

PRODUCT SHEET

Sage 300 People – Web Self Service

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

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

Sage 300 People Employee Self Service

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 that 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, Office 365 as well as SkillsMap, with easy configurable out of office functionality.

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

Employees can:

- Apply for leave
- Manage their claims
- Manage their own personal details like bank accounts and next-of-kin information
- View current and previous payslips and tax certificates as well as printing selected reports
- Complete performance reviews
- Apply for training
- Upload qualifications

Managers can:

- Job requisition
- Approve transactions
- Manage performance reviews
- Manage surveys
- View the leave of all their employees on the team calendar
- Print reports

All the above features can be restricted for individuals or groups.

The system takes the user through a set of actions to complete. Various users may be part of the work-flow process. Tasks are allocated to users who initiate, execute and complete the various steps required in completing a process.

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