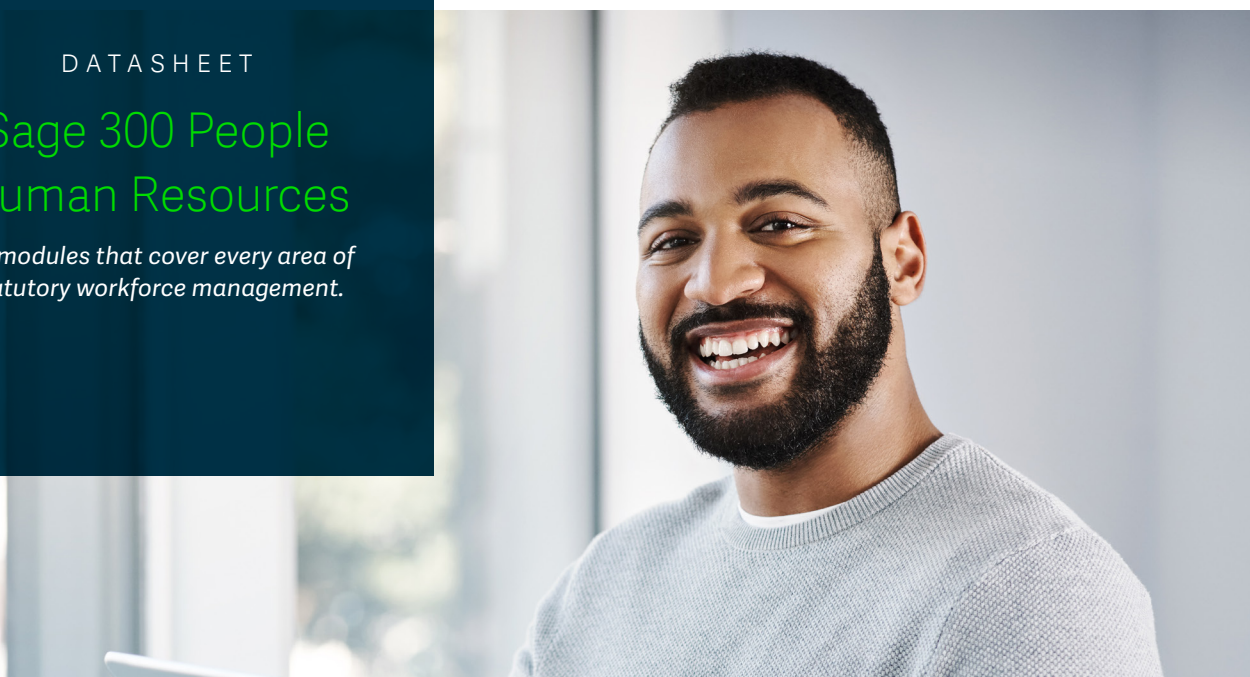


DATASHEET

# Sage 300 People Human Resources

HR modules that cover every area of statutory workforce management.



The Sage 300 People statutory HR bundle offering will **significantly reduce admin** – you’ll never have to switch platforms, log in to multiple systems or rekey information.

## Sage 300 People (Statutory HR Bundle)

### Personnel Management

The personnel management module will enable you to keep a record of all employee-related information and documentation electronically. It provides you with the functionality that records information you would typically find in an employee file. These transactions will encapsulate most of the interactions with the employee and keep track of these interactions for future reference. The Sage 300 People personnel management module contains a variety of functionality such as:



#### Employee Recordkeeping

Manage all tasks and information in one solution such as discussion, experience and medical history.



#### Define and Track Disciplinary

Define the process that should be followed when handling a disciplinary case, which will include the specific steps to follow

based on the disciplinary procedure documentation within your business. Users have the ability to monitor the progress of each case and also see which cases are still pending or have been finalised.



#### Paperless Document Management

Streamline the entire document management process by allowing HR leaders to easily store digital documents all in one place.



#### Manage Assets

Manage when assets are given to specific employees as well as when assets should be returned.

All details regarding assets can be captured, such as serial number, asset number and stock number.

Notify employees on termination to return assets.



### Record Training

Record all training (internal & external) and formal qualifications. Capture employee transactions such as training interventions that can be linked for Employment Equity & Skills reports.



### Record Employment Equity Information

Capture all employee-related equity information such as equity group, gender, equity type of employment, citizenship, and equity history. It allows you to capture all equity transactions such as disciplinaries.

Furthermore, it keeps record of new recruits, as well as employees whose employment has been terminated.

## Employment Equity

The Sage 300 People Employment Equity module allows you to address the issue of denied opportunities and removes the barriers of discrimination. The module lets you manage your employment equity goals and targets by defining equity positions, monitoring goals and targets against actual staff movements and appointments; manage equity targets and print all statutory Equity reports (EEA2, EEA4 & EEA13) required by the Department of Labour.

The management of Equity on Sage 300 People occurs in 2 modules, namely Personnel Management and Equity Management. Each module plays an integral role in the management of Equity and must be used in conjunction with each other. The diagram below provides a summary of the information managed in each of the modules.

Employment Equity	Personnel Management
<ul style="list-style-type: none"> <li>Equity Codes</li> <li>Equity Company Information</li> <li>Employment Equity Plans</li> </ul>	<ul style="list-style-type: none"> <li>Equity Codes</li> <li>Equity Company Information</li> <li>Employment Equity Plans</li> </ul>

The Sage 300 People Employment Equity module provides you with all essential guidelines on all aspects of Employment Equity required by South African legislation.



### Employment Equity Reporting

Print all the statutory reports (EEA2, EEA4 and EEA13) required by the Department of Labour.

- Numerical goals and targets required by your equity plan.
- Monitor and evaluate your equity plan against your defined numerical goals and targets on a dashboard view.
- Print validation reports to ensure you have all the relevant information for accurate reporting.



### Employee Equity Screen

This contains the comprehensive employee details essential for Equity reporting.

- Equity fields include gender, disabled employees and the nature of the disability, citizenship, type of employment, occupational category, occupational level and job function.
- You can define workplaces per employee.
- You can link payroll Masterfile information to equity fields like job grades, job titles, or on any hierarchy to avoid duplication of information.



### Numerical Goals & Targets

Create user-defined numerical goals and targets for:

- All employees and disabled employees per occupational level.
- Group permanent and non-permanent employees according to gender.
- Equity groups (African, Coloured, Indian, White) and foreign nationals.

#### Other Features include:

- Conduct batch transactions entry for global update of equity fields.
- Specific permission settings.



### Employee Equity History Screen

Allows you to view current and previous months' information for equity reporting.

- View the Equity History screen per employee, for an unlimited number of months of equity history.
- Equity History fields include occupational category, occupational level, job function, citizenship, type of employment, equity remuneration and municipalities.
- Equity remuneration updates automatically from the information on your payroll system.
- Define disciplinary actions, equity training and skills training in the Personnel Management and Skills Development modules to automatically update the employee equity fields required in your Equity Reports.

### Learning & Skills Development

This module offers you all the steps in generating your Workplace Skills Plan (WSP) and Attended Training Register (ATR). It will offer you the ability to generate skills plans for various workplaces, individual companies or a group of companies. Training transactions can be generated per employee or a training schedule can be set up to link multiple employees to a training course, using a wizard template to guide you through the process. All details required on training schedules can be recorded, such as the details of learnerships and recognition for prior learning, NQF levels and unit standard information.

#### Benefits of Sage 300 People Learning and Skills Development module include:

- Submit training requests
- View training results
- Create personal development plans
- Track bursary information
- Track subjects completed in course
- Training extract report to submit to relevant SETAs
- Compile Workplace Skills Plan (WSP)
- Compile Annual Training Plan (ATR)
- Record employee qualifications as per SAQA's framework
- Audit reporting
- View training budget
- Employment Equity required by South African legislation



### Skills Reporting

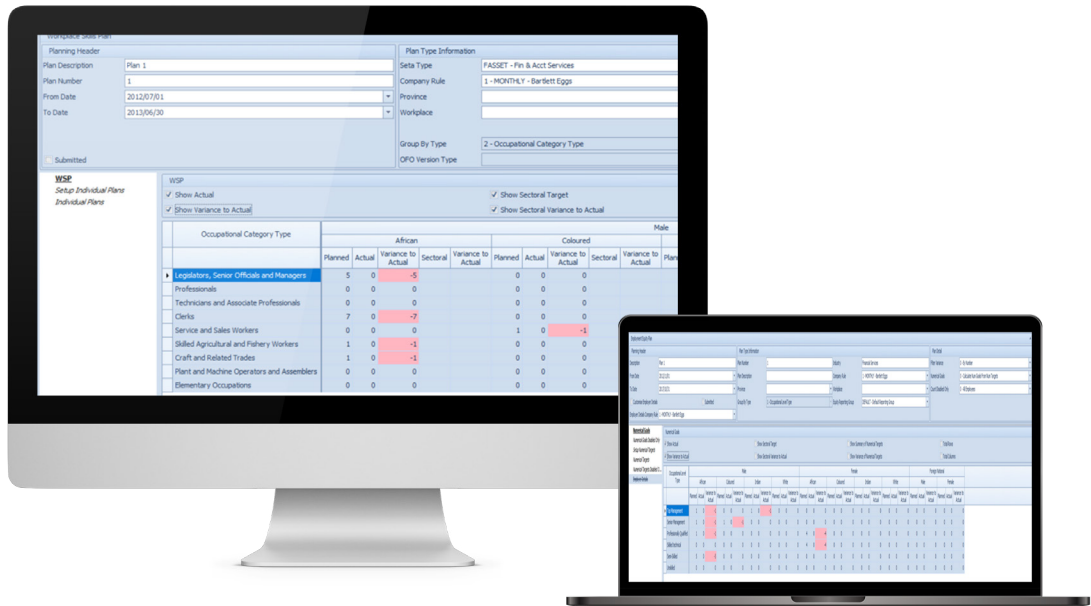
Print reports to assist with SETA submissions, including:

- The employment summary report, which provides you with employee totals according to your requirements e.g. gender, group and department.
- Workforce profiles that include terminations and recruitments.
- Pivotal training reports like the Workforce Skills Plan (WSP) and Actual Training Report (ATR).
- Generate the skills extract into MS Excel to submit relevant information to SETA.



### Record Employment Equity Information

- Generate training transactions per employee.
- Print training schedule.
- Mark planned training as attended with the click of a button.
- Monitor planned and attended training on employee and company level.
- Link employees to skills group to allow for easy planning.
- Generate training plans across all companies for all employees.



**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.

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