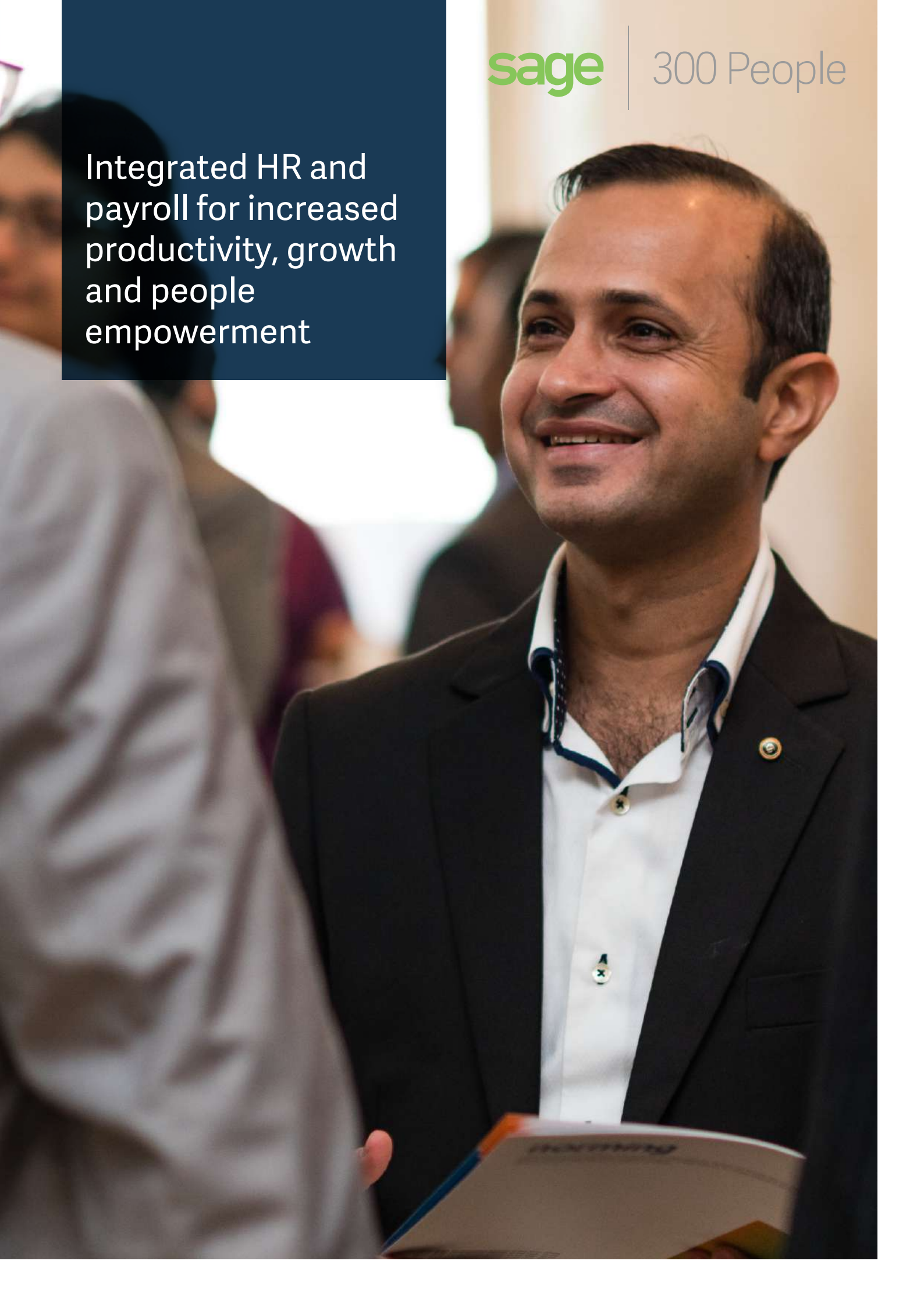


sage

300 People

Integrated HR and
payroll for increased
productivity, growth
and people
empowerment





300 People

Integrated HR, payroll and self-service

Sage 300 People is the powerful, highly customisable solution that takes care of HR and payroll—giving you more time to take care of business.

Drawing from Sage’s 30-year history as a leader in the HR and payroll industry, Sage 300 People is designed for larger, mid-market and enterprise-size businesses.

Specifically, this solution is best suited for companies seeking a natural migration path from legacy systems or wanting a system that will co-exist or integrate tightly with their existing business management solution (BMS) or other applications.

Sage 300 People lets you break free from legacy systems with a solution that offers more complex functionalities than those previously available in the Middle East, but without the high cost of custom-built systems.

With self-service capabilities and dashboard tools, Sage 300 People makes business insights accessible to all your employees.

Modules and features

Payroll	HR	Self Service	
<ul style="list-style-type: none"> • Payroll • Job costing • General ledger • Localised for other countries (multi-legislation) • InfoSlips 	<ul style="list-style-type: none"> • Employee management • Leave • Employee equity • Skills and learning development • Job and position management • Performance management • Job requisition • Medical claims • TimeFlow 	<ul style="list-style-type: none"> • One module for both employee self-service and management self-service 	
Core			
Security	Reporting	Scheduler	Notifications

All the tools you need to drive HR and payroll in one integrated, state-of-the-art solution

Sage 300 People is an agile, cost-effective, and innovative solution with world-class capabilities, including:



Security, stability and improved processes.

Sage 300 People not only gives you airtight security and rock-solid stability, it provides impressive improvements in processing, a design that complements existing enterprise resource planning applications, and builds on the strength of SQL as a unified platform.



Online, real-time design.

Online, real-time design makes your processing easy to monitor, cutting down on errors and reducing risk. And, its combination with a period-driven system is unprecedented in the industry, giving you truly state-of-the-art technology.



Fast and efficient implementation

The pioneering design of Sage 300 People ensures complete implementation in a fraction of the time taken to install competing systems of the same calibre.



Tools to empower employees

Retain and motivate your employees by giving them the power to work to their full potential with tools to access the information they need to make informed decisions and help grow your business.



Technology that grows with you

Sage 300 People grows with your business, giving you the stability and security you need to manage resources efficiently and satisfy all compliance requirements as you take your organisation into the future.

Improved productivity through integration

A fully integrated HR and payroll solution, Sage 300 People prevents resources from being wasted and improves productivity with state-of-the-art technology built on a single database that integrates seamlessly with other sage products, including:

- Sage 200 Evolution
- Sage 300cloud
- Sage SkillsMap
- Sage Pay

The benefits of an integrated solution

Research shows that:

- Best-in-class organisations are 53% more likely to have unified HR and financial data.
- Organisations integrating time and attendance with payroll spend less money and use fewer resources, improving their overall business performance.
- Payroll process errors are reduced by more than 20% and manual transactions decrease dramatically (from 5.9% to 0.1%) with an integrated solution.
- In organisations with unified HR and financial data, collaboration across departments is more than three times higher.

“ The fact that our human resources and payroll departments have access to the same set of up-to-date information is introducing a new level of efficiency to our business. ”

Jackie Botha, Payroll Manager, WSP

Empower your employees with ESS

Empowered employees are motivated to grow your business. Sage 300 People gives your company the technology to enable collaboration with your employees while providing them with improved service.

The Employee Self Service (ESS) component of Sage 300 People allows employees to apply for leave, manage their claims and personal details (incl. bank accounts and next-of-kin information), view current and previous payslips and tax certificates, print selected reports, and much more.

ESS also enables line managers to interact with their teams and conduct performance reviews and surveys; while ensuring your company is in complete control with features designed to restrict access to specific individuals or groups of employees.

Stay in control

Global research reveals that improving sales and reducing operating costs are top business priorities for mid- and enterprise-market customers across all regions.

While your company pursues these key goals, Sage 300 People helps you stay in control of vital HR factors: from compliance with new and ever-changing social regulations to establishing best HR practices, achieving a global view of your HR budget, automating back-office processes, mapping workforce skills, and anticipating changes in your organisation.

“ The reporting tool in Sage 300 People is very powerful and gives us the functionality to amend existing reports by filtering, sorting and grouping fields. The ability to easily export a report to Excel or to attach a report to an email is a massive advantage. ”

Glenda Mitchley, Group Payroll Manager, Unitrans Automotive

Features and functions

Personnel administration

- Unlimited companies, hierarchical levels, employees, pay period configurations and pay runs.
- Unlimited earning, deduction, company contribution, fringe benefit or provision definitions.
- Regular statutory updates ensure full compliance.
- Net-up calculations of salaries and wages, and net-pay splits between bank accounts.
- Full histories of every period are stored separately and can be recalled at any time.
- Reports can be drawn for a single company or consolidated for multiple companies.
- Stay secure up to field level and use Microsoft Active Directory for user authentication.
- All actions are recorded for detailed audit reports.

Payroll

Payslips

- Multiple payslips per pay period which can be consolidated into a single printable payslip.
- Automatic pro-rata calculations of earnings and deductions by engagement or termination dates.
- A minimum net pay feature which allows a minimum expected salary to be paid. Once a specified value is reached, rules prevent net pay dropping below this value.

Employee management

- Create multiple records for a single person.
- Use built-in checklists to create new employees and terminate existing ones.
- Move employees easily between companies, company rules, or policies with the Employee Transfer Wizard.

Content management

- Attach employee and company documents (incl. Microsoft Word, Excel, and scanned files) to any record in the system—for easy access to complete, electronic employee records.
- All uploaded documents are stored in the database, securely backed up with all other company and employee information.

Company management

- Create unlimited companies per database.
- Define multiple payment cycles per company (daily, weekly, monthly) and use any combination of these cycles within a single company.
- View pay periods two years in advance.

Remuneration structures

- Create default payslip structures containing payroll definitions that apply to an individual or group of employees who share similar payslip setups.

Leave management

- Customise the leave function to align with your company's policies.
- Grant line managers access to leave management reports via Self Service.

Calculations

- Define formulas (including multiple calculations per payslip line) and define sliding scales for any earning structure (e.g. commission) with the Expression Builder.

Batches

- Import and export large amounts of data directly to and from Microsoft Excel, and quickly create forms for regular use (e.g. overtime hours or bonus values) with the Batch Wizard.

Management reporting

- Style, print and export reports for distribution.
- Group information, re-order or drag columns to form limitless table and chart layouts.
- Amend, tweak or simplify existing reports.
- Export reports to Microsoft Excel or attach them to emails.

Auditing

All saved changes are recorded for detailed reporting that covers:

- Fields changed.
- The person responsible for changes.
- Old and new values.
- The date/s when changes were made.

Security

- Role-based security allows reusable security configurations to be defined which can then be assigned to multiple users; for stricter control over who can view specific data or perform specific actions.
- Define security on navigation (screens), zones, and company rules up to field level. Apply password policies or integrate these with Microsoft Active Directory to enable single login capabilities.
- A full history of every login attempt is recorded, showing reasons for login failures and password changes; providing a full audit trail of all changes and activities.

Add-on modules for additional functionality

Job costing

- The job costing module allocates labour costs to projects and different departments across numerous industries, from construction to agriculture, labour hire, nursing, and mining.

Interface with your general ledger

- Seamlessly integrate with your general ledger through a flexible, once-off configuration.

Sage Intelligence Reporting

- Built around Microsoft Excel, the Sage Intelligence Reporting module lets you effortlessly create reports and analyse data across your entire business, improving visibility into your organisation and helping you make informed business decisions.

HR

The HR modules for Sage 300 People are process-driven and follow a systematic approach throughout, allowing you to:

- Replace traditional employee files with easy-to-use, always available electronic files to which documents can be attached.
- Provide your employees, managers, and users with access to real-time information from multiple locations simultaneously.
- Email copies of reports directly from the application and/or export to various formats, including PDF and Microsoft Excel.
- Give managers the ability to access employee records, conduct performance reviews, and print HR documents.

Manage jobs and positions

- The job management module gives you complete control over and visibility of each job specification and position requirement within your organisation.
- The position profile allows you to capture everything from the location of a position in the company hierarchy and its competency requirements, to key performance areas (KPAs) and indicators (KPIs) for the position.

Manage employees and record employee transactions

- Keep a complete record of each employee including employee transactions and document attachments such as disciplinary actions, discussions conducted, experience gained, items issued, qualifications obtained, training planned and attended, and medical histories.

Manage performance

- A flexible setup allows you to define performance agreements and competencies per position, with specific objectives for execution per employee.
- Transaction histories include performance, competency and free-format reviews; value assessments that form part of 360° reviews; performance goals; and development plans per employee.

TimeFlow

- TimeFlow allows your human resource department to create custom process flows on a timeline to manage business processes. This is especially suited to onboarding and offboarding processes; allowing you to automatically spawn workflows, notifications, and checklists to manage a business process visually.

Self Service (SS)

Benefits for employees

- Apply for leave.
- Manage claims.
- Manage personal details like bank accounts and next-of-kin information.
- View current and previous payslips and tax certificates.
- Print selected reports.
- Complete performance reviews.
- Start a free-text workflow.

Benefits for managers

- Approve transactions.
- Manage performance reviews.
- Manage surveys.
- View leave schedules for all employees on a team calendar.
- Print reports.

The features listed above can be restricted to individuals or groups of employees.

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