Give your payroll
powerful HR capabilities

The Personnel Management Module is embedded in the Premier and Classic Payroll systems to give your HR manager immediate, easy access to accurate employee information and a host of key functions, including:

The VIP Advisor

Does your company have all your HR policies and procedures in place?

- The VIP Advisor allows quick access to information on legislation, policies, procedures and codes of good practice regulating the payroll and HR environment.

- Examples of frequently used forms can be printed from the VIP Advisor, e.g. Disciplinary Procedures.

- The OID (Occupational, Injuries & Disease) claim form can be printed from the VIP Advisor using information from your VIP system.

Training and qualifications

How many employees attended training this year? What was the cost to the company? What results were achieved?

- The system allows for accurate recording of training and development interventions.

- Individual training courses as well as qualifications can be recorded separately for monitoring of progress towards a qualification.

- Details on training cost include allowances, direct and additional training costs.

Disciplinary actions and other interviews

How many disciplinary actions were taken in each department? Which grievances are most commonly voiced in the company? Who is due for appraisals?

- The Interview screen allows for accurate recording of discussions with employees.

- Types of interviews include initial, appraisal and exit interviews, as well as disciplinary enquiries and hearings.

- Details of the interview can be recorded, including dates, follow-up reminders and outcomes.

- Supporting documentation can be attached (Premier only).

Medical information

How can I keep track of injuries on duty? How long was the employee absent from work? What was the cost to the company?

- Use the Medical screen to keep a record of OID incidents and follow-up examinations.

- Print details of the incident as well as the OID claim forms directly from the screen.

- Determine the salary cost resulting from the accident.

- View a summary of the accident.

Terminations

How long was the employee in our service? Why did they leave the company? What did they contribute to the Pension Scheme?

- When you terminate an employee's service, the system allows for relevant details to be checked and recorded. This forms part of the exit interview.

- Payroll details include outstanding loan and leave balances, and service period and salary information.

- Personnel details include outstanding items issued to the employee and planned training sessions.

Additional transaction tabs

- Any prior learning and competencies of employees are recorded.

- All vehicle information is recorded per employee, including accidents and traffic fines.

- Additional family information can be recorded, e.g. beneficiaries of pension or provident funds.

- Keep record of different items issued to employees (cell phones, laptops, uniforms) and be reminded of outstanding items that must be returned when an employee resigns.

For more info, visit: Sage.com/za or contact us on 0861 55 44 33 or email us at sales.shp@sage.com