

## Step to Record Payroll Manually in Sage



### How to Record Payroll Manually in Sage



Payroll is one of those tasks that can be easily automated, but many businesses still choose to do it manually. There are a lot of reasons for this – from the cost of software to the time it takes to set it up – but there are also some benefits to manual payroll that many businesses don't take advantage of. This article will explore some of those benefits and show you how to step-by-step record payroll in Sage, an electronic payroll software. From there, you'll be able to automate the process and save yourself a lot of time and hassle. Read More -> [Record Payroll Manually in Sage](#)

#### What is Sage?

Sage is a powerful software package used for accounting, financial planning, and other business tasks. Sage can be used to manually record payroll, manage budgets, and more.

#### How to Record a Payroll in Sage

In this blog post, we will explain how to record a payroll in Sage. Before you begin, make sure that your company has an existing Sage account and that the system is set up to accept payroll data.

1. Log into your company's Sage account and select "Payroll" from the menu on the left.

2. Click on the "New Payroll Entry" button, and enter the following information:

- Employee name (First and Last)
- Employee number
- Date of hire

Category Code Definition Base Salary Hourly Wage Overtime Wage Bonus Wage Sick Leave Paycheck Amount Reason for Payment Salaried Employee A 80000 25000 0 0 0 0 Regular paycheck Paid vacation days Paid sick days Paid maternity leave Paid parental leave Temporary Disability Severance Pay Retirement Benefits Other Non-Compensatory 130000 33000 0 0 0 5 Years of service Regular paycheck

# Sage Payroll Manual

**KJ Lindholm-Leary**



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