



EmployeeConnect
Work. Flow. Smarter.

Configuring SAGE MicroPay to enable payslip importing

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

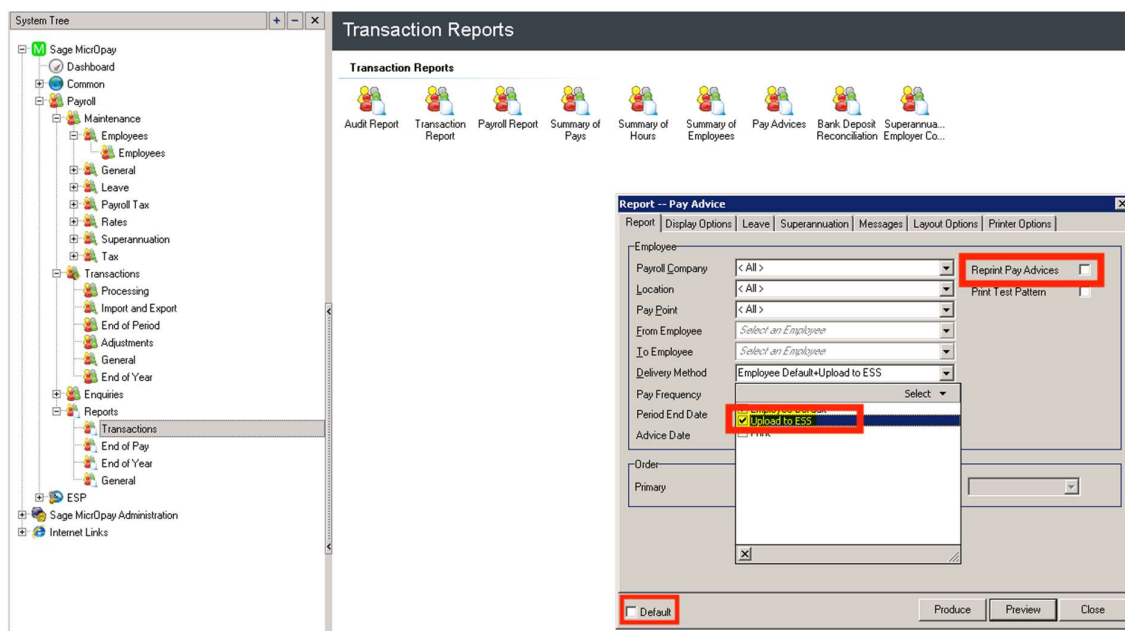
Step 3 - Tick the 'Reprint Pay Advices' option

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



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.