sage

Your Trusted HR and Payroll Solutions

Sage EasyPay

www.AjetTeknologi.com

The Sage EasyPay Advantages

At A Glance

- Credibility

Sage EasyPay has 25 years of experience and strong relationships with respective government agencies and financial institutions in the region. The various user-led industry awards we have received further highlight our clients' trust in our products.

- Expertise

Our team of highly dedicated and seasoned professionals are experts in payroll and human resource practices. On a periodical basis, we organise training classes for our users to empower them with the software and conduct surveys to seek their feedback on how to better the overall product experience and functionalities.

- Security

We understand the importance of security. With Sage EasyPay, you can control security settings and access level on a per user basis.

- Localisation

We work closely with local authorities to ensure Sage EasyPay complies with legislations and audit standards. Our solutions are fully compliant with multi-country statutory requirements.

- Internationalisation

Sage EasyPay supports our MNC clients with entities spanning across multiple countries by employing a common interface, processes and methods across all national implementations, while allowing the data to be partitioned within each country.

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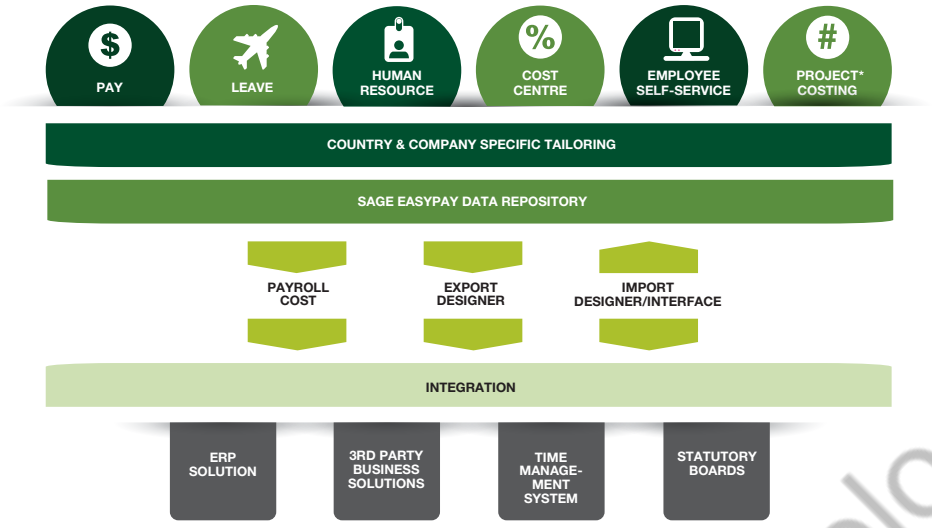
Product Overview

Bagging multiple industry awards, Sage EasyPay is a leading payroll and human resource management software that has been well used and trusted by over 10,000 businesses ranging from SMEs to MNCs. As global and local business landscapes are constantly changing, HR practitioners today demand a system that is not just reliable and efficient, but also configurable, intuitive to use and able to handle ad-hoc and unexpected cases. Our product does just that.



Sage EasyPay is a module-based system that empowers HR professionals to pick the exact solutions that befit your business requirements, including payroll, leave and claims, project costing and employee self-service. As the business expands, you can easily add more modules to the system.

The Sage EasyPay Suite comprises of multiple modules. They are compatible with external solutions such as Enterprise Resource Planning (ERP) and Time Management System.

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Core Module

Know Each Employee Better

Sage EasyPay Core Module allows you to manage employees' employment and personal information.

Benefits

- Gives you a quick overview of all employee information
- Easily manages employees' career progression
- Categorizes different employment types, such as contract staff and part-timers
- Automatically reminds you of important dates such as work permit expiry and employee confirmation date
- Allows Excel import & export

Reports Available

- Company, Personnel & Employment Reports
- Basic Rate & Career Progression Reports
- New Join, Confirmation, Cessation, Retirement & Staff Movement Reports
- Education, Family & Birthday Reports

"Sage EasyPay has been consistently voted as the preferred payroll/HR software vendor by HR professionals in the region."

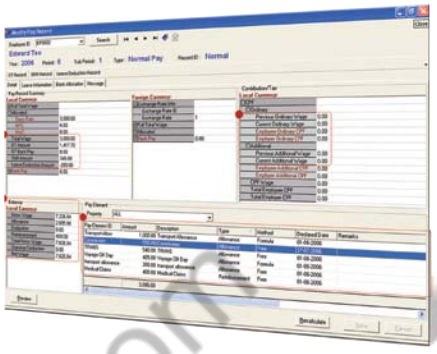
Pay Module

Pay employee on time, flexibly and accurately

Sage EasyPay Pay Module empowers you to manage payrolls completely from data gathering, to payroll and tax calculations, right down to submissions. It enables you to track and manage each employee's pay while computing bonuses and incentives based on user-defined criteria and formulas.

Benefits

- Complies to the latest statutory requirement
- Supports various bank and government submissions
- Allows various pay elements to be easily automated by group or individuals such as overtime and casual payment
- Provides a quick look at any employee's pay history



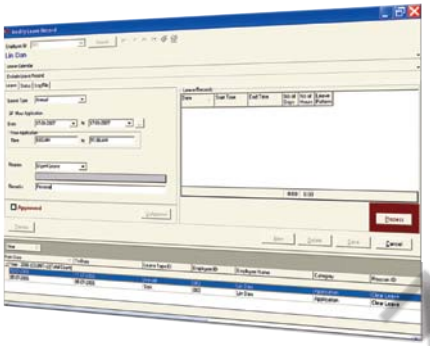
Reports Available

- Employee Report • Setup Report • Pay Record Report • Statistic Report
- Government Form • Pay & Bonus Analysis Reports • Payroll Summary Report

Leave Module

Manage employee leave and absence conveniently

Sage EasyPay Leave Module provides all the necessary templates, leave types, calendars and reports commonly used by private and public organisations. Yet, it allows you to create your own calendars, policies and leave types.



Benefits

- Allows different leave policies with unlimited leave types to be assigned to individuals or groups
- Flexible leave allocation method
- Manage leave entitlement based on Anniversary or Calendar method

Reports Available

- Leave Details Taken Report • Leave Entitlement Report
- Leave Costing Report • Leave Provision Report
- Leave Type & Setup Listings

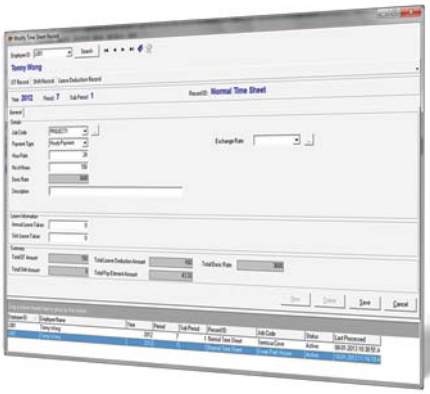
Project Costing Module*

Analyze project cost distribution effectively

Sage EasyPay Project Costing Module tracks employee resources in different projects and distributes the cost back to respective projects after payroll processing.

Benefits

- Keeps track of employees project details
- Allows automatic cost centre mapping and cost pro-ration by project
- Analyzes project cost by employee



Reports Available

- OT Record Report • Shift Record Report • Leave Deduction Report
- Pay Element Report • Basic Rate Record Report

* Currently available in Singapore only.

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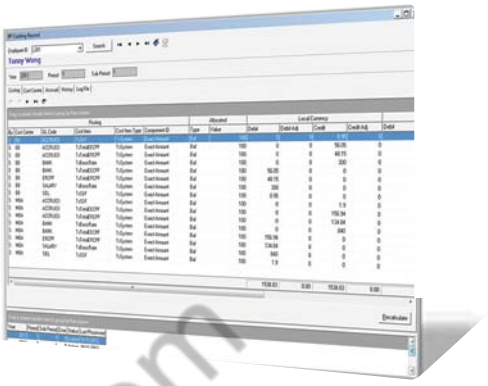
Cost Centre Module

Record and assign labour cost precisely by divisions

Sage EasyPay Cost Centre Module allows companies to allocate cost and accrual items to cost centres. This solution also integrates with Sage ERP and other accounting solutions.



Benefits

- Flexibly maps pay items to general ledger account
- Easily configures accrual formula for pay items
- Automatically pro-rates cost for employees working in multiple cost centres
- Posts payroll cost directly to Sage ERP

Reports Available

- Cost Centre Progression Report • Cost Summary Report
- Cost Centre Report • Cost Averaging Report

HR Module

Manage employees' needs, growth and contribution

Sage EasyPay HR Module allows you to effectively manage every other aspect of an employee apart from payroll matters.

Benefits

- Allows different medical claim policies to be assigned to individuals or groups at different transaction and period limits
- Monitors medical claim balance, capping limits and historical records
- Keeps track of employee training details such as course fees, subsidies, grants and certificates
- Allows customisable appraisal forms and grading systems, with bonus and incentives linkable to Pay Module

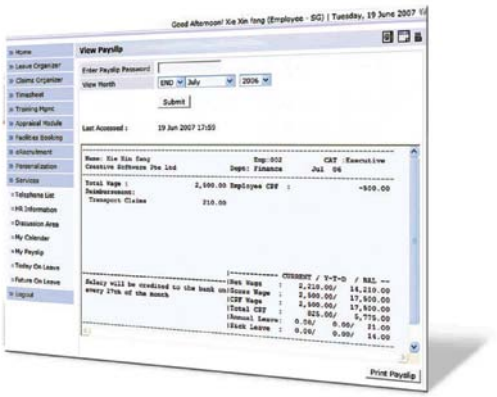
Reports Available

- Medical • Training • Appraisal • Items Issued • Recruitment
- Award / Discipline • Job History / Job Responsibility • Exit Interview
- Competency Management

Employee Self-Service Module

Provide employees with instant access to their welfare information

Sage EasyPay Employee Self-Service Module is an intuitive online portal that allows each employee to access his or her HR information such as pay, leave and claims details anytime, anywhere. This fully integrated system streamlines HR administration by eliminating manual processes.



Benefits

- Reduces error and saves resources by eliminating manual data entry
- Enforces leave and claim policy

Self-Service Features

- Leave • Claims • Training • Appraisal • Recruitment

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About Sage Asia

Sage Asia, a subsidiary of The Sage Group Plc, provides small-and-medium sized businesses with a broad range of end-to-end business management applications. It is easy-to-use, scalable and customizable applications enhance its customers' competitive advantage. Its products support accounting, operations, customer relationship management, and the specialized needs of accounting practices, distribution and manufacturing. Its portfolio of leading solutions include: Sage 300 ERP, Sage ERP X3, Sage CRM, Sage EasyPay Enterprise and Sage UBS among others. Sage's Asia network covers ASEAN, China, India, and Middle East.

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