



Payroll - Sage CSV

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Payroll – Sage CSV

The Payroll section is used for analysing, managing and exporting payroll data from CoolCare.

This guide is for “Sage CSV” which is used to produce an export from CoolCare which can then be imported into Sage.

Payroll Configuration

When you are using the CoolCare4 software in conjunction with Sage Payroll, you must specify the pay codes from Sage as Pay Codes within CoolCare4. These elements will be used in the payroll export produced from CoolCare, Sage will read these and understand what pay rate to pay each staff member.

Staff Payroll Number

You can enter a staff members payroll number when inserting a new staff record onto CoolCare. Alternatively, you can enter the staff members payroll number after the record has been added to CoolCare.

- Navigate to the Staff Records
- Open the record of the Staff member you need to add the Payroll Number to
- Click on the H.R dropdown on the top bar
- Click Positions and Hours
- Click their Staff Position record to open it
- Enter the Payroll number
- Click Save

Handy Hint: You can only amend the current Staff Position they hold, if they have a new position inserted you will not be able to amend the previous position.

Please see Staff guide for more information on position and hours records.



Setting Up Pay Codes

You will need to set up pay codes for each individual staff position, within each home. For each position you will need to enter the permanent pay codes and the bank staff pay codes. To do this follow the below steps:

- Navigate to the Care Home section
- Click Home Setup
- Click Staff Positions
- Open the Staff Position you are adding the Pay Codes for
- Click on the Codes tab
- Enter all the Pay Codes
- Click on Bank Staff Codes
- Enter all the Pay Codes for Bank staff members with the same position
- Click Save

Handy Hint: Bank Staff have a separate tab to set up codes for. Under the Payroll section you can run the Pay Codes Report which will show all codes set up for all positions including Bank Staff. This is useful for catching any missing codes after you have set up your positions or if you have any missing codes on your Payroll report.

General Rooms **Staff Positions** Settings Lookups ▼

Position: Department: Care

Shift Definitions **Codes** Bank Staff Codes

Elements which show on the report but not on the CSV file if empty

Standard Hours: Booked Holidays: Training: On Call: Hand Over:

Elements which will show within standard hours on the report and CSV if the element is empty

Bank Holidays: Special Day 1: Special Day 2: Special Day 3: Special Day 4:

Saturdays: Sundays: Saturday Holiday: Sunday Holiday:

Element which shows separate on the report but are included in standard hours on the CSV when element is empty

Extra Hours: Other Hours:



Statutory Holidays and Geolocation

Statutory Holidays

In CoolCare4 you can set up the Statutory holidays and specify what regions they apply to and what Special Pay Code applies on this day. This enables you to set double time or similar rates of pay on specific days, for chosen locations.

- Click on your name in the top right corner of the screen
- Click Lookups
- Under Staff Lookups click Statutory Holidays
- Click Insert
- Fill out all the fields and click save

Statutory Holiday

Date Required
25/12/2018

Description Required
Christmas Day 2018

Special Pay Code Required
Special Day 3

Geolocations Required
All

← Back Save

Callouts:
- Add Date and Description (points to Date field)
- Select special code field for enhanced pay for this date (points to Special Pay Code field)
- Select Geolocation and Save (points to Geolocations field)

Geolocation

Geolocation is where the Care Home is located, this is used for various things including determining what days are set as Statutory Holidays. For example, if you set up St Andrews Day as a Statutory Holiday with the Geolocation as Scotland, only care homes within your group that have Scotland set as their Geolocation will use the Special Pay Code set up in the St Andrews Day record.

Running Payroll

Payroll information is taken from the timesheets, for further information on managing timesheets, including locking timesheets see the timesheet guide.

Navigation to Payroll

- Select Staff
- Select Payroll
- Enter the start and end dates of your payroll period.



Payroll Report

Selecting the 'View Report' button will produce the Payroll Report. The Payroll Report displays all staff members with a breakdown including hours worked, hours type and rate of pay.

Sage CSV

Selecting the 'Sage CSV' button will produce an export of payroll data for the chosen period. This export can then be uploaded into Sage. The export is designed to be uploaded into Sage, if you want to analyse your payroll data please use the export payroll data or export timesheet data reports.

Handy Hint: In order to run Sage CSV file, you need to view the Payroll Report first.

Export Payroll Data

Selecting the 'Export Payroll Data' button will produce a more legible version of the Sage CSV report which can be used to analyse the information been exported from the system.

Export Timesheet Data

Selecting the 'Export Timesheet Data' button will produce an excel spreadsheet detailing timesheet information for the data range requested including if shifts have snapped and any notes put onto the timesheets. This can be used to better validate timesheet hours.

Leavers Within Period

The 'Leavers Within Period' table displays a list of all staff members who have been processed as leavers within the given payroll period.

You can export the list of leavers by selecting the 'Export Leavers' button.

The screenshot shows the 'Payroll' section of the Coolcare system. It includes a sidebar with navigation options like 'Dashboard', 'Care Home', 'Staff', 'Staff Records', 'Rota', 'Timesheet', 'Calendar', 'Payroll', and 'Reports'. The main content area has a 'Payroll' header with date selection fields (Start Date: 01/08/2018, End Date: 18/11/2018) and a dropdown for 'type: Sage CSV'. Below these are buttons for 'View Report', 'Pay Codes Report', 'Sage CSV', 'Export Payroll Data', and 'Export Timesheet Data'. A table below shows data from 01/08/2018 to 18/11/2018. At the bottom, there is a 'Leavers Within Period' section with an 'Export Leavers' button and a table of leavers.

Any leavers within the date period entered at the top of the page will be displayed in the leavers section

Sage CSV button will be greyed out until the View Report option is used.

Leavers can be exported to a CSV file by clicking here

Pay No.	Name	Position	Start Date	Leave Date	Leave Date Changed	Reason	Holiday Remaining
456465	Mr Michael Miller	Care Assistant	01/05/2013	31/08/2018	07/08/2018	Personal Reasons	149.13



Starters Within Period

The 'Starters Within Period' table displays a list of all new starters who have been processed within the given payroll period.

Any Starters within the date period entered at the top of the page will be displayed in the Starters section

Starters can be exported to a CSV file by clicking here

Name	Position	Start Date	NI Number	Tax Code
Mr Jack Jones	Care Assistant	11/09/2018		
Mr Alan Jenson	Domestic	14/09/2018		
Dr James Testling	Deputy Manager	27/09/2018		
Mr Brian Fishmonger	Cook	02/10/2018		

You can export the list of leavers by selecting the 'Export New Starters' button.

Staff Changing Permanency

The 'Staff changing from Permanent to Bank Within Period' and 'Staff Changing from Bank to Permanent Within Period' tables show staff who have change their contracts from bank to permanent or vice versa within the given payroll period.

Handy Hint: When staff contracts are changed from bank to permanent or vice versa their payroll number will have automatically have been removed.

Staff changing from bank to permanent and vice versa within the specified pay period will be displayed here

Pay No.	Name	Old Position	New Position	Contract End Date
1239	Mr Graham Edwards	Care Assistant	Care Assistant	14/11/2018

Pay No.	Name	Old Position	New Position	Contract End Date
	Ms Avril Turnet	Kitchen Assistant	Kitchen Assistant	14/11/2018