

# Sage 300 People Web Self-Service

Improve and empower your employees to own their personal data through self-service.



## **Sage 300 People ESS**

Eliminate repetitive, manual processes and give valuable time back to your employees, so they spend less time on admin and more time focusing on strategic activities.

## **Employee Self-Service Overview**

Sage 300 People has a web-based Employee Self-Service that offers a range of easy-to-use, time-saving utilities that empowers your people to manage their own HR processes. This allows you to free up resources that will allow you to focus on the strategic imperatives of your business instead of mundane administrative issues.

Employees who do not have access to a computer, can use the mobile application functionality for most of the features (available on iOS and Android), and in case they don't have access to any device, Self-Service also allows employees to be impersonated by their manager. Integrations are possible with Active Directory and Office 365, with easy configurable out-of-office functionality.

Notifications can also be configured directly in Self-Service to send out important messages such as expiring work permits, upcoming birthdays and expiring leave. These notifications can be sent out via SMS, email or directly through Self-Service.

Sage 300 People Self-Service provides the perfect paperless solution, saving you money as well as time. Ensure higher employee retention and engagement, and manage employee development with faster and simpler access to payroll and core HR information.



## With Sage 300 People Self-Service

### **Employees can:**

- Apply for leave
- Submit and manage claims
- View current and history payslips
- View current and history IRP5/IT3a's
- Submit training request
- Upload and add qualifications
- Complete performance reviews
- Manage personal details, addresses, bank account details and update emergency contacts
- Manage and add beneficiaries to pension/provident fund

Customisable workflows allow multiple approvals of any of the above-mentioned functions in Sage 300 People Self-Service. Managers can receive notifications of necessary approvals by email, SMS or in Web ESS push notification.

### **Managers can:**

- Submit job requisitions
- Approve transactions
- Manage performance reviews
- Manage surveys
- View team's leave calendar
- Print reports

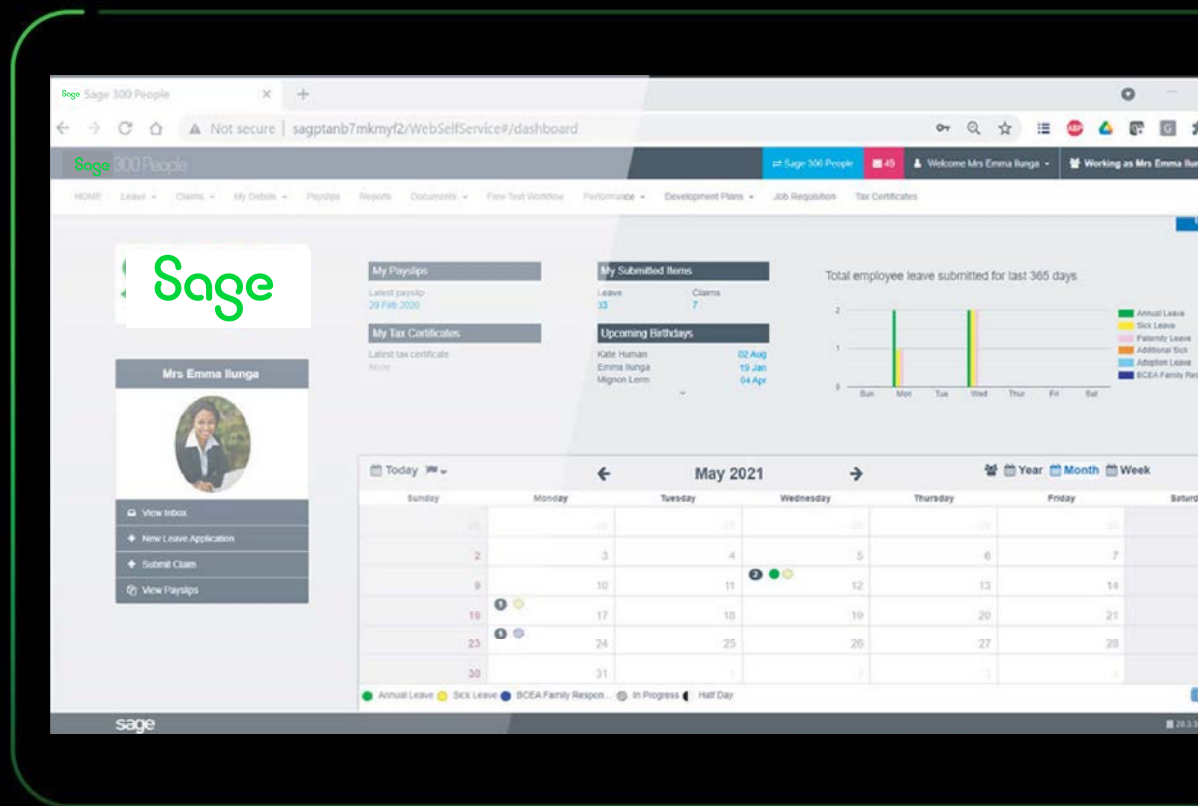
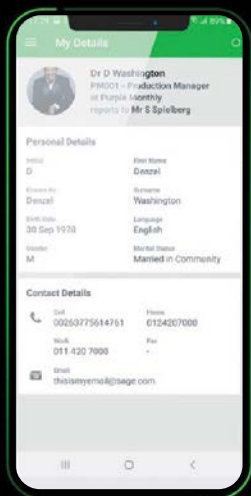
# Mobile app for Self-Service

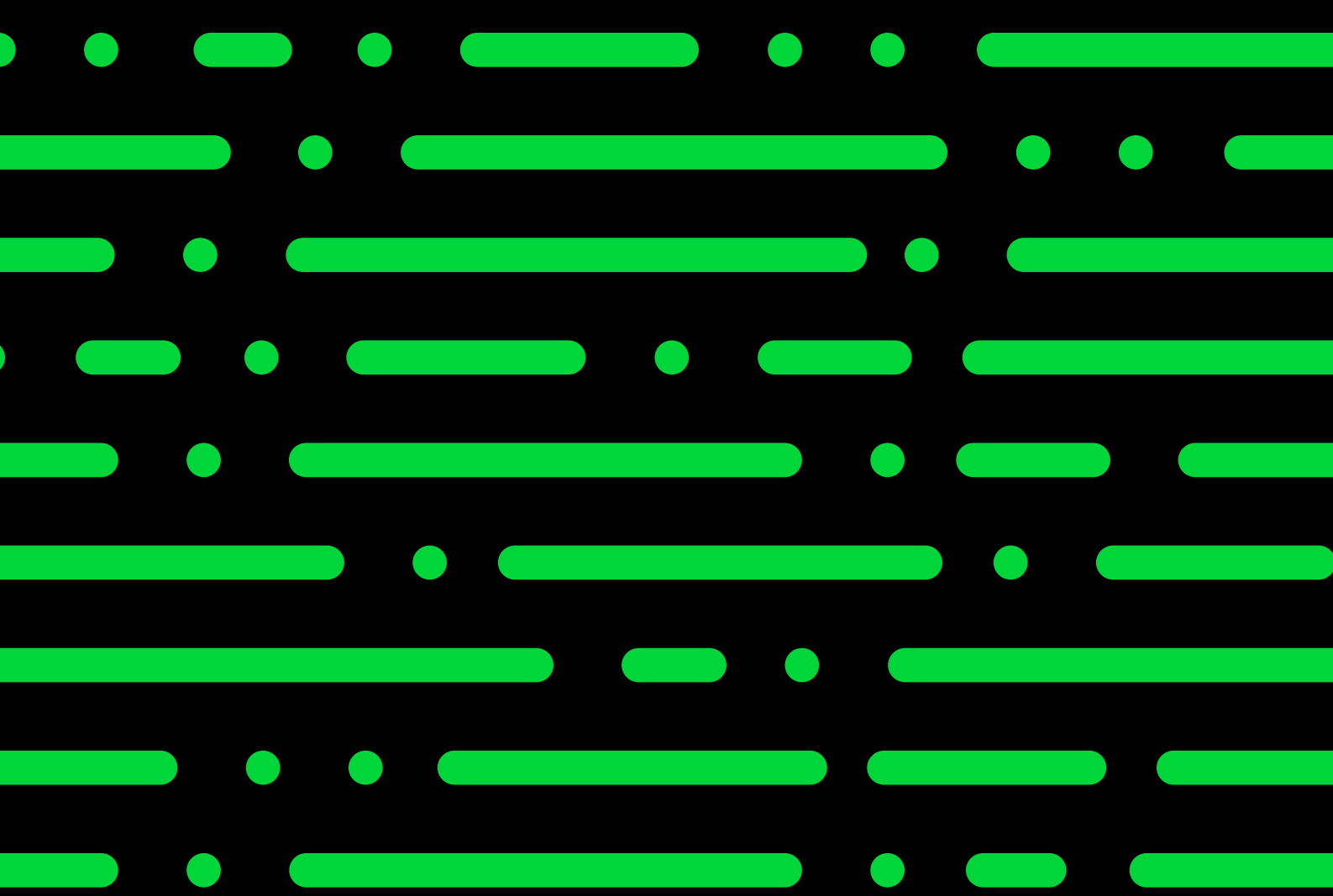
Connect to your employees via the devices they use the most.

In today's ever-changing environment, we need to ensure that we stay connected. Sage's 300 People Mobile ESS app allows employees to engage with Self-Service without being tied to their desk. The app can be downloaded on all iOS or Android devices.

**With Sage 300 People Mobile app you will be able to:**

- View your personal details
- View and download your payslip
- Apply for leave
- Approve leave





**Take a free product tour to see our Sage 300 People software in action.**

**For more information, visit the Sage 300 People webpage or contact your certified business partner.**



**Sage**

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