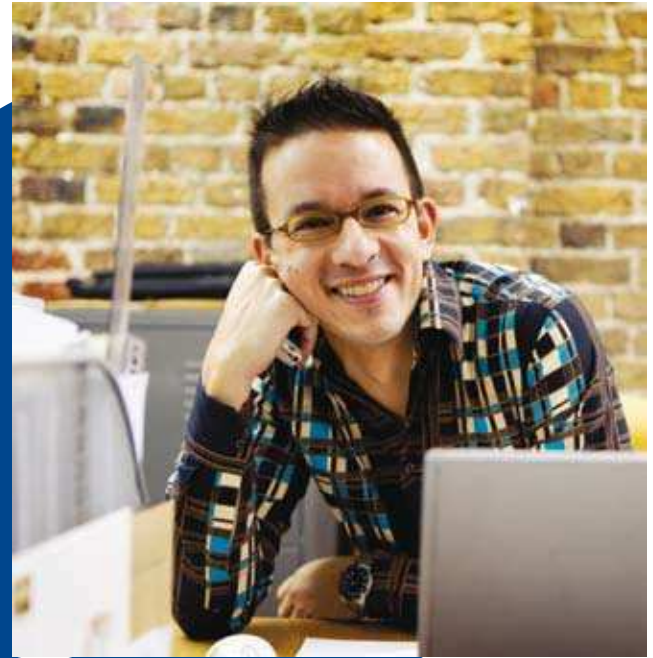




Sage Instant Payroll



Why Sage Instant Payroll?

When you're running a new or small business, make sure people get paid correctly and on time to keep everyone happy. Sage Instant Payroll can help you pay your people quickly, easily and accurately, leaving you to concentrate on your business.

**Pay people
quickly, easily and
accurately**



Designed specifically for small businesses in the UK, Sage Instant Payroll is **simple, easy to use software**. It helps you process wages without the need to understand the complexities of payroll legislation.

Once you've entered your employees' payment details, it automatically calculates tax, National Insurance, pensions and sick pay. And it's accredited to HM Revenue & Customs' payroll standard.

Sage Instant Payroll also includes access to our **HR Advice Standard Online service**. This service translates HR legislation into plain English, offering practical guidance and documents on managing your people.

If you've got 10 employees or less and want to stay on top of ever-changing payroll legislation, Sage Instant Payroll makes it simple.

Sage Instant Payroll

Easy to set up
and use

Here are some of the features to help you...

Get up and running

- Easy to set up and use
- Helpful guides to key tasks
- 45 days' free award-winning telephone support
- SageCover Online support
 - One year's email and web based support
 - One year's HR Advice Standard online

Manage your people

- Create and maintain employee records
- Track holidays and absence
- Process paperwork or leavers

Control your payroll

- Pay your people the right amount on the right day
 - Calculation of statutory payments i.e. maternity pay, sick pay etc.
 - Print payslips
 - Complete your payroll quickly and easily
 - Make secure electronic payments to employees and HMRC
- Post salary journals to Sage Instant Accounts and Sage 50 Accounts
 - Submit in-year forms to HMRC electronically
 - Step-by-step guides to help you manage Year End payroll
 - Submit Year End forms electronically

Free HR Advice
Standard Online

SageCover Online support

As well as all the help provided within your software, Sage Instant Accounts and Sage Instant Payroll now come with the reassurance of SageCover Online support for one year.

That means you'll be able to search through thousands of answers to frequently asked questions and helpful articles in our online database, Ask Sage. It's available online whenever you need it.

And if you can't find what you're looking for, simply email our technical support team and we'll aim to get back to you within one working day.*

* Service levels vary



Choosing the right software

Sage Instant Accounts

Specifically designed for small businesses, this software helps you keep track of your money, manage your bookkeeping, invoicing and administration, as well as complete your VAT returns quickly and easily.

Sage Instant Accounts comes with one year's SageCover Online support - meaning you can find answers to your questions on our online database, or email our experts and we'll aim to get back to you within one working day.¹

Sage Instant Accounts Plus

Sage Instant Accounts Plus offers all the benefits of Sage Instant Accounts and the tools to help you manage your stock. This software is also ideal for businesses where two people² need access to the company accounts.

Sage Instant Payroll

Designed specifically for small businesses in the UK, Sage Instant Payroll is simple, easy to use software. It helps you process your employees' wages³ without the need to understand the complexities of payroll legislation.

Sage Instant Payroll now includes one year's HR Advice Standard Online. This service translates HR legislation into plain English, offering practical guidance and documents on managing your people.

- 1 Service levels may vary
- 2 Additional costs apply
- 3 Maximum 10 employees

Related software and services

Sage Training

Whether you're just setting up in business or have years of experience using Sage software, we can help you get to grips with the new stuff or polish up your skills. From classroom courses to self-study and online options, we're sure you'll find a course that suits you.

You can see our full range of courses at www.sage.co.uk/trainingcatalogue

Sage Stationery

It's the little things that make the difference, like professional-looking statements, invoices and compliment slips. Make sure your business image makes an impact with Sage Stationery.

Visit www.sage.co.uk/stationery to view our online stationery catalogue.

If you would like more information or would like to buy any software or services, call

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0800 44 77 77

Existing Customer
0800 33 66 33

For your nearest
Business Partner call
0845 111 77 33

Or buy online at
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