

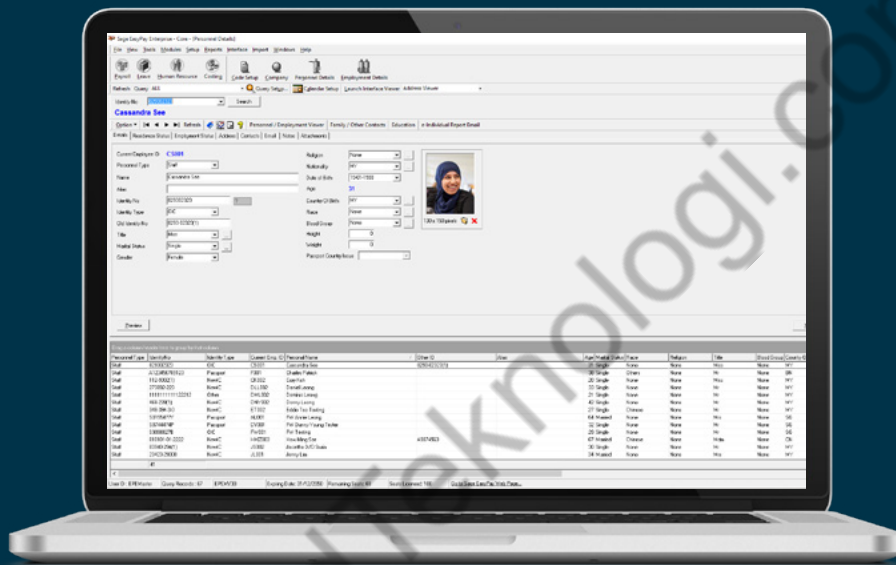
PRODUCT BROCHURE

Empowering your
business with our
seamless solutions

Sage EasyPay and Sage EasyTime.



Empowering your business with our seamless solutions



In today's global economy, the way we do business is constantly changing.

Business structures are evolving on a daily basis. Companies are expanding and reinforcing their teams with the latest technology just to keep up. The value of choosing the most efficient and relevant technology and systems to suit your company's needs has never been greater.

As the pioneers in automated Payroll and Human Resource Management Software (HRMS), Sage has helped SMEs and MNCs, to manage their payroll and human resource needs with solutions that are intelligent, intuitive and easily configurable.

A smart solution just got smarter

Proper management of payroll and attendance plays a vital role in ensuring your company works smart. This is why we offer you the advantage of two highly versatile systems - Sage EasyPay and Sage EasyTime. Together, they enable higher levels of productivity, transparency and confidentiality.

Sage EasyPay caters for every stage of growth in your business; whether you are a start-up, a rapidly expanding company or an organisation that has stood the test of time.

Sage EasyPay

The highly popular Sage EasyPay system is a leading payroll and human resource management software with over 18,000 users across Singapore and the region.

Winner of several industry awards, Sage EasyPay is reputed for its function-and-feature-rich solutions that offer employers the ease and flexibility of configuring salary models.

With over 30 years of experience under its belt, this progressive and innovative software has helped

companies in Singapore comply and keep up to date with both existing and new regulations and statutory requirements such as the Personal Data Protection Act, Income Tax and Provident Fund submission.

Sage EasyTime

Sage EasyTime offers today's HR practitioners the added efficiency they deserve.

EasyTime is a robust and user-friendly time attendance system that seamlessly integrates with the Sage EasyPay Leave and Payroll system. It takes employee time management to greater heights by extracting data from an Access reader and converting it into meaningful reports for better management of resources when you need it.

In tune with the demands of a productive and expanding business, we have designed Sage EasyTime to eliminate the hassle and cost of manpower tracking and allocation, and to do all

the calculations and allowances for you. It helps supervisors managing employee shifts with rostering and payroll computation, replacing the need for punch cards or clerical data entry that is subject to human error.

Gathering data from various hardware options such as thumb print, face recognition or access card entry as well as smart phones, Sage EasyTime gives you a consolidated overview, and allows for optimal scheduling of daily and project driven tasks.

Core module

Manages employees' employment and personal information. This module also stores information about the company's manpower.

Features

- Overview of all employee information
- Employees' career progression management
- Customisation of work calendars according to company policy
- Different types of employment (Permanent, Part-time, Contract etc.)
- Auto updates of yearly CPF contribution rate for employees in Singapore

Benefits

- Gives a one-click access to employer and employee details
- Launches Interface Viewer to view Personnel / Employee details in a single window
- Anniversary date alerts for important tasks to be completed
- Easy import from and export to MS Excel files

Reports

- Company, Personnel and Employment Reports
- Basic Rate, Career and Contract Progression Reports
- Length of Service and Staff Movement Reports
- New Joiner, Confirmation, Cessation and Retirement Reports
- Personal Information Consent Form for Singapore

Payroll module

Manage payroll processes completely from data gathering, various tax calculations to statutory submissions. It enables you to track and manage each employee's pay while computing bonuses and incentives based on user-defined criteria and formula.

Features

- Support for various banks and statutory submissions
- Multiple Pay Records per employee (Allowance / Deduction / Reimbursement)
- Quick look at an employee's pay history
- Customisable pay period and pay items
- Multiple Overtime (OT) tables and rates that are user defined
- Itemised payslips and E-mail payslips
- Direct CPF Submission

Benefits

- System automatically keeps up-to-date with statutory requirements
- Pay elements are easily automated by a group or individual

Reports

- Statistical reports
- Payroll Summary reports
- Pay and Bonus Analysis reports
- Payroll Variance report
- MOM Labour Market Survey Report for Singapore

Leave module

Provides all the necessary templates, leave types, calendars and reports commonly used by both private and public organisations. Yet, it also allows you to create your own calendars, policies and leave types. The Leave Module also helps you manage and compute leave for employees, this computation is derived from values entered in the Payroll and Costing Module.

Features

- Differentiated Leave Type by a custom colour indicator in calendar view
- Credit leave and expire feature
- Separate leave policies for different groups or employees
- Leave suspension and Leave forfeit functions
- Employee leave policy progression

Benefits

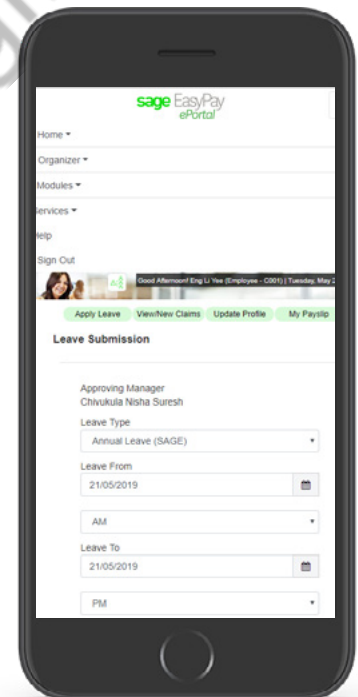
- Option for leave entitlement to be based on Calendar (Calendar Year / Fiscal Year) or Anniversary (Hire Date / Confirmation Date) method
- Allows different leave policies with unlimited leave types to be assigned to an individual or a group
- Ideal for companies with different work time profiles and shifts

Reports

- Leave Costing and Provision Report
- Leave Details Summary

Mobile Leave Module

This mobile extension allows your staff to access their leave information on-the-go and enables managers to approve leave anywhere, anytime.



Rise above the demands of an ever changing employment landscape

Human Resource Module

Manage different aspects of an employee's employment and welfare details apart from payroll matters.

Features

- Medical claim policies to be assigned to individuals or groups at different transaction and period limits
- Record of medical claim balance, capping limits and past records
- Customisable appraisal forms and grading systems where bonus and incentives are linked to Payroll Module
- Employee training details such as course fees, subsidies, grants and certificates

Medical Component

- Medical Claim - Administration of medical benefits for various types of entitlements based on employee group or level
- Medical Examination - Manage employee's medical examination results, fees and other reimbursements

Medical History - Manage records of employee's current and previous medical condition and treatment

Training Component

- Manage each employee's training history, training courses and costs

Appraisal Component

- Manage each employee's performance appraisal. Appraisal forms are customisable using the Form Designer feature

Benefits

- Reduces manual workload of administrative duties yet gives you visibility on your workforce

Reports

- Appraisal Reports
- Competency Report
- Employee Skill Report
- Exit Interview Report
- Award / Discipline Report
- Items Issued Report
- Job History and
- Job Responsibility Report
- Medical Report

Employee Self-Service Module (ePortal)

An intuitive online portal that allows an employee to access his or her HR data such as pay, leave and claims details anytime, anywhere, allowing him/her to apply leave and submit expense claims online.

Features

Leave

- Online leave application and submission
- Multi-tier leave approval via email
- Notifications to HR and Admin departments upon approval or rejection
- Auto-updates of back-end Leave Module upon approval
- Links to the Payroll Module for deduction of a No Pay leave application

Claims

- Online application and submission of claims
- Automated multi-tier claims approval via email
- Notifications to HR and Admin departments upon approval or rejection
- Links to the Payroll Module for reimbursements

- Categorisation of claims
- Petty cash, medical and monthly allowance claims
- Allowance for various types of claims to be defined; such as general expense claims, meals and transport, and overseas trip claims

Training

- Search and application for training courses electronically

Appraisal

- Survey forms, feedback forms and appraisal forms

Recruitment

- Job vacancies posting

Benefits

- Eliminates manual data entry
- Reduces human error
- Enforces leave and claim policies
- View monthly payslips electronically
- Download up-to-date company handbook

Cost Centre Module

Enables you to assign cost and accrual items to cost centres. It extracts the wages computed by the Payroll Module then distributes them according to the cost centres you have set up. This module also integrates with Sage Enterprise Resource Planning (ERP) solutions and other accounting software.

Features

- Mapping of pay items from the Payroll Module to the General Ledger (GL) account
- Specific cost and accrual items (bonus and incentives) definitions within a cost centre
- Integration of payroll cost with Sage Enterprise Resource Planning (ERP) solutions
- Setting of formula-based accrual methods
- Ability to pro-rate the cost of employees who move among various cost centres accordingly

Benefits

- Effective and easy-to-use
- Better visibility on the distribution of labour costs
- Configure accrual formula for pay items with ease

Reports

- Cost Centre Report
- Cost Summary
- Cost Centre Summary
- Cost Averaging Report

Project Costing Module

Tracks employee resources in different projects and distributes the cost back to respective projects after payroll processing.

Features

- Track employee project details
- Automatic cost centre mapping and cost proration by project
- Staff cost analysis by employee and by project

Benefits

- Easy Analysis of cost allocation by management

Reports

- Project Job Costing report by projects and by employees

Some sectors where the project costing module is particularly useful include:

- Educational institutions - Where lecturers are paid to teach various subjects at different rates, based on the number of hours
- Construction - Where workers are assigned to various projects
- Cleaning companies - Where cleaners are assigned to various job sites
- Retail and F&B - Where staff are assigned to various outlets

Sage EasyTime

An extension of the successful suite of Sage EasyPay modules, it caters specifically to employee time management needs of today's HR practitioners, by extracting data from access reader hardware and seamlessly integrating with the Sage EasyPay Leave and Payroll system.

Features

- Various forms of overtime computation for supervisor approval (Normal, Flat rate, Rounding etc)
- Allowance rates tally to different employees
- Schedules and assignment of working hours by group with various scheduling patterns

Benefits

- Minimise human errors from manual time keeping routines
- Consolidated overview allows you to optimise scheduling for everyday and project driven tasks

Reports

- Overtime Report
- Attendance Report
- Lateness Report
- Headcount Report
- Shift Calendar Report

Sage EasyTime offers today's HR practitioners the added efficiency they deserve.



Cost centre module integration with Sage ERP

Conventional payroll processing without a proper system often results in the user having to manually tally or consolidate data in order to process payroll or produce reports. This may cause inaccuracies and excess paperwork which can be avoided with an integrated solution.

An Integrated solution workflow, featuring Sage EasyTime and Sage EasyPay modules



Each module seamlessly transfers data and automates manual routines, resulting in an efficient solution for all your Payroll and HRM needs

Our Winning Formula

With a growing regional presence in Asia such as Singapore, Thailand, Malaysia, Indonesia, Philippines and Hong Kong, Sage delivers easy-to-use, scalable and highly configurable applications through a portfolio of leading solutions. The market is highly competitive, but our competitors are not the driving force of our innovation. Our customers are. We are here to provide a reliable, proactive and relevant platform for your business to grow.

Expertise

With over 30 years of experience and a dedicated local R&D team, we are passionate about meeting your needs, and improving payroll and human resource practices with technology.

Trust

Winner of multiple industry awards for our user-friendly, relevant and innovative solutions, Sage is a leading provider of business management solutions to the SME segment.

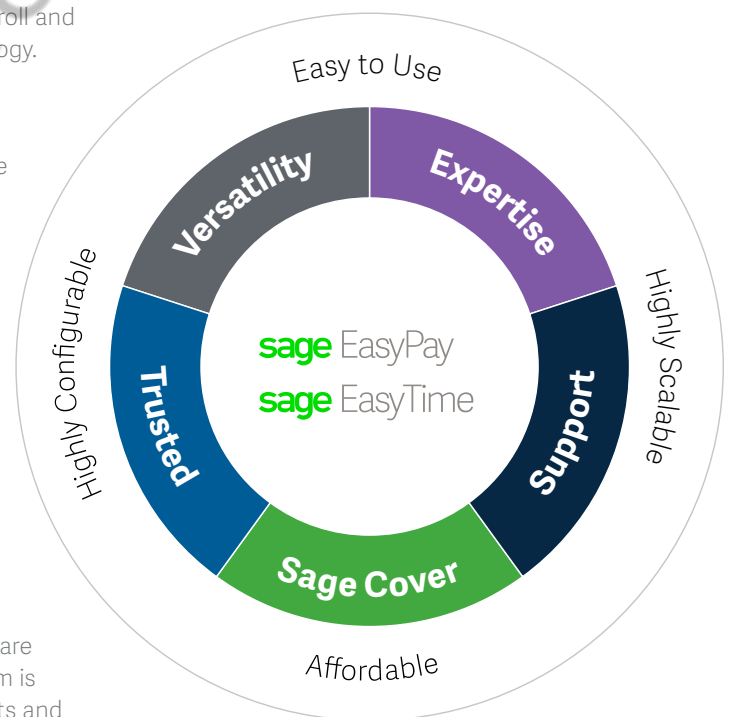
Support

Companies need the assurance that technical assistance and support is available with every investment.

At Sage, we are committed to providing the best service and ready to attend to your queries and clarifications.

Sage Cover

Renewable yearly, our Sage Cover software assurance plan ensures that your system is up-to-date with the latest enhancements and statutory guidelines





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