

Sage WageEasy Payroll Run sheet

Procedures	Steps Involved	Checkbox
Pay Period Ending	Check PPE is correct	
Public Holiday	Set Up / Public Holiday	
	ensure it is activated	
	restrict to location if required	
Employee Adjustments	Employee Files	
	Payment/Banking for Banking details	
	Employment/Dept-Pay rate for Base Rate	
	Payment/Tax for Tax changes	
	Payment/Superannuation for Super changes	
	Employment/Employment for Award changes	
	Payment/Allowances for any additional payments	
	Payment/Allowances for any Deductions	
Planned Leave	Employee File/Leave/Type?/Planned Tab	
	Annual Leave	
	Sick Leave	
	Long Service Leave	
	Other Leave Types?	
Timesheet Entries	Employees with Irregular Payments	
	Terminated Employees	
	Employees requiring Adjustments	
	Employees requiring Irregular Allowances	
	Manual Data Entry if required	
Salary/Full Time Employees	Salary Employees with Pre Defined Times	
	Wages/Auto/Tick Predefined Times and Leave	
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Importing Timecards	Export Report from Time and Attendance	
	Export Timecards form Time and Attendance	
	Merge Timecards if Required	
	Import Timecards into Wage Easy Payroll	
Unpaid Employees	Reports/Unpaid Employees	
	Check through list for any missed Employees	

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Verify and Checking	Suggested Reports	
	Reports/Payment Summary	
	Reports/Department/Gross Reconciliation	
	Reports/Department/Payroll Cross Check	
	Reports/Payslip/Payslip Summary	
Payments and Banking	Net Wage and Bank Pay In	
	Reports/Payment Summary/Current Pay Period	
	Reports/Banking/Bank Pay In	
	Balance the Net Wage to the Banking Total	
EFT Banking	Reports/Banking/EFT Banking	
(take a backup before	Step through Wizard and create file	
creating this file)	Reconcile amount to the two reports	
	Check the Date to Process is correct	
Print Pay Slips	Reports/Payslip/Print Wizard	
	Step through the Wizard	
Fortnightly Reports	Create any Required Reports	
	By Dept-Reports/Department	
	By Employee-Reports/Employee	
	For Leave-Reports/Leave	
	For Superannuation-Reports/Superannuation	
End of Month	Create any Required Reports	
	As above if needed	
	Customise date range - Refresh	
Back Up the Data	File/Close Company - Yes to a Back Up	
	Onto the Network	
	Onto the Network Onto a Disk	
	Onto a USB	
	Into a Selected Local Folder	
	into a selected Local Folder	

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