



## Detailed features of Sage Instant Payroll

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### Get up and running:

- Easy to set-up and use
- You will be able to use helpful guides to key tasks
- 45 days' free telephone support
- One year of 24/7 Online Support – email and web based support
- e-learning module – online tutorials to help you get up and running
- Standard HR advice service for one year

### Manage your people:

- Manage up to 10 employees and 10 leavers in a given financial year
- Create and maintain employee records
- Track holiday and absence days
- Process paperwork for leavers

### Manage your payroll:

- Complete your payroll quickly and easily
- Pay the right people, the right amount of money on the right day
- Automatically calculate statutory payments
- Check and print payslips
- Make secure electronic payments to employees and HMRC
- Export payment figures to Sage Instant and 50 Accounts
- Securely submit in-year forms to HMRC

### Process Payroll Year End:

- Useful step-by-step guides to help you manage your Payroll Year End
- Securely submit your year end forms