

Configuring SAGE MicroPay to enable payslip importing

www.employeeconnect.com

Please follow the below instructions carefully, to ensure payslips are imported from SAGE Micropay to EmployeeConnect via the web API:

Note:

Before proceeding, please ensure that EmployeeConnect and SAGE MicroPay have initially been connected.

This is a one time setup. So long as the below instructions are followed correctly, there will be no need for further changes in SAGE MicroPay.

- Step 1 Navigate to 'Transaction Reports', then 'Pay Advices'
- Step 2 Under 'Delivery Method', select the 'Upload to ESS' option
- Step 3 Tick the 'Reprint Pay Advices' option
- Step 4 Select the 'Default' tick box in the bottom left corner
- Step 5 Select the 'Produce' button
- Step 6 Close the window that appears after selecting 'Produce'
- Step 7 Select the 'Close' button

System Tree + - X	Transaction Reports	
E M Sage MicrOpay		
Dashboard	I ransaction Reports	
Parol	. 2 4 24 24 24 24 24 24 24 24	
E Maintenance		
Employees	Audit Report Transaction Payroll Report Summary of Summary of Summary of Pay Advices Bank Deposit Superannua Report Pays Hours Employees Reconciliation Employee Co	
Employees		
🕀 🎒 General		
🕀 🌉 Leave		
🕀 🂐 Payroll Tax	Report Pay Advice	×
🕀 🚔 Rates	Report Display Options Leave Superannuation Messages Layout Option	ns Printer Options
E 🌉 Superannuation	Finiloge	
🕀 🎎 Tax	Parel Company	
E A Transactions		Reprint Pay Advices
2 Processing		Print Test Pattern
Surface Deviced	< Pay <u>P</u> oint ▼	
Second Advantages to Advantage	From Employee Select an Employee	
General	<u>Io Employee</u> Select an Employee	
- M End of Year	Delivery Method Employee Default+Upload to ESS -	
Enquiries	Pav Frequency Select -	
E Reports	Period Fod Date	
Transactions	Velice Lind Sold	
👘 End of Pay	Advice Date	
👘 End of Year	_Order	
- Ceneral	Primary	Y
ESP ESP		
Sage MicrOpay Administration		
🗄 🛃 Internet Links		
	Default Produce	Preview Close

Note:

Performing the above steps will ensure all future payslips are imported into EmployeeConnect. If you wish for payslips from previous pay periods to be imported into EmployeeConnect, please follow the above steps for previous pay periods.