

# HR Synchronisation

**Disclaimer:**

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.

**Important Note**

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (+27)11 304 4486 or [Support.HRandPayroll@sage.com](mailto:Support.HRandPayroll@sage.com).

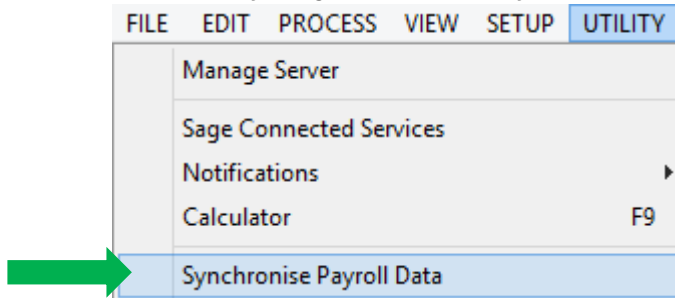
## FAQ

### Question:

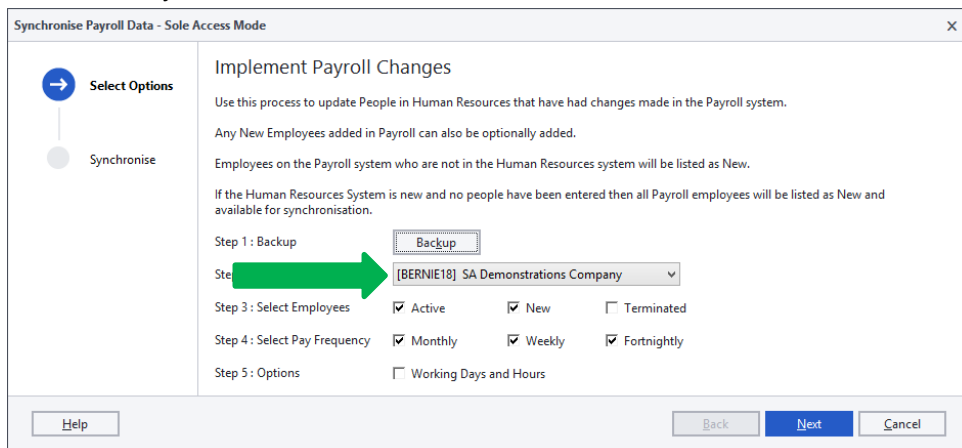
How do I Synchronise my Payroll data in to HR?

### Solution:

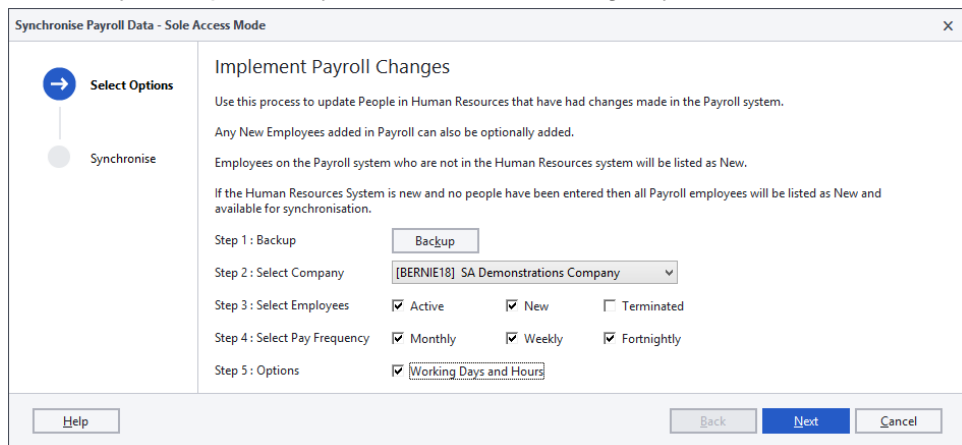
1. Click **Utility...Synchronise Payroll Data.**



2. Select to create a **backup.**
3. Ensure the correct Payroll Company folder is select which generally is automatically entered.



4. Select the employees you wish to synchronise
5. Select the different pay frequencies you wish to synchronise.
6. Select if you require to synchronise the working days and hours to HR.



- Ensure there is a tick under **“Implement”** next to each employee that you wish to synchronise to HR.

Synchronise Payroll Data - Sole Access Mode

Select Options

Synchronise

Select the Payroll Changes to Implement

Indicate the changes to implement or ignore. Implement All Implement None Ignore All Ignore None

Change Made	Code	Name	Implement	Ignore	Done	Comments
New Employee	0003	Bernie Boshoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	001	John Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	002	Sandy Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	003	Glenda Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	004	Vusi 24156445 Tshabalala	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	005	Eric Mbatha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	006	Thembi Ramolefe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Employee	050	Test Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Help Filter Back Process Cancel

- Click **Process**
- Once you confirm that the process has a comment **“Successful”**, Click **Finish**.

Synchronise Payroll Data - Sole Access Mode

Select Options

Synchronise

Select the Payroll Changes to Implement

Indicate the changes to implement or ignore. Implement All Implement None Ignore All Ignore None

Change Made	Code	Name	Implement	Ignore	Done	Comments
New Employee	0003	Bernie Boshoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	001	John Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	002	Sandy Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	003	Glenda Green	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	004	Vusi 24156445 Tshabalala	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	005	Eric Mbatha	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	006	Thembi Ramolefe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful
New Employee	050	Test Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Successful

Help Back Process Finish