Sage HRMS Payroll Setup Checklist

		Date
Completed by		
Approved by		

This checklist is designed to help you set up Sage HRMS Payroll. It contains the steps you need to take in preparing your Sage HRMS Payroll system. For details on any of these steps, refer to the **Sage HRMS Payroll Getting Started** guide.

Before you begin

Install HR, Payroll, and set up databases: ❑

- Install Sage HRMS (refer to instructions in the **Sage HRMS Installation Guide**).

- Create the system, payroll, and company databases; add the employer; do database setup, employer configuration, and employee configuration (refer to instructions in the **Sage HRMS Payroll Getting Started Guide**).

1. Gather data from your present payroll system

Include items such as: ❑

- A list of the general ledger accounts used in your payroll system, including the salary and wages payable, suspense, wage expense, employee liability, and employer liability accounts.

- A list of the earnings/deductions (accruals, advances, benefits, deductions, earnings, and expense reimbursements) you use to process payroll.

- Tax information used in payroll processing.

- Employee information, including personal and payroll data.

- Employee historical data.

2. Set up General Ledger

Add the general ledger accounts you need for your payroll data, including the ❑
Salary and Wages Payable account, the Suspense account, and all the other expense
and liability accounts you use to process payroll.

3. Add bank information for Payroll

Use the Banks page to set up bank accounts and printed check forms used in payroll. ❑

4. Select options and enter information on the Options page

Enter the information on each tab of the Options page. ❑

5. Select options and enter information on the Payroll G/L Integration page	
Enter the information on each tab of the Payroll G/L Integration page.	❑

6. Set up optional fields (optional)	
Use the Optional Fields page to define the optional fields then use the Assign Optional Fields page to assign the optional fields to records and transactions.	❑

7. Set up class codes (optional)	
To set up the payroll class codes to be assigned to employees, use the Class Codes page.	❑

8. Set up earnings, deductions, and other pay factors	
Set up the pay factors that are paid, deducted, or otherwise used in calculating employees' pay, by completing the appropriate tabs of the Earning/Deduction Codes page.	❑

9. Set up workers' compensation codes	
Enter the information on the Workers' Compensation Codes page.	❑

10. Set up overtime schedules (optional)	
To set up schedules of overtime pay, use the Overtime Schedules page.	❑

11. Set up shift differential codes (optional)	
To set up schedules of pay differential for different work shifts, use the Shift Differential Codes page.	❑

12. Set up work classification codes (optional)	
To set up work classification codes to be assigned to employees, use the Work Classification Codes page.	❑

13. Set up taxes	
On the Federal/State Tax Codes page, use the Select Federal Or State Tax button to select the tax update-supported income taxes that you will assign to your company's employees. For each tax selected, complete the tabs of the Federal/State Tax Codes page and then click Add.	❑

14. Set up local and other custom taxes (U.S. only)	
Using the Local/Other Tax Codes page, set up and add any local or other taxes that are not supplied with the (quarterly or bi-annual) Sage HRMS tax update.	❑

15. Set up employee records

For each employee for whom you process payroll, complete the appropriate tabs of the Employee Payroll page.

❑

16. Set up payroll transaction history

Use the Transaction History page to enter historical amounts for accruals, advances, benefits, deductions, earnings, expense reimbursements, and taxes, for each employee.

❑

Depending on the category and calculation method of the earning/deduction you are entering, many of the columns on the Earnings/Deductions tab may not apply. See Step 16, Enter Employee Transaction History, in **Sage HRMS Payroll Getting Started** for detailed instructions.

17. Set up employee selection lists (optional)

To create selection lists of employees to be used in calculating payroll and printing reports, use the Employee Selection page.

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18. Set up common deduction limits (optional)

Associate multiple deductions based on a single limit and ensure that employee deductions do not exceed defined maximums (for example, multiple garnishments, retirement plans, and union dues).

❑

19. Set up EFT (direct deposit) for payroll (optional)

Use the EFT Options page to set up the company's bank information, and use the Employee Payroll window to set up employees' bank information. To enable combining multiple EFT files, use the Combine EFT File page

❑

20. Back up your data

Then back up the data and store the backup in a safe place. For instructions on backing up data, refer to the **Sage HRMS Payroll System Manager Guide**.

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