

PRODUCT SHEET

## Sage 300 People – Payroll Module Datasheet

*Payroll in 300 People is packed with great features that put you in control of your payroll processes.*

Sage 300 People payroll functionality will not only ensure your pay run is precise and compliant; but will provide you with powerful tools that enable you to gain valuable insights and connect with your employees.

### Sage 300 People - Payroll

Sage 300 People offers a flexible payroll module for the recording of all employee and compensation data, ensuring consistency and accuracy of information across multiple business units. Accurately manage compensation and benefits for your workforce using our secure and highly configurable set of features. You can configure to integrate with numerous finance and accounting applications to automatically pass workforce-related costs to journals and accounts. Use a wide range of on-demand reports to keep track of all compensation and benefits data.

#### Key Benefits:

- Create unlimited companies, hierarchical levels, employees, pay period configurations, and pay runs to make the system boundless.
- Create unlimited Earning, Deduction, Company Contribution, Fringe Benefit or Provision definitions.
- Receive all the latest statutory updates to ensure you're always 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.
- A full history of every period is stored separately and can be recalled at any time.
- Customise the leave functionality to meet company policies.
- Extract reports for a single company or consolidated report for multiple companies.
- Precise security to field level and the use of MS Active Directory for user authentication.
- Actions are recorded for detailed audit reporting.

## Additional modules that integrate with the 300 People Payroll:

### Payroll Management: Salaries and Benefits

Our payroll management module is a multi-legislative, multi-currency, multi-frequency system. This means that multiple tax countries can be loaded in one single database with one user sign-on. Weekly, monthly and fortnightly companies can be paid in one single database. Sage 300 People also offers you a remuneration structure which offers you the ability to structure different salary packages such as CTC, Salary + Benefits or even Net Up structures. Pay scales can also be linked to employees to automate salary increases in specific month.

### General Ledger

General Ledger modules allows you to simply define your cost code structures with a trouble-free general ledger interface that cuts your processing time. Unlimited account segments can be defined. The account segments can be linked per company rule or can be selected to use across the entire database.

### Integration:

300 People seamlessly integrates with your existing systems, and even third-party applications, efficiently and securely:

- Sage 200 Evolution
- Sage 300
- Netcash
- Sage SkillsMap
- InfoSlips
- BEE 123
- Microsoft Office 365
- New Leaf Technologies (eLearning)
- Elite Technologies (LMS)

### Leave Management

Sage 300 People offers you a leave management module that allows you to configure the leave function to meet your company policies. Certain rules can be built in to monitor the leave on Monday & Friday, as well as before and after a public holiday. Each leave type is clearly defined by using different colours. Complex calculations can be linked to automate the leave calculation. Leave reports can be scheduled to managers or can be displayed online via Self – Service portal. Powerful and flexible rule based set up.

- Leave entitlements created as per the conditions of employees for each employee.
- History of leave taken (all leave types)
- All Other types of leave taken
- Leave by Division/ Department/Section/ cost centre level
- Financial accrual and liability of leave days
- Calculation of Leave balances at any given moment.
- Leave reports per leave type, Division/ Department/Section/ cost centre etc.
- Overtime management & links to payroll module (if need be).
- Shift management or work schedule.

### Job Costing & Budgeting

The *job costing module* will give you the flexibility to capture unlimited rates against unlimited fields of interest such as departments, cost centres, branches etc. Different payslips can be generated per field or project.

The *budgeting module* will allow you to create a full comprehensive budget for all filled and vacant positions. Forecasting can be done for a specific period and a variance report will show you how your actuals compare against your forecasted budget month to month. The budgeting figures can also be integrated into your accounting system.

### Reporting

Data captured in HR systems is useless unless it can be retrieved in a more user-friendly manner hence the HR department utilises various reporting mechanisms to analyse and interpret HR data.

A business intelligence application used to design and generate reports from a wide range of data sources. Users are able to design and deliver reports that visualize their data using charts, graphs, and video files.

Variance reports on payroll transactions as well as any other finance related data like budgets (per Division/ Department/Section/ cost centre etc.)

- The facility to generate organisation structure charts.
- Produce statutory reports (payroll, skills development etc.)
- Facilitates the viewing of HR related data in a graphical format
- Standard graphs: age analysis, years of service, head count and salary by grade.
- Extract/view data in a quick format.
- This user-friendly reporting tool, drag-and-drop facility
- The various quick reports can be saved for use at a later stage
- The ability to create drill downs, what-ifs and graphics
- The ability to generate simple as well as complex reports at the click of a button.
- Users can create own reports and include with the standard report menus

Payroll administrator can create several standard reports (leave trends, EE etc.) in order to share and view interactive reports and dashboards securely over the Internet. Such reports are scheduled to be delivered on specific times and to specific recipients as per the report requirement specification document or standard HR practice.

There are over 200 standard reports that exist within the Sage 300 People application.

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