Make a

real

difference

Sage 50
HR **2010**

sage

Real people **management**

Sage 50 HR 2010 is the ideal way to manage all of your people's information. It's packed with all the tools you need to record and track performance, as well as skills and working patterns, ensuring you comply with employment legislation.

Sage 50 HR 2010 can help you manage –

Your people by being able to:

- Record all the employee information you need to comply with legislation
- Manage performance and appraisals
- Manage skills and qualifications
- Record details and evidence of disciplinary action

Your business by being able to:

- Identify skill levels and shortages
- Monitor costs and attendance rates for training courses
- Keep track of working patterns
- Manage holidays and absence

Sage 50
HR **2010**

Real reasons to choose **Sage 50 HR 2010**

Manage your people

As an employer, it is your legal responsibility to keep and provide certain information about your people, Sage 50 HR enables you to do this with ease. Gather everything from evidence of their right to work, permit details and conditions of employment, to personal details, pre-employment checks and proof of identity.

With everything in one place you can ensure all the information is easy to find.

Improved for 2010

- **Automatically generate Statements of Employment** and be notified when they need to change, so you always know who needs a new contract

Plan ahead

Knowing when your people will be absent from work helps ensure you don't overstretch your resources. With Sage 50 HR you can keep track of time off, such as holidays, maternity, paternity, adoption breaks and training - no matter how complex or flexible your working hours.

Improved for 2010

- **Automatically calculate holiday entitlement** based on people's start dates and work patterns
- **Record holiday in hours** as well as days, so you can keep more accurate records about your employees' absence

Manage performance

Sage 50 HR helps you keep track of your people's skills, qualifications and development. With at-a-glance viewing of your employees you can easily see potential for promotion within the business when the time arises. Making it easy to set realistic targets for your employees and spot areas of weakness where more training may be required.

Avoid disputes and protect your business

How confident would you be when faced with a dispute? Could you support your case and prove your actions were fair and above board?

With Sage 50 HR you can keep track of timescales and details of behaviour, alongside supporting evidence such as attendance reports, written complaints and warnings given.

Never forget an important date or event

The calendar and events management system in Sage 50 HR will ensure you never miss a key date or deadline again. Setting up an automatic reminder to prompt you of important events such as permits due for renewal, sickness and absence record reminders for example, couldn't be easier.

Improved for 2010

- **Print out an overview calendar** and view absences in a daily, weekly or monthly format

For more information on the latest features view our online demos at **www.sage.co.uk/50hr**

Sage 50 HR **2010**

Customise the software to suit your business

We know every business is different and with the screen designer in Sage 50 HR you can keep a note of relevant and unique information, whether it be specific registrations, training and licenses or simply keeping track of company assets such as company cars, mobiles and laptops. With Sage 50 HR you will find all of the information you would expect to see and everything you have to keep by law.

Improved for 2010

- **Create user groups** to give access to the software to selective people

More real improvements for 2010

Sage 50 HR 2010 also allows you to:

- **Filter any list of information,** for example, to see who's been absent for more than three days
- **View cost of sickness** in graph form to see how much it's costing your business
- **Automatically record employment history** to keep track of employee changes
- **Generate charts and analyse trends** to see which day people are most likely to call in sick, for example

Improved reports

Sage 50 HR allows you to run reports on your people's records. For example place a note beside employees' records as to what qualifications they need for their job role and then run a report to see who has these qualifications and when they need to re-qualify. Adding the reports that are most important to you to your favourites means you can run them as often as you want easily and quickly.

Report selection

Looking for a more detailed understanding of your employees? Sage 50 HR allows you to group your personal selection of reports together and run them all in one go. Making the overall viewing of certain categories easy and effective when considering appraisals, for instance.

Sage 50 HR **2010**

Real professionalism

We also offer a range of training and stationery

Check out our online catalogues
sage.co.uk/trainingcatalogue
sage.co.uk/stationerycatalogue

Real peace **of mind**

Sage 50 HR has been developed to help you store, record and maintain the key information you need to manage your people and your business and also to comply with legislation. Together with online and telephone-based support from **Sage HR and Health & Safety services** you'll have complete peace of mind for all your people processes.

Sage 50 HR also comes with the reassurance of **SageCover for one year,** meaning that your software is constantly up-to-date with the latest employment rules and regulations, and practical advice to make these changes easy to deal with.

Sage 50 HR works with Microsoft® office, allowing you to send professional letters and emails to all of your employees quickly and easily.

Sage 50 HR works seamlessly alongside Sage 50 Payroll, so you can share employee details and avoid the need to re-enter existing information.

For more information visit **www.sage.co.uk/50payroll**

For more information on Sage 50 HR 2010 call on **0800 33 66 33** or visit **www.sage.co.uk/50hr**

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format, please contact Customer Care on
0845 111 66 66 or email **access@sage.com**
so we can consider your request