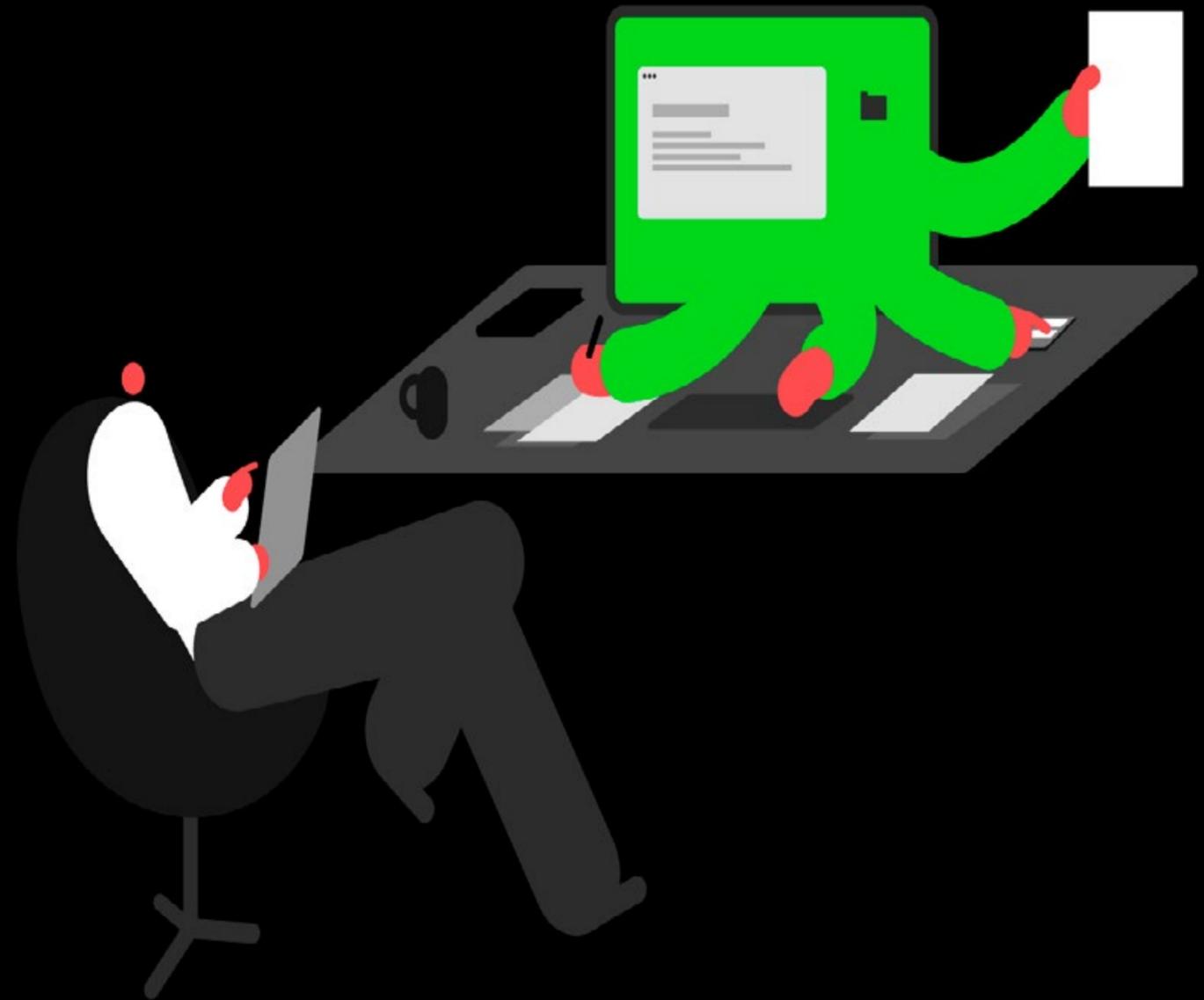


eBook

# There's a faster and simpler way to integrate HR with Sage 100 payroll

**Make it easy for your HR team to connect and manage all your employee related information and processes in a single solution designed for and by HR professionals.**

From government compliance to centralizing all current and historic employee information, Sage HRMS can improve HR efficiency, integrates and streamlines your HR process. You can focus on strategic tasks and make better decisions faster.



Sage

# What you will learn

Understanding Sage 100 Payroll link and benefits

**Page 3**

How Sage 100 Payroll works with Sage HRMS

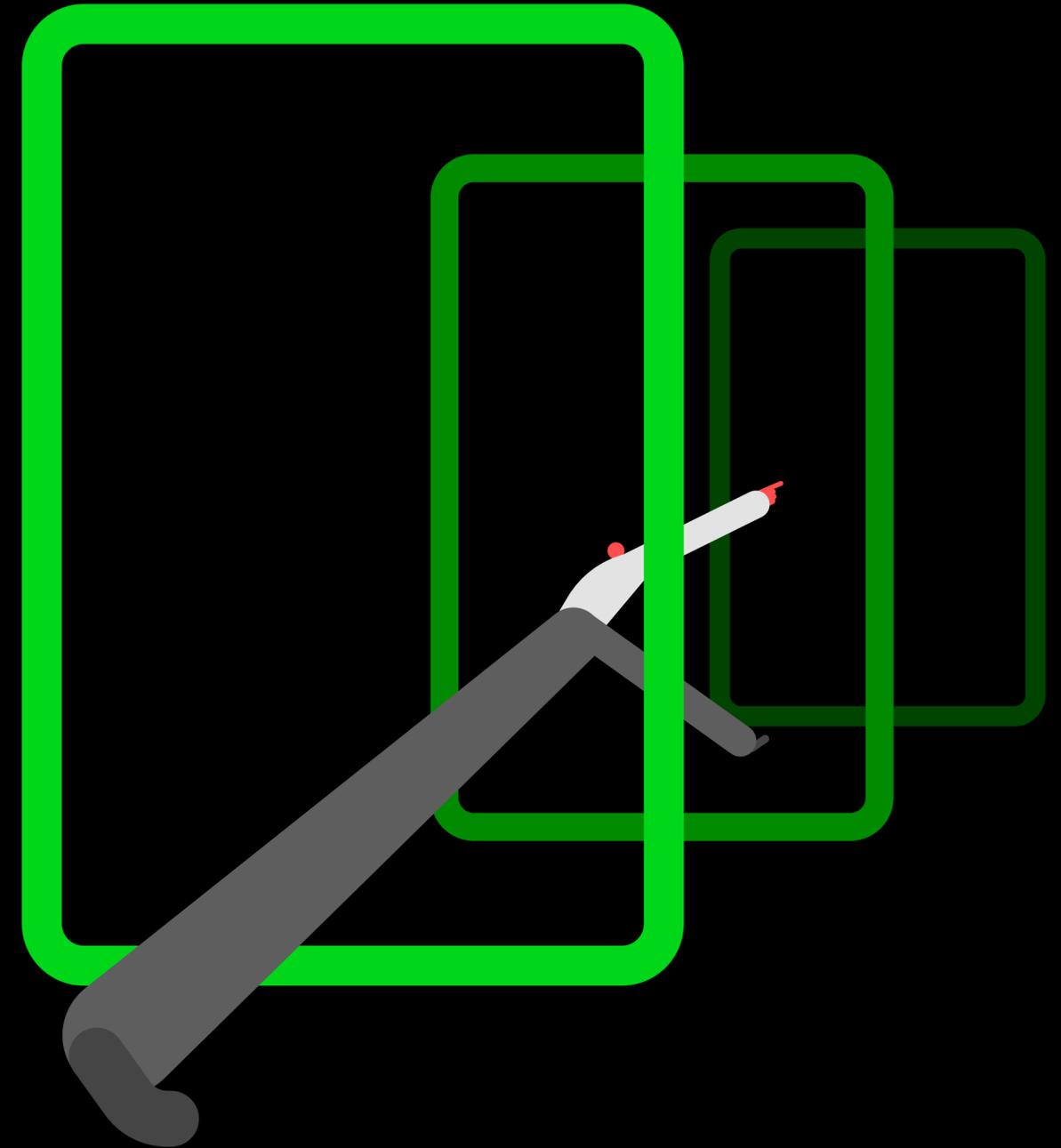
**Page 4**

What Sage HRMS is and what can offer you

**Page 5**

A brief view of the optional add-on modules of Sage HRMS

**Page 6**



# Sage 100 Payroll link provides an integration with a complete HR system

What about having a seamless connection between your Sage 100 Payroll and a complete HR system?

You can manage all your employee information, HR processes, and requirements in Sage HRMS and easily transfer your employee records to your Sage 100 Payroll.

The Sage 100 payroll link delivers an automatic data integration with Sage HRMS and offers users superior information sharing, tight integration, easy setup, and no duplicate data entry.

#### **Eliminate duplicate data entry**

When employee settings and data fields are populated in Sage 100 Payroll and Sage HRMS, all future additions, changes, and updates are entered into Sage HRMS, eliminating duplicate data entry.

#### **Reduce errors**

Once you transfer employee updates from Sage HRMS to Sage 100 Payroll, you can run audit reports to identify employee information discrepancies between the two systems. If found, the inconsistencies can be addressed through Sage HRMS, transferring changes to Sage 100 Payroll.

#### **Manage your employee records in a single solution**

You can easily manage all your employee records in Sage HRMS and quickly transfer information to Sage 100 Payroll.

#### **Automatic deductions and earnings updates**

You are able to automatically create, inactivate and update payroll employee deductions and earnings associated with HR benefits plans, employee elections, and premiums.

#### **Quickly transfer your employees' absence**

The employee absence transactions managed in Sage HRMS Time Off can be transferred to Sage 100 Payroll.

#### **Easy setup**

The Sage 100 Payroll link can be easily set up in a couple of steps, you can automatically populate a new HR database with employee data from your existing Sage 100 Payroll system to Sage HRMS, saving time and reducing mistakes in the initial transfer.

# A faster and easier connection between HR and Payroll for you!



Once you start using the Sage 100 Payroll link, Sage HRMS becomes your primary system for employee information. You will enter all newly hired employees and maintain existing employee information in Sage HRMS, then easily and quickly transfer changes to Sage 100 Payroll.

#### **Payroll setup detail page**

A detail page of all the required Sage 100 Payroll employee setup information is automatically installed in Sage HRMS and is included in the new hire, employee rehire, and job promotion actions.

#### **Job and labor codes**

A labor code helps you to identify the type of work performed by each employee. With Sage 100 Payroll link you have the option to map Sage HRMS job codes to Sage 100 Payroll labor codes and generate audit reports to verify codes were mapped appropriately.

#### **Tax information fields**

Fields are updated from HR to payroll to support federal override withholding tax, primary and secondary state taxes, and local taxes.

#### **Transferring employee updates**

You can use Sage 100 Payroll Link to transfer employee updates from Sage HRMS to Sage 100 Payroll, including:

- Adding new employees to your Sage 100 system.
- Updating existing employee information with changes made in Sage HRMS.

#### **Transferring time-off transactions**

You can transfer the absence transactions entered in Sage 100 Payroll to Sage HRMS.

#### **Transferring pay history**

After a payroll is processed, you can use Sage 100 Payroll Link to transfer the pay history for a date range from Sage 100 Payroll to Sage HRMS Employee Self Service so employees can view their pay stub information.

# Control, Clarity & Connectivity with Sage HRMS

Sage HRMS is an intuitive and trusted HCM solution that eliminates redundant data entry, keeping you focused on the strategic tasks such as improving service and developing programs that help your company hire and retain the best talent.

Manages all your employee-related information and processes in a single solution.

Centralizes all the current and historic information about active and non-active employees of your organization.

Allows you to focus on strategic tasks and make stronger decisions faster with improved access to workforce analytics.

It is a highly configurable, and customizable solution, allowing you to customize menus, processes, and reports to fit your organization's needs.

It gives you unmatched views of your workforce at macro and micro levels, enabling you to securely share the data with executives and managers.

Ensures government compliance to avoid company risk in meeting federal and state rules, regulations, and reporting requirements.

You can closely monitor employee records and personnel actions, HR compliance, benefits administration, time-off management, reporting, and data import/export actions.



# Sage HRMS can transform how you manage your people



**HR Core.** You can manage all your employee related information and processes in a single solution.

**Employee Self-Service.** A personal HR portal to enable your employees to see and update their personal information, request time off, download payslips, and much more.

**Benefits Enrollment.** Your employees can make their own benefits selection, and update their marital status, dependents, and beneficiaries.

**Benefits Messenger.** You can automate the communication of employee benefits enrollment data to health insurance carriers easily and quickly.

**Time & Attendance.** A 100% web-based solution that collects, analyses, and controls your employees' attendance and labor data.

**HRMS Payroll.** A comprehensive payroll system that gives you accurate, timely, in-house, and flexible payroll processing.

**HR Actions.** You can create paperless forms using any fields in Sage HRMS and streamline the collection and approval.

**HR Analytics.** A web-based reporting and analytics tool that makes it easy to visualize, analyze, and share insights about your business.

**Alerts & Workflow.** You can closely monitor and track all your business data and improve HR responsiveness.

**Applicant Tracking & Onboarding.** You can manage your recruiting and onboarding process online in a simple and easy way.

**My Workforce Analyzer.** You can create the required ACA forms and review a regulations based analysis of your workforce data.

**HRMS Training.** You can create classes and courses which can be assigned to your employees, mark them as required, and track their progress.



[sagehrms.com](https://www.sagehrms.com)  
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