



Sage 50
HR 2009



sage



Introducing
Sage 50
HR 2009

Sage 50 HR 2009 helps you manage all your people processes by recording and tracking performance, skills and working patterns with tools that help ensure you comply with employment legislation.

How Sage 50 HR 2009 can help you

Manage your people

- Record all the employee information you need to comply with legislation
- Manage performance and appraisals
- Manage skills and qualifications
- Record details and evidence of disciplinary action

Manage your business

- Identify skill levels and shortages
- Monitor costs and attendance rates for training courses
- Keep track of working patterns
- Manage holidays and absence

What's new in Sage 50 HR 2009?

Customise the software to suit your business

There are hundreds of reasons why you might want to record specific information about the people that you work with. You might need to keep a note of industry specific registrations, training or licenses. Or simply keep track of company assets like company cars, mobile phones and laptops.

With the new screen designer in Sage 50 HR 2009 you can do all of this and more. We've included all the information you'd expect to see, and everything you have to keep by law, but you can now customise the software to record the unique information that's relevant to your business.

Improved reports

Because you can record specific information to suit your business with Sage 50 HR 2009, you can report on it too. So for example, if your people need a specialist qualification to do their job you can add that detail to your employee records, then run a report to see who has passed and when they need to requalify.

It's still very easy to find the reports you need most often. Just add them to your favourites, then click and run them as often as you need to.

Report selection

To get a more detailed understanding of your people, you can group reports together in your own report selections. When considering appraisals for instance, you may want to look at timekeeping, absence, discipline and training records. With Sage 50 HR 2009, you can combine these in one report selection and run them all in one go.



Never forget an important date or event

The improved calendar and events management in Sage 50 HR 2009 can help ensure you never miss a key date or deadline. Set up automatic reminders to prompt you of things like permits due for renewal, or to schedule meetings to discuss performance with your employees.

Again you have the flexibility to decide what's important for your people and your business. For example, if you hold return to work interviews when someone has been sick or absent, simply set up a new event and you'll get automatic reminders triggered by information in your sickness and absence records.

We've also improved

Eligibility checks

- Record any kind of background checks, including Independent Safeguarding Authority (ISA) and Criminal Record Bureau checks
- Add multiple checks per person

Calendar view

- Larger and clearer view of dates and event reminders
- Click and drag to select date range for records
- Record cancelled holidays and absence, rather than just deleting them

Auto email address

- Set up a new email address template that you can automatically apply to all your employees

Sage 50 HR 2009 is designed to help you...

Manage your people

As an employer, you're legally responsible for keeping and providing certain information about your employees, including evidence of their right to work, permit details and conditions of employment.

Sage 50 HR 2009 makes it easy for you to gather everything from personal details, to pre-employment checks and proof of identity. It records everything in one place, so it's easy to find when you need it.

Plus you can set different levels of access to ensure that sensitive information remains confidential.

Plan ahead

Being able to see at-a-glance who is off work and when means you can avoid overstretching your resources. Sage 50 HR 2009 helps you keep track of all your employees' time off, including holidays, maternity, paternity, adoption breaks and training time - no matter how complex and flexible your working hours.

Avoid disputes and protect your business

If you faced a dispute, could you support your case and prove that your actions were fair and above board?

Problems that crop up when you're tackling issues such as absence, discipline and dismissals often come down to the quality of record-keeping and evidence.

Sage 50 HR 2009 helps you keep track of timescales and details of behaviour, alongside supporting evidence such as attendance reports, written complaints and warnings given.

Manage performance

Don't forget, there's a positive side to managing performance. Sage 50 HR 2009 helps you monitor your people's skills, qualifications and development. That means you can set realistic targets for achievement to keep your people motivated, or spot areas where you need more training to get the best from your resources.

Because you can see all your employees' skills and abilities at-a-glance, Sage 50 HR 2009 also makes it easy for you to spot potential and promote from within your company, or to draw up job descriptions for new recruits.

Gives you peace of mind

Sage 50 HR 2009 helps you record, store and maintain the key information you need to manage your people and comply with legislation. Together with the online and telephone-based support offered by Sage HR and Health and Safety services, it offers you complete peace of mind for all your people processes.

Sage 50 HR 2009 also comes with the reassurance of SageCover for one year. That means we keep your software up to date with the latest employment rules and regulations and offer practical advice to help you deal with changes.

It works with Sage 50 Payroll, so you can share employee details and avoid the need to re-enter existing information.

And because Sage 50 HR 2009 works with Microsoft® Office, you can send professional letters and emails to all your employees quickly and easily.

For more information on
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