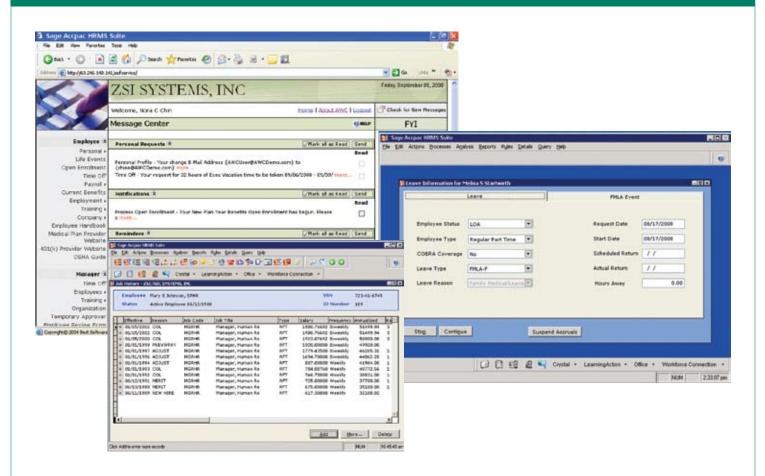# SAGE ACCPAC

Sage Accpac HRMS

When it comes to time and cost-saving human resources solutions, only the Sage Accpac HRMS system offers the flexibility to choose the combination of software that meets your unique business needs. Sage Accpac HRMS replaces paper-based, time-consuming, and error-prone HR tasks and increases efficiency in every aspect of HR administration—HR, benefits, employee self-service, attendance, recruiting, and training. It includes support for companies in both the U.S. and Canada, and can even support companies with employees in both countries.

Sage Accpac HRMS can be customized to your needs, desired level of automation, and budget. Along with a comprehensive set of HR, benefits, recruiting, and training features, Sage Accpac HRMS also includes Web-based employee self-service, benefits enrollment, and workflow features to keep your workforce connected at all times. It also comes complete with powerful reporting and analysis tools—including Crystal Report Writer—to manage your critical business information.

Sage Accpac HRMS

HR Management Solutions

Increase the efficiency of your entire HR administration by automating your benefits, attendance, recruiting, training, and other HR functions.

Benefits Management Solutions

Set up and manage all types of employee benefits and empower employees to make their own benefit elections online.

Training Management Solutions

Automate the scheduling of training classes, organize training record-keeping, deliver essential training courses, and give employees the ability to manage personal training information.

Recruiting Management Solutions

Streamline the recruiting process with full requisition management, online workflow, and internal and public career centers that allow applicants and employees to search and apply for jobs online.

Self-Service Solutions

Improve business processes, save your organization time and money, and empower your employees with integrated self-service and benefits enrollment solutions.

Compliance Management Solutiions

Manage essential data for government reporting in support of federal and local regulations such as COBRA, HIPAA, and more.

U.S. and Canadian Support

Sage Accpac HRMS supports companies in the U.S. and Canada, as well as companies with employees in both countries.

The Sage Accpac HRMS system is integrated with the Sage Accpac payroll module, allowing employee details managed in HRMS to be automatically updated in Payroll. This integration makes it easy to streamline workflow and eliminate double entry of common information between the two systems. For example, when HR managers create new employees, they are able to enter required payroll information such as pay rate and frequency, tax withholding, marital status, and other shared employee data directly into Sage Accpac HRMS. Furthermore, when a benefit plan is assigned to a new employee in HRMS, the benefit premium will be linked to deductions that are automatically created and updated in Payroll. Similarly, timesheet information entered into Payroll automatically updates attendance plan accruals in HRMS, so that the HR manager can access up-to-date employee attendance information, track trends, and generate attendance reports.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. Our software is supported by a nationwide network of certified business partners who are your resource for implementation, training, service, and support.

Sage Accpac HRMS

Sage Accpac HRMS

The Sage Accpac HRMS core system ensures U.S. and Canadian government compliance (EEO, OSHA, EE), simplifies benefits administration, and manages employee information with Sage Accpac HRMS. Easily access important personnel information such as job history, performance reviews, education, and employee attachments. Sage Accpac HRMS also features benefits management capabilities that streamline benefits administration with unlimited benefits plans, easily defined eligibility criteria, and benefit plan setup wizards. Integration with the Sage Accpac Payroll module allows bi-directional flow of employee information between the systems, resulting in streamlined workflows and reduced double entry of common information.

Sage Accpac HRMS Employee Self-Service

With superior workflow capabilities and highly customizable features, Employee Self-Service (ESS) provides a central location for employees, managers, and administrators to view and manage personal data and company information. Employees can request time off, view skills, job history, and performance reviews, print pay stubs, and more. Managers can access information on employees, approve time off requests, and locate personnel information on both direct and indirect reports with the organizational drill-down feature.

Sage Accpac HRMS Benefits Enrollment

Benefits Enrollment empowers employees to make their own benefits elections through the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan setup process and walk employees through open enrollment. It even includes year-round life events management that allows employees to update information such as marital status and dependents.

Sage Accpac HRMS Attendance

Attendance provides flexible, intuitive setup and management of unlimited employee paid and unpaid time off plans, such as vacation, illness, leave of absence, and paid time off. It supports accrual or lump sum calculation methods and allows you to track year-to-date hours available versus year-to-date hours taken. Additionally, you can manage and report on full or partial FMLA leave, including all applicable certification and recertification dates.

Sage Accpac HRMS Train

Automate the scheduling, record-keeping, and logistics of training with Train. Define specific training needs for each job, manage certifications and logistics, and prepare training programs. Analysis tools help you fully understand the costs associated with training programs.

Sage Accpac HRMS eRecruiter

eRecruiter streamlines the entire recruiting process and cuts your time-to-hire cycle with 100% Web-based technology, paperless workflows, and online applications and screening questions. It includes integration to Monster.com and internal and public career centers that allow employees and applicants to search and apply for open positions.

Sage Accpac HRMS OrgPlus Professional

With OrgPlus Professional, employees and managers have ready access to up-to-date organizational charts that give them the information they need to understand your business and plan for the future. OrgPlus Professional includes Web publishing capabilities, data management, organizational planning, and intuitive chart creation and formatting.

Sage Accpac HRMS

Sage Accpac HRMS Alerts

Alerts automatically monitors your Sage Accpac HRMS database and proactively distributes information to managers and employees—using your existing e-mail system. With Alerts, you can monitor dates and keep track of time-sensitive events, verify enrollment in required training courses, automatically respond to applicants who send in resumes, and generate standard e-mails for new employees or key events.

Sage Accpac HRMS Learning Action

For U.S. companies, help ensure ongoing legal compliance with LearningAction. LearningAction is the premier Web-based training solution that provides high-quality, multimedia courses on sexual harassment, discrimination, and other legal matters. With powerful tracking and reporting capabilities, companies can ensure well-documented proof of affirmative defense.

Sage Accpac HRMS Reporting

Sage Accpac HRMS comes complete with robust reporting options to meet your managerial, compliance, and strategic planning needs. It includes over 100 standard reports, Crystal Reports® Professional report writer, and the Secure Query report writer.

U.S. and Canadian Support

Sage Accpac HRMS supports companies in the U.S. and Canada, as well as companies with employees in both countries.

For more information about the Sage Accpac HRMS software, please contact your local business partner, call us toll-free directly at 800-873-7282, or visit our Web site at www.sageaccpac.com

Sage Software

13888 Wireless Way

Suite 120

Richmond BC V6V 0A3

tel. 604-207-9480

fax. 604-207-3620

www.sagesoftware.com

sage software

Your business in mind.