



Sage HR Software

Managing your people

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. Sage HR also comes with the reassurance of SageCover, giving you telephone and email support for the first year.

Here's where it can help.

Manage your legal requirements

Record everything required by law such as pay rates, holidays, sick leave, accidents and injuries and evidence that employees are eligible to work in Ireland.

Manage your people

Store records of qualifications, career history, appraisals, training courses, attendance records, employment contracts and disciplinary matters, plus any supporting documents.

Manage your business

Identify skills levels and shortages, monitor employee working patterns and manage holidays and absence.

Plan ahead

Track annual holidays, maternity breaks and training days to see at a glance who is off when and spot potential resource issues, helping you to run an efficient business.

Keep up-to-date with sickness and absence, whether authorised or not, helping you to spot patterns of absence and avoid potential problems.

Develop the team

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 or where a promotion should be considered.

Manage disciplinary issues

Keep track of issues such as lateness, absence, bullying, harassment and discrimination with 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.

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.

For further information, please contact our Product Advice Team on

1890 88 20 60 or visit www.sage.ie



Key Features of Sage HR Software

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