Sage VIP
HR
Premier

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Put the human back in
HR management.

Premier HR
Puts your people at the heart of the system

VIP Premier HR helps you take care of your people – the heart of your business. With this standalone system, you can manage your employees throughout the complete employee life cycle. It takes care of everything from jobs and positions, performance management and employment equity to learning and skills development, succession planning and employee files and documents.

Premier HR is a logical, integrated, streamlined extension of the Premier Payroll system, revolving around the HR responsibilities of your business. What's more, you can incorporate the system seamlessly with other VIP modules like Intelligence Reporting, which will improve your visibility into your organisation and help you make informed business decisions.

Premier HR features:

- Enjoy a process-driven system that follows a systematic HR approach.

- Replace your traditional employee files with easy-to-use electronic files with document attachments like CVs, IDs and certificates.

- Remind your employees, managers and users of important follow-up dates with scheduled, automatic email updates.

- Conduct a range of gap analyses to help you with general HR management.

- Allow your managers to access employee records, conduct performance reviews and print HR management reports.

- Access over 140 standard HR reports, including a host of summary, detail, grid analysis and graph reports.
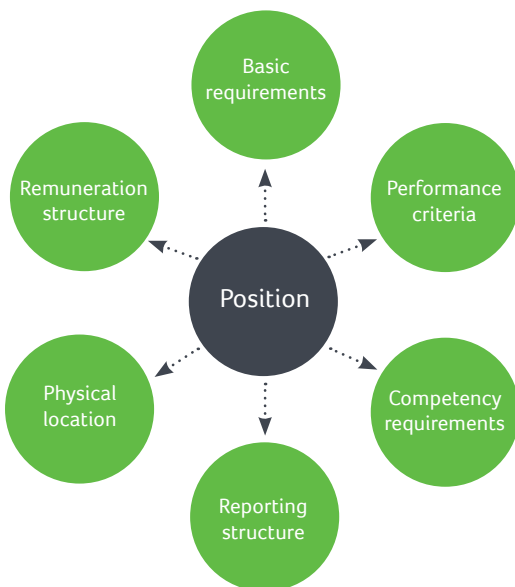
Core modules that keep your employees motivated

One thing that keeps employees happy and motivated is knowing that they're important and valuable to the business. By giving you the tools to manage employees' careers efficiently and accurately, Premier HR empowers you do this effectively.

Manage jobs and positions

The Job Management Module follows a job-centric design. All other modules use information defined in the position profile, which allows you to capture:

- The location and competency requirements for all positions in the company hierarchy
- Key performance areas (KPAs) and indicators (KPIs)
- Qualifications and training and previous experience of the person

You can also conduct and print an employee suitability analysis where you have a shortlist of suitable candidates. And printing of up-to-date job profiles and organisational charts is quick and easy.

Manage and record employee transactions

You can keep a complete employee record, including employee transactions and document attachments like disciplinary and grievance recording, training attended, qualifications achieved and more.

Manage succession and career planning

Amongst a host of other tasks, you can:

- Earmark positions
- Plan career paths
- Link career and succession planning with equity and skills development plans
- Monitor and manage training and development for earmarked employees
- Print an organisational chart showing employees earmarked for succession

Add-on modules

Manage Employment Equity

This module allows you to manage employment equity in your organisation. You can:

- Define designated equity positions before recruitment starts
- Use the system's management reports to monitor and manage equity targets
- Print Statutory Equity Reports (EEA2 and EEA4) required by the Department of Labour

Learning & Skills Development

With this module, Premier HR allows you to:

- Define scarce and critical skills at position level
- Link with the performance management process that enables you to set up a personal development action plan per employee
- Record development interventions and skills-related information per employee
- Print SETA-specific WSP and ATR Skills reports

Employee Performance

The Performance Management Module will let you:

- Prepare and conduct 360° performance and competency reviews
- Put together performance goals and personal development action plans per employee
- Formulate performance development plans per employee combining job requirements, review results and development areas

Premier HR works hand in hand with Premier ESS, allowing employees to complete their performance reviews online.

SMART HR (Reporting)

The SMART HR (Solutions Manager and Reporting Tool) module lets you view and analyse data directly from the Premier HR system. It will allow you to see:

- A current workforce and training analysis
- Organisational charts that show the company reporting structure by level or as a whole

Sage VIP

Pretoria (Head office)
Cnr Aramist Avenue &
Southern Cross Street
Menlyn Maine
Waterkloof Glen Ext 2

T +27 (0)12 420 7000

Johannesburg	Cape Town	Durban
Sage Technology Park	Sage Technology Park	Sage Technology Park
102 Western Service Road	3 Edison Way	23A Flanders Drive
Gallo Manor	Century City	Mount Edgecombe
Ext 6		
	T +27(0)21 522 7500	T +27 (0)31 537 7000
T +27 (0)11 304 4500		

Port Elizabeth	Bloemfontein	Gaborone, Botswana
Ascot Office Park	Itec Building	Plot 127 Kgale Court
Building 3	14CP Hoogenhout Street	Unit 13 Gaborone
1 Ascot Road	Langenhoven Park	International Finance Park
Greenacres		Kgale View
	T +27 (0)51 412 5000	
T +27 (0)41 502 7500		+267 318 7445

Windhoek, Namibia	Nairobi, Kenya	Lagos, Nigeria
1st Floor Ardeco Building	4th Floor Nivina Towers	1st Floor Plot 6
34 Nelson Mandela Avenue	Westlands Road	Southgate House
Klein Windhoek	Westlands	Udi Street
		Osborne Foreshore Estate
T +264 (0)61 22 6572	T +254 (0)20 216 0000	Ikoyi, Lagos State
		T +234 1 460 9900

info@vippayroll.co.za
www.sagevip.co.za

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