Adding Employees

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

How do I add new employees?

Go to the Employees & Payroll Navigation Center, select Employees, and then click New Employee.

What is the difference between an Employee and a Sales Rep?

Employee

- Works for your company

- Gets paid a salary or hourly wage

- May be eligible for company benefits (such as health insurance)

Sales Rep

- Sells items for your company

- Most likely paid on commission

- Not eligible for benefits

- Must be set up as a 1099 vendor in order to pay them.

If you have employees who sell items for your company, you can set them up as both an Employee and Sales Rep.

Did you know?

- You can enter Performance Reviews for employees. Go to the Pay Info tab in the employee's record and click Performance Reviews (Available in Sage 50 Premium Accounting and higher).

- You can keep track of raises given to your employees by clicking Raise History on the Pay Info tab. The Raise History window is for informational purposes only (Available in Sage 50 Premium Accounting and higher).

- You can specify if an employee accrues vacation and sick time or gets it in one lump sum. You can also set the maximum number of vacation and sick hours an employee can have at one time (Available in Sage 50 Pro Accounting and higher).