



Product Brochure

# Sage HR: Create amazing work-life experiences

With Sage HR you can transform the way you do HR and better connect, engage, and support your people—wherever they are.

Sage

# Make the move to cloud **with** **Sage HR**



The world of work is in a constant state of flux. Keeping your workforce motivated, in the loop, and feeling valued has never been more important—yet studies show that only 15% of employees feel fully engaged at work.<sup>1</sup> So how can businesses adapt, survive, and thrive?

As flexible working has become the norm for organisations worldwide, traditional ways of managing people are no longer fit for purpose. People's work and personal lives have collided and, as a result, today's organisations need to be more adaptable and agile than ever. Yet many companies with traditional HR systems are stuck.

From finding and hiring quality people and maintaining a productive and engaged workforce, to dealing with increasingly complex legislation and regulation, today's organisations need more than just an HR system. They need their processes to run smoothly while offering their people more wellbeing support and the ability to self-serve and share feedback easily, promoting two-way communication and continuous improvement.

To manage a modern workforce—today's organisations need to transform how they engage and communicate with their employees to create greater workforce stability and better employee experiences. That's where Sage HR can help.

Sage HR is an intuitive, adaptable and modular solution that helps your team perform at their best. It's designed to make your HR and people management easier—automating your people processes, freeing up HR's time to focus on core business activities, and delivering better employee experiences.

1. Source **Gallup**

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# Overview: Sage HR at a glance

Everything you need to put you  
in control.

Sage HR will transform how your organisation attracts, retains, manages, and engages your workforce. Designed for SMEs, Sage HR can help you improve productivity across your entire workforce and empower you to connect your business with your people in a whole new way.

A fully-integrated, end-to-end HR system, Sage HR delivers the tools that your HR and People teams need to succeed—along with an experience that your workforce will love. It automates a wide range of processes across the entire employment journey within your business.



## Key features of Sage HR



Announcements

eSignature

Onboarding

Reporting

Mobile



Leave  
management



Performance



Shift  
scheduling



Timesheets



Expenses



Recruitment

# Sage

# Core HR

Managing your workforce is easy with Sage HR's user-friendly and mobile-ready HR software that helps you remotely track, manage, and engage with your employees—wherever they're located.

## Accurate and organised workforce database

Organise and store all your employee information in an easily accessible and company-branded self-serve portal.

## Organisational chart

View your company's org chart, automatically built based on which employee reports to whom.

## Workflow builders

Create custom workflows that are automated after specific actions.

## Shared company details

Build transparency within your team with a shared holiday calendar. Sage HR makes it easy to choose what information your colleagues can see about each other.

## Multiple languages

Use Sage HR in your preferred language; English, Spanish, Russian, Latvian, Estonian, Czech, Polish or Thai.



Announcements



eSignature



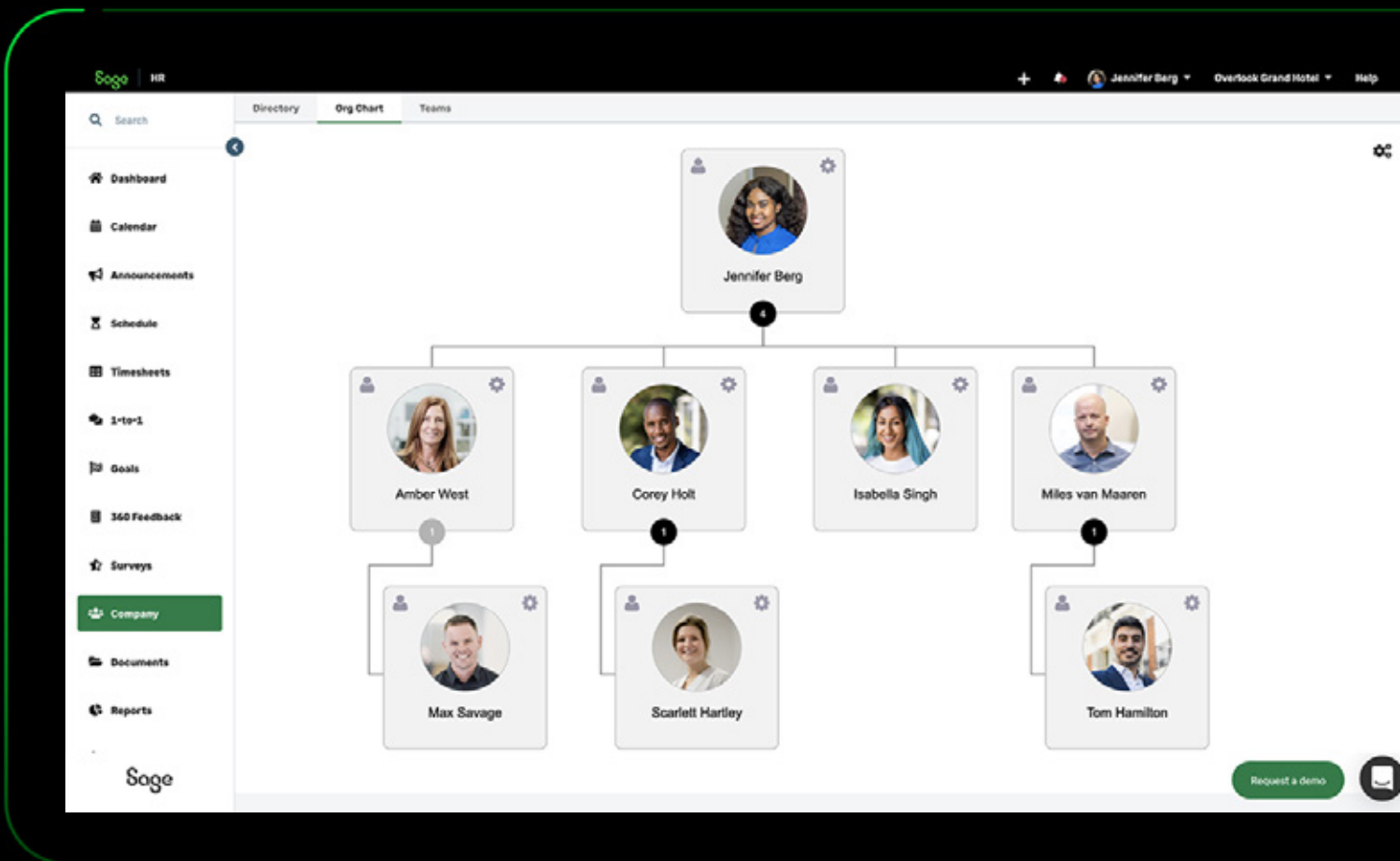
Onboarding



Reporting



Mobile



# Core HR

## Announcements

### Share important news company-wide.

Announcements in Sage HR is designed to help you share important news quickly with the entire company. The feature enables you to share company news with ease—driving greater employee engagement.

#### Communications

Use announcements to share important company news and broadcast company success, wherever your teams are located.

#### Social

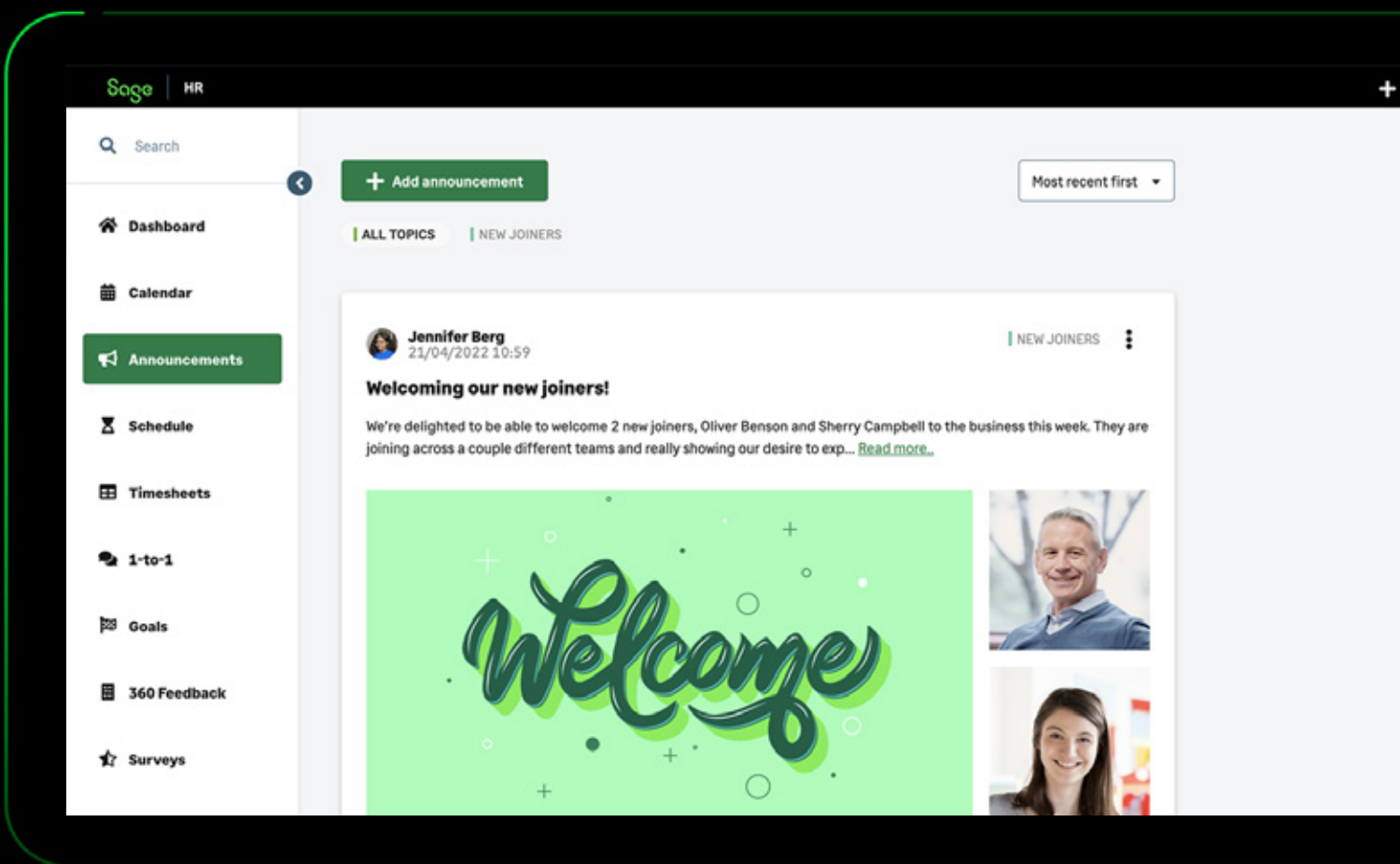
Encourage social interaction with announcements and boost team morale with emoji reactions to instantly celebrate success, cultivate growth, and inject a little bit of fun into the working day.

#### Admin access

Give administrative access to the announcements feature so a wide range of the team can keep company communications up-to-date and regular.

#### Newsletter

Collate announcements into a newsletter that can be delivered weekly, bi-weekly, or monthly.



# Core HR eSignature

## Signed, sealed, delivered.

The eSignature feature enables you and your team to sign documents electronically, and assign multiple signatories to each document.

### Go paperless

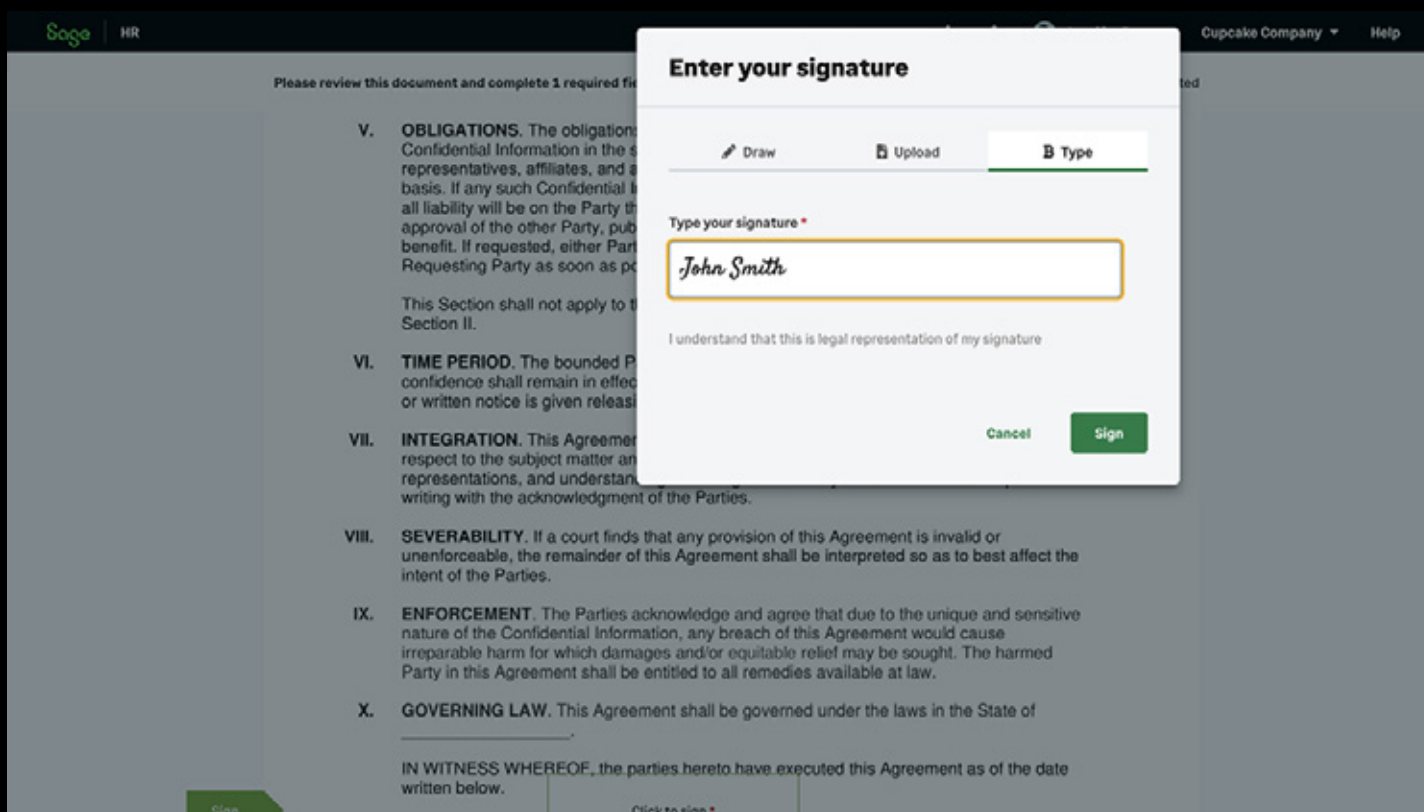
Bin off the paper contracts, NDAs and policies with multiple printed copies for every employee. Digitise your documents to save time, and the environment.

### Multiple signatories

Save time and effort with the ability to send documents to multiple signatories at the same time—or set a signing order to define when your key stakeholders need first appraisal.

### Tracking signatures

Get real time feedback on the status of your documents, including if the signing process has been finalised and who is left to sign. You can view the list of participants to see who's signed your document at any given time.



# Core HR Onboarding

## Get the team onboard.

An effective onboarding process helps your new hires to learn the ropes and to feel like part of the team at speed. With Sage HR, you can automate your onboarding process by assigning new employees with predefined tasks.

### Easily onboard (and off-board) employees

When employees are joining or leaving, automate the process with just a few clicks and assign predefined tasks for a seamless experience.

### Improve the onboarding experience

Elevate the employee experience by giving new starters access to your company branded employee self-serve portal, so they can get familiar with where to go for their HR needs.

### Workflow builder

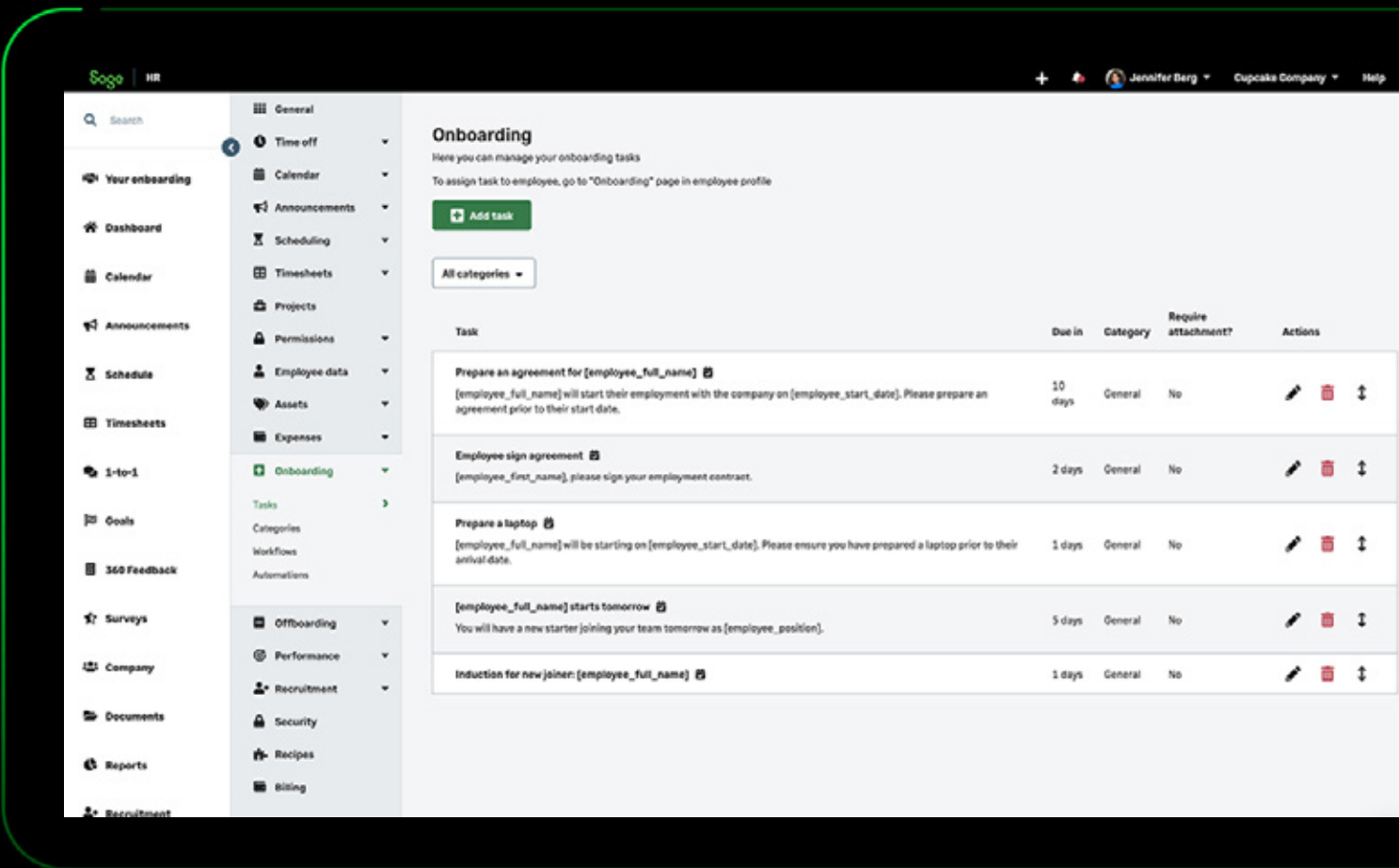
Create a list of tasks to do, based on your own rules for different role types to get your employees up and running quickly.

### Automation

Automate task assigning when new employees join the company.

### Reporting

Status reports show where each new employee is in their onboarding process.





# Core HR Reporting

## Reporting, done right.

HR analytics that help draw insights, conclusions, and trends from historical data to predict future needs and behaviours, ensuring HR can truly partner with the business to achieve strategic goals.

### HR dashboard

With Sage HR, you can measure the percentage improvement on workforce productivity, attendance and absence levels, and determine their causes and work out their impact on costs.

You can also identify the proportion of staff operating at an acceptable competence level and get metrics that can give you a deeper insight into productivity levels within your organisation—and the factors that contribute to such productivity.

### Headcount

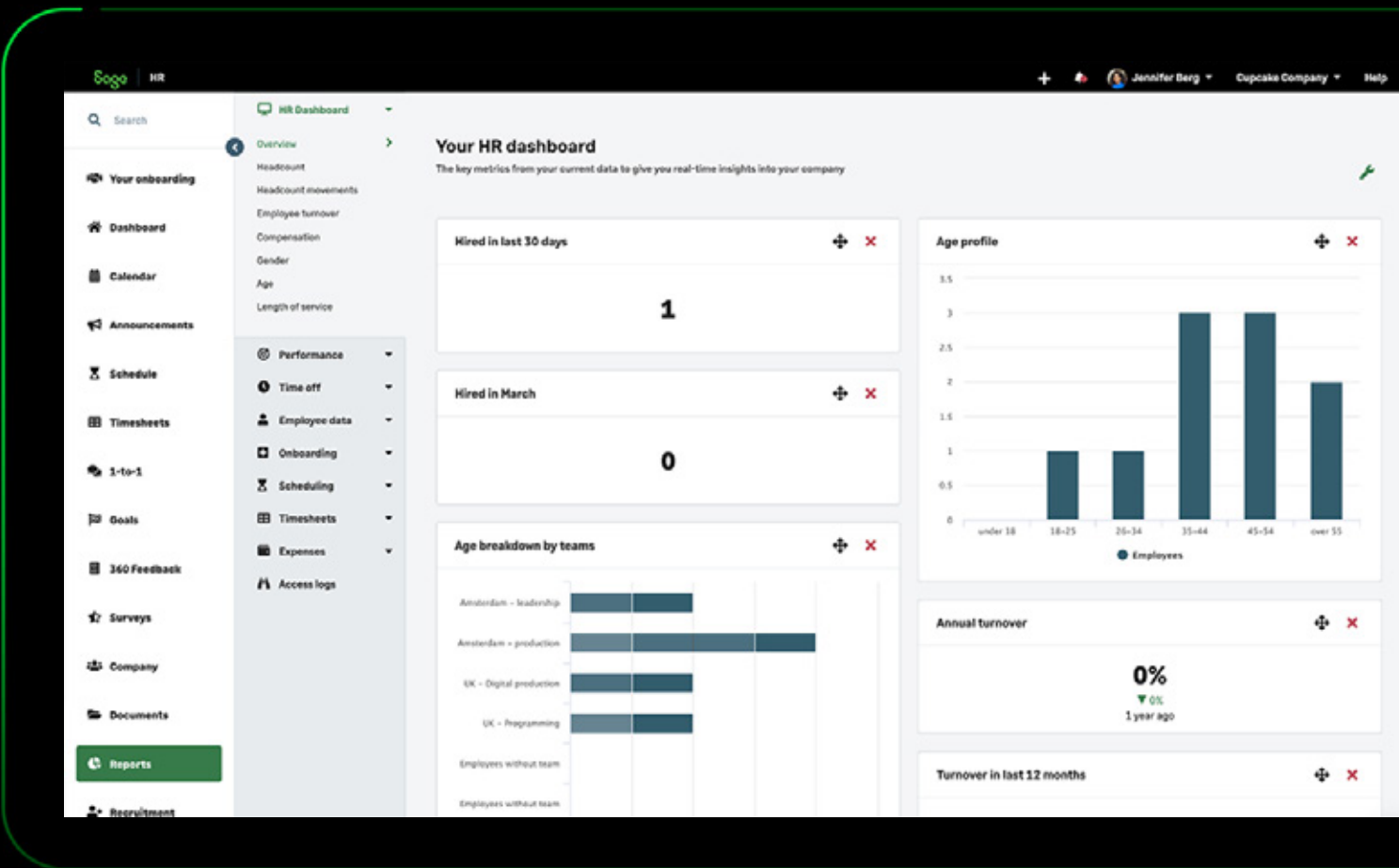
View your employee growth over time, filterable any way you want.

### Turnover

See your employee turnover reports over time—by team or location.

### Custom reports

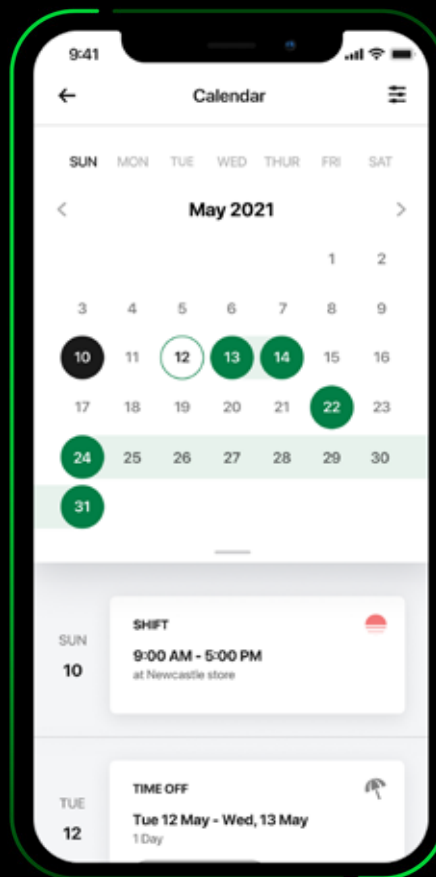
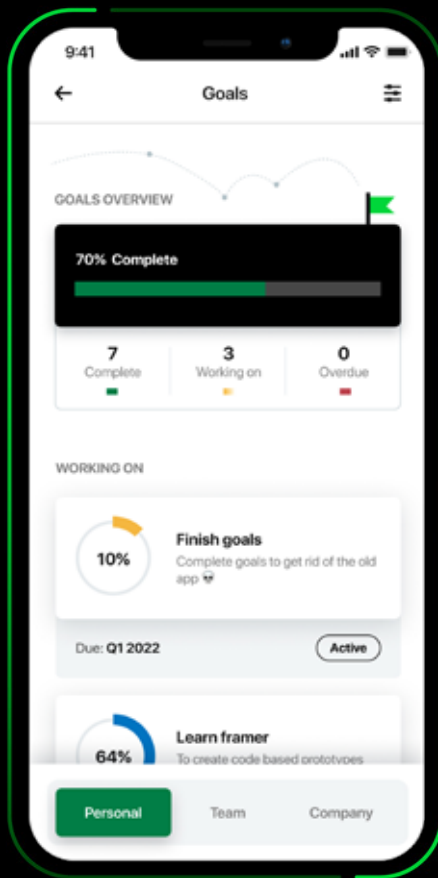
Create your own pre-defined reports and run them as and when you need.



# Core HR Mobile

## HR in the palm of your hand.

The Sage HR mobile app transfers the power of self-service and simplicity from the web-based app to your handheld device.



### Employee self-service

Each employee has an account where they can see their leave balance and request new time off, as well as access other important information, such as their goals and 1-to1 meetings.

### Company directory

Make your company transparent and let everyone update their colleague profiles with simple information, including position, team, email, and phone.

### Approval flows in mobile

Time off approvers receive push notifications when their employees request time off and managers can approve or decline directly from their mobile device—quick and easy.

# Leave management

## Take a break from holidays.

Sage HR can handle and approve requests digitally, tracking them in shared calendar and reports. You can even create custom time off policies (e.g. work from home) and let your employees request time off either on the web or through the mobile app.

### Shared calendar

Keep everyone in the loop by using a shared company calendar. Multiple users can access the same calendar data from any device to schedule their team meetings, manage projects and resource planning.

### Employee self-service

Every employee can access their account to see their balances, request time off, see who is away and quickly access important company information.

### Custom approval flows

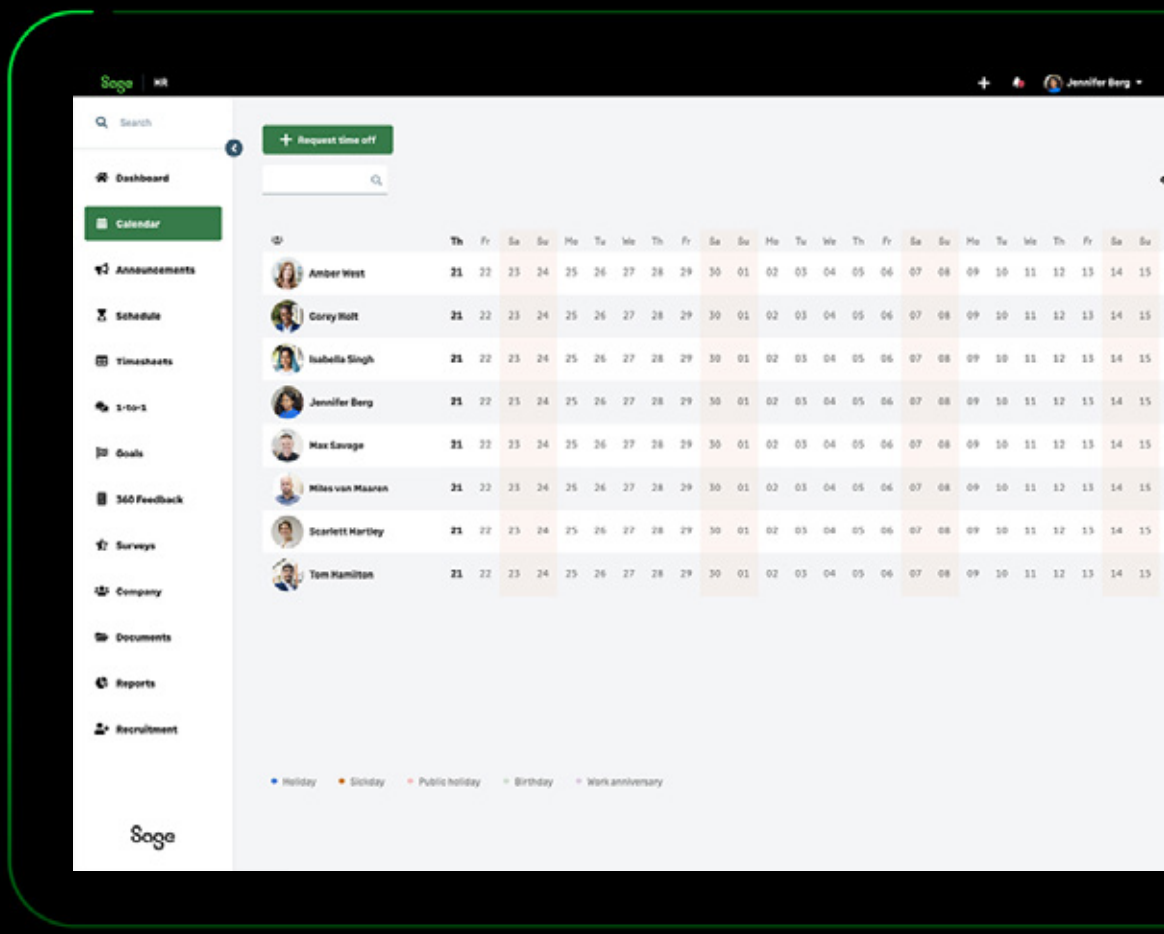
Control who approves time off requests or even set up replacement persons—custom flows are easy to set up and you can track who's doing what.

### Approve time off from anywhere

Approving time off is simple—managers can do it directly from email, Sage HR mobile app, or even Slack.

### Detailed reporting

Creating a detailed time off report is quick and easy. Generate reports on the progress of individual and team time off data.



# Performance

## Effective performance management for your entire workforce.

The Sage HR performance management module will help you to get the best out of your team and enable you to celebrate their contributions in a way that fosters employee loyalty. Turn insights into continuous improvement for your biggest asset—your people.

### Goals and KPIs

Set aspirational goals that challenge your workforce, keep track of progress, and align team efforts with your company vision.

### 360 feedback

360 feedback eliminates suspicions of bias by allowing employees to paint a holistic view of their own performance with inputs from peers, managers, and subordinates, gathered transparently throughout the year.

### 1-to-1 meetings

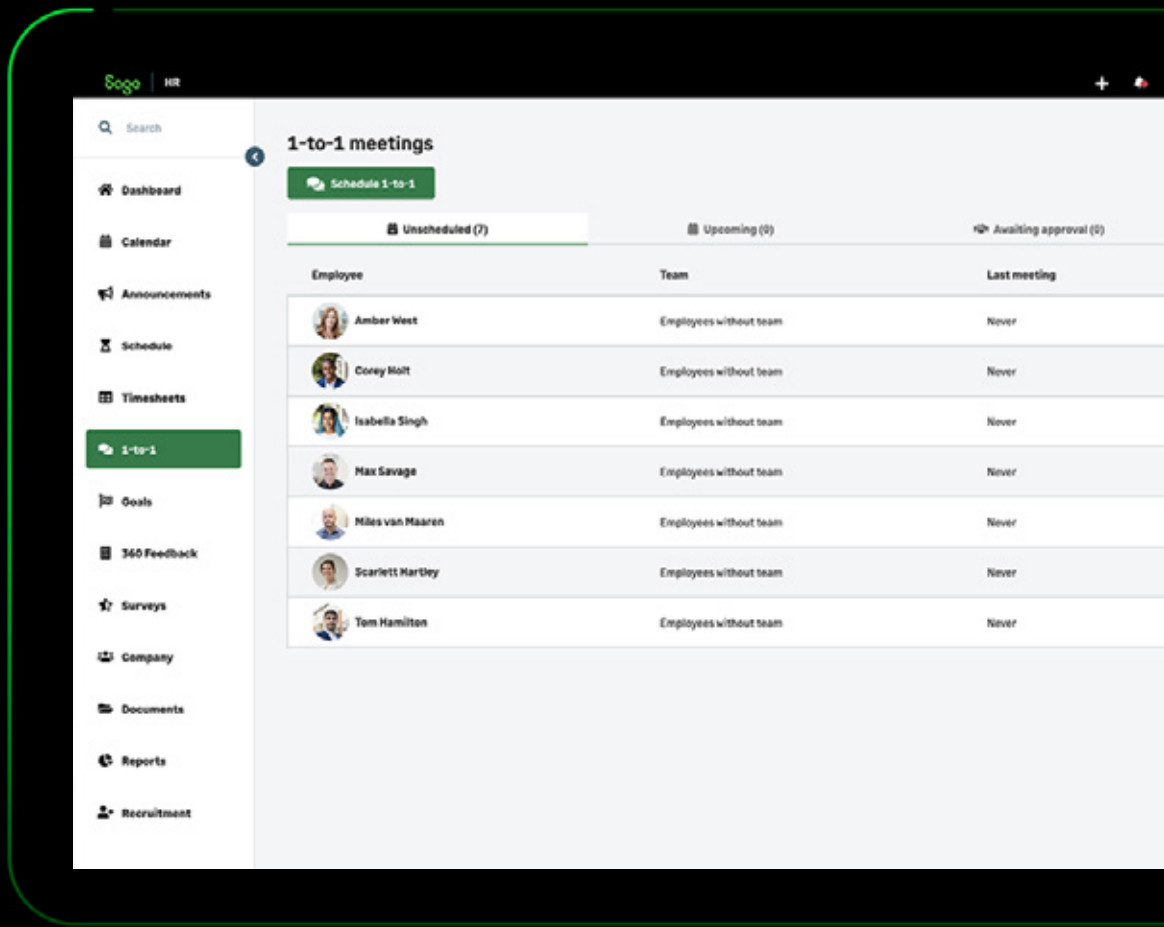
With convenient and discreet 1-to-1 meeting scheduling, managers work on the roadblocks holding talent back and pave the way for employees to rise up the ladder at work.

### Surveys

Give the people who drive your business forward a voice. Sage HR surveys can be set to be anonymous, filled out on mobile devices and aggregate employee sentiment to help you gauge the satisfaction and engagement of your talent.

### Quick feedback

Quick feedback lets employees seek the informed opinion of the people they trust the most or give quick praise to anyone in the company, with just a few clicks.





# Shift scheduling

## Shift scheduling, made simple.

With Sage HR, you can simply create and edit shifts, then notify your employees with the click of a button. Everyone can access their schedule from both the web and the mobile app.

### Interactive shift planning

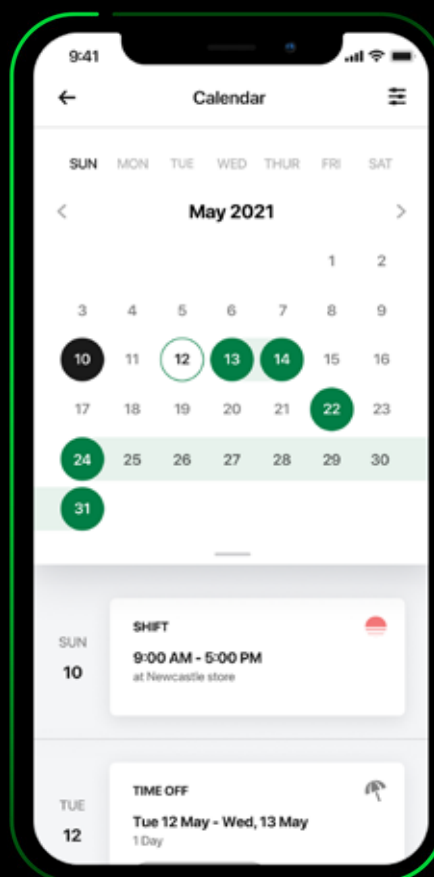
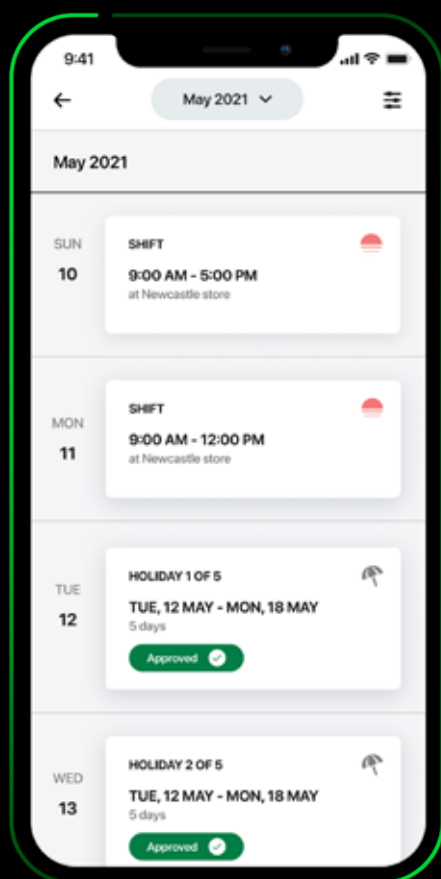
Add, edit, move, and copy shifts—all from an easy-to-use schedule planning interface.

### Order by groups and areas

Whether you are a single site or multiple locations, you can run your business from one account. Split your company in different schedule groups and areas, with dedicated shift managers for each location.

### Employees add their availability

With self-service access, your employees can add their own preferred time when they can or cannot work.



# Timesheets

## Make timesheets less time consuming.

Streamline processes, increase project visibility, and stay on budget with modern timesheet monitoring software that can be accessed anytime, anywhere.

### Easy to use interface

A simple, easy-to-use interface allows you to adjust hours worked and submit a timesheet to a manager for approval.

Employees can submit their timesheets for approval at the end of the period (e.g. weekly or monthly) and approved timesheets can be merged in a collective report for your internal or external payroll department.

### Automatic updates

Automate your timesheets—if an employee is away, their timesheet automatically reflects this. All they need to do is submit it for approval.

### Approval flows

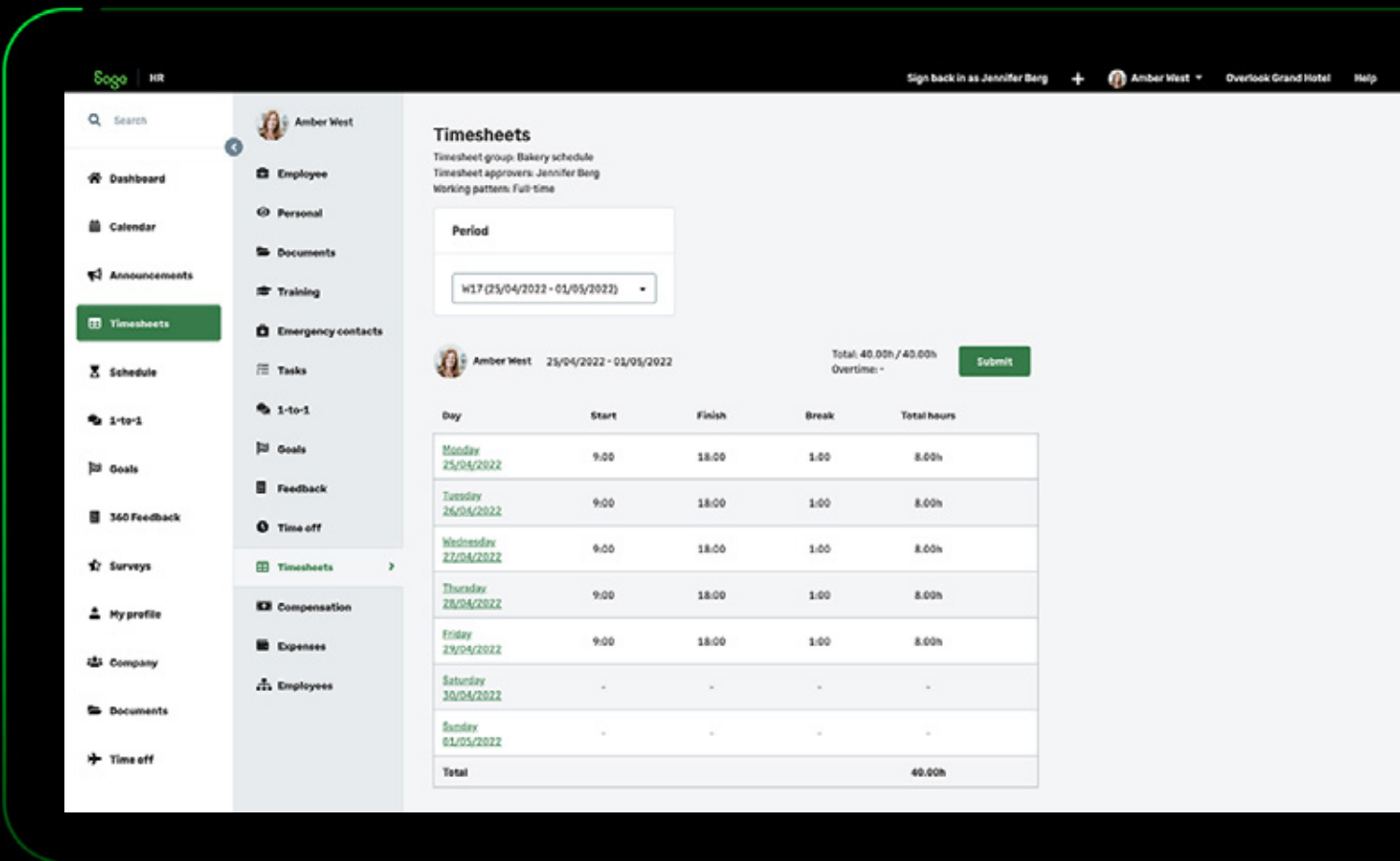
Set up who is approving timesheets for whom and let your process run in the background.

### Reporting

Run quick and easy reports to see timesheet approval statuses and overtime hours.

### Clocking in

Allow employees to clock in and out via their Dashboard in Sage HR. These clocking times then show on their timesheets.



# Expenses

## Expedite your expenses.

With Sage HR, your employees can submit their personal expenses by photographing a receipt directly from the Sage HR mobile app.

Expense management covers everything from approved business purchases to reimbursement for employees.

### Automate expense recording

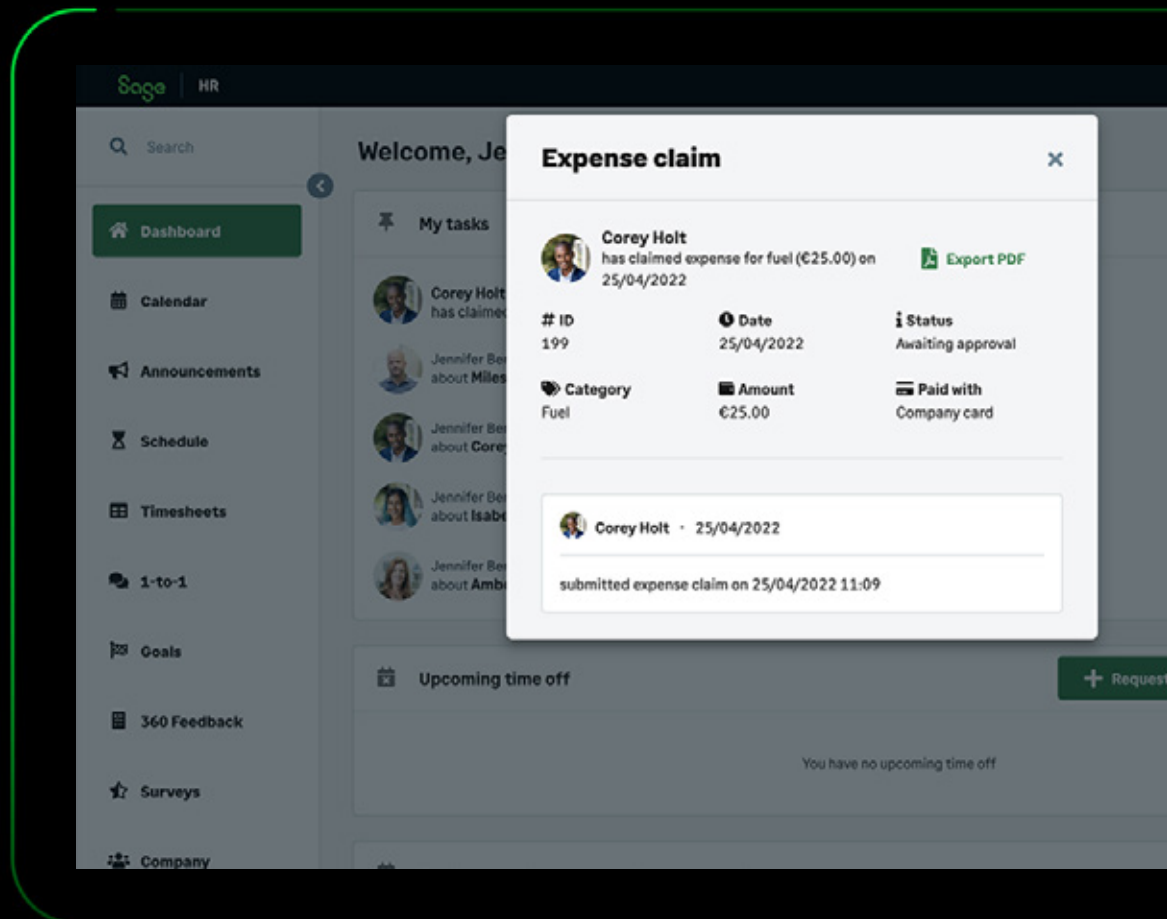
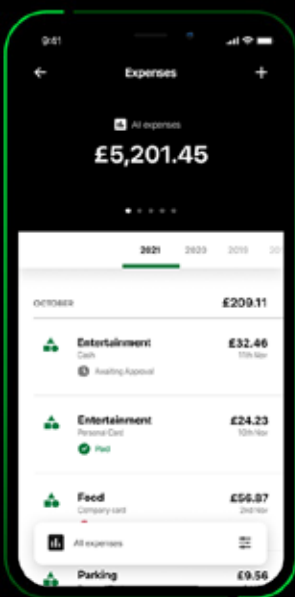
Turn receipts into expense entries automatically. Group them together and submit an online expense report with a single click.

### Recording

From receipt scanning to paying out, Sage HR automates every step of the expense reporting process.

### Mobile app

Employees can submit their expenses for manager approval using their mobile phones. Take a photo, add the details, and submit to the designated expense manager.



# Recruitment

## The right software for the job.

Our end-to-end recruitment software accelerates the recruitment process with automated tracking, on-demand applicant screening, easily accessible data with mobile optimisation, advanced analytics, and seamless integration with other Sage HR modules.

### Easy pipeline management

Easily manage each stage of hiring with the pipeline tool. Visualise your pipeline with a simple drag and drop interface that lets you easily organise, track and streamline the whole recruitment process.

### Unique landing pages

Make your company stand out and attract top talent with unique landing pages that focus on specific campaigns and promote new job openings.

### Interview scheduling

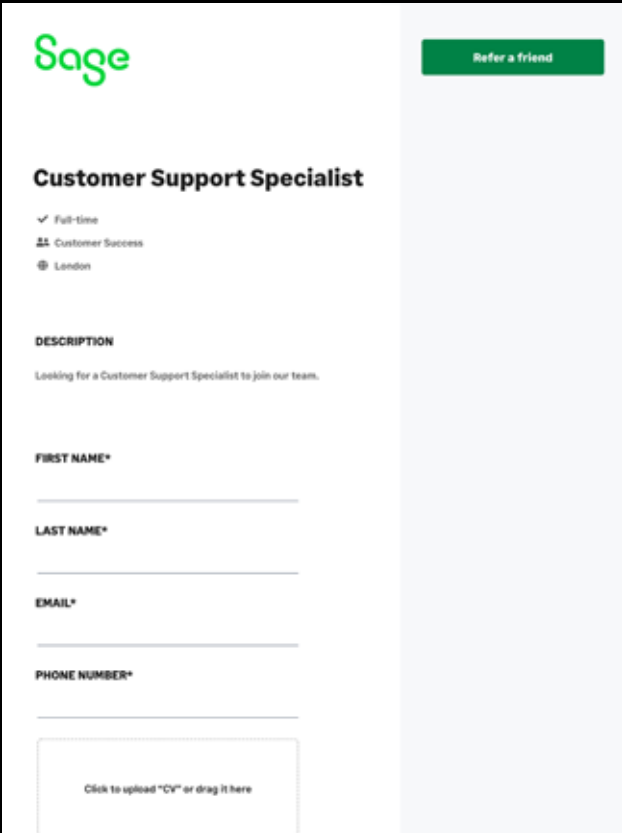
Schedule interviews with candidates directly from the system and automatically sync with your Outlook Calendar.

### Custom scorecards

Make better evidence-based hiring decisions with custom scorecards, unify your selection process, and comply with legal regulations. Easily identify who has the skills and attributes most suited to each role.

### Detailed reports

Time to fill, hiring velocity, activity, friend referral, and other reports—giving you the power to make better and more informed hiring decisions with actionable insights.



The screenshot shows a recruitment landing page for a 'Customer Support Specialist' role. The page features the Sage logo in the top left and a 'Refer a friend' button in the top right. The job title 'Customer Support Specialist' is prominently displayed. Below the title, there are three filter icons: a checkmark for 'Full-time', a person icon for 'Customer Success', and a location pin for 'London'. A 'DESCRIPTION' section follows, with the text 'Looking for a Customer Support Specialist to join our team.' Below this, there are five input fields for 'FIRST NAME\*', 'LAST NAME\*', 'EMAIL\*', and 'PHONE NUMBER\*'. At the bottom, there is a box with the text 'Click to upload "CV" or drag it here'.



# Choose modern, intuitive cloud HR software

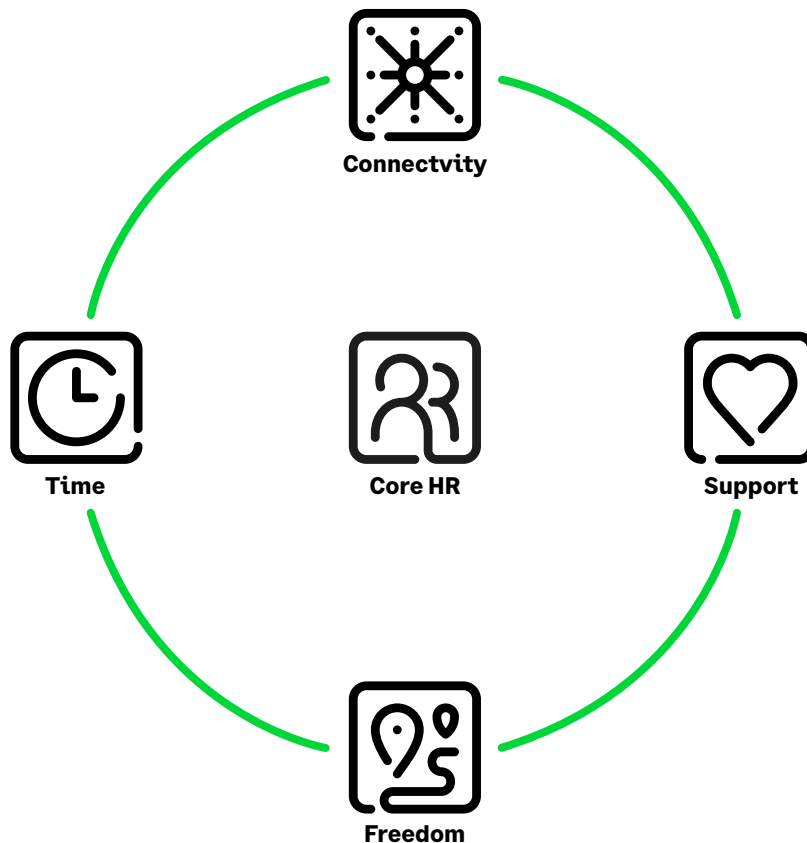
## A proven, contemporary solution.

Managing your employees via a digital platform not only allows you to do the job much more efficiently, but it can also reduce costs, enable greater collaboration, and streamline information access with a single database.

Sage HR is an all-in-one HR solution for supporting and managing a remote workforce. It enables you to carry out all of your business' HR functions from one secure platform.

From onboarding to offboarding, Sage HR simplifies the whole end-to-end process, keeps you compliant and puts your people data at your fingertips whenever you want it, so you can make smarter, more informed decisions for your colleagues and your business.

**What could you do if you were given more time, connectivity, and more freedom and wellbeing support for your people? With Sage HR, you can make it happen.**



# What IT wants to know

From storing, accessing, and managing your people-data to security procedures and compliance, you can rest assured that every aspect of industry best practice standards is covered with Sage HR's secure solution.

Collate all your people information in one place, with secure online access from wherever you happen to be.

Sage HR enables you to:

- Designate and control access permissions for security and easy delegating.
- Empower your employees to update their own data for speed and accuracy.



## **Security and privacy**

We follow industry-leading operational, physical, network, host, and database security best practices.



## **Comfort of compliance**

Comply with security standards like the GDPR, Privacy Shield, ISO 27001, and many more.



## **Cloud infrastructure**

Powerful HR software that's everywhere you need it to be, without the need for server space or IT support.



## **Seamless integrations**

Connect to your other systems via file transfer, programmable interfaces, synchronisation, embedding, or linking.



## **99.8% uptime**

Always have access to your employee data in Sage HR with reliable system availability targets of almost 100%.

# Customer success

Sage HR provides you with a customer success team, how-to documentation, and easy-to-use support tools. All to make it easy to create positive work-life experiences for your employees—and to support your success.



## 1. Kick-off meeting

You'll get:

- Handover document.
- Next steps and timelines.
- Introduction to the Sage HR knowledge hub.

## 2. Onboarding sessions

You'll get:

- Welcome call to set expectations.
- Account setup and data migration support.
- Admin training.
- Support guides to build system confidence.
- Your Sage HR system ready to launch.
- Satisfaction survey.

## 3. Ongoing support

You'll get:

- Access to our knowledge hub with useful guides, videos and more.
- Live chat support within your Sage HR system.
- Regular system upgrades and improvements.
- Regular check-ins and an annual review.
- An invitation to our customer events.

# Customer feedback: Why our customers love Sage HR



“Before adopting Sage HR, we were living in the dinosaur age and still used Excel. Everything from contracts and appraisals, to health and safety certificates, and driving licenses, can be stored on Sage HR.”

**Kathleen Edwards-Williams**, Office Manager at Kingpin



“What I love about Sage HR is that you can add on modules as you grow. Before using Sage HR, our staff would have taken a picture, emailed it to me, and I’d then have to save it in a file for processing later that month, or sifted back through my emails.”

**Anna Jagric**, Director of Operations, BetterSpace

[Find out more](#)



“The support team is great, very responsive, and easy to communicate with. They have been helpful throughout. Sage HR has improved the overall talent profiles in Lingo24, and increased recruiter productivity.”

**Carmen Roșca Mănețoiu**, Global Head of HR, Lingo24



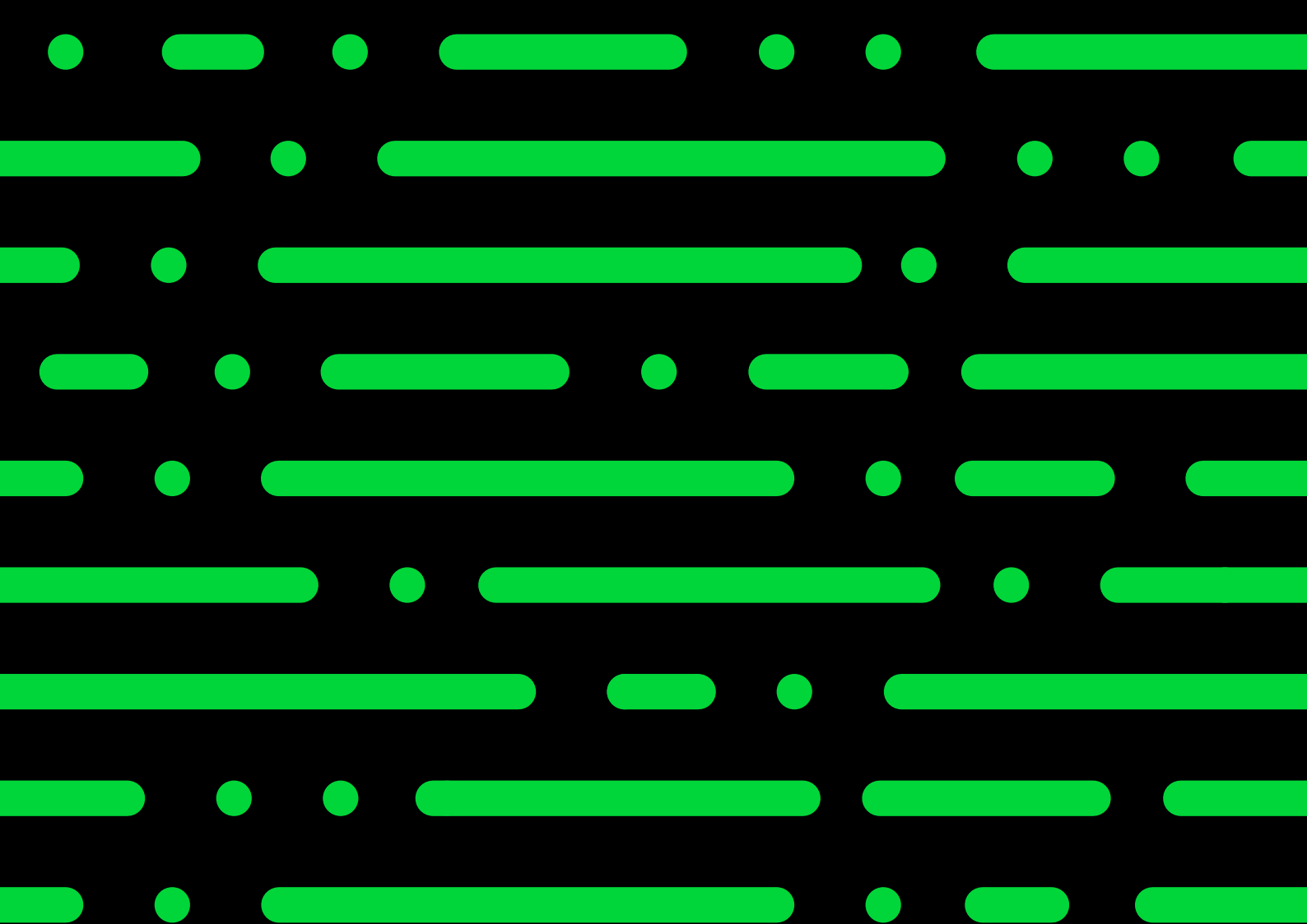


# Ready to upgrade those work-life experiences?

Transform the way you do HR and better connect, engage and support your people, wherever they are with Sage HR.

[Book your demo today](#)





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