

## Sage HRMS



Sage HRMS empowers the human resources (HR) department to actively support company objectives while improving HR efficiency. Integrate and streamline your HR processes and closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions with Sage HRMS.

An industry-leading, customizable HRMS solution, Sage HRMS helps companies optimize their HR business processes as well as maximize their Return On Employee Investment (ROEI). With Sage HRMS, you can successfully meet and respond to the HR management challenges you face every day. By automating and streamlining your day-to-day HR business processes using Sage HRMS, you and your staff are freed up to spend more time and energy on the business asset that is most vital to your company—your employees.

The power of Sage HRMS starts with the centralized HR database—your single point of truth for all past and present employee information.

When combined with optional extended solutions, Sage HRMS addresses challenges in payroll management, risk mitigation and compliance, talent management, paperless HR, employee benefits management, decision support, recruiting and onboarding, and time and attendance management.

With Sage HRMS, your organization's leaders can receive accurate, dynamic information about workforce performance across a variety of flexible formats and devices—all protected by advanced information security. From on-demand information sharing to process automation and exception-based management, Sage HRMS should be the starting point for all of your employee-related decisions.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations.



## Key capabilities

### Quick access to critical information

Easily view key employee information, including demographics, insurance and savings benefits, skills, education, compensation, and employee attachments.

### Comprehensive benefits

Track unlimited benefit plans, generate reports, define eligibility criteria, and automatically calculate precise employee, dependent, and employer premium and benefits costs.

### Time-off management

A full set of features provides for all types of time-off tracking, including incident-based time off, such as jury duty, medical leave, and bereavement.

### FMLA tracking

Assign regular leaves of absence, manage and report on leaves of absence covered by FMLA, track medical certification and recertification dates, and track FMLA time taken.

### U.S. government compliance and reporting

Accurately manage government requirements for regulations such as EEO-1, EEO-4, I-9 citizenship verification, Vets-100A, and OSHA.

### Canadian government compliance and reporting

Manage essential data for government reporting and reduce compliance risks with standard reports including EE audit reports 1-6, OHS accident analyses, and WSIB Employer's Report Form 7 (Ontario).

### COBRA and HIPAA compliance

Provides automated, personalized notification letters that describe coverage options and costs, supplies billing statements and mailing labels, and completes eligibility reports for COBRA management.

### Electronic delivery of software and updates

Electronically download product updates and upgrades. This delivery method ensures updates are available quickly and on demand and replaces the shipment of new releases and upgrades by mail.

### Automatic product updates through Sage Advisor

Help ensure that you always have the most recent updates for your Sage products. Use Sage Advisor to check for and to download and install new updates and configure the frequency with which the software checks for and notifies you about updates.

### Security

Sophisticated, multilevel security options allow you to control which groups have access to data at any level—even field level.

### Powerful standard reports

Over 100 standard reports can be previewed, printed, and exported to a file, available to help you improve your company's analytic capabilities.

### Advanced customization

Customize menus and panels, create new actions for employees, change existing actions and processes, and even augment reports and toolbars. Control how information is categorized and viewed.

### Easy import/export capabilities

Select your own import/export criteria with the ability to establish reusable templates and transfer critical HR information on a routine basis, quickly and accurately.

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For more info, visit: [www.SageHRMS.com](http://www.SageHRMS.com)  
or contact us at 866-271-6050