

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	
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	

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 creating this file)	Step through Wizard and create 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 a Disk	
	Onto a USB	
	Into a Selected Local Folder	