

## Feature Comparison Table

Helping you to...

Sage Instant  
Payroll v12

<b>Get up and running</b>	
Easy to set up and use	•
Free telephone support	45 days
Free email and web based support	1 year
HR Advice Standard	1 year
<b>Manage your people</b>	
Create and maintain employee records (up to 10 employees)	•
Track holiday and absence	•
Process paperwork for leavers	•
<b>Manage your payroll</b>	
Automatically calculate statutory payments and NI	•
Check and print payslips	•
Complete your payroll quickly and easily	•
Make secure electronic payments to employees and HMRC	•
Export payment figures to Sage Instant Accounts and Sage 50 Accounts	•
Submit in-year forms to HMRC electronically	•
Receive forms from HMRC electronically	•
<b>Process payroll year-end</b>	
Step-by-step guides to help you manage Payroll Year End	•
Submit year-end forms electronically	•