

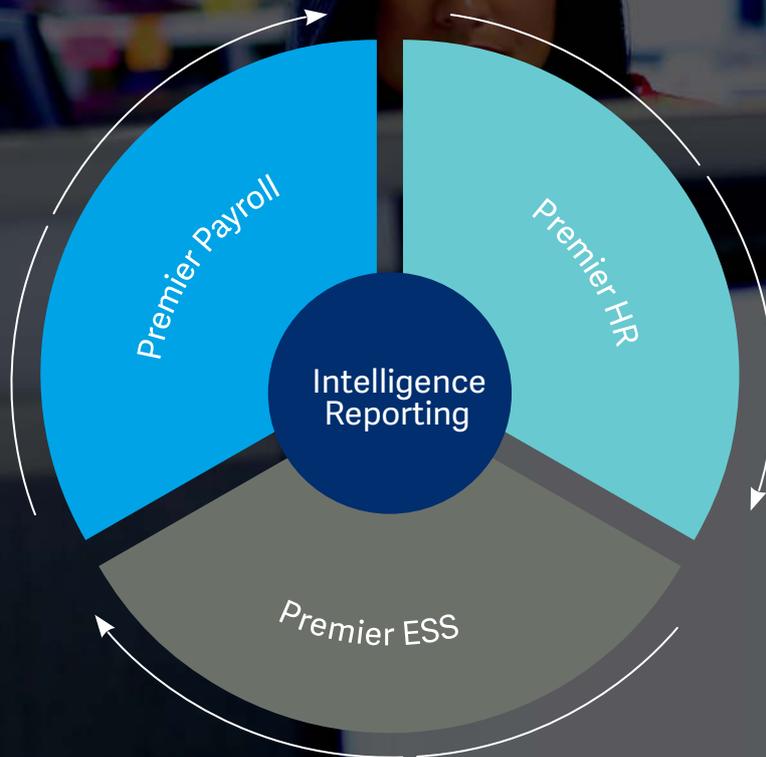
sage

VIP Premier Payroll & HRM

*A total solution in one
power-packed,
integrated package.*

Looking for a total solution? You've got it

With the Premier Total Solution you get all the tools you need to drive your business, in one power-packed, integrated package.



Whether you're in the medium or large market, VIP Premier Total Solution gives you an easy-to-use yet sophisticated solution that integrates your HR and payroll applications.

Your payroll department will appreciate the tight security it offers; your HR department will relish its rich menu of smart HR tools; your top executives will smile at the savings in administrative costs and the insights it provides for strategic planning.

Put more power in your payroll package

VIP Premier Payroll gives you the flexibility and range of applications to control every aspect of your payroll process, while keeping you in line with legislative guidelines. You'll find the real-time design boosts processing speed and makes the software a breeze to use.

Put the human back in HR management

VIP Premier HR puts your people at the heart of the system. A logical, integrated and streamlined extension of the Premier Payroll system, Premier HR revolves around the HR responsibilities of your business. It allows you to manage everything from jobs and positions, performance management and learning and training development to succession planning and employee files and documents.

Take the sweat out of leave processes

VIP Premier Employee Self Service (ESS) makes leave processing a piece of cake. It gives your staff user-friendly tools to update their personal details, apply for leave, submit claims and view payslips online. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

Put more savvy in your intelligence system

Plug Sage Intelligence Reporting into your VIP Premier Payroll & HR package and you get penetrating insights and illuminating interpretations of your data. This Microsoft Excel-based business intelligence plugin gives you a suite of reports you can customise to suit your needs. That's in addition to the existing payroll reports that come with the Premier system.



"The support and one-on-one training by the Sage HR & Payroll consultants is invaluable, especially in dealing with each country's regulations impacting on payroll."

Adrian Stelzer, Assistant General Manager (Distributor HR), Toyota Tsusho Africa (TTAF)

VIP Premier Payroll

The expert package to help you improve business efficiency

VIP Premier Payroll & HRM has been developed through years of interaction with thousands of our clients of every size and type. That's why you'll find that it offers every function you'll need to manage your payroll safely and effectively, giving you the freedom to focus on what's really important - being more productive and profitable.

It also gives you the flexibility and range of applications to control every aspect of your payroll, while keeping you in line with legislative guidelines. VIP Premier Payroll & HRM allows you to add modules and combine functions to expand its capabilities. It can be adapted to fit your requirements no matter how fast your business grows.

You simply define what you need and we'll set your system up the way you want it and then train your staff to use it to its full potential. And you'll always have expert support from qualified professionals just a phone call away.

Key features:

Ease of use

- Faster, easier processing through our real-time design
- The ability to implement "what if" scenarios without having to do a pay run
- Colour-coded mandatory fields that make it extra easy to add new employees
- Help functions for easy table lookup
- Print history payslips and reports

Smooth capturing of employee information

- You can link employees to departments, paypoints, projects, sites, cost centers, etc., for costing purposes.
- Payment facility that lets you select the payment method and do electronic submissions
- You can make electronic payments to third parties and garnishees
- You can make payments in local currency e.g. the Kenyan Schilling, US Dollars or Nigerian Naira
- You can define the language in which you print payslips
- Attach photographs to employee records
- You can record benefit details like medical aid, provident fund and pension fund

Convenience of on-screen payslips

- An online payslip screen displays your employees' earnings, deductions and company contributions
- Online payslip capturing or bulk input (batch processing)
- View the payslip in real-time and adjust the net salary while you process
- Do net up calculations with dummy payslips

User-friendly reporting

- A powerful, user-friendly report-writing tool
- Standard reports based on our years of experience in the market
- Legislative reporting required by local revenue authorities
- Company-specific reports written especially to suit your business

The power of integration

- Combine Premier Payroll with Premier HR and Premier Employee Self Service (ESS) and you have a fully integrated HR management system
- Extract reports from multiple sources with the Sage Intelligence Reporting module
- Integrate with a variety of accounting software and clock-card systems

Build a bundle

Add modules and combine functions to fit your requirements

Simply add any of the following modules to your core system to expand its capabilities. It can be adapted to fit your requirements, no matter how fast your business grows.

Leave Management

The Leave Management Module lets you manage leave administration and enforce company-specific leave policies. This module is fully integrated with existing payroll fields to eliminate double entries.

Personnel Management (Basic HR)

The Personnel Management Module is embedded in VIP Premier Payroll to give your HR manager immediate, easy-to-use access to accurate employee information and a host of key functions, like disciplinary actions, interviews, training, qualifications, career history, remuneration history and more.

InfoSlips (electronic & mobi payslips)

An InfoSlip is an electronic payslip that not only mirrors the VIP Premier paper payslip, but offers your employees an interactive compensation statement that shows them all their benefits in an easy-to-read, engaging format.

It also offers you a unique way to communicate with your employees: simply attach data in Microsoft Word or Excel and you have a powerful new communication channel for newsletters, travel claims, increase letters, etc.

All InfoSlip files are archived online for seven years. Your employees can simply register online for access to historic InfoSlips or tax certificates.

General Ledger

The General Ledger Module saves you time in balancing your salary journal and allows you to allocate salary costs according to general ledger account codes and cost centres. It will work with all major accounting software suites, including Sage Evolution, Sage ERP 300, Sage X3, SAP, Oracle and Syspro.

Loan Module

The Loan Module gives you a lending hand in managing and recording loans to staff. Our built-in loan calculator helps you reduce risk by calculating the maximum loan based on employee income and expenditure. Monthly loan statements allow you to

manage interest rate changes effectively. The loan history functionality offers you complete control of loans across different pay periods.

Job Costing

The Job Costing Module allows you to allocate labour costs to projects, different departments or business units. This means that if your employees work on more than one project or at more than one site in one pay period, you can allocate their labour costs by hours spent on different projects or at different sites.

Intelligence Reporting

Sage Intelligence Reporting empowers you to quickly and easily obtain the information required for improved reporting across your entire business. Based on the Microsoft Excel application the Intelligence Reporting module lets you effortlessly create reports and analyse data, improving your visibility into your organisation and helping you make informed business decisions. Users are provided with a suite of reports that can be modified or customised to suit individual user requirements, in addition to the existing payroll reports within the Premier system.

VIP Premier HR

Premier HR puts your people at the heart of the system. It's a logical, integrated and streamlined extension of the Premier Payroll system that revolves around the HR responsibilities of your business allowing you to manage your employees throughout the complete employee life cycle. Premier HR covers everything from jobs and positions, performance management and learning and training development to succession planning and employee files and documents.

VIP Premier Employee Self Service (ESS)

Premier ESS makes leave processing a piece of cake. It gives your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips and tax certificates online. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

A young Black woman with short braids and glasses is smiling warmly. She is wearing a dark teal, long-sleeved top with a Peter Pan collar. She is holding a large stack of papers in a blue folder. The background is a blurred office setting with glass partitions.

Whether you're just starting out or you run a thriving business, we'll craft an HR and payroll system to fit your business perfectly - one that'll grow as you grow, keeping your most valuable asset – your people – happy, motivated and continually driving your business forward.

VIP Premier HR

Puts your people at the heart of the system

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 learning and training development to 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 Premier modules like Sage Intelligence Reporting, which will improve your visibility into your organisation and help you make informed business decisions.

Key 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 to 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:

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.

Learning & Training 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 training-related information per employee

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

VIP Premier ESS

The paperless process that empowers your employees

Premier Employee Self Service (ESS) streamlines your HR processes by giving your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips online. It reduces admin and gives you more time to focus on the important issues – like moving your business forward.

Making leave-processing a piece of cake

Because this online module integrates with our Premier Payroll and Premier HR systems, it cuts your capturing time by allowing your employees to apply for leave online. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

It also lets you customise escalations of workflow items, reducing your company's financial liability by improving leave management.

But just as it lets the right people in, it keeps the wrong people out

Premier ESS enforces stringent, internationally-accepted standards of access control to authenticate users. This means your data is always protected. For example, managers can access and update leave information for their department, whereas an employee sees how much leave they've taken and how much is left to take.

Workflow



How ESS makes your employees' lives a lot easier

With just a few clicks, you can enable or disable these handy features:

Leave processing

- Employees can view their leave balances as they appear on the payroll database and apply for leave on the system.

Online personal and family information

Your employees are able to view and update their personal information such as:

- Names and contact numbers
- Banking details
- Emergency contact details
- Statutory information such as ID number, tax number, addresses
- Details of family members, next of kin, beneficiaries, etc.

Online Payslips

Because ESS saves a history of each employee's payslips, an employee can view all of these whenever they want to.

Expense claims

Online claims processing

ESS automates travel reimbursements or expense claims. Your employee simply completes a form on ESS, the request is authorised, and the transaction is automatically reflected on their payslip.

Online overtime processing

Your employees can capture overtime through the ESS system. As soon as the request has been approved, the hours are automatically reflected on your payroll. You can customise the overtime forms and allow employees to make file attachments if they need to.

Online performance reviews

Employees can complete 360° performance and competency reviews online. Scores and comments captured will automatically reflect on the Premier HR system.

How ESS makes your life a lot easier

- ESS saves you valuable time on leave capturing and processing.
- You can take control of leave processes by following leave applications in real-time.
- You can streamline the leave application process by setting up your company's leave rules exactly as you want them.
- Transactions are automatically updated in your payroll database.
- The system informs managers of all transactions by email.
- Your managers can view their team's leave applications and various reports to help them manage leave.
- Leave transactions can be integrated into your Microsoft Outlook calendar.

- The system authenticates users through Microsoft Active Directory.
- Your employees' accounts are secured with a username and password.

Reports

The ESS system ships with the following reports to make your leave processing and maintenance more effective:

- **Leave Balance Report:** creates reports for individuals or groups.
- **Leave Transaction Report:** lets you view transactions awaiting approval.
- **Manager Leave Calendar Report:** gives your managers a graphic report of staff on leave.

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