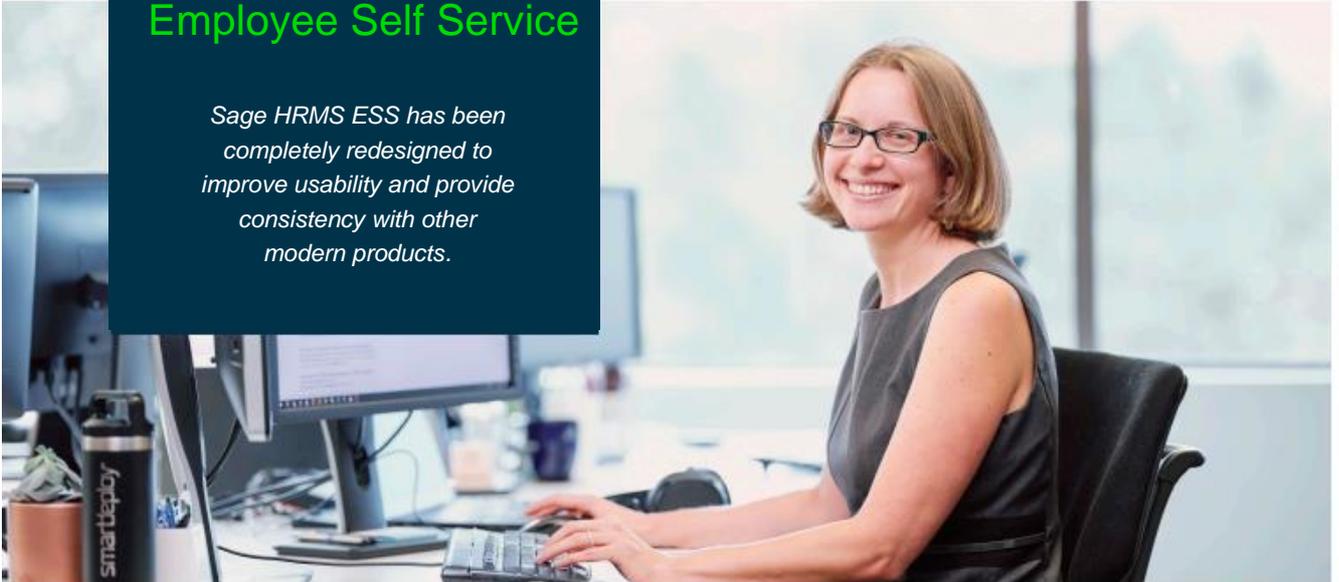


What's New October 2021

## Sage HRMS Employee Self Service

*Sage HRMS ESS has been completely redesigned to improve usability and provide consistency with other modern products.*

sage HRMS



Sage HRMS helps companies like yours improve their HR policies and make smart decisions using today's most comprehensive, customizable HR software for small and medium-sized businesses. We are delighted with this release that will help you maximize your investment in the most valuable resource – your employees.

### Improved user interface

Menus can now be minimized to offer more space for information on the page especially for tables. The employee Personal Profile has been expanded to combine multiple menus that were previously separated into one succinct location,

providing quick and easy access to the most needed information. Where employees need to edit information, the item is clearly highlighted with action buttons indicating that confirmation is required to make changes.

Sage HRMS Employee Profile page when in edit mode

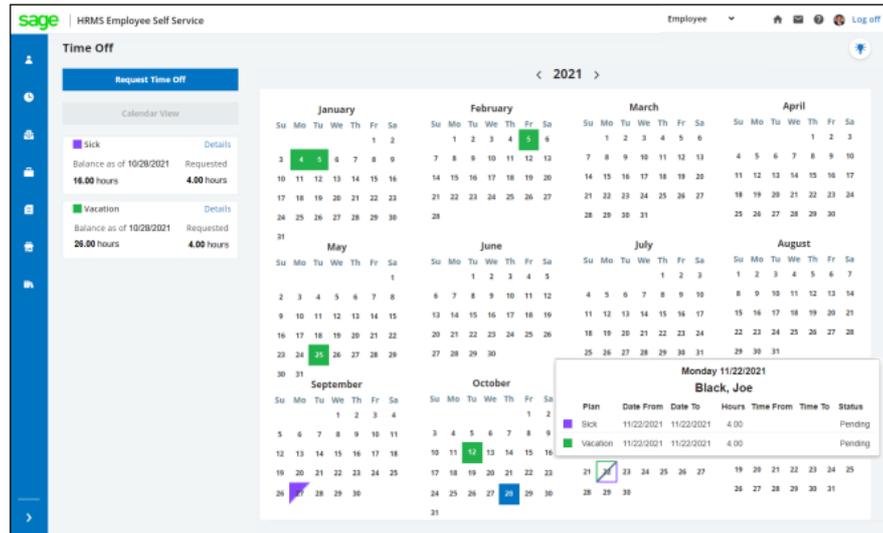
For processes that involve many steps (such as Open Enrolment and Life Events), the pages now include a visual representation of the steps in the process in a bar near the top. Completed steps include a check mark and,

on the final page, button labels have been changed so employees can clearly see that they can save their entries as a draft or finish and submit their information for approval.

### Improved employee experience when making and managing time off requests

When the employee opens the Time Off page, they now see a calendar displaying their requests in a visual representation showing their requests for the whole year. The colors used in the calendar

and tile correspond to the colors assigned to the plans by the administrator. Employees can hover their mouse over a day with a request to see the time off details for that day.

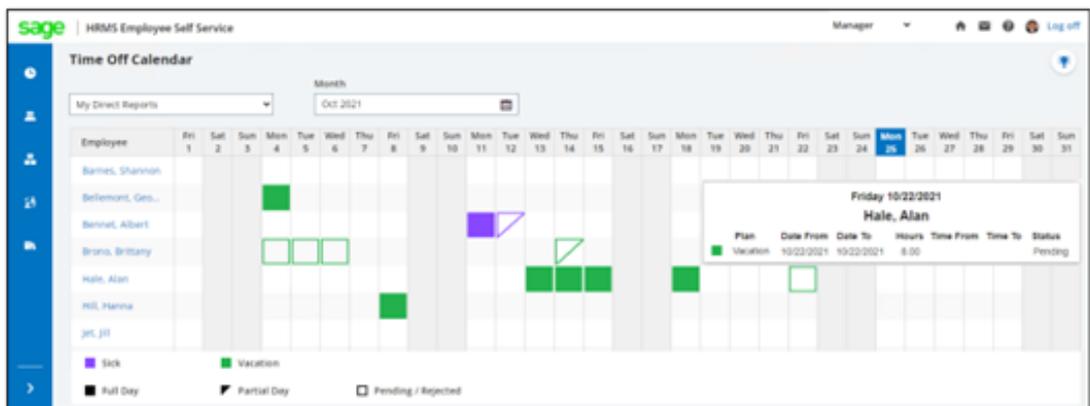


Sage HRMS Employee Self Service Time Off page

### Improved manager experience

A manager can now see the time off requests from their direct reports in a monthly calendar view and can easily see the days when multiple employees will be taking time off. The colors used in the calendar are

associated to the colors assigned to the plans. Managers can hover their mouse to see employee's time off details, their time off balances and requests by clicking the employee's name.



Sage HRMS Employee Self Service Time Off Calendar

## Additional pages, information, and features

### Improvements for employees

Sage HRMS Employee Self Service enables employees to view much of their information that is stored in Sage HRMS. In some cases, the employee can make changes within Employee Self Service, reducing paperwork and HR requests. In this release employees

gain access to much more information including a consolidated **Personal Profile** page, a new **Notes** page, additional fields on **Events, Wellness, Job & Compensation** pages plus improvements to the **Current Benefits** page layout.

### Improvements for Managers

Sage HRMS Employee Self Service enables managers to view specific information about their direct reports. In this release, managers can view

additional information on a new **Previous Employer** page and a new **Notes** page, as well as all the new fields on existing employee pages.

### Improvements for Systems Administrators

The Time Off Setup page now lets the system administrator specify the color used for the time off plans and the order that they appear on the employee and manager Time Off pages.

An important change to note within this release is that core design changes have deprecated usage of custom stylesheets. Therefore, any custom stylesheets currently in use will be ignored.

### Upgrading to this version

This modernization release of Sage HRMS Employee Self Service is only for customers on the subscription version of Sage HRMS. If you are not on subscription, please contact either your Sage

Business Partner or Sage Account Manager for information on your options for moving over. Be sure to keep up to date with latest news on Sage City, where you will find forums, ideas, videos and more.

The screenshot displays the Sage City website interface for the Sage HRMS group. At the top, there is a navigation bar with 'Groups', 'Blogs', and 'Town Hall' options, along with a search bar. Below the navigation bar, the 'Sage HRMS' group header is visible, including a 'Home' button and a '+ Start a post' button. The main content area is titled 'Sage HRMS Announcements, News, and Alerts' and features a list of three announcements:

Announcement Title	Views	Replies	Started	By
<a href="#">Sage Abra Suite: It's official... we've retired</a>	860	0	Started 10 months ago	by KathleenF
<a href="#">Free webinar - Customizing the Navigation Pane and Employee Toolbar</a>	43	0	Started 7 days ago	by Lynn C
<a href="#">Sage HRMS: Announcing the Sage HRMS Employee Self Service modernization release</a>	138	0	Started 12 days ago	by KathleenF

Below the announcements, there is a pagination control showing '1 2 3 4 5' and a 'Join the conversation by selecting a forum' button. On the right side of the page, there are several promotional banners: 'Visit the Year-end Center', 'Email digest options', 'Bookmark this group', and 'Closing the books? Visit the Sage Year-end Center!'.