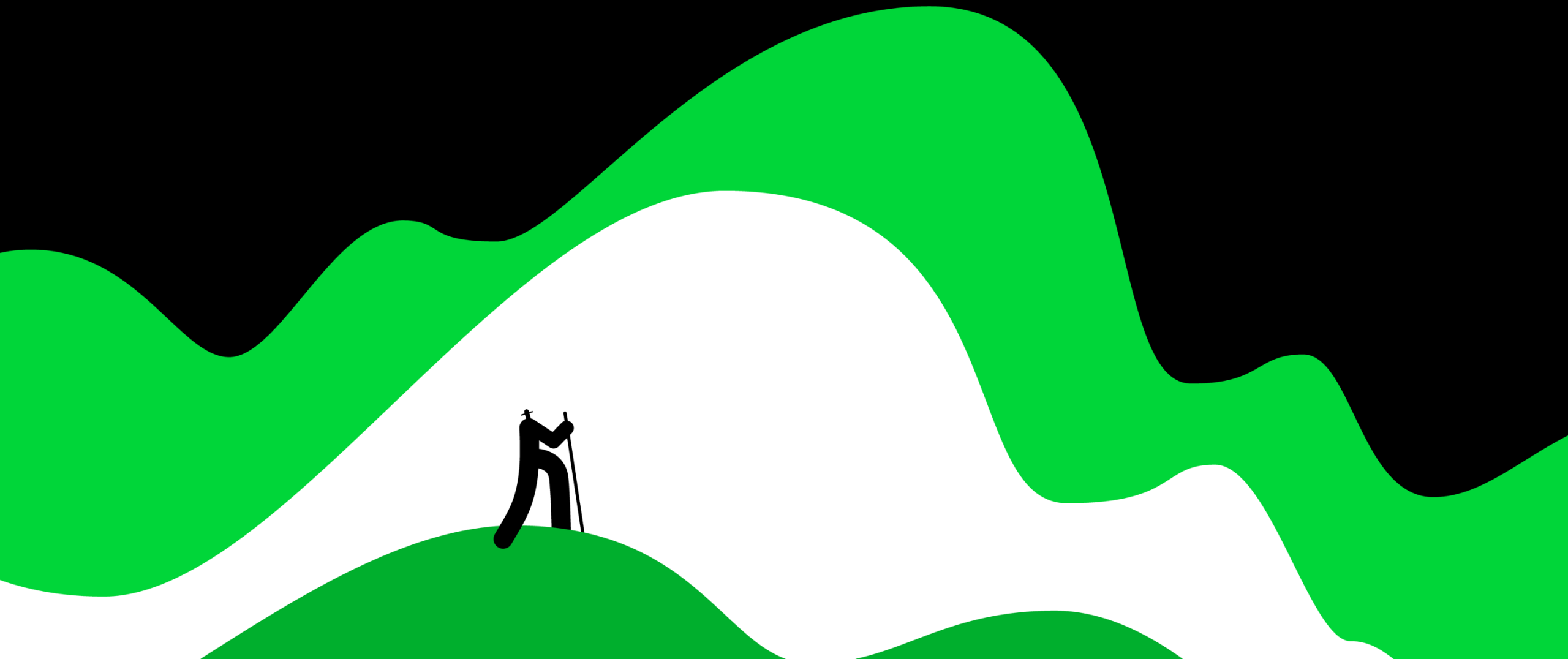
Koepp, Koepp and Koepp (8005123PH)					
Employer Monthly Liability					
<b>Note:</b> Payroll(s) included here are listed at the end of this report.					
Month	Income Tax	PRSI	USC	LPT	Total Liability
January	4,203.05	4,012.04	738.73	132.39	9,086.21 ✓
February	4,203.05	4,012.04	738.73	132.40	9,086.22 ✓
March	5,065.97	4,659.25	868.40	165.50	10,759.12 ✓
April	4,015.20	3,656.24	683.71	132.40	8,487.55 ✓
May	5,019.01	4,570.30	854.65	165.53	10,609.49 ✓
June	4,015.21	3,656.24	683.71	132.48	8,487.64 ✓
July	4,015.21	3,656.24	683.71	132.52	8,487.68 ✓
August	5,019.01	4,570.30	854.65	165.65	10,609.61 ✓
September	4,015.21	3,656.24	683.71	132.52	8,487.68 ✓
October	4,097.86	3,955.24	697.42	132.52	8,883.04 ⚠
November					
December					
<b>YTD Totals</b>	<b>43,668.78</b>	<b>40,404.13</b>	<b>7,487.42</b>	<b>1,423.91</b>	<b>92,984.24</b> ⚠

# Validate payroll data



More info – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112416932>

# Year end process



# Payroll year end process

Revenue



Employment  
Detail  
Summary



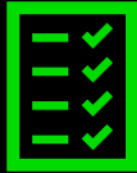
End of year  
statement



Employee



Employer



Employment  
Detail  
Summary

# Employment Detail Summary

- Print [Employment Detail Summary](#) report for employees or export a PDF for your records.

**Note:** This report is for reference only. Employees obtain their official Employment Detail Summary and End of Year Statement from [MyAccount](#).

### Employment Detail Summary

Please note, this document is for reference purposes only. You should obtain your official Employment Detail Summary report and End of Year Statement from your 'MyAccount' section of the Revenue website.

Company Name: Koepp, Koepp and Koepp      Tax Year: 2022  
Employer Registration Number: 8005123PH      Date of Issue: 11/11/2022

#### Employee Details

Employee Name: Effie Durgan  
Employee Address: 1 The Place  
Dublin

Employee PPSN: 7130934EA  
Employment ID: 1  
Start Date:  
Finish Date:

#### Pay, Tax, USC, LPT and PRSI Details

Gross Pay (All payments applicable to taxes):	26,000.00
Pay for Income Tax:	26,000.00
Income Tax (PAYE) Paid:	1,799.72

# Set up your 2023 payroll



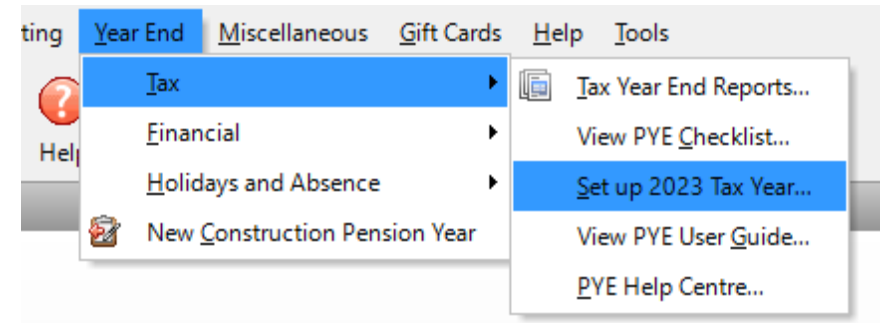
# Set up the new tax year

## Sage Payroll 2022

- Finish processing 2022 (status End of Period/EOP)
- Set up 2023 Tax Year

## Sage Payroll 2023

- Cumulative figures for the tax year cleared
- Leavers removed
- RPN numbers, RPN logs and Payroll submission logs cleared





# Clear Financial Balances

- Financial Year Details are saved in your payroll calendar.

The screenshot shows the 'Calendar' window with a table of payroll periods and a 'Financial Year Details' section. The table has columns for Period, Ins Wks, Cost Month, Period Date, Cheq Date, Giro Date, Bank Date, Pay Date, and Noml. Period. The 'Financial Year Details' section is highlighted with a green box and contains a checked checkbox for 'Financial Year is the same as Tax Year (January - December)', a 'Tell me more' button, and a field for 'Financial Year will end after period' with a dropdown set to 52 and a date field set to 30/12/2022. There are also 'Save' and 'Cancel' buttons at the bottom.

Period	Ins Wks	Cost Month	Period Date	Cheq Date	Giro Date	Bank Date	Pay Date	Noml. Period
1	1	<input checked="" type="checkbox"/>	07/01/2022	07/01/2022	07/01/2022	07/01/2022	07/01/2022	1
2	1	<input type="checkbox"/>	14/01/2022	14/01/2022	14/01/2022	14/01/2022	14/01/2022	1
3	1	<input type="checkbox"/>	21/01/2022	21/01/2022	21/01/2022	21/01/2022	21/01/2022	1
4	1	<input type="checkbox"/>	28/01/2022	28/01/2022	28/01/2022	28/01/2022	28/01/2022	1
5	1	<input checked="" type="checkbox"/>	04/02/2022	04/02/2022	04/02/2022	04/02/2022	04/02/2022	2
6	1	<input type="checkbox"/>	11/02/2022	11/02/2022	11/02/2022	11/02/2022	11/02/2022	2
7	1	<input type="checkbox"/>	18/02/2022	18/02/2022	18/02/2022	18/02/2022	18/02/2022	2
8	1	<input type="checkbox"/>	25/02/2022	25/02/2022	25/02/2022	25/02/2022	25/02/2022	2
9	1	<input checked="" type="checkbox"/>	04/03/2022	04/03/2022	04/03/2022	04/03/2022	04/03/2022	3
10	1	<input type="checkbox"/>	11/03/2022	11/03/2022	11/03/2022	11/03/2022	11/03/2022	3
11	1	<input type="checkbox"/>	18/03/2022	18/03/2022	18/03/2022	18/03/2022	18/03/2022	3

- If Financial Year is the same as Tax Year you're prompted to clear financial balances when you create your 2023 calendar.

The screenshot shows the 'Clear Down Financial Year Balances' dialog box. It contains the following text: 'The Financial Year ended after Period 52 of 2022 (as entered in your 2022 Payroll Calendar). The new Financial Year starts on 01/01/2023. Do you wish to clear down the Financial Year balances? Note: Clear down of Financial Year balances does not affect your Revenue Tax Year balances.' There are two radio button options: 'Clear down Financial Year balances' (selected) with a 'Why clear down?' link, and 'Do not clear down the Financial Year balances now' with a 'When do I not clear down?' link. The 'Clear down' option has a sub-note: 'This will clear down the Financial Year balances within the employee records and appropriate reports.' At the bottom, there are 'Tell me more', 'Cancel', and 'Continue' buttons.

# Clear Financial Balances

**Employee Details**

Personnel | Tax / PRSI / USC | **Pay / YTD** | Working Patterns | Holidays | Absence | Payments | Deductions | ETP | Split | Costing | CSO | JLC | User defined

Code: 0005 | Surname: Okuneva | First Name: Myah | PPS Number: 7130929LA | **Active**

Department: | Cost Centre: | Employment ID: 1 | **Edit**

**Pay/Misc.**  
 Pay Type: Salary  
 Empl. Type: |  
 Pay Method: Cheque  
 Paid to Period: 0  
 Nett to Gross: 0.00  
 Rounding: 0.00  
 Illness Benefit: 0.00  
 Email Payslips  
 PIN: |

**Pay/Tax**

	Gross Pay	Tax Paid
Prev. Eer	0.00	0.00
This Employer	0.00	0.00
<b>YTD Totals</b>	<b>0.00</b>	<b>0.00</b>

**Universal Social Charge**

	Gross Income	USC
Prev. Eer	0.00	0.00
This Employer	0.00	0.00
<b>YTD Totals</b>	<b>0.00</b>	<b>0.00</b>

**Non-Tax Deds.**

Financial Year	Employee	Employer
	1590.00	1855.00
Tax Year	0.00	0.00
From start	4710.00	5495.00

**PRSI**

Employee Tax Yr	0.00
Employer Tax Yr	0.00
<b>Employer Financial Yr</b>	<b>5856.50</b>

**BIK Year To Date**

Total	0.00
Employee Medical Insurance	0.00
Additional Medical Insurance Contribution	0.00
Total Medical Insurance	0.00
Medical Insurance Eligible For Tax Relief	0.00

**Local Property Tax**  
 Total LPT: 0.00  
 This Employment: 0.00  
 YTD Total: 0.00

**Construction Worker's Pension Scheme**  
 CWPS Category: |  
 Membership No: |  
[Edit CWPS History](#)

**Public Sector - Additional Superannuation Contribution (ASC)**  
 ASC Status: Do Not Deduct  
 Pension Scheme: |  
 Prev Eer (ASC45): 0.00  
 This Employer: 0.00  
 YTD Totals: 0.00

**Pension**  
 Pension Tracing Number: |

**Deductions**

Description	Std. E'e Amt	E'Y Contrib.	Balance E'e	Total E'e	Balance E'Y	Total E'Y	Tax Yr E'e	Tax Yr E'Y	Refer
LPT			50.25	50.25			0.00		
Pension			0.00	0.00	0.00	0.00	0.00	0.00	
PRSA	30.00	35.00	1590.00	1590.00	1855.00	1855.00	0.00	0.00	

[Tell me more about Pay/YTD.](#) **info**

**Employee Details**

Personnel | Tax / PRSI / USC | Pay / YTD | Working Patterns | Holidays | Absence | **Payments** | Deductions | ETP | Split | Costing | CSO | JLC | User defined

Code: 0005 | Surname: Okuneva | First Name: Myah | PPS Number: 7130929LA | **Active**

Department: | Cost Centre: | Employment ID: 1 | **Edit**

**Profile**

Profile	Std.Hrs	H.Code	Rate 1	Rate 2	Rate 3	Rate 4	JLC Hourly Rate
	0.00	0	0.0000	0.0000	0.0000	0.0000	0.00

**Payments**

Description	Std.Amount	Hours TD	Value TD	Nett Value TD	Tax Yr Hours	Tax Yr Value
BIKCAR	0.00	0.00	0.00	0.00	0.00	0.00
Salary	1000.00	0.00	53000.00	53000.00	0.00	0.00
Basic Time + 1/2						
Double BIKMED						

**Employee Details**

Personnel | Tax / PRSI / USC | Pay / YTD | Working Patterns | Holidays | Absence | Payments | **Deductions** | ETP | Split | Costing | CSO | JLC | User defined

Code: 0005 | Surname: Okuneva | First Name: Myah | PPS Number: 7130929LA | **Active**

Department: | Cost Centre: | Employment ID: 1 | **Edit**

**Local Property Tax**  
 Total LPT: 0.00  
 This Employment: 0.00  
 YTD Total: 0.00

**Construction Worker's Pension Scheme**  
 CWPS Category: |  
 Membership No: |  
[Edit CWPS History](#)

**Public Sector - Additional Superannuation Contribution (ASC)**  
 ASC Status: Do Not Deduct  
 Pension Scheme: |  
 Prev Eer (ASC45): 0.00  
 This Employer: 0.00  
 YTD Totals: 0.00

**Pension**  
 Pension Tracing Number: |

**Deductions**

Description	Std. E'e Amt	E'Y Contrib.	Balance E'e	Total E'e	Balance E'Y	Total E'Y	Tax Yr E'e	Tax Yr E'Y	Refer
LPT			50.25	50.25			0.00		
Pension			0.00	0.00	0.00	0.00	0.00	0.00	
PRSA	30.00	35.00	1590.00	1590.00	1855.00	1855.00	0.00	0.00	

[Tell me more about Deductions.](#) **info**

# Set up a new payroll calendar

## Steps

1. Change pay frequency if needed.
2. Select your first pay date of the year.
3. If paid monthly, bi-monthly or quarterly choose valid pay days.
4. Click Update to create your 2023 calendar.

The screenshot shows the 'Calendar' window in Sage software. It has two tabs: 'Calendar Details' and 'New Calendar'. The 'New Calendar' tab is active, displaying a table of payroll periods for 2023. The table has columns for Period, Ins Wks, Cost Month, Pay Date, Cheque Date, Giro Date, Bank Date, and Nominal Period. Periods 1, 3, 4, 6, 7, 8, 10, and 11 are marked with a checkmark in the 'Cost Month' column. Periods 2, 5, 9, and 11 are marked with a checkmark in the 'Nominal Period' column. Below the table is the 'Financial Year Details' section, which includes a checked checkbox for 'Financial Year is the same as Tax Year (January - December)', a 'Tell me more' button, and a field for 'Financial Year will end after period' set to 52 with a date of 29/12/2023. At the bottom, there are 'Tell me more', 'Save', and 'Cancel' buttons.

Period	Ins Wks	Cost Month	Pay Date	Cheque Date	Giro Date	Bank Date	Nominal Period
1	1	<input checked="" type="checkbox"/>	06/01/2023	06/01/2023	06/01/2023	06/01/2023	1
2	1	<input type="checkbox"/>	13/01/2023	13/01/2023	13/01/2023	13/01/2023	1
3	1	<input type="checkbox"/>	20/01/2023	20/01/2023	20/01/2023	20/01/2023	1
4	1	<input type="checkbox"/>	27/01/2023	27/01/2023	27/01/2023	27/01/2023	1
5	1	<input checked="" type="checkbox"/>	03/02/2023	03/02/2023	03/02/2023	03/02/2023	2
6	1	<input type="checkbox"/>	10/02/2023	10/02/2023	10/02/2023	10/02/2023	2
7	1	<input type="checkbox"/>	17/02/2023	17/02/2023	17/02/2023	17/02/2023	2
8	1	<input type="checkbox"/>	24/02/2023	24/02/2023	24/02/2023	24/02/2023	2
9	1	<input checked="" type="checkbox"/>	03/03/2023	03/03/2023	03/03/2023	03/03/2023	3
10	1	<input type="checkbox"/>	10/03/2023	10/03/2023	10/03/2023	10/03/2023	3
11	1	<input type="checkbox"/>	17/03/2023	17/03/2023	17/03/2023	17/03/2023	3

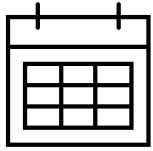
**Financial Year Details**

Financial Year is the same as Tax Year (January - December) [Tell me more](#)

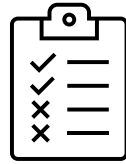
Financial Year will end after period

[Tell me more](#) [Save](#) [Cancel](#)

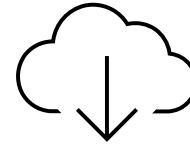
# Process Period 1



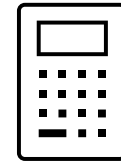
**Set Period**



**Validate  
payroll data**



**Retrieve  
RPNs**



**Enter Time  
and Pay**

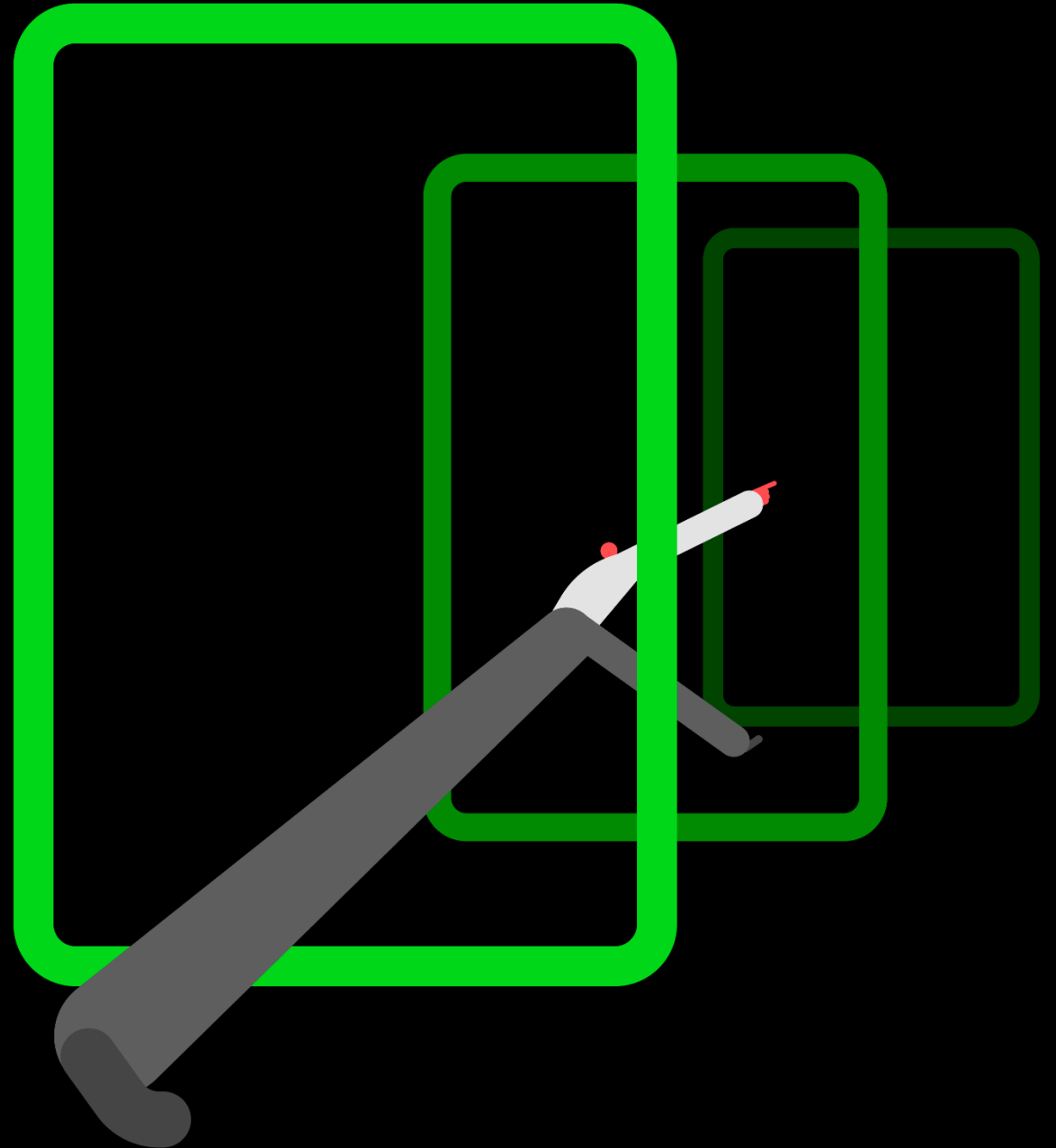
# Set up your 2023 payroll

- Set up the new tax year
- Clear Financial Balances (if required)
- Set up a new payroll calendar
- Set Period 1 and retrieve RPNs



More info – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200427112422629>

# What's new in 2023



# Budget 2023 changes

**€40,000**

Single person  
standard rate  
cut-off point for  
Income Tax\*

**€22,920**

2% upper  
threshold for  
standard rates of  
USC\*

**€441**

Weekly income  
threshold for  
higher rate of  
employer PRSI

**€3,550**

Single person  
Employee Tax  
Credits\*

**€11.30**

Minimum wage  
from 1 January  
2023

\*Tax credits, cut-off points and USC thresholds updated by retrieving RPNs in Sage Payroll 2023.

# Statutory Sick Pay

- Paid sick leave for up to 3 sick days in 2023.
- This will increase to 5 days in 2024, 7 days in 2025 and 10 days in 2026.
- 70% of normal wages to be paid by employers (up to a maximum €110 per day).
- Employees must be working for their employer for at least 13 weeks.
- Employees need to be certified by a GP as unfit to work.



More info – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=210923123833563>



# Statutory Sick Pay – Setup

**Payment Settings**

ID  Title

**Payment**

Type

**Deduct**

Tax

Universal Social Charge

**Pension**

Include in pension calculation

**PRSI**

**SSP Percentage**

of Daily Rate

**Advanced**

Formula

[Tell me more ...](#)

**Step 1 - Create Payment for Statutory Sick Pay**

**Employee Details**

Personnel | Tax / PRSI / USC | Pay / YTD | Working Patterns | Holidays | Absence | Payments | Deductions | ETP | Split

Code  Surname  First Name  PPS Number

Department  Cost Centre  Employment ID

**Absence**

	Sick Cert.	Sick UnCert.	Other
B/Forward	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Entitlement	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Less Taken	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Statutory Sick Pay**

Entitlement (days)

Less Taken (days)

Remaining (days)

SSP Daily Rate

**Step 2 - Enter Daily Rate for SSP calculation**

# Statutory Sick Pay – Processing

**Time and Pay - Sequential**

Data Entry | Override | **Holidays/Absence** | Multi Entry

Employee 0001 Name Durgan, Effie  
PRSI Code A1 Tax Status Normal Tax Credits 3400.00

**Holidays**

Employee has worked at least 117 hours in the last calendar month  No

Holidays taken this period (Days)

Hours worked adjustment

Holidays due this year (Days)  [Show Details](#)

Holidays due up to this period (Days)  [Show Details](#)

**Holiday Pay**

Pay method

Pay per day  Holiday pay this period

**Other**

	Cert.Sick	UnCert.	Other
Br. Forward	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entitlement	<input type="text"/>	<input type="text"/>	<input type="text"/>
To Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
This Period	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Statutory Sick Pay (SSP)**

Days remaining

Daily rate

**Days taken this period**

Amount this period   
(Daily rate x 70% x Days taken)

**Time and Pay - Sequential**

Data Entry | Override | **Holidays/Absence** | Multi Entry

Employee 0001 Name Durgan, Effie Dept.   
PRSI Code A1 Tax Status Normal Tax Credits 3400.00 Tax Rate 1 C

Pay Element	Hrs/Val	Rate	Amount	Deduction	E'e Value	E'r Contrib.
Basic	0.00	0.0000	0.00	LPT	8.65	
Time + 1/2	0.00	0.0000	0.00	Pension		
Double	0.00	0.0000	0.00	PRSA		
Salary	400.00	0.0000	400.00			
BIKMED	0.00	0.0000	0.00			
BIKCAR	0.00	0.0000	0.00			
<b>SSP</b>	<b>1.00</b>	<b>100.0000</b>	<b>70.00</b>			
MAT BEN	0.00	0.0000	0.00			

**Step 1 – Record SSP Days taken this period in Holidays/Absence**

**Step 2 – Check SSP Amount**

# Statutory Sick Pay

## Useful links

- Statutory sick pay – general information and setup (Sage KB)

<https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=210923123833563>

- Sick Leave Act 2022

<https://www.irishstatutebook.ie/eli/2022/act/24/enacted/en/pdf>

- Sick Leave Act 2022 (Prescribed Daily Rate of Payment) Regulations

<https://enterprise.gov.ie/en/legislation/legislation-files/si-no-607-of-2022.pdf>

# Gender Pay Gap reporting

- Applies to employers with 250+ employees on relevant snapshot date (June 2022).
- Available in Sage Payroll 2022 (v25.3).

The screenshot shows the 'Payroll Reports' window with the 'Payroll' tab selected. The 'Report' section contains a list of reports with checkboxes for 'Batch', 'Pause', and 'Leavers'. The 'Gender Pay Gap' report is highlighted with a green box. The 'Report Description' section provides an overview of the current payroll run for control and auditing purposes. The 'File Exports' section shows 'Pension Contributions' and 'Gender Pay Gap' buttons, with the latter highlighted in green. The 'Selection' section includes fields for 'Sequence', 'From', and 'To', and a 'List' area. The right-hand side of the window contains a vertical stack of buttons: 'Test Print', 'Preview', 'Print', 'Print Batch', 'Save Batch', 'Setup..', 'eMail', 'PDF', and 'Excel'.

Report	Batch	Pause	Leavers
<input checked="" type="radio"/> Control Summary	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> Gross to Nett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Construction Pension	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> P30/CC124	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> ASC30	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> Cash Dissection	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> Payroll Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Cost Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Departmental Time Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> SEPA Readiness	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> Cost Per Employee	<input type="checkbox"/>	<input type="checkbox"/>	

**Report Description**  
Provides an overview of the current payroll run for control and auditing purposes.

**File Exports**  
Pension Contributions  
Gender Pay Gap



More info – <https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=220811072955247>

# Gender Pay Gap reporting

## Useful links

- Gender pay gap reporting (Sage KB)

<https://ie-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=210720115908947>

- How to report on the Gender Pay Gap (GOV.IE)

<https://www.gov.ie/en/campaigns/0cb29-gender-pay-gap-information-act-2021>

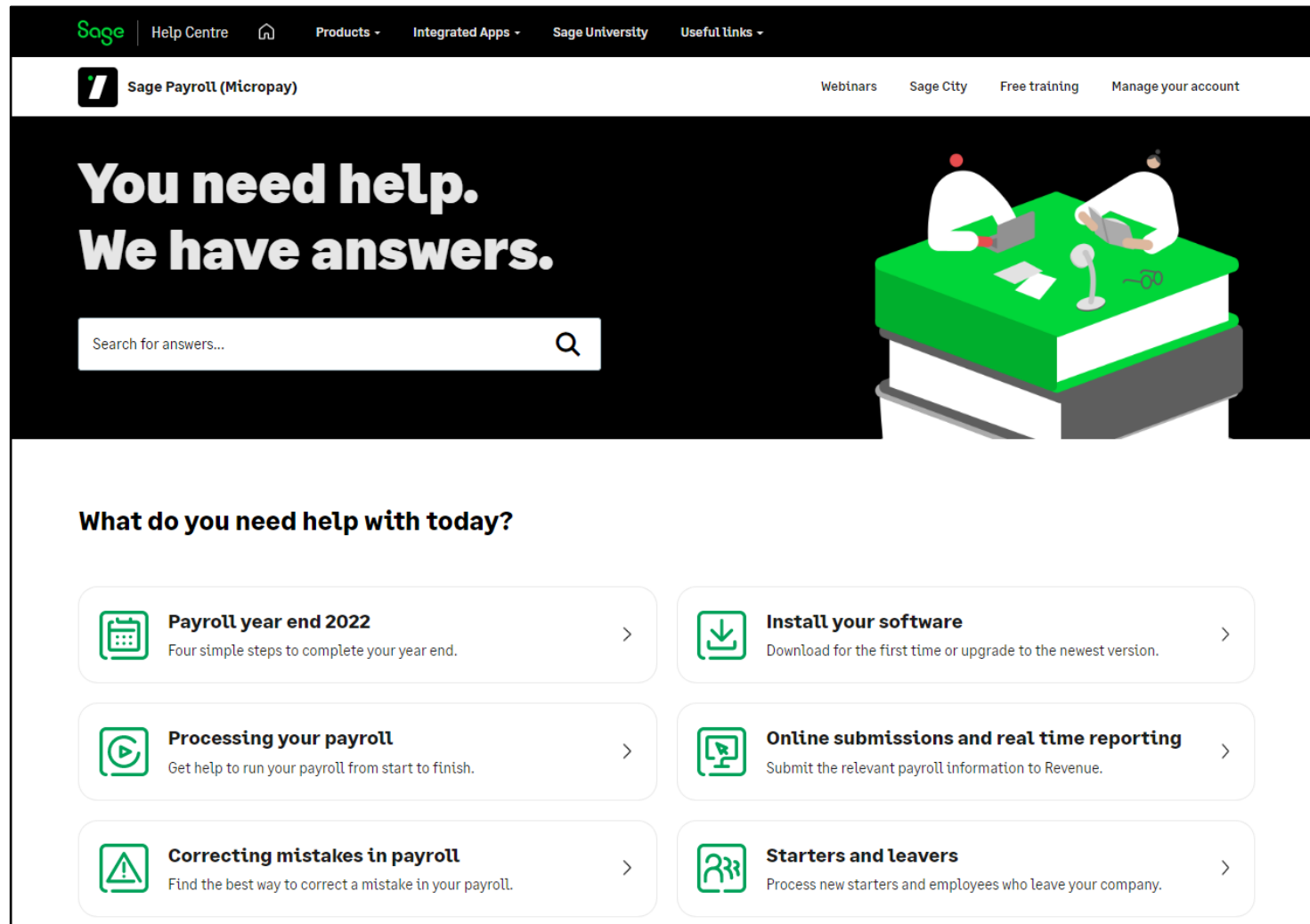
# Further support



# Help Centre

[www.sage.ie/help](http://www.sage.ie/help)

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



Sage | Help Centre | Products | Integrated Apps | Sage University | Useful Links

Sage Payroll (Micropay) | Webinars | Sage City | Free training | Manage your account

## You need help. We have answers.

Search for answers...

### What do you need help with today?

- Payroll year end 2022**  
Four simple steps to complete your year end.
- Install your software**  
Download for the first time or upgrade to the newest version.
- Processing your payroll**  
Get help to run your payroll from start to finish.
- Online submissions and real time reporting**  
Submit the relevant payroll information to Revenue.
- Correcting mistakes in payroll**  
Find the best way to correct a mistake in your payroll.
- Starters and leavers**  
Process new starters and employees who leave your company.

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

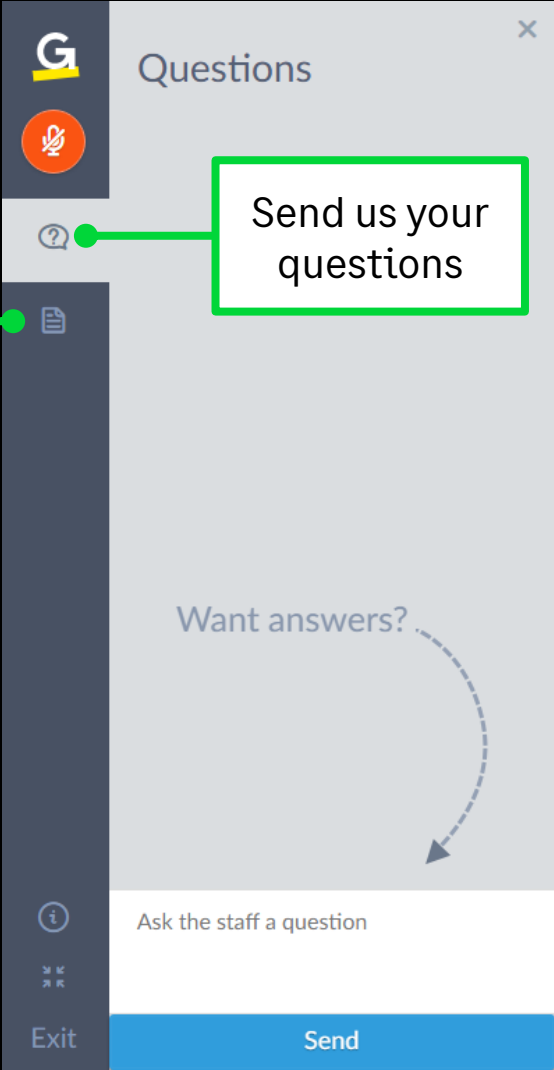



# Questions

Submit your questions in the Q&A now!

Download a handout

Send us your questions



 This part of the webinar has no sound.



# Thank you!

