

sage 300 People



**An integrated HR & payroll system
to increase productivity,
drive growth and empower
your people**

Integrated Payroll, HR and Self Service

This powerful, highly customisable solution takes care of HR and payroll, giving you more time to take care of business.

Using the intellectual capital gathered over more than 30 years as leaders in the HR and payroll industry, Sage 300 People has been developed specifically for larger, mid-market and enterprise-size businesses.

In particular, it will suit companies seeking a natural migration path from legacy systems or wanting a system that will co-exist or integrate tightly with existing BMS or other applications.

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

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

Modules & Features

Payroll

- Payroll
- Job Costing
- General Ledger
- Localised for other countries (multi legislation)
- InfoSlips
- Budgeting

HR

- Employee Management
- Leave
- Employee Equity
- Skills & Learning Development
- Job & Position Management
- Performance Management
- Job Requisition
- Medical Claims
- TimeFlow

Self Service

- One module for both employee self-service & 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 offers you an agile, cost-effective, 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 you with impressive improvements in processing through constant innovation. And the design complements existing Enterprise Resource Planning (BMS) 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.

Smart design means fast, efficient implementation

The pioneering design ensures complete implementation in a fraction of the time it takes to install other systems of this calibre.

Universal calculation engine

You can use this in any design area - from calculating medical aid deductions and printing detailed reports to generating complex job-costing calculations.

This functionality is just one example of Sage 300 People's ability to give you cohesive, comprehensive and configurable solutions that break legacy configurations.

Improve productivity through integration

Prevent the waste of resources that results from disparate or poorly integrated systems; reduce costs and improve productivity through a solution that provides all the tools you need to drive HR and payroll in one integrated, state-of-the-art system.

Empower your employees

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

Stay in control

Steer your business successfully through growth phases with an HR and payroll system that grows with you, giving you the agility combined with the stability and security you need to manage resources and costs efficiently and meet all compliance requirements.

Improve productivity through integration

Prevent the waste of resources that results from disparate or poorly integrated systems; reduce costs and improve productivity through a solution that provides all the tools you need to drive HR and payroll in one integrated, state-of-the-art system.

Many HR departments spend most of their time processing employee information. This is because they have three or more HR systems in place. The answer to improving productivity in these circumstances is integration.

Sage 300 People gives you this: it is aimed at larger, mid-market and enterprise-size companies seeking a natural migration path from legacy systems or wanting a system that will co-exist with existing BMS applications or integrate tightly with other existing applications. It is also aimed at companies that want one database for both HR and payroll with a Self Service component.

Sage 300 People helps your company to break free from legacy systems and find solutions that offer more detailed and complex functionalities than those previously available in South Africa, but that do not come at the huge cost of custom-built systems.

Sage 300 People integrates seamlessly with:

- Sage Evolution product stack
- Sage 300
- Sage SkillsMap
- Sage Pay

Improvements in productivity through integration:

- Best-in-class organizations 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 the overall business performance of the company.
- Payroll processes errors are reduced by more than 20%
- Manual transactions decrease dramatically, from 5.9% to 0.1%.
- In organisations with unified HR and financial data, collaboration across departments and divisions is more than three times higher.

Empower your employees

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

Empowered employees are motivated to grow your business. Sage 300 People gives your company the technology to enable collaboration with your employees and provide better service to them.

The Self-Service (SS) component of Sage 300 People gives your employees the ability to apply for leave, manage their claims and personal details like bank accounts and next-of-kin information, view current and previous payslips and tax certificates, print selected reports, complete a performance review, and much more.

It also enables line managers to interact with their teams and conduct performance reviews and surveys.

However, SS ensures that the company stays in control by giving you the ability to restrict these features to specific individuals or groups of employees.

Stay in control

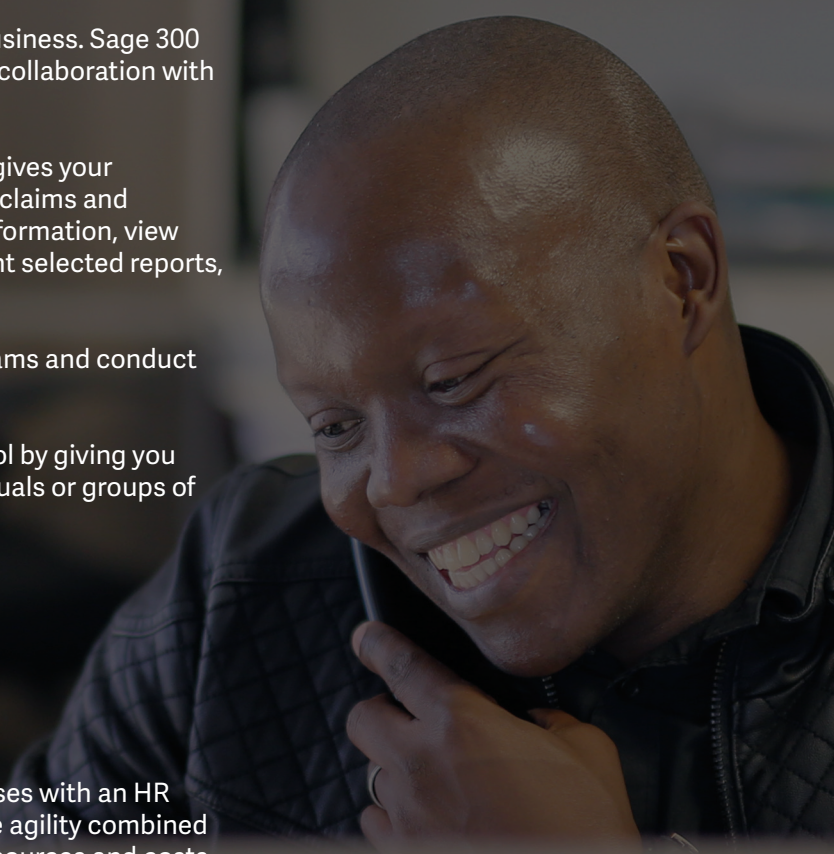
Steer your business successfully through growth phases with an HR and payroll system that grows with you, giving you the agility combined with the stability and security you need to manage resources and costs efficiently and meet all compliance requirements.

Global research reveals that growing 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 such as complying with the new and ever-changing social regulations, establishing best HR practices, achieving a global view of 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 make the system boundless.
- Create unlimited Earning, Deduction, Company Contribution, Fringe Benefit or Provision definitions.
- Receive all the latest statutory updates regularly to ensure you're always fully compliant.
- Do net-up calculations of salaries and wages and net-pay splits between bank accounts.
- Full history of every period is stored separately and can be recalled at any time.
- Draw reports for a single company or consolidated reports for multiple companies.
- Enjoy precise security up to field level and use MS Active Directory for user authentication.
- Every action is 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 the specified value is reached, rules will prevent net pay dropping below that value.
- Flagging of payslip lines to show their effect on OID and/or BCEA**

Employee Management

- Allows you to create multiple records for a single person.
- Use built-in checklists to create new employees and terminate existing ones.
- Move employees between companies, company rules or policies easily with the employee transfer wizard, and much more.

Content Management

- Lets you attach employee and company documents (such as Microsoft Word documents, scanned files, Microsoft Excel files) to any record in the system. This ensures that you have easy access to complete electronic records for each employee.
- All uploaded documents are stored within the database, so they're secured and backed up with all other company and employee information.

Company Management

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

Remuneration Structures

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

Leave management

- Customise the leave function to meet your company policies.
- Monitor the 8-week sick leave rule automatically.
- Monitor staff absenteeism like always being absent on Mondays or Fridays.
- Give line managers access to leave management reports via Self Service.

Calculations

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

Batches

- The Batch wizard lets you import and export large amounts of data directly to and from MS Excel and quickly create forms for regular use, e.g. overtime hours or bonus values.

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 on the following:

- Which field was changed?
- Who changed it?
- The old value and the new value;
- The date when it was changed.

Security

- Sage 300 People uses best-practice security to give maximum security and control.
- Role-based security allows you to define reusable sets of security configurations which you can assign to multiple users. This gives you tight control of who can view specific data or perform specific actions.
- You can define security on navigation (screens), zones and company rules up to field level and apply password policies or integrate them with Microsoft Active Directory to enable single login capabilities.
- The full history of every login attempt is recorded, showing reasons for login failures and password changes.
- The system gives you a full audit trail of all changes and activities.

Budgeting

The Budgeting Module for Sage 300 People is a necessity for any forward thinking HR and Payroll office. With real-time information at your fingertips, aligning your budget in a single solution will improve accuracy and reduce costly mistakes. The Budgeting Module offers you a single view of the truth by tracking your budgeting progress and setting up your plans for future vacancies.

Budgeting Module Features:

- Allows the user to create budgets in order to forecast payroll expenses for filled and vacant positions.
- The budget can be split into multiple spreadsheets that can be sent out to managers and imported back into the consolidated budget.
- Budgeted values can be compared to actual values to track variances
- Budget Analyser allows the user to view budgeted and actual values in a powerful pivot grid
- Complies with MSCOA budgeting requirements

Extra modules when you need them

Job Costing

- The Job Costing module allocates labour costs to projects and different departments across numerous industries, e.g. construction, agriculture, labour hire, nursing and mining.

Interface with your General Ledger

- Seamlessly integrate with your General Ledger through a flexible, once-off configuration.

InfoSlips

- An InfoSlip is an electronic payslip (email or mobi) that gives your employees an interactive compensation

statement that is more information-rich than a traditional paper payslip. External data can be attached to payslips and your employees have online access to historic InfoSlips and tax certificates. All InfoSlip files are 100% encrypted.

Sage Intelligence Reporting

- Obtain the information required for improved reporting across your entire business. Based on the Microsoft Excel application the Intelligence Reporting module lets you effortlessly create reports and analyse data, improving your visibility into your organisation and helping you make informed business decisions.

HR

- The Sage 300 People modules are process-driven and follow a systematic HR approach throughout.
- The traditional employee file can be replaced with an easy-to-use, always available electronic file to which you can attach documents.
- Your employees, managers and users have access to real-time information from multiple locations simultaneously.
- You have a strong reporting interface that can email copies directly from the application and/or export to various formats, e.g. PDF or Microsoft Excel.
- Your managers can access employee records, conduct performance reviews and print HR.

Manage Jobs and Positions

- The Job Management module gives you complete control and visibility of each job/position specification and requirements within the organisation.
- The position profile allows you to capture everything from location of a position in the company hierarchy and competency requirements to key performance areas (KPA's) and indicators (KPI's) 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 history.

Manage Employment Equity**

- Lets you manage your employment equity goals and targets throughout all HR processes by defining equity positions, monitoring goals and targets against actual staff movements and appointments, using management reports to manage equity targets, and printing Statutory Equity Reports (EEA2 and EEA4) required by the Department of Labour.

Manage Learning and Training (Skills) Development

- Allows you to manage skills development within your company by defining scarce and critical skills on position level, viewing multiple development plans individually or in consolidation and recording development interventions.
- Printing of SETA-specific WSP and ATR Skills reports.**

Manage Performance

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

TimeFlow

- Allows HR to create custom process flows on a timeline to manage business processes. This is especially suited for on-boarding & off-boarding processes. It allows you to automatically spawn off workflows, notifications, checklists etc. to manage a business process visually.

Self-Service (SS)

Your employees can:

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

Your managers are able to:

- Approve transactions
- Manage performance reviews
- Manage surveys
- View the leave of all their employees on the team calendar
- Print reports

All of the above features can be restricted for individuals or groups of employees.

The system takes the user through a set of actions to complete. Various users may be part of the workflow process. Tasks are allocated to users who initiate, execute and complete the various steps required in completing a process.

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

SAGE SOUTH AFRICA

102 Western Service Road
Gallo Manor Ext 6
Johannesburg
2191
South Africa
Tel: +27 861 55 44 33

www.sage.com/za

SAGE NIGERIA

1st Floor Plot 6
Southgate House
Udi Street, Osborne Foreshore Estate
Ikoyi, Lagos State
Nigeria
Tel: +234 1 460 9900

www.sage.com/africa

SAGE KENYA

4th Floor
Nivina Towers
Nairobi
Kenya
Tel: +254 20 403 6000

www.sage.com/africa

SAGE BOTSWANA

Plot 127
Kgale Court Unit 13
Gaborone International Finance Park
Kgale View
Tel: +267 318 7445

www.sage.com/africa

SAGE NAMIBIA

1st Floor, Ardeco Building
34 Nelson Mandela Avenue
Klein Windhoek
Windhoek
Tel: +264 61 22 6572

www.sage.com/africa

The Sage logo is displayed in a bold, lowercase, sans-serif font. The letters are a vibrant green color. The 's' and 'a' are connected, and the 'g' has a distinctive shape with a small loop at the bottom.