

PRODUCT SHEET

Sage 300 People – HR Module

HR modules that support and expand your existing HR & payroll processes

Sage 300 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.

Key benefits:

- Sage 300 People HR modules follow a process-driven and 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 and managers 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. purpose-developed PDF or Microsoft Excel.
- Your managers can access employee records, conduct performance reviews and print HR management reports of their employees.

Here are just some of the ways Sage 300 People can help you manage all aspects of HR:

Job Profile Management

The job profile module allows you to allocate the position within the company's hierarchy and competency requirements to key performance areas (KPAs) and indicators (KPI's). Job families can be defined, and multiple positions can be created from the job families. A wizard template will also guide you in updating required positions. Excessive amounts of data can be linked to job/position such as job grade, job title, performance areas & indicators, key skills, competencies, pay scales for vacant positions and much more.

Personnel Management

Manage employees and record employee transactions- keep historic information of each employee on file for future reference.

Keep a complete record of each employee including employee transactions and document attachments such as disciplinary actions, discussions conducted, experience gained, items issued, qualifications obtained, training planned and attended and medical history.

Employment Equity

Let's you manage your employment equity goals and targets throughout all HR processes by defining equity positions, monitoring goals and targets against actual staff movements and appointments, using management reports to manage equity targets, and printing Statutory Equity Reports (EEA2, EEA4 & EEA13) required by the Department of Labour.

Learning and Skills Development

This module offers you all the steps in generating your Workplace Skills Plan (WSP) and Attended Training Register (ATR). It will offer you the ability to generate skills plans for various workplaces, individual companies or a group of companies. Training transactions can be generated per employee or a training schedule can be set up to link multiple employees to a training course using a wizard template to guide you through the process. All details required on training schedules can be recorded such as the details of learnerships and recognition for prior learning, NQF levels and unit standard information.

- Course Definitions and module
- Training requests
- Training results
- Training requests based on performance issues (Personal Development Plans)
- Training reports for compliance with Skills Development Act.
- Workplace Skills Plan (WSP)
- Annual Training Plan (ATR)
- Employee qualifications as per SAQA's framework.
- Skills audit capabilities.
- Training budget

Performance Management

The flexible setup lets you define performance agreements and competencies per position, with specific objectives for execution per employee.

Transaction history includes performance, competency and, free-format reviews; value assessments that form part of 360° reviews; performance goals and development plans per employee.

Recruitment (SkillsMap)

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.

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