Outsourcing

Your Payroll Partner

sage *MicrOpay*

North America

Europe

Middle East

Asia

Africa

Australia

South America

Corporate Overview

About Sage
Sage MicrOpay is part of the Sage Group, a leading global supplier of business management software and services. With more than 5.8 million clients and 14 500 employees in 19 countries, they bring a truly global perspective to our business.

About Sage MicrOpay
Since 1985 Sage MicrOpay has been developing Payroll and Human Resources software to meet the needs of organisations of all sizes. With offices around Australia our client base of more than 6 000 are supported locally.

About Sage MicrOpay Outsourcing
Sage MicrOpay Outsourcing was established in 1998 and has since established a reputation of quality and stability for its services. With a focus on partnering with businesses to achieve their desired outcomes, MicrOpay Outsourcing has processed pays for companies of all sizes, ranging from 1 to 25 000 employees.

The outsourcing team is based in our Sydney office, where we process payroll with Meridian, a market-leading payroll software developed by Sage MicrOpay.

Why Outsource?
In today's economy, it is of critical importance that businesses utilise available resources effectively. Sage MicrOpay Outsourcing understands the importance of reducing time and effort in administrative activities. Payroll is our expertise, and we recognise its critical nature as a core support activity to any organisation. Our aim is to provide you with expert knowledge and professional services which are flexible and can be tailored to your changing needs.

Outsourcing Features

Once you sign up with Sage MicrOpay Outsourcing, payroll becomes a simple process of providing transaction data, and the rest is taken care of by our dedicated team of professionals.

Comprehensive management reporting

We provide consolidated management and business reporting, facilitating informed decisions.

Assured outcomes

Our service is driven by clearly defined service level agreements and key performance indicators, both of which are aligned to your business goals.

Controlled costs

No large software investments, simply pay for the service as you use it.

Minimised risk

Ensure software compliancy with legislative and tax changes.

Consulting services

We provide regular advice and notification on legislative issues which may affect your company's payroll, and make suggestions on improving your current payroll processes as appropriate.

Peace of mind

In the event of a disaster, Sage MicrOpay Outsourcing has the resources and business continuity plans in place to ensure your employees are paid.

Experienced professionalism

The Sage MicrOpay Outsourcing team consists of experienced payroll professionals, ensuring your payroll is always processed accurately and on time.

Outsourcing Standard Services

Sage MicrOpay Outsourcing provides the following standard services:

- Payroll Processing
- Update Leave Entitlements
- Update Employee Details
- Add New Employees
- Terminate Employees
- Import/ Enter Transactions
- Submit EFT files
- Courier Pay Advices (if required)
- Disaster Recovery services
- Business continuity processes
- Database Backups
- Superannuation calculations
- Payroll software updates
- End of Pay reporting
- End of Month reporting

Reporting Levels

Based on our experience, clients often have different reporting requirements. Sage MicrOpay Outsourcing services are divided into three levels of reporting - Base, Assist and Flexi.

All reporting levels include the standard services and a basic set of reports, which are emailed in PDF or excel format as part of the end of pay or end of month process. The differences between the reporting levels are shown in the table opposite.

	Base — The payroll solution designed for simple payroll needs. Base Report provides Clients with a standard suite of reports that are produced and provided in a PDF format.	Assist — Builds on the Base Report solution and provides more reporting flexibility with the provision of additional and customised reports in excel format at the end of month.	Flexi — Provides the ultimate flexibility with Payroll and HR reporting. All excel reports will be provided after each payroll has been processed. Most suited to organisations that require a general ledger report after each payroll, or excel data for analysis.
End of Pay Reports			
Payroll Report	●	●	●
Transaction Listing	●	●	●
Employer Contributions	●	●	●
EFT Report	●	●	●
Creditor Report	●	●	●
End of Month Reports			
Combined Super	●	●	●
LSL Provision	●	●	●
Costing Report	●	●	●
Addition / Deductions	●	●	●
Leave Liability	●	●	●
End of Month Excel Reports			
Three Meridian IQ Excel reports		●	●
General Ledger Interface report		●	●
Superannuation Interface file		●	●
Additional fields report		●	●
End of Pay Excel Reports			
3 x Meridian IQ Excel reports			●
General Ledger Interface report			●
Superannuation Interface file			●
Additional fields report			●

Outsourcing Workflow

Each pay period, Sage MicrOpay Outsourcing will complete the payroll process as shown in the diagram below, to ensure your payroll is processed accurately and as per your instructions.

You send all payroll data and/ or exceptions to Sage MicrOpay

We enter the data into the payroll software

We check the data and make amendments, then send the transaction listing to you

You review and approve the transaction listing (approval point 1)

We send an EFT report for you to sign off

You approve EFT report (approval point 2)

We send the EFT to you or to the bank on your behalf

We print and dispatch your advices and provide you with a set of payroll reports

Outsourcing Workflow

Optional Software & Services

Sage MicrOpay Employee Self Service Portal (ESP)

Employee Self Service is becoming an important, if not essential, feature of an outsourced solution. Sage MicrOpay Outsourcing provides this service through ESP, which is designed to further eliminate manual payroll tasks such as responding to enquiries from employees regarding leave balances, history and projections, as well as requests for previous pay advices.

ESP is a web-based solution that allows your employees and managers to self-manage many payroll-related processes. The application is accessible through a web browser, and each user is provided with a password and login. Employees and managers have access to the following functionalities:

- Edit and update address details
- Edit and add new bank accounts
- Access and print current and historical pay advices
- View leave balances
- Forecast annual leave balances
- Submit leave applications
- Managers can approve or reject leave applications
- Managers can access a leave planner to view the resources (staff) available at any given time
- Managers can view all or some of their employees information
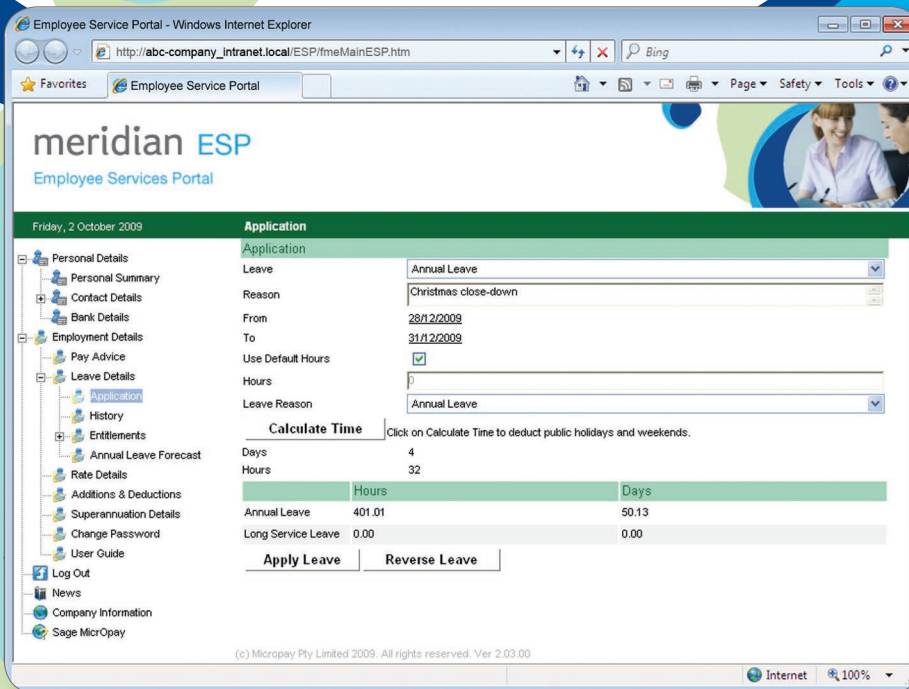
Multi Employee Timesheet (MET)

The Multi Employee Timesheet (MET) is a small desktop application that is installed on a computer at the client's site. Transactional data is keyed in through this application, and an encrypted file can then be exported and sent to Sage Micropay Outsourcing for processing. It is particularly useful for providing timesheet data for casual, part-time or wage based employees, and the encryption of data means sensitive payroll information is inaccessible, therefore allowing data entry to be delegated to multiple sites.

The MET application is intuitive and easy to use, and only requires 15 minutes to train users.
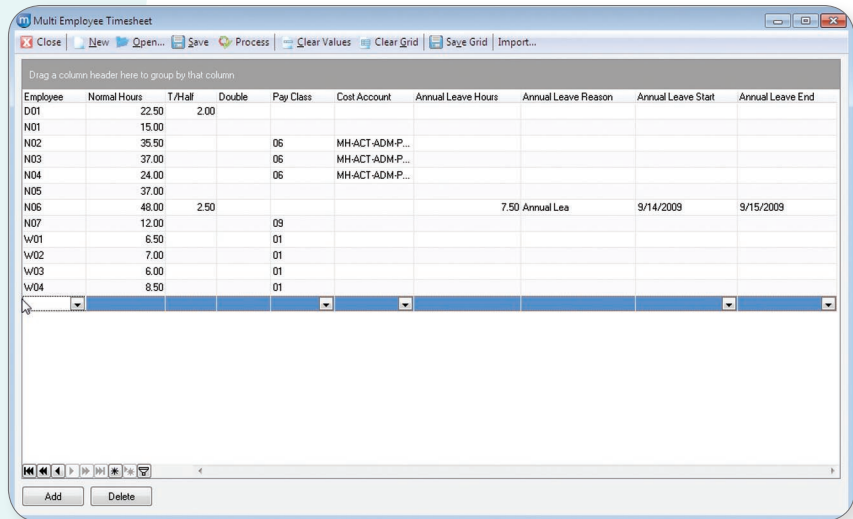
Pay advice production and distribution

Sage MicrOpay Outsourcing can print and send pay advices to your designated locations via courier, or email password protected advices to employees. Alternatively, if you decide to use ESP your employees can view and print their current and historical pay advices online at any time.

Superannuation processing and payments

Sage MicrOpay Outsourcing is able to manage employer's superannuation requirements. We forward the relevant data and associated payment to each employee's nominated fund on behalf of your organisation.

Creditor/ third party payments

Sage MicrOpay Outsourcing can make payments to payroll-related creditors such as PAYG, Unions, Health funds, social clubs, and child support. The payments are made within one business day after the payroll process.

End of Year processing and Payment Summaries

Our experienced team of payroll professionals manage the entire End of Year process for you. In addition to reconciling your payroll database, once you have signed off on our work we will also produce and distribute your Payment Summaries. We also provide you with all payroll data in the ATO's electronic format so you can update the ATO directly.

Working with current partners

If your organisation currently has suppliers for services such as Employee Self Service or Time and Attendance solutions we can work with them to import and export data so you do not lose any existing benefits and investments.

NSW / ACT

Level 2, 67 Albert Avenue,
Chatswood, NSW 2067

Tel: (02) 9884 4096

VIC / TAS

Level 6, 114 William Street,
Melbourne, VIC 3000

Tel: (03) 8643 3500

SA / NT

Level 1, 134 Fullarton Road,
Rose Park, SA 5067

Tel: (08) 8366 6100

WA

374 Scarborough Beach Road,
Innaloo, WA 6018

Tel: (08) 9415 1500

QLD - Payroll Solutions

Level 5, 50 McDougall Street,
Milton, QLD 4064

Tel: (07) 3368 2623

To find out more...

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