

Datasheet

Sage 300 People Payroll

The payroll module in Sage 300 People is packed with great features that put you in control of your payroll processes.



Sage 300 People - Core Offering

The Sage 300 People payroll functionality will not only ensure your pay run is precise and compliant; but will provide you with powerful tools that enable you to gain valuable insights and connect with your employees.

Salaries, Wages & Calculation Management

Our salaries and wage management module allows you to record all employee and compensation data across multiple business units. It is a multi-legislative, multi-currency and multi-frequency solution. Weekly, monthly and biweekly companies can be paid from one single database.

Sage 300 People also offers you a remuneration structure, which offers you the ability to structure different salary packages such as Cost-to-Company, Salary + Benefits or even Net Up structures. Pay scales can also be linked to employees to automate salary increases in a specific period.

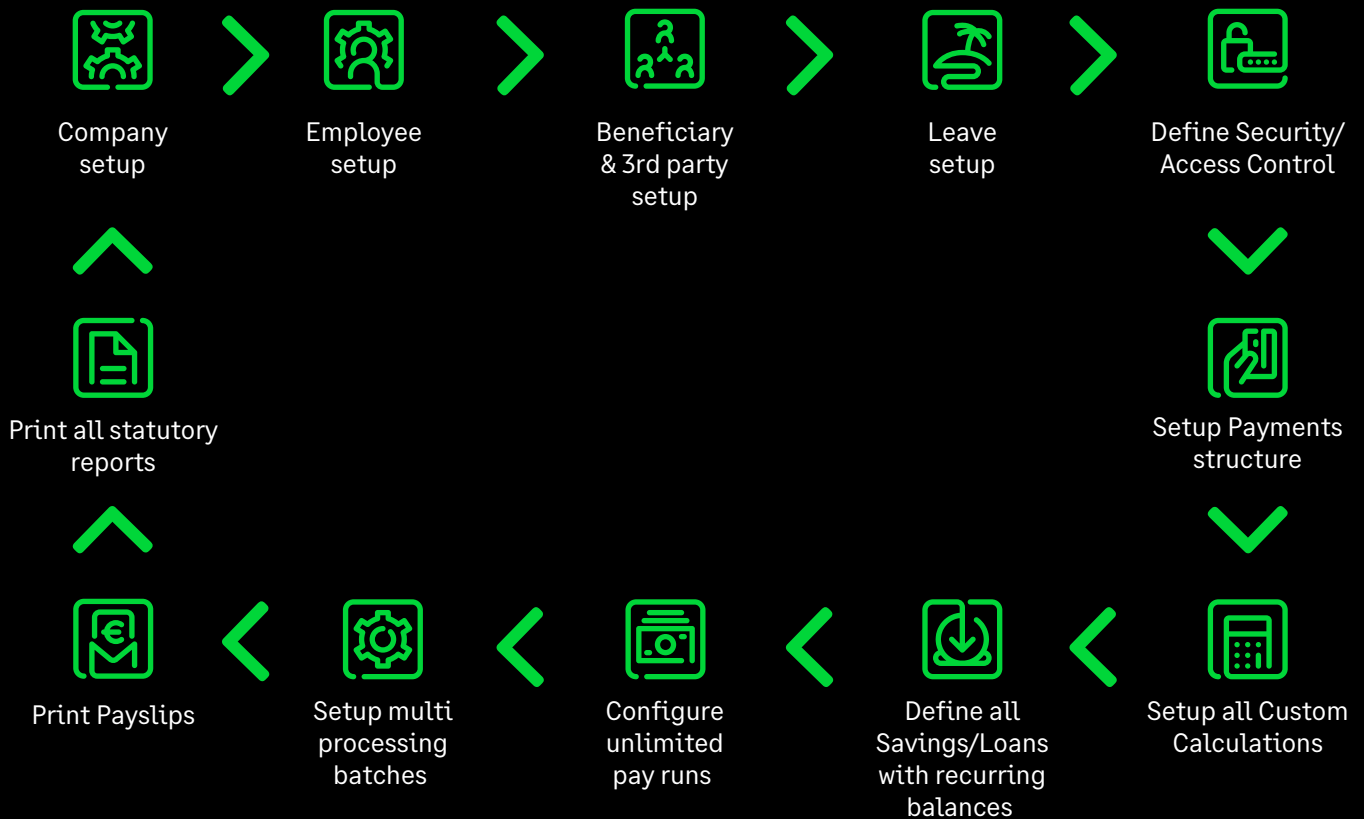
Benefits

- Create unlimited companies, hierarchical levels, employees, pay period configurations, and Pay Runs to make the system boundless.
- Create unlimited Earning, Deduction, Company Contribution, Fringe Benefit or Provision definitions.
- Receive all the latest statutory updates.
- Multiple payslips per pay period, which can be consolidated into a single printable payslip.
- A full history of every period is stored separately and can be recalled at any time.
- Customise the leave functionality to meet company policies.
- Extract reports for a single company or consolidated reports for multiple companies.
- Pay scales can be allocated to each position within a company. A pay scale refers to a graded scale of wages or salaries paid within an organisation. Pay scales are mostly used by municipalities in South Africa.

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Sage 300 People Payroll Core

- Precise security up to field level and the use of MS Active Directory for user authentication.
- Actions are recorded for detailed audit reporting.
- Easily create complex, Excel-type formulas with the Expression Builder (similar to the Microsoft Access Expression Builder).
- Various ways to calculate payslip values are available in the system. This includes total cost to company, basic pay and even a net-up calculation.
- With the net-up feature, the user enters the expected net-pay, as negotiated with an employee, and the system calculates the gross income. In some cases it is necessary to regulate an employee's minimum net-pay, especially with deductions such as garnishee orders or loan repayments. This configurable rule ensures that an employee receives a specified minimum net amount.
- Reinstate employees with one service or broken service periods.
- All beneficiary details such as medical aid providers, garnishors and other external parties can be maintained from one single database saving you time and ensuring accuracy.



Leave Management

Sage 300 People offers you a leave management module that allows you to configure the leave function to meet your company policies.

Certain rules can be built in to monitor the leave on Monday & Friday, as well as before and after a public holiday. Each leave type is clearly defined by using different colours. Complex calculations can be linked to automate the leave calculation. Leave reports can be scheduled to managers or can be displayed online via the Self Service portal. Powerful and flexible rule-based setup. Sage 300 People offers you extensive facilities to administer and ensure compliance with leave rules including:

The screenshot displays the 'Leave Detail' window for an employee named 'Mr Steven Swainpool'. The interface includes tabs for 'Employee Leave', 'Leave Transactions', and 'Leave Calendar'. Below these, there are several icons and a 'Leave Type' dropdown menu. The main area is a table with columns: Leave Dec., Entitlement, Cycle Start, Cycle End D., Balance Brought Forw., Adjust., Note, Accrued This P., Taken This P., Is Pro Rata, Pro Rata U., Balance Carried Forw., Units Taken In..., Units Taken In H., Planned Le., and Balance. The table is organized into sections for different leave types, each with a color-coded header:

- ADD_SICK - Additional Sick** (Light Blue): ADD_SICK ... 90.0000 2019/07/01 2020/06/30 90.0000 0.0000 0.0000 0.0000 0.0000 90.0000 0.0000 0.0000 0.0000
- ADOPTION - Adoption Leave** (Light Green): ADOPTION ... 10.0000 2019/07/01 2020/06/30 14.1665 0.8333 0.0000 14.9998 0.0000 0.0000 0.0000
- ANNUAL - Annual Leave** (Light Orange): BCEA_ANNUAL ... 15.0000 2019/07/01 2020/06/30 8.7500 1.2500 0.0000 10.0000 0.0000 18.5836 1.0002; CARRY_O... 0.0000 2020/01/01 2020/12/31 0.0000 0.0000 0.0000 14.7900 0.0000; DEC_LIVE ... 4.0000 2020/01/01 2020/12/31 0.6665 0.3333 0.0000 0.9998 0.0000 15.6664 0.9998
- BCEA_FAM - BCEA Family Responsibility Leave** (Light Purple): BCEA_FAM ... 3.0000 2019/07/01 2020/06/30 3.0000 0.0000 0.0000 3.0000 0.0000 1.0000 0.0000
- BCEA_MAT - BCEA Maternity Leave** (Light Yellow): BCEA_MAT ... 0.0000 2019/07/01 2020/06/30 120.0000 0.0000 0.0000 120.0000 0.0000 0.0000 0.0000
- TOO - TOO** (Light Cyan): TOO - Injur... 0.0000 2019/07/01 2020/06/30 6.0000 0.0000 0.0000 6.0000 0.0000 0.0000 0.0000
- PATERNITY - Paternity Leave** (Light Pink): PATERNITY ... 10.0000 2019/07/01 2020/06/30 10.0000 0.0000 0.0000 10.0000 0.0000 0.0000 0.0000

Leave Management

- Catering for unlimited number of leave types and different leave entitlements applicable to different employees.
- Unlimited number of leave types.
- Unlimited history automatically maintained.
- Accommodates company leave naming conventions.
- Automatic calculation of accurate and up-to-date balances for all leave types.
- Ability to view future planned leave.
- Leave by Division/Department/Section/ cost centre level.
- Comprehensive leave reports are standard.
- Financial accrual and liability of leave days.
- Leave reports per leave type, Division/ Department/ Section/ cost centre etc.
- Overtime management & links to payroll module.
- Calendar view of leave for each employee.
- Notifications of leave expiry based on user-defined dates.

Employee: 001 - Mr Steven Swainpool
 Employee Status: A - Active
 Termination Date: <none>
 Date Engaged: 2013/07/01

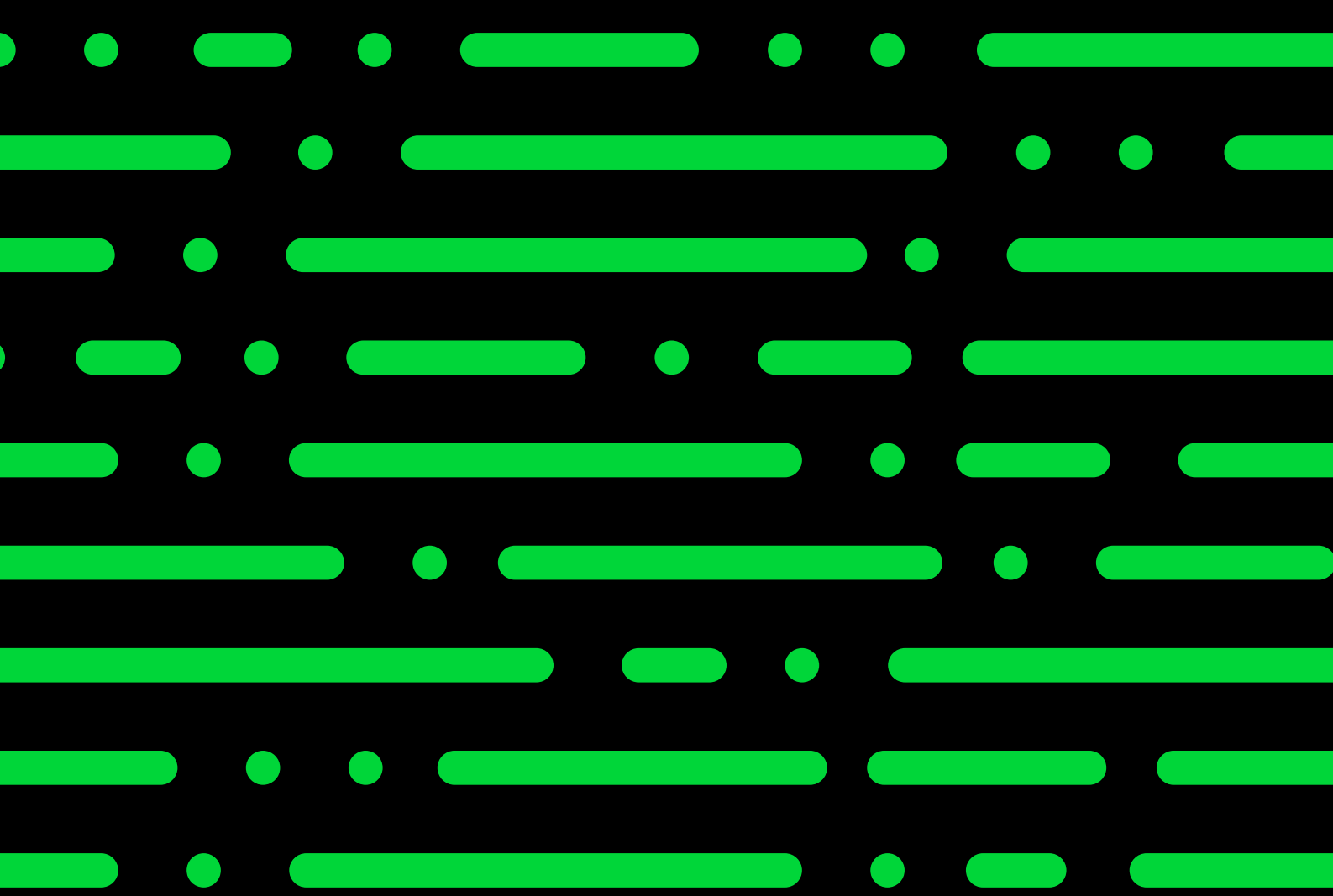
Navigation Menu:
 Affiliations and Memberships
 Accidents and Injuries
 Disciplinary
 Decisions
 Experience
 General Transaction
 Items Issued
 Medical Transactions
 OED
 Prior Learning
 Qualifications
Training
 Vehicle

Training - Record 1 of 24

Drag a column header here to group by that column:

Request	Training Dictionary	Description	Intervention Provider	Internal Facilitator Employee	External Facilitator	Additional Information	Planned Date	Assessed Date	Attended Date
<input type="checkbox"/>	ACCPAC - Accpac	TUT - Technician					2008/09/10	2008/09/10	2008/09/10
<input type="checkbox"/>	ACCOUNT - Acco...	UNESA - UNESA			UNESA - UNESA		2013/02/13	<none>	2013/02/13
<input type="checkbox"/>	SALES - Sales Man...	UNESA - UNESA					2013/06/04	<none>	<none>
<input type="checkbox"/>	MSKCELL - MS Ex...						2017/04/05	<none>	<none>
<input type="checkbox"/>	INDUCTION - Indu...						2017/01/10	<none>	2017/01/10
<input type="checkbox"/>	ACCOUNT - Acco...	UNESA - UNESA					2017/04/05	<none>	<none>
<input type="checkbox"/>	SAFETY - Safety Tr...						2017/09/11	<none>	<none>
<input type="checkbox"/>	MSKCELL - MS Ex...						2017/09/26	<none>	<none>
<input checked="" type="checkbox"/>	MSKCELL - MS Ex...	304 - SAGE VSP					2018/01/24	<none>	<none>
<input checked="" type="checkbox"/>	CUSTOMER_CASE ...						2019/01/28	<none>	<none>
<input type="checkbox"/>	T8004 - Trade Te...						2018/05/29	<none>	<none>
<input type="checkbox"/>	ACHORDI - Achord...	MERCEDES - Mercedes					2018/05/29	<none>	2018/05/28
<input type="checkbox"/>	001 - Certificate in ...	001 - NET					<none>	<none>	<none>
<input type="checkbox"/>	30001 - The Curre...	002 - USA Corp					2018/08/20	<none>	<none>
<input checked="" type="checkbox"/>	30054 - DNE Training	027 - NOSA					2018/08/02	<none>	<none>
<input type="checkbox"/>	30001 - The Curre...	002 - USA Corp					2018/08/27	<none>	<none>
<input checked="" type="checkbox"/>	ACCOUNT - Acco...	UNESA - UNESA					2018/10/31	<none>	<none>
<input type="checkbox"/>	SAFETY - Safety Tr...						2020/01/01	<none>	<none>

Training Cost Summary:
 Subjects: 3.00
 Rate Per Day: [input]
 Rate Per Hour: [input]
 Direct Cost: [input]
 Total Cost of Subjects: [input]



Take a free product tour to see our Sage 300 People software in action.

For more information, visit the Sage 300 People webpage or contact your certified business partner.



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