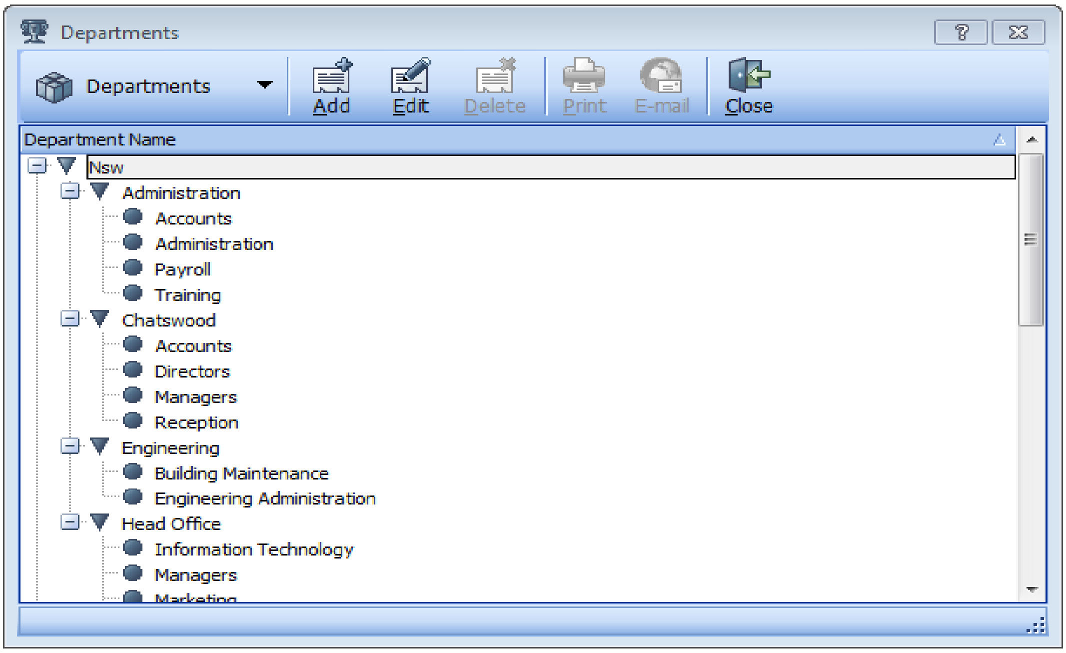
Sage WageEasy
Setting up your departments

Sage WageEasy Payroll uses the terms 'department' and 'sub-department' to refer to an internal organizational unit within a company. Common titles for such units are sections, divisions, groups, units or departments. A department is different to a job in that a job will often involve a selection of people from several departments working on one project for a while before splitting and reforming to work on a different job at a later date. A job focuses on company clients rather than company structure.

Items to consider when setting up the Department Tree

1. The Company Accounting System. I.e. Does the Payroll Department Structure need to be the same as set up in the Company Accounting System for exporting payroll data?
2. How does the Company require reports to appear for costing?
3. If you have branches in each state, separating your departments by state at the highest level, may assist in the calculation of payroll tax
4. Departments and their sub-departments can branch down six levels
5. Employees can only be added to the very lowest level i.e. items with a sphere identifier not a triangle

Click on the setup menu, then departments



This structure does not have to reflect the formal company structure but it often will. In Sage WageEasy, each Employee is allocated to a (default) department where their wages will be costed to automatically. If need be though, employees can be linked to multiple departments with different pay rates, within their employee file.

At timesheet production you can select these different departments for each block of worked hours to allocate their payments elsewhere.

This will apportion the wages appropriately to each department according to the hours worked there.

Sage WageEasy uses the Departments to collect payroll data as a means of reporting Company Costs.

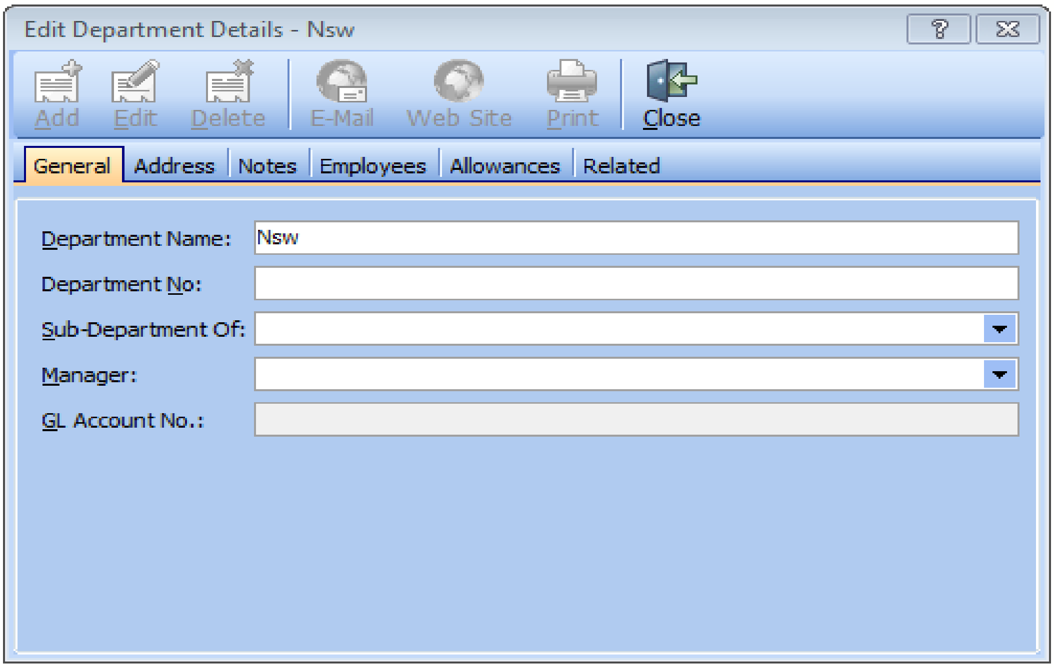
To set up the Department Tree the best practice is to start at the top of the Company Tree and work your way down.

In the given example: Company Structure NSW has been created as a top leave or parent Department

To Initialise the Setting Up of Your Department Structure,

Go to Set up, Departments and Add.

1. On the General tab type, enter in the Descriptive name for the first department in the Department Name field.
2. Leave “Sub-Department of” blank.
3. If no employees are set up a Manager can be added later. (Non-compulsory field)
4. A GL Account Number can be entered here or at a later stage during the General ledger set up.
5. Close

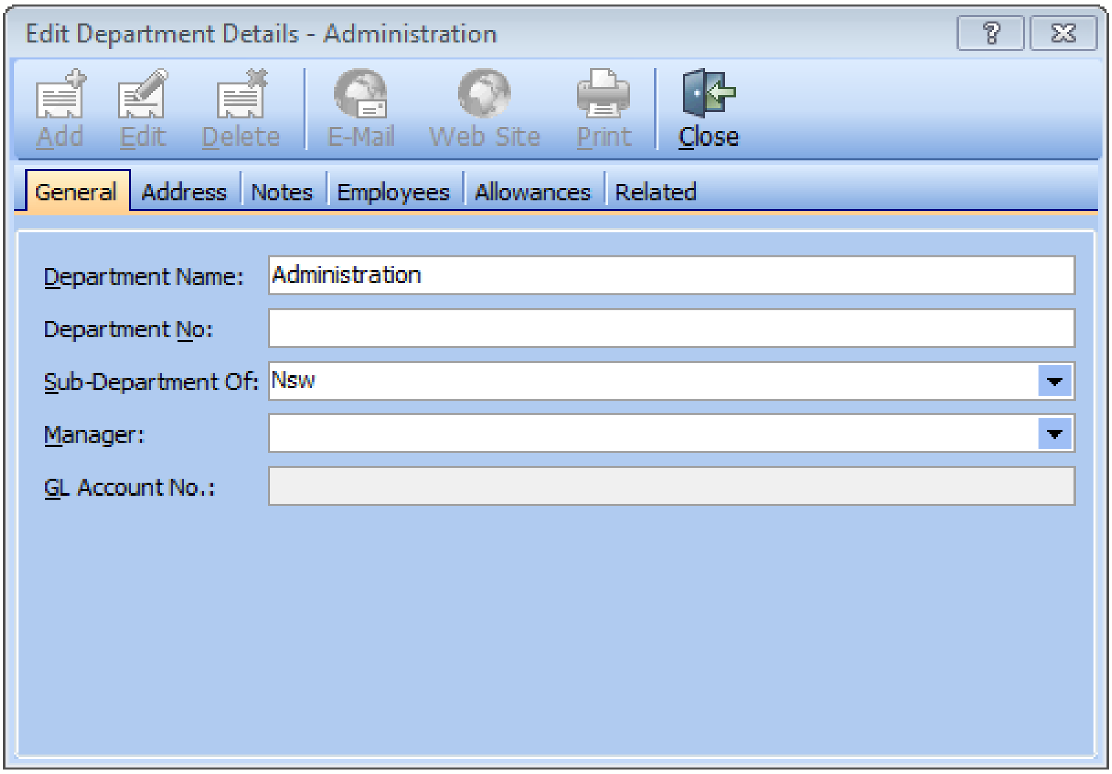


Then once the initial Parent Department has been created, you can then go ahead and create the Sub Departments.

Go to Set up, Departments and Add to add a Sub-Department (Child)

1. On the General tab, type in the Descriptive name for the Sub Department in the Department Name field.
2. In the “Sub-Department Of field”, by clicking on the arrow, select the existing Parent Department required. (Double click on the mouse to hold this selection)
3. If no employees are set up a Manager can be added later.
4. A GL Account Number can be entered here or at a later stage during the General ledger set up.
5. Close

In the example below ADMINISRTATION has now been created as a Sub Department of NSW.



Prepared by: Sage WageEasy Support, 19/01/2016

Last updated: 19/01/2016