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2<sup>nd</sup> November 2009

Dear Payroll Operator,

Welcome to Payroll Year End 2009 (PYE09). This communication is designed to assist your preparations for PYE09.

#### **Pass It On**

**This is an important communication. If you are not the person responsible for processing Payroll Year End for your business, please pass this communication to the correct contact.**

As an employer, you have a statutory obligation to make a year end return to the Revenue commissioners. This must be submitted on or before the 15th February 2010.

#### **2010 Budget**

This year the government will announce the 2010 Budget on the 9th December 2009. The Sage development team will endeavour to have it completed as soon as possible so you can install the new budget changes into the program.

#### **Sage Payroll Year End Pack Postage Dates**

Sage Payroll Year End Update CDs are scheduled to be mailed as follows:

- Quickpay – Early December
- Micropay – Early December

Please also monitor the Sage Payroll website, [www.sage.ie/pye](http://www.sage.ie/pye), for the most up-to-date postage dates.

**NOTE:** You do not have to finish your 2009 payroll year before running your PYE CD update. Therefore, we advise you to **run the PYE CD as soon as you receive it.**

Your P35 submission to Revenue is due by **15th February 2010.**

#### **Extended Customer Support Opening Hours**

This year our extended Payroll Support opening hours will be effective from 14<sup>th</sup> - 22<sup>nd</sup> December 2009 and 4<sup>th</sup> - 15<sup>th</sup> January 2010 (9am to 6:30pm).

**NOTE:** Our offices are closed from 24<sup>th</sup> - 4<sup>th</sup> January 2010 however you can avail of our e-mail support, available from 29<sup>th</sup> - 31<sup>st</sup> December 2009 at [pye@sage.ie](mailto:pye@sage.ie).

#### **Your Next Steps**

On the reverse of this letter is a checklist to assist you with your PYE preparations. Please ensure that you have ticked 'Yes' for each item on it. If you select 'No' to any item, please follow the instructions as directed.

We look forward to making your Payroll Year End as stress free as possible.

Yours sincerely,

Maurice Whelan  
Head of Customer Services

# Payroll Year End 2009 Preparation Checklist

If you select **No** for any item below, follow the instructions as directed.

Action	Complete?
<p><b>1. I have the administrator rights and password?</b></p> <p>Ensure that you have the relevant administrator rights and password for the PC upon which your Payroll Year End will be run, as it may be required in order to run your Payroll Year End update. If you're unsure, please contact the person responsible for IT within your business.</p> <p>If you are using <b>Windows Vista</b> or <b>Windows 7</b> please ensure you are running this program as administrator. To check this:</p> <ul style="list-style-type: none"> <li>o Right click on Payroll 2010 icon and click "Run as administrator"</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>2. Revenue Online Service (ROS)</b></p> <p>If you intend to make your P35 submission online, using ROS, visit <a href="http://www.ros.ie/PublisherServlet/info/setupnewcust">http://www.ros.ie/PublisherServlet/info/setupnewcust</a> and complete the simple 3-step application.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>3. I have checked all employees Tax Deduction Cards/ETP cards?</b></p> <p>All employees' Tax Deduction Cards/ETP cards need to be checked, making sure that all periods have been recorded correctly, that there are <b>no missing periods</b> and that <b>each period has a date</b>.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>4. All employees are on the correct PRSI classes throughout the year?</b></p> <p>Ensure all employees are on the correct PRSI classes throughout the year. The PRSI class can be seen on the employees Tax Deduction Card / ETP cards.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>5. I have taken a Full System Backup</b></p> <p>In Micropay Professional this is done in the Admin section. Please ensure you have included all Companies and ticked to include the System files.</p> <p>In Quickpay please ensure you have included all Companies, Program files and Common files.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>6. I am using the correct version of Sage Payroll software</b></p> <ul style="list-style-type: none"> <li>o Latest Micropay Professional version: 9.5 or higher</li> <li>o Latest Quickpay version: 9.2</li> </ul> <p>Update your software in the Downloads section of <a href="http://www.sage.ie/pye">www.sage.ie/pye</a>            Or click <b>Help &gt; Check for Updates</b> in your payroll software.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>7. I have renewed my SageCover contract</b></p> <p>Renewing your SageCover contract will ensure that you receive your Payroll Year End Update on time and will provide you with access to the full range of SageCover benefits to see you through this stressful time of year and beyond.</p> <p>If you are unsure that your SageCover contract has been paid, tick <b>No</b> &amp; email <a href="mailto:sagecover@sage.ie">sagecover@sage.ie</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered 'No' to any of the actions above, please complete the details below, fax this side of the checklist back to us on 01- 642 0895 and a Sage representative will call you shortly.

Your Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_