



Purpose of this Document

This document provides an outline of the implementation process for Sumetica Payroll within an Agent Organisation. All of the essential steps to successfully utilise Sumetica Payroll for execution of client payrolls are documented. This document does not cover specific steps provided additionally by an Agent.

Sumetica Payroll

Sumetica Payroll is very different to most products on the market, being biased towards automation of tasks. For static payrolls and the back-end processes within variable payrolls (RTI, Pensions, Costing Journals) etc. Sumetica frees significant payroll operator time; the price to pay for this is that more attention is required during the setup phase.

In Sumetica and within this guide we describe payrolls as being Static or Variable, a Static payroll is one such as Director only, which runs at a fixed payment (usually around the PAYE/National Insurance Threshold monthly). A Variable payroll is one where there are more often than not changes such as hours to be entered. You may have a number of payrolls that fall between these categories, in that the payroll is typically Static but sometimes changes occur (Sickness, Bonuses etc) – these can be easily accommodated, you will need to decide how close to each of Static or Variable the payroll is. A good guide here is to ask yourself “is there a regular (each period) submission of data to be entered?” if the answer is no, then you can treat the payroll as being Static, if the answer is yes, then it’s a Variable payroll.

Static Payrolls are the easiest – once configured, they will just run on the relevant days and all of the activities (Payroll Calculation, Payslip Production, Reporting, RTI, Pension Member/Contribution output, Costing Journals) will be taken care of; the payroll will even move itself into the next period and wait for the process to start-over. You are in control of the offset dates from Pay Date that the activities occur.

Variable Payrolls have one difference, you are expecting to do “something”. Exactly what that “something” is depends on the type of payroll, service you provide etc. Typically, you will be entering hours or other changes into the payroll. Depending on the timeliness of your clients (or Employers as we describe them) you may be able to automate the process or you may be running and checking the payroll yourself, confirming then that the back-end processes can be run.

Actors in Sumetica

The table below is included to clarify the various “actors” or entities involved in the Payroll Process from a Sumetica perspective. Sumetica is usually invisible to your clients.

Agent	This is you, the Service Provider, Bureau etc.
Sumetica	This is the Sumetica Payroll Platform
Employer	This is your client, the Employer for whom payroll is being processed
Employee	The Employee(s) of your client organisations
PayDashboard*	Where PayDashboard are involved in publishing payslips.
HMRC	Her Majesty’s Revenue and Customers - need we say more.
Bank	The Employers bank, providing payments
Pension Provider	Pension Providers such as NEST, Scottish Widows, Legal & General.
Accounts	Accounting Software (ClearBooks, FreeAgent, Xero, QuickBooks Online)

**PayDashboard may be used, it is not necessary to use PayDashboard, however it is the leading Employee Payslip & Documentation platform.*

Sumetica Access

As a part of the onboarding for Sumetica we will provide logins for the initial users. These will be sent in advance of any training. We’ll also configure a dummy payroll for training purposes (this dummy payroll is not charged for and can be used to practice on as you wish; it should not be used to provide production payslips).

In advance of training we may request a list of Clients, Client Codes and the frequency of their Payrolls. This allows us to setup the “skeleton” records for these in advance.

To login to Sumetica you will follow the link sent in the email <https://payroll.sumetica.net> and enter the username/password combination. Once logged in you will be able to navigate the product.

Training

Training is broken down into two parts, covering Payroll Setup (including Client Setup) and the basics of running payrolls in the first part. In the second session we cover maintaining, entering, running and reporting on a payroll for users involved in the Variable payrolls.

The first part will be booked for 2-2.5 hours and typically takes between 1.5 and 2.0 hours. We have found that the best approach is to be instructor led, but configuring an actual payroll. The session will start with a tour of the demonstration payroll and then move onto setup (see Implementation of a Payroll for details of what we will require). The session will conclude with agreeing what features / tips / techniques will be required for the second session aimed at the operators, so that the demonstration payroll can be configured to best show these.

The second (operator focused) part of the training takes between 1.0 and 1.5 hours, although we recommend a 2.0 hour slot is reserved. The training will focus initially on the demonstration payroll, then move to showing the techniques on a live payroll as required.

Help & Support

Sumetica has help text on most screens within the solution. The Sumetica team can be reached via email at support@sumetica.net (09:00 to 17:00 Monday to Friday excluding Public Holidays).

When submitting a support request, it's always useful for us to know:

- Payroll name (Client name)
- Affected employee(s) if any
- Urgency
- A number we can reach you on to discuss

Our aim is to answer and resolve your queries promptly, most often we can give general advice but sometimes it is necessary to look at the actual payroll/employee to diagnose the problem, we will let you know if this is the case and confirm an estimated timeline to get back to you with an answer.

Implementation of a Payroll

Implementing a Payroll in Sumetica you will require:

- Employer Name & Address
- Status of claim for Employment Allowance
- Status of Claim for Small Employer Relief
- Apprenticeship Levy Allowance (e.g. is this being shared with connected companies)

- Tax Office Number
- Tax Office Reference
- Accounts Office Reference

- Sender ID / Password for RTI (typically the client will be linked to you as an agent).

- Auto Enrolment Staging Date (can be found from the Pensions Regulator).

- Pay Date (and adjustments to that when it falls on a weekend).
- How long before Pay Date Payslips should be available to employees.
- How long before Pay Date Reports should be available to the employer.
- How long before Pay Date a Submission should be with you the Agent from the Employer.

- A list of non-statutory pay codes (e.g. Overtime, Night Hours etc.)

- Email addresses (if any) that reports should be sent to.

- Pension Scheme Provider(s)
- Pension Scheme Reference(s)
- Details of Pension Scheme Taxation Method(s) (e.g. Relief at Source)
- Pensionable Pay Codes (and Qualifying Pay Codes)
- Status of the Auto Enrolment Compatibility (most likely yes)
- Should the scheme use AE thresholds?

Then for Employees:

Details of all YTD (if not starting from Month 1 or Week 1) for Tax, National Insurance and Statutory Payments (this should all be available on the P11 report from the existing payroll).

- Employee Names, Gender, Date of Birth.
- Address.
- Employment Start Date and contracted weekly hours.
- Details of Pay (Annual Salary or Hourly Rate).
- Details of other payments (e.g. Car Allowance).
- NI Number, NI Category, Director Appointment Dates, Tax Code and Tax Basis
- Details of any Student Loan or Postgraduate Loan
- Details of any Attachment of Earnings Order(s)

With this information, you will be able to configure and run a payroll in Sumetica, through to the point where Reports can be generated and RTI filed. A pension report or dynamic link to the pension provider will also be possible.

Accounts & Costing Journals

Posting of accounts information requires a link to be established between your accounts package and Sumetica. Currently the following are supported:

- Xero
- Quick Books Online
- FreeAgent
- ClearBooks

You will need to be able to login to each and find the API details to setup the link.

Client Communications

Required information:

Sumetica can send emails at various stages of the process, these will be discussed during training. The messages can come from Sumetica or from your organisation. If coming from your organisation we will need to be informed of:

- Payroll email address (you may have a payroll group alias, but we need a specific account).
- Password for the payroll email address
- Details of the email provider (e.g. Microsoft 365, Gmail etc.)
- Templates for any emails you send, confirming payroll figures.

The first three items will likely be known by your IT Support provider.

Changing payroll carries a small risk for any organisation. As a Payroll Service provider you will have a number of points of communication with clients that may be affected by the change to Sumetica.

We have found that communicating the change both in advance and in the first periods of running the new software is advantageous.

Ahead of implementing the change, previously communication such as that below has been successful:

We have made the decision to upgrade our payroll software. We are taking the opportunity to do this at the start of the new tax year, and will move your Employer and Employee data across to the new platform without interruption to the service we provide.

We will be working to ensure that we have the same information to you each payroll period, although in some circumstances the format of the documents may change a little. If you notice anything missing then please raise this with us and we will remedy this.

For organisations that have elected to have electronic payslips for Employees, each employee will receive a notification from the payslip system when their first payslip is ready and they will be able to login and configure their password etc.

Then, when distributing pay summary information the emails from Sumetica can start with a message such as:

We have upgraded our payroll software. This message has been generated directly from the new version, if you are missing any details please reply and we will look into it promptly.

So an email confirming payment values might look like:

We have upgraded our payroll software. This message has been generated directly from the new version, if you are missing any details please reply and we will look into it promptly.

Please find attached.

The amount due to HMRC by 19th April is:

PAYE Tax	£0.00
Employee NI	£243.93
Employer NI	£0.00
Total	£243.93

How to pay:

Direct Debit - <http://www.hmrc.gov.uk/payinghmrc/dd-intro/ndds.htm>

Billpay (Credit or debit card payment) - <https://www.tax.service.gov.uk/pay-online/epaye>

For the roll-out of Payslip functionality, an Employer needs to communicate with their Employees, alerting them to the new method of distribution of payslips. PayDashboard have a wealth of resources that are available under your Agent login to assist with this.