

PRODUCT BROCHURE

## Global HR and People management

*Transform the way you manage and  
engage your workforce with Sage People*



# *Make the shift with Sage People*

**Businesses across the globe are facing increasing challenges in how they acquire, retain, manage and engage top talent, against the backdrop of the global skills crisis - putting pressure on HR to respond.**

From finding and hiring quality people and maintaining a productive and engaged workforce, to dealing with increasingly complex legislation and regulation – managing the world of work is getting harder. Organizations need to adapt and be more agile than ever, yet many traditional HR systems are struggling to remain fit for purpose.

Organizations need more than just a HR system. They need a system to manage the modern workforce and transform how they engage and communicate with their people.

Sage People, part of Sage Business Cloud, provides multi-national organizations with the technology and services they need to embrace the new ways of working, today and in the future. A comprehensive, forward looking solution, Sage People can transform the entire workforce experience, improve productivity and empower leaders and HR teams to focus on growing their people and their business.

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# Our solution

# Overview: Sage People at a glance

## Everything you need to put you in control

Sage People transforms how multinational organizations attract, retain, manage and engage their workforce. Designed for organizations with between 200 and 5,000 employees, it improves productivity across the entire workforce and empowers businesses to connect to their people in a whole new way.

A fully integrated, end-to-end HR and People system built on the Salesforce platform, Sage People delivers the tools HR and People teams need to succeed, and an experience that the workforce will love. It automates a wide range of processes, including talent acquisition, engagement, management, development and planning – supporting international requirements and local regulations. With consolidated global reporting, dashboards and People analytics, it provides real-time actionable insights across your workforce.

## Key features of our HR and People system



HR and People analytics



Talent acquisition



People management



Attendance and leave management



Payroll, compensation and benefits



Performance and talent management



Workforce experience management



Global cloud platform



Global and regional compliance

# Onboarding and talent acquisition

## Find and hire the best people, faster

In the midst of a global skills crisis and war for talent, a great candidate experience is everything. Sage People's end-to-end talent acquisition capabilities saves you time, effort and resource with automated job posting and screening. From sourcing and evaluation to offer and onboarding, delivering a seamless experience will set your new hires up for success so they can add value quicker.

## Spread the word

Connect with more candidates via social, multiple job board sites, and radius searches.

## Find the right skills

Create and manage a skills library, matching skills to current vacancies. Get visibility of talent pools, manage selection, and stay informed with alerts.

## Speedy selection

Automate resume parsing, reference checks and interviews.

## Hire efficiently

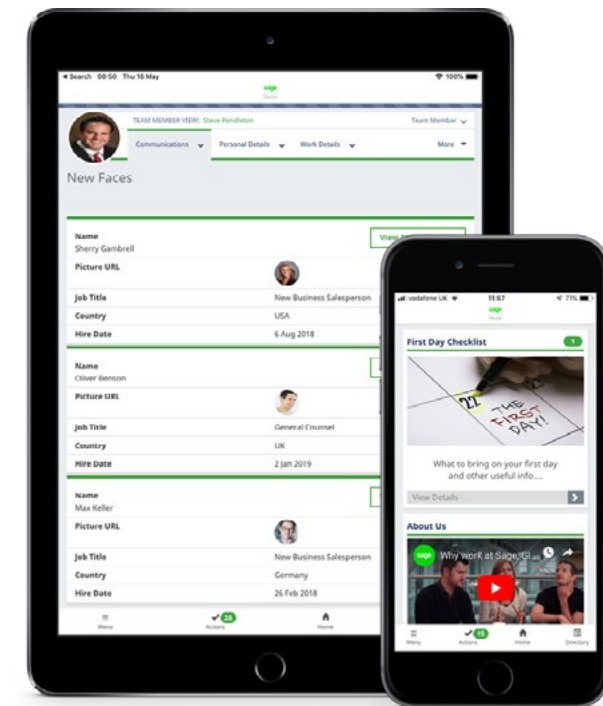
Complete the hiring process quickly with electronic signatures and automated reminders for new hires to complete tasks.

## Onboard effortlessly

Automatically convert candidates to onboarding, sending personalized welcome emails and directing them to helpful resources.

## Measure success

Send timely surveys to gather and act on feedback to create great candidate experiences.



# People management

## Global people management made easy

Sage People offers powerful functionality for organizations to manage their core HR and People processes across the entire employee journey. Get a complete view of your global workforce, all stored in one single, secure system of record. Embed a culture of regular communication with an intuitive, employee friendly system.

## One global system of record

Collect and store all the people information you need in one, secure system with 17 languages available, making compliance with legislation easier.

## Retain a history

Keep records of salary, bonus, commission and other information for each employee.

## Share basic information with your workforce

Search for all colleagues via the people directory, publishing customizable records and org structures, ensuring sensitive data is controlled through access rights.

## Empower people with self-serve

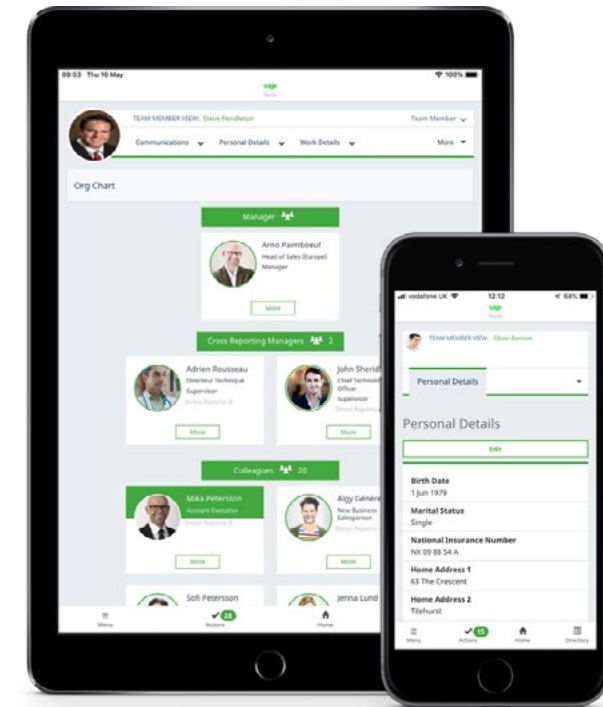
Employees can maintain their own information as well as personal HR admin tasks, accessible from any device.

## Workforce experience portal

Encourage communication using your employer branding, and keep employees informed; tailoring messages for specific groups and teams.

## Your unique system

Configure the system based on your specific requirements, and design and change workflows and processes quickly.



# Attendance and leave management

## Effective time tracking for your entire workforce

Employee time is valuable and it's one of the largest expenses for a business. Sage People gives you instant insight into time and attendance across your global workforce, ensuring you maintain control and drive productivity.

## Apply local legislation

Configurable policy settings make it easy to meet legislation and absence rules in different geographies.

## Simple tracking

Easily track and manage planned and unplanned absences by team or individual, including jury service, sabbaticals and other leave types.

## Empower your employees

Employees can request paid time off and other absences, receiving automatic notifications of approval – all through the self-service portal.

## Easily amend allocations

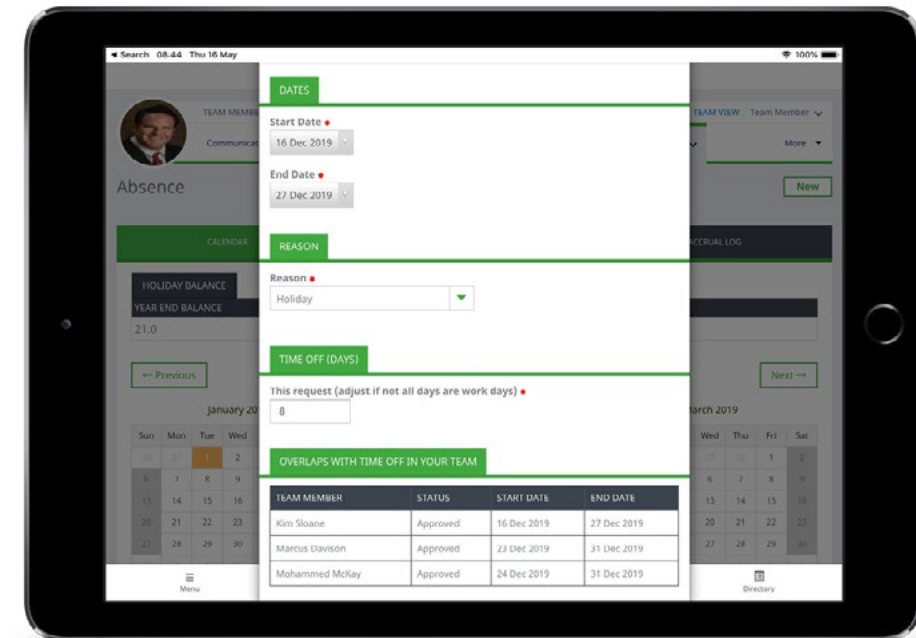
Set up flexible working patterns - have different hours per day and shift schedules allocated to different team members.

## Team calendars

Enable managers to stay on top of leave balances and manage cover with visibility of individual and team absences.

## Leave management reporting

Get complete visibility of attendance and leave through integrated metrics, reporting, and dashboards; whilst keeping an eye on cost to the business.





# Performance and talent management

## Reinvent your approach to performance management

Manage your employees' performance and development with a flexible, sustainable approach to performance management that works for everyone. With continuous conversations that allow for regular, iterative enhancements, you'll improve engagement, productivity and help your employees reach their potential.

### Provide clear goals

Track performance of individual goals and link them to company objectives so your people understand their personal contribution.

### Automate your processes

Automate regular and ad-hoc review processes, to capture performance conversations at any time.

### Spot future stars

Understand who your key talent are as well as the risk to the business if they leave.

### Recognize great work

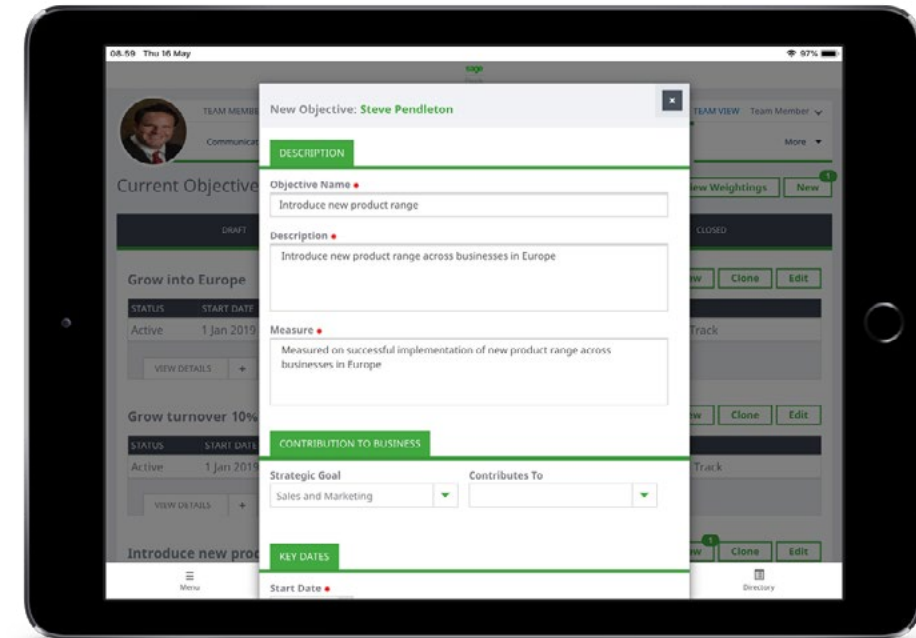
Provide a channel for peer-to-peer recognition outside of formal reviews so your employees feel valued and rewarded.

### Progress and reward

Track performance and link to comprehensive succession and compensation planning tools.

### Share performance insights

Send customized dashboards and metrics to management so they have a clear view of performance across the business.



# Payroll, compensation and benefits

## Reward, motivate and retain your people

Compensation and benefits are critical for retaining and motivating your workforce, not to mention attracting top talent. Sage People provides you with a single system of record to effectively manage remuneration packages, with seamless integrations to payroll and benefits carriers as well as other third party providers.

## Accurate payroll

Seamlessly pass salary and benefits data to one or more payroll systems using Sage People Payflow; a secure and highly configurable set of services.

## Simple reporting

Use on-demand reports, dashboards and analytics to keep track of all payroll, compensation and benefits data.

## Align performance to reward

Use one source of data to plan and analyze compensation packages and salary increases, informed by individual performance metrics.

## Efficient compensation management

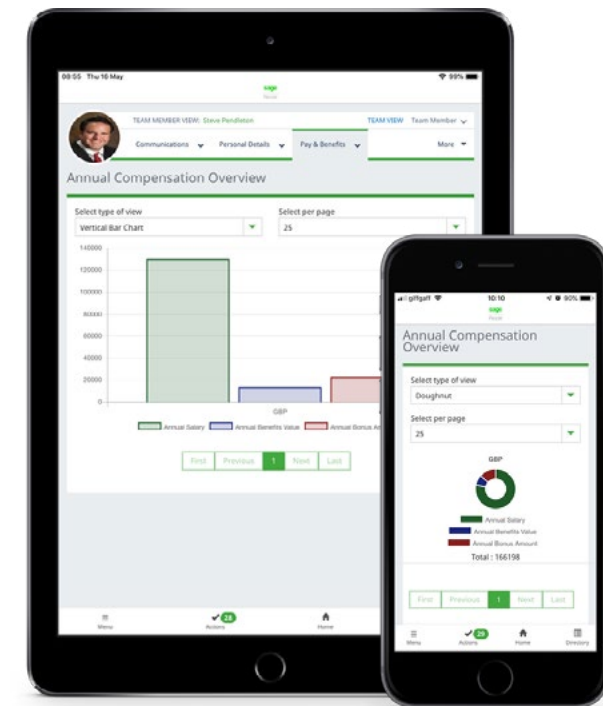
Manage, record and allocate salary, HR guidelines and manager recommendations, and autogenerate compensation communications.

## Straight forward benefit planning

Easily manage eligibility rules in open enrolment for benefits, enhanced calculation and rate tables, and make changes in advance of implementation.

## Manage reward globally

Define and optimize compensation and benefit packages for local markets with a highly configurable global system.



# HR and People analytics

## Make smarter decisions with People Science

The more you know about your people, the more you can enable them to do their best work. Sage People offers powerful reporting tools to help you understand and act on your people data. Get up to the minute and complete visibility of your global workforce from a single, reliable source of truth. Make better decisions with People Science, providing credible recommendations with smart analytics and interactive dashboards.

## Real-time insights in minutes

View pre-built global reports and dashboards on-demand with one click refresh.

## Beautiful reporting

Visualize your People data in charts and dashboards that are ready to share.

## Customizable dashboards

Provide management teams with personalized dashboards so they're always up-to-date on matters important to them.

## Stay one step ahead

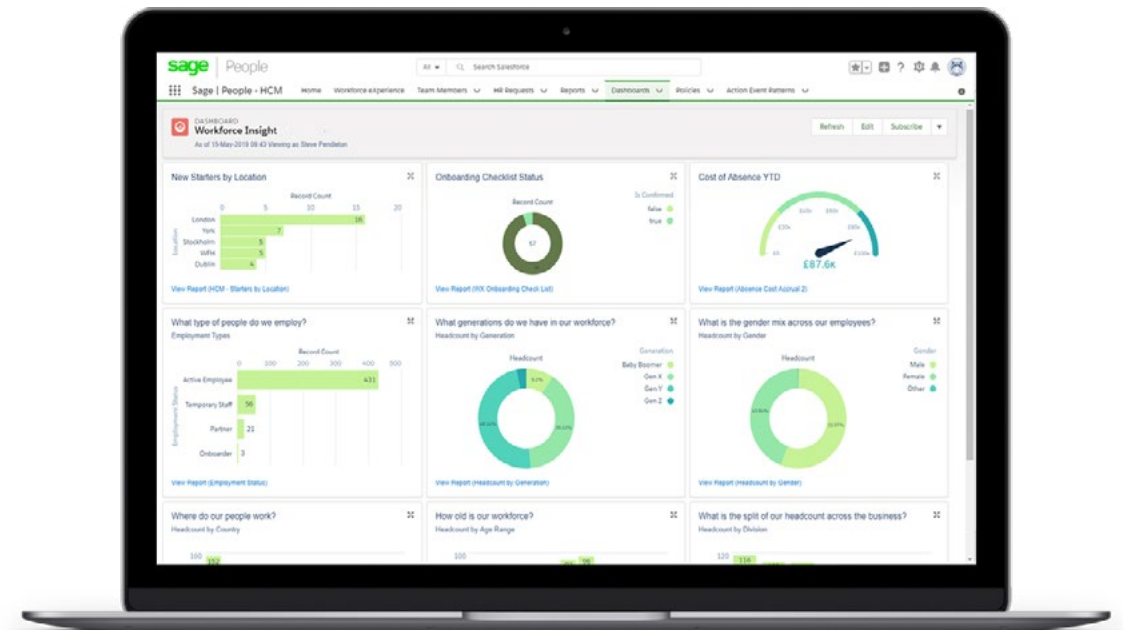
Set up reports to notify managers of exceptions or conditional circumstances such as high absence levels.

## Relevant scorecards

Provide corporate, regional and functional scorecards for an at-a-glance overview of your entire business.

## Compliance as standard

Use predefined policy rules to set up global and local compliance requirements.



# Workforce experience management

## Create personalized experiences that your employees will love

With so much change and increasing expectations in the workplace, workforce experience is more important than ever. Sage People offers workforce experience management that helps you understand your workforce better, whilst creating world class employee experiences, improving engagement, productivity and retention.

## Workforce experience portal

Provide one place for employees to go to access all of your content, communications, videos, social updates, policies and more.

## Simple, effective communication

Communicate with your entire workforce or just specific groups using the portal, tracking interactions and views of your messages.

## Recognize colleagues

Provide real time feedback and call out great work using peer recognition, motivating employees to do their best work.

## Understand your people

Send targeted pulse surveys to better understand your levels of engagement and drivers across different groups.

## Empower your employees

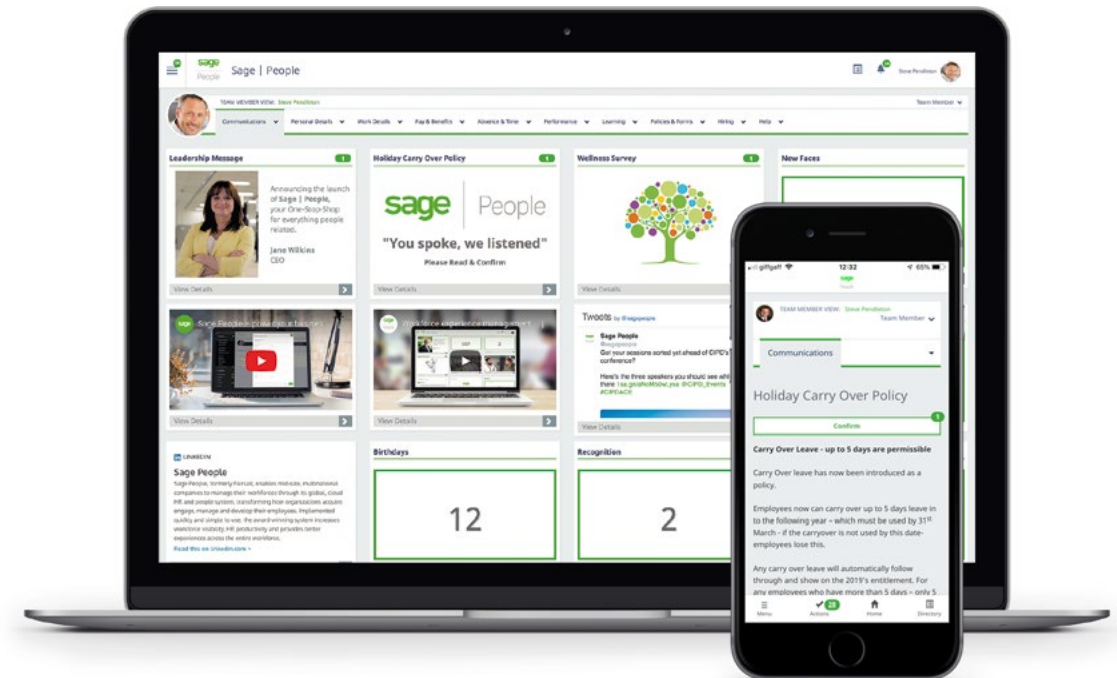
Maintain personal records, view payslips, book holidays, and make HR requests from an easy to use, branded system.

## Mobile-ready

Stay connected to your people when they're on the go, with secure access on any device.

## Design better ways of working

Leverage the power of surveys and employee feedback to improve workforce experiences.





# Why choose Sage People?

# *An HR solution of choice*

## **A proven, contemporary global solution**

Sage People was designed and built from the ground up on the Salesforce platform, specifically for fast growing global organizations. Serving customers head-quartered in over 145 countries, we're experts in global HR management and trusted by thousands of users everyday.

Sage People provides organizations with a single, comprehensive and up-to-the-minute view of their global workforce from one system of record. This enables easy application of global workflows and policies, whilst providing the flexibility to easily adapt to local variations and legislation.

## **Rapid implementation and adoption**

With the hands on support of our experienced implementation specialists you can be up and running in as little as 90 days, taking advantage of best practice processes and simple configuration. The easy to use and intuitive employee interface means your people can get off to a flying start too, encouraging swift adoption and enabling you to realize the benefits quickly.



# Platform and security

## **A secure, compliant system built on Salesforce**

Sage People gives you the control and visibility of your entire organization from one, secure global platform, transforming how you manage and embed global policies while enforcing local regulations and rules. As Sage People is built and hosted on the Salesforce platform – one of the most secure and trusted platforms – you can be confident that your employee data is in the safest of hands.

### **Security and privacy**

We follow industry-leading operational, physical, network, host and database security best practices.

### **Comfort of compliance**

Comply with security standards like the GDPR, Privacy Shield, ISO 27001, and many more.

### **Embed global practices**

Create global policies that give local teams the flexibility to meet local legal requirements.

### **Built to last**

Don't upgrade, grow. Sage People's scalable HR platform will grow as your business does.

### **Cloud infrastructure**

Powerful HR software that's everywhere you need it to be, without server space or needing IT support.

### **Seamless integrations**

Connect to your other systems via file transfer, programmable interfaces, synchronization, embedding or linking.





A large, diverse group of people, including men and women of various ages and ethnicities, are gathered outdoors in front of a light-colored brick wall. They are all smiling and waving their hands towards the camera. The ground is paved with light-colored wooden planks. The overall atmosphere is positive and welcoming.

# Customers for life



# Customers for life

## **Partnerships matter**

That's why we're committed to understanding your business and unique needs from day one and beyond. From resolving operational queries to regular engagement with your executive team, we'll always be there to provide direction and guidance so you can achieve your business goals and get maximum value from your HR solution.

## **On hand dedicated support**

Using Salesforce Service Cloud for case management and root cause analysis, our highly experienced and dedicated support teams in the US and UK commit to resolving support issues quickly and effectively.

## **Simple self-serve**

Our online customer portal offers self-service access to how-to videos, support guides, case management reports, release notes and Sage People experts.

## **Training and enablement**

System administrators can gain more detailed knowledge and understanding of Sage People through virtual or on-site courses.

## **Customer success**

With an executive outreach programme, a dedicated Customer Success Manager and a well-established customer user group, you can be confident you'll have the tactical and strategic support you need from day one.

## **Tailored success plans**

Our team work with you to continually review and achieve your goals, using your tailored success plan.



## **As a former HR Director, Sarah Hulsey knows inside and out the day-to-day challenges HR and People teams face.**

Now leading the Customer Success team at Sage People, she works with customers at both an executive and operational level to ensure that they continue to get maximum value from our system.

"Every customer has a unique success plan that we help them build, by understanding their People strategy, needs and priorities," she explains. "The plan details the ongoing objectives and success measures, and we work closely in partnership to enable this success."

Sarah's team works with customers to continually review and achieve their goals, using this tailored plan as the blueprint. "We're genuinely passionate about understanding what success means for you and your people," Sarah adds.

"It's fantastic celebrating results with customers, when our system has not only helped them deliver their strategic priorities, but achieve even more than they ever first imagined."

**Sarah Hulsey**  
**Customer Success, Sage People**

# The Sage People community

We believe in the power of sharing and communicating. That's why we've set up an online community where our customers have one place to go to contact us, access helpful resources and support each other with best practice collaboration and advice.

## **One, single experience**

One place to log into to raise, view and track the status of your support cases as well as access up to date resources.

## **Broaden your knowledge**

Access effective knowledge articles, videos and webinars to increase your knowledge and support your team's success.

## **Effective communication**

Access all the latest product announcements including monthly newsletters and receive personalized alerts.

## **Inspire one another**

Feel inspired by homepage examples from other customer members.

## **What matters to you, matters to us**

Access chatter groups relevant to your needs and product set up, where you can get answers and feedback from Sage People experts and fellow customers.

