Sage 50 Payroll

Importing information into your software

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Importing information into Sage 50 Payroll

Contents

Disclaimer

The features and functionality described in this guide relate to the latest release of Sage 50 Payroll. If some of these features are not available to you, but you would like to use them, you will need to upgrade your software. For help upgrading, contact Sage Direct Sales on 0800 33 66 33.

> To find out which version of Sage 50 Payroll you are using, open your software and choose Help > About.

What can you do?

- Using Sage 50 Payroll you can import information from CSV (Comma Separated Values) files. You can do this using the templates provided, the easiet way, or by creating your own CSV file. If you create your own CSV files it is essential that they contain the correct information, in the correct order.
- If you are a customer of Sage 50 Payroll 2009 and above, you can also import from Microsoft Excel .xls files.

Both these options have their own import wizard to help you with the process.

What information can I import from a CSV file?

You can import the following information into Sage 50 Payroll, using the templates provided:
- Employee details
- Employee year to date figures

You can import the following employee information into Sage 50 Payroll Professional, using the templates provided:
- Employee details
- Employee year to date figures
- Employee payments (hours and rates)
- Employee deductions (hours and rates)
- Timesheet payments
- Timesheet deductions
- In addition to the above, payments and deductions can be assigned to your employees during the import process.

The following information can be imported into Sage 50 Payroll Professional at company level, using the templates provided:
- Payments and net payments
- Deductions
- Cost centres
- Departments
- Loans
- Pension scheme details
- Holiday scheme details

- User names & access rights

> It is easier to use the templates provided to import information from a CSV file. If you prefer, you can create your own CSV files and use them to import information. If you do this, it is essential that the CSV file contains the correct information, in the correct order. The following sections will help you:
>
> - *Import preparation checklist* on page 3.
> - *Creating a CSV file using the Microsoft Excel templates* on page 8.

What information can I import from a Microsoft Excel (.xls) file?

If you are using Sage 50 Payroll 2009 and above, and have Microsoft Excel installed on your computer, you can import the following information.

> Unlike importing from a CSV file, the .xls file does not need to follow a particular structure. During import process, you specify the type of information you're importing, then match, or map, the information in to the corresponding fields in your software.

Sage 50 Payroll

- Employee details
- Employee year to date figures

Sage 50 Payroll Professional

- Company cost centres
- Company deductions
- Company departments
- Company holiday schemes
- Company Loans
- Company net payments
- Company pension schemes
- Company user names and access rights
- Employee deductions (hours and rates)
- Employee year to date figures
- Timesheet deductions
- Timesheet payments

Before importing details into your software, please read the information in the *Import preparation checklist* on page 3.

Import preparation checklist

Before importing information into Sage 50 Payroll, you must check the following:

- You have backed up your current payroll information. This is essential.

- You have access to the Data Import/Export option.

  If these options are greyed out on the File or Wizards menu, you do not have the necessary access rights to use these options.

  You can either update your access rights to include Data Import/Export or contact your system administrator and ask them to change your access rights.

  Need more help? From the Tasks menu in your software, choose Security > Access Rights. Press F1 to open the Sage 50 Payroll online help system.

- If you are importing information from a CSV file and using a header row to help your software to identify the type of data in each column, check that the column headers are correctly named. The headers must be correctly spelt for the import to work successfully. The picture below shows some of the column headers for employee information.

- Check that you have all the mandatory information. The import will fail if anything mandatory is missing. We've used colours to help you see what is mandatory information and what is optional. Anything coloured yellow is optional.

Columns coloured green show this information could be required. Hover your mouse over the column to see explanatory notes.

Columns coloured blue show mandatory information.

A	B	C	D	E	F	G	H	I	J	
Employee Reference	Title	Initial	Forename	Surname	Address 1	Address 2	Address 3	Address 4	Address 5	Pos

- When you export from Sage 50 Payroll (version 12 and above) you can choose whether or not to use column headings. If you later import this information back into Sage 50 Payroll, you must take care not to remove required information, otherwise the import will fail.

  Note: If you import company information that was originally exported from Sage 50 Payroll without column headings, the import will fail. Check the error log for details.

- If you are importing information from a CSV file, the file must contain the information you want to import in the format required by the import templates. However, in Sage 50 Payroll 2009, the order of the columns in the import file (either CSV or Microsoft Excel) is not important, as you can map the data in the import file to the corresponding columns in your payroll software.
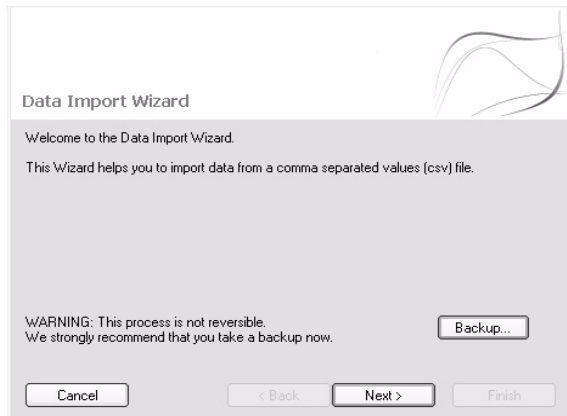
  Note: If you use Microsoft Excel to produce CSV files, you must format the Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year for the import to work.

  For details about producing a CSV file with the correct information in the required format see the section *Creating files to match Sage 50 Payroll's data import templates* on page 8.

Importing information from a CSV file

Note: This procedure applies to customers using all versions of Sage 50 Payroll. If you are using Sage 50 Payroll 2009 and above, and would like to import a Microsoft Excel (.xls) file, or use the Advanced Import features, refer to the section *Importing from a Microsoft Excel or CSV file using Advanced Import (Sage 50 Payroll 2009 and above only)* on page 5.

1. From the File menu, choose Data Import > Import Sage Payroll Data.

   The Data Import Wizard appears.

   Data Import Wizard

   Welcome to the Data Import Wizard.

   This Wizard helps you to import data from a comma separated values (csv) file.

   WARNING: This process is not reversible.
   We strongly recommend that you take a backup now.   [Backup...]

   [Cancel]   [< Back]   [Next >]   [Finish]

2. It is essential that you take a backup of your payroll data before proceeding with the Data Import Wizard. Click Backup then follow the instructions in the Backup Wizard.

   When you have completed the Backup Wizard, the Data Import Wizard re-appears.

3. To continue, click Next.

4. Select the template for the data you want to import and then click Next.

   Data Import Wizard

   Select the template for the data you want to import.

   Description
   Assign Employee Deductions
   Assign Employee Payments
   Company Cost Centres
   Company Deductions
   Company Departments
   Company Holiday Schemes
   Company Loans
   Company Net Payments
   Company Payments
   Company Pension Schemes

   [Cancel]   [< Back]   [Next >]   [Finish]

5. Locate the file containing the data you want to import and click Finish.

   Data Import Wizard

   Specify the location and name of the CSV file you wish to Import.

   Click browse to locate the correct file, or type a path and a file name into the box.

   Path
   C:\Employee Details.csv   [Browse...]

   [Cancel]   [< Back]   [Next >]   [Finish]

You can type the location of the file and its filename in the Path box, or click Browse and search for the file required then click Open. For your convenience, the Data Import Wizard remembers the data folder you choose. This means that the next time you import information from a CSV file, you don't need to locate the folder.

The Data Import Wizard checks the format and content of the CSV file that you are importing data from.

A results screen appears. This shows the records successfully imported. If there were any problems with importing the information, this is also shown.

6. Check the details you have entered. The records in the import file will be used to update the information in Sage 50 Payroll.

7. To continue, click Close.

The data from the selected CSV file is imported into Sage 50 Payroll.

Importing from a Microsoft Excel or CSV file using Advanced Import (Sage 50 Payroll 2009 and above only)

Note: This procedure applies only to Sage 50 Payroll 2009 and above. If you are using an earlier version of the software, refer to the section *Importing information from a CSV file* on page 4.
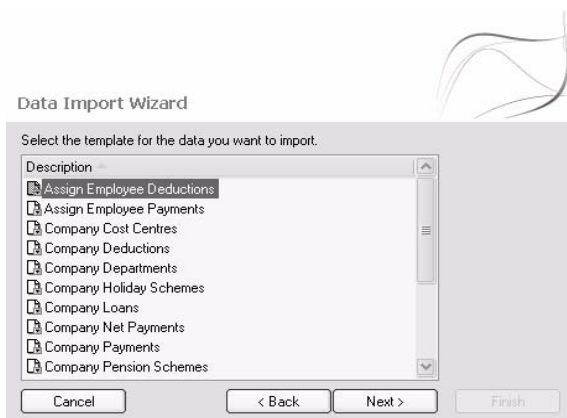
1. From the File menu, choose Advanced Data Import.
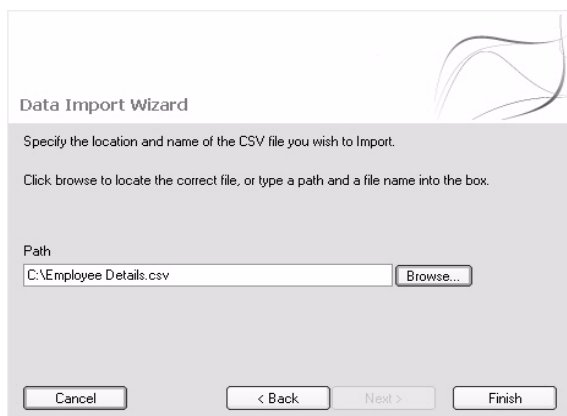
   The Data Import Wizard appears.
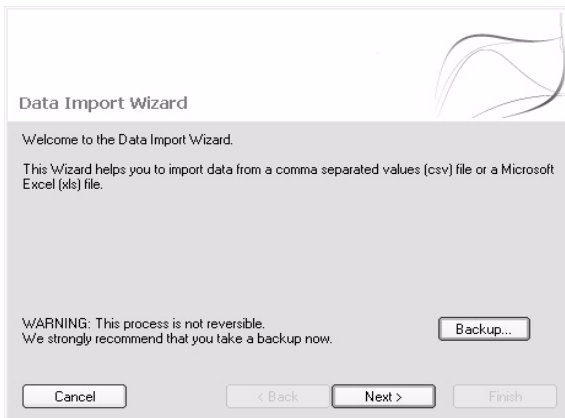
2. It is essential that you take a backup of your payroll data before proceeding with the Data Import Wizard. Click Backup then follow the instructions in the Backup Wizard.

   When you have completed the Backup Wizard, the Data Import Wizard re-appears.

3. To continue, click Next.

4. Select the template for the data you want to import and then click Next.
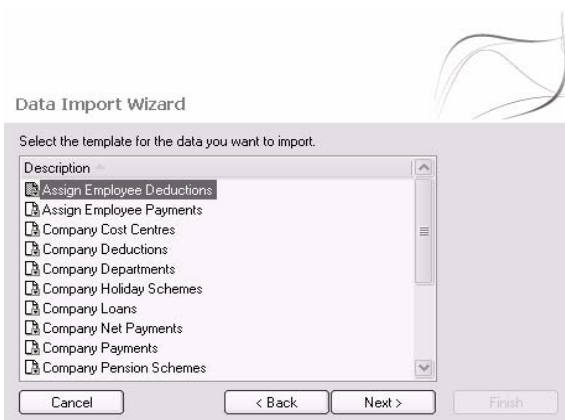
5. Locate the file containing the data you want to import.

   You can type the location of the file and its filename in the Path box, or click Browse and search for the required file, then click Open.

Note: If you are importing from a Microsoft Excel file, choose Excel files (*.xls) from the Files of type drop-down list. Microsoft Excel must be installed on your computer if you want to import an Excel file.

The Data Import Wizard checks the format and content of the Microsoft Excel or CSV file that you are importing data from.

If your import file has a header row (a row of column titles identifying the data in each column), select the 'Import File has header row?' check box.

If your import file does not have a header row, clear the 'Import File has header row?' check box.

6. To continue, click Next.

7. If you are importing from a Microsoft Excel file which contains more than one worksheet, select the worksheet containing the data you want to import, then click Next.

    Note: If you are importing from a CSV file, or if your Microsoft Excel file contains only one worksheet, this section of the wizard does not appear and you can skip this step in the procedure.

8. Use the next section of the wizard to match, or 'map', the data you are importing to the relevant fields in your payroll software.
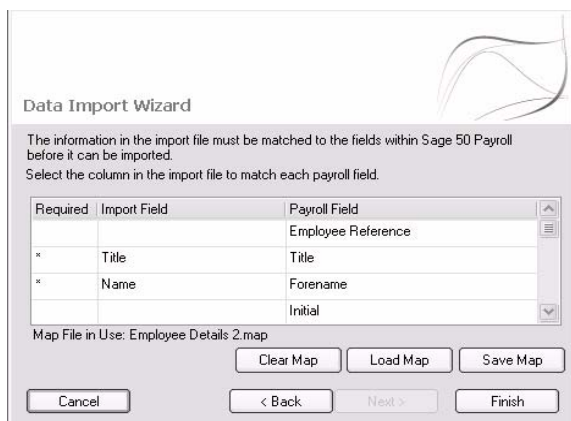
-   If you selected the 'Import File has header row?' check box, the Import Field column is populated according to the column titles in the source file. You can now check the mapping and update any fields which are not matched correctly, or are missing.
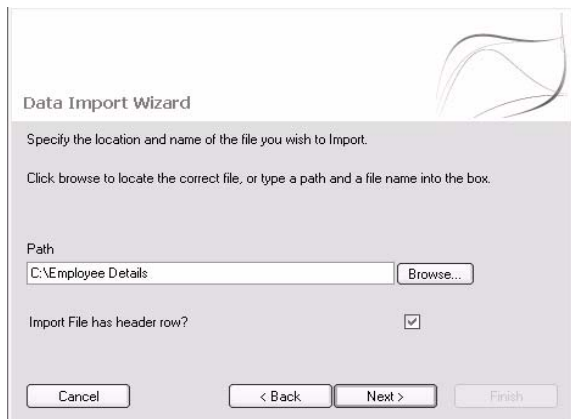
    Note: If you are importing from a Microsoft Excel file, the header information must be in the first row of the spreadsheet.

-   If you cleared the 'Import File has header row?' check box, the Import Field column is not populated. You must map your data manually by specifying which Import Field relates to which Payroll Field.

-   In the Import Field column, from the drop-down list, select the data field that corresponds with the information displayed in the Payroll Field column.

    For example, the first mandatory Payroll Field displayed is Title. In the Import Field column, select the data field in your import file that represents the title information.

-   Continue to select the data fields from your import source file that correspond to the payroll fields displayed.

    Note: Fields marked with an asterisk (*) must be completed or your import will fail.

- Once you've matched up the data in your import file with the fields in Sage 50 Payroll, you can save the mapped structure as a 'map' file. This retains the matchings you have made and helps you the next time you import using the same file structure, by saving you having to match up the data again.

  To save your matching as a map file, click Save Map. Specify a name and location for the map file and click Save.

- To use a map file you've previously saved, click Load Map. Locate the map file you want to use and click Open.

- When you import, the Data Import Wizard retains the map file you used during your last data import. To clear this file, for example to perform a new mapping, click Clear Map.

9. When you've mapped your data, click Finish.

    The Import Results screen appears. This shows the records successfully imported. If there are any problems importing the information, these details are shown.

Check the details you have entered. The records in the import file will be used to update the information in Sage 50 Payroll.

Creating files to match Sage 50 Payroll's data import templates

If you want to import data into Sage 50 Payroll, you must create a file that provides the required information in a specific format that matches the templates provided with your software.

To create a CSV file to match Sage 50 Payroll's data import templates, you can either:

■ Use the Microsoft Excel Templates provided with Sage 50 Payroll. You can find these in your program folder, for example, C:\Program Files\Sage Payroll\CSV Templates. As the column headers in CSV files are key to the success of the import, this ensures that you are using information with the correct format.

> If you need help with the content of these files, move your mouse pointer over the column heading and refer to the note box that appears.

■ Create your own CSV file. If you do this it is essential that the CSV file contains the correct information, in the correct order.

> **Note:** If you are upgrading your data, to import information into your new Sage 50 Payroll software, you can continue to use the CSV files you have created.

Points to note

■ If the CSV file you are importing does not contain the information in the specific format required, the import will not work.

■ Check that the column headers in your CSV file are correctly named. The headers must be correctly spelt for the import to work successfully.

> **Note:** If you created a CSV file using a previous version of Sage 50 Payroll, you can import information without column headers. However, you must ensure that the information is complete and in the correct format. Unsure? Check the format of the CSV templates in the section *Sage Payroll Data Import Templates* on page 9.

■ If there are any blank field s in your CSV files, these will be ignored during the import process.

Creating a CSV file using the Microsoft Excel templates

1. Locate the CSV Templates folder on your computer.

2. Open the template you require in Microsoft Excel.

3. Enter the information required into the pre-defined fields. Headings for mandatory information are shown in blue. Information that is mandatory in certain situations is shown in green. Additional information we've added for the latest version of Sage 50 Payroll, is coloured orange.

> All of the headings have comments associated with them. You can access the comments by holding the mouse pointer over the cell with the red triangle in the top righthand corner.

4. To save your file, open the File menu and then choose Save As.

5. Select the folder where you want to save the file and ensure you save the file as a CSV file then click Save.

6. You can now import the CSV file you have created, into Sage 50 Payroll.

Creating your own CSV file

1. Create a CSV file.

> ■ If you use Microsoft Excel to produce the CSV files, you must format all Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year to ensure the import works.
>
> ■ You must ensure that your column headings are spelt correctly, otherwise the file import will fail.

2. Ensure that the data in the file you want to import contains all the compulsory information.To check that the CSV file you want to import matches the Sage Payroll Data Import Templates, make sure that you have included the information detailed in the following sections in the format shown.

Sage Payroll Data Import Templates

Assign Employee Deductions

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee who is being assigned the deduction.	Text		Yes
	Your can find it on the Sage Payroll desktop, or in their Employee Record.			
Deduction Reference	This is the reference number of the deduction you want assign to the employee.	Text		Yes
Hours	Enter the default number of hours for the deduction.	Text		
	If the deduction is a Global type, any value entered is ignored. Instead the value defined on the global deduction set up at a company level is used.			
Rate	Enter a default rate/amount for the deduction.	Text		
	If the deduction is a Global type, any value entered is ignored. Instead the value defined on the global deduction set up at a company level is used.			
In Use				

Assign Employee Payments

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee who is being assigned the payment.	Text		Yes
	Your can find it on the Sage Payroll desktop, or in their Employee Record.			
Payment Reference	This is the reference number of the payment you want to assign to the employee.	Text		Yes
Hours	Enter the default number of hours for the payment.	Text		
	If the payment is a Global type, any value entered is ignored. Instead, the value defined on the global payment set up at a company level is used.			
Rate	Enter a default rate/amount for the payment.	Text		
	If the payment is a Global type, any value entered is ignored. Instead, the value defined on the global payment set up at a company level is used.			
In Use				

Employee Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	Must be greater than zero and not be in use. Must not exceed number of employees allowed by licence. If left blank Payroll will generate a number.			Only if you are updating existing details
Works Reference		Text	10	
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Initial		Text	5	
Forename		Text	50	Yes
Surname		Text	50	Yes
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	
Address 5		Text	30	
Post Code		Text	8	
E-mail Address		Text	50	
Telephone Number		Text	30	
Gender	Must be either F or M.	Text		Yes
	F = Female M = Male.			
Marital Status	Must be one of the following:	Text		Yes
	Single Married Divorced Widowed Civil Partnership Other			

Description	Notes	Data Type	Size	Required
Date of Birth	Enter in the format DD/MM/YYYY.	Text		Yes
	For example 25th September 1965, should be entered as 25/09/1965.			
Work Start Date	Enter in the format DD/MM/YYYY.			Yes
	For example 7th September 1995, should be entered as 07/09/1995.			
Work End Date	Enter in the format DD/MM/YYYY.			
	For example 1st October 2008, should be entered as 01/10/2008.			
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes
NI Category	Must be one of the following:			Yes
	A, B, C, D, E, F, G, J, L, S, X			
Tax Code		Text	7	Yes
Wk1Mth1 Basis	Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code.	Integer		
Pension 1	Pension reference number.	Text		
	The pension must already be set up at a company level.			
Pension 2	As above	Text		
Pension 3	As above	Text		
Pension 4	As above	Text		
Pension 5	As above	Text		
Payment Method	Cash Cheque BACS Credit Transfer	Text		
Payment Frequency	Must be one of the following:	Text		Yes
	Weekly Fortnightly Four Weekly Monthly			
Gross Salary				
Salary Per Period	Enter one of the following:			
	Week Fortnight Four Weeks Month Year			
Contracted Hours				
Contracted Hours Per Period	Enter one of the following:			
	Week Fortnight Four Weeks Month			
Access Level	Enter the access level of the employee, from 0 - 9.	Text		
Director Status	Must be either:			
	0= Non Director 1= Director 2= Table (Method) Director			
Date Directorship Began	The date that the employee became a Director. Enter in the format DD/MM/YYYY.	Text		
Notes		Text		

Description	Notes	Data Type	Size	Required
Contact		Text	30	
Contact Relationship	Enter one of the following values: 0=Spouse 1=Parent 2=Sibling 3=Child 4=Friend	Integer		
Contact Telephone Number		Text		
Sort Code	Must be nn-nn-nn For example 11-22-33	Text		
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Soc Number		Text		
BACS Reference		Text		
Bank Name		Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone		Text	30	
Bank Fax		Text	30	
Mobile Number		Text	30	
Job Title		Text	50	
Employment Type	Enter one of the following: Full time Part time Temporary Contractor	Text		
Send Payslip via Email		Text		
Date confirmed	Enter in the format DD/MM/YYYY.	Text		
Payslip Email Address		Text		
Payslip Password		Text		

All Employee Header Details Template

Description	Notes	Data Type	Size	Required
Employee Reference		Text		Only if you are updating existing details
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Initials		Text	5	
Forename		Text	50	Yes
Surname		Text	50	Yes
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	

Description	Notes	Data Type	Size	Required
Address 5		Text	30	
Post Code		Text	8	
Telephone Number		Text	30	
Mobile Number		Text	30	
E-mail Address		Text	50	
Gender	Must be either F or M. F = Female M = Male.	Text		Yes
Marital Status	Must be one of the following: Single Married Divorced Widowed Civil Partnership Other	Text		Yes
Previous Surname		Text		
Date of Birth	Enter in the format DD/MM/YYYY.	Text		Yes
Disabled	Enter "1" if the employee is registered as being disabled. Enter "0" if the employee is not.			
Nationality		Text	30	
Ethnic Origin		Text	15	
Contact		Text	30	
Contact Relationship	Enter one of the following values: 0=Spouse 1=Parent 2=Sibling 3=Child 4=Friend	Integer		
Contact Telephone No.		Text		
Tax Code				Yes
Wk1/Mth1 Basis	Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code.			
NI Category	Enter one of the following: A, B, C, D, E, F, G, J, L, S, X	Text		Yes
Manual NIC	If you want to calculate NI manually for this employee, Enter "1". If you do not with to calculate NI manually enter "0".			
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes
P46 Statement	If the employee has provided you with a P46 form, use the information provided in section 1 to help you select the correct option. Enter one of the following: 0 = N/A 1 = A Only 2 = A and B 3 = B Only 4 = B and C 5 = C Only 6 = A and C 7 = None	Text		
Works Reference		Alphanumeric	10	

Description	Notes	Data Type	Size	Required
Director Status	Must be either: 0= Non Director 1= Director 2= Table (Method) Director			
Date Directorship Began	The date that the employee became a Director. Enter in the format DD/MM/YYYY.	Text		
Payment Method	Must be one of the following: Cash Cheque BACS Credit Transfer	Text		
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly.	Text		Yes
Work Start Date	Enter in the format DD/MM/YYYY.	Text		Yes
Work End Date	Enter in the format DD/MM/YYYY.	Text		
SLR From Date	The date when student loan repayments start.	Text		
SLR to Date	The date when student loan repayments ended.	Text		
Payroll 2008 and above only Minimum Wage Check	If the employee is to be included in the minimum wage check available in Payroll 2008, enter "1". If the employee is not included in this check, enter "0".			
Payroll 2008 and above only Apprentice	If the employee is to be included in the minimum wage check and the apprentice rate should be applied, enter "1". If the employee is not included in this check, enter "0".			
Status	If the selected employee is currently in trade dispute or on hold then enter: 1 = On Hold 2 = Trade Dispute If this field is left blank the employee will be assigned a status of OK which allows the employee to be processed.			
Gross Salary				
Salary Per Period	Enter one of the following: Week Fortnight Four Weeks Month Year			
Contracted Hours				
Contracted Hours Per Period	Enter one of the following: Week Fortnight Four Weeks Month			
Pension 1	Pension reference number. The pension must already be set up at a company level.			

Description	Notes	Data Type	Size	Required
Pension 2	As above.			
Pension 3	As above.			
Pension 4	As above.			
Pension 5	As above.			
Holiday Scheme		Text		
Sort Code	Must be nn-nn-nn	Text		
	Example: 11-22-33			
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Society Number	The Building Society Account number.	Text		
BACS Reference		Text		
Bank Name	The name of the bank where the account is held.	Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone Number		Text		
Bank Fax		Text		
Department Reference		Text		
Cost Centre Reference		Text		
Notes		Text		
Access Level	Enter the access level of the employee, from 0 - 9.	Text		
Analysis 1			30	
Analysis 2			30	
Analysis 3			30	
Last Processed Date	Enter the date your employee was last updated.			
Final Pay Run	If you want o recalculate any of the following for your employee then Enter "1".			
	Repay or deduct any outstanding holiday fund.			
	Pay any tax refunds withheld during a trade dispute.			
	Recalculate directors NI on a year to date basis, for directors on the table method.			
	If you do not then enter "0".			
Manual SSP	If you want to calculate SSP manually, enter "1". If you want to the program to automatically calculate SSP, enter "0"	Integer		
SSP QD Pattern Start Date		Text		
SSP Band		Text		
Start PIW Date	The first day of absence for the employee.	Text		
End PIW Date	The last day of absence for the employee.	Text		
SSP Waiting Days		Text		
Returned to Work Date	If your employee is currently on holiday, enter the date the employee will return to work.	Text		

Description	Notes	Data Type	Size	Required
Manual SMP	If you want to calculate SMP manually, enter "1". If you want to software to automatically calculate SMP, enter "0".			
SMP EWC	Enter the date the baby is expected to be born. The employee must provide you with medical evidence of this date, normally the MAT B1 certificate.			
SMP Date of Birth				
SMP End Work Date	Enter the date the employee last worked before starting maternity leave.			
SMP Returned to Work Date	Enter the date the employee returned to work.			
SMP Weeks Worked MPP				
SMP Weeks Trade Dispute				
SMP Average Gross Pay				
SMP Medical Evidence	If the employee has produced medical evidence enter "1" If they have not provided evidence then enter "0".	Integer		
SMP Pregnancy Related sickness	Enter "1" if the employee leaves work to start their Maternity Pay Period (MPP) because of sickness that is related to their pregnancy. Otherwise enter "0".			
Manual SAP	If you want to calculate SAP manually, enter "1". If you want the software to automatically calculate SAP, enter "0"			
SAP Matching Date				
SAP Expected Date of Placement				
SAP Actual Date of Placement				
SAP End Work Date				
SAP Returned to Work Date				
Weeks Worked during SAP				
SAP Weeks Trade Dispute				
SAP Average Gross Pay				
SAP Evidence	If the employee has produced a matching certificate enter "1" If not, then enter "0".			
Manual SPP	If you want to calculate SPP manually, enter "1". If you want to the program to automatically calculate SPP, enter "0"			
SPP Baby Due Date				
SPP Date of Birth				
SPP End Work Date				
SPP Returned to Work Date				
Weeks Worked during SPP				
SPP Weeks Trade Dispute				
SPP Average Gross Pay				
SPP Declaration Received	Enter "1" if your employee has given you a Paternity leave Declaration form SC3. If they have not given you this Declaration then enter "0"			
ASPP Declaration Received	Enter "1" if your employee has given you an Additional Paternity leave - becoming a parent form SC7. If they have not given you this form then enter "0"			

Description	Notes	Data Type	Size	Required
ASPP Mother Declaration	Enter "1" if the mother has signed their declaration section on the Additional Paternity Leave - becoming a parent form SC7 that your employee has given you.			
	If they have not given you this Declaration, or the mother has not signed it, then enter "0".			
ASPP Start Date for MPP	Enter the date the mother started their SMP Pay Period.			
	This should be included in the "Details of the mother of the child" section of the Additional Paternity Pay - becoming a parent form SC7 that your employee will have given you.			
ASPP Ended Work Date	Enter the date when your employee will leave to take Additional Paternity leave.			
ASPP Returned to Work Date	Enter the date when your employee returns to work after Additional Paternity Leave.			
ASPP Started by death	Enter "1" if the employee leaves work to start their Additional Paternity Pay Period (APPP) early, because of the death of the mother. Otherwise enter "0".			
Weeks Worked during APPP	Enter the number of part or full weeks your employee has worked during his Additional Paternity Pay Period that are not counted as Keep In Touch (KIT) days.			
	If your employee works during APPP and it isn't counted as a KIT day, he loses ASPP entitlement for the weeks that he works.			
Manual SPPA	If you want to calculate SPPA manually, enter "1". If you want to the program to automatically calculate SPPA, enter "0"			
SPPA Matching Date	Enter the date the employee is notified that they have been matched with a child. You can find this on the Matching Certificate.			
SPPA Expected Date of Placement	Enter the expected date of placement. This is the expected date that the child will start living with the adopter.			
SPPA Actual Date of Placement	Enter here the actual date of placement, this may be the same as the expected date of placement or it may be different. It is the date that the child is actually placed with the adopter.			
SPPA End Work Date	Enter the date when your employee will leave to take paternity absence.			
SPPA Returned to Work Date	Enter here the date your employee returns to work after paternity leave.			
Weeks Worked during SPPA	Enter the number of part or full weeks your employee has worked during their Paternity Pay Period. If your employee works during PPP, they lose SPP(A) entitlement for the weeks that they work.			
SPPA Weeks Trade Dispute	If your employee has been on trade dispute since joining your company, enter the number of weeks here.			
	Sage Payroll deducts the number of weeks on trade dispute from the total number of weeks your employee has worked for you.			
	If your employee has not worked for 26 weeks into the qualifying week, because they have been on trade dispute, they do not qualify for SPP(A).			

Description	Notes	Data Type	Size	Required
SPPA Average Gross Pay	Enter the employees Average Gross Pay.			
SPPA Declaration Received	Enter "1" here if your employee has given you a Paternity leave Declaration form SC3. Enter "0" if your employee has not provided the Declaration.			
ASPPA Declaration Received	Enter "1" if your employee has given you an Additional Paternity Leave - becoming an adoptive parent form SC8.			
	If they have not given you this form then enter "0".			
ASPPA Co-Adopter Declaration	Enter "1" if the co-adopter has signed their declaration section on the Additional Paternity Leave - becoming an adoptive parent form SC8 that your employee has given you.			
	If they have not given you this Declaration, or the co-adopter has not signed it, then enter "0".			
ASPPA Start Date for APP	Enter the date the co-adopter started their Statutory Adoption Pay Period.			
	This should be included in the "Details of the joint adopter of the child" section of the Additional Paternity Pay - becoming an adoptive parent form SC8 that your employee will have given you.			
ASPPA Ended Work Date	Enter the date when your employee will leave to take Additional Paternity leave.			
ASPPA Returned to Work Date	Enter the date when your employee returns to work after Additional Paternity Leave.			
ASPPA Started by death	Enter "1" if the employee leaves work to start their Additional Paternity Pay Period (APPP(A)) early, because of the death of the co-adopter. Otherwise enter "0".			
Weeks Worked during APPPA	Enter the number of part or full weeks your employee has worked during his Additional Paternity Pay Period that are not counted as Keep In Touch (KIT) days.			
	If your employee works during APPP(A) and it isn't counted as a KIT day, he loses ASPP(A) entitlement for the weeks that he works.			
Job Title		Text	50	
Employment Type	Enter one of the following:	Text		
	Full time Part time Temporary Contractor			

Employee Mandatory Details Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Title	Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.	Text		Yes
Forename		Text	50	Yes
Surname		Text	50	Yes

Description	Notes	Data Type	Size	Required
Gender	Must be either F or M. F = Female M = Male.	Text		Yes
Marital Status	Enter the marital status of the employee from the following list of program defaults: Single Married Divorced Widowed Civil Partnership Other	Text		Yes
Date of Birth	The date should be entered in the format DD/MM/YYYY.	Text		Yes
Work Start Date	The date should be entered in the format DD/MM/YYYY.	Text		Yes
NI Number	2 letters, 6 numbers followed by a single letter.	Text		Yes
NI Category	Enter one of the following: A, B, C, D, E, F, G, J, L, S, X	Text		Yes
Tax Code		Text		Yes
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly	Text		Yes

Employee Payment Hours and Rates Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage Payroll desktop, or in their Employee Record.	Text		Yes
Payment Reference	This is the reference number of the payment you want to update. The Payment must be assigned to the employee.	Text		Yes
Hours		Text		
Rate		Text		

Note: Global and Fixed payments will not import. You can only import hours and rates for Variable payment types.

Creating a CSV template from the timesheet entry information

If you are using Sage 50 Payroll 2008 and above you can create a CSV template from the payment and deduction information recorded in your software using the TimeSheet Entry option. You can use this template in the future to import payments and deductions into your software. To find out more, refer to the help topic **Quick entry for payments and deductions**, in your online help system.

Employee Deductions Hours and Rates Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating.	Text		Yes
	Your can find it on the Sage Payroll desktop, or in their Employee Record.			
Deduction Reference	This is the reference number of the deduction you want to update.	Text		Yes
	The deduction must be assigned to the employee.			
Hours		Text		
Rate		Text		

Employee Year to Date (YTD) Values Template

To import data using this template, you must have a CSV file containing all the information listed in the table below in the order shown.

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating.	Integer	6	Only if you are updating existing details
	Your can find it on the Sage 50 Payroll desktop, or in their Employee Record.			
P45 Gross Pay	Must be greater than or equal to P45 Tax figure.	Numeric		
P45 Tax Paid	Must be less than P45 Gross	Numeric		
Total Gross Pay	Must be greater than or equal to Total Tax To Date, Tax Gross To Date. Must include P45 value.	Numeric		
Gross Pay for NIC	Must be greater than or equal to Total Gross to date	Numeric		
Gross Pay for Tax	Must be greater than or equal to zero	Numeric		
Total Tax TD		Numeric		
Ers NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings	Numeric		
Ees NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings	Numeric		
SSP Paid TD		Numeric		
SSP Weeks Paid		Numeric		
SMP Paid TD		Numeric		
SMP Recovered TD		Numeric		
SMP NIC Comp Rec	The total amount of National Insurance compensation applicable to SMP for the employee.	Numeric		
SMP Weeks	This is a whole number as SMP is a weekly payment for a full week's absence only.	Numeric		
SAP Paid TD		Numeric		
SAP Recovered TD		Numeric		
SAP NIC Comp Rec TD	The total amount of National Insurance compensation applicable to SAP for the employee.	Numeric		

Description	Notes	Data Type	Size	Required
SAP Weeks		Numeric		
SPP Paid TD		Numeric		
SPP Recovered TD		Numeric		
SPP NIC Comp Rec	The total amount of National Insurance compensation applicable to SPP for the employee.	Numeric		
SPP Weeks		Numeric		
Please note: Figures for SPP(A) Paid to Date and SPP(A) Recovered to Date should be entered in corresponding SPP columns.				
SPPA Weeks		Numeric		
ASPP Paid TD	Optional:	Numeric		
	Enter the combined total value of Additional SPP and Additional SPP(A) paid to the employee in the current tax year.			
ASPP Recovered TD	Optional:	Numeric		
	Enter the total combined amount of Additional SPP and Additional SPP(A) recovered to date.			
	This is the amount that has been reclaimed by you from the Government.			
ASPP NIC Comp Rec	Enter the total combined amount of National Insurance compensation applicable to Additional SPP and Additional SPP(A) for the employee.	Numeric		
ASPP Weeks	Optional:	Numeric		
	Enter the total number of weeks paid for Additional SPP - don't include weeks paid for Additional SPP(A) in this total.			
ASPPA Weeks	Optional:	Numeric		
	Enter the total number of weeks paid for Additional SPP(A) - don't include weeks paid for Additional SPP in this total.			
Ee Pension TD		Numeric		
Er Pension TD		Numeric		
Advance Pay TD		Numeric		
Net Pay TD		Numeric		
Cash Rnding BF		Numeric		
Class 1A Cars		Numeric		
Class 1A Fuel		Numeric		
Pen AVC TD	The amount of Additional Voluntary Contributions paid.	Numeric		
Pensionable TD	The pensionable gross pay.	Numeric		
Employer Rebate	The amount of Employer NI rebate.	Numeric		
Employee Rebate	The amount of Employee NI rebate.	Numeric		
NIC to LEL		Numeric		
NIC to PT		Numeric		
NIC to UAP		Numeric		
NIC to UEL				
Student Loan TD	The total Student Loan repayments made by the employee.	Numeric		
Tax Refund Withheld	The amount of tax refund withheld in the current tax year.	Numeric		
Tax Refund Withheld Previously	The amount of tax refund withheld in the previous tax year.	Numeric		

Description	Notes	Data Type	Size	Required
Holiday Fund TD	The amount of holiday fund available to the employee.	Numeric		
Loan TD	The total Loan repayments made to date.	Numeric		

Employee Tax and NIC YTD Values Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage 50 Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
P45 Gross Pay	Must be greater than or equal to P45 Tax figure.	Numeric		
P45 Tax Paid	Must be less than P45 Gross figure	Numeric		
Total Gross Pay	Must be greater than or equal to Total Tax To Date, Tax Gross To Date. Must include P45 value.	Numeric		
Gross Pay for NIC	Must be greater than or equal to Total Gross to date.	Numeric		
Gross Pay for Tax	Must be greater than or equal to zero.	Numeric		
Total Tax TD		Numeric		
Ers NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings.			
Ees NIC TD	Must be less than or equal to LEL + ET + UEL NIC Earnings.	Numeric		
Employer Rebate	The amount of Employer NI rebate.	Numeric		
Employee Rebate	The amount of Employee NI rebate.	Numeric		
NIC to LEL		Numeric		
NIC to PT		Numeric		
NIC to UAP		Numeric		
NIC to UEL				
Tax Refund Withheld	The amount of tax refund withheld in the current tax year.	Numeric		
Tax Refunds Withheld Previously	The amount of tax refund withheld in the previous tax year.	Numeric		
Class1A Cars	The value of the car charges for the employer's Class 1A NI contributions for the previous tax year.	Numeric		
Class1A Fuel	The value of the fuel charges for the employer's Class 1A NI contributions for the previous tax year.	Numeric		

Employee Statutory Payments YTD Values Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage 50 Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details

Description	Notes	Data Type	Size	Required
SSP Paid TD		Numeric		
SSP Weeks Paid		Numeric		
SMP Paid TD		Numeric		
SMP Recovered TD		Numeric		
SMP NIC Comp Rec	The total amount of National Insurance compensation applicable to SMP for the employee.	Numeric		
SMP Weeks		Numeric		
SAP Paid TD		Numeric		
SAP Recovered TD		Numeric		
SAP NIC Comp Rec	The total amount of National Insurance compensation applicable to SAP for the employee.	Numeric		
SAP Weeks		Numeric		
SPP Paid TD		Numeric		
SPP Recovered TD		Numeric		
SPP NIC Comp Rec	The total amount of National Insurance compensation applicable to SPP for the employee.	Numeric		
SPP Weeks		Numeric		
SPPA Weeks		Numeric		
ASPP Paid TD	Optional: Enter the combined total value of Additional SPP and Additional SPP(A) paid to the employee in the current tax year.	Numeric		
ASPP Recovered TD	Optional: Enter the total combined amount of Additional SPP and Additional SPP(A) recovered to date. This is the amount that has been reclaimed by you from the Government.	Numeric		
ASPP NIC Comp Rec	Enter the total combined amount of National Insurance compensation applicable to Additional SPP and Additional SPP(A) for the employee.	Numeric		
ASPP Weeks	Optional: Enter the total number of weeks paid for Additional SPP - don't include weeks paid for Additional SPP(A) in this total.	Numeric		
ASPPA Weeks	Optional: Enter the total number of weeks paid for Additional SPP(A) - don't include weeks paid for Additional SPP in this total.	Numeric		

Employee Address Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage 50 Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
Address 1		Text	30	
Address 2		Text	30	
Address 3		Text	30	
Address 4		Text	30	
Address 5		Text	30	
Post Code		Text	8	
Telephone Number		Text	30	

Employee Bank Details Template

Description	Notes	Data Type	Size	Required
Employee Reference	This is the reference number of the employee whose information you are updating. Your can find it on the Sage 50 Payroll desktop, or in their Employee Record.	Integer	6	Only if you are updating existing details
Sort Code	Must be nn-nn-nn Example: 11-22-33	Text		
Bank Account Number		Text		
Bank Account Name		Text		
Bank Account Type		Text		
Building Soc Number	The Building Society Account number.	Text		
BACS Reference		Text		
Bank Name	The name of the bank where the account is held.	Text		
Bank Address 1		Text	30	
Bank Address 2		Text	30	
Bank Address 3		Text	30	
Bank Address 4		Text	30	
Bank Address 5		Text	30	
Bank Post Code		Text	8	
Bank Telephone		Text		
Bank Fax		Text		

Company Departments Template

Description	Notes	Data Type	Size	Required
Reference	The department number.	Text	3	Yes
Name	The department name.	Text	30	Yes If you are creating a new department.

Company Cost Centres Template

Description	Notes	Data Type	Size	Required
Reference	The cost centre number.	Text	3	Yes
Name	The cost centre name.	Text	30	Yes
				If you are creating a new department.

Company Payment Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new payment leave this blank. Sage 50 Payroll generates the next available reference number.	Text		Yes
				If you are updating an existing payment,
				Leave this blank if you're creating a new payment.
Status	If creating a new payment, you must enter one of the following: 0=Variable 1=Fixed 2=Global 3=Factor If you are updating an existing payment, you can amend the status or leave this blank.	Integer		If you are creating a new payment
Description	The name of the payment.	Text		Yes
HoursNo	Enter the default number of hours for the payment.	Text		
Rate of Pay	Enter a default rate/amount for the payment.	Text		
Base Payment	If you are creating a Factor pay element then enter the reference of the base pay element. If this is left blank then a standard pay element will be created.			
Multiplier Method	When creating a Factor pay element use one of the following factors: Times base payment rate Percent of base payment rate			
Include in Timesheet Entry	Enter "1" to include this payment type when viewing the batch timesheet entry screen. Enter "0" if you do not want to include it.			
Include for Holiday Accrual	Enter "1" if you want to include this payment when calculating holiday fund accrual. Enter "0" if you do not want to include this payment type.	Integer		
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		
Include for Weekly Averages	Enter "1" if you want to include this payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this payment when calculating holiday pay.	Integer		
PAYE	Enter "1" if you want this payment to be subject to PAYE. Enter "0" if you do want this value payment to be subject to PAYE.	Integer		

Description	Notes	Data Type	Size	Required
National Insurance	Enter "1" if you want this payment to be subject to NI. Enter "0" if you do want this payment to be subject to NI.	Integer		
Pension Main	Enter "1" if you want to take pension contributions from this payment. Enter "0" if you do not want to take pension contributions from this payment.	Integer		
Pension AVC	Enter "1" if you want to take pension AVCs from this payment. Enter "0" if you do not want to take pension AVCs from this payment.	Integer		
CCAEO	Enter "1" if you want this payment to be subject to CCAEO deductions. Enter "0" if you do not want this payment to be subject to CCAEO deductions.	Integer		
CTAEO	Enter "1" if you want this payment to be subject to CTAEO deductions. Enter "0" if you do not want this payment to be subject to CTAEO deductions.	Integer		
Other AEOs	Enter "1" if you want this payment to be subject to other AEO's. Enter "0" if you do not want this payment to be subject to other AEO's.	Integer		

Company Net Payment Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new payment leave this blank. Sage 50 Payroll generates the next available reference number.	Text		Yes If you are updating an existing net payment enter the correct reference number.
Status	If creating a new net payment, you must enter one of the following: 0= Variable 1=Fixed 2=Global 3=Factor If you are updating an existing net payment, you can amend the status or leave this blank.	Integer		Yes If you are creating a new net payment
Description	The name of the net payment.	Text		Yes
Adjust for Tax and NI	If you want to set up a net payment that is net of tax, enter "0". If you want to set up a payment that is net of tax and NI, enter "1"			Yes If you are updating an existing net payment enter the correct reference number.
HoursNo	Enter the default number of hours for the net payment.	Text		
Rate of Pay	Enter a default rate/amount for the net payment.	Text		
Base Payment	If you are creating a Factor pay element then enter the reference of the base pay element. If this is left blank then a standard pay element will be created.			
Multiplier Method	When creating a Factor pay element use one of the following factors: Times base payment rate Percent of base payment rate			

Description	Notes	Data Type	Size	Required
Include in Timesheet Entry	Enter "1" to include this payment type when viewing the batch timesheet entry screen. Enter "0" if you do not want to include it.			
Include for Holiday Accrual	Enter "1" if you want to include this net payment when calculating holiday fund accrual. Enter "0" if you do not want to include this net payment type.	Integer		
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		
Include for Weekly Averages	Enter "1" if you want to include this net payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this net payment when calculating holiday pay.	Integer		
Pension Main	Enter "1" if you want to take pension contributions from this net payment. Enter "0" if you do not want to take pension contributions from this net payment.	Integer		
Pension AVC	Enter "1" if you want to take pension AVCs from this net payment. Enter "0" if you do not want to take pension AVCs from this net payment.	Integer		
CCAEO	Enter "1" if you want this net payment to be subject to CCAEO deductions. Enter "0" if you do not want to this net payment to be subject to CCAEO deductions.	Integer		
CTAEO	Enter "1" if you want this net payment to be subject to CTAEO deductions. Enter "0" if you do not want this net payment to be subject to CTAEO deductions.	Integer		
Other AEOs	Enter "1" if you want to include this net payment to be subject to other AEO's. Enter "0" if you do not want this net payment to be subject to other AEO's.	Integer		

Company Deduction Details Template

Description	Notes	Data Type	Size	Required
Reference	If creating a new deduction leave this blank. Sage 50 Payroll generates the next available reference number.	Text		Yes If you are updating an existing deduction enter the correct reference number.
Status	If creating a new deduction, you must enter one of the following: 0= Variable 1=Fixed 2=Global If you are updating an existing deduction, you can amend the status or leave this blank.	Integer		Yes If you are creating a new deduction
Description	The name of the deduction.	Text		Yes
HoursNo	Enter the default number of hours for the deduction.	Text		
Rate of Pay	Enter a default rate/amount for the deduction.	Text		

Description	Notes	Data Type	Size	Required
Include for Holiday Accrual	Enter "1" if you want to include this deduction when calculating holiday fund accrual. Enter "0" if you do not want to include this deduction type.	Integer		
Auto Advance	Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.	Integer		
Include for Weekly Averages	Enter "1" if you want to include this deduction when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this deduction when calculating holiday pay.	Integer		
Clear YTD at YE.	To clear the balance of a deduction at the year end enter "1". If you do not want to clear the balance of a deduction at year end then enter "0".	Integer		
PAYE	Enter "1" if you want to deduct this value before PAYE is calculated. Enter "0" if you do not want to deduct this value before PAYE is calculated.	Integer		
National Insurance	Enter "1" if you want to deduct this value before NI is calculated. Enter "0" if you do not want to deduct this value before NI is calculated.	Integer		
Pension Main	Enter "1" if you want to deduct this value before pension contributions are calculated. Enter "0" if you do not want to deduct this value before pension contributions are calculated.	Integer		
Pension AVC	Enter "1" if you want to deduct this value before pension AVCs are calculated. Enter "0" if you do not want to deduct this value before pension AVCs are calculated.	Integer		
CCAEO	Enter "1" if you want to include this deduction before CCAEO is deducted. Enter "0" if you do not want to include this deduction before CCAEO is deducted.	Integer		
CTAEO	Enter "1" if you want to include this deduction before CTAEO is deducted. Enter "0" if you do not want to include this deduction before CTAEO is deducted.	Integer		
Other AEOs	Enter "1" if you want to include this deduction before other AEO's are deducted. Enter "0" if you do not want to include this deduction before other AEO's are deducted.	Integer		

Company Pension Schemes Template

Description	Notes	Data Type	Size	Required
Reference	If you are adding or editing an existing pension scheme, enter a number to identify the scheme.	Text		Yes
Description	The name of the pension scheme.	Text	30	Yes If you are creating a new scheme
Pension Type	Enter either: 0= Other 1= COMP 2= COSR 3= CISR 4= COMB 5= GPP 6= PPP 7= Stakeholder	Integer		Yes
SCON	If you are running a contracted-out, occupational pension scheme, enter your Scheme Contracted Out Number here. Note: You do not need to enter the first alpha character, 'S' of the SCON number.	Text		Yes If the pension if COSR, COMP or COMB
Min Employment Period	The minimum number of months an employee must work before becoming eligible to join the pension scheme.	Text		
Admin Name	The name of the pension administrator.	Text		
Admin E-Mail	The email address of the pension administrator.	Text		
Admin Tel No.	The telephone number of the pension administrator.	Text		
EE Cont. Details	Choose Percentage or Fixed Amount from the drop-down list. Please Note: If left blank it will default to "Fixed Amount".			
EE Pension Value	Enter the Amount or the Percentage payable by the employee.	Text		
EE Apply to Details	If you have chosen a percentage employee contribution, enter one of the following. 0= Apply to all Pensionable Earnings. 1= Restrict to Statutory NI Upper/Lower Bands. 2= Restrict to Specific Upper/Lower Bands. Please Note: If left blank will default to "Apply to All Pensionable Earnings".	Integer		
EE Lower Band Restriction	Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the lower earnings limit you want to apply. If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the LEL limit.			
EE Upper Band Restriction	Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the upper earnings limit you want to apply. If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the UEL limit.			

Description	Notes	Data Type	Size	Required
EE Min Cont.	If the Pension scheme has a minimum contribution per pay period, enter the amount here.			
EE Max Cont.	If the Pension scheme has a maximum contribution per pay period, enter the amount here.			
EE Calc Min Rebate	Enter "1" to calculate the NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.	Integer		
EE Inc. Rebate Amnt.	Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values. If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated.	Integer		
EE SSP Payments	Enter "1" to include any SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay.	Integer		
EE SMP Payments	Enter "1" to include any SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay.	Integer		
EE SAP Payments	Enter "1" to include any SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay.	Integer		
EE SPP Payments	Enter "1" to include any SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
EE Deduct before Tax	If your employee's contributions are subject to tax relief, enter "1". If it is a personal or group personal pension scheme, the net contribution is deducted from your employee's net pay. In such cases, enter "0".	Integer		
ER Cont. Details	Choose Percentage or Fixed Amount from the drop-down list. Please Note: If left Blank it will default to "Fixed Amount".			
ER Apply to Details	If you chose "Percentage" Employer Contributions, enter one of the following. 0= Apply to all Pensionable Earnings 1= Restrict to Statutory NI Upper/Lower Bands. 2= Restrict to Specific Upper/Lower Bands. Please Note: If left Blank will default to "Apply to All Pensionable Earnings	Integer		
ER Pension Value	Enter the amount or percentage payable by the employer.			

Description	Notes	Data Type	Size	Required
ER Lower Band Restriction	Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the lower earnings limit you want to apply.			
	If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the LEL limit.			
ER Upper Band Restriction	Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the upper earnings limit you want to apply.			
	If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the UEL limit.			
ER Min Cont.	If the Pension scheme has a minimum contribution per pay period, enter the amount here.			
ER Max Cont.	If the Pension scheme has a maximum contribution per pay period, enter the amount here.			
ER Calc Min Rebate	Enter "1" to calculate the NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.	Integer		
ER Inc Rebate Amnt	Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values.	Integer		
	If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated.			
ER SSP Payments	Enter "1" to include any SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay.	Integer		
ER SMP Payments	Enter "1" to include any SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay.	Integer		
ER SAP Payments	Enter "1" to include any SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay.	Integer		
ER SPP Payments	Enter "1" to include any SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
Provider Name	The name of the pension provider.	Text		
Provider Address 1				
Provider Address 2				
Provider Address 3				
Provider Address 4				
Provider Address 5				
Provider Post Code				
Provider Telephone Number				
Provider Fax				
Provider E-mail				
Provider Contact	The contact name of the pension provider for this scheme.			

Description	Notes	Data Type	Size	Required
Providers Ref	Enter the pension providers company reference.			
	Note: You will need this to make electronic submissions.			
Provider Scheme Ref	Enter the pension providers scheme reference.			
	Note: You will need this to make electronic submissions.			
Provider Sort Code				
Provider Account No	You can only enter numbers (i.e. you can't enter spaces or special characters).	Numeric	8	
Provider Bank Acct Type	Select bank account or building society from the drop-down list.			
Provider BSoc Roll No				
Provider Payment Method	From the drop-down list, select the payment method used by your company to pay the pension provider. Select Cheque, Direct Credit, Direct Debit, or Telegraphic Transfer.			

Company Holiday Schemes Template

Description	Notes	Data Type	Size	Required
Scheme Number	Enter the Holiday Scheme number you want to create or amend.			Yes
Scheme Name	The name of the new Holiday Scheme, or the new name for an existing scheme, otherwise leave this blank.			Yes Only if creating a new scheme
Scheme Type	Is the scheme entitlement calculated? Enter: Specified, or Calculated			
Average Weeks	For calculated schemes this is the number of weeks before the date you've specified to use to work out the average time worked.			
Weeks Prior to	What is the starting point for your average time worked calculation? If you're using a number of weeks before the holiday year enter 0. If you're using a number of weeks before the holiday period, enter 1.			
Scheme Start Date Type	When does the holiday scheme start? Enter: Company Holiday Year, or Employee Start Date			
Max Entitlement	The maximum number of days, weeks or hours entitlement.			
Entitlement Type	Enter: 0 for Weeks. 1 for Days 2 for hours	Integer		
Min. Employment (Months)	The minimum number of months employment required before holiday begins to accrue.			
Accrue Holiday Basis	Enter: 0 for Calendar Monthly 1 for Daily 2 for Hourly.	Integer		

Description	Notes	Data Type	Size	Required
Entitlement Warning	Enter "1" if you want Sage Payroll to display a warning if any of your employees exceed their holiday entitlement. Enter "0" if you do not want a warning message to be displayed.	Integer		
Include National Holidays	Enter "1" to include national holidays in the schemes holiday entitlement. If you do not, enter "0".	Integer		
Allow Days BF Previous Year	If you allow employees to carry over any holidays from the previous holiday year, enter "1". If you do not then enter "0".	Integer		
Allow Days Advanced from Next Year	If you allow employees to take holiday from next year's entitlement enter "1". If not then enter "0".	Integer		
Include Starting Pay Month	If a new starter begins part way through the current pay period, enter "1" to accrue holiday for the month.	Integer		
Include Current Pay Month	Enter "1" if you process an employee's payroll part way through a month and want to accrue holiday for the month.	Integer		
Accrue Fund As	Enter one of the following: 0 = None (no accrual scheme is used). 1 = A percentage of Gross. 2 = A percentage of Holidayable Gross 3 = An Amount	Integer		
Holiday Fund Value	If you entered 1,2, or 3 in Accrue Holiday Fund As, enter an amount or a percentage value here.			
Include Holiday Pay for Accrual	If you entered 1,2, or 3 in Accrue Holiday Fund As, and you want to include this holiday scheme in Gross Pay for Accrual then enter "1" if not then enter "0".	Integer		
Scheme Funded by	Enter "0" if the scheme is funded by the employer or "1" if the scheme is funded by the employee.	Integer		
Deduct from Employees Pay	Enter "1" if you want to deduct the amount from the employee's Gross Pay or "0" if you want to deduct the amount from the employee's Net Pay.	Integer		
Pension Main	Enter "1" if you want to add this holiday payment before pension contribution is calculated. Enter "0" if you do not want to add this value before pension contribution is calculated.	Integer		
Pension AVC	Enter "1" if you want to add this holiday payment before pension AVCs are calculated. Enter "0" if you do not want to add this value before pension AVCs are calculated.	Integer		
CCAEO	Enter "1" if you want to add this holiday payment type before CCAEO is deducted. Enter "0" if you do not want to add this holiday payment before CCAEO is deducted.	Integer		
CTAEO	Enter "1" if you want to add this holiday payment type before CTAEO is deducted. Enter "0" if you do not want to add this holiday payment before CTAEO is deducted.	Integer		
Other AEO	Enter "1" if you want to add this holiday payment type before other AEO's are deducted. Enter "0" if you do not want to add this holiday payment before other AEO's are deducted.	Integer		

Company Loan Details Template

Description	Notes	Data Type	Size	Required
Reference	If you are entering a new loan, Sage 50 Payroll automatically generates the reference number.			Yes If you are updating an existing Loan.
Description	Enter a description of the loan, for example, Car Loan, Travel Permit.			Yes If you are creating a new Loan.
Loan Amount	You must enter a default loan amount here. If employees owe different amounts, amend their individual loan amounts when assigning the loan in their employee record.			Yes If you are creating a new Loan.
NDR	The amount usually deducted from your employee's salary to repay the loan. If you do not enter a value here, you must enter this figure when assigning the loan to an employee or when processing the loan in Enter Payments			
Update Sage P11D	Enter "1" to transfer this loan, with your employee's information, when you import data from Sage Payroll into Sage P11D. If you do not want to transfer this information when importing data from Sage Payroll into Sage P11D, enter "0".	Integer		

Company User Names and Access Rights Template

Description	Notes	Data Type	Size	Required
User Name		Text		Yes
Security Clearance	Enter the Access Level that this User requires. Choose from 0 to 9.			
Include Lower Levels	if you do not want to allow a user to have access to employees with Lower Levels of access rights enter "0". If you do, enter "1".			
Suppress Employee Messages	Enter "0" if you do not want to suppress employee messages. If you do, enter "1".			
Suppress Process Messages	Enter "0" if you do not want to suppress process messages. If you do, enter "1".			
Suppress Other Messages	Enter "0" if you do not want to suppress other messages. If you do, enter "1".			
Access Weekly	Enter "0" if you do not want the user to have access to Weekly Paid Employees or "1" if you do.			
Access Fortnightly	Enter "0" if you do not want the user to have access to Fortnightly Paid Employees or "1" if you do.			
Access Four Weekly	Enter "0" if you do not want the user to have access to Four Weekly Paid Employees or "1" if you do.			
Access Monthly	Enter "0" if you do not want the user to have access to Monthly Paid Employees or "1" if you do.			
Reset Payments	Enter "0" if you do not want the user to have access to Reset Payments or "1" if you do.			

Description	Notes	Data Type	Size	Required
Timesheet Entry	Enter "0" if you do not want the user to have access or "1" if you do.			
Enter Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Update	Enter "0" if you do not want the user to have access or "1" if you do.			
Nominal Link	Enter "0" if you do not want the user to have access or "1" if you do.			
Personal	Enter "0" if you do not want the user to have access or "1" if you do.			
Employment	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Absence	Enter "0" if you do not want the user to have access or "1" if you do.			
Cars Fuel	Enter "0" if you do not want the user to have access or "1" if you do.			
Banking	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
History	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Document Storage	Enter "0" if you do not want the user to have access or "1" if you do.			
Employee Wizard	Enter "0" if you do not want the user to have access or "1" if you do.			
New Employee	Enter "0" if you do not want the user to have access or "1" if you do.			
Appraisal	Enter "0" if you do not want the user to have access or "1" if you do.			
Disciplinary	Enter "0" if you do not want the user to have access or "1" if you do.			
Job History	Enter "0" if you do not want the user to have access or "1" if you do.			
YTD Values	Enter "0" if you do not want the user to have access or "1" if you do.			
P45 Information	Enter "0" if you do not want the user to have access or "1" if you do.			
Leaver	Enter "0" if you do not want the user to have access or "1" if you do.			
Delete Employee	Enter "0" if you do not want the user to have access or "1" if you do.			
Details	Enter "0" if you do not want the user to have access or "1" if you do.			
Bank	Enter "0" if you do not want the user to have access or "1" if you do.			
Coinage	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Absence	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
Tax Funding	Enter "0" if you do not want the user to have access or "1" if you do.			
Statutory Funding	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
HMRC Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Document Storage	Enter "0" if you do not want the user to have access or "1" if you do.			
Pension Schemes	Enter "0" if you do not want the user to have access or "1" if you do.			
Company Holidays	Enter "0" if you do not want the user to have access or "1" if you do.			
Pay Elements	Enter "0" if you do not want the user to have access or "1" if you do.			
Variance Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
Legislation	Enter "0" if you do not want the user to have access or "1" if you do.			
Nominal Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
Salary Review	Enter "0" if you do not want the user to have access or "1" if you do.			
Historical Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Multi-Company Tasks	Enter "0" if you do not want the user to have access or "1" if you do.			
Audit Trail Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
New Company	Enter "0" if you do not want the user to have access or "1" if you do.			
Delete Company	Enter "0" if you do not want the user to have access or "1" if you do.			
e-Submission Settings	Enter "0" if you do not want the user to have access or "1" if you do.			
IR Secure Mailbox	Enter "0" if you do not want the user to have access or "1" if you do.			
Collector of Taxes	Enter "0" if you do not want the user to have access or "1" if you do.			
e-Banking	Enter "0" if you do not want the user to have access or "1" if you do.			
Payroll Year End	Enter "0" if you do not want the user to have access or "1" if you do.			
Backup	Enter "0" if you do not want the user to have access or "1" if you do.			
Restore	Enter "0" if you do not want the user to have access or "1" if you do.			
View Backup and Restore Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View Audit Trail Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View IR Secure Mailbox Log	Enter "0" if you do not want the user to have access or "1" if you do.			
View Rollback Log	Enter "0" if you do not want the user to have access or "1" if you do.			
Relocate Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Import Sage Payroll Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Import Sage Personnel Data	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
Payroll Data Export	Enter "0" if you do not want the user to have access or "1" if you do.			
Employer Compliance Payroll Report Wizard	Enter "0" if you do not want the user to have access or "1" if you do.			
Send Message to Mail Recipient	Enter "0" if you do not want the user to have access or "1" if you do.			
Send Employees to MS Excel	Enter "0" if you do not want the user to have access or "1" if you do.			
Send to MS Outlook	Enter "0" if you do not want the user to have access or "1" if you do.			
MS Outlook Tasks	Enter "0" if you do not want the user to have access or "1" if you do.			
MS Word Mail Merge	Enter "0" if you do not want the user to have access or "1" if you do.			
Options	Enter "0" if you do not want the user to have access or "1" if you do.			
Clear P46 (Car) Flags	Enter "0" if you do not want the user to have access or "1" if you do.			
Advance Holiday Year	Enter "0" if you do not want the user to have access or "1" if you do.			
Clear Historical Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Tax Codes	Enter "0" if you do not want the user to have access or "1" if you do.			
NI Categories	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Pay Elements	Enter "0" if you do not want the user to have access or "1" if you do.			
Payments	Enter "0" if you do not want the user to have access or "1" if you do.			
Deductions	Enter "0" if you do not want the user to have access or "1" if you do.			
Loans	Enter "0" if you do not want the user to have access or "1" if you do.			
Advance Pay	Enter "0" if you do not want the user to have access or "1" if you do.			
Pensions	Enter "0" if you do not want the user to have access or "1" if you do.			
Cost Centres	Enter "0" if you do not want the user to have access or "1" if you do.			
Departments	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Holidays	Enter "0" if you do not want the user to have access or "1" if you do.			
Holiday SSP Qualifying Day Patterns	Enter "0" if you do not want the user to have access or "1" if you do.			
Global Changes Analysis	Enter "0" if you do not want the user to have access or "1" if you do.			
Payslip Comment	Enter "0" if you do not want the user to have access or "1" if you do.			
Assign Employee(s) a new	Enter "0" if you do not want the user to have access or "1" if you do.			
Net to Gross	Enter "0" if you do not want the user to have access or "1" if you do.			
Rollback	Enter "0" if you do not want the user to have access or "1" if you do.			

Description	Notes	Data Type	Size	Required
Recalculate	Enter "0" if you do not want the user to have access or "1" if you do.			
Access Rights	Enter "0" if you do not want the user to have access or "1" if you do.			
Change Program Password	Enter "0" if you do not want the user to have access or "1" if you do.			
Pre-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Post-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Custom Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
P32 Report	Enter "0" if you do not want the user to have access or "1" if you do.			
P46 (Car) Report	Enter "0" if you do not want the user to have access or "1" if you do.			
Favourites - Pre-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Favourites - Post-Update Reports	Enter "0" if you do not want the user to have access or "1" if you do.			
Upgrade Program	Enter "0" if you do not want the user to have access or "1" if you do.			
Reminders	Enter "0" if you do not want the user to have access or "1" if you do.			
Check Data	Enter "0" if you do not want the user to have access or "1" if you do.			
Dashboard View	Enter "0" if you do not want the user to have access or "1" if you do.			