

Sage Abra HRMS – Twenty One Questions and Answers

Human Resources and Payroll Solutions

Human Resources Requirements

D1 List all core modules included in your core HR systems. Please highlight all third-party modules included in this list.

- Sage HRMS Core module consists of: HR, benefits management, attendance tracking, link (import/export tool), toolkit (create additional pages/screens)
- Additional options available: Sage Payroll, Sage Employee Self Serve (ESS/MSS), Sage Benefits Enrollment, Sage Train Management, Sage Time Sheet, Benefits data to Carriers Electronic Messenger Services and Electronic Tax Filing Services.
- Third Party modules: Sage Knowledge Sync Business Intelligence Alerts and Data Monitor, On Line Electronic Forms with HR Actions for Sage, Cyber Recruiter for Sage for on line recruiting.

D2 Does your system have the ability to support scheduled payroll increases for different groups of employees? If so, describe your approach.

Yes, by using Sage HRMS Mass Update Pay process you can make pay modifications to groups of employees. The Mass Update Pay Rate process allows you to change the pay rate for an entire group of employees at one time. You select the group or groups of employees whose rates or amounts are to be changed as well as the new rate.

D3 Describe how your system supports situations where one employee has multiple job classifications and rates.

If you have employees whose work is applied against multiple jobs, departments, classifications, pay rates, General Ledger (GL) codes, this features will enable you to define a split allocation between multiple codes that is applied to every timecard automatically to save you time. The Secondary Job tab of the Current Job page lets you enter and maintain information about jobs other than the employee's main job. When you add or edit a Secondary Job record, the employee's Secondary Job page opens.

D4 How does your system handle job codes, job classifications, and future dated changes?

Sage HRMS includes both predefined code tables and code tables you create yourself. The predefined tables can be used as they are or modify them to suit your employer's needs.

The Job code table allows you to establish job codes for your employer and the rules that govern those codes. Validation of the Job codes table is optional. You turn this option on (or off) when setting up an employer.

Changes of job codes and job classifications can be future and past dated.

D5 Describe how your system tracks employee history.

Sage HRMS maintains an unlimited history of job, pay, organization, reporting, performance, as well as leave of absence and benefits information for each employee in the enterprise. Every time you terminate, rehire, or change an employees' job, pay or leave of absence status, HRMS records the change in the database. You can view these changes from the Job History screen or generating reports with historical data. This historical data can be maintained for as long as needed.

D6	Describe how your system manages employee group benefits including how the system allocates across benefits.
Automatic benefit calculation is the system's method of using the rules, formulas and rate tables you create and store in the Benefit Plan Rules. Rate Tables can be setup to automatically calculate coverage, premiums or contributions for all eligible employees who are in your employer's database and are eligible to participate in the benefit.	
D7	Describe how your system enables resume tracking and management.
<p>Cyber Recruiter for Sage enables resume tracking and management with seamless integration for onboarding and requisitions from Sage HRMS.</p> <p>Cyber Recruiter for Sage has seamless integration of an online application with your corporate website to gather applicant information that is vital to your recruiting process, including position specific screening questions.</p> <p>It also has automatic posting of all open positions to your career page as well as uploading openings to leading online job boards.</p>	
D8	Describe how your system enables candidate tracking.
<p>Cyber Recruiter enables candidate tracking:</p> <ul style="list-style-type: none"> • Flexible resume search capability using multiple criteria • Simplified interview scheduling with built in mechanisms for gathering immediate candidate related feedback (using Outlook) • Automated email responses during crucial points in the recruiting process • Allows employees to update their resume information and track all employee referrals • Allows interviewer to enter they notes online and return information to recruiter for next steps • Ability to send out various correspondence to one or many based on status 	
D9	Describe how your system enables tracking of employee-related incidents.
OHS / OHSA screens enables you to summarize, view and report accidents and injuries reported. They system also has the ability to provide analysis reports that will count all employees whose incident date falls within the date range you specify.	
D10	Describe how your system manages employee training and certification requirements. Does this include automated alerts and escalations?
<p>Sage Train component in conjunction with the Events screen capturing the certifications requirements and Sage Knowledge Sync which will provide you with automated alerts and escalations fully enables you to manage your employees training and certifications. During your setup, you establish what training courses will be offered to your employees or groups of employees based on their position. Based on this information the system will automatically identify what courses this individual is to undergo. Certifications are entered on the Events screen with a due date whereby the Knowledge Sync tool will be set to alert and escalate the information based on the schedule you set.</p>	
D11	Describe how your system supports management of multiple collective bargaining units.
A specific employee page tab allows for the tracking union affiliation codes and dates.	

<p>Employees can be grouped by this common set of data and mass updates to their pay changes and benefits can be executed based on changes agreed with the collective bargaining group.</p>	
D12	<p>Describe how your system tracks in-house employee benefits such as complementary hotel stays, etc. as taxable and non-taxable benefits.</p>
<p>These types of benefits will have to be captured on a custom page/screen created using the Sage Toolkit.</p>	
D13	<p>How does your system support the management of absenteeism including illness and vacation, LOA and scheduled leaves?</p>
<p>Attendance Plan code tables are more detailed than regular code tables. You can set up an unlimited number of accrual plans at the enterprise level for all your employers or set up plans specific to each employer. However, just as with any other code table, you can add, copy, edit, and delete attendance plans as necessary.</p> <p>The ability of Sage HRMS Attendance to maintain various attendance plans gives you the flexibility to accrue and track time in as many different ways as you require.</p> <p>With support for different multiple maximum total hours and carryover accruals for each seniority level, you don't have to manually move an employee to a new time off plan when the seniority level changes.</p> <p>Add an effective date to time off plans to determine when employees are eligible to begin using hours.</p> <p>Paid time off plans connect with payroll accrual codes to enhance time off management. Pay time off through payroll accruals, including hours worked plans and percentage of base.</p>	
D14	<p>Does your system have performance appraisals and objectives tracking functionality? If so, please describe.</p>
<p>HR Actions for Sage will track performance appraisals and objectives tracking. HR Actions automates the most complex performance appraisal process. Create as many different forms as needed. Appraisal forms can include any combination of instructions, competency ratings, review questions, goal setting, development plans, narrative responses, rating scales, and weighting. 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.</p>	
D15	<p>Describe your system's employee self-service functionality and features. Is this done using a web-client?</p>
<p>Sage Employee and Manager Self Service (ESS), automates your company's business processes and promote workplace satisfaction by giving employees ownership of their personal information. With workflow capabilities and customizable features, Sage ESS provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the HR department with routine inquiries, employees and managers will feel more self-sufficient when they can access information ranging from time off and current benefits to current job details and training history—anytime, anyplace over the Internet or company intranet.</p>	
D16	<p>Does your system support employee alerts such as certification expiries, mandatory training requirements, benefit communications, etc.?</p>
<p>Yes, this feature is offered thru Sage Knowledge Sync.</p>	

Sage Knowledge Sync monitors all your business data – both within your Sage product lines, and beyond. Providing every organization with much-needed Exception Management, Sage Knowledge Sync identifies and responds to conditions that fall outside of an organization’s standard operating procedures and enables organizations to avoid saying “If only we had known”.

Certifications that are about to expire, required training needed, benefits communications, are only a few of the alerts that can be generated using Sage Knowledge Sync.

D17 Describe how your system manages vacation carry-overs.

Vacation plan carryover is an optional feature that can be setup by entering the amount of maximum carryover allowed as a number in a specified field. This will only carryover hours or days up to that amount. At the end of the plan year (Fiscal, Calendar, Anniversary, or Rolling 12-month), the plan will carry every employee’s amount into the next plan year, and it is added to the employee’s available time under that plan.

D18 Does your system provide absolute labour costing reports that account for all costs associated with employment? If so, please describe.

Some of the standard reports included will have enough information to achieve this, but also the ability to create ad-hoc reporting will all the data needed.

D19 Describe the standard HR reports that your system provides. Does this include reports by employee dates, classifications, salary, service and dept.?

There are more than 200 pre-defined reports. Please find attached a list of reports available with the Sage HRMS product line.

D20 Please describe all third-party reporting modules included in your system that may be necessary to meet the above requirements.

There is no additional third party reporting tool needed for the reports listed on the attachment. The only third party reporting tool needed, and it is included as part of the solution, is Crystal Report Writer. This reporting tool allows creating additional ad-hoc or custom reports.

D21 Please list all modules described above that are **not** included in your core HR system.

All identified in D1