January 29, 2009.

Re: Payroll.

Dear Principal,

We are aware that many of our schools are using a computerised payroll package such as Sage Quickpay or Thesaurus but there are a number of others still processing payroll manually.

The computation of the weekly/monthly payroll is very complex as there a large number of variables to be considered for each employee on a weekly basis. The preparation of a school's payroll on a manual system should only be carried out by personnel who have an in-depth knowledge of the various PAYE and PRSI regulations.

Processing payroll manually is both time consuming and prone to errors even for small numbers of employees. We strongly recommend that any school not yet doing so should move to preparing payroll using one of the recognised software packages currently on the market. The payroll package costs vary from an initial cost of €140 plus VAT to €279 plus VAT. A large number of schools have already computerised their payroll and are currently using the following payroll systems:

Name	Company	Contact	Initial Cost	Annual Maintenance
Quickpay Plus	Sage Ireland	1800 255 300	€279 +VAT	€279 + VAT (Sage Stationery Only)
Thesaurus	Thesaurus Software Ltd.	1850 322322	€140 + VAT	€140 + VAT (Plain Paper)
Collsoft Payroll	Collsoft Ltd.	046 9050800	€140 + VAT	€140 + VAT (Plain Paper)

While schools are free to choose any of the options above, the FSSU recommends the Thesaurus option for those who have not used a payroll package before. **Thesaurus Software Ltd is offering free training for schools that purchase the Thesaurus package for the first time.** To avail of this offer we suggest that when you purchase the package from Thesaurus you inform them that you are a member of the JMB Secretariat of Secondary Schools and are interested in their training.

The FSSU will be making the arrangements for the training on the Thesaurus package. Therefore please contact this office if you decide to purchase the packing and require training.

Yours sincerely,

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Fergus Dunne, Director,
Financial Support Services Unit.