



## Sage HRMS Learning Series

### Processing Payroll 101 - Part 1: Open Payroll



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Visit our Web site at [www.SageU.com](http://www.SageU.com) or call (866) 888-6062 to learn about training classes that are added throughout the year.

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**TABLE OF CONTENTS**

**SAGE HRMS TRAINING CLASSES**..... 1  
    HRMS - SAGE HRMS – BREEZING THROUGH SAGE HRMS PAYROLL..... 1  
**SAGE UNIVERSITY** ..... 2  
**SESSION OBJECTIVE** ..... 3  
**ICONS** ..... 3  
**OPEN PAYROLL** ..... 4  
**LINKS AND CONTACT INFORMATION** ..... 9

## **Sage HRMS Training Classes**

### **Sage HRMS Learning Series**

This learning session uses concepts contained in the following training class on Sage University:

### **HRMS - Sage HRMS – Breezing Through Sage HRMS Payroll**

Building on the foundation of HR management with Sage HRMS, during this virtual, instructor-led course we will explore flexible payroll processing with Sage HRMS Payroll. Topics will include system navigation, the payroll detail pages, and the steps required to setup and run payroll. You will learn to assign earnings and deduction codes, create and assign selection lists, update earnings and deductions and taxes, create timecards, calculate payroll, print and post checks, create the EFT file to send to the bank, and void checks. We will also review standard reports and the many other reporting options available with Sage HRMS Payroll. This training includes hands-on exercises so you can practice what you have learned in a demo environment.

After completing this course you will be able to:

- Indicate the detail pages dealing with payroll and their purpose
- Assign Earning and Deductions to employees
- Create and assign Selection Lists to be used during the running of payroll or reports
- Update Earning and Deductions on employees who already have the code assigned to them
- Indicate the types of tasks that must be performed prior to running a payroll
- Process a payroll in Sage HRMS from start to finish
- Run a standard report in Sage HRMS Payroll

#### **Who Should Attend:**

Sage HRMS Payroll users in both the US and in Canada, who are responsible for setting up and running payrolls using Sage HRMS.

#### **Recommended prior training:**

Managing Your Employees With Sage HRMS (Virtual Class)

### 82287 - Session Details

Session • WebEx • 16 hours • C\$949.00 (\$949.00)

#### Location

Sage HRMS Virtual Classroom, Sage HRMS Online  
Scheduled Events, Sage North America - Sage HRMS,  
Sage North America

English (US)

#### Duration

7/13/2020, 9:30 AM EST - 7/14/2020, 5:30 PM EST

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### 82314 - Session Details

Session • WebEx • 16 hours • C\$949.00 (\$949.00)

#### Location

Sage HRMS Virtual Classroom, Sage HRMS Online  
Scheduled Events, Sage North America - Sage HRMS,  
Sage North America

English (US)

#### Duration

8/27/2020, 9:30 AM EST - 8/28/2020, 5:30 PM EST

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### 82328 - Session Details

Session • WebEx • 16 hours • C\$949.00 (\$949.00)

#### Location

Sage HRMS Virtual Classroom, Sage HRMS Online  
Scheduled Events, Sage North America - Sage HRMS,  
Sage North America

English (US)

#### Duration

9/17/2020, 9:30 AM EST - 9/18/2020, 5:30 PM EST

## Sage University

To find training and register for training courses, visit [Sage University](http://www.sageu.com) at [www.sageu.com](http://www.sageu.com). If you have Gold Support, you are entitled to 50% off Sage HRMS instructor-led training and Sage HRMS Any-time learning (ATLs) are free. If you register for an instructor-led training class, use code HRMSResource to receive 10% off. If you have Gold Support, this is in addition to the 50% discount.

To enroll in a course, go to <https://sageu/hrms>, and log on. If you do not have a log on, you will need to [create one](#). For registration assistance call Sage University Help Desk at 1-855-724-3864 or email [SageUniversity@sage.com](mailto:SageUniversity@sage.com).

## Session Objective

In this session the instructor will:

- Demonstrate what Open Payroll does
- Identify the uses for the Advanced Options
- Run the Open Payroll task and review the associated report

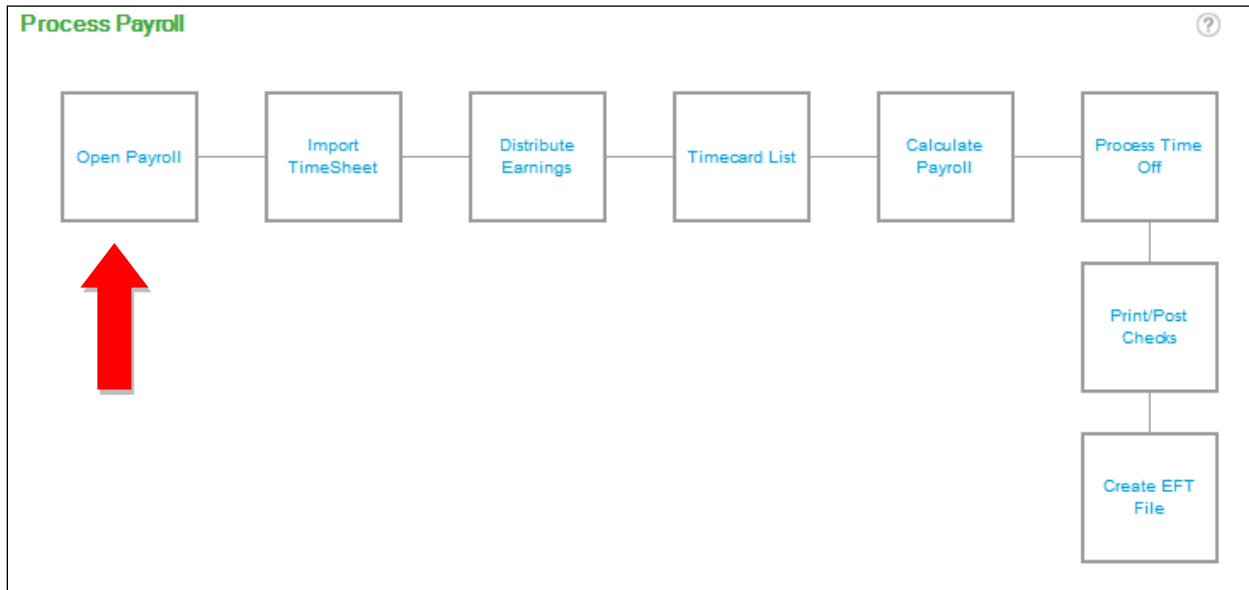
## Icons



# Open Payroll

## Introduction

Sage HRMS should now be set up and employee information entered. The preparation for running a payroll should have been completed. Now we will begin the process of running the payroll. This begins with opening payroll, which is used to transfer employee information between HR and Payroll before running a payroll. The Open Payroll process gives you all the options you need to select the appropriate employees for the payroll run.



## Open Payroll

1. To locate the task, follow this path: from the **Navigation Pane**, select **Payroll** (Canadian Payroll) group > (Tasks) **Process Payroll** > **Open Payroll**.

The screenshot shows the 'Open Payroll' window with the following fields and options:

- Profile ID: [Empty]
- Payroll Module: US Payroll Module
- Period Start: 03/20/2020, End: 03/20/2020
- Update All:  (checked)
- Update Pay Information:  (unchecked)
- Update Benefits:  (unchecked)
- Active Employees:  (checked)
- Inactive Employees:  (unchecked)
- Terminated Employees:  (unchecked)

Below the options is a table with the following columns: Include?, Employee ID, Employee Name, and SSN/SIN. The table is currently empty.

Buttons at the bottom include: Get Employees, Include All, Exclude All, Process, and Close.

2. Use the Arrow buttons or the Finder to select the **Profile ID** you want to use to update employee records; the description will display to the right of the ID field. The Profile ID will determine which Employee Configuration you are going to use.
3. In the **Employer** field, make sure the correct employer is selected.
4. Type in the **Period Start** and **End** date of the pay period you are getting ready to process.
5. Use the selection boxes to define what will be processed during the open payroll and for whom this will update.

The screenshot shows the 'Open Payroll' window with the following fields populated:

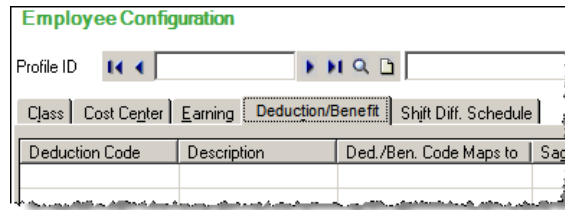
- Profile ID: BIWEEKLY
- Description: Bi-weekly Employees
- Payroll Module: US Payroll Module
- Employer: Dunedin Enterprises - US
- Period Start: 03/20/2020, End: 03/20/2020
- Update All:  (checked)
- Update Pay Information:  (unchecked)
- Update Benefits:  (unchecked)
- Active Employees:  (checked)
- Inactive Employees:  (unchecked)
- Terminated Employees:  (unchecked)

**Update All** – will update all employee information, including Time Off, Pay Information, and Benefits.

**Update Pay Information** – will update only payroll information. This includes changes mapped to the current Earnings, cost Center, and Shift Diff tab in the Employee configuration window.

**Update Benefits** – will update only benefits information, which includes changes mapped to the current Deductions/Benefit tab in the Employee Configuration.



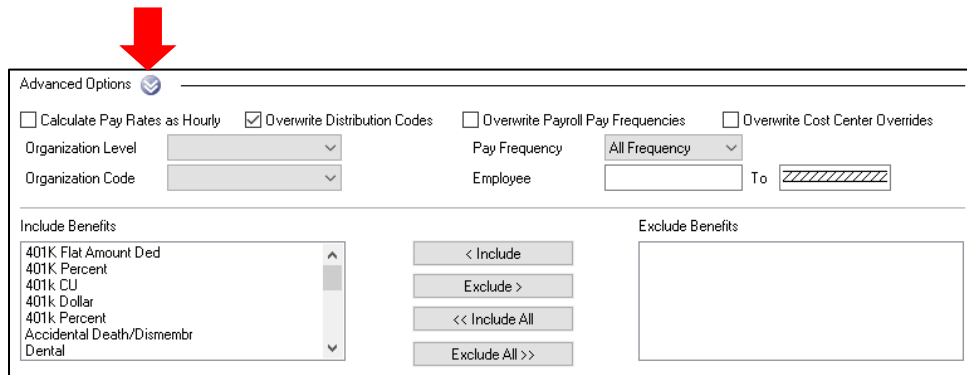


6. Select the **Employee Status** or statuses that you want to update: Active, Inactive, or Terminated.

### Advance Options

You can use the Advanced Options to further define the employees you want to process.

7. Click the Advanced Options Icon to bring up the selections.



8. **Calculate Pay Rates as Hourly** – will transfer an employee’s pay rate as hourly regardless of the HR setting.

For example, select the check box to transfer the hourly rate for a salaried employee to Payroll. The hourly rate transferred will then be used to calculate the transactions on the timecard. To transfer a salaried employee with an hourly amount, the salaried employee must be assigned an earning code with an Hourly Rate type in Payroll.

9. **Overwrite Distribution Codes** - will overwrite the existing distribution codes while updating existing records in Sage HRMS Payroll.
10. **Overwrite Payroll Pay Frequencies** - will overwrite the pay frequency in Payroll with the one in the HR Current Pay detail page.
  - a. Sage HR supports 4 pay frequencies (Bi-Weekly, Monthly, Semi-Monthly, and Weekly)
  - b. Sage HRMS Payroll supports 5 additional specific pay frequencies (Daily, 22 per, 13 per, 10 per, and Quarterly).

For example, suppose the existing pay frequency is Daily in Payroll and Monthly in HR. If you select this check box, the program overwrites the

existing pay frequency (Daily) with whatever the value it retrieved from HR (Monthly).

The second half of the Advanced Options allows you to filter employees:

11. If you use **Organization Levels**, making a selection here will select only employee with this Organization Level setup. This also determines which Organization Codes are available.
12. Select the specific **Organization Code** based on the Organization Level selected. This will only update employees with this Organization Code setup.
13. **Pay Frequency** allows you to only update specific Pay Frequencies.
14. The **Employee ID** range allows you to select one employee or a group of employees to update.

15. If you selected to Update All or Update Benefits you can use the buttons in the center to include or exclude benefits from the update.
16. After you have selected all your criteria, click **Get Employees** to bring up the list of employees that will be updated. All employees come up with Yes in the **Include?** column.

Include?	Employee ID	Employee Name	SSN/SIN
Yes	021	Kahill, Nancy	799-01-0110
Yes	101	Stewart, Mary	232-09-8027
Yes	10229	Crawford, Kevin	765-76-5767
Yes	10230	Jackson, Stone	600-87-3298
Yes	10231	Smith, Matt	789-02-0900

From here you can do the following:

Include?	Employee ID	Employee Name	SSN/SIN
Yes	021	Kahill, Nancy	799-01-0110
Yes	101	Stewart, Mary	232-09-8027
Yes	10229	Crawford, Kevin	765-76-5767
Yes	10230	Jackson, Stone	600-87-3298
Yes	10231	Smith, Matt	789-02-0900

Get Employees   Include All   Exclude All

**Include All:** This button will allow you to select all employees in the list at one time.

**Exclude All:** This button will allow you to de-select all employees in the list at one time.

**How to use Include and Exclude:**

- If you only want to process a few of the employees in the selection list, click Exclude All, then double click in the Include? Field for the desired employees to change it to Yes.
- If you want to exclude a few of the employees, double click on the Include? Field for the desired employees to change it to No.
- If you have excluded some employees, then decide you want them all included, click Include All to bring all employees back to Include? Yes.

17. When all the criteria is setup the way you want, and you are ready to update your employee information, click the **Process** button.

18. After the process is complete, the data that will be updated appears on screen for review. This provides an opportunity to ensure the appropriate data was selected prior to updating Payroll.

**Open Payroll**

Status	Employee ID	Name	View Description	Parent Key ...	Field Description	Category	Old Value	New Value
Generated	101	Stewart, Mary	Employee Earni...	401K	Employee Rate...	Deduction	15.00	5.54
Generated	10231	Smith, Matt	Employee Earni...	401KAM	Start date	Deduction Sta...	01/01/2010	12/06/2014
Generated	10231	Smith, Matt	Employee Earni...	ADD	Employee Rate...	Deduction	0.00	1.29
Generated	10231	Smith, Matt	Employee Earni...	ADD	Employer Amt/...	Deduction	0.00	6.55


Print   Update   Cancel

Process   Close

Click the **Print** button to print a report of this data. After reviewing the report, and determining that all updates are correct, click **Update** to complete the process and update Sage HRMS Payroll. If you are not ready to update, click Cancel, make any changes needed and click Process again. You can do this as many times as you need, no data will be updated until you click Update.

After updating Sage HRMS Payroll, you can print a report of the update results, which includes what was updated and any errors that may have occurred during the update. You can export the update reports to a file to serve as a log of all the data transfers processed.

## Links and contact information

Topic	URL	Additional Information
Sage City – HRMS Forum	<a href="https://www.sagecity.com/support_communities/sage_hrms/f">https://www.sagecity.com/support_communities/sage_hrms/f</a>	Ask product questions Share tips and tricks with Sage peers, partners, and pros
Sage City Global Resources	<a href="https://www.sagecity.com/global-resources">https://www.sagecity.com/global-resources</a>	New page in Sage City for Online Support Resources. Explore Sage University, register for the free webinars, access our training forum, view documentation, read product news and alerts, chat with a support representative and more!
Questions and Answers relating to Sage HRMS Learning Series	<a href="https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms--training">https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms--training</a>	This link will take you directly to the Sage HRMS – Training forum on Sage City
Sage University	<a href="https://www.sageu.com/hrms">https://www.sageu.com/hrms</a>	Log on Training and certification View training by subject Create a Profile Test your knowledge View training schedule
Sage University Help Desk		Telephone: 1-855-724-3864 Email: SageUniversity@sage.com
Discount code	HRMSresource	10% off when registering for Sage HRMS instructor-led training
<a href="#">Register</a> or access on demand recording for Sage HRMS Learning Series	<a href="https://get.sage.com/HRMSLearningSeries">https://get.sage.com/HRMSLearningSeries</a>	
Grad Cap icon in Sage HRMS		A link to Sage University to browse for training on the related area in Sage HRMS