



**Sage HR & Payroll
Module guide**

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We're here for you

We know that as your business grows, your HR and payroll requirements will evolve. Our dedicated team of expert consultants will guide you through the process to upgrade and customise your HR and payroll system and make sure that we meet all your needs. Our mission is to build your business confidence and help you achieve success, and we'll be there with you, every step of the way.

Please contact any of the Existing User Business team members for any information you may need.

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Product overview

As the leading supplier of HR and payroll management software in Africa, we offer you HR and payroll solutions that perfectly match your requirements, whatever the size of your business or your industry.

<p>Sage One Payroll For startup and small businesses</p>	<p>A user-friendly, easily accessible online payroll that lets you concentrate on your business while you leave the nitty-gritty of payroll to the experts. No upfront costs. No software installation. No annual licence fees. All you need is an internet connection and a valid email address and you're ready to go.</p>
<p>Sage VIP Classic Payroll & HR For small and medium businesses</p>	<p>Its user-friendly design and real-time online functions make it an uncomplicated and popular solution for small to medium-sized businesses, offering you all the latest legislative changes and ensuring that your calculations are always accurate and up to date. It gives you a spread of essential payroll functions and allows you to add a range of HR modules to form a comprehensive, easy-to-use solution.</p>
<p>Sage VIP Premier Payroll & HRM For large businesses</p>	<p>VIP Premier Payroll & HRM offers you every function you'll need to manage your payroll safely and effectively. It also allows you to add modules and combine functions to expand its capabilities. You simply define what you need and we'll set your system up the way you want it. Then we will train your staff to use it to its full potential.</p>
<p>Sage VIP People Payroll & HRIS For larger businesses in the mid-market and enterprise space</p>	<p>All the tools you need to drive HR and payroll in large businesses in one integrated, state-of-the-art solution that includes Payroll, HR and Self Service. Developed specifically for large companies that need more detailed and complex functionalities than those available in the market, but without having to pay ten times more for custom-built applications.</p>
<p>Sage X3 People For larger businesses in the mid-market and enterprise space</p>	<p>Sage X3 People is the ideal solution for companies looking to raise the bar on payroll and administrative management. It will allow you to develop a holistic management approach to your human capital and set your HR teams free from their administrative tasks. This powerful, end-to-end modular solution uses Web 2.0 technologies to create a collaborative work environment and help all employees to play a role in effectively managing the company's human capital.</p>

Build a bundle

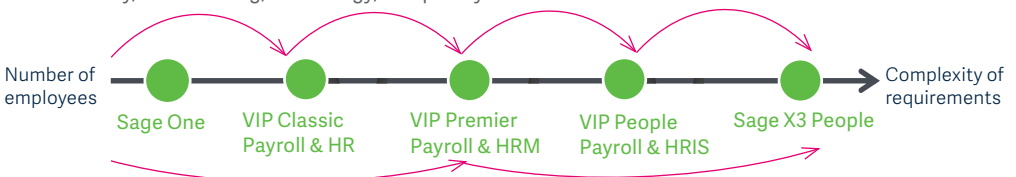
Add modules and combine functions to fit your requirements.

Modules for Sage VIP desktop applications

Sage VIP Classic	Sage VIP Premier	Sage VIP People	Sage X3 People
<ul style="list-style-type: none"> • Leave Management • Personnel Management • Employment Equity • Skills Development • General Ledger • Intelligence Reporting • InfoSlips • SMART Reporting 	<ul style="list-style-type: none"> • Leave Management • Personnel Management • Employment Equity • Skills Development • General Ledger • Intelligence Reporting • Job Costing • Loan Module • African Tax Module • SMART Reporting • VIP Premier HR • VIP Premier Employee Self Service 	<ul style="list-style-type: none"> • Payroll • Leave • Job Costing • Reporting • Security • Data extraction • Job & Position Management • Performance Management • Employee Management • Employment Equity • Skills & Learning • Self Service • General Ledger • Intelligence Reporting • InfoSlips • Job Costing • SMART Reporting 	<ul style="list-style-type: none"> • Personnel Administration • Payroll • Total Payroll and Budget Forecasting • Skills & Competencies Management • Appraisals & Interviews • Training Management • Profits Sharing • Expenses Management • Analytics, Reporting, Social Balance Sheet • Self-service Portal for Employees and Management • Employment Equity

Migration path:

Functionality, total offering, technology, complexity



Expand your options

with Sage VIP Classic
and Sage VIP Premier
modules

Leave Management Module Sage VIP Classic and Sage VIP Premier

The easy way to manage leave within company & BCEA requirements.

Did you know?

You can keep track of employees that abuse sick leave on Mondays and Fridays.

The Leave Management Module enables smooth, efficient handling of leave administration within the framework of the Basic Conditions of Employment Act (BCEA) while allowing you to enforce your company-specific leave policies.

Why do you need this module?

- Well-managed and accurate leave can save companies millions!
- You can print the precise number of leave days due on the payslip. This helps employees manage their leave much better.
- You can produce provisional leave reports.
- You can set up the system to calculate leave pay automatically on termination of employment.

Key features

- Store an unlimited number of leave transactions per employee.
- Group employees into different leave entitlement groups.
- Identify absenteeism trends, e.g. employees who are always sick on Mondays and Fridays.
- Enjoy automatic archiving of the leave transaction history per employee.
- Accrue leave according to your company policies.
- Capture leave transactions with from and to dates per employee.

Extra features (VIP Premier only)

- Capture leave transactions by categories, e.g. create a category for executives that differs from other employees.
- Calculate pro-rata leave for employees added the middle of a pay period.
- Set up electronic methods to calculate leave entitlement, e.g. long service leave.
- Attach leave documentation, e.g. sick notes to leave transactions.

Personnel Management Module

Sage VIP Classic and Sage VIP Premier

Gives your payroll powerful HR capabilities.

Did you know?

You can customise the supplementary screen to any storage field required.

The Personnel Management Module is embedded in the VIP Premier and VIP Classic Payroll systems to give the HR manager immediate, easy access to accurate employee information.

Key features

- The VIP Advisor allows quick access to information on legislation, policies, procedures and codes of good practice regulating the payroll and HR environment.
- You can load various transactions on the employee record.
- Attached documents to employee records (VIP Premier only), e.g. supporting documentation for disciplinary actions
- Print OID claim forms
- Keep record of different items issued to employees (cell phones, laptops, uniforms) and be reminded of outstanding items that must be returned when an employee resigns.
- Customise standard templates available in Microsoft Word with your company logo for forms like disciplinary procedures, fixed term contracts and letters of appointment.

Additional transaction tabs

- Any prior learning and competencies of employees are recorded.
- All vehicle information is recorded per employee, including accidents and traffic fines.
- Additional family information can be recorded, e.g. beneficiaries of pension or provident funds.

Skills Development Module Sage VIP Classic and Sage VIP Premier

The easy way to track and manage training.

Did you know?

You can claim up to 69.5% of your Skills levies by handing in your SETA report.

The Skills Development Module is an easy-to-use, time-saving system that enables you to track and manage the training of your employees.

Key features

Skills Reporting

- Print generic reports to assist with SETA submissions, including the employment summary report, which provides you with employee totals according to your requirements, e.g. gender and group.
- Print reports to assist with SETA submissions, including the Workforce Skills Plan Report (WSP) and Actual Training Report (ATR).
- Generate skills extracts that contain all information relating to actual and planned training and export this to Microsoft Excel.

Planned Training / Actual Training Transactions

- Mark planned training as training attended with the click of a button.
- Monitor planned and attended training on employee and company level.

Employee Skills Screen

- Contains comprehensive employee details essential for skills reporting, including:
- Gender, disabled employees and the nature of the disability, citizenship, type of employment, NQF level, vocational training, OFO codes.
- Link payroll masterfile and equity information to skills fields such as job grades, job titles, departments, pay points and categories to avoid duplication of information.

Employment Equity Module

Sage VIP Classic and Sage VIP Premier

Stay on top of EE requirements.

Did you know?

If you have 50 employees or more or exceed the industry threshold, reporting is compulsory.

This module provides you with essential guidelines on all aspects of Employment Equity required by the latest South African legislation in terms of reporting.

Key features

- Print all statutory reports (EEA2 and EEA4) in exact layout required by Department of Labour.
- Your first time submitting and don't know where to start? We'll give you step-by-step guidelines.
- Develop and print numerical goals and targets required by your equity plan.
- Setup all interim target plans as well as the numerical goal plan to match it against your actual workforce.
- Equity fields include: gender, disabled employees and the nature of the disability, citizenship, type of employment, equity remuneration, occupational level and job function.
- You can link payroll masterfile information to equity fields like job grades, job titles, departments, pay points and categories to avoid duplication of information.
- All employees can be linked to their specific occupational level, job function, race and gender.
- View the Equity History screen per employee, for an unlimited number of months of equity history.
- Equity history fields include occupational category, occupational level, job function, citizenship, type of employment and equity remuneration.

Employment Equity: Turnover threshold and maximum penalties

The underlined amounts in the tables below are the proposed new turnover threshold amounts and penalties as published in Government Gazette 37238 (16 January 2014). The effective date of these amendments is still to be determined by the President.

Schedule 4 TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS	
Sector or subsectors in accordance with the Standard Industrial Classification	Total annual Turnover
Agriculture	[R2.00m] <u>R6.00m</u>
Mining and Quarrying	[R7.50m] <u>R22.50m</u>
Manufacturing	[R10.00m] <u>R30.00m</u>
Electricity, Gas and Water	[R10.00m] <u>R30.00m</u>
Construction	[R5.00m] <u>R15.00m</u>
Retail and Motor Trade and Repair Services	[R15.00m] <u>R45.00m</u>
Wholesale Trade, Commercial Agents and Allied Services	[R25.00m] <u>R75.00m</u>
Catering, Accommodation and Other Trade	[R5.00m] <u>R15.00m</u>
Transport, Storage and Communications	[R10.00m] <u>R30.00m</u>
Finance and Business Services	[R10.00m] <u>R30.00m</u>
Community, Special and Personal Services	[R5.00m] <u>R15.00m</u>

Schedule 1 MAXIMUM PERMISSIBLE FINES THAT MAY BE IMPOSED FOR CONTRAVENING THIS ACT This Schedule sets out the maximum fine that may be imposed in terms of this Act for the contravention of certain provisions of this Act		
Previous Contravention	Contravention of any Provision of sections 16 (<u>read with 17</u>), 19, 22, <u>24, 25, 26</u> and 43(2)	Contravention of any Provision of sections 20, 21, 23 and 44 (b)
No previous contravention	[R500 000] <u>R1 500 000</u>	The greater of R1 500 000 or 2% of <u>the employer's turnover</u>
A previous contravention in respect of the same provision	[R600 000] <u>R1 800 000</u>	The greater of R1 800 000 or 4% of <u>the employer's turnover</u>
A previous contravention within the previous 12 months or two previous contraventions in respect of the same provision within three years	[R700 000] <u>R2 100 000</u>	The greater of R2 100 000 or 6% of <u>the employer's turnover</u>
Three previous contraventions in respect of the same provision within three years	[R800 000] <u>R2 400 000</u>	The greater of R2 400 000 or 8% of <u>the employer's turnover</u>
Four previous contraventions in respect of the same provision within three years	[R900 000] <u>R2 700 000</u>	The greater of R2 700 000 or 10% of <u>the employer's turnover</u>

You can download the full details of the Employment Equity Amendment Act from the Department of Labour's website at www.labour.gov.za.

General Ledger Module

Sage VIP Classic and Sage VIP Premier

Simply define your cost code structures once for a trouble-free general ledger interface that cuts your processing time.

Did you know?

Balancing your salary journal electronically can save up to 80% of your time.

Key features

- The VIP General Ledger interface will save you time and also allow you to allocate salary costs according to general ledger account codes and cost centres.
- It offers you alpha-numeric general ledger account numbers according to your accounting layout
- Exports can be done weekly, bi-weekly or monthly.
- An employee's payroll cost can be split to more than one cost centre or cost department.
- Payroll cost can also be split by percentage, e.g. 60% Sales and 40% Admin.
- There are standard interfaces to a variety of general ledgers, including Sage ERP and Sage Pastel.
- Export all salary information in the exact layout needed and import into your accounting package or ERP system
- Account numbers may be tailored to your requirements using Pay Points, Departments, etc, which are replaced by the relevant values for each employee when exporting the file.
- A copy of the journal is printed during the export.

Intelligence Reporting Sage VIP Classic, Sage VIP Premier and Sage VIP People

Getting the right information to the right people at the right time.

Did you know?

You can use the Scheduler tool to have reports delivered via email.

Sage VIP Intelligence Reporting forms part of the VIP reporting solutions. It gathers data from across your enterprise, giving you powerful insight into every aspect of your business.

Key features

Improve your access to information

- Create a genuine learning organisation that thrives on up-to-the-minute intelligence and lightning-fast responses to new business opportunities.

Enrich your reporting

- You can create reports from your VIP Payroll database and incorporate data from third-party systems (such as Sage ERP 300, Sage ERP X3, Sage Pastel, Syspro, SAP etc). This gives you rich, accurate insights into your business performance. Sage VIP Intelligence Reporting lets you consolidate and automate financials for companies in one workbook. Reports are generated in the familiar face of Microsoft Excel, ensuring that people throughout your organisation can use the information to improve their effectiveness.

Save time and increase productivity

- The hassle-free user experience and automated business reporting save you time and improve the productivity of your staff at all levels. Report-writing is fast, easy and simple because Sage VIP Intelligence Reporting gives you a variety of data views with tables already joined and fields labelled descriptively.

Enjoy rapid ROI

- Sage VIP Intelligence Reporting is quickly and seamlessly installed, giving your users immediate access to all its powerful reporting abilities.

Get much more than a business intelligence solution

- Expert, professional support is available whenever you need it and world-class resources to keep you ahead of the curve.

InfoSlips

Sage VIP Classic, Sage VIP Premier and Sage VIP People

Keep your employees in the loop with electronic & mobi payslips.

Did you know?

Should employees leave the company, they will still have access to their history records.

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

Plus - the InfoSlip 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 secured with 256 bit encryption. To open the InfoSlip, your employees are issued with PUK (Personal User Key) codes and required to choose a personal password.

All InfoSlip files (payslips and IRP5s) are archived online for seven years. Your employees can simply register online for access to historic InfoSlips or IRP5s.

InfoSlips make life easier for you and your employees

- InfoSlips comply with the Electronic Commerce and Transaction Act (ECT Act), Protection of Personal Information Act (POPI) and the guidelines issued by the South African Revenue Service.
- Your employees can inform you of changes in their personal details via email using the embedded query links.
- InfoSlips significantly reduce HR queries.
- There's no need to reprint lost or deleted payslips and IRP5s. Employees can print or forward their archived InfoSlips through the online self-help portal. Delivery is free and immediate.
- Our iOS, Anroid and Windows phone app lets your employees access their archived InfoSlips on their smartphones.
- InfoSlips cut your courier and stationery costs and save paper.
- InfoSlip files can be sent to third parties (e.g. financial institutions, accountants) online.

Job Costing VIP Premier

Helping you break down and understanding the costs of your jobs and projects, so you can stick to your budget and stay on schedule.

Did you know?
Your monthly journals will reflect the Job Costing splits.

It allows you to allocate labour costs to different projects, departments or business units. This means that if your employees work on multiple projects or at multiple sites in one pay period, you can allocate their labour costs by hours spent on different projects at different sites.

You may also specify which information will be entered via Job Costing. This includes aspects such as defining the Job Code Structure for the various levels of Job Costing that will be used.

This module provides for labour costing in a variety of specific industries, including construction, agriculture, labour hire, nursing, and more. So if you operate in any of these industries, your job costing process is made even easier.

Key features

- The Job Costing Control screen allows you to specify which information must be costed. Up to five levels can be specified for the Job Code structure.
- Input labour cost using the Job Costing Batch and import them easily.
- The information that has been specified on the Job Costing Control screen is available for batch input, e.g. the number of levels, hours and rate specifications.
- As you cost labour, the % split automatically updates the Employee Cost screen.
- The Module can interface with your General Ledger and do Job Costing input.
- Advanced Job Costing Reports
 - Print the Advanced Job Costing Report (a summary or detailed) to the specifications of the Advanced Job Costing Control screen.
 - Select to print only specific cost codes on each level of costing.
 - Print a variety of other Job Costing Reports that reflect all costing done in the company.

Loan Module VIP Premier

Giving you a lending hand through a comprehensive set of loan management tools to manage and record staff loans.

Did you know?

You can check the maximum amount that an employee qualifies for.

- The 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 gives you complete control of loans across different pay periods.
- The Loan Module lets you define multiple loan types and set up rules for each of them. This includes interest rates, loan amounts, repayment periods and even initiation fees.
- You can specify the type of loan, including casual, personal, study, educational, vehicle and home loans.
- It also gives you a range of employee loan statuses: applied, approved, active, suspended, frozen and handed over.
- Each lender has a loan agreement screen showing the type of loan, reference number, loan amount, interest rate, loan period in months and loan status.
- The Loan Module lets you print:
 - Employee loan statements to be issued with payslips
 - Loan statements for previous periods
 - Employee loan summaries showing loans per employee
 - Total outstanding loan balances for the company or per employee.

SMART Reporting VIP Classic, VIP Premier and People

We've developed generic reports to help you turn raw data into the intelligence you need to make the right business decisions.

Did you know?

The Stats SA Report creates the submission required for Statistics South Africa in line with their guidelines.

Your package of SMART solutions includes:

- All the solutions described below
- Improvements and maintenance on these solutions
- A minimum of two new solutions per year
- A selection of macros to guide you through the process of selecting Microsoft Excel data and formatting it for import

Financial Reports

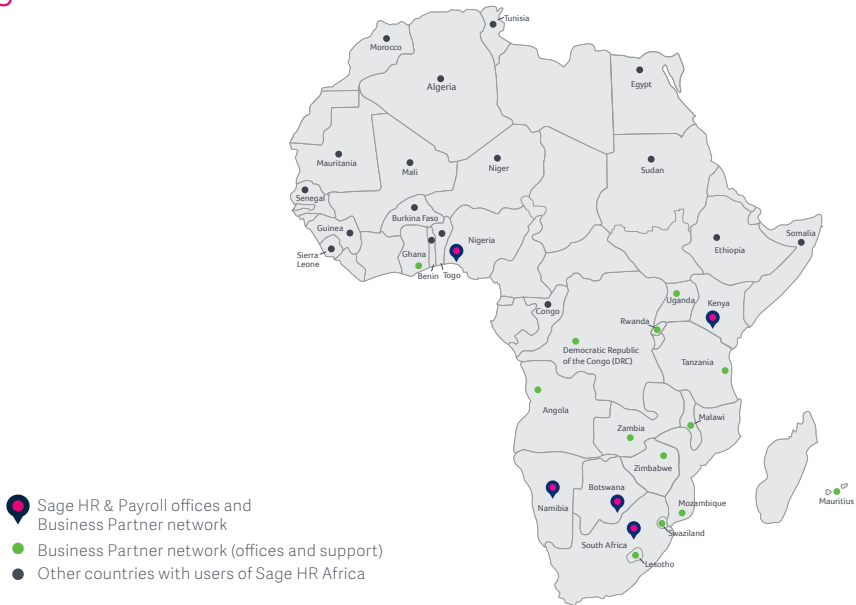
- Stats SA Report
- Costing Report
- Multi-Period Costing Report
- Hours Report
- Tax Year-End Tool
- 12-Month Report
- General Ledger Reconciliation Report
- Variance Report
- Leave Report Package
To help you measure productivity and compare leave taken for different periods, this report includes:
 - Leave days due report
 - Any leave line for the selected period
 - Any leave line comparing two periods
 - Leave on Mondays and Fridays
 - Leave on Mondays and Fridays comparison
- UI19 Report
- Employee Fixed Info Search Utility
- S&T Calculator

HR Reports

- Employee 12-month headcount
- Current staff workforce showing the split between gender and race
- Equity report (provides current equity details)
- Company age profile
- Staff movement showing current, new and terminated employees
- Disciplinary headcount for user-selected period
- Grievance headcount for user-selected period
- Training headcount for user-selected period

Africa Tax Module VIP Premier

*Are you paying employees in other African countries?
Do you need to produce reports for different African
legislative authorities?*



Why you need the Africa Tax module:

- No need to implement multiple systems to calculate employees' pay at the end of each month. You can consolidate your South African payroll and other African payroll companies on one system.
- No need for long and complicated methods and ASCIIs to calculate tax. This module has country-specific tax tables and can accommodate weekly, bi-weekly and monthly payrolls.
- Compliant with country-specific legislation and reporting requirements.
- Tax tables and statutory calculations are done automatically by the payroll system.
- Enjoy a dedicated Sage HR & Payroll support line with highly trained consultants that are experts in African tax legislation.
- The module is endorsed by BDO South Africa Advisory Services (PTY) Ltd.

It's available in the following countries with full legal compliance (including country specific statutory reports): Angola, Botswana, DRC, Ghana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

Employee Self Service

The paperless process that empowers your employees.

Did you know?

Companies lose millions of Rands due to unallocated leave forms.

VIP Premier 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 and IRP5s online.

Key features

- Web based application
- 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:
 - 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.

Sage SkillsMap

Recruit top talent with minimum cost and effort. SkillsMap is a cloud-based, end-to-end recruitment solution that gives you direct access to performers in Africa and abroad.

Did you know?

75% of organisations are adding online recruitment to their traditional recruitment methods.

Sage SkillsMap complements your recruitment services

Sage SkillsMap gives you more options to solve your recruitment needs. It allows you to manage the process: The purpose-developed software meticulously pre-filters the career profile of each candidate, consolidates data and tracks placements.

Sage SkillsMap gives you more time to focus on your business goals

Sage SkillsMap frees you from endless interviews with the wrong people. This 3-in-1 Software-as-a-Service (SaaS) tool targets the right candidates for each position with pinpoint accuracy, putting you together with top performers who fit your job profile.

Recruitment software that's easy and simple to use

Recruitment has undergone a huge change from quantity to quality of hire. It's about maintaining and leveraging relationships, which is exactly what our user-friendly software lets you do.

Sage offers you the total HR solution

The Sage SkillsMap solution perfectly complements Sage's entire portfolio of HR, payroll and recruitment solutions, including:

Placement of permanent and contract personnel

- Competency-based interviewing of applicants
- Assessment of applicants at our comprehensive payroll assessment centre
- Assessment of your current employees and candidates from other sources
- Extensive screening and illicit-activity checks of all candidates.

This makes Sage the only provider in the market that can offer you payroll and HR, application tracking and a job board all-in-one solution.

How it works:

A monthly subscription fee gives you access to:

- Sage SkillsMap Applicant Tracking System
- Sage SkillsMap Public Talent Community
- Customised Client Career Portal

Sage Pay

The all in one payment solution for your business. Sage Pay, together with Sage VIP, ensures that your salaries get paid on the same date and time.

Did you know?

It's developed with the same demands on security and performance as the sites used for internet banking.

You have the opportunity to access a wide range of payment solutions that will improve your business processes and reduce costs.

Our Sage Pay solutions

- **Salary & Creditor Payments**
Process EFT payments directly from your software, with no additional software or training fees.
- **Risk Reports**
Consumer and business reports are available online, from four major credit bureaus.
- **Pay Now**
Accept Master Card and Visa payments online, via the Sage Pay gateway and take advantage of 15 free plug-ins.
- **Debit Order Collections**
Collect once off or recurring fees, subscriptions and payments from your clients.

5 simple reasons why activation your Sage Pay account makes sense:

1. **Save money**
Reduced transaction fees on EFT payments will save your business money and streamline your payment process.
2. **Improved efficiencies**
Salary payments can be created directly from your payroll software, no more tampering with payroll files.
3. **Manage potential fraud**
Verify that the ID numbers of employees match the data in your payroll.
4. **Eliminating paying ghost employees**
Bank account verification checks that the bank account details entered into your payroll system match the ID number.
5. **Control risk**
Risk reports are available from a number of credit bureaus from your software.

Migrate to

Sage VIP People
Payroll and HRIS
and Sage X3 People

About Sage VIP People Payroll & HRIS

All the tools you need to drive HR and payroll in large businesses in one integrated, state-of-the-art solution.



Integrated Payroll, HR and Self Service

You'll appreciate how effortlessly this powerful, highly customisable system takes care of HR and payroll.

Key features

- Security, stability and improved processes.
- The online real-time design in combination with a period-driven system is unprecedented in the industry, giving you truly state-of-the-art technology.
- Fast, efficient implementation in a fraction of the time it takes to install other systems of this calibre.
- The universal calculation engine is used in calculating medical aid deductions and printing detailed reports to generating complex job-costing calculations.

Sage VIP People - Payroll

With VIP People, you're always in control of even the most detailed and complicated processes.

Did you know?
You can do daily pay runs on People.

Key features:

- 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.
- Multiple payslips per pay period which can be consolidated into a single printable payslip.
- Full history of every period is stored separately and can be recalled at any time.
- If a terminated employee is reinstated with broken service periods, the software will create two tax records with the relevant information for each period.
- Customise the leave function to meet your company policies.
- 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.

Extra modules when you need them:

- General Ledger
- Job Costing
- InfoSlips
- Intelligence Reporting

Sage VIP People - HR

The VIP People HR modules deliver a logical extension to the core payroll application to form a fully integrated HR information system, allowing you to manage employees throughout the employee life cycle.

Did you know?

The People application offers an online help function.

Key features:

- The VIP People HR 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 management reports of their employees.

The HR function offers you a range of tools to manage all aspects of HR.

- Manage Jobs and Positions
- Manage employees and record employee transactions
- Manage Employment Equity
- Manage Learning and Skills Development
- Manage Performance

Sage VIP People - Self Service

VIP People Self Service allows you to drive your business priorities by guiding the flow of information and tasks, empowering your managers and employees to manage the processes relevant to them.

Did you know?

You can access your self-service from any web browser connected to the company network.

Self Service offers a range of easy-to-use, time-saving utilities that empowers your people to manage their own HR processes. This frees up resources that will allow you to focus on the strategic imperatives of your business instead of mundane administrative issues.

Working as functionality.

For employees that do not have access to a computer, Self Service allows some employees to access the application on behalf of another individual.

All the information you require at a glance.

An inbox containing all the transactions requiring action can be accessed to approve transactions one-by-one or in bulk. Quick action buttons allow you to approve, decline, reassign or resubmit a transaction without having to view the detail. Should you wish to view the detail this can be done at any time by selecting the item from the list.

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 as well as printing selected reports
- Complete performance reviews
- Start a free-text workflow

Your managers are able to do:

- 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.

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.

Sage X3 People

Sage X3 People gives you the tools you need to achieve more efficiency, visibility and cost control over your HR processes.

Did you know?

Sage X3 People provides web access to core HR data to managers, on any device and on any browser

Sage X3 People, as a simple and flexible payroll software complemented by a smart, modular HR cloud suite, guarantees more efficiency and control over the cost of the workforce unifying payroll, HR and financial data, and forecasting present and future costs.

Sage X3 People helps organizations have more accurate and exhaustive data, access different business units and locations and provides real-time payroll and HR data for internal and external stakeholders. Promoted as the integrated payroll solution for Sage X3, Sage X3 People can as well be deployed as a flexible, standalone solution. Additionally Sage X3 People offers the best-in-class workforce management and strategic talent set of modular features for companies from 100 to 2000+ employees.

HR self-service, native built-in reporting, KPIs and social networking are part of the DNA of this intuitive responsive web designed and consumer centric offer.

Technology

Sage X3 People version 9 runs a range of new technology components that are recognized as the best, forward-looking solutions in the industry for multi-browser and mobile usage, speed search, web service development, cloud database integration and document management. Its robust N-tier architecture can support hundreds of concurrent users with excellent performance. The system runs equally well on Windows, Unix (AIX) or Linux (Red Hat) with either Oracle or Microsoft SQL Server databases.

Key differentiators

between Sage VIP People and Sage X3 People



Sage HR & Payroll

Value adding services

Support for your software and your business

As a Sage customer you benefit from a range of services provided by payroll experts in specialist departments.

Did you know?

Most of our clients rate our service as 'Excellent'.

Payroll Support

Your annual license fee guarantees you unlimited telephone, fax and email support. Underpinned by superior service and a high level of customer intimacy, we boast the largest HR and payroll support infrastructure in Africa. Our call centre, manned by trained HR and Payroll professionals, offers you a state of the art call-logging system, ensuring calls are always transferred to the available resources.

Priority Support

Project clients enjoy high-level support via a direct line to project support consultants who use your company's backup to give you quick, accurate solutions.

HR Specialist Services

To help you achieve your objectives, our HR specialists act as your strategic business partners, using a diagnostic approach to give you customised solutions.

Training & Seminars

Our classroom or on-site training courses combine practical, hands-on training with theory to ensure you can use our systems for maximum benefit. Seminars keep you current with the latest issues, especially legislative changes that affect your payroll administration. Our presenters are leaders in their fields.

Talent Management Solutions

Sage Talent Management Solutions is a fully-fledged recruitment agency specialising in placing payroll, HR, IT and finance talent.

Whether you need contract or permanent staff, we'll find them for you. We also do competency-based interviewing and assessment of applicants and employees.

Risk and Fraud Management

Our Risk and Fraud Management service is a set of powerful tools that seals off the weak spots in your payroll system and tracks down any fraudsters in your midst. This service, triggered by a growing demand from our clients for a way to combat fraud, gives you skilled assistance in risk assessment and management, fraud prevention, and fraud investigation and review.

Payroll Outsourcing

Payroll Outsourcing gives you a reliable, cost-effective outsourcing service geared to meet your needs irrespective of the complexity of your salary structures and related systems. We provide a payroll service for monthly and weekly payroll cycles, including the production of monthly and weekly reports and security-sealed payslips.

Flex subscription

The Flex subscription service lets you purchase our software with an affordable monthly payment instead of paying an annual licence fee.

Did you know?

As a subscription client you have more control and qualify for added benefits

Benefits:

Enhanced security

- The risk of fraud is reduced through bank account validations and verifications from within your payroll.
- Incorrect ID numbers are eliminated by matching ID numbers on your payroll to employees and to the official numbers kept by the Department of Home Affairs.

Upgraded support

- Payroll support: you enjoy extended support hours during peak periods.
- Remote support via WebEx.
- Face-to-face support: bring your PC to any VIP branch for a payroll consultation. Call 012 420 7112 to arrange.
- Online training: enjoy E-learning on the VIP system by completing the training in your own time plus have free access to the Payroll Basic courses for one user for the duration of your subscription.

HR Starter Pack

- Standard employee documentation for new employees, exit interviews, medical history, training applications and more.
- Employee contracts, including standard and fixed-term contracts.
- Standard policies for disciplinary and grievance procedures.
- Standard templates you can customise to your requirements.

Added convenience

As a Flex subscription client you have the benefit of:

- Industry-specific templates: these templates, often complicated to set up, have been created to save you the hassle.
- Mobile payslips: you can send one SMS payment notification or mobile payslip per month to your employees at no extra cost.

Affordability

Your monthly subscription gives you access to secure, reliable, easy-to-use software backed by expert, friendly support that's always just a phone call away.

Hosting

With the VIP hosting solution you can host your existing or new VIP system on a dedicated cloud server that you can access from anywhere, at any time.

Did you know?

You can have as many people as you want to access the software from any location you desire.

We will take care of your system like it's our own, allowing you to focus on what's really important: processing your payroll data.

Our state of the art security, multi-level backups and extremely safe hosting environment will give you and your IT department peace of mind that your payroll and HR system is not only kept in an environment that is specifically designed for it, but is also maintained and updated by the experts.

Benefits of the VIP hosting solution

- Automatic upgrades and backups
- No software installation
- Accessible from anywhere, at any time
- No additional IT investment or overhead costs
- Rapid deployment
- Extremely safe and secure
- Saves you time
- Subscription based payment



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Business Partner
Titanium