

Sage HR & Payroll

# Sage VIP Payroll, HR & ESS Premier

For medium and large businesses

sage

A total solution in one  
power-packed,  
integrated package.

# Looking for a total solution? You've got it

With the Premier Total Solution you get all the tools you need to drive your business, in one power-packed, integrated package.

Whether you're in the medium or large market, Premier Total Solution gives you an easy-to-use yet sophisticated solution that integrates your HR and payroll applications.

Your payroll department will appreciate the tight security it offers; your HR department will relish its rich menu of smart HR tools; your top executives will smile at the savings in administrative costs and the insights it provides for strategic planning.

## Put more power in your payroll package

Premier Payroll gives you the flexibility and range of applications to control every aspect of your payroll process, while keeping you in line with legislative guidelines. You'll find the real-time design boosts processing speed and makes the software a breeze to use.

## Put the human back in HR management

Premier HR puts your people at the heart of the system. A logical, integrated and streamlined extension of the Premier Payroll system, Premier HR revolves around the HR responsibilities of your business. It allows you to manage everything from jobs and positions, performance management and learning and training development to succession planning and employee files and documents.

## Take the sweat out of leave processes

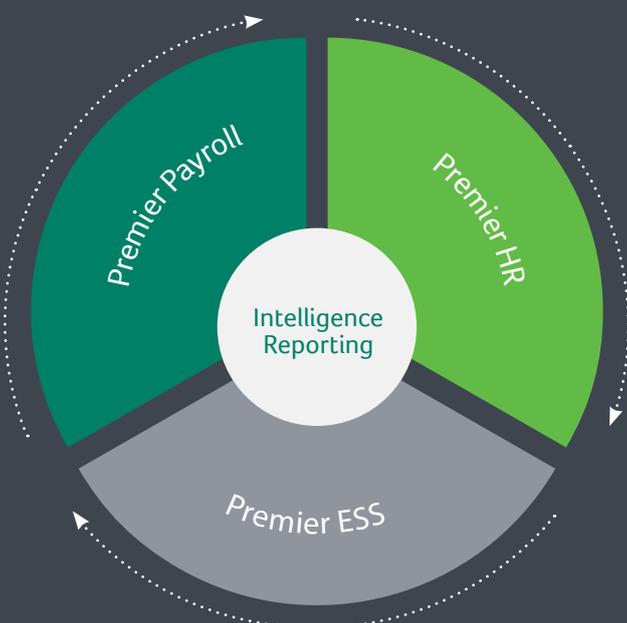
Premier Employee Self Service (ESS) makes leave processing a piece of cake. It gives your staff user-friendly tools to update their personal details, apply for leave, submit claims and view payslips online.

Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

## Put more savvy in your intelligence system

Plug Sage Intelligence Reporting into your Premier Payroll & HR package and you get penetrating insights and illuminating interpretations of your data.

This Microsoft Excel-based business intelligence plugin gives you a suite of reports you can customise to suit your needs. That's in addition to the existing payroll reports that come with the Premier system.



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# Premier Payroll

## The expert package to help you improve business efficiency

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Premier Payroll & HRM has been developed through years of interaction with thousands of our clients of every size and type. That's why you'll find that it offers every function you'll need to manage your payroll safely and effectively, giving you the freedom to focus on what's really important - being more productive and profitable.

It also gives you the flexibility and range of applications to control every aspect of your payroll, while keeping you in line with legislative guidelines.

Premier Payroll & HRM allows you to add modules and combine functions to expand its capabilities. It can be adapted to fit your requirements no matter how fast your business grows.

You simply define what you need and we'll set your system up the way you want it and then train your staff to use it to its full potential. And you'll always have expert support from qualified professionals just a phone call away.

### Key features:

#### Ease of use

- Faster, easier processing through our real-time design
- The ability to implement "what if" scenarios without having to do a pay run
- Colour-coded mandatory fields that make it extra easy to add new employees
- Help functions for easy table lookup
- Print history payslips and reports

#### Smooth capturing of employee information

- You can link employees to departments, paypoints, projects, sites, cost centers, etc., for costing purposes.
- Payment facility that lets you select the payment method and do electronic submissions
- You can make electronic payments to third parties and garnishees

- You can make payments in local currency e.g. the Kenyan Schilling, US Dollars or Nigerian Naira
- You can define the language in which you print payslips
- Attach photographs to employee records
- You can record benefit details like medical aid, provident fund and pension fund

#### Convenience of on-screen payslips

- An online payslip screen displays your employees' earnings, deductions and company contributions
- Online payslip capturing or bulk input (batch processing)
- View the payslip in real-time and adjust the net salary while you process
- Do net up calculations with dummy payslips

#### User-friendly reporting

- A powerful, user-friendly report-writing tool
- Standard reports based on our years of experience in the market
- Legislative reporting required by local revenue authorities
- Company-specific reports written especially to suit your business

#### The power of integration

- Combine Premier Payroll with Premier HR and Premier Employee Self Service (ESS) and you have a fully integrated HR management system
- Extract reports from multiple sources with the Sage Intelligence Reporting module
- Integrate with a variety of accounting software and clock-card systems

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# Build a bundle

## Add modules and combine functions to fit your requirements

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Simply add any of the following modules to your core system to expand its capabilities. It can be adapted to fit your requirements, no matter how fast your business grows.

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### **Leave Management**

The Leave Management Module lets you manage leave administration and enforce company-specific leave policies. This module is fully integrated with existing payroll fields to eliminate double entries.

### **Personnel Management (Basic HR)**

The Personnel Management Module is embedded in Premier Payroll to give your HR manager immediate, easy-to-use access to accurate employee information and a host of key functions, like disciplinary actions, interviews, training, qualifications, career history, remuneration history and more.

### **InfoSlips (electronic & mobi payslips)**

An InfoSlip is an electronic payslip that not only mirrors the Premier paper payslip, but offers your employees an interactive compensation statement that shows them all their benefits in an easy-to-read, engaging format.

It also offers you a unique way to communicate with your employees: simply attach data in Microsoft Word or Excel and you have a powerful new communication channel for newsletters, travel claims, increase letters, etc.

All InfoSlip files are archived online for seven years. Your employees can simply register online for access to historic InfoSlips or tax certificates.

### **General Ledger**

The General Ledger Module saves you time in balancing your salary journal and allows you to allocate salary costs according to general ledger account codes and cost centres. It will work with all major accounting software suites, including Sage Evolution, Sage ERP 300, Sage ERP X3, SAP, Oracle and Syspro.

Whether you're just starting out or you run a thriving mega-corporation, we'll craft an HR and payroll system to fit your business perfectly - one that'll grow as you grow, keeping your most valuable asset – your people – happy, motivated and continually driving your business forward.

#### Loan Module

The Loan Module gives you a lending hand in managing and recording loans to staff. Our built-in loan calculator helps you reduce risk by calculating the maximum loan based on employee income and expenditure. Monthly loan statements allow you to manage interest rate changes effectively. The loan history functionality offers you complete control of loans across different pay periods.

#### Job Costing

The Job Costing Module allows you to allocate labour costs to projects, different departments or business units. This means that if your employees work on more than one project or at more than one site in one pay period, you can allocate their labour costs by hours spent on different projects or at different sites.

#### Intelligence Reporting

Sage Intelligence Reporting empowers you to quickly and easily 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. Users are provided with a suite of reports that can be modified or customised to suit individual user requirements, in addition to the existing payroll reports within the Premier system.

#### Premier HR

Premier HR puts your people at the heart of the system. It's a logical, integrated and streamlined extension of

the Premier Payroll system that revolves around the HR responsibilities of your business allowing you to manage your employees throughout the complete employee life cycle. Premier HR covers everything from jobs and positions, performance management and learning and training development to succession planning and employee files and documents.

#### Premier Employee Self Service (ESS)

Premier ESS makes leave processing a piece of cake. It gives your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips and tax certificates online.

Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

### Upgrade path



For medium and large businesses



For larger businesses in the mid-market and enterprise space

# Premier HR

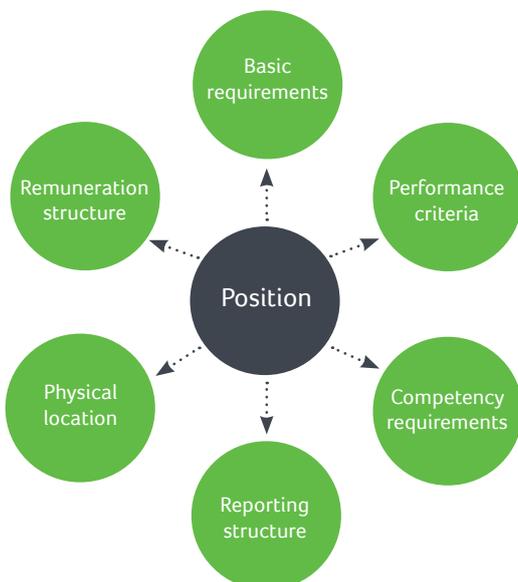
## Puts your people at the heart of the system

Premier HR helps you take care of your people - the heart of your business. With this standalone system, you can manage your employees throughout the complete employee life cycle. It takes care of everything from jobs and positions, performance management and learning and training development to succession planning and employee files and documents.

Premier HR is a logical, integrated, streamlined extension of the Premier Payroll system, revolving around the HR responsibilities of your business. What's more, you can incorporate the system seamlessly with other Premier modules like Sage Intelligence Reporting, which will improve your visibility into your organisation and help you make informed business decisions.

#### Premier HR features:

- Enjoy a process-driven system that follows a systematic HR approach.
- Replace your traditional employee files with easy-to-use electronic files with document attachments like CVs, IDs and certificates.
- Remind your employees, managers and users of important follow-up dates with scheduled, automatic email updates.
- Conduct a range of gap analyses to help you with general HR management.
- Allow your managers to access employee records, conduct performance reviews and print HR management reports.
- Access over 140 standard HR reports, including a host of summary, detail, grid analysis and graph reports.



## Core modules that keep your employees motivated

One thing that keeps employees happy and motivated is knowing that they're important and valuable to the business. By giving you the tools to manage employees' careers efficiently and accurately, Premier HR empowers you to do this effectively.

### Manage jobs and positions

The Job Management Module follows a job-centric design. All other modules use information defined in the position profile, which allows you to capture:

- The location and competency requirements for all positions in the company hierarchy
- Key performance areas (KPAs) and indicators (KPIs)
- Qualifications and training and previous experience of the person

You can also conduct and print an employee suitability analysis where you have a shortlist of suitable candidates. And printing of up-to-date job profiles and organisational charts is quick and easy.

### Manage and record employee transactions

You can keep a complete employee record, including employee transactions and document attachments like disciplinary and grievance recording, training attended, qualifications achieved and more.

### Manage succession and career planning

Amongst a host of other tasks, you can:

- Earmark positions
- Plan career paths
- Link career and succession planning with equity and skills development plans
- Monitor and manage training and development for earmarked employees
- Print an organisational chart showing employees earmarked for succession

## Add-on modules

### Learning & Training Development

With this module, Premier HR allows you to:

- Define scarce and critical skills at position level
- Link with the performance management process that enables you to set up a personal development action plan per employee
- Record development interventions and training-related information per employee

### Employee Performance

The Performance Management Module will let you:

- Prepare and conduct 360° performance and competency reviews
- Put together performance goals and personal development action plans per employee
- Formulate performance development plans per employee combining job requirements, review results and development areas

Premier HR works hand in hand with Premier ESS, allowing employees to complete their performance reviews online.

### SMART HR (Reporting)

The SMART HR (Solutions Manager and Reporting Tool) module lets you view and analyse data directly from the Premier HR system. It will allow you to see:

- A current workforce and training analysis
- Organisational charts that show the company reporting structure by level or as a whole

# Premier ESS

## The paperless process that empowers your employees

Premier Employee Self Service (ESS) streamlines your HR processes by giving your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips online. It reduces admin and gives you more time to focus on the important issues – like moving your business forward.

### **Making leave-processing a piece of cake**

Because this online module integrates with our Premier Payroll and Premier HR systems, it cuts your capturing time by allowing your employees to apply for leave online. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

It also lets you customise escalations of workflow items, reducing your company's financial liability by improving leave management.

### **But just as it lets the right people in, it keeps the wrong people out**

Premier ESS enforces stringent, internationally-accepted standards of access control to authenticate users.

This means your data is always protected. For example, managers can access and update leave information for their department, whereas an employee sees how much leave they've taken and how much is left to take.

## Workflow



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## How ESS makes your employees' lives a lot easier

With just a few clicks, you can enable or disable these handy features:

### Leave processing

- Employees can view their leave balances as they appear on the payroll database and apply for leave on the system.

### Online personal and family information

Your employees are able to view and update their personal information such as:

- Names and contact numbers
- Banking details
- Emergency contact details
- Statutory information such as ID number, tax number, addresses
- Details of family members, next of kin, beneficiaries, etc.

### Online Payslips

Because ESS saves a history of each employee's payslips, an employee can view all of these whenever they want to.

### Expense claims

#### Online claims processing

ESS automates travel reimbursements or expense claims. Your employee simply completes a form on ESS, the request is authorised, and the transaction is automatically reflected on their payslip.

#### Online overtime processing

Your employees can capture overtime through the ESS system. As soon as the request has been approved, the hours are automatically reflected on your payroll. You can customise the overtime forms and allow employees to make file attachments if they need to.

### Online performance reviews

Employees can complete 360° performance and competency reviews online. Scores and comments captured will automatically reflect on the Premier HR system.

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## How ESS makes your life a lot easier

- ESS saves you valuable time on leave capturing and processing.
- You can take control of leave processes by following leave applications in real-time.
- You can streamline the leave application process by setting up your company's leave rules exactly as you want them.
- Transactions are automatically updated in your payroll database.
- The system informs managers of all transactions by email.
- Your managers can view their team's leave applications and various reports to help them manage leave.
- Leave transactions can be integrated into your Microsoft Outlook calendar.
- The system authenticates users through Microsoft Active Directory.
- Your employees' accounts are secured with a username and password.

### Reports

The ESS system ships with the following reports to make your leave processing and maintenance more effective:

- Leave Balance Report: creates reports for individuals or groups.
- Leave Transaction Report: lets you view transactions awaiting approval.
- Manager Leave Calendar Report: gives your managers a graphic report of staff on leave.

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# Sage HR & Payroll

## About us

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### **The confidence that comes with the perfect fit**

Whether you're just starting your business or you run a thriving organisation with over 2 000 employees, our HR and payroll software and services will support the growth and complexity of your business every step of the way. That's because our range of solutions ensure the perfect fit with your unique business needs.

### **Get our experience and expertise working for you**

Sage HR & Payroll is a renowned developer, implementer and support provider of HR and payroll management software and services for any size business in Africa and the Middle East. We've been developing software and services for the industry for 30 years.

In addition to our extensive partner network, you have access to a dedicated call centre that offers expert advice and support on legislation and our software. All our partners must pass a rigorous annual certification program, ensuring that you enjoy the best local support available.

We also ensure that we're at the forefront of HR and payroll legislative changes, so you can be confident that you'll always have the latest technology incorporating these changes. This means you comply effortlessly with the tax requirements of your government and the local authorities in your country.

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### **Constant innovation gives you smart, secure, easy-to-use software**

Our dedication to producing innovative software solutions ensures that you have safe, smart software that gives you the control to run your business efficiently and that is always a pleasure to use. Our years of experience in dealing with multiple types and sizes of businesses mean that we can implement your system, whether it's simple or complex, on time and on budget.

### **Software solutions**

We operate in 37 countries throughout Africa and the Middle East and our software is used by over 55 000 companies. Through our extensive partner network we can assist you with installation, training and on-site support.

Our world-class software solutions include Sage Pastel Partner Payroll & HR (for start-up and small businesses) and Sage VIP Premier Payroll & HRM (for medium to large businesses and enterprises).

### **Our service promise to you**

Our highly trained consultants are handpicked to ensure they offer you the right set of skills and knowledge when you need it. So you always enjoy superior service coupled with a high level of customer intimacy.

The two primary focus areas of our business are customer service and our unique ability to innovate beyond expectations. That's why 97% of our customers say they will recommend us to other businesses. Join us and experience Sage HR & Payroll's world-class solutions and services.



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