

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.



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.

Sage 300 People (Core Offering)

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 CTC, Salary + Benefits or even Net Up structures. Pay scales can also be linked to employees to automate salary increases in a specific period.

Key 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.
- Precise security 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.

- 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.
- Reinstatement employees with one service or broken service periods based on employee termination dates.
- 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.

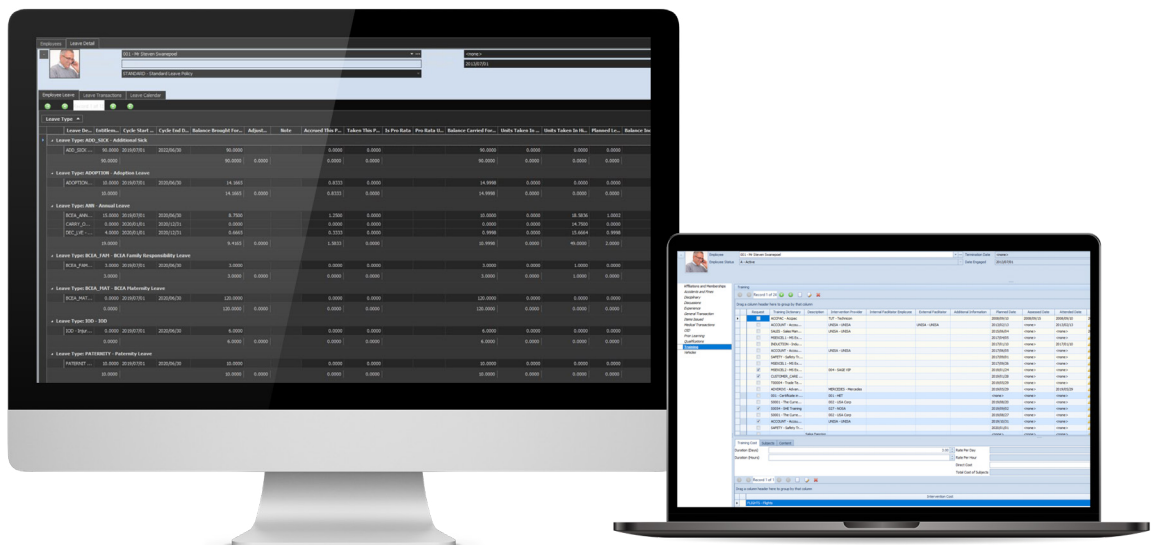


Leave Management

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:

- 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 (if need be).
- Shift management or work schedule.
- Calendar view of leave for each employee.
- Notifications of leave expiry based on user-defined dates.



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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