



**Sage VIP**  
Employee Self Service  
Premier

sage

Give your employees  
the tools to empower  
themselves.

# Premier ESS

## The paperless process that empowers your employees

VIP Premier Employee Self Service (ESS) streamlines your HR processes by giving your employees user-friendly tools to update their personal details, apply for leave, submit claims and overtime, do performance reviews and view payslips and IRP5s online. It reduces admin and gives you more time to focus on the important issues – like moving your business forward.

### Making leave-processing a piece of cake

Because this online module integrates with our Premier Payroll and Premier HR systems, it cuts your capturing time by allowing your employees to apply for leave online. Capturing, approving and maintaining your employees' leave becomes a streamlined, paperless process.

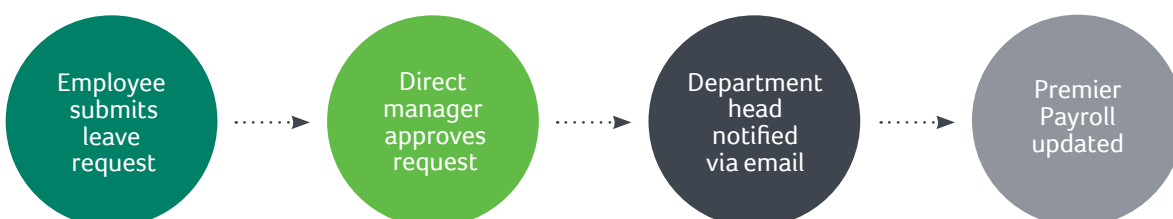
It also lets you customise escalations of workflow items, reducing your company's financial liability by improving leave management.

### But just as it lets the right people in, it keeps the wrong people out

Premier ESS enforces stringent, internationally-accepted standards of access control to authenticate users.

This means your data is always protected. For example, managers can access and update leave information for their department, whereas an employee sees how much leave they've taken and how much is left to take.

## Workflow



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## How ESS makes your employees' lives a lot easier

With just a few clicks, you can enable or disable these handy features:

### Leave processing

- Employees can view their leave balances as they appear on the payroll database and apply for leave on the system.

### Online personal and family information

Your employees are able to view and update their personal information such as:

- Names and contact numbers
- Banking details
- Emergency contact details
- Statutory information such as ID number, tax number, addresses
- Details of family members, next of kin, beneficiaries, etc.

### Online payslips and IRP5s

Because ESS saves a history of each employee's payslips and IRP5s, an employee can view all of these whenever they want to.

### Expense claims

#### Online claims processing

ESS automates travel reimbursements, subsistence or expense claims. Your employee simply completes a form on ESS, the request is authorised, and the transaction is automatically reflected on their payslip.

#### Online overtime processing

Your employees can capture overtime through the ESS system. As soon as the request has been approved, the hours are automatically reflected on your payroll. You can customise the overtime forms and allow employees to make file attachments if they need to.

### Online performance reviews

Employees can complete 360° performance and competency reviews online. Scores and comments captured will automatically reflect on the Premier HR system.

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## How ESS makes your life a lot easier

- ESS saves you valuable time on leave capturing and processing.
- You can take control of leave processes by following leave applications in real-time.
- You can streamline the leave application process by setting up your company's leave rules exactly as you want them.
- Transactions are automatically updated in your payroll database.
- The system informs managers of all transactions by email.
- Your managers can view their team's leave applications and various reports to help them manage leave.
- Leave transactions can be integrated into your Microsoft Outlook calendar.
- The system authenticates users through Microsoft Active Directory.
- Your employees' accounts are secured with a username and password.

### Reports

The ESS system ships with the following reports to make your leave processing and maintenance more effective:

- Leave Balance Report: creates reports for individuals or groups.
- Leave Transaction Report: lets you view transactions awaiting approval.
- Manager Leave Calendar Report: gives your managers a graphic report of staff on leave.

## Sage VIP

Pretoria (Head office)  
Cnr Aramist Avenue &  
Southern Cross Street  
Menlyn Maine  
Waterkloof Glen Ext 2  
T +27 (0)12 420 7000

Johannesburg  
Sage Technology Park  
102 Western Service Road  
Gallo Manor  
Ext 6  
T +27 (0)11 304 4500

Cape Town  
Sage Technology Park  
3 Edison Way  
Century City  
T +27(0)21 522 7500

Durban  
Sage Technology Park  
23A Flanders Drive  
Mount Edgecombe  
T +27 (0)31 537 7000

Port Elizabeth  
Ascot Office Park  
Building 3  
1 Ascot Road  
Greenacres  
T +27 (0)41 502 7500

Bloemfontein  
Itec Building  
14CP Hoogenhout Street  
Langenhoven Park  
T +27 (0)51 412 5000

Gaborone, Botswana  
Plot 127 Kgale Court  
Unit 13 Gaborone  
International Finance Park  
Kgale View  
+267 318 7445

Windhoek, Namibia  
1st Floor Ardeco Building  
34 Nelson Mandela Avenue  
Klein Windhoek  
T +264 (0)61 22 6572

Nairobi, Kenya  
4th Floor Nivina Towers  
Westlands Road  
Westlands  
T +254 (0)20 216 0000

Lagos, Nigeria  
1st Floor Plot 6  
Southgate House  
Udi Street  
Osborne Foreshore Estate  
Ikoyi, Lagos State  
T +234 1 460 9900

[info@vip payroll.co.za](mailto:info@vip payroll.co.za)  
[www.sagevip.co.za](http://www.sagevip.co.za)

