

Are you prepared for an inspection by the National Employment Rights Authority (NERA)?

If NERA were to visit your business to carry out an inspection, they would request certain records to be made available for Inspection. The following list sets out the standard records which an inspector will require access to during the course of an inspection and how Sage software can help you.

Records Required for Inspection	How Sage Software can help
1. Employer registration number with the Revenue Commissioners	Sage Quickpay and Micropay Professional records this information
2. Full Name, Address and PPS Number for each employee (full-time and part-time)	Sage HR, Quickpay and Micropay Professional records this information
3. Terms of employment for each employee	Sage HR* allows you to record this information
3.1 The full names of the employer and the employee	Sage Quickpay and Micropay Professional records this information
3.2 The address of the employer	Sage HR, Quickpay and Micropay Professional records this information
3.3. The place of work, or where there is no main place of work, a statement indicating that an employee is required or permitted to work at various places	Sage HR* allows you to record this information
3.4 Job title or nature of the work	Sage HR*, Quickpay and Micropay Professional records this information
3.5 Date of commencement of employment	Sage HR, Quickpay and Micropay Professional records this information
3.6 If the contract is temporary, the expected duration of employment	Sage HR allows you to record this information
3.7 If the contract is for a fixed-term , the date on which the contract expires	Sage HR allows you to record this information

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3.8 The rate of pay or method of calculating pay	Sage HR*, Quickpay and Micropay Professional records this information
3.9 Whether pay is weekly, monthly or otherwise	Sage HR, Quickpay and Micropay Professional records this information
3.10 Terms or conditions relating to <u>hours of work</u>, including overtime	Sage HR allows you to record this information
3.11 Terms or conditions relating to paid leave (other than paid sick leave)	Sage HR allows you to record this information
3.12 Terms or conditions relating to incapacity for work due to sickness or injury	Sage HR allows you to record this information
3.13 Terms or conditions relating to pensions and pension schemes	Sage HR allows you to record this information
3.14 <u>Periods of notice</u> or method for determining periods of notice	Sage HR allows you to record this information
3.15 A reference to any collective agreements which affect the terms of employment	Sage HR allows you to record this information
4. Payroll details (Gross to Net, Rate per hour, Overtime, Deductions, Shift and other Premiums and Allowances, Commissions and Bonuses, Service Charges, etc.)	Sage Quickpay and Micropay Professional records this information
5. Copies of Payslips	Sage Quickpay and Micropay Professional records this information
6. Employees' job classification	Sage HR*, Quickpay and Micropay Professional records this information
7. Dates of commencement and where relevant, termination of employment	Sage HR, Quickpay and Micropay Professional records this information

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8. <u>Hours of work</u> for each employee (including starting and finishing times, meal breaks and rest periods). These may be in the form of <u>Form OWT1</u> (or in a form substantially to like effect).	Sage Working Time allows you to record this information
9. Register of employees <u>under 18 years of age</u>	Sage Quickpay and Micropay Professional records this information
10. Whether board and/or lodgings are provided and relevant details	Sage HR* allows you to record this information
11. <u>Holidays and Public Holiday</u> entitlements received by each employee	Sage Quickpay and Micropay Professional records this information
12. Any documentation necessary to demonstrate compliance with employment rights legislation	Sage HR allows you to record this information

* = Requires Sage HR 2009 or higher

Please Note: Additional records may be required to be held, depending on the sector/business involved and the legislation under which the inspection is being conducted.

To keep up to date on this and other Employment Rights issues, please check the NERA website, www.employmentrights.ie.

To find out more about Sage Payroll and Sage HR software, please visit www.sage.ie or visit www.sageworkingtime.ie

For further information on how Sage software can help you prepare for an inspection, please call **1890 88 20 60** or e-mail sales@sage.ie

