

The image features a purple diagonal overlay in the top-left corner. The background is a photograph of three men in a meeting, standing in front of a whiteboard and a wooden wall. The man on the left is wearing glasses and a light blue shirt. The man in the center is wearing a grey sweater. The man on the right is wearing a plaid shirt. The whiteboard has some faint writing on it. The overall tone is professional and collaborative.

sage

Business Cloud

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Enterprise Management  
HR

**A powerful, simple and  
flexible human resource  
management software**

Sage Business Cloud Enterprise Management People gives you the tools you need to achieve more efficiency, visibility and cost control over your HR processes.

With improved data usability and intelligence and advanced mobile access to your software, you can achieve the benefits that many of our customers are already experiencing.



Efficiency and cost control



Gain compliance and visibility



Engage your employees



Serve your mobile workforce



"What have we achieved with Sage Enterprise Management HR People so far? Primarily an increased efficiency and a strong working relationship between our HR, payroll and finance teams who previously operated in silos. This really is a simplified process in terms of engaging with our employees, because they're engaging directly with the system. In summary we have a happier workforce and a more efficient employee base."

Ashley Regenass, CEO Synergy group,  
Johannesburg, South Africa

# Efficiency and cost control

Empower your managers to improve business performance with unified HR and financial data, forecasting present and future costs while streamlining operations with automated workflows.

Does your HR department spend most of its time processing employee information? Does your company have several HR systems in place? Integration is the answer to gain efficiency.

Sage Enterprise Management HR integrates seamlessly with accounting, helping you take control over your workforce costs in a more efficient way, without having to transfer information manually or between different systems.

With Sage Enterprise Management HR you are able to store full records of your employees, manage their contracts, forecast and efficiently track working hours, absenteeism and bonuses, giving you a complete view of your workforce costs.

Manage payroll processes, expenses, track your employees' bonus history, hire new employees and make forecasts by company, subsidiary or branch. All this in one single software solution.

Sage Enterprise Management HR helps you to save time on HR administration processes and lets you plan personnel and financial decisions strategically.

**Benefits from integrating HR and finance:**

- Payroll process errors are reduced by more than **20%**
- Tracking actual time worked error rate is reduced by more than **24%**
- Manual transactions decrease dramatically, **from 5,9% to 0,1%**
- Collaboration across departments and divisions is more than **3 times higher**

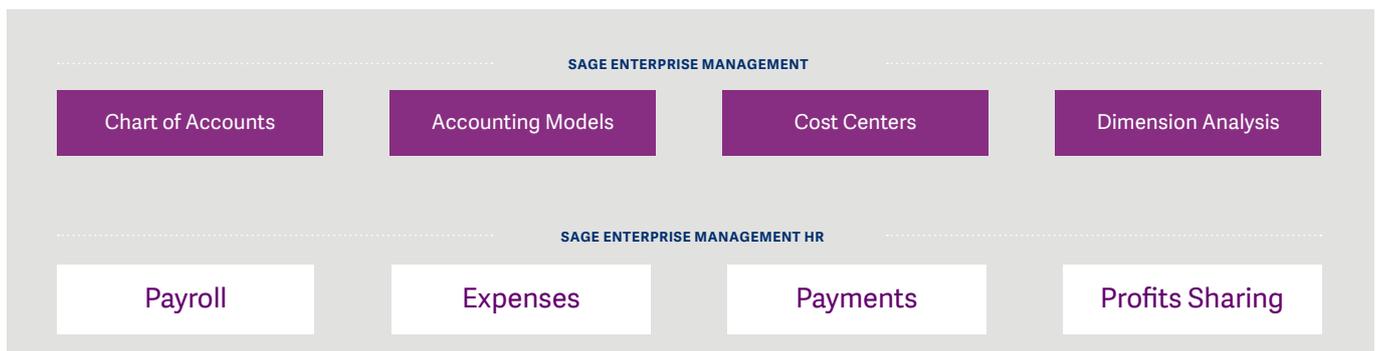
Aberdeen, "Total Workforce management 2013: The state of time and attendance", July 2013

**Best-in-Class organisations are 53% more likely to have unified HR and financial data.**

Aberdeen, "Unified Finance and HR in the cloud", November 2014

## Seamless integration with Sage Enterprise Management

Unlike other solutions that require complex integration, Sage Enterprise Management HR supports all core HR processes within one single solution, which is seamlessly integrated to Sage Enterprise Management. It's a perfect combination for mid- and enterprise-size companies looking to control employee cost and gain efficiency and visibility.

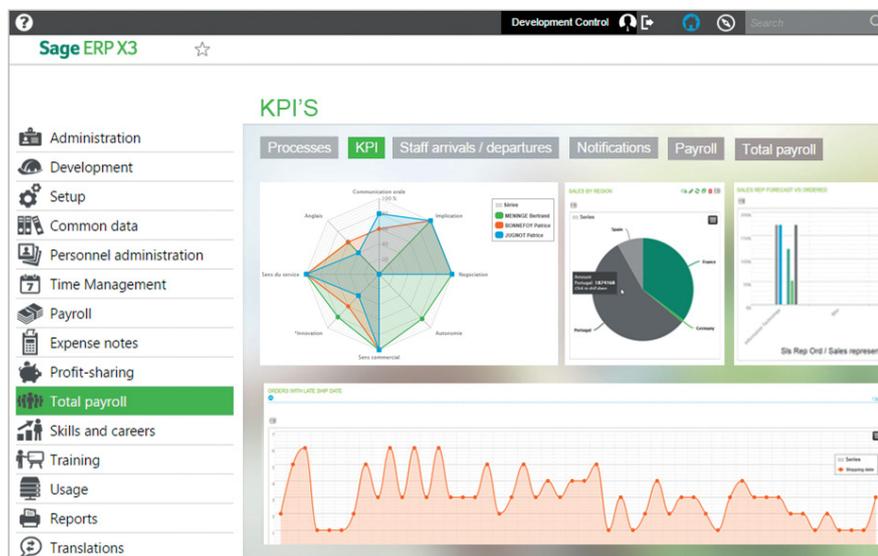


# Gain compliance and visibility

Ensure compliance and provide real-time, secure HR data for your internal and external stakeholders, with document management, dashboards, self-service intelligence and reporting tools. Sage

Your organisation is required to maintain compliance on an ongoing basis. You need a solution to support the management of your internal HR processes and that helps you to track, report and demonstrate that policies are applied in line with changing regulations, and kept safe with critical documentation storage.

While compliance and standardisation of your business processes are top of your list, giving visibility of HR services to your managers and employees is a growing challenge, especially in the enterprise space. Recent studies show that providing employees with access to HR services through a self-service system increases efficiency and accuracy in an organisation.<sup>1</sup>



With powerful business intelligence and dashboard tools, Sage ) RX VVVV'1 EREKI QI RX makes business insights accessible to all employees.

**Sage Enterprise Management HR helps your organisation become more responsive and make faster decisions:**

- Analyse data in your HR system, from any module or over any period
- Access the main Key Performance Indicators you need to assess your company's situation like workforce information, contracts, attendance, leave or compensation
- Benefit from an extensive library of reports and build queries on demand

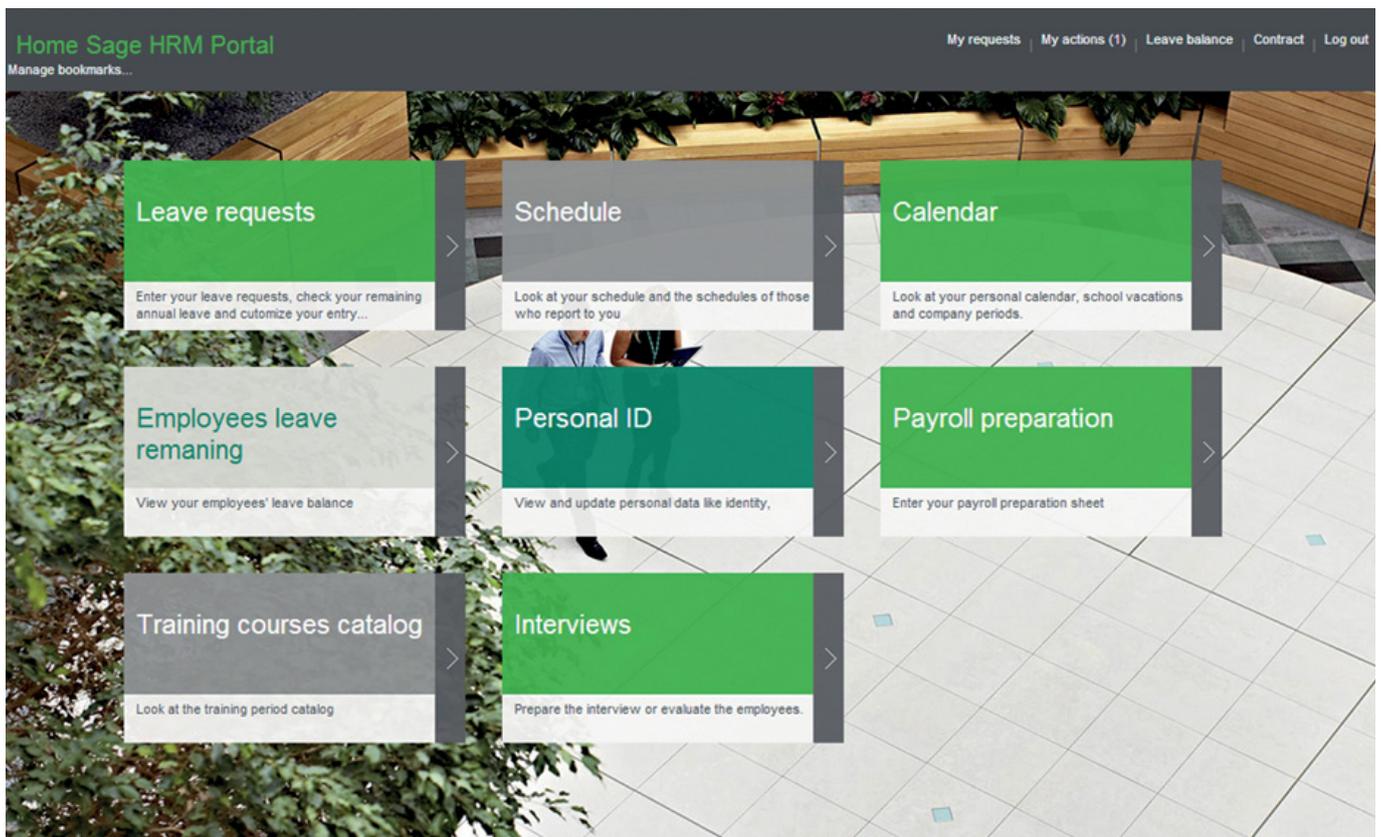
Dashboards and analytic tools play an important role: **33%** of Best-in-Class organisations are able to provide HCM dashboards to senior business executives, **50%** more than the industry average.

Aberdeen, "Workforce analytics in Retail: Using data to drive decisions", February 2013

<sup>1</sup>Aberdeen: "Engagement through self-service?", June 2014

# Engage your employees

Ensure higher employee retention and engagement with HR service delivery, and manage employee development with faster and simpler access to payroll and core HR information.



With so many administrative tasks, it is a major challenge to find ways to engage and retain your employees. A recent global survey by Deloitte showed that executives rate retention and engagement their number two priority, with 79%

of companies indicating that they are experiencing shortages of critical skills in their labour force.<sup>1</sup>

Match strategy, budget and execution by supporting the development of your employees. You cannot take the risk of leaving things to chance. Sage Enterprise Management HR helps you focus on your most important asset - your people.



<sup>1</sup>Deloitte, "Human Capital Trends 2014: Engaging the 21st century workforce", 2014

# Serve your mobile workforce

Go where your business takes you, with anytime access to HR services and key performance indicators through mobile access on any device and dedicated mobile applications.

Have you thought about providing your employees with anytime access to real-time information? Providing web access to core HR data to your managers, on any device and on any browser, gives them the freedom to take decisions, wherever they are.

In a retail or manufacturing company, for instance, a manager with mobile access to information is able to handle HR tasks and have visibility on employee data trends without leaving core tasks unattended. This has a

positive impact on business performance and revenue.

Introducing new web service technology at its core, Sage Enterprise Management HR runs securely in any web browser and on mobile devices, always delivering the best performance wherever your business takes you.

Sage Enterprise Management trumps the competition with a new web-, user-centered design and responsive screens which can be customised for the end user.

## The best combination of functionality, technology and value for mid- and enterprise size businesses

Sage Enterprise Management HR, as a simple and flexible payroll software complemented by a smart, modular HR cloud suite, guarantees more efficiency and control over the cost of your workforce unifying payroll, HR and financial data, and forecasting present and future costs.

Sage Enterprise Management HR helps organisations access more accurate and exhaustive data over different business units and locations and provides real-time payroll and HR data for internal and external stakeholders. Promoted as the integrated payroll solution for Sage Enterprise Management, Sage Enterprise Management HR can also be deployed as a flexible, standalone solution. Additionally Sage Enterprise Management HR offers the best-in-class workforce management and strategic talent set of modular features for companies from 100 to 2000+ employees.

HR self-service, native built-in reporting, KPIs and social networking are part of the DNA of this intuitive responsive web designed and consumer centric offer.

### Technology

The latest version of Sage Enterprise Management HR introduces a range of new technology components that are recognised as the best, forward-looking solutions in the industry for multi-browser and mobile usage, speed search, web service development, cloud database integration and document management. Its robust N-tier architecture can support hundreds of concurrent users while maintaining excellent performance. The system runs equally well on Windows, Unix (AIX) or Linux (Red Hat) with either Oracle or Microsoft SQL Server databases.

## sage X3 People



### Personnel administration

*Functional structure adapted to multiple entities and decentralised organisations:*

- Full detailed employee record with complete history
- Pre-onboarding file and data review
- Dedicated mobile app for pre-onboarding
- Contract and legal documents generation
- Management of concurrent contracts, multiple occupations (part time, seasonal activity, entertainment contract)
- Health check-up, work permit and regulatory authorisations tracking, monitoring and relevant alerts
- Loan management
- Disciplinary tracking features

### Payroll

- Payroll preparation, payroll, statutory declarations and annual reports
- Accounting, payment management
- Back-pay, regularisations
- Adherence with training, expenses tracking, time and activity management

### Total payroll and budget forecasting

- Budget planning, portfolios definition, segmentation through companies, subsidiaries, branches etc.
- Scenario definition, comparison, revision and reforecast
- Definition of detailed assumptions and global assumptions
- Variance analysis, operational indicators and KPI analysis, drill down from figures to detailed commitments

### Time and activity management

- Forecasting and tracking of work hours and costs
- Attendance monitoring: leave, illness, accidents etc.
- Management of work hours, shifts and cycles, hours, bonuses, absenteeism totals and leave entitlement calculation and valuation
- Predictive calendars or attendance history reports generation

### Skills & competencies management

- Skills and competencies tracking and mapping among employees
- Strengths and improvements analysis by company, subsidiary, branch
- Jobs, roles and missions definition with skills requirements and compensation package
- Performance management: skills assessment, training programs and skills transfers planning
- Define scarce and critical skills at position level
- Skills extract for skills reporting (information can be used for SETA reporting in South Africa)

### Employment Equity (where applicable according to legislation)

- Print of statutory equity reports in the Department of Labour's format.
- Management of Equity goals and targets.
- User can monitor the achievement of Equity goals and targets.
- Define designated equity positions

### Appraisals & interviews

- Appraisal of goals and achievements
- Performance assessment tools
- Skills review and training requests collection
- Provides a framework through the self-service portal for an interactive dialogue

### Training management

*Training budgets:*

- Budget wizard to define training plans and budget
- Multi periods budgets
- Training needs, requests and auto detection
- Gross training costs calculation, budget control
- Training programs:
- Training path, organisation and tracking of training actions
- Live training catalogue within self-service portal

### Profit sharing

- Involve and reward employees in the company successes and performance
- Calculate the distribution of incentives and profit-sharing between employees
- Publish automated letters to rewarded employees

### Expense management

- Expense life cycle management
- On-line fill-in form and refund procedure
- Promote, check and control travels and expenses policy
- Full process of approval workflow, payment and accounting

### Analytics, reporting, social balance sheet

- Built-in decision making tools with ability to query from any level: company, subsidiary, branch and any module
- User dashboards and intelligence with standard KPIs covering workforce, contracts, attendance, leave, compensations etc.
- Library of predefined reports that centralise data and delivers on demand
- Social balance sheet summary in a single document to assess the company situation
- Extensive library of business oriented statistical reports
- SQL query builder and Sage graphical query builder in addition
- Employment Equity (where applicable according to legislation)
- Skills Development (where applicable according to legislation)

### Self-service portal for employees and management

- Allows employees to interact with their data: employee record, leave, balances, IBAN, schedules, expense claims, training request, individual training programs, interviews etc.
- Electronic data management capabilities including payslip viewing / printing
- Real-time access to key monitoring functions: absenteeism, contact details, skills, etc.
- Accelerates dialogue between back office and subsidiaries
- Managers benefit from a global view of team and workforce
- Simple tracking of requests
- Ease of exchange processes from payroll preparation to performance reviews

Sage Enterprise Management HR is customised for African countries by Sage HR & Payroll, a division of Sage South Africa. Sage HR & Payroll is a leading supplier of payroll and human resource management solutions on the African continent.

Sage is the market leader for integrated accounting, payroll and payment systems, supporting the ambition of the world's entrepreneurs.

Sage began as a small business in the UK 35 years ago and over 13000 colleagues now support millions of entrepreneurs across 23 countries as they power the global economy.

We reinvent and simplify business accounting through brilliant technology, working with a thriving community of entrepreneurs, business owners, tradespeople, accountants, partners and developers.

And as a FTSE 100 business, we are active in supporting our local communities and invest in making a real difference through the philanthropy of the Sage Foundation.