



EmployeeConnect
Work. Flow. Smarter.

Export to MicrOpay

A reference document with screenshots created to help you understand where in MicrOpay the transferred data can be viewed.

Employee Connect currently has the facility to send New employees, Employee Change details and Leave Requests through the MicrOpay WebAPI.

Below are screenshots created to help you understand where in MicrOpay the transferred data can be viewed and processed.

Note: Steps related to processing of data in MicrOpay we have developed based on the information received from our other client, so do reach out to Sage MicrOpay for any more information.

New Joined employees/ Employee Change details:

New employees/ employee change details from Employee Connect are sent to MicrOpay WebAPI.

These show up in the Dashboard under 'Implement HR Changes'. In MicrOpay the employee entity changes goes to the staging database so they show up as pending HR changes to be implemented.

Sage MicrOpay -> Dashboard -> Implement HR Changes

The screenshot displays the Sage MicrOpay Dashboard. On the left, a 'System Tree' sidebar shows the navigation menu with 'Dashboard' highlighted in a red box. The main dashboard area features several key metrics and a 'Pay Comparison' bar chart. A red box highlights the 'Implement HR Changes' section in the top right, which shows '0 pending changes'. Below this, there are sections for 'Super Processing' (last processed 31 December 2016) and 'Express Super' (never processed). The 'My Latest Activities' section shows 'Login' and 'Previous Login'.

Metric	Value
Paid Employees	2 of 25
EFT Generated	\$0.00 of \$1,104.52
Tax	\$195.00
Pay Advices Produced	0 of 2
Net Pay	\$1,104.52 (\$0.00 not generated)
Super	\$91.35

Category	Current Period	Previous Period
Gross Pay	\$1,189.27	\$25,998.82
Net Pay	\$1,104.52	\$21,008.07
Tax	\$195.00	\$5,028.00

Click on 'Implement HR Changes', opens up the window where the new join and change details employees are listed.

Payroll Admin can Implement/Reject/Ignore individual record or all.

Note: Please do check/contact Sage MicrOpay for more detailed steps to process the Pending HR changes, our rest of the clients do the same.

The screenshot displays the 'Implement HR Changes' window within the Sage MicrOpay dashboard. The dashboard header shows 'Paid Employees: 2 of 25', 'EFT Generated: \$0.00', and 'Tax: \$195.00'. The 'Implement HR Changes' window is open, showing a list of employees. The list has the following data:

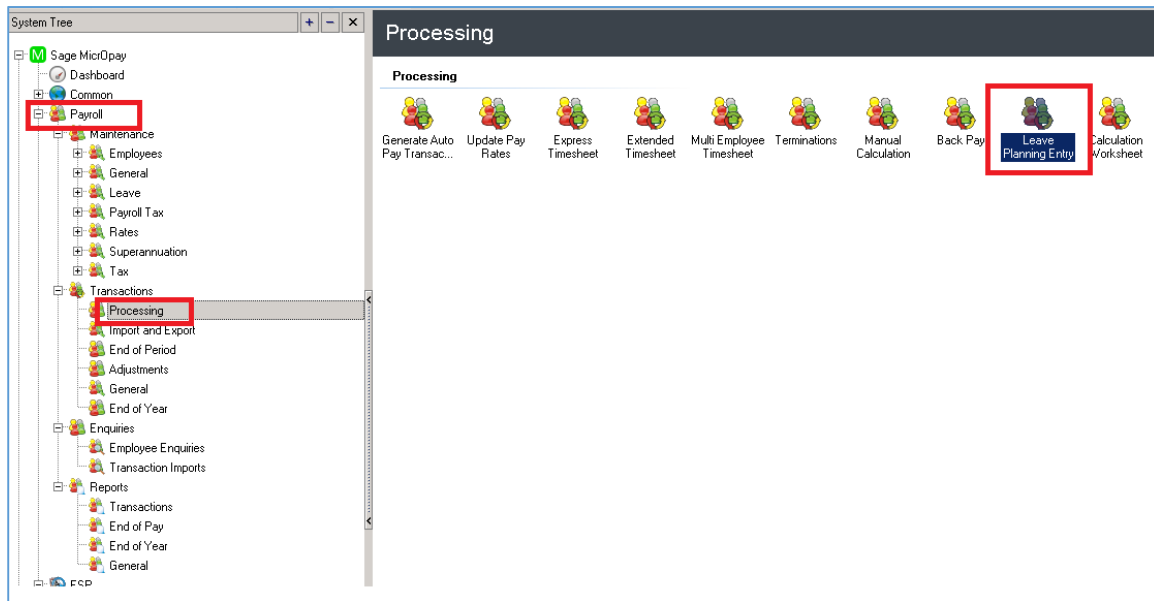
Code	Title	Surname	Name	Location	Employment Type	Pay Point	Pay Frequency	Payroll Company	State	Country	P
Z03	Foster	Roger			FP - Full-time Permanent			MPAYPL	NSW	Australia	

The window also includes a progress bar at the bottom indicating 'Implement HR Changes Progress: 0%'. Buttons for 'eHR Report', 'Save Grid', 'Edit...', 'Implement', and 'Close' are visible at the bottom of the window.

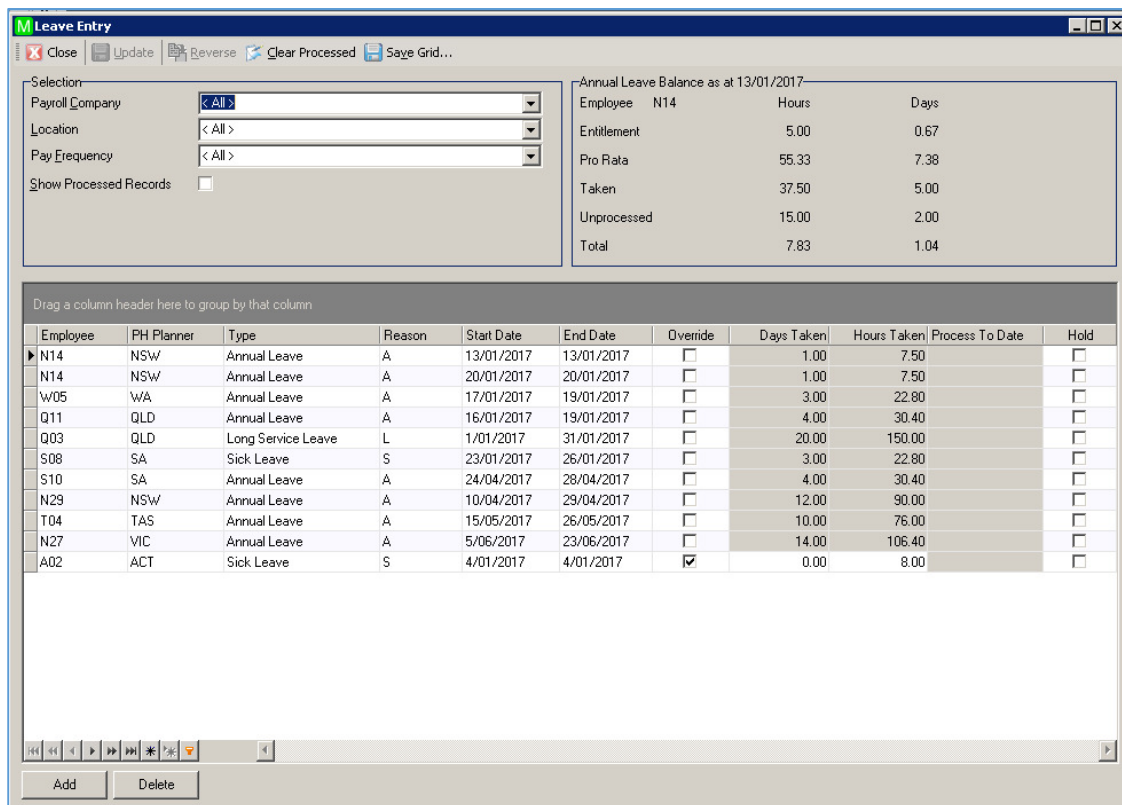
Leave Requests:

Leave Requests from Employee Connect are sent to MicrOpay WebAPI. Once successfully sent, these leave application shows up in MicrOpay

Sage MicrOpay - > Payroll -> Transactions -> **Leave Planning Entry**



Click on the **Leave Planning Entry**, lists the leave applications in the Leave Entry window



Note: Please do check/contact Sage MicrOpay support for more detailed steps to process the Implement leave planning changes.

Information regarding processing the leave requests in MicrOpay as per the information from one of our clients it needs to be under this section, no further info regarding how to implement do we have please check with Sage.

Payroll ->Transactions->Import and Export -> **Implement Leave Planning**

