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## 1. About This Integration

Sage is the UK's largest payroll provider. People HR is a Sage Developer Partner, meaning our programmers have access to work with their database, via their software development kit(SDK).

The People to Sage integration program provides a one-way connection between People HR and Sage 50 Payroll, to eliminate repetitive payroll tasks, and prevent the need to manually enter duplicate data into both systems. It also lets you upload your Sage payslips into People.

This document will show you how to install and set up your People to Sage integration from start to finish. Please read this document fully before installing the integration program, and do not put the People to Sage integration program live, without first following the testing strategy described in this document.

If any of these instructions are unclear, please contact our support team by sending an email [customerservices@peoplehr.com](mailto:customerservices@peoplehr.com)

We advise to not put the People to Sage integration program live without considering the testing strategy described in this document.

**Please note!** If you'd like us to help you diagnose any issues, we may need a copy of your Sage payroll database. You should also be aware that we cannot remotely diagnose issues that occur with the Sage payroll database directly.

## 2. Installing The Programme

### 2.1 Prerequisites

- Ensure that your version of Sage is at least V25.
- Check for any updates - to do this, visit the Help tab within Sage and select the 'check for updates' option.
- If you have an older version of Sage, you may need to download a full release from the Sage website. To do this, visit <https://my.sage.co.uk> .

From here, visit the Support section, and select the 'download software and updates' option.

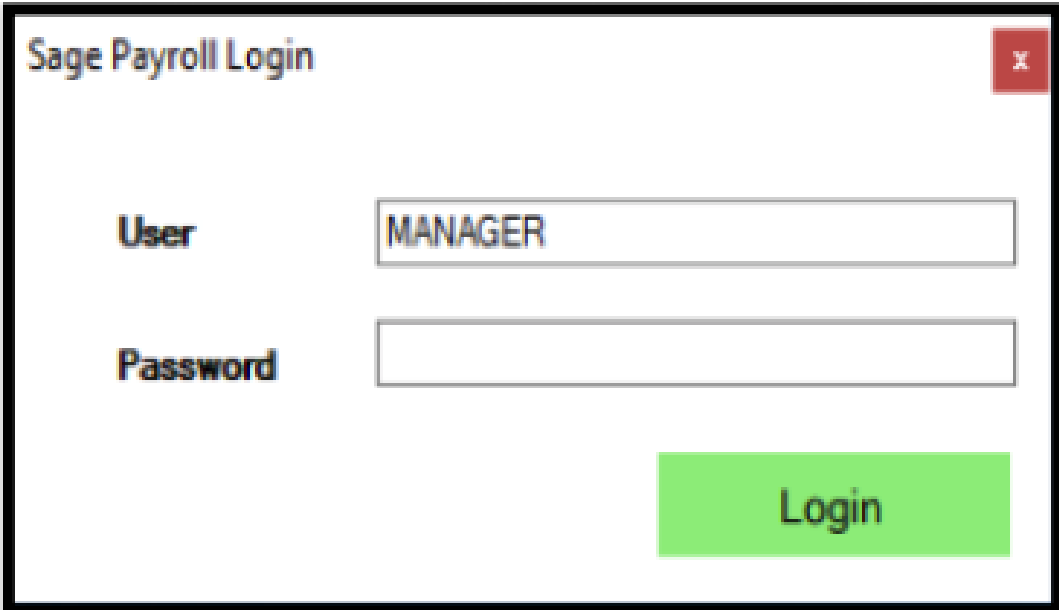
## 2.2 Download

Once you're all up to date, click the link below to download, install, and configure our Sage integration software: <https://peoplehr.sharefile.com/share/view/s556525863604ff78/fo366203-d5ab-49f7-a7cf-f2b3bd3d40f5>

1. Right click on the setup program and select “run as administrator”
2. Make sure to install the software in the default directory, which is:  
“c:\program files (x86)\sage payroll”
3. Run the installed program

If you require the settings file, you’ll find it here: “C:\Users\user\AppData\Local”

Now that you’ve run the installed program, you’ll see a screen asking you to log in. Here, you’ll need to enter your Sage username and password:



The screenshot shows a window titled "Sage Payroll Login". Inside the window, there are two labels: "User" and "Password". The "User" label is next to a text box containing the word "MANAGER". The "Password" label is next to an empty text box. At the bottom right of the window, there is a green button with the word "Login" in black text. The window has a standard Windows-style title bar with a red close button in the top right corner.

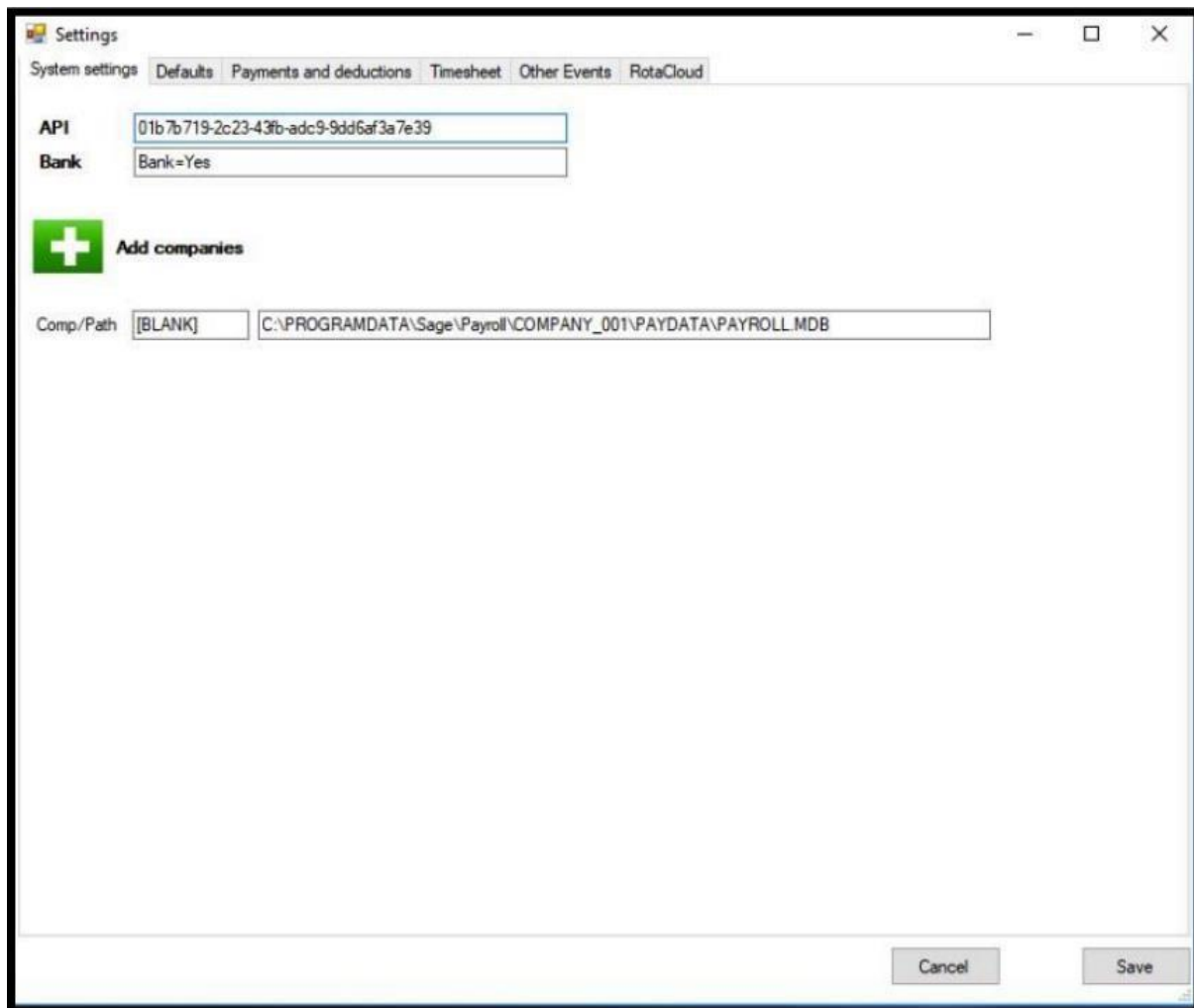
## Configure (Each Setting Page)

### 3.1 Creating an API key

Before going into the Settings to configure, you'll need to create an API key within your People system. This needs to include all endpoints, apart from 'ATS'. On how to create an API key, please see: <http://help.peoplehr.com/integrations/creating-an-api-key>

Click the 'Copy' icon to your clipboard and go back into the Sage Integration Tool.

### 3.2 System Settings



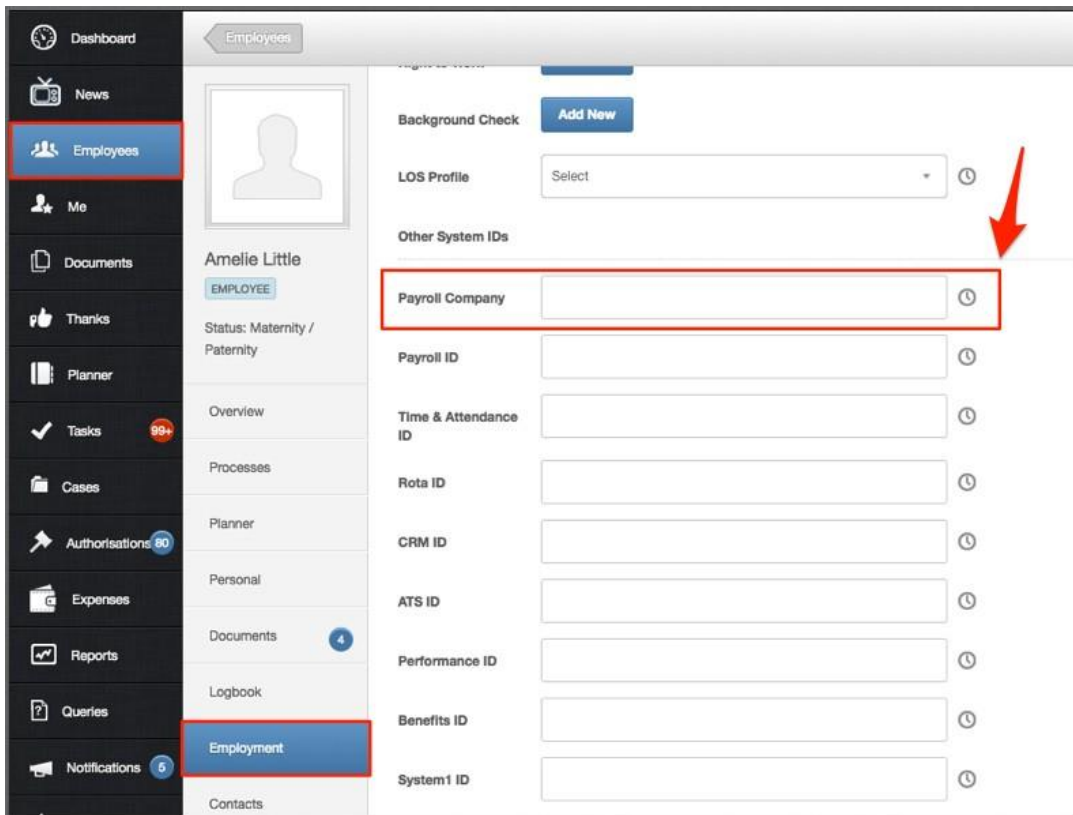
This screen controls essential details that you must record. Please see the below descriptions of each field found on this page.

**API** - Paste in your API key

**Bank** - Enter 'Yes' to send bank detail changes to Sage, or 'No' to prevent this.

**Comp/Path** - This section of the screen allows you to map Sage databases and is important because it describes which group of employees from People, will be mapped to which Sage database.

The “comp” part of the screen (the first smaller field) should be filled with the payroll company name recorded within the People HR ‘Employment’ screen, next to the Payroll Company field:



By default, there is only space for one company database path. But you can add more by selecting the green Plus icon.

Otherwise, you can type in [BLANK] as shown below to map this to all employees whose Payroll Company Field is not populated.



The “path” part of the screen (the second, longer field) needs to contain the physical path and filename of the Sage payroll database. The easiest way to locate this is to run Sage Payroll and then select the Help, About option. Both the path and the database name will be shown.

If you have multiple Sage payroll databases, then the employees within the People system must have the correct Payroll Company specified against their People record.

If you have more than one Sage payroll, then each payroll must have the same username and password defined to enable login.

There is no need to synchronise payroll numbers, as the Sage integration program uses National Insurance Numbers and Employee Start Dates to synchronise data with Sage.

You will need to create a logbook screen and query in order to pull through 'New starters' Tax codes without doing this and if the Tax Code is left blank, the new starter will not be created in Sage and you will receive an audit warning.

Logbook and query to create:	<b>Logbook:</b>  You need to create a new custom logbook called: Sage Payroll  You then need to add 1 text field and the field name will be called: Tax Code  Once created you can then populate this within the new starters logbook tab by creating a new entry and adding in the tax code for this new starter which will then be picked up by Sage when running the report.
	<b>Query Name:</b> Payroll : Sage  <b>Query Tables (1<sup>st</sup> Column):</b> Sage Payroll  <b>Query Fields:</b> EmpID, First Name, Last Name, Tax Code (Sage Payroll)

To learn more on how to build a query in general, please see: <http://help.peoplehr.com/reports-queries-data/queries-how-to-create-a-query>

To learn more on how to build a Logbook in general, please see: <https://help.peoplehr.com/en/articles/2212724-customise-the-logbook>

### 3.3 Defaults

Settings

System settings Defaults Payments and deductions Timesheet Other Events Absence RotaCloud

Director Status NonDirector

Payment Method BACS

Payment Frequency No frequency

Turn off Payments/Deductions for Salary Type(s) comma separated

Turn off salary payment for Salary Type(s) comma separated

Working Hours 40.0

Use Payroll ID ☐ Enabled

Ignore BLANK ☐ Enabled

Use work email/phone ☐ Enabled

Transfer Other Name ☐ Enabled

Pro Rata Starters, Leavers and Salary changes ☐ Enabled

Split spanning months ☐ Enabled

Transfer Department ☒ Enabled

Use pre-defined Salary pay element ☐ Enabled

Process previous month payments for Starters ☐ Enabled 13 May 2019 13 May 2019

Cancel Save

This screen controls the information that will be used as defaults by the integration program, when creating a new starter, and when attempting to calculate salary values pro rata for mid-month leavers and starters.

Field Name	Description
Director Status, Payment Method, Payment Frequency	The three drop-down options are only sent on the first time you update Sage, and for any new starters going forward.
	The three fields will update the Sage fields for each employee, directly from the settings selected in this screen.



<b>Exclude payments for salary type</b>	<p>Entering a salary type into this field will block payments from being sent for employees with that specific salary type.</p> <p>If adding more than one salary type, please ensure they are separated by a comma (,)</p>
<b>Working Hours</b>	The working hours field is a default value that will be used if the advanced setup instructions are not followed.
<b>Use Payroll ID</b>	<p>If enabled, the integration will send the Payroll ID field on the Employment tab within People, to Sage Works Reference.</p> <p>If the field in People is blank, it will not be sent. If the field within People HR is duplicated (i.e. it is assigned to more than one employee), it will create a duplicate reference number in Sage.</p>
<b>Ignore Blank</b>	If enabled, no blank fields will sent to Sage
<b>Use work email/phone</b>	As the People HR system stores both the personal email/phone, and work email/phone, selecting this option will send the work email/phone to Sage.
<b>Transfer Other Names</b>	If enabled, we will send 'Other Name' from People to Sage. This will appear one space after the forename in Sage.
<b>Pro rata Starters, leavers and Salary Changes</b>	<p>If enabled, the salary for mid-month starters and leavers will be pro-rata, rather than sending the full monthly salary to Sage.</p> <p>Splitting spanning months – If enabled and salary spans over two months (ex. 15<sup>th</sup> April – 15<sup>th</sup> May), the salary figure will be worked out based on salary days.</p>
<b>Transfer Department</b>	If enabled, we will send department from People to Sage.
<b>Use pre-defined Salary per element</b>	<p>Sage has a predefined pay element for salary, this is normal set to the reference -1 as is not visible in under your pay element list in Sage.</p> <p>If you do use Sage's default salary pay element please ensure this option is selected.</p>
<b>Process previous month payments for starters</b>	This setting will allow you to process payments for new starters that were not included in the cut off period but their start date fell under the payroll period.

### 3.4 Payments and deductions

Settings

System settings Defaults Payments and deductions Timesheet Other Events Absence RotaCloud

Overtime  ☐ Enabled

Salary  ☒ Enabled

Holidays owed by employee (Deduction)  ☐ Enabled

Holidays owed to employee (Payment)  ☐ Enabled

Hours  ☐ Enabled

Holiday Hourly  ☐ Enabled

Basic Hours  ☐ Enabled

Add new payment/deduction

People  Sage  Payment  ☐ Divide by 12 ☐ Enabled

Cancel Save

This screen allows you to control how PeopleHR benefit data transfers across to Sage payments and deductions. If you do not want overtime or other payments and deductions to be transferred from People to Sage, then you do not need to enter any information on this screen.

If you have ticked 'Enabled' for an option, a specific Query will be required for that option.

Please see the below table for all fields in this screen alongside a description of each and what would need to be selected for that query. To learn more on how to build a query in general, please see: <http://help.peoplehr.com/reports-queries-data/queries-how-to-create-a-query>

Field Name	Description
Overtime	<p>Enter pay element description from Sage for overtime hours. Assignment hours from People will then be totaled and transferred to this pay element.</p> <p><b>Entering overtime in People:</b> When entering overtime, the assignmentproject name must be "Overtime". Allovertime logged for the payroll range will be totalled and sent to Sage.</p> <p>Please note: if you configure project to pay element mapping in the timesheets tab, then overtime settings will be disabled.</p>

	<p><b>Query Name:</b> Payroll : Overtime Feed</p> <p><b>Query Tables (1<sup>st</sup> Column):</b> Employee Details, Assignment</p> <p><b>Query Fields:</b> EmpID, First Name, Last Name, Assignment Date, Project, Task, Detail, Assignment Total Hours</p>
Salary	<p>Enter Sage pay element for salary. Salary from People will be transferred to Sage if the salary pay element code is setup using the following rules:</p> <p>Query Name: "Payroll : Work Pattern" Fields: Empid, firstname, lastname, work pattern effective date, work hours.</p> <p>Stage 1 (calculate monthly salary) get total year amount from People obtain weekly hours from "Payroll : Work Pattern" query calculate monthly amount as total year amount / 12</p> <p>Stage 2 (identify context) ProRata setting is enabled (includes full, starters and leavers) Calculate prorata amount as monthly salary if full month or monthly amount / full month calendar days * worked calendar days, for mid-month starter or leaver</p> <p>ProRata setting is not enabled for a full month employee. Use monthly amount from Stage 1</p> <p>ProRata not enabled for a mid-month starter/leaver. Set Sage salary to 0</p> <p>If BasicHours setting is enabled, calculate basic hours as worked calendar days * daily hours.</p> <p>(Daily hours are calculated as weekly hours from Stage 1 divided by 5)</p>
Holidays owed by employee (Deduction) / (Payment)	<p><b>Deduction:</b> Enter pay element for holiday owed by the employee. Any negative holiday entitlement for a leaver will be sent as a deduction.</p> <p>The result is rounded up to nearest half day (never down).</p> <p><b>Payment:</b> Enter pay element for holiday owed to the employee. Holidays owed (to the employee) will be placed into the payment holidays outstanding element.</p>
	<p><b>Query Name:</b> Payroll : Holiday Entitlements</p> <p><b>Query Tables (1<sup>st</sup> Column):</b> Employee Details, Annual Leave Entitlement</p> <p><b>Query Fields:</b> EmpID, First Name, Last Name, Annual Leave Start Date, Annual Leave End Date, Allowance (days), Allowance (hrs), Carried over (days), Carried Over (hrs), TOIL Balance, Allowance Remaining (days), How Holidays Recorded.</p>

Hours	<p>Enter pay element for timesheet hours. Timesheet hours recorded within the payroll period will be totaled and sent to the pay element in Sage.</p> <p><b>Query Name:</b> Payroll : Time</p> <p>Query Tables (1<sup>st</sup> Column): Employee Details, Break Timesheet</p> <p>Query Fields: EmpID, First Name, Last Name, Timesheet Date, Total Hours for the Day, Total Hours for the Week, Total Hours for the Month</p>
Holidays Hourly	<p>Enter pay element for holiday hours taken. Total holiday hours taken within the payroll period will be sent to the pay element in Sage.</p> <p>This element is used for paid holidays. The posting to Sage will be as a payment of the total holidays taken between the payroll period dates. Each day will be treated as 8 hours. Half days will be treated as 4 hours. Dates spanning the payroll period, either before or after, will be pro-rata, based on 8 hours per day.</p> <p><b>Query Name:</b> Payroll : Holiday Hours</p> <p>Query Tables (1<sup>st</sup> Column): Employee Details, Holidays</p> <p>Query Fields: EmpID, First Name, Last Name, Holiday Start Date, Holiday End Date, Holiday Duration (days), Holiday Duration (hrs)</p>
Basic Hours	<p>The basic hours will pick up on any change in hours to an employee's standard hours on their work pattern in People.</p>
Add new payment/ deduction	<p>Adds a new mapping row for benefit data. This part of the screen is used to map benefit codes from People (default logbook in People called 'Benefits') to Sage as follows:</p> <p><b>People</b> - Name of the benefit as specified in dropdown called 'Benefit' <b>Sage</b> - The benefit pay element in Sage.</p> <p>It will indicate if the code in Sage is a payment or deduction.</p> <p>The data is transferred as per the following rules:</p> <p>If the benefit code mapping between People and Sage is not found, the benefit will not be sent to Sage, nor will it be sent if the enabled option for that benefit code in the mapping screen is not checked.</p>

	<p>If the Date Awarded is before the Payroll End Date, and the Expiry Date is blank or equal to or after the Payroll End Date, then value will be transferred to Sage. Do not leave the date expiry blank unless you want to set up a reoccurring payment or deduction.</p> <p>If the Date Awarded is before or equal to the Payroll End Date, and the Expiry Date is before or equal to the Payroll End Date but equal or after the Payroll Start Date, then the value will be transferred to Sage.</p> <p><b>Query Name:</b> Payroll : Benefits Feed</p> <p>Query Tables (1<sup>st</sup> Column): Employee Details, Benefits</p> <p>Query Fields: EmpID, First Name, Last Name, Benefit Type, Benefit Date Awarded, Benefit Expiry, Benefit Value</p>
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### 3.5 Timesheets

This screen lets you post worked hours and timesheet hours, dealing with working time across multiple job roles.

Settings

System settings Defaults Payments and deductions **Timesheet**

**Rounding rules**

Clock In Rounding (minutes) 15

Clock Out Rounding (minutes) 15

**Job Role to Pay Element mapping**

	Job	Age	Under age pay	Under age holiday	Over age pay	Over age holiday
*						

**Project to Pay Element mapping**

	Project	Age	Under age pay	Under age holiday	Over age pay	Over age holiday
*						

Cancel Save

The mechanism works as follows:

1. An employee will clock in and out (using TapInOut, Virtual Clock, hardware clock, etc.). This data will show as a timesheet on the employee's planner.
2. Employees may optionally record timesheets against projects indicating the hours they have worked.

Under this section you will be able to send timesheet hours record by an employee to a specific pay element based on their job role in People HR.

You will also be able to send overtime hours to specified pay elements based on the project an assignment in People is record under.

There are two pay elements for each role – basic pay and holiday pay. Sage is unable to take the hours from one element and pull through into another. So instead, we give you the option to populate both pay elements directly.

We also allow you to post to different elements based on age, to deal with such things as rates of pay for National Living Wage.

The following queries will be needed to be created in People.

**A query to provide clock in/out daily entries for all employees**

**Query Name:**

Payroll : Time Data

**Query Tables (1<sup>st</sup> Column):**

Employee Details, Break Timesheets

**Query Fields:**

EmpID, First Name, Last name, Timesheet date, Time in 1, Time out 1, Time in 2, time out 2, Time in 3, time out 3, Time in 4, time out 4, Time in 5, Time out 5, Total time worked

**Options:**

Include Leavers

**A query to provide clock in/out daily entries for all employees**

**Query Name:**

Payroll : Overtime Feed

**Query Tables (1<sup>st</sup> Column):**

Employee Details, Assignment Timesheets

**Query Fields:**

ID, First Name, Last name, Assignment date, Project, Task, Detail, Assignment total hours.

**Options:**

Include Leavers

Please see the below table for all fields in this screen alongside a description of each.

Field Name	Description
Clock in rounding	Total clock in time to be rounded to the nearest minute.
Clock out rounding	Total clock out time to be rounded to the nearest minute.
Job Role to Pay Element Mapping	<p>This section described how to post the clock in and out times</p> <p><b>Job:</b> The job role within People</p> <p><b>Age:</b> The age cut-off (e.g. 25)</p> <p><b>Under Age Pay:</b> If the user is under the Age, add the hours for the job role to this pay element</p> <p><b>Over Age Pay:</b> If user is over the Age, add the hours for the job role to this pay element.</p> <p><b>Over Age Holiday:</b> If user is over the Age, add the hours *12.07% for the job role to this pay element.</p>
Project to Pay Element Mapping	<p>This section explains where to post the timesheets time.</p> <p>Please Note - The time recorded for timesheets is used to reduce the clock in and out time. This way, time for multiple job roles can be posted.</p> <p><b>Project:</b> The project code within People</p> <p>Age / Under Age Pay / Over Age Pay / Over Age Holiday: As explained in the above 'Job Role' column.</p>

### 3.6 Other Events

This screen lets you transfer the hours entered for Other Events in People HR. You can filter on the event reason to send the hours to either a payment or deduction.

The screenshot shows the 'Settings' window with the 'Other Events' tab selected. The 'Paid Other Events Element' is set to 'Unpaid leave' and is enabled. The 'Unpaid Other Events Element' is empty and is also enabled. The 'Daily hours' are set to 8.0. Below these fields are two lists: 'Unpaid' (containing 'Unpaid Leave' and 'Jury Service') and 'Paid' (containing 'Training'). Arrows between the lists allow for moving items. The 'Cancel' and 'Save' buttons are at the bottom right.

Field Name	Description
Paid Other Events Element	Enter the Sage pay element for paid other events.
Unpaid Other Events Element	Enter the Sage pay element for unpaid other events.
Unpaid	List of other reasons as entered in People. Hours booked for these reasons will be assigned the Sage pay element for unpaid other events.
Paid	List of other reasons as entered in People. Hours booked for these reasons will be assigned the Sage pay element for paid other events.
Daily Hours	The daily hours can be set for when an Other Event falls over the payroll end date.



There is a query required for this section:

**Query Name:**

Payroll : Other Events

**Query Tables (1<sup>st</sup> Column):**

Employee Details, Other Events

**Query Fields:**

Employee Id, First Name, Last Name, Other Events Duration Type, Other Events Reason, Other Events Start Date, Other Events End Date, Other Events Start Time, Other Events End Time, Other Event Total Duration (Days), Other Events Total Duration (Hrs), Other Events Status (Equals Approved)

### 3.7 Absence

**This screen allows you to transfer sickness hours into Sage based on the paid status of the sickness entry in People.**

The screenshot shows a 'Settings' window with the 'Absence' tab selected. The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a tabbed interface with the following tabs: 'System settings', 'Defaults', 'Payments and deductions', 'Timesheet', 'Other Events', 'Absence', and 'RotaCloud'. The 'Absence' tab is active, displaying three rows of configuration options:

Status	Sage pay element	Type	Enabled
<b>Paid</b>	<input type="text"/>	Payment	<input type="checkbox"/>
<b>Unpaid</b>	<input type="text"/>	Deduction	<input type="checkbox"/>
<b>Paid at Other Rate</b>	<input type="text"/>	Payment	<input type="checkbox"/>

At the bottom right of the window are 'Cancel' and 'Save' buttons.

Field Name	Description
Paid	Sickness hours that fall under the paid status 'Paid' will be totaled and sent to the pay element description you specify. This can be either payment or deduction.
Unpaid	Sickness hours that fall under the paid status 'Unpaid' will be totaled and sent to the pay element description you specify. This can be either payment or deduction
Paid at another rate	Sickness hours that fall under the paid status 'Paid at other rate' will be totaled and sent to the pay element description you specify. This can be either payment or deduction

There is a query that needs to be created for this section:

**Query Name:**

Payroll : Sick

**Query Tables (1<sup>st</sup> Column):**

Absence

**Query Fields:**

Employee Id, First Name, Last Name, Absence Paid status, Emergency Leave, Sick Start date, Sick end date, Sick duration type, Sick (AM/PM), Sick duration (Days), Sick duration (Hrs), Sick reason.

## 4. Phones & Email Addresses

In order to support the transfer email and phone numbers, the following Query must be created within People HR:

**Query Name:**

Payroll : Emails & Numbers

**Query Tables (1<sup>st</sup> Column):**

Employee Details, Contact Details

**Query Fields:**

Employee Id, First Name, Last Name, Work Email, Work Phone Number, Mobile Number, Personal Phone Number, Personal Email

If the query does not exist, then no email or phone numbers will be transferred. If the query exists, then the following mapping will take place:

personal phone number > number

mobile > mobile

personal email > email

## 5. Testing Strategy

Do not put the People® to Sage integration program live without first testing. To test the integration, the following must be considered:

The data flows from People to Sage. It's not possible to set up a test People system using your live data, although it is possible to setup a test People system that is empty.

It's not advisable to go live without testing. It's easy to backup and restore Sage payrolls. With this in mind, the following approach is recommended, after your payroll run so that you can parallel the changes and check the payroll audits:

### Option 1

On a spare machine install Sage payroll and restore your databases Run the integration program on the test machine

You can make the full range of changes to see how the change is reflected in your payrolls

### Option 2

Backup your Sage payroll

Run the integration program on the test machine

You can make the full range of changes to see how the change is reflected in your payrolls

Restore your Sage payrolls

## 6. Running The Integration

Once you've read and understood the above information, and set up the People to Sage integration software, you should be ready to run the integration.

### 6.1 Run the process

1. Enter the payroll period for transfer of payment data
2. Enter cut off dates for transfer of new starters. New starters will only be transferred if their start date falls within this cut off period.
3. If you wish to see all changes that will be sent to Sage, without updating Sage, then select 'Report Changes'. You can save this audit report as a .txt file.
4. If you're ready to send the data from People to Sage, and update
5. Sage, then select 'Update Sage'. This option also produces and audit which you can save as a .txt file.

## 6.2 Download payslips from Sage

You can now download a file of payslips from Sage, which you can then upload into People. To do this, login to Sage and complete the following steps:

1. Select all employees
2. Right click and select Historical Data
3. Enter the payroll cut-off date as the start and end date
4. Select Payslips, Laser Payslips and the first item on the laser payslips list, this is the 2 per page payslip
5. Export to PDF

## 6.3 Load Payslips into People

To load the payslips into People, complete the following steps:

1. Log in to the Sage integration tool.
2. Select Payslips and enter the category (this is used as document category in People. Default is payslip). Then, select 'Send Payslips to People'
3. Select the payslip file created above, and run the process. The PDF file will be split into separate pages, and the software will automatically match each payslip using the National Insurance Number. The uploaded document will appear on the employee's document folder with the name "Payslip - DD/MM/YYYY". The date is retrieved from the payslip.
4. You must do this for each payroll company you have.

## 6.4 Audit

Once this has completed, you can check the reports folder to see if this was successful. The reports folder will be created in the installation directory. There will be 2 reports:

1. 'Failed to Load Payslips.csv'
2. 'Loaded Payslips.csv'.

As the names suggest, one will list all the files that were successfully loaded, and the other lists files that failed to load.

## 6.5 Additional information

### Matching:

People matches employees in Sage based on the NINO and Employee Start Date.

### Other Data Sent from People to Sage:

- **Bank Details** (AccountNumber, SortCode, AccountName, BankName, BankAddress)
- **Personal Details** (Forename, Surname, JobRole, DateOfBirth, StartDate, Gender, Nationality, EmailId, WorkPhoneNumber, Initials, Title, Address)

### Known Limitations:

An error may be generated where the Sage payroll company is completely blank. In order to resolve this, make sure that at least one employee exists in the Sage Payroll database.

## 8. Transferring Back Account Type

By default, the bank account type to default to 'Bank Account'. If you do not wish for this to be the case, you can take the following approach. The 'Other Account number' field will map to the B/Soc Roll Number field in Sage.

First, you'll need to create a logbook with one drop down field.

**Logbook Name:** Bank Account Type

**Logbook field/label name:** Bank Account Type

**Data entered in the above field:** Building Society

The above is case sensitive. The logbook should look like this:

The screenshot shows a web-based configuration window titled "Bank Account Type" with a close button (X) in the top right corner. The window has a tabbed interface with "Info" and "Files (0)" tabs. The "Info" tab is active, showing a form with a label "Bank Account Type" and a dropdown menu containing the text "Building Society". To the right of the dropdown are edit (X) and delete (trash) icons. Below the dropdown is a "+ Add New Field" button. At the bottom right of the window are "Cancel" and "Save" buttons.

You'll then need to build a query on this data:

### Query Name:

Payroll : Bank Account Type

### Query Tables (1<sup>st</sup> Column):

Bank Account Type

### Query Fields:

Bank Account Type

Other Account Numbers

## 9. Rotacloud & Sage Integration

This integration allows you to send employee hours recorded in Rotacloud to Sage for payment.

Rotacloud hours cannot be sent to Sage on their own. They are in addition to the main Sage integration. You can, however, run the main Sage integration without the Rotacloud element. To exclude Rotacloud simply don't add any Rotacloud accounts.

### 9.1 Settings

RotaCloud Job Role	Payroll Company	Sage Pay Reference	Sage Pay Description	Delete
Activities Assistant	All	38	Activities	Delete
Activities Assistant - Bank Holid...	All	2	Bank Holiday x 1.5	Delete
Activities Assistant - Bank Holid...	All	3	Bank Holiday x 2	Delete
Activities Organiser	All	38	Activities	Delete
Activities Organiser - Bank Holid...	All	2	Bank Holiday x 1.5	Delete
Activities Organiser - Bank Holid...	All	3	Bank Holiday x 2	Delete
Administration Assistant	All	116	Admin Assistant	Delete
Administration Assistant - Bank ...	All	2	Bank Holiday x 1.5	Delete
Administration Assistant - Bank ...	All	3	Bank Holiday x 2	Delete
Administrator	All	39	Administrator	Delete

☐ Enable Holiday Accrual Holiday entitlement 12.07 %

Accrue for employment types

Add new RotaCloud account

Company  Overtime Reference  Overtime Description  ☐ Enabled

API Key

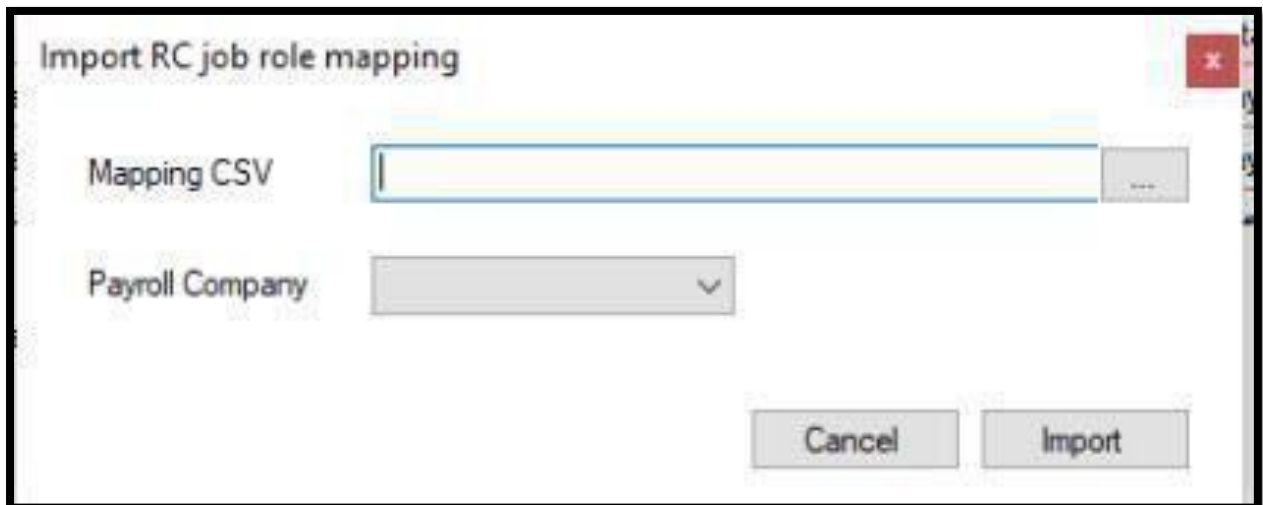
Excluded Groups

Cancel Save

## 9.2 Pay Reference Mapping

This section defines the mappings between Rotacloud job roles and Sage pay references and pay descriptions.

You can import these mappings from a .csv file or enter them manually. If importing from a file you will be asked to select the payroll company and the file to import from:




The import file must be formatted as follows:

	A	B	C	D
1	RotaCloud Role ID	Role/Name	Sage Ref	Sage Description
2	74050	Activities Assistant	38	Activities 38
3	74051	Activities Assistant - Bank Holiday x 1.5	2	Bank Holiday x 1.5
4	74892	Activities Assistant - Bank Holiday x 2	3	Bank Holiday x 2
5	74032	Activities Organiser	38	Activities
6	74055	Activities Organiser - Bank Holiday x 1.5	2	Bank Holiday x 1.5
7	74895	Activities Organiser - Bank Holiday x 2	3	Bank Holiday x 2

The mappings will be imported for the payroll company you selected. The import can be rerun. It will look for existing job roles for the company selected, if found it will update Sage reference and description. If not found it will add the entry. Any deletions can be done manually.

## 9.3 Rotacloud Accounts

 **Add new RotaCloud account**

Company

Overtime Reference

Overtime Description

☐ Enabled

API Key

Excluded Groups

You can specify one or more Rotacloud accounts here.

Field Name	Description
Company	Company name of the Rotacloud account. Only here for reference and not used in the integration
Overtime Reference	Sage reference for the pay element to map overtime to
Overtime Description	Sage description for the pay element to map overtime to
API Key	API key for this Rotacloud account
Excluded Groups	You can enter groups (as described in Rotacloud) that you do not wish to send hours to Sage for.
Enabled	You can turn off this account. If turned off, then no hours will be sent to Sage.

This integration required the following Query to be created within People HR:

**Query Name:**

Payroll : Company

**Query Tables (1<sup>st</sup> Column):**

Employee Details, Employment Details

**Query Fields:**

Employee Id, First Name, Last Name, Payroll Company



## 9.4 Processing

The function of this part of the integration is to retrieve the hours worked by the employee as they are recorded in Rotacloud for the payroll period being run. These hours are totaled by job role and sent to Sage.

When you run 'Report Changes' the report will list all the job roles and hours that the employee has worked.

You can optionally calculate the holidays accrued by the employee and update PeopleHR entitlement. If you choose to do this, you will need to tick the 'Enable Holiday Accrual' tick box and supply the 'Holiday Entitlement' percentage which currently defaults to 12.07%. As an example, if an employee works 100 hours they will accrue 12.07 hours of holiday entitlement.