



Sage 300

Sage Payroll Link Integration Guide

This version of the software  
has been retired

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# Introduction

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Sage HRMS offers comprehensive payroll processing, training, and benefits administration to ensure your readiness to tackle challenging HR issues.

## Support and resources

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage HRMS and Sage Employee Self Service. Visit the [Sage HRMS product documentation website](#) for a library of guides.
- **Sage University:** Learn pro tips for using Sage HRMS in online or classroom courses. Visit <http://SageU.com> and log on or create an account to register for training.
- **Sage City:** Visit <http://sagecity.na.sage.com> for help, guidance, documents, and downloads specific to Sage HRMS and modules.
- **Customer Support:** For additional articles and resources, visit <https://support.na.sage.com> or contact Customer Support at 800-829-0170 (U.S. and Canada). Please have your Customer ID handy when contacting Customer Support.
- **Tax forms:** Because all printed forms have variations, Sage HRMS Payroll only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at [www.SageChecks.com](http://www.SageChecks.com).

## Sage HRMS for Sage 300 Payroll

### **Sage HRMS for Sage 300 Payroll includes:**

**Sage HRMS**, a powerful solution for managing critical employee information. Ideal for businesses of any size, Sage HRMS helps you manage your company's benefits programs with comprehensive benefits administration tools, track and prepare reports to ensure government compliance, and electronically store employee forms and certificates.

**Sage HRMS Time Off**, for tracking employee absences and leave accruals. Its flexibility allows you to define absence codes, handle the Family and Medical Leave Act (FMLA), and manage accruals and carry-overs. Designed to meet all your attendance tracking needs, Sage HRMS Attendance offers complete flexibility in handling all types of attendance plans and employee time off.

**Sage HRMS Train**, a skills-based training management system used to define specific training needs, prepare compliance reports, and ensure certifications are completed on-time. In addition, it helps define training requirements for new employees based on their current skill sets and automatically updates employee "Skills Profiles" upon completion of new courses.

**Sage Employee Self Service**, the web-based employee self-service solution for Sage HRMS. The package includes the Employee Self Service functionality and Benefits Enrollment.

**Sage Payroll Link**, for transferring employee data and earnings, deductions, and benefits information from Sage HRMS to Sage 300 ERP Payroll.

## Set Up HRMS with Sage 300 ERP

You should install and set up Sage 300 ERP and Sage HRMS components in order noted below. These steps are listed in greater detail in the second section of this guide.

You must install Sage 300 ERP and Sage HRMS before you can install Sage Payroll Link.

### Install, activate, and set up Sage 300 ERP modules

- Sage 300 ERP U.S. Payroll or Canadian Payroll must be installed.
- You must activate the payroll module before you can activate the Sage Payroll Link.
- For full functionality, Optional Fields must be activated.
- Add earnings, deductions, and benefit codes in payroll, following the guidelines in Chapter 2 of this guide.

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**Note:** You add employees in Sage HRMS, and then transfer them to Sage 300 ERP Payroll after setting up the Sage HRMS Payroll Link.

If you already have employee records in Sage 300 ERP Payroll, you can use the Payroll Link module (a separate module for HRMS) to import employees into Sage HRMS.

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## Steps to process an integrated payroll

Once you have set up Sage HRMS and Sage 300 ERP, you follow these steps each time you process payroll:

1. Add or update employee records in Sage HRMS.
2. Use Sage HRMS Process in Sage 300 ERP to update Sage 300 ERP Payroll with new or changed employee records.
3. Add timecards, if necessary, in Sage 300 ERP.
4. Calculate the payroll in Sage 300 ERP Payroll.
5. Print the pre-check register in Sage 300 ERP.
6. Print and post payroll checks in Sage 300 ERP.

7. Use Sage HRMS Process to bring Absence Transactions from Sage 300 ERP payroll to Sage HRMS

# Configuring Sage Payroll Link

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This chapter provides the detailed steps for setting up the Sage Payroll Link for Sage 300.

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**Note:** Setting up the Sage Payroll Link for Sage 300 ERP is only a small part of the overall setup process. You first have to set up Sage 300 ERP Payroll and Sage HRMS.

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Before you start, you must install and set up:

1. Sage 300 ERP Payroll (either U.S. Payroll and/or Canadian Payroll). Refer to the [Sage 300 ERP Installation guide](#) for detailed instructions.
2. Sage HRMS. Refer to the [Sage HRMS Installation guide](#) for detailed instructions.

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**Important!** If you have just installed U.S. or Canadian Payroll, read the notes in this chapter about setting up benefits and accruals before setting them up in Sage 300 ERP.

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## Setting up Sage Payroll Link

After setting up Sage HRMS and Sage 300 ERP Payroll, follow these steps to install and set up the Sage Payroll Link. Depending on your needs, this process can change, but the general procedure for setting up Sage Payroll Link is as follows:

1. Install and activate the Sage Payroll Link: The filename is *AH61C.exe*.  
Once activated, the module will appear on the Sage 300 ERP Desktop as Sage Payroll Link.
2. Choose **Database Configuration** from the Sage HRMS Setup folder to specify the name of the Sage HRMS database
3. Choose **Employer Configuration** to link your Sage 300 ERP Payroll system to an organizational level in Sage HRMS.
4. Choose Employee Configuration to map fields in Sage 300 ERP Payroll employee records to fields in Sage HRMS.
5. Use the **Sage HRMS Process** form in the Sage Payroll Link to transfer employee information from Sage HRMS to Sage 300 ERP Payroll.
6. After completing setup, you can process payroll.

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**Note:** If employee records exist in Sage 300 ERP Payroll before you add them to Sage HRMS, you must make sure that you use the same employee ID in Sage HRMS that you use in Sage 300 ERP Payroll. Otherwise, you may have two records for the same employee when you transfer the employee records.

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## Using Database Configuration to specify the Sage HRMS database

You must use Database Configuration to specify the Sage HRMS database before you can run Employer Configuration or Employee Configuration.

1. Choose **Database Configuration** from the Sage HRMS Setup folder.
2. Enter the SQL Server instance name or select it from the dropdown list beside **Sage Abra HRMS SQL Server Name**.
3. Enter the name of the Sage HRMS database. This is the name assigned to the (live, not sample) HR data upon installation of Sage HRMS.
4. Enter the SQL Database User name and Password. The SQL password must not start or end with a space.
5. Click **Test Connection** to ensure that the Sage Payroll Link is connected to the Sage HRMS database. If the connection test fails, verify that you made the correct selections in steps 2-4 and try the test again. The test must succeed before the system will allow the data to be saved.

## Using Employer Configuration to link organizations

You must complete Database Configuration before you can use the Employer Configuration and Employee Configuration forms.

1. Choose **Employer Configuration** from the Sage HRMS Setup folder.

You must complete Database Configuration before you can continue to Employer configuration and Employee Configuration.

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**Note:** Which **Payroll** tab displays on the Employer Configuration window depends on your installed payroll module: U.S. or Canadian.

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2. Select the **Use Interface** check box to activate a connection to the Sage 300 ERP Payroll module.

You can uncheck this box to temporarily disengage integration for maintenance or for other purposes.

3. In the **Link Payroll Company to <Canadian or U.S.> Payroll** field, select the organizational relationship between Payroll and HRMS.

You can choose any Organization Level set up in Sage HRMS Enterprise Setup, but, typically, you would choose "Employer" to associate a Sage HRMS employer with a company in Sage 300 ERP Payroll.

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**Note:** If you choose Employer, the last field "Sage HRMS Org. to *<Canadian or U.S.>* Payroll" will not appear on the Employer Configuration form.

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4. For **Sage HRMS Employer to <Canadian or U.S.> Payroll**, select the Sage HRMS employer or company that houses the employees you want to pay.

5. For **Sage HRMS Org. to <Canadian or U.S.> Payroll**, select the HRMS organization with the employees that you want to pay.

## Using Employee Configuration to map employee fields

You must complete Database Configuration and Employer configuration before you can use the Employee Configuration form.

The Employee Configuration setup form lets you map employee record fields in Sage 300 ERP Payroll to fields in Sage HRMS, according to payroll Profile IDs.

The Payroll Module description will be either Canadian Payroll or U.S. Payroll, depending on which payroll module is activated. If both Canadian and U.S. Payrolls are activated, you have to select the payroll module that you wish to integrate with each Profile ID.

1. Choose **Employee Configuration** from the Sage HRMS Setup folder.
2. Select a **Profile ID** to begin the mapping process between solutions.

The Sage 300 ERP Payroll fields that display may need to be mapped to appropriate Sage HRMS fields.

3. Double-click the cell for the **Sage HRMS Field** column to display the drop-down list of fields that can be selected for mapping.

The drop-down list displays fields from Sage HRMS or from any of the user-defined fields from non-multiple record Custom Detail windows in Sage HRMS. Custom Panels are created under System > Design Custom Details, in Sage HRMS.

4. Choose each tab, in turn, to map data from Sage HRMS to Sage 300 ERP Payroll.

Guidelines for configuring the various Employee Configuration pages are provided below.

## Demographics

Certain rules are static and are not shown in the mapping tables. For example, Last Name in Sage 300 ERP Payroll transfers directly from Last Name in Sage HRMS. In this version, the Demographics tab has been eliminated to simplify the setup of the transfer of data.

## Class

In Sage 300 ERP Payroll, you can set up classes and corresponding Class codes to be used for sorting and selecting data.

- Up to four Classes can be setup in Sage 300 ERP Payroll.
- Each Class can have an unlimited number of Class Codes.
- Class Codes can be assigned to each employee, and then used for sorting and selecting data.

For example, Class 1 may be setup as an office location with corresponding Class Codes of East Side Location, Central Office, and West Side Location. Then, data can be sorted to identify employees working in the Central Office by selecting the Central Office class code in the Class 1 field.

There are no standard settings in Sage HRMS similar to the Sage 300 ERP Payroll Class Codes. As such, Sage 300 ERP Payroll Class Codes must be mapped to user-defined code tables, and then each Class Code can be mapped to the corresponding code from the selected Sage HRMS code table.

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**Note:** If Sage 300 ERP Payroll Class does not contain any class codes, the class will not be shown.

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## Cost Center

The Sage 300 ERP Payroll Cost Center tab allows you to specify General Ledger account segments for each employee. The segments specified will be used as the default account segments when payroll transactions are posted in General Ledger.

An example of a common account segment setup is shown below:

Account segments set up by department codes 100, 200, 300, and 400.

G/L accounts for 6720 Wages and benefits are set up as follows:

- 6720 – 100 Wages and benefits, dep 100
- 6720 – 200 Wages and benefits, dep 200
- 6720 – 300 Wages and benefits, dep 300
- 6720 – 400 Wages and benefits, dep 400

On the **Cost Center** tab of the **Employee Configuration** form, department codes can be assigned to each employee. An employee who works in department 100 will be assigned segment code "100" in the Department segment; an employee who works in department 200 will be assigned segment code "200" in the Department segment, and so on. As a result, when payroll transactions are posted in General Ledger, the 6720 expense account will be overridden with account 6720-100 for all employees who work in department 100; 6720-200 for all employees who work in the department 200, and so on.

Based on the Payroll Cost Center's setting:

- If, in the payroll module (U.S. or Canadian), **Use Cost Center Override** is not selected, the Cost Center page on the Employee Configuration form will be hidden.
- If, in the payroll module, **Use Cost Center Override** is selected, but **None** is selected for the **Use Cost Center Override in Accounts** field, the Cost Center page on the Employee Configuration form will be hidden
- In all other situations (when you select **Use Cost Center Override** and **Override Expense Accounts** or **Override Expense and Liability Accounts**), the Cost Center page will be displayed. Also, you will have a choice to map Payroll segments to Organization Codes from HRMS or to user-defined tables. After selecting an

organization code or a user-defined table, you must map each individual segment to the value of the organization code table or user-defined table.

## Earning Codes

Three earning code types can be mapped. These are listed below along with the mapping settings for each. Earning code types other than these cannot be mapped.

### Salaried

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked
- Employee Calculation Method is set as one of the following:
  - Flat
  - Fixed
- Sage HRMS selections include:
  - Salaried
  - User-defined Employment Fields (Note: Only numeric data can be processed.)
  - User-defined Pay Fields (Note: Only numeric data can be processed.)

### Hourly

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked
- Employee Calculation Method is set as one of the following:
  - Hourly Rate
  - Amount per Hour
- Sage HRMS selections include:
  - Hourly
  - User-defined Employment Fields (Note: only numeric data can be processed)
  - User-defined Pay Fields (Note: only numeric data can be processed)

### Bonus Amount

- Category is "Earning"
- Type is "Salary & Wages"
- "Non-Periodic Payment" is un-checked

- Employee Calculation Method is set as one of the following:
    - Flat
    - Fixed
  - Sage HRMS selections include:
    - Bonus
    - User-defined Employment Fields (Note: only numeric data can be processed)
    - User-defined Pay Fields (Note: only numeric data can be processed)
- 

### Notes:

The program adds a default value for the field **All Sage HRMS Codes Map To One Dist. Code** when you select a value (except None) for Sage HRMS and the value of fields **All Sage HRMS Codes Map To One Dist. Code** and **Distribution Code Maps To** are empty. The default value is the first distribution code in the drop down list related to the Payroll Earning code.

If None is selected for Sage HRMS, the value of the fields **Distribution Code Maps To** and **All Sage HRMS Codes Map To One Dist. Code** will default to None and N/A, respectively. Also, the fields **Conversion Factor**, **Dist Code Maps To**, and **All Sage HRMS Codes Map To One Dist. Code** cannot be edited until a value other than None is selected for Sage HRMS.

When the value of one of the distribution code fields (for example, the **Dist. Code Maps To** or **All Sage HRMS Codes Map To One Dist. Code** field) is changed, the value of the other distribution code field will automatically reset to the default value for the distribution code mapping record related to the Sage 300 ERP Payroll Earning code. If Sage 300 ERP Payroll Class does not contain any class codes, the class will not be shown.

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### Deduction/Benefit

All Payroll Deduction and Benefit codes can be mapped. You can select from the following three Sage HRMS mapping options to map the deduction and benefit codes:

- Benefit Type
- Benefit Code
- User Defined

Benefits are set up differently in Sage HRMS from the way they are set up in Sage 300 ERP Payroll.

- In Sage HRMS, employer and employee portions of a benefit premium are setup in one place (Insurance Benefits table).

- In Sage 300 ERP Payroll, the employer and employee portions of a benefit premium are set up twice: the employer portion as a Payroll Benefit, and the Employee portion as a Payroll Deduction; or, are set up once as a Payroll Deduction.

Therefore, the employer portion of the HRMS benefit can be mapped to Payroll earnings categorized as Benefits or Deductions; and, the employee portion of the HRMS benefit can be mapped to the Payroll deductions (in the Deductions category).

If the Sage 300 ERP Payroll earnings are set up in the Deductions category, the options for the field "Calculation Type" are:

- Do not Calculate
- Employee Only
- Employer Only
- Both Calculate

If the Sage 300 ERP Payroll earnings are set up in the Benefits category, the options for the field Calculation Type are:

- Do not Calculate
- Employer Only

#### Notes:

- For the field **Employer Portion Calculation Type**, if you selected **Other Calculated Amount Field**, you must prorate one pay period's amount based on the corresponding employee's benefit code pay frequency. Also, this field cannot be edited if you use a User-defined field to map the Payroll Deduction/Benefit Code, or if you use Benefit Type or Benefit Code for mapping, but only calculate employee portion.
- The program adds a default value for the field **All Sage HRMS Codes Map To One Dist. Code** when you select a value (except None) for Sage HRMS, select a value (except Do not Calculate) for **Calculation Type**, and the value of fields **All Sage HRMS Codes Map To One Dist. Code** and **Distribution Code Maps To** are empty. The default value is the first distribution code in the drop down list related to the Payroll Deduction/Benefit code.
- If None is selected for Sage HRMS or Do not Calculate is selected for **Calculation Type**, the value of the fields **Distribution Code Maps To** and **All Sage HRMS Codes Map To One Dist. Code** will default to None and N/A, respectively. Also, the fields **Conversion Factor**, **Dist Code Maps To**, and **All Sage HRMS Codes Map To One Dist. Code** cannot be edited until a value other than None is selected for Sage HRMS and a value other than Do Not Calculate is set for Calculation Type.
- When the value of one of the distribution code fields (for example, the **Dist. Code Maps To** or **All Sage HRMS Codes Map To One Dist. Code** field) is changed, the value of the other distribution code field will automatically reset to the default value for the distribution code mapping record related to the Sage 300 ERP Payroll Earning code.

## Advance

You can map all Sage 300 ERP Payroll Advance codes to four User-defined Employment fields and four User-defined Pay fields of Sage HRMS. The mapping rules applicable to other fields and distribution codes are the same as those for Earning Codes.

## Expense Reimbursement

You can map all Sage 300 ERP Payroll Expense Reimbursement codes to four User-defined Employment fields and four User-defined Pay fields of Sage HRMS. The mapping rules applicable to other fields and distribution codes are the same as those for Earning Codes.

## Accrual

You can map all Sage 300 ERP Payroll Accrual codes to generate Time Cards.

Users can use Time Cards in Sage 300 ERP Payroll to enter Attendance / Absence Transactions.

An example of an absence transaction might be vacation taken or sick days. In Sage HRMS, when users add an absence transaction for an employee, they must indicate the day the absence occurred and the number of hours taken. When Sage HRMS Process runs, all absence transactions that occurred during the transferred period will be transferred to Time Cards in Sage 300 ERP Payroll.

The mapping rules applicable to other fields and distribution codes are same as those applicable to Earning Codes.

### Notes:

- In Sage 300 ERP Payroll, users do not adjust the regular amount of hours worked if an absence transaction occurred. Sage HRMS Payroll does not support generating payment-type time cards; only accrual-type time cards can be generated.
- You must specify the **Sage HRMS Absence Reason Code** and the **Sage HRMS Attendance Plan Code** at same time to generate Time Cards accurately.
  - The Absence Reason Code is used by Sage Payroll Link to get absence transactions information from Sage HRMS.
  - The Attendance Plan Code is used by Sage Payroll Link to get the attendance information from Sage HRMS (for example, Year Carry-Over, Accrued, and Hours Available).
- If you only want Sage HRMS to transfer accrual records to Sage 300 ERP Payroll and will enter time absent into Sage 300 ERP Payroll directly, select None in the HRMS Absence Reason Code column. Otherwise, select the corresponding Absence Code.

## Shift Differential Schedule

Shift Differential Schedules exist in both the Sage HRMS and Sage 300 ERP Payroll applications. However, the configurations of shift differential schedules are different in each application.

- In Sage 300 ERP Payroll, you can set up an unlimited number of schedules. Each schedule can have up to 4 shifts. For each shift you can specify a differential rate (an amount per hour paid in addition to the regular pay).
- In Sage HRMS, there is only one schedule (specified in the Shift Differential Codes code table). In the schedule, you can create an unlimited number of shifts. For each shift, you can enter a differential rate (amount or percentage per hour).

The Sage 300 ERP Payroll Shift Differential Schedule and related shifts can be mapped to the following four types of codes in Sage HRMS:

- HRMS Shift Differential Codes
- Four User-defined Employment fields
- Four User-defined Pay fields
- User-defined Code Table

### Notes:

- You can specify a differential rate in both the Sage HRMS and Sage 300 ERP Payroll applications. However, when you map each Sage 300 ERP Payroll shift to a Sage HRMS shift, the differential rate assigned to the Sage 300 ERP Payroll shift will be used.
- In Sage HRMS, you can select a shift for an employee and then change the shift premium specifically for this employee (on the Current Pay form). This change will not be available in Sage 300 ERP Payroll once Sage HRMS Process runs. The differential rate assigned to the mapped shift in Payroll will be used in the employee's pay calculations. In other words, differential rates in HRMS entered for employees are ignored in Payroll calculations. Payroll will use the differential rates entered in Payroll for the mapped HRMS Shifts.
- On the **Shift Diff. Schedule** tab, the Sage HRMS Code field drop down list does not display shift codes previously used. If you want to select a code that has already been used, you must first release the code by selecting None in the cell where it was previously selected.

## Distribution Codes

You can map specific Sage 300 ERP Payroll distribution codes to each HRMS Org. Value. To do this, select an organizational level (Division, Department, Location or whatever you have set up in Sage HRMS) from the **Dist. Code Maps To** field.

You can also assign to have all HRMS codes mapped to one Payroll distribution code. To do this, simply select a field from the **All Sage HRMS Code Map to One Dist. Code** column.

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**Note:** In HRMS, if an employer has no codes at the employer level, all codes default to the enterprise level. However, if an employer has only one code at the employer level, only that code will be available for selection in the drop down list(s).

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## Transferring employee information from Sage HRMS to Sage 300 ERP Payroll

Once you have set up the database connection between Sage HRMS (HR) and Sage 300 ERP Payroll (Payroll) via the Database Configuration page, and have completed the mapping process on the Employer and Employee Configuration pages, you can transfer employee information from HRMS to Payroll. To do this, complete the following steps:

1. Choose **Sage HRMS Process** from the Sage Payroll Link directory. This displays the Sage HRMS Process form for selecting employee records to be transferred from HRMS to Payroll.

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**Note:** Only one user can access the Sage HRMS Process at a time. When Sage HRMS Process is open, no configuration forms can be opened, or configuration changes saved.

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2. Use the Finder to select the **Profile ID** from which you wish to transfer employee records, and then click the **Get Employees** button to display a list of the employees to be transferred.
3. Enter the **period start** and **period end** dates. This information is required and it determines which HR and benefit changes (including terminations and new hires) are new to transfer. Only changes with effective dates that fall on or between the pay period dates are transferred.
4. Select or de-select employee records for processing without changing the overall selection criteria by changing the value of the cells in the **Include** column to **Yes** to include the item or **No** to exclude the item.
5. Select the type of data to transfer: **Update All, Update Pay Information, or Update Benefits.**
6. Select to have one or a combination of **Active, Inactive** and **Terminated** employees included in the transfer. Only if the employees' effective dates are within the pay period, the records are updated with the link.
7. Select (optionally) your **Advanced Options** for transferring data:
  - **Calculate Accruals for Salaried Employees.** You can define whether to transfer an employee as Hourly regardless of the HRMS setting by selecting or clearing this check box. For example, you can transfer the hourly rate of a salaried employee to Sage 300 ERP Payroll by checking the box.
  - **Overwrite Distribution Codes.** Use this check box to determine whether to overwrite the existing Distribution Code while updating existing records in Sage 300 ERP Payroll.

- **Overwrite Payroll Pay Frequencies.** Sage HRMS supports four pay frequencies (Bi-Weekly, Monthly, Semi-Monthly, and Weekly), while Sage 300 ERP Payroll supports five additional specific pay frequencies (Daily, 22 per, 13 per, 10 per, and Quarterly). For example, existing pay frequency is Daily in Sage 300 ERP Payroll, if you select this Overwrite check box, the program overwrites the existing pay frequency (Daily) with the value in Sage HRMS; otherwise, the program will not update the existing 5 specific pay frequencies.
8. Use the **Benefits** section to select the benefits you want to include or exclude in the transfer.
  9. When you are ready to transfer employees, click the **Process** button.
  10. After the transfer is complete, the transferred data appears for review.
  11. Click the **Print** button to print a report of this data.
  12. After reviewing the report, click **Update** to complete the process and transfer the data to payroll.
  13. After updating payroll, you can print a report of the update results which shows what was updated and any errors that occurred during the update. Also, you can:
    - View the updated employee records in Sage 300 ERP Payroll.
    - Export the reports to a file to keep a log of all information that you have transferred.
  14. You can transfer absence transactions from Sage 300 ERP Payroll to HRMS by creating Accrual payouts. After the accrued payroll is posted, select the desired employees and then click **Transfer Time Taken**.

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**Note:** If employee records already exist in Sage 300 ERP Payroll, you must make sure that you use the same employee ID in Sage HRMS that you use in Sage 300 ERP Payroll. Otherwise, you may have two records for the same employee when you transfer the employee records from Sage HRMS to Sage 300 ERP Payroll.

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