

# Sage HRMS

## Sage HRMS

Sage HRMS empowers the human resources (HR) department to actively support company objectives while improving HR efficiency. Integrate and streamline your HR processes and closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions with Sage HRMS.

An industry-leading, customizable HRMS solution, Sage HRMS helps companies optimize their HR business processes as well as maximize their Return On Employee Investment (ROEI).™ With Sage HRMS, you can successfully meet and respond to the HR management challenges you face every day. By automating and streamlining your day-to-day HR business processes using Sage HRMS, you and your staff are freed up to spend more time and energy on the business asset that is most vital to your company—your employees.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. For more information about Sage HRMS, please contact your local Sage Business Partner, call us toll free directly at **800-424-9392**, or visit our website at:

**[www.SageHRMS.com](http://www.SageHRMS.com)**



## Key Capabilities

### Quick Access to Critical Information

Easily view key employee information, including demographics, insurance and savings benefits, skills, education, compensation, and employee attachments.

### Comprehensive Benefits

Track unlimited benefit plans, generate reports, define eligibility criteria, and automatically calculate precise employee, dependent, and employer premium and benefits costs.

### Time-Off Management

A full set of features provides for all types of time-off tracking, including incident-based time off, such as jury duty, medical leave, and bereavement.

### FMLA Tracking

Assign regular leaves of absence, manage and report on leaves of absence covered by FMLA, track medical certification and recertification dates, and track FMLA time taken.

### U.S. Government Compliance and Reporting

Accurately manage government requirements for regulations such as EEO-1, EEO-4, I-9 citizenship verification, Vets-100A, and OSHA.

### Canadian Government Compliance and Reporting

Manage essential data for government reporting and reduce compliance risks with standard reports including EE audit reports 1-6, OHS accident analyses, and WSIB Employer's Report Form 7 (Ontario).

### COBRA and HIPAA Compliance

Provides automated, personalized notification letters that describe coverage options and costs, supplies billing statements and mailing labels, and completes eligibility reports for COBRA management.

### Security

Sophisticated, multilevel security options allow you to control which groups have access to data at any level—even field level.

### Powerful Standard Reports

Over 100 standard reports can be previewed, printed, and exported to a file, available to help you improve your company's analytic capabilities.

### Advanced Customization

Customize menus and panels, create new actions for employees, change existing actions and processes, and even augment reports and toolbars. Control how information is categorized and viewed.

### Easy Import/Export Capabilities

Select your own import/export criteria with the ability to establish reusable templates and transfer critical HR information on a routine basis, quickly and accurately.

## About Sage HRMS

As the longest-running HRMS solutions provider, Sage delivers flexible, scalable, and comprehensive tools to help you automate and improve your business processes and produce the information you need to better manage your workforce. Unlike other systems, the Sage HRMS solution combines low cost, ease of use, and the ability to dynamically share information with executives, managers, and others both inside and outside your organization. Sage HRMS is comprised of HR, payroll, benefits, training, and compliance solutions developed specifically for midsized businesses. Its flexible design provides a comprehensive array of features and the powerful reporting and analysis capabilities needed to efficiently manage your workforce.