




# SAGE PROVIDES PAYROLL AID TO VICDEAF

with the help of Sage MicrOpay



"The migration to Sage MicrOpay was quick and seamless. Our IT administrator installed the software the previous day and the Sage MicrOpay consultant successfully converted the data from the older system within 25 minutes. During the post migration payroll process, everything balanced accordingly."

Gary Hunt, Manager, Finance and Administration  
Victoria Deaf Society

Customer

**Vicdeaf**

Industry

**Non-for-Profit**

Location

**Victoria**

System

**Sage MicrOpay**

## Overview

The Victorian Deaf Society (Vicdeaf) is a non-profit organisation that provides specialised welfare and communication services to deaf people in Victoria, serving over 16,000 people a year. Vicdeaf provides a range of vital services to the community, including: interpreting, shared accommodation, employment, rehabilitation and public information services.

## Challenge

Like many organisations that work with Australian government agencies, Vicdeaf is ISO 9000: 2001 certified. This set of standards developed by ISO (International Organisation for Standardisation) applies to business processes, such as payroll.

ISO certified organisations are audited annually to ensure they meet the standards and are engaging in best practices in relation to business processes.

When Vicdeaf was audited, the auditor recommended the organisation implement a single HRIS (Human Resource Information System) to improve the management and monitoring of core HR functions, including payroll.

Previously, Vicdeaf managed its HR processes using Microsoft® Excel and Word applications. It required a more sophisticated HRIS that enabled its HR staff to manage and monitor staff performance appraisal processes more efficiently. "We had been using Sage MicrOpay's Payroll Manager for 6 years and were very happy with the product and the excellent levels of support we received," said Gary Hunt, Manager, Finance and Administration, Victorian Deaf Society.



"The payroll solution we were using was a bit out of date. However, as a non-profit organisation, our IT budget is limited so we did not plan on updating the payroll solution just yet," explained Gary.

Gary contacted Sage Micropay and explained how the organisation required a HR system that could integrate with its existing payroll system.

## Solution

Understanding the organisation's budget limitations, and as an existing client, Sage Micropay offered to provide Vicdeaf its payroll solution as well as the required HR software module at an affordable price.

Sage Micropay provided Vicdeaf with specialised training sessions to assist its payroll officer, Donna Dettman, who is deaf. Sage Micropay held the two day product training sessions at Vicdeaf's office so that two of the organisation's interpreters could attend.

"With the interpreter's assistance, it was easy for me to understand exactly what was being said," said Donna. "The trainer did an excellent job in communicating how to use the software and how to get the most out of its wide range of capabilities."

### **According to Gary, the solution is already delivering productivity and cost benefits to the organisation.**

The integrated HR and payroll solution has enabled Vicdeaf to streamline a number of its HR processes and provide a level of reporting that has not been previously available to management. Elements such as training, OH&S and recruitment have ensured that the HR function is fully integrated so that the HR Manager can spend more time on adding value to Vicdeaf and less time on laborious administrative tasks.

"Accessing data that is shared by the payroll and HR software not only improves efficiency but information accuracy by minimising data entry and errors," said Gary.

Sage Micropay's advanced reporting functionality means that Vicdeaf's payroll manager no longer has to print out eight different reports each fortnight, including payroll detail, audit, transaction, superannuation and leave summary reports.

"Unlike the previous software we used, Sage Micropay allows us to save all the payroll and staff information electronically on the system. Previously we had to print out the data each fortnight and save it as a paper file. You essentially had to clear each fortnight's data in preparation for the next fortnight," said Donna.

Every fortnight, Donna used to spend half the payroll time printing reports and timesheets, doing backups and filing paper reports. Now the reports no longer have to be printed, the backups are instantaneous and timesheets are emailed.

"It certainly gives you peace of mind knowing the information is stored safely and securely on the server, rather than on paper that could easily be accessed and go missing," said Donna.

"If there is one page of data we want to access, we can do so by a click of the mouse, rather than printing out a 60 page report. We also no longer have to wade through paper files to access past information as reports from previous payrolls can be viewed, printed or emailed at any time."

Vicdeaf also chose to implement the Email Pay Advice software module to add further value to its Sage Micropay system. The module allows businesses the option of emailing pay advices to its employees.

The module enabled Vicdeaf to reduce the labour costs of printing and folding pay advices by sending a digital copy directly to its employees.

As a result of the Sage Micropay implementation, Vicdeaf has automated a number of its payroll processes, providing more efficient processing and eliminating human error.

With its broad range of products, continuous development philosophy, specialist expertise in payroll management and long-term commitment to its clients, Sage Micropay has become the provider of choice for nearly 5,000 organisations in Australia.

### **"We are impressed with the levels of support we have received from Sage Micropay. The consultants were highly professional, knowledgeable and supportive during the implementation and the product training. The helpdesk support staff is equally professional and skilled," said Gary.**

"Sage Micropay has been particularly attentive to our unique needs as a non-profit organisation. The flexibility of the product and its impressive range of advanced features and additional modules makes Sage Micropay the ideal payroll solution to a wide range of different organisations. I recommend the Sage Micropay product to other companies looking to save time and money associated with managing payroll processes."



## About Sage

Sage Australia is a subsidiary of the Sage Group plc and has offices throughout Australia and New Zealand, and more than 25 years' experience in both local markets.

We provide small and medium sized organisations, and midmarket companies with a range of easy-to-use, secure and efficient business management software and services – from small business online accounting (Sage One), accounting practice management (Sage HandiSoft), payroll and HR (Sage MicrOpay), to business management and customer relationship management (Sage Business Solutions).

Sage energises the success of businesses and their communities around the world through the use of smart technology and the imagination of our people. Sage has reimagined business and brings energy, experience and technology to inspire our customers to fulfil their dreams.

We work with a thriving community of entrepreneurs, business owners, tradespeople, accountants, partners and developers who drive the global economy. Sage is a FTSE 100 company with 14,000 employees in 24 countries.

For more information, visit [www.sage.com/au](http://www.sage.com/au)

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