

Sage 50 HR 2010

Upgrade Comparison

Features of Sage 50 HR 2007, 2009 & 2010

Manage your people

- Maintain and access all employee information in one place, including personal details, holidays and absence, working patterns, performance, qualifications and training.
- Helps employers comply with the law by allowing the storage of documents such as work permits, right to work, CRB checks, written statement of employment etc.
- HR Advice Standard is now FOC for Sage 50 HR customers.
- New in 2010 is the Sagecover Services Stack so that you can access advice on managing your people directly from the program.
- New in 2010 you can also create statements of employment based on the information in your program.
- Also new to 2010 you have volunteer and temporary staff as new employment types.
In the new 2010 you can also automatically create an archive of an employee record if their employment changes, e.g. change in job title or location. This gives you a complete history of a person's employment with you.

Manage holidays

- Create a holiday profile for each employee, allowing you to track their holidays taken and booked. You can also quickly and easily record authorised and unauthorised holidays.
Plan ahead and make sure you have sufficient staff available at all times, e.g. fire marshals, first aiders etc.
- Monitor your sickness and absence – identify any trends or reasons.
- New in 2010 you now have the facility to record and manage holidays in hours.
- You will also now get an alert in 2010 if multiple absences overlap. And it treats holidays and absences separately.
- In 2010 it will pro rata holiday calculations for starters and leavers based on their start or leave date.
- New to 2010 is a simplified absence reports criteria to make it easier to report on absences

Record Evidence

- Record and maintain all necessary supporting evidence when dealing with disciplinary issues.
- Manage performance of staff to support development and rewards.
- Set targets for achievement for future to improve quality of work. In Sage 50 HR 2009 and 2010 you can also create your own appraisal form for an individual and record when/if set criteria have been met.

Manage Training

- Store Qualifications and expiry dates for accreditation purposes. Ensures that staff have the necessary skills to undertake their work, supports Health & Safety compliance. In 2009 and 2010 you set up an automatic reminders to organise requalification.
- Monitor costs and attendance rates for training courses.
- Easier to manage personal development plans.
- Easier to manage training courses to support Professional Qualifications.

Manage your Company

- Keep your organisation structure up to date with details of locations, departments, costs centres and working patterns.
- Makes it easy to identify the resource and people you have working in each area of your business.
- In Sage 50 HR 2009 and 2010 you can create new list entries e.g. new job titles or qualifications within the relevant record rather than having to do it within the company section.
- New to 2010 you can now view and print the company calendar by day, week or month. You can also see this information by department to show who is on holiday, sick or in training.
- In the new HR 2010 there is now an Absence Dashboard which summarises absence within the business. It will also show you the Cost of Absence across your business

Keep information secure

- You can set different access levels to keep information confidential.
- New in 2010 you have much more control over what aspects of a record someone can access through the new access rights granular levels, e.g. team managers can view contact information but not bank details

Favourites

- Add reports that you run often to the main menu, rather having to access it from your favourite section, for example, Qualification Expiry report every month to plan re-qualifications.
- In 2009 and 2010 this also includes the specific reports you have created to suit your own needs

Save time

- You can import or export basic employee details from Sage 50 Payroll 2007 and above as well as import from Sage Personnel v6.
- You can also use your data with Microsoft office to mail merge or email your employees.
- New to 2010 you now have the Advanced Data Import facility same as in Payroll and Accounts to help you get the information into the program quickly and easily

Features in Sage 50 HR 2009 & 2010

Screen Designer

- You can create new screens to capture information that is relevant to you and your business. You can also tailor the program to record anything that's important to your business such as industry specific registrations, training or licences, for example: creating an appraisal form, corgi registration details, keeping a record of company assets.

Report Selections (or Batch Reporting)

- This allows you to save a selection of reports under a group name, so you can print off the whole batch, rather than having to run each report individually – this is a huge time saving benefit at the same time as ensuring all necessary reports are printed off. For example: all documents related to Appraisals, return to work interviews, monthly management reports.
- In the new 2010 you can send your favourite reports straight to print without first having to preview it.

Default Events

- Create your own default events to ensure that essential tasks get carried out and you never miss a key date or deadline. For example, you can set up an automatic reminder to prompt you 1 month before work permit expires, Birthday reminders, Check an employee has returned to work or supplied a new doctor's note after the old one expires
- In 2010 event reminders can also now be set up for CRB expiry dates.

Eligibility Record Improvements

- You can add multiple checks per person, so you can record not only CRB checks but also other checks such as ISA - Independent Safeguarding Authority (another licensing company). You can also record the level of check carried out, full or partial.
- Work permit dates and HGV licence expiry date can be used to set up default events to ensure that the employee is eligible to work.
- New in 2010 you can run a report for all your employees which tells you who has a valid CRB check and when different ones are due for renewal.

Usability

- You can use click and drag to select date range for records, e.g. highlight a 2 week period for holiday, then right click to create a record with dates already pre-populated.
- In the new 2010 you can customise how lists of information are displayed on the desktop through the new screen filters.
- Also in the new 2010 you can view either a companywide or department calendar to show who is on holiday, sick, in training etc. You also now have the ability to see this information in daily, weekly and monthly format not just monthly as before.

Auto email address formats

- Save time when creating new employees by setting up an email address template. For example, first name. last name@company name.com. Or, if you are applying a new email address to all your employees

Secure Pdf

- You can now password protect reports to ensure that personal information is kept secure.

Features new to Sage 50 HR 2010

Holiday in Hours

- This has been the number 1 request from customers, you can now base holidays on working patterns of an employee, same as in Payroll.
- You can now record holidays in hours as well as full or half days. However, unlike Payroll it can't calculate what holidays are due, but it will record holidays depending on their work pattern.

Absence Dashboard

- In the new Sage 50 HR 2010 there is now a Company Absence Dashboard. This now provides a summary of absence in the business in various graphical formats.
- Based upon the contracted hours and salary of each employee 2010 will now give you a company wide Cost of Absence view which details how much days lost to sickness costs you.

Sagecover Services Stack

- Sage 50 HR customers now get HR Advice Standard free as part of their inclusive Sagecover contract. Sage 50 HR 2010 customers have a new services stack which means they can access the advice service to help manage their people and download forms directly from within their program.

Statement of Employment

- This feature has now also been added to Sage 50 HR. Sage 50 HR 2010 allows you to quickly and easily create a statement of employment for your people based on the details they have entered into HR. The Statement of Employment is generated from information recorded in the employee record, and the layout of the certificate can be customised.
- Employees are entitled to receive a statement of their employment particulars within two months of starting work. This sets out their main employment terms, including the job description, pay, hours of work and any disciplinary or grievance procedures the employer has, notice period and period of employment e.g. temporary or permanent.

Features new to Sage 50 HR 2010 cont.

Advanced Import

- Advanced Import functionality is now also in HR 2010 to help you get information into the software quickly and easily. It allows you to choose which columns to import into and in which order.
- This is a great tool for new customers who want to easily get their data into Sage 50 HR from another application, or if they use spreadsheets which match their business needs rather than the standard Sage 50 HR structure. Through the integration with Payroll 2010, once you have imported the information into one program you can easily import it into the other.
- Like Payroll, you can save a mapped drive for information that you import regularly.

New Employment Type

- In Sage 50 HR 2010 we have added a new feature that allows you to record the type of employment for your people, for example to record if someone is a volunteer, temporary staff or contractor as well as part or full time.

New Screen Filters

- Screen filters have been added to the column headers. This allows customers to customise how lists of information are displayed on the desktop.

Automatic Calculation of Retirement Age

- Sage 50 HR automatically calculates the expected retirement age for all employees based on your company settings. You can also easily run reports on this to manage staff numbers.

Multiple Absences

- In Sage 50 HR 2010 you will get an alert if a record overlaps with another e.g. holiday record with training record, sickness record with a holiday record. E.g. if an employee had a half day holiday booked but rang in sick in the morning, it will allow you to record a full day sickness.

Separation of Holidays and Absences

- Sage 50 HR 2010 treats holidays and absences separately. Both can have a status of requested, authorised or declined.
- You can now record, batch enter and view holiday and absence information independently.
- You can now also pro-rata holiday entitlement for starters and leavers based upon start or leave date

Improved Reports

- You can now report on CRB details and there is a new CRB Report which customers can use. You can now also run a CRB Check Report which will report on those who have a valid CRB check and also when they are due for renewal – & then linked to events and reminders.
- Sage 50 HR 2010 has introduced a setting for report favourites to be able to be sent straight to print as opposed to having to preview first.
- The date criteria on holiday and absence reports have been improved, making reporting absences easier if they between 2 months for example. This has been the most common wish list request.
- There is new label printing facility which allows you to print name and address labels for your people.

Access Rights

- Sage 50 HR 2009 allowed customers to control access to modules but this was very limited. For example, if you gave access to employee details you could see disciplinary information as well.
- Sage 50 HR 2010 now allows customers far more granular control. For example a team manager could have access to employee emergency contact details but not to their bank details.

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