

sage 50 Payroll

# Online Timesheets

Your guide to managing  
your time online



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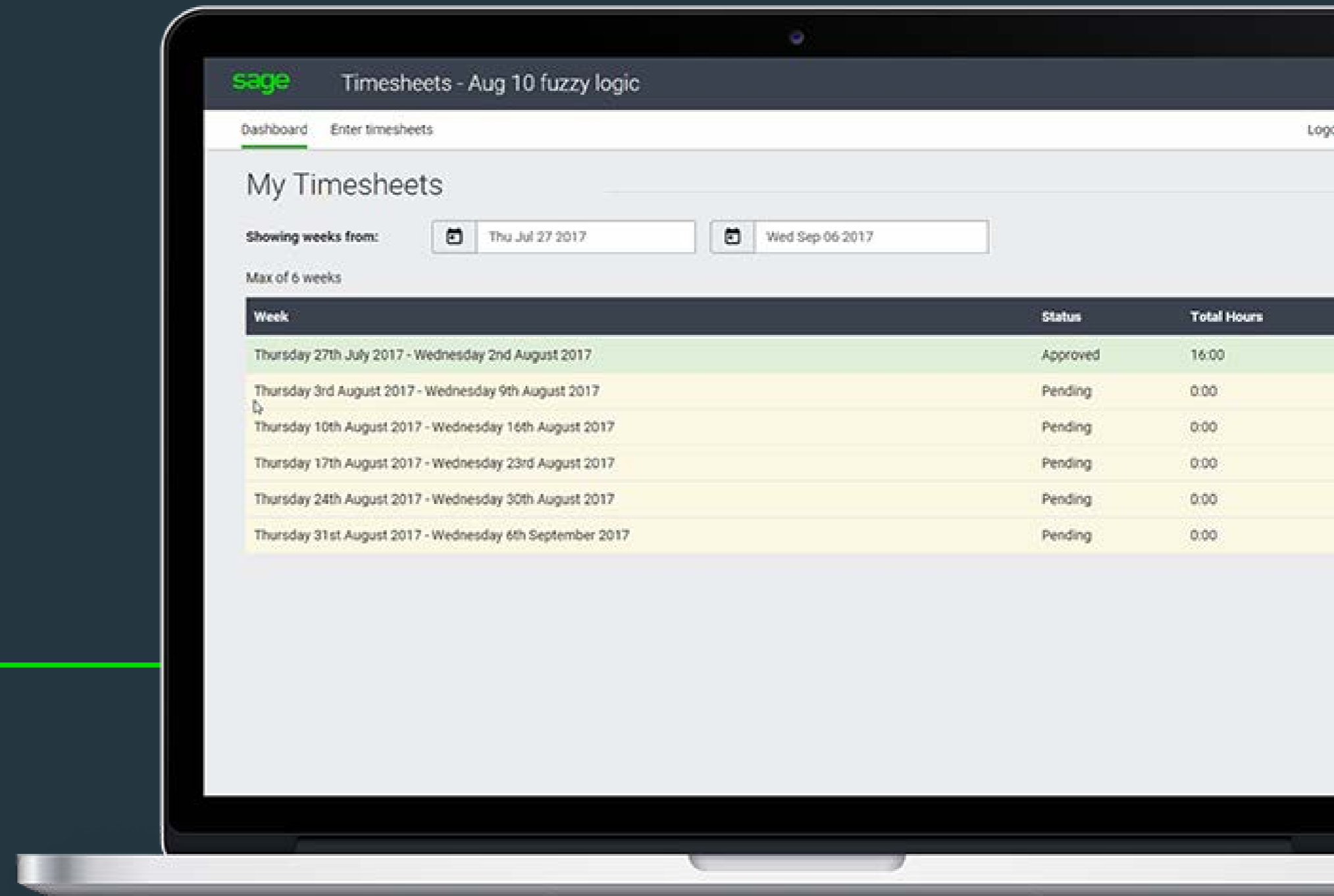
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# Simplify your timesheet and payroll processes with Sage 50 Payroll

Online Timesheets is a brand new service that works in the same way as your Online Payslips module. It allows employees to submit, view and access information about the hours they have worked securely online 24/7, wherever they are. As such, it delivers a secure, simpler way to manage your organisation's timesheets.





# Now there's even more to love about Sage 50 Payroll

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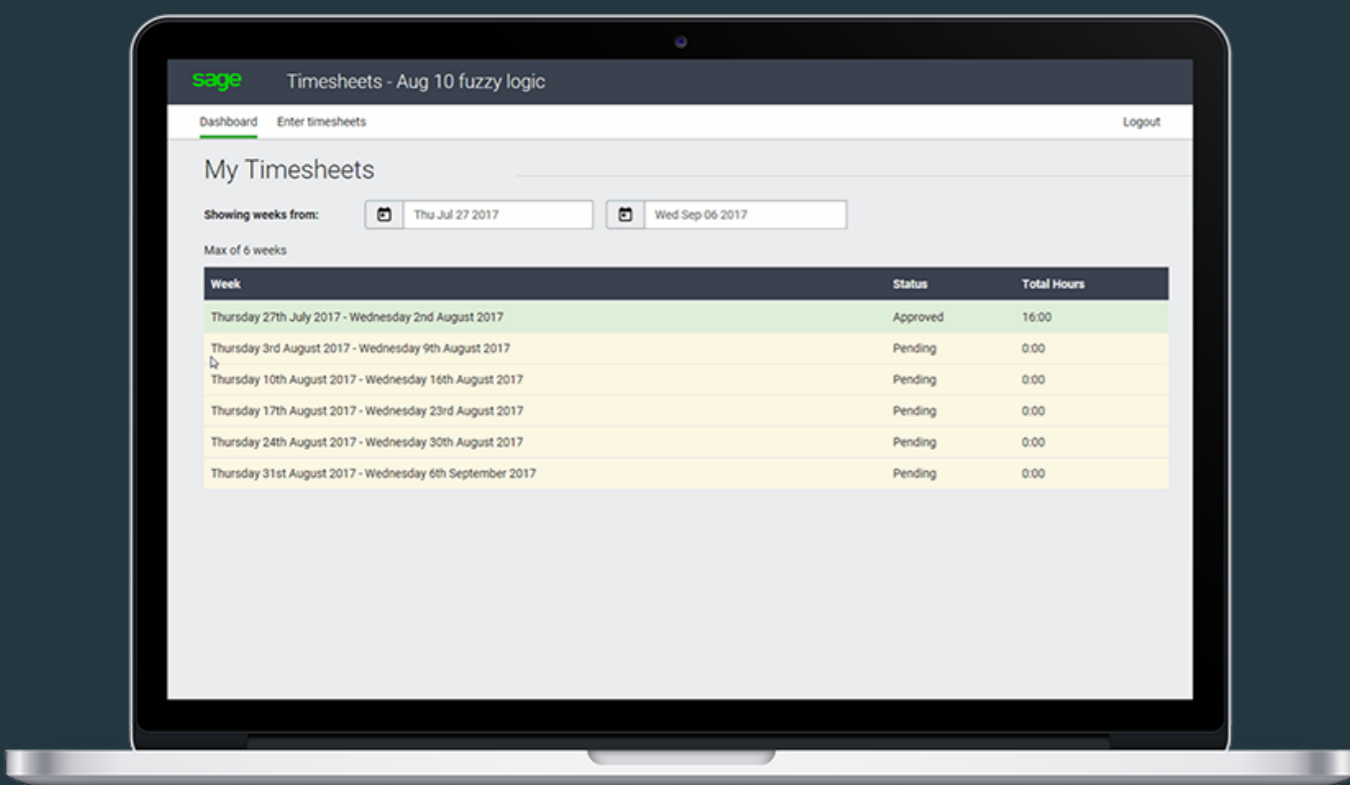
Sage 50 Payroll has always helped reduce stress by ensuring you're legislatively compliant and in complete control of your payroll processes, putting all of the information and tools you need right at your fingertips.

And now, thanks to the introduction of Online Timesheets, it gives you more ways than ever to make running your business simple and help **make time work for you.**

That's because Sage 50 Payroll Online Timesheets allows your employees to submit timesheets online - which means no more printing, posting or emailing sensitive information. And as a result, Sage 50 Payroll Online Timesheets reduces queries, data entry duplication, the risk of errors and unnecessary business costs.

# Working to make the most of your time

As the name suggests, time is very much at the heart of Online Timesheets. Make your processes faster and more manageable, and spend less time worrying about securing your data too.



## Ensure time is on your side

Online Timesheets allows your employees to view and submit their timesheet information securely on the go. This data is then imported directly into Sage 50 Payroll - thereby speeding up your processes, avoiding the need for entry duplication and reducing errors considerably.



## Make time work for you

Gain greater control over time with Online Timesheets. Data is updated in real-time online - so no more printing, posting or emailing sensitive information. As an employer you can then approve and set different levels of pay in your own time, online.



## Relax with safe time

All your data transfers to Sage 50 Payroll through our online portal which has already processed 2m Online Payslips - so there's no need to worry about physical storage or safe disposal of any hard copies.

# What Online Timesheets offers

*"You can also set the levels of pay to which each individual employee has access"*



## Set-up

We've made setting up straightforward. You decide which of your employees can use Online Timesheets and then simply import their details direct from Sage 50 Payroll. It really is that easy.



## Levels of pay

Online Timesheets has been designed to let you set levels of pay. So if you want to pay overtime at a higher rate than basic pay, or you want to pay different levels of pay for different tasks, then Online Timesheets lets you do that. You can also set the levels of pay to which each individual employee has access and you can match these with the pay elements you've already set up in Sage 50 Payroll.



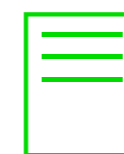
## Reduced Admin

Your employees will be able to view their own hours, meaning you'll have fewer queries to answer, helping you to make the most of your time. And because Online Timesheets imports your timesheet info into Sage 50 Payroll, it greatly reduces the margin for errors in pay to occur.



## Filters

If you have lots of employees you can use the filters we have incorporated into Online Timesheets to search for and find specific employees.



## Notes

When submitting their Online Timesheets your employees are also able to leave notes for you which can save time by reducing any queries you may have.



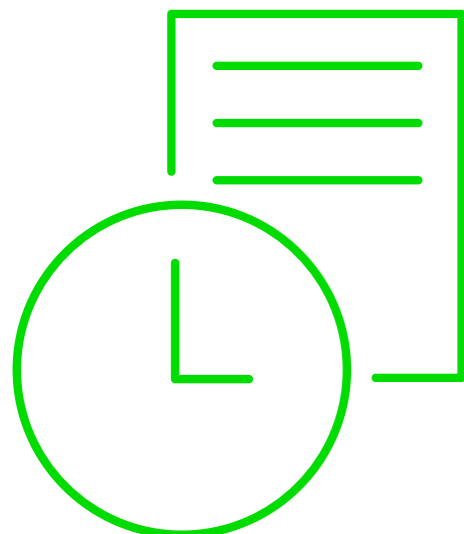
## On the go

Online Timesheets can be used on a mobile device, so your employees can submit their information from anywhere.



## Automated pay calculation

Once your employees have submitted their Online Timesheets, and you have approved them, you can import them into your Sage 50 Payroll, which will then calculate your employees' pay automatically.





Call today to activate your account  
**0800 33 66 33**

# Activate your Online Payslip Module today

Sage Online Payslips frees up your time by giving employees **24/7 access** to their payslip information online; making it the perfect solution for any busy payroll team. Best of all, we've included up to 50 free payslips as part of your Sage Cover membership.\*

\*25 free for up to 25 employees. 50 free for up to 50 employees

## Developed for you

- View employee payslips to quickly answer queries
- Flexible scheduling so you can future date when payslips are published
- Stay in control using the dashboard
- Add notices to employees' portal

## Designed for your employees

- 24/7 online access
- Employees are notified when payslips are available
- Self-serve enables employees to view and print payslips
- Safe and secure



**sage** 50 Payroll

Discover a simpler, more secure  
and accurate way to manage  
timesheets with Sage 50 Payroll.

Find out more about the many ways in which  
your business can benefit from Sage 50  
Payroll Online Timesheets, call **0800 33 66 33**.