

## Sage Employee Self Service (Sage ESS)



Automate your company's business processes and promote workplace satisfaction by giving employees ownership of their personal information with Sage Employee Self Service (Sage ESS). With workflow capabilities and customizable features, Sage ESS provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the HR department with routine inquiries, employees and managers will feel more self-sufficient when they can access information, such as time off, current benefits, and current job details—anytime, anyplace over the Internet or company intranet.

The Sage ESS home page displays employee self service gadgets. View snapshots of data, such as current benefits, pay history, time-off summary, and recent messages. Gadgets use Sage ESS security and display rules. Also, managers have access to gadgets that display data for their employees, such as length of service, time-off calendar, performance reviews, and jobs.

View Builder is the capability within Sage ESS that empowers HR professionals to dynamically and securely provide on-demand Sage HRMS workforce data to executives, managers, and others. The data distributed is tailored to the specific needs and security profile of each user. This capability allows data to become insightful business intelligence, allowing decision makers to produce informed business decisions. View Builder:

### **Empowers HR, without IS support, to define and manage what information users see, and they only have to make the designation once.**

- Intuitive and easy for HR to use, there is no need for extensive training or technical knowledge.

### **Protects sensitive HR data.**

- Secure access is controlled through user logon authorizations.
- HR defines each user's role to control automatically what information each is authorized to see and displays the information based on that user's role.

### **Keeps information up to date without HR intervention.**

- The information is dynamically refreshed every time the user accesses it.

### **Lets users decide where, when, and how to use the information without HR involvement.**

- Live links and downloadable IQY files connect users to the information they need.
- Information is available at any time from anywhere an Internet connection is available.
- Information is available in a wide range of everyday display and analysis tools, such as: Sage ESS custom pages, web portals, company intranets, any browser, and Microsoft Excel®.

### **Benefits**

- **HR information**  
Employees can access an extensive selection of personal HR information, including skills, job history, and performance reviews.
- **Payroll information**  
Employees can view a variety of payroll information, including pay history and pay stub details.
- **Manager features**  
Managers have instant access to comprehensive employee data for both direct and indirect reports. They can review attendance information, employee performance, salary history, and more.
- **Time-off management**  
Employees gain access to attendance balances and the ability to request time off. Managers and supervisors are notified of pending requests, which they can easily review and approve.
- **System workflow**  
Workflow features, such as automated notifications and delegated approval rights, can significantly improve business processes.
- **Customization**  
Your company can customize pages with logos and color schemes and post important documents, messages, and third-party links for easy employee and manager access.
- **Available with:**  
Sage HRMS  
Sage Abra Suite—U.S. Edition

Features	
<b>Personal information</b>	With Sage ESS, employees are empowered to view important personal data with a few clicks of a mouse. They can view information such as skills, events, current job, employment history, and performance reviews. They are also able to update certain fields such as personal information, emergency contacts, education, and medical conditions.
<b>Time-off management</b>	Managing time off has never been easier. Employees can view time-off balances, available attendance plans, and absence transactions. They can request time off and edit or delete time-off requests.
<b>Benefits information</b>	Employees have instant access to view personal benefits information, including dependents, insurance benefits, savings benefits, beneficiaries, employee premium costs, and employer contribution costs.
<b>Payroll information</b>	Employees are given instant access to view payroll information including paycheck details and pay history. Employees can even view and print pay stubs.
<b>Manager features</b>	Sage ESS allows managers instant access to important employee information. They can view direct reports' personnel and job information, view and post employee notes, view birthday lists and attendance information, and review and approve time-off requests. With the organizational drill-down feature, managers can easily locate personnel information on any employee within that manager's organizational chart.
<b>Supervisor features</b>	Sage ESS includes a role that permits supervisors to view and approve time-off requests, without seeing other sensitive employee information.
<b>System workflow</b>	Sage ESS automates business processes with robust, flexible workflow features. These include optional, separate HR, payroll, and benefits administration; the ability for managers to delegate approval rights, notifications by Sage ESS, and email; and flexible approval and notification assignment settings.
<b>Security</b>	Features such as password protection and Microsoft SQL Server® database security ensure that employees' sensitive data remains secure. Sage ESS also supports 128-bit SSL encryption to protect data transmitted over the Internet.
<b>Customization</b>	Sage ESS includes built-in customization tools that allow your company to tailor the system to suit your needs and create a central portal for your employees to access important company information. Define URL links to third-party websites, post company documents such as employee handbooks, display user-defined fields, turn pages on and off, and more. You can even change the color scheme of pages and add your company logo.
<b>Integration to Sage HRMS</b>	Full integration means that once changes are submitted and approved by the appropriate administrator, they're automatically updated in the Sage HRMS database.
<b>Requirements</b>	Sage HRMS or Sage Abra Suite is required to use Sage ESS.