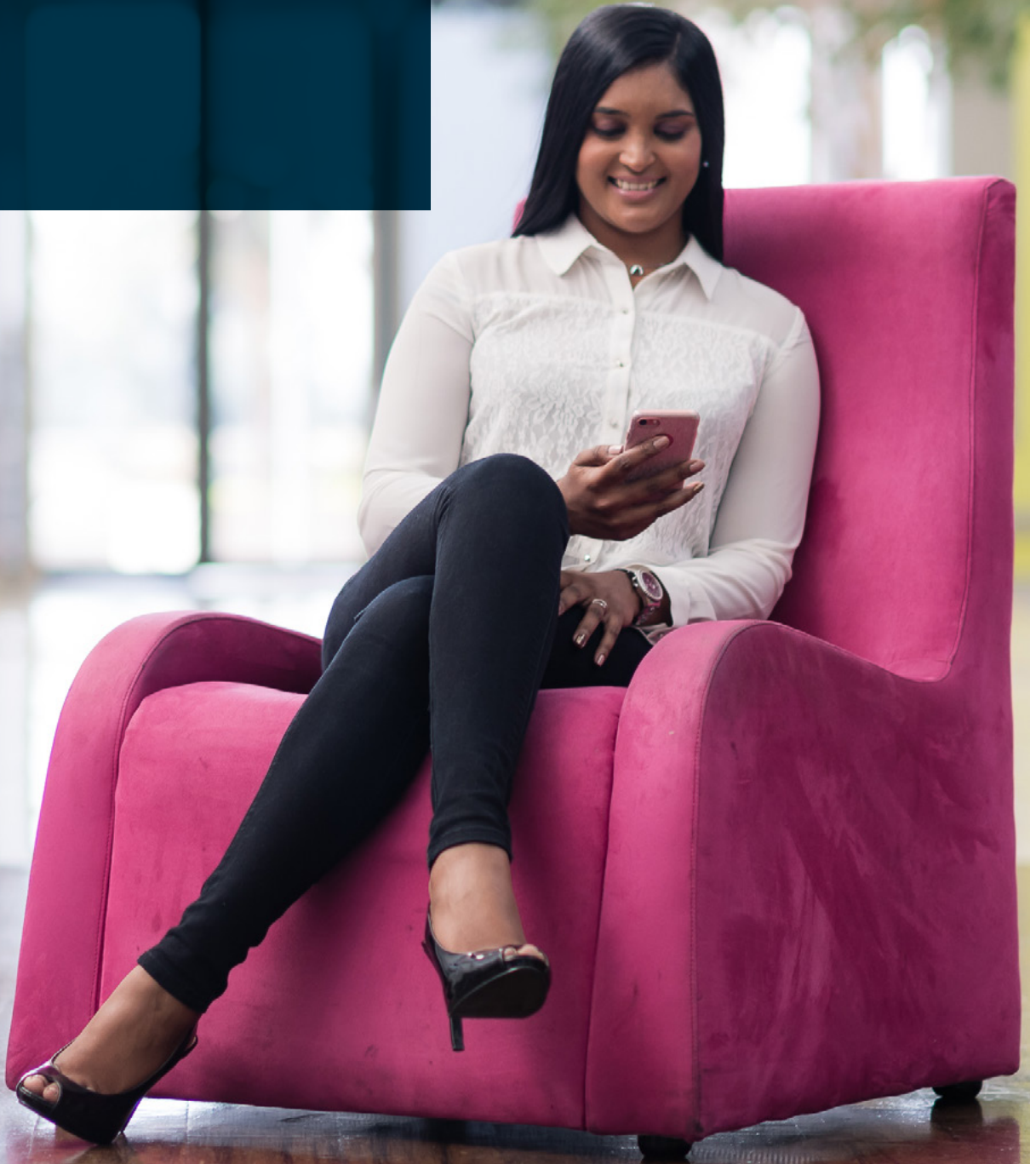


PRODUCT BROCHURE

Sage ESS

*Simplify your People experience
with cloud-based employee self service.*



Sage ESS

Elevate your employee experience and boost your operations efficiency with Sage ESS.

Engaging

Higher level of workforce engagement and productivity.

Intuitive

Designed for an exceptional user experience.

Cost Effective

Inexpensive to maintain.

Compliance

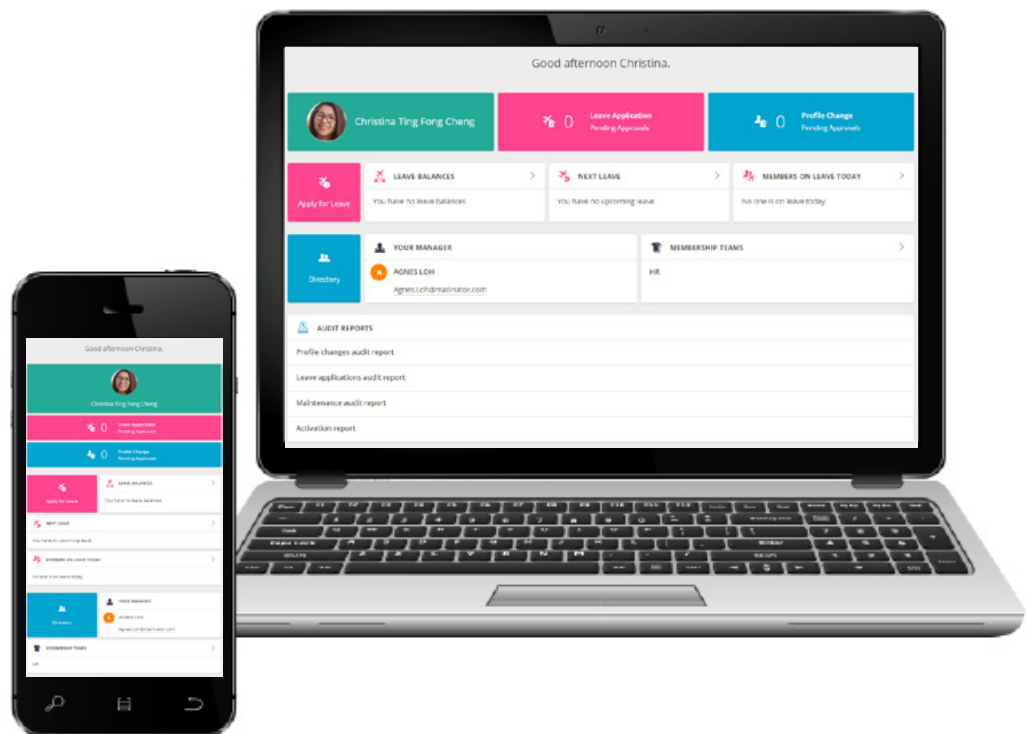
We help you stay compliant with MOM-itemised payslip.

Connected

Access anytime anywhere on any device.

Seamless Integration

Integrated with Sage EasyPay.



Sage ESS is a game-changing employee self-service cloud application that empowers your employees to manage and access their data anytime anywhere. Sage ESS offers a simple and familiar user-centric interface, improving productivity and employee engagement.

Sage ESS helps you prioritise your daily People activities by minimising employee requests related to payroll and improve the way you support your employees. Sage ESS offers effortless self-service capabilities.

Real-time Dashboard

Easily manage your time-off requests, leave balance and payslip in real-time.

Good afternoon Christina.

Christina Ting Fong Cheng

- 3 Leave Application Pending Approvals
- 2 Profile Change Pending Approvals
- 3 New Starters Actions Required

LATEST PAY ADVICE
Period: 06/07/2018 - 12/07/2018

LEAVE BALANCES	NEXT LEAVE	MEMBERS ON LEAVE TODAY
Apply for Leave	Fri 1 Jun 2018 APPROVED Duration 1 day Reason/Entitlement FAMILY LEAVE/Other Leave Leave Hours 7.6	GRAEME BROWN Last leave day Fri 25 May 2018
Annual Leave Entitlement 12.11 days 92.00 hours		
Personal Leave Entitlement 9.41 days 71.52 hours		
Long Service Leave Entitlement 69.36 days 527.11 hours		

YOUR MANAGER
AMY O'CONNOR
amy.o@mailinator.com

MEMBERSHIP TEAMS
Services

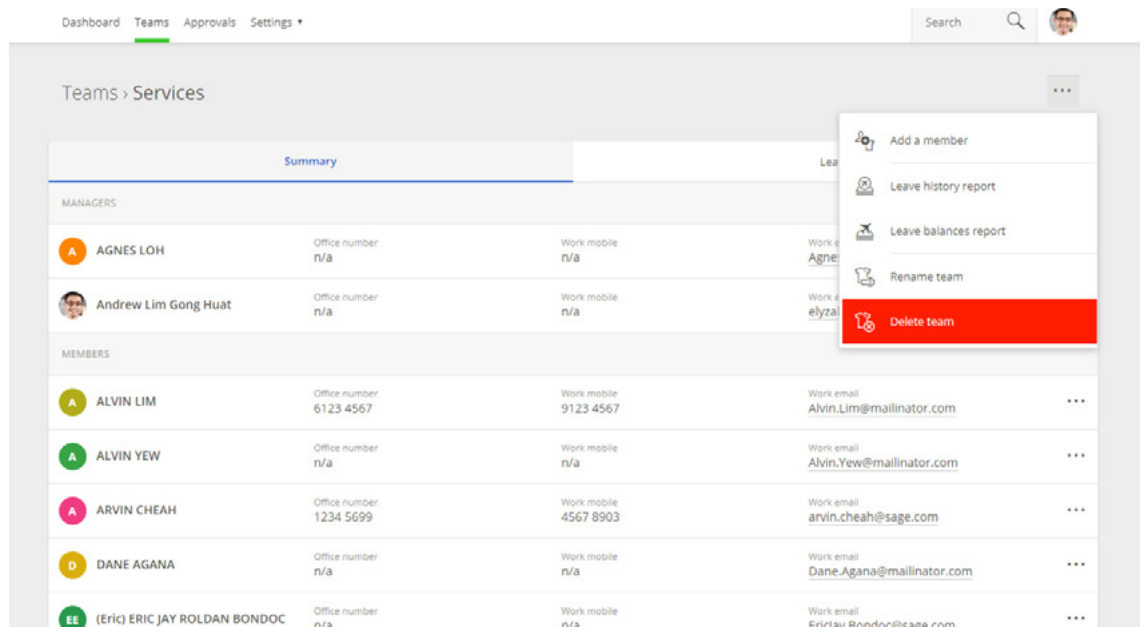
AUDIT REPORTS

- Profile changes audit report
- Leave applications audit report
- Maintenance audit report
- Activation report

Sage ESS gives you quick access to information such as leave entitlements, upcoming leave, members on leave, employee directory and latest pay slip advices through a real-time dashboard. Managers receive instant email notifications for any leave request.

Team Management and User-Access Management

Manage your employees effectively with team management and user-access management.



Sage ESS introduces the concept of team management, giving you visibility of employees working in multiple teams. Managers and higher-level division managers have real-time information on employees' availability, leave schedules and contact details.

With team members calendar, managers are provided with a team-wide leave calendar, which allows managers and employees to see who's in and who's out at a glance. HR administrators have the ability to manage user roles and permissions given to employees.

Automated Leave Management

Apply for leave effortlessly with automated leave management.

Dashboard Teams Approvals Settings ▾ Search 🔍 👤

Andrew Lim Gong Huat
Team: Services
Office number: N/A
Work email: elizabeth.eng@mallinator.com
Work mobile: N/A

Leave +

APPLICATIONS ⓘ ⌵

All	Upcoming	Pending
Thu 8 Aug 2019 – Wed 14 Aug 2019 PENDING APPROVAL ...		
Duration 7 days Reason/entitlement Annual Leave hours 25.5 (3 days)		
Wed 24 Jul 2019 PENDING APPROVAL ...		
Duration 1 day Reason/entitlement Annual Leave hours 42.5 (5 days)		

BALANCES

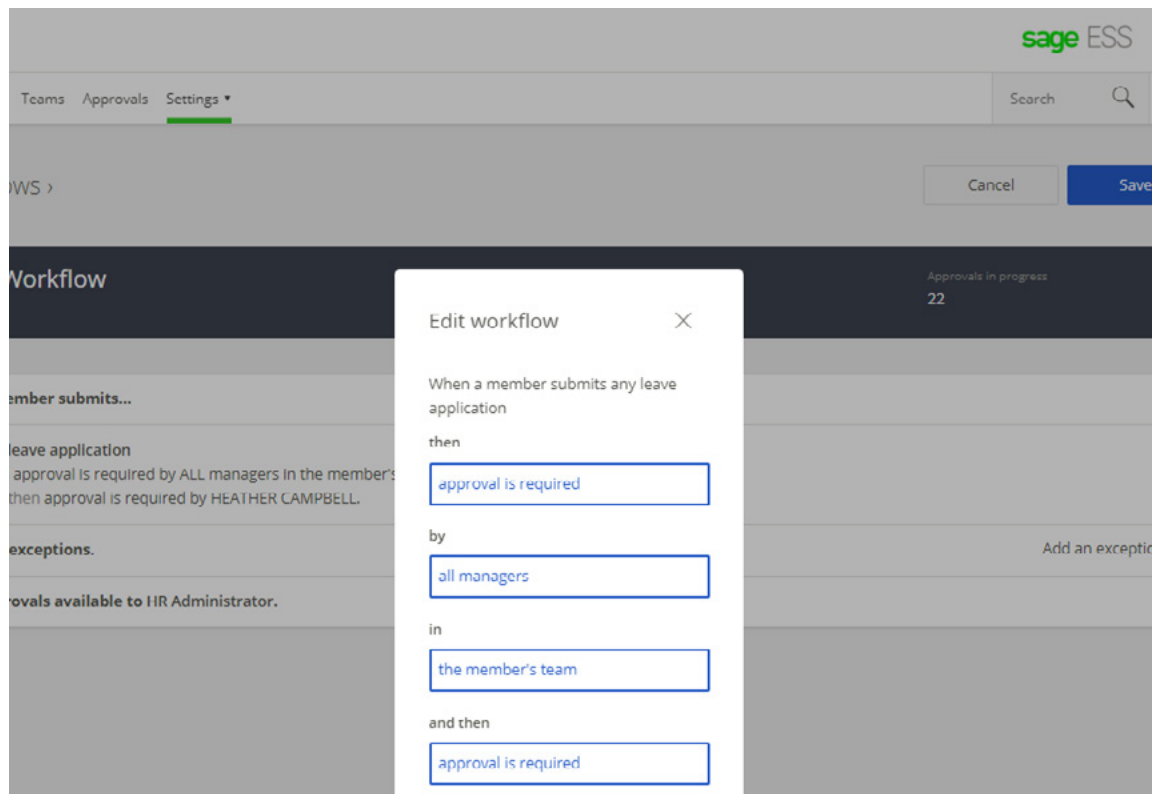
2 Aug 2019 ▾

There was a problem retrieving leave applications

From application to approval to processing, leave workflows in Sage ESS make it easy to manage leave. When an employee submits a leave request, an email notification is sent to the manager for them to approve or reject. Once leave is approved, leave details are then transferred to Sage EasyPay to be processed even if it is for a future date. Managers are also able to reassign an interim leave approver during their absence.

Simplified Workflows

Drive efficiencies with simplified workflows.



The workflow feature in Sage ESS offers a simple wizard-based setup process that allows you to easily set up leave approval flows. HR administrators no longer need to have a “user manual” to add exceptions for leave approvals and profile changes. HR administrators can add exceptions for leave approvals when a user submits an annual leave.

Sage ESS comes with a simple pre-set workflow, which allows managers to approve leave requests by default. Prompt the right people, to carry out the right tasks, at the right time.

Paperless Pay Slips and Payment Summaries

View, print or download your monthly pay slip on-the-go whenever you need.

The screenshot displays the Sage ESS user interface. At the top, there is a navigation bar with 'Dashboard', 'Teams', 'Approvals', and 'Settings'. The user's name, 'Andrew Lim Gong Huat', is prominently displayed in a pink header bar, along with their contact information: 'Team Services', 'Office number: n/a', 'Work email: elyzeab@hng.com', and 'Work mobile: n/a'. A sidebar on the left lists various user settings such as 'Personal Information', 'Contact Details', 'Account Settings', 'Teams & Roles', 'Employment', 'Bank Accounts', 'Superannuation', 'Leave', and 'Pay Advices & Summaries'. The main content area is titled 'Pay Advices & Summaries' and features a table with two columns: 'Advices' and 'Summaries'. The table lists several pay periods with corresponding download icons.

Advices	Summaries
Period 20/10/2017 - 26/10/2017	Download
Period 13/10/2017 - 19/10/2017	Download
Period 06/10/2017 - 12/10/2017	Download
Period 29/09/2017 - 05/10/2017	Download
Period 22/09/2017 - 28/09/2017	Download
Period 11/08/2017 - 17/08/2017	Download
Period 04/08/2017 - 10/08/2017	Download
Period 28/07/2017 - 03/08/2017	Download
Period 21/07/2017 - 27/07/2017	Download

Sage ESS removes the need for printed pay advices and payment summaries delivering cost benefits and increased efficiency to your business.

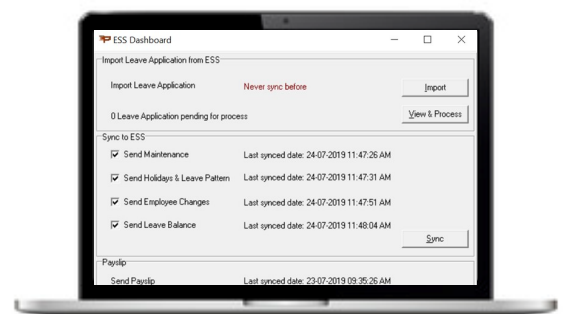
Pay advices and payment summaries are generated in Sage EasyPay and seamlessly transferred to Sage ESS for employees to view and download after each pay, removing the need to print and manually distribute pay advices and payment summaries.

Seamless integration to Sage EasyPay



Sage ESS integrates seamlessly with Sage EasyPay and equips you to manage your payroll in-house conveniently and securely. Information in Leave applications and approvals are seamlessly synced and updated in real-time with Sage EasyPay leave module.

With Sage ESS, you can free up HR resources to focus their energies and expertise on securing people-based outcomes that deliver the greatest value to the business.





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