

eBook

# **Faster, easier connection between Sage 300 Payroll and Sage HRMS**

**Save time and remove complexity by enabling your HR department to easily manage all your employee-related information and HR processes, and quickly respond to management, employee, and government requests in Sage HRMS, a user-friendly and flexible solution designed for and by HR professionals.**

**Sage**

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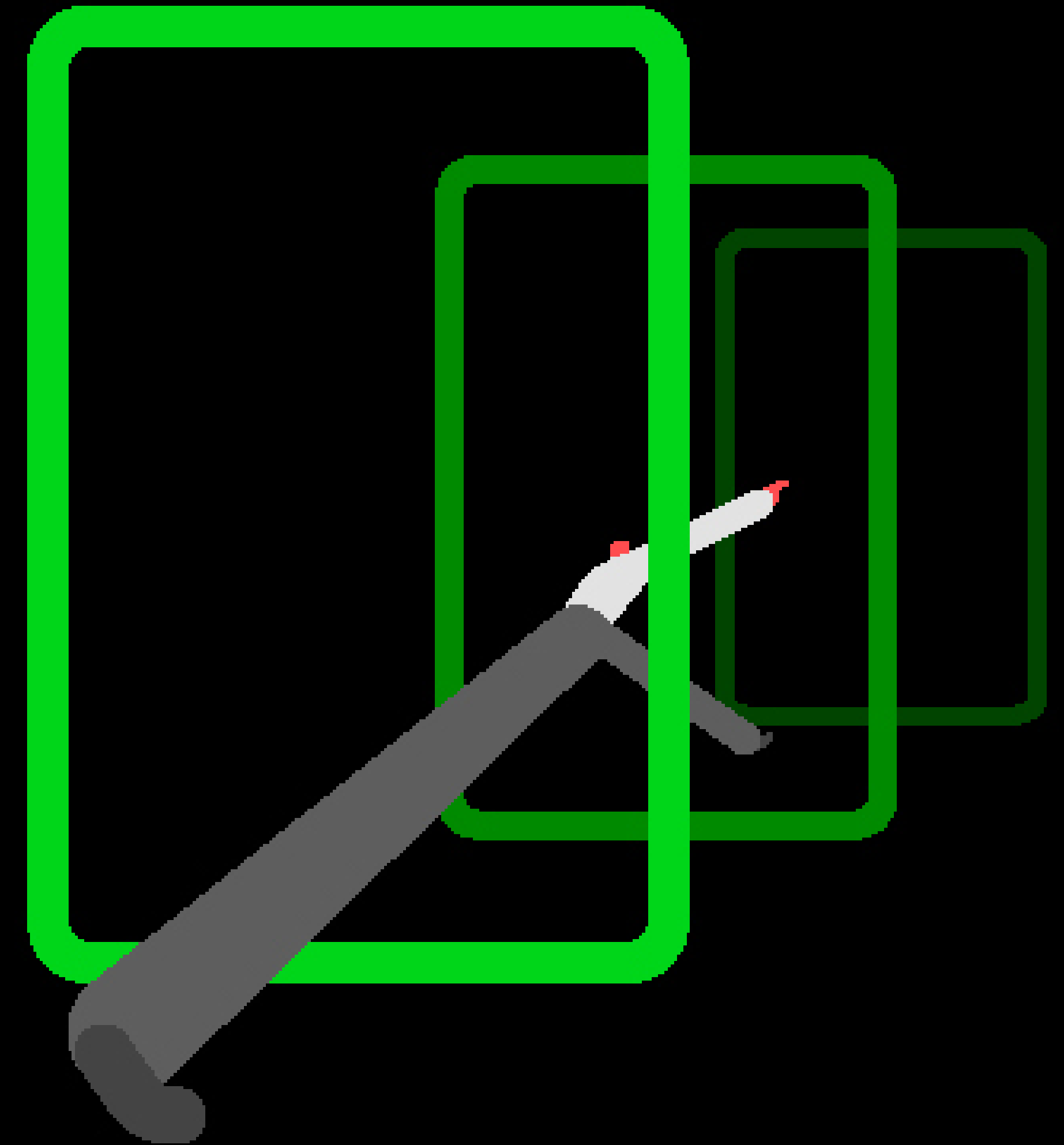
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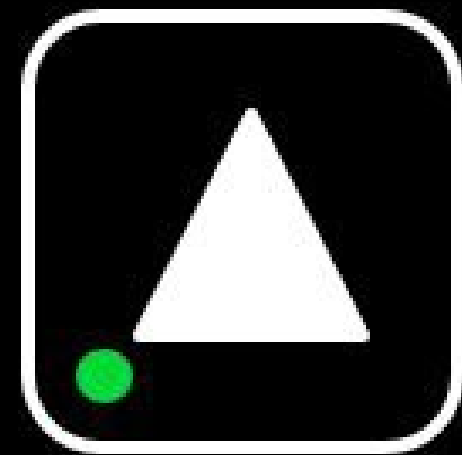
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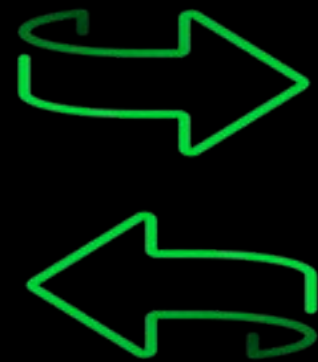
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# Sage Payroll Link provides complete integration of Sage 300 and HRMS



**Sage HRMS**



**Sage 300  
Payroll**

Sage Payroll link is a powerful application that seamlessly connects your Sage 300 Payroll with Sage HRMS, allowing you to transfer your personnel, payroll, and company data easily and rapidly between the programs.



#### **Manage complete employee records**

From a single solution, you can manage all your employee-related information such as Demographics, Salary/Pay rate, Job/Occupation, Deduction/Benefit, and much more.



#### **Easily transfer employee updates**

You can easily transfer employee data, earnings, deductions, benefits accruals, and other payroll and HR-related details from Sage HRMS to Sage 300 Payroll.



#### **Handle attendance and employee time off**

Sage HRMS supports all types of time off tracking such as FMLA, LOA, Illness, Personal, Vacation and others. Also, you can manage accruals and carry-overs to be transferred to Sage 300 Payroll.



#### **Eliminate duplicate data entry**

All future additions such as new hires, changes and updates to the existing employees, re-hires, termination, etc. are only entered into Sage HRMS.



#### **Reduce errors**

You get a summary of the employees and updates displayed for you to review before transferring it to Sage 300 Payroll. Also, a result report displays with the information updated as well as errors and discrepancies to be addressed.



#### **Stay compliant**

With Sage HRMS you comply and accurately manage government requirements such as EEO-1, EEO-4, I-9 citizenship verification, Vets-4212, OSHA, OHS accident analysis, and others.

# Say so long to duplicate data entry and hello to a faster connection!

Once you start using the Sage Payroll link, Sage HRMS becomes your primary system for employee information. You will enter all newly hired employees and maintain existing employee information in Sage HRMS, then easily and quickly transfer changes to your Sage 300 Payroll.

## **Transferring employee updates**

- Adding new employees to your Sage 300 system.
- Updating existing employee information with changes made in Sage HRMS.

## **Transferring pay Information**

Payroll information is synced from Sage HRMS to Sage 300 Payroll. This includes all changes mapped in Sage HRMS to the current Earnings, Cost Center, Shift differential schedules, etc.

## **Transferring time off transactions**

The following data is transferred to/from Sage 300:

- Absences transactions
- Accrual rates and balances
- Amounts accrued with each payroll
- Time off paid to reduce accrual balances.

## **Transferring deductions and benefits**

Sage Payroll Link transfers your benefits information, including all changes mapped to the current Deductions/Benefits data.



# Control, Clarity & Connectivity with Sage HRMS

Sage HRMS is an intuitive and trusted HCM solution that eliminates redundant data entry, keeping you focused on strategic tasks such as improving service and developing programs that help your company hire and retain the best talent.

Manages all your employee-related information and processes in a single solution.

Centralizes all the current and historic information about active and non-active employees of your organization.

Allows you to focus on strategic tasks and make stronger decisions faster with improved access to workforce analytics.

It is a highly configurable, and customizable solution, allowing you to customize menus, processes, and reports to fit your organization's needs.

It gives you unmatched views of your workforce at macro and micro levels, enabling you to securely share the data with executives and managers.

Ensures government compliance to avoid company risk in meeting federal and state rules, regulations, and reporting requirements.

You can closely monitor employee records and personnel actions, HR compliance, benefits administration, time-off management, reporting, and data import/export actions.



# Sage HRMS can transform how you manage your people



**HR Core.** You can manage all your employee-related information and processes in a single solution.

**Employee Self-Service.** A personal HR portal to enable your employees to see and update their personal information, request time off, download payslips, and much more.

**Benefits Enrollment.** Your employees can make their own benefits selection, and update their marital status, dependents, and beneficiaries.

**Benefits Messenger.** You can automate the communication of employee benefits enrollment data to health insurance carriers easily and quickly.

**Time & Attendance.** A 100% web-based solution that collects, analyses, and controls your employees' attendance and labor data.

**HRMS Payroll.** A comprehensive payroll system that gives you accurate, timely, in-house, and flexible payroll processing.

**HR Actions.** You can create paperless forms using any fields in Sage HRMS and streamline the collection and approval.

**HR Analytics.** A web-based reporting and analytics tool that makes it easy to visualize, analyze, and share insights about your business.

**Alerts & Workflow.** You can closely monitor and track all your business data and improve HR responsiveness.

**Applicant Tracking & Onboarding.** You can manage your recruiting and onboarding process online in a simple and easy way.

**My Workforce Analyzer.** You can create the required ACA forms and review a regulations-based analysis of your workforce data.

**HRMS Training.** You can create classes and courses which can be assigned to your employees, mark them as required, and track their progress.



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