HR, Payroll & ESS

A complete HR, Payroll and Employee Self-Service solution in a single powerful integrated package.

"The support and one-on-one training by the Sage 200c VIP 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)

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Looking for a complete business solution?

You've got it

With Sage 200c VIP you get all the tools you need to drive your business: in a single powerful integrated package.

Whether you're trying to ensure compliance with the latest tax legislation, tackling fraud resulting from inadequate checks and balances, or just wanting to pay your people on time: when it comes to payroll, your scale-up to medium-sized business faces unique challenges every day.

Now, you can rise to the challenge with Sage 200c VIP, the HR and payroll solution reimagined, and redesigned, to take your business further.

If you find HR and payroll challenging, then it's time to take control and simplify the way your business operates, with the solution designed to solve challenges every time—**Sage 200c VIP.**

Sage 200c VIP
HR, Payroll & ESS

Your payroll team will appreciate the advanced security it offers; your HR department will relish the rich menu of smart HR tools; and your top executives will smile at how much they'll save in administrative costs while receiving key insights for strategic planning.

Put the user experience front and centre

64-bit technology delivers a lightning-fast user experience across an intuitive interface, with larger adaptable screens and zoom capabilities.

Put tax worries out of your mind

Automated updates ensure your business is always up to date with local tax and regulatory requirements, helping you avoid penalties for not filing on time or calculating tax incorrectly.

Take the full solution on the go

Enjoy all the benefits of the on-site desktop solution while being able to access your payroll from anywhere, on any device, through multiple web browser platforms.

Put more power in your payroll package

Sage 200c VIP gives you the ability and flexibility to control every aspect of your payroll process with a range of next-generation applications, 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 Human Resource management

Sage 200c VIP puts your people at the heart of its system with a logical, integrated and streamlined HR extension of its payroll component. 200c VIP's HR capabilities revolve around your business's human resource responsibilities—allowing you to manage everything from jobs and positions, performance management, learning and training development, employee files and documents, to succession planning.

Take the sweat out of processing leave

Employee Self Service (ESS) features make processing leave a piece of cake. Providing your staff with user-friendly tools to update their personal details, apply for leave, submit claims and view payslips online. With ESS, capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

Put more savvy in your intelligence system

Plug Sage Intelligence Reporting into Sage 200c VIP and receive invaluable insights about your data. This Microsoft Excel-based business intelligence plugin gives you a suite of reports you can customise to suit your needs. This is in addition to the existing payroll reports that come standard with Sage 200c VIP.

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Sage 200c VIP
Payroll

Professional payroll to help you improve business efficiency

Sage 200c VIP's payroll solution has been developed through years of interaction with thousands of 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 flexibility with a range of applications to control every aspect of your payroll, while keeping you legislatively compliant.

Sage 200c VIP's payroll solution allows you to add modules and combine functions to expand its capabilities, adapting to fit your requirements no matter how fast your business grows. Simply define what you need and the system can be configured to your specifications, Sage will then train your staff to use the payroll solution to its full potential. With expert support just a phone call away, there's always a qualified professional ready to help you.

Key features:

Ease of use

- Faster, easier processing through real-time design.
- The ability to implement "what if" scenarios without having to do a pay run.
- Colour-coded mandatory fields that make it extremely easy to add new employees.
- Help functions for simplified table lookups.
- Printing of payslip and report histories.
- Functionalty catering for all bargaining councils including MICFA, MTU, MIBFA, MEIBC, MIBCO, BIBC, NBCEI.*
- Catering for Retirement Reform rules. *
- Maternity leave activation, with the ability to load UIF start and end dates.*
- Mobile payslip functionality.
- Net pay splits between bank accounts.

Smooth capturing of employee information

- Link employees to departments, pay points, projects, sites, and cost centres for costing purposes.
- Use the payment facility to select the payment method of your choice and submit electronic submissions.
- Make electronic payments to third parties and garnishees.
- Make payments in local currencies, e.g. the Kenyan Schilling, US Dollars or Nigerian Naira.
- Define the language in which you print payslips.
- Attach photographs to employee records.
- Record benefit details like medical aid, provident fund and pension fund.
- Claim the full benefit of the Youth Wage Subsidy (ETI). *

Convenient on-screen payslips

- An online payslip screen displays your employees' earnings, deductions and company contributions.
- Capture payslips online with the ability to bulk input (batch process).
- View payslips in real-time and adjust net salaries while you process.

User-friendly reporting

Harness the power of Sage 200c VIP's user-friendly report-writing tool, with:

- Standard reports based on Sage's experience in the market.
- Country specific statutory reports for over 13 African countries, including: Angola, Botswana, DRC, Ghana, Kenya, Malawi, Mozambique, Nigeria, Tanzania, Uganda, Zambia and Zimbabwe
- Legislative reporting required by the Department of Labour and SETAs, including EMP201, OID, UIF submissions, EEA2 and EEA4. *
- Company-specific reports written especially to suit your business.
- Password protected enhanced reports, which can be printed to PDF or attached to emails.

The power of integration

- Combine Sage 200c VIP's payroll, HR and Employee Self-Service (ESS) solutions for a fully integrated business management system.
- Use the Sage Intelligence Reporting module to extract reports from multiple sources.
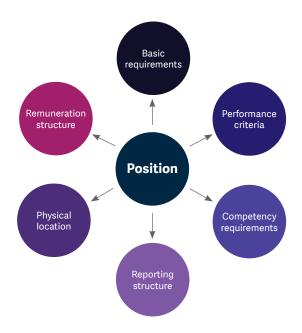- Integrate with a variety of accounting software and clock-card systems.

* South Africa only

Sage 200c VIP
HR

Put your people at the heart of your system

Sage 200c VIP's HR solution helps you take care of your people. With this standalone system, you can manage your employees throughout their complete employee life cycle, while taking care of everything from jobs and positions, performance management, learning and training development, employee files and documents, to succession planning.

A logical, integrated, and streamlined extension of the Sage 200c VIP payroll solution, these HR capabilities revolve around your business's human resource responsibilities. What's more, you can incorporate this system seamlessly with other Sage 200c VIP modules, like Sage Intelligence Reporting to improve insights into your organisation while helping you make informed business decisions.

Basic requirements

Performance criteria

Remuneration structure

Position

Competency requirements

Physical location

Reporting structure

Key features:

- Enjoy a process-driven system that follows a systematic HR approach.
- Replace your traditional employee files with easy-to-use electronic files, including document attachments like CVs, IDs and certificates.
- Remind your employees, managers and users of important follow-up dates with scheduled and automatic email updates.
- Conduct a range of gap analyses to assist 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 and grid analysis plus graph reports.

Core HR module

Manage jobs and positions

The Job Management Module follows a job-centric design with all other modules using information defined in the position profile, allowing you to capture:

- The location and competency requirements for all positions in the company hierarchy.
- Key performance areas (KPAs) and indicators (KPIs).
- The qualifications, training and previous experience of potential hires. Employee suitability analyses can also be conducted and printed where you have a shortlist of suitable candidates. The printing of up-to-date job profiles and organisational charts is also quick and easy.

Manage and record employee transactions

Keep complete employee records, including employee transactions and document attachments—like disciplinary notices and grievances, records of training attended, qualifications achieved and more.

Manage succession and career planning

- Ear mark 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 organisational charts showing employees earmarked for succession.

Sage 200c VIP
ESS

The paperless process that empowers your employees

Sage 200c VIP: Employee Self Service (ESS) streamlines your HR process 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. By reducing admin, it gives you more time to focus on the issues that matter most to you—like moving your business forward.

Leave-processing? Piece of cake.

ESS integrates with Sage 200c VIP's payroll and HR solutions, reducing capture time by allowing your employees to apply for leave online, while streamlining the approval and maintenance of employee leave by turning it into a completely paperless process.

ESS also allows you to customise the escalation of workflow items, reducing your company's financial liability through improved leave management.

Let the right people in, keep the wrong people out.

Sage 200c VIP's ESS enforces stringent, internationally-accepted standards for access control to authenticate users. This means your data is always protected.

For example, if your business requires, managers can be given access to update leave information for an entire department, while employees can be restricted to view only the leave they've taken and the days they have remaining.

Workflow

Employee submits leave request	→	Direct manager approves request	→	Department head notified via email	→	Payroll updated

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Sage 200c VIP ESS

How ESS makes your employees' lives 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.

Personal and family information

Your employees are able to view and update their personal information online, including:

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

Online Payslips

Because ESS saves every payslip, an employee can view a history of these whenever they want or need to.

Expense claims
Online claims processing

ESS automates travel reimbursements or expense claims. An employee simply needs to complete a form within the ESS solution, this request will then be authorised, and the transaction automatically reflected on their payslip.

Online overtime processing

Employees can capture overtime using the ESS system. As soon as a request has been approved, the hours are automatically reflected on the company's payroll. Overtime forms can be customised too and employees are given the ability to attach files, if they need to.

Online performance reviews

180° performance and competency reviews can be completed online, with the scores and comments captured reflecting automatically within Sage 200c VIP's HR solution.

How ESS makes your life easier

- ESS saves you valuable time on leave capturing and processing.
- Take control of leave processes by following leave applications in real-time.
- Streamline the leave application process by setting up your company's leave rules exactly as you require them.
- Transactions are automatically updated in your payroll database.
- Managers can be informed of all transactions by email, and manage leave by viewing their team's applications and various reports.
- Leave transactions can be directly integrated into Microsoft Outlook's calendar.
- Users are authenticated through Microsoft Active Directory.
- Employee accounts are secured with usernames and passwords.

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

View transactions awaiting approval.

Manager Leave Calendar Report

Provides managers with a visual report of the employees on leave.

The perfect combination
Add modules and combine functions to fit your requirements

No matter how fast your business grows, Sage 200c VIP's modular system can be adapted to meet any requirement. To expand your business's capabilities, just add any of the following modules to your core system.

Payroll add-ons

Leave Management

The Leave Management Module lets you manage leave administration and enforce company-specific leave policies, while integrating fully with existing payroll fields to eliminate double entries.

Personnel Management (Basic HR)

The Personnel Management Module is embedded within Sage 200c VIP's payroll solution, giving 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 and remuneration history, and more.

Employment Equity *

The Sage 200c VIP Employment Equity Module provides you with fundamental guidelines on all aspects of Employment Equity required by the latest South African legislation. With step-by-step procedures for implementing all components of Employment Equity in your company, developing numerical goals and targets, and printing all Statutory Equity Reports (EEA2 and EEA4) for the Department of Labour.

Skills Development *

The Skills Development Module gives you practical tools for managing all aspects of Skills Development, from monitoring planned and attended training to direct and indirect training costs.

General Ledger

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

InfoSlips (electronic & mobi payslips)

An InfoSlip is an electronic payslip that not only mirrors the Sage 200c VIP paper payslip, but also offers your employees an interactive compensation statement that displays all their benefits in an easy-to-read, engaging format.

Additional functionality includes a unique and powerful way to communicate with employees, by simply attaching data in Microsoft Word or Excel to generate a range of documents—from newsletters, to travel claims, and increase letters.

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

* South Africa only

Loan Module

The Loan Module lends you a hand when managing and recording staff loans, with a built-in loan calculator that helps reduce risk by calculating the maximum loan based on employee income and expenditure.

Monthly loan statements also allow interest rate changes to be managed effectively, and loan history functionality offers complete control over 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.

SMART (Payroll Reporting) *

SMART—the Solutions Manager and Reporting Tool—offers you several standard reports that have been developed to help businesses take the leap from raw data to decision-making.
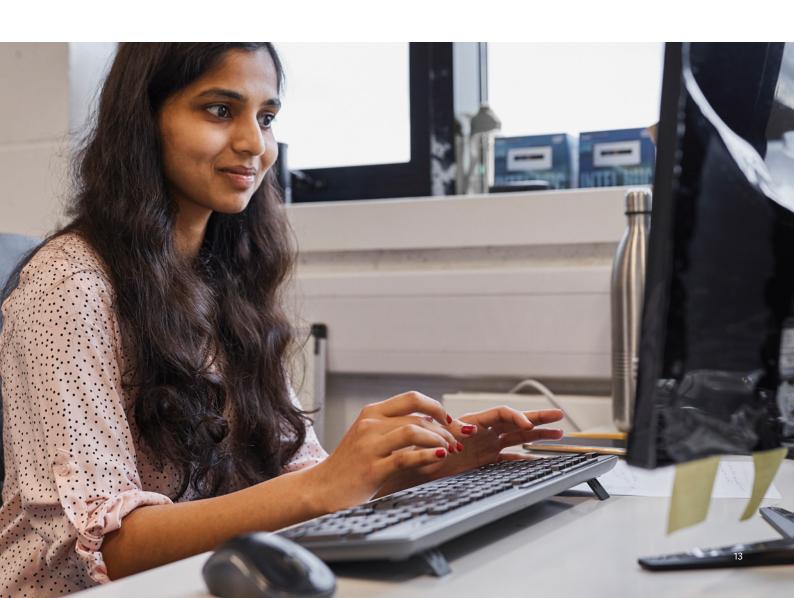
Intelligence Reporting

Sage Intelligence Reporting empowers you to quickly and easily obtain the information required for improved reporting across your entire business. Built around Microsoft Excel, the Intelligence Reporting module effortlessly creates reports and analyses data, improving insights into and across your organisation—helping you make informed business decisions.

In addition to the existing payroll reports within Sage 200c VIP, Sage Intelligence Reporting also provides users with a suite of reports that can be customised to suit their individual requirements.

Sage Pay *

The all-in-one payment solution for your business. Sage Pay, together with Sage 200c VIP, ensures that salaries get paid on time every time, with access to a wide range of payment solutions designed to improve business processes and reduce costs.

Add-on modules for increased HR performance

HR add-ons

Performance Management

The Performance Management Module allows you to:

- 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.

Sage 200c VIP's HR solution works hand in hand with its Employee Self-Service solution, allowing employees to complete their performance reviews online.

Learning & Training Development

With this module, you're able to:

- Define scarce and critical skills at position level.
- Link to the performance management process that enables you to set up a personal development action plan, per employee.
- Record development interventions and training-related information for each employee.

SMART HR (Reporting)

The SMART HR (Solutions Manager and Reporting Tool) module lets you view and analyse data directly from Sage 200c VIP's HR solution. Giving you sight of:

- Your current workforce and training analysis.
- Organisational charts that show the company reporting structure per level or as a whole.

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