



# Dresser & Associates

## HR, Payroll & Talent Management Solutions

August 2015

Newsletter for Sage HRMS

### In the news...

#### News From Summit

By the time you read this newsletter, Sage's annual customer and partner conference will have concluded. We'll share what we learned in coming issues of this newsletter.

#### Sage HRMS Payroll Migration Tool

A new data conversion tool is available to speed and simplify the process of migrating from Sage Abra Suite Payroll to Sage HRMS Payroll. This adds to the reasons why making the move to Sage HRMS is a wise one. Read more on [page 3](#).

## Take Action Against Paper With Sage HRMS HR Actions

It almost seems unbelievable that in 2015 we're still promoting the benefits of going paperless. In an age when almost everything we do—from ordering our morning latte to customizing a new car—can be done electronically, why are we so slow in incorporating this technology into payroll and human resources tasks? HR is one of the most document-intensive areas in an organization, meaning it stands to benefit the most from moving documents to an electronic form.

Sage HRMS HR Actions is a tool that can help do just that. It streamlines the collection and approval of employee data using the web. You can easily create paperless forms using any information within Sage HRMS. Let's discover how Sage HRMS HR Actions can help take your organization to the next level of efficiency.

### Replace Paper Forms

Sage HRMS HR Actions introduces interactive web-based forms that replace paper forms, are easy to use, and result in submitted actions that are complete, accurate, and secure. Using this solution you can automate the routing, approval, and notification process of employee actions so you can easily track the status and movement of every form.

Sage HRMS HR Actions lets you:

- Accelerate HR and payroll transactional processing throughout the employment lifecycle.
- Eliminate data entry from paper forms into Sage HRMS and ensure data is always up to date.
- Reduce HR's dependency on IT support.
- Enforce company policy while minimizing errors.
- Monitor and control forms throughout the entire routing process.
- Better ensure the security of sensitive payroll and HR data.

### Accelerate Processing

When you transition to electronic forms, the data captured on those forms is immediately available to the organization, no more waiting while the data is re-entered from paper forms. Using the electronic routing and approval workflows, you'll always know where in the process any form is—and automated reminders keep employees accountable.

### Always Up To Date

Full integration means that Sage HRMS HR Actions can display and update both standard and custom fields in Sage HRMS.

## Sage HRMS HR Actions

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Code tables from Sage HRMS populate the pick lists on forms. Each form dynamically display the current values of data stored in Sage HRMS side by side with the proposed values requested by the form's initiator. Once a form has been approved and reviewed by HR, one click updates the data in Sage HRMS.

### Easy To Use

You might think that a system so powerful would be difficult to use and require assistance from IT, but Sage HRMS HR Actions includes an easy-to-use form builder that is wizard based, so you are guided through the process of creating your dynamic forms. Dozens of sample forms are included that you can use as is, or treat as the basis for your own specific forms. Building forms from scratch is easy too, and can include dynamic fields, read-only fields, file attachment areas, instructions, and section headers.

### Support Your Business Processes

You have to appreciate when a software application is designed with enough flexibility to meet your specific needs, so you don't have to change your business processes to match a rigid workflow. Sage HRMS HR Actions allows you to define your own business rules that determine the number and sequence of approvals required for each form.

You can vary the routing rules by individual forms, business units, or the type of change being requested. And your approvers can be any number or combination of HR executives, supervisors, or an unlimited number of named role-based approvers.

In addition, Sage HRMS HR Actions comes with over 400 configurable fields, enabling you to capture and route pertinent employee data that may not have a home in Sage HRMS, and use that data along with the data that is saved to Sage HRMS.

### Monitor And Control

A real-time dashboard shows you the status of each form being routed through the organization, and allows you to control the flow of a form—stopping it, skipping an approver, or pushing it through the approval process for example.

It is easy to see who has approved forms, where bottlenecks exist, and to view the content of forms wherever they are in the process. And, HR controls the final update of Sage HRMS for each approved form.

### Security And Tracking

Sage HRMS HR Actions uses advanced security and data encryption to keep confidential data safe and secure. In addition, advanced security settings prevent unauthorized access to data.

A detailed audit trail is maintained for every form, with time-stamped information about its submission, approvers' actions and comments, edits to the data made while routing for approval, and the final dispensation of the form.

Sage HRMS HR Actions also gives you the ability to require web-based signatures and view when forms are signed and by which approver or employee. Employees can add their own comments, and signatures are automatically time stamped.

### Streamline Performance Appraisals

One particularly valuable use of Sage HRMS HR Actions is during the employee performance appraisal process. Since it can handle as many forms as needed, Sage HRMS HR Actions can support even the most complex appraisal process. The appraisal forms can include any combination of instructions, competency ratings, review questions, goal setting, development plans, narrative responses, rating scales, and weighting. Sage HRMS HR Actions supports self-appraisals, manager appraisals, and unlimited back and forth between the employee and manager before routing for additional management and HR approvals.

### Making It Even Easier

To further simplify the processing of common HR forms, you can purchase add-on forms like Form I-9 and Form W-4 for a small additional cost. These forms can be populated by data directly in Sage HRMS and either saved or routed for approval just like other forms.

There is also an available New Hire Interface that streamlines the new-hire process and ensures the integrity of data flowing into Sage HRMS. You can directly import applicant information from Sage HRMS Cyber Recruiter into a Sage HRMS HR Actions new hire form using the applicant number, saving time and reduces errors than can be introduced with manual data entry.

Please call us for more information about Sage HRMS HR Actions. ☆

## The Time Is Right For Your Migration To Sage HRMS

**H**ave you been waiting for the right time to migrate from Sage Abra Suite to Sage HRMS? If so, we'd like to share some compelling reasons why now just might be the perfect time.

### Industry Standard Technology

Payroll and HR are mission-critical applications that deserve and demand to be run on a supportable and secure platform.

Sage HRMS is built on Microsoft® SQL Server®, the industry-standard for mission-critical databases like this one, so you can be confident it's up to the task.

### What's New In Sage HRMS

While you'll find the overall features and functionality of Sage HRMS very similar to what you're used to, there are some powerful new additions. Released last year, Sage HRMS 2015 offers enhanced functionality, such as:

- A new version of the report designer in SAP® Crystal Reports and secure enterprise-level reporting for all HR data.
- A new function called Employee Quick Find that gives users the ability to quickly and easily search

for employees by ID, first name, or last name.

- A feature that hides inactive or expired HR/employee codes: Benefit Insurance Plans, Benefit Savings Plans, Job Status Codes, Employee Note Author, Employee Note Type, Salary Grades, Employee Type, Events, Ratings, Shift Differential, and Skill.
- The ability to remove a user's permissions by inactivating the user rather than deleting him or her. The user can be reactivated again later, as needed. You can now also identify the user's job title or position with a new alphanumeric text field.

### Coming Soon In Sage HRMS

Expected later this year, Sage HRMS 2016 will include an impressive new collection of features and functionality, including:

- An improved user interface, allowing for a more consistent experience, as well as easier navigation between Sage HRMS and Sage Employee Self Service (Sage ESS).

- Single sign-on so users can log on once and gain access to both Sage HRMS and Sage ESS without being prompted to log on again.
- The ability to log on to Sage ESS as yourself or a specific employee based on security settings.
- Connected services navigation so users can easily access the add-on solutions connected to their core HR product.
- Enhanced photo importing capabilities in the core HR product, as well as the ability for employees to add photos in Sage ESS.
- Enhanced document storage within Sage HRMS.

### Promotions Available

Sage is offering several promotions to businesses migrating from Sage Abra Suite to Sage HRMS. You may be eligible for free and/or discounted modules and add-on solutions that extend the functionality of your software system. Contact us for complete details.

The time is right for your migration to Sage HRMS. Give us a call with your questions. ✨

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