Product Brochure

Sage HRMS Employee Self-Service

Empower your employees by giving them access to their personal data and ability to accomplish a variety of HR tasks on their own.

Automate your company's business processes and promote workplace satisfaction by giving employees ownership of their personal information with Sage Employee Self-Service (Sage ESS). With workflow capabilities and customizable features, Sage ESS provides a central location for employees, managers, and administrators to view and manage important personal data and company information.

Instead of calling the HR department with routine inquiries, employees and managers will feel more self-sufficient when they can access information, such as time off, current benefits, and current job details — anytime, any place over the Internet or company Intranet.

The Sage ESS home page displays employee self-service gadgets. View snapshots of data, such as current benefits, pay history, time-off summary, and recent messages.

Also, managers have access to gadgets that display data for their employees, such as length of service, time-off calendar, performance reviews, and jobs.

Sage **DSD** BUSINESS SYSTEMS

View Builder is the capability within Sage ESS that empowers HR professionals to provide ondemand Sage HRMS workforce data dynamically and securely to executives, managers, and others. The data distributed is tailored to the specific needs and security profile of each user. This capability allows data to become insightful business intelligence, allowing decision makers to produce informed business decisions.

Empowers HR, without IS support, to define and manage what information users see, and they only have to make the designation once
Intuitive and easy for HR to use, there is no need for extensive training or technical knowledge.

Protects sensitive HR data
Secure access is controlled through user logon authorizations. HR teams can manage user roles to control the information each is authorized to see.

Keeps information up to date without HR intervention
The information is dynamically refreshed every time the user accesses it.

Lets users decide where, when, and how to use the information without HR involvement
Live links and downloadable IQY files connect users to the information they need. Information is available at anytime from anywhere. Information is available in a wide range of everyday display and analysis tools, such as: Sage ESS custom pages, web portals, company intranets, any browser and Microsoft Excel®.
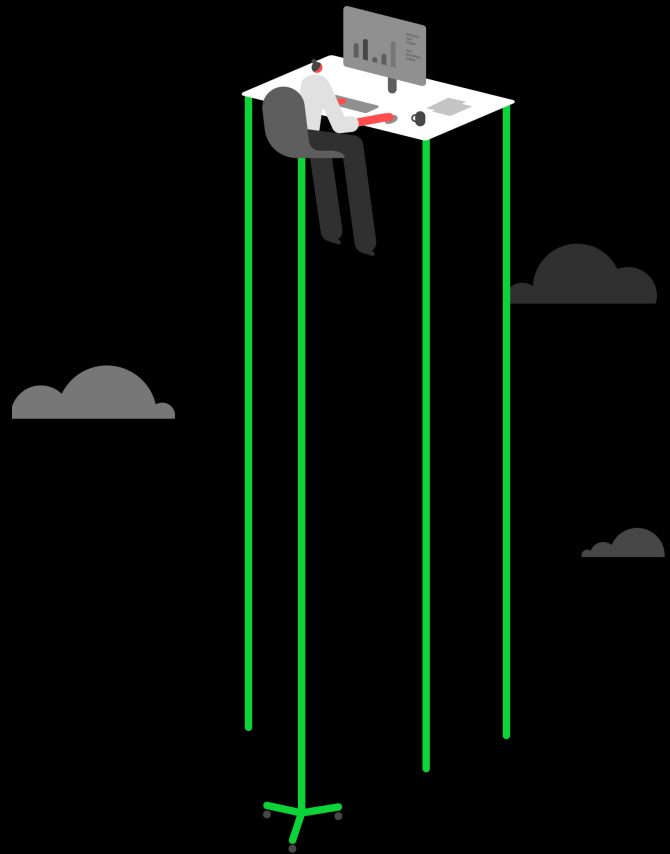
Key Benefits

HR information
Employees can access an extensive selection of personal HR information, including skills, job history, and performance reviews.

Payroll information
Employees can view a variety of payroll information, including pay history and pay stub details.

Manager features
Managers have instant access to comprehensive employee data for both direct and indirect reports. They can review attendance information, employee performance, salary history, and more.

Mobile access
Users can access their information such as PTO plans, balances, request & approve leave, remove a Temporary Approver and much more via their mobile

Time-off management
Employees gain access to attendance balances and the ability to request time off. Managers and supervisors are notified of pending requests, which they can easily review and approve.

System workflow
Workflow features, such as automated notifications and delegated approval rights, can significantly improve business processes.

Customization
You can add your company logo on the log-in page and post important documents, messages, and third-party links for easy employee and manager access.

Work efficiently and enable employees to view and edit their own data.
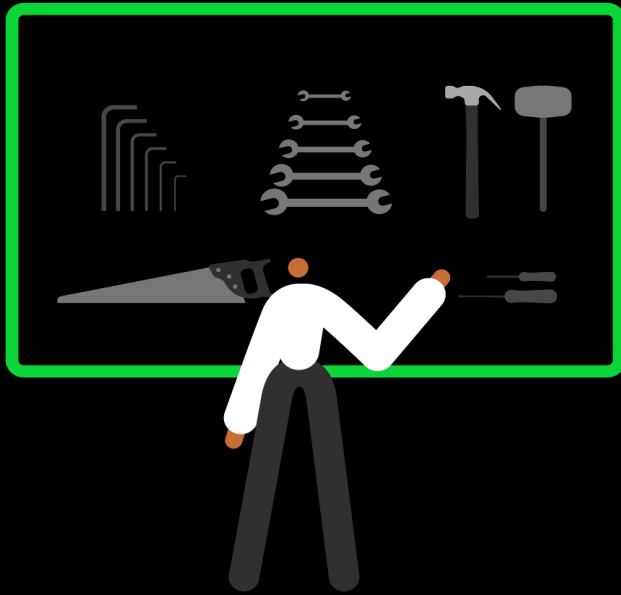
Overall Features

Employee

- Personal Information
- Events
- Notes
- Education
- Skills
- Previous employer
- Benefits*
- Life Events*
- Open Enrollment*
- Benefit Letters
- Dependents and Beneficiaries
- Wellness
- Training – Available courses
- Training History
- Certifications
- Company phone list and Organization chart
- Job details
- Compensation
- Length of service
- Performance review
- Pay History
- Attachments
- Request Time Off
- Time Off Balances

Manager

- Approve or Reject Time Off
- View certain employee information
- Handle direct and indirect employees
- Set up Temporary Approver
- Review Organization chart
- Employee Training history and Certifications

* Optional functionalities through Sage Benefits Enrollment add-on

Empower your employees and HR department.

Features

Personal information

With Sage ESS, employees are empowered to view important personal data with a few clicks of a mouse. They can view information such as skills, events, notes, current job, employment history, and performance reviews. They are also able to update certain fields such as personal information, emergency contacts, education, medical conditions, and much more.

Benefits information

Employees have instant access to view personal benefits information, including dependents, insurance benefits, savings benefits, beneficiaries, employee premium costs, and employer contribution costs.

Manager features

Sage ESS allows managers instant access to important employee information. They can view direct reports' personnel and job information, view and post employee notes, view birthday lists and attendance information, and review and approve time-off requests. With the organizational drill-down feature, managers can easily locate personnel information on any employee within that manager's organizational chart.

Time-off management

Employees can view time-off balances, available attendance plans, and absence transactions. They can request time off and edit or delete time-off requests.

System workflow

Sage ESS automates business processes with robust, flexible workflow features. These include optional, separate HR, payroll, and benefits administration; the ability for managers to delegate approval rights, notifications by Sage ESS, and email; and flexible approval and notification assignment settings.

Security

Features such as password protection, the user's creation of their own security questions and Microsoft SQL Server® database security ensure that employees' sensitive data remains secure. Sage ESS also supports 128-bit SSL encryption to protect data transmitted over the Internet.

Customization

Sage ESS includes built-in customization tools that allow your company to tailor the system to suit your needs and create a central portal for your employees to access important company information. Define URL links to third-party websites, post company documents such as employee handbooks, display user-defined fields, turn pages on and off, and more. You can even add your company logo to the log-on page.

Integration to Sage HRMS*

Full integration means that once changes are submitted and approved by the appropriate administrator, they're automatically updated in the Sage HRMS database.

* Sage HRMS is required to use Sage Employee Self-Service
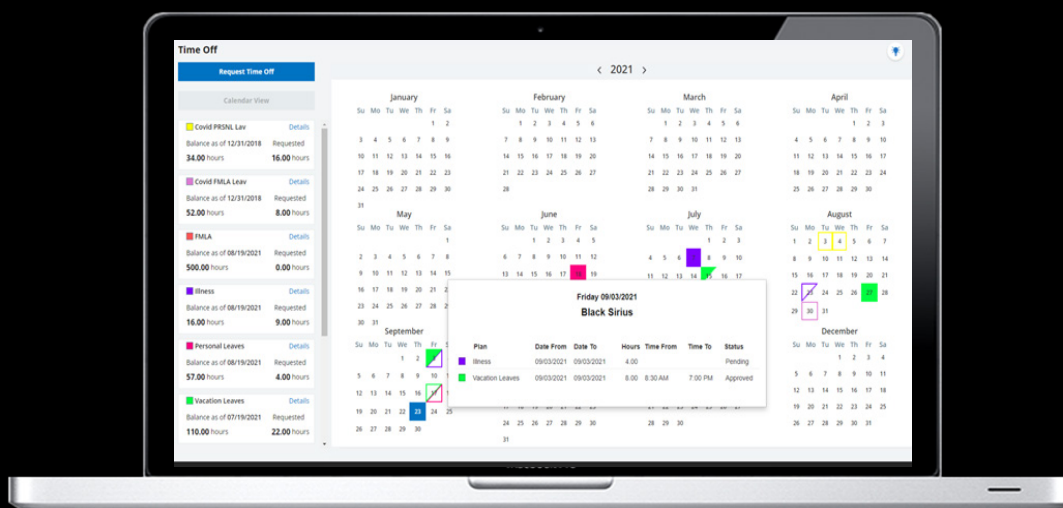
INTERESTED IN A DEMO?
CONTACT US TODAY!

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