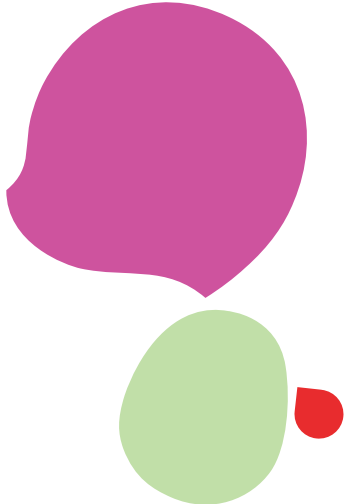


# HR From Sage

Managing Your People



# Introducing Sage HR

People are the most important part of any business, so they're worth looking after. And that means keeping the right records and having the right procedures in place. Sage HR can help.

Sage HR helps you manage your people by recording, storing and tracking key information on performance, training and working patterns all in one place and provides different access rights to ensure that information remains confidential.



## How can it help

### Manage your people

- Manage performance and appraisals
- Manage training and qualifications
- Record and report details and evidence of disciplinary action
- Build a history of key information on each employee

### Manage your business

- Identify skill levels and shortages
- Monitor costs and attendance rates for training courses
- Monitor employee working patterns
- Manage holidays and absence
- Schedule follow up reminders on HR tasks
- Comply with current employee legislation

## Manage your people

### Manage your people

What do you know about your employees? Can you easily find emergency contact details, reporting lines, job titles, job grades and working patterns for everyone?

Sage HR makes it easy for you to gather everything you need to know, from personal details to pre-employment checks and proof of identity. It records everything in one place, so it's easy to find when you need it.

And because you can set user access to particular employees and functions, you can ensure that any sensitive information remains secure and confidential.

### Plan ahead

Annual holidays, maternity breaks and training days can all leave you short of people, unless you plan ahead.

Being able to see at a glance who is off when and spot potential resource issues, helps you run an efficient business.

Sage HR helps you keep track of all your employees' holidays quickly and easily, even if you have flexible working hours.

Sickness and absence, whether authorised or not, can have an impact on the effectiveness of your business.

With Sage HR, you can keep up-to-date and accurate records that can help you spot patterns of absence and avoid potential problems.

### Customisation

Create screens to capture information that is relevant to you and your business. Tailored screens allow you to record important information specific to your business. i.e. Keeping a record of company assets issued to staff such as laptops, mobile phones etc. Creating an Accident Book form, Death in Service nomination form, First Aider/Fire Marshall details,

Including their location within the building, so the health and safety officer can easily check they have cover throughout a large premises. These are just some of the customisation functions available.

## Plan and develop

### Develop the team

Do you have roles that need certain qualifications? Are your people on track to achieve the training they need to progress or take on more responsibility?

Sage HR helps you monitor the skills, training and development of your people, so you can manage performance, set targets for achievement and spot areas where more training may be needed.

When roles need to be filled Sage HR can help you quickly identify employees with the required qualifications and those which have been identified as potential candidates for promotion.

### Manage disciplinary issues

Dealing with issues such as lateness, absence, bullying, harassment and discrimination can be delicate and tricky.

Sage HR helps you keep track of details and timescales of behaviour, alongside supporting evidence, such as written complaints and warnings.

With tools to help you maintain, report and see at a glance all the information relating to a disciplinary action, Sage HR gives you the confidence to deal with these issues effectively.

## Manage and discipline

### Manage your business

All businesses are different, but you can tailor Sage HR to suit yours.

By setting up different locations, groups and departments, it's easy to see who works where and when.

You can then use these records to analyse your business, with flexible reports that allow you to compare the facts and figures that are important to you.

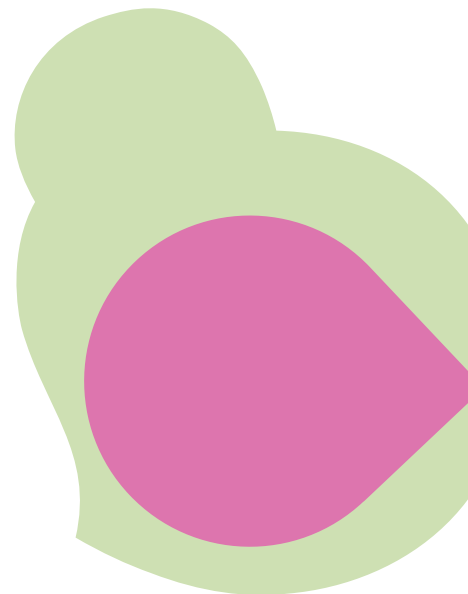
## Peace of mind

### Full peace of mind

Sage HR also comes with the reassurance of SageCover, giving you telephone and email support for the first year which also includes access to our Sage HR Advice service. For more information please log on to [www.sage.ie](http://www.sage.ie).

Sage HR also works with the latest version of Sage Micropay Professional and Sage PeopleLink, allowing you to share employee details and avoid the need to re-enter existing information into all three programs.

And because Sage HR works with Microsoft Office®, you can send professional letters and emails to all of your employees quickly and easily.



# Features at a glance

Feature	Features	Benefits
<b>Working with Employees</b>	<ul style="list-style-type: none"> <li>■ Personal details including address</li> <li>■ Multiple contact details &amp; next of Kin</li> <li>■ Employment Status</li> <li>■ Job type</li> <li>■ Location &amp; location address details</li> <li>■ Cost Code</li> <li>■ Reports To</li> <li>■ Validation of employment status</li> <li>■ Ethnic Origin</li> <li>■ Images</li> <li>■ Employee templates</li> <li>■ Validation of status (i.e. birth/marriage certificates, Background checks, work permit)</li> <li>■ Employee type (Sub Contractors)</li> <li>■ Driving licence details</li> </ul>	<ul style="list-style-type: none"> <li>■ Maintain and access all employee information in one place</li> <li>■ Easily set up employee information based on other employees (templates)</li> <li>■ Supports employer compliance requirements ensuring necessary evidence to prove eligibility for employment is captured</li> </ul>
<b>Absence &amp; Work Management</b>	<ul style="list-style-type: none"> <li>■ Holidays, Sickness, Lateness, other absences</li> <li>■ Working patterns</li> <li>■ Company holiday year</li> </ul>	<ul style="list-style-type: none"> <li>■ Manage holidays ensuring compliance with legislation</li> <li>■ Easier to ensure sufficient staff availability</li> <li>■ Monitor attendance issues and reasons</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>■ Disciplinary Records</li> <li>■ Appraisal Management</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensures all necessary procedures are followed together with supporting evidence</li> <li>■ Manage performance of staff to support development and rewards. Set targets for achievement for future to improve quality of work</li> </ul>
<b>Skill &amp; Qualification Management</b>	<ul style="list-style-type: none"> <li>■ Ability to store Qualifications and expiry dates for accreditation purposes</li> <li>■ Record Training course details including cost</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensures that staff have the necessary skills to undertake their work, supports Health &amp; Safety compliance</li> <li>■ Easier to manage personal development plans</li> <li>■ Easier to manage training courses to support Professional Qualifications</li> </ul>
<b>Salary &amp; Job History</b>	<ul style="list-style-type: none"> <li>■ Job Details (including Grade), Pay Details</li> </ul>	<ul style="list-style-type: none"> <li>■ Easy to monitor and manage career development of staff</li> </ul>
<b>Managing your company</b>	<ul style="list-style-type: none"> <li>■ Organisation structure – location, departments, cost centres</li> <li>■ Working patterns including templates</li> </ul>	<ul style="list-style-type: none"> <li>■ Easy to configure around your organisational structure</li> <li>■ Easy to identify who works when &amp; where</li> </ul>
<b>Working with Sage HR</b>	<ul style="list-style-type: none"> <li>■ Document Manager</li> <li>■ Excel Integrated Reporting,</li> <li>■ New Report designer and pre defined reports</li> <li>■ Password and user groups - Menu and employee level access, Read only Access</li> <li>■ Diary view &amp; Event Register</li> <li>■ List view – company, employees, location, department</li> <li>■ Customise 'pick list'</li> <li>■ Outlook integration</li> </ul>	<ul style="list-style-type: none"> <li>■ Access to all information can be easily retrieved to monitor trends, provide company statistics and alert for training &amp; development needs</li> <li>■ Peace of mind that information can be easily retrieved by those who are authorised to do so</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>■ Synchronise with Employee detail information in Sage Micropay Professional</li> <li>■ Microsoft integration – mail merge, email</li> <li>■ Synchronise with employee information from Sage PeopleLink</li> </ul>	<ul style="list-style-type: none"> <li>■ Removes the need to re-key information</li> <li>■ Easier to communicate with employees</li> </ul>



# Features in detail

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## Working with Sage HR

Like Sage Payroll and Sage Accounts, Sage HR is easy to work with. Each function is divided into clearly marked sections and associated activities are quick to access.

Employees are clearly displayed in a list view making it easy to access records for individuals or groups of employees.

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## Employee Details

All employee information is stored within one easy to access record.

Information includes: Address, Multiple contact details and Next of Kin, Employment status, Job type, Location and location address details, Cost code, Reports to, Validation of employment status, Ethnic origin, Images, Employee templates and Validation of work status.

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## Absence Management

A holiday profile can be created for each employee allowing you to track holidays taken and booked. Authorised or unauthorised absences can be recorded quickly and easily.

Each employee's absence summary will show the days taken for the current and previous years helping you to identify patterns and trends.

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## Performance Management

An up to date, accurate list of actions taken during a disciplinary is vital when performance managing. Sage HR allows you to maintain, report on and view instantly all of this information giving you the confidence to deal with this specific HR process effectively.

To proactively monitor and enhance performance Sage HR includes appraisal templates and records. This allows you to forward-plan in terms of when the next appraisal will take place and also monitor the individual's progress through action plans.

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## Skills and Qualifications

Opportunities may arise in your business where a certain skill or qualification is required.

Through recording this information in Sage HR you can identify people who could be considered for specific roles. In addition you can review the skills/qualifications of those already in such roles to assist in producing job descriptions.

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## Training Management

Maintain all the details of training courses attended by each of your employees including dates attended, course subject, course provider and cost.

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## Salary and Job History

Sage HR provides an easily understood summary of the employment history for each employee. This allows you to track the positions held and salary awarded for each employee record as well as tracking the dates when changes occur.

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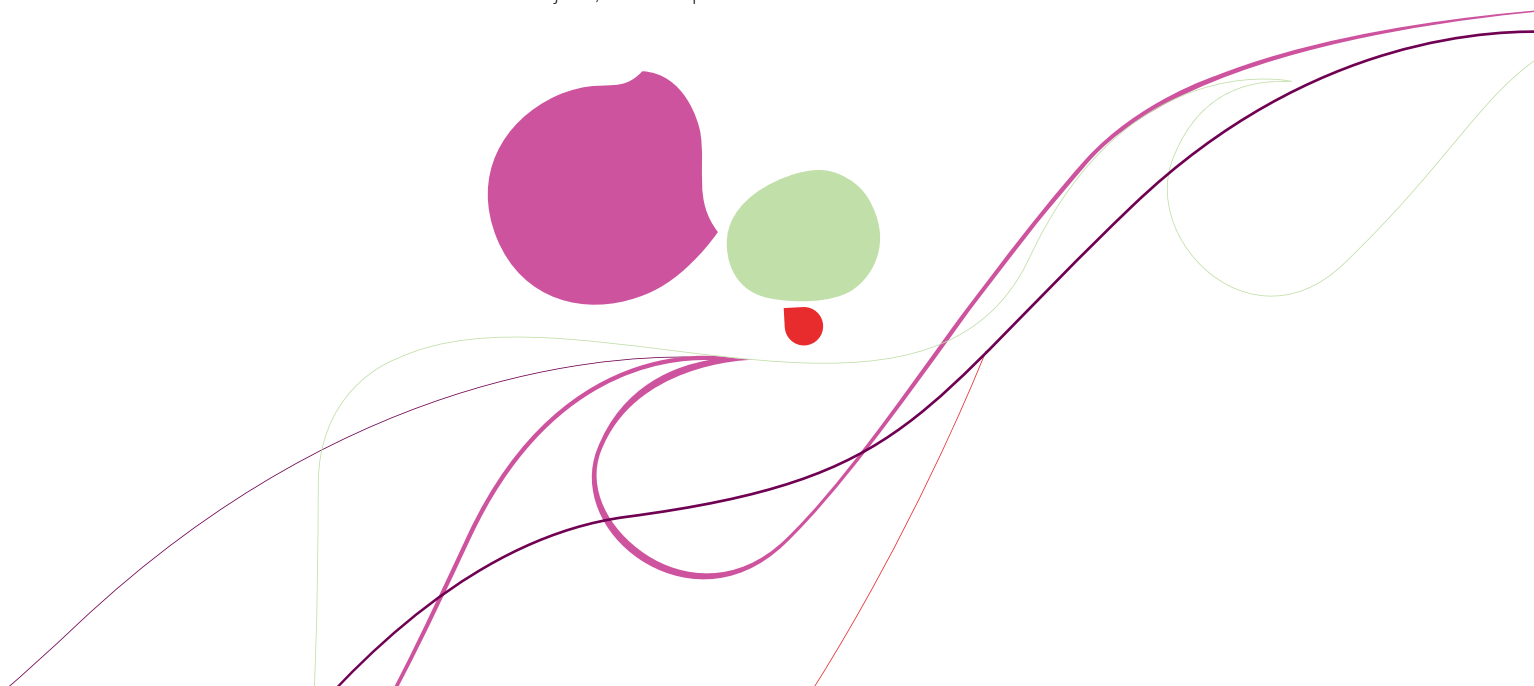
## Work Patterns

Record the normal work pattern for the employee, allowing you to identify part-timers or shift workers. As many employees may work similar patterns you can create work pattern templates saving you time on data entry.

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## Document Manager

Document Manager allows you to maintain control over all documentation relating to a number of areas within Sage HR. You can store, view, modify and print attachments such as employee contracts and disciplinary letters. Passport details and driving licences can also be scanned and saved against each employee record.



# Features in detail

## Report Designer

Your business is unique, and so is the information that you need from your Sage HR data. Everyone requires different levels of detail, fields and content. It can be frustrating when you are unable to tailor reports to your exact needs, or if you have to spend time collating reports. So, we've made it easy for you to get the information that you need in one report. There's unrestricted access to enable you to add all the fields you need, as well as to tailor the overall design of your reports.

The Report Designer includes: Unlimited access to any variables on reports, direct output to Microsoft Excel and Word, the ability to edit reports from the Report Designer allowing novice/advanced mode, more extensive reporting, Report Selections and Report Drill down.

## Event Register & Diary

An easy to use prompt of future actions. From highlighting the end of a probationary period to a reminder to talk to someone's manager about the amount of days sick an employee has taken. Entries can be added whilst you are working on an employee record.

## Security and Access Rights

Sage HR will hold confidential and sensitive information about your employees. Sage HR will allow you to set up different users with different levels of access allowing you to protect your employee information and make it accessible to only those that require it.

## Company Information

Many organisational units can be set up – departments, locations, roles. Staff can be associated with multiple units to make it easier to identify where they work within the business.

## Integration with Sage Micropay Professional and Sage PeopleLink

Sage HR will synchronise employee details with Sage Micropay Professional and Sage PeopleLink. Any employees created in either programme can be shared saving you valuable time, as you do not need to enter the employee details in three different places.







For more information  
on Sage HR please  
contact the pims  
Business advice team  
on 051-395900