

sage Payroll HCM

Recruit, onboard, and retain top talent.

The screenshot displays the Sage Payroll HCM interface for creating a job description. The header shows 'Payroll Recruit' and the user 'LaDonna Lewis'. A sidebar on the left contains navigation options: Dashboard, Job Management, Requisitions, Candidates, Assessments, Email, Data, Employees, Reporting, Settings, and Logout. The main content area is titled 'Director of Operations' and includes a 'Create New Requisition' button. A blue informational box states: 'This screen contains all of your job description information for the selected job. Each tab contains job section specific information that will allow you to create a job description that will attract top candidates.' Below this is a 'Save Job Information' button and a series of tabs: Basic Information (selected), Job Description, Job Responsibilities, Performance Measurement, Knowledge, Skills and Abilities, Physical Requirements, Additional Information, Disclaimer, Advertisement, Application Special Requirements, Performance Profile, Candidate Profile, and Job Application. The 'Basic Information' tab is active, showing a form with the following fields: Job Title (Director of Operations), Division (Corporate), Department (Operations), EEOC (Executive/Senior Level O), Exempt Status (Exempt), Reports To (HR Manager), Pay Range (\$75,001 - \$100,000), Affirmative Action Category (-Select AAP Category-), Effective Date (1/1/2015), Revised Date (1/4/2016 11:41:00 AM), Report Employee As (Salary), Payroll Status (Full Time), Pay Frequency (Bi-Weekly), Pay Group (Biweekly), Job Code (2265), Job Grade (1), Job Step (2), Supervises (0), and Employees in Position (Stephen Smith). At the bottom, there are links for 'Job Description Feedback Routing' and 'Automated Candidate Routing'.

Make your hiring process smarter and smoother, starting today. The newest addition to Sage Payroll Services, Sage Payroll HCM enables you to automate your recruiting and onboarding processes, saving your HR staff time and optimizing their efforts. With tools that transform HR from tactical to strategic, you can gain actionable information that helps drive the capital in human capital management.

How does it work? With Sage Payroll Services at the core, Sage Payroll HCM provides small and medium businesses with a unified employee lifecycle management experience, from recruiting and candidate management to onboarding and retention. It even allows for highly configurable workflows and dynamic reporting and compliance.

Finally, you can recruit, onboard, and manage top talent without the stress and expense of a clunky enterprise

system. Employees and employers alike become better at what they do when Sage Payroll HCM empowers your company to:

- Focus on finding and hiring the right candidates.
- Help reduce job-sourcing costs.
- Assist in lowering turnover expenses.
- Outline clear expectations, define results, and compare candidates to top performing benchmark employees.
- Integrate with your company's website and major job boards.
- Fill roles as accurately and efficiently as possible—then help employees feel at home from their first day, so they stay with you for the long term.

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Key capabilities

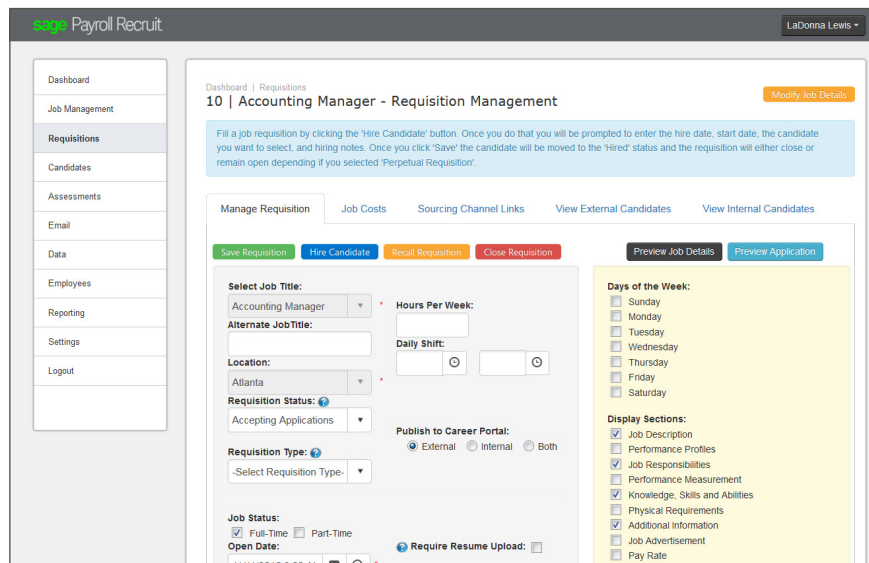
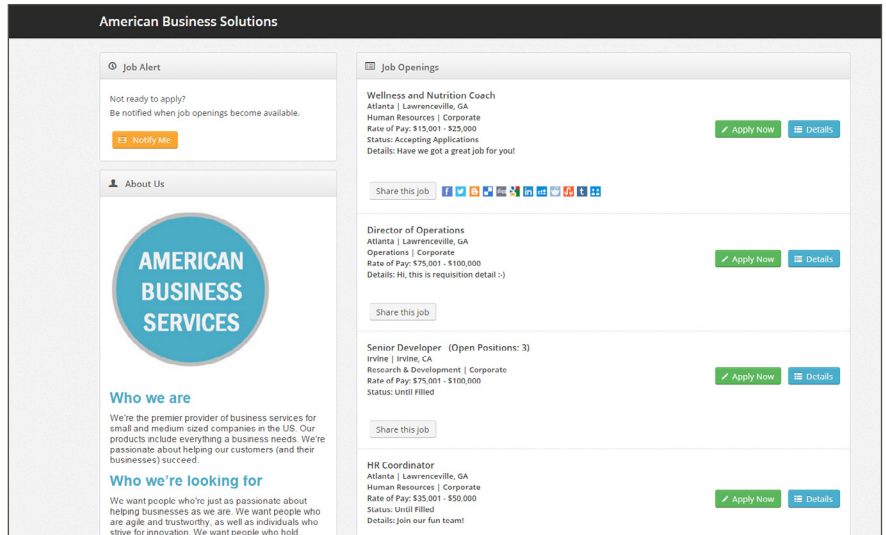
Sage Payroll Recruit: Recruiting

Career job portal

Your integrated career portal will be the powerhouse from which you attract and recruit talent. Manage all your job descriptions from one screen, using performance and candidate profiles to identify what you need and lead you to the best candidates.

Job requisitions and social network integration

Create and publish open jobs to the platforms of your choice, including Indeed®, Glassdoor®, LinkedIn®, Monster®, Facebook®, Twitter®, and Craigslist®.



Job sourcing metrics

Track time-to-fill and cost-per-hire data using calculators and the reporting interface.

Application and candidate management

Enjoy the flexibility of dynamic, web-based job assessments that you can build on the fly. Manage passive and active candidates from one screen.

Reporting module

Easily create reports for candidate sourcing, candidate status, job descriptions, and career portal metrics. Plus, report on EEO-1 and OFCCP data to help ensure compliance in all areas of your job sourcing campaign.

Key capabilities

Sage Payroll Recruit: Candidate management

Performance-based hiring

Use profiles to create clear expectations for candidates—to help reduce turnover and raise performance levels.

Dynamic assessment lists

Job-specific assessment lists allow you to screen candidates for competencies you've identified in your top employees.

The screenshot shows the Sage Payroll Recruit interface. On the left is a navigation menu with options: Dashboard, Job Management, Requisitions, Candidates, Assessments (selected), Email, Data, Employees, Reporting, Settings, and Logout. The main content area is titled 'Dashboard | Assessments' and 'Accounting'. It contains a form to create a new assessment list. The 'Title' field is 'Accounting'. The 'Description' field contains the text: 'To gauge the skill level and experience for candidates applying in the Accounting department'. Below the description is a 'Save Assessment' button. To the right of the form is a 'Questions' section with a 'Create New Question' dropdown menu. The dropdown menu is open, showing options: Text Box, Text Box Multiline, Dropdown List, Checkbox List, Radio Button List, and Yes/No. Below the dropdown, there are two example questions: 'Do you have progressive experience in accounting or do you have?' and 'Do you have experience with GAAP principals and standards?'. Below these questions is a 'Do you have knowledge of accounting principles and procedures; of budget controls, and of purchasing methods and procedures?' question.

The screenshot shows the Sage Payroll Recruit interface for E-Mail Management. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Dashboard | E-Mail Management'. It contains a form to create an email template. The form has buttons for 'Create Template', 'Save Template', and 'Attach File'. Below these buttons are 'Preview & Send' and 'Clear All Fields' buttons. The 'Send To' field is a dropdown menu with 'Select Candidate(s)' selected. Below it are three email addresses: '(Wednesday Test) - ladonna.lewis@paychoice.com;', '(December Fifteenth) - december.fifteenth@abddemo.com;', and '(Marcus Phelps) - 4flcwise@gmail.com'. The 'Subject' field contains 'American Business Solutions - Job Information'. The 'Attachment' field is empty. The 'Send On' field has a calendar icon and a dropdown menu. Below it are two red asterisks: '** Leave blank if you want sent immediately.' and '** All times should be scheduled using the Pacific Standard Timezone.' The 'Align' field is a dropdown menu with '-Select Job Requisition-' selected. The 'Insert Field' field is a dropdown menu with '-Select Merge Field-' selected. The 'Body' field is a rich text editor with a toolbar containing icons for Bold, Italic, Underline, Text Color, Background Color, Font Name, Size, and Bulleted List. The body text reads: 'Dear #Firstname#
Thank you for your application for the #JobTitle# position. However, we will be moving forward with other candidates that better meets our needs.
Thank you so much. We appreciate your time and encourage you to apply for other positions in which you may be interested. Please check out our career page for the most current opening at #CompanyState#'. At the bottom of the form are buttons for 'Design', 'HTML', and 'Preview'. The status bar at the bottom shows 'Words: 60 Characters: 371'.

Resume parsing

Let candidates come to you. Automatically parse and search resumes previously uploaded into your candidate database.

Microsoft Outlook® add-on

Schedule candidate interviews from within your Microsoft Outlook calendar and automatically sync them to Sage Payroll HCM. One-step emailing notifies passive and active candidates of job openings and requisition status.

Sage Payroll Onboard: Onboarding

Turnover reduction tools

Your company-branded portal equips new employees to access information from a single place. By allowing them to view policy manuals, facility maps, training videos, and more, you best acclimate employees and help them get in the loop starting their first day.

Job and workflow templates

Create custom job and workflow templates to make onboarding new employees a breeze. Rapidly configure templates to ensure a personalized experience.

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Key capabilities

Automated forms

Gather critical data before the employee's first day with automated online W-4 and I-9 forms. You can also create custom forms for personnel and other employment information.

Select Task	Task Name	Last Updated	Delete
<input checked="" type="checkbox"/>	Badge Photo and Creation	11/4/2015 10:36:04 PM	
<input checked="" type="checkbox"/>	Assign Cubicle	11/22/2015 3:06:31 AM	
<input type="checkbox"/>	Order Credit Card	11/2	

Custom workflow management and new hire provisioning

Easily assign requests for new email accounts, network accounts, business cards, or office space to back-office support staff.

Survey Title	Description	Delete
New Hire Day 1 Survey	Please complete this Survey at the end of your first day with ABS.	
Week One Survey	Please complete this survey at the end of your first week.	
Month One Survey	Please complete this survey after your first month with ABS.	

New hire onboarding surveys

Stay in tune with new employees and their needs by finding out how their first day, first week, or first month is going.

For more info, visit: www.sage.com/us/sage-payroll-services or contact us at 888-591-5151