

**sage** X3 People

**A powerful, simple and  
flexible human resource  
management software**



# Looking for more efficiency and cost control when it comes to managing your people?

A common problem in mid-sized businesses like yours is that Human Resource departments spend too much time on administrative tasks and managing compliance at the expense of supporting managers to develop employee potential.

Outdated HR systems with loose or no integration with accounting and ERP systems add to the complexity of managing human capital in mid-sized companies and create inefficiencies across the organization. Lack of visibility into employee productivity and cost leads to misestimating workforce costs, and this eventually erodes profits and competitiveness in your organization.

How can you master all these challenges, while remaining compliant with new and ever changing social regulations? The answer is clear. You need a Human Resources solution that supports best practices and integrated HR data in to your finance systems helping to keep your costs under control.

**Sage X3 People empowers your HR managers in achieving more efficiency and control over the cost of your workforce** by automating processes such as payroll, hiring, onboarding and retaining talents and providing them with a global and accurate view of HR budget, anytime and in real-time. With Sage X3 People, you are able to accurately estimate workforce costs and performance and take personnel decisions based on actual data.

If you are also looking to profit from a modern technology which is not only future-proof but also helps increase visibility and collaboration in your organization, you are in best hands. Thanks to its user-centered design and self-service capabilities your managers and employees will find it easy to find the information they need in Sage X3 People, anytime they need it, and on any device.

Sage X3 People also integrates seamlessly with Sage X3, the Business Management System of choice for growing companies in the midmarket. A perfect combination for a growing company like yours.

## Ready to bring your Human Resources forward?

# Ways to grow with Sage X3 People



## Efficiency and cost control

Empower your managers to improve business performance with unified HR and financial data, forecasting present and future costs whilst streamlining operations with automated workflows.



## Engage your employees

Ensure higher employee retention and engagement with HR self-service delivery, and manage employee development with faster and simpler access to payroll and core HR information.



## Gain compliance and visibility

Ensure compliance and provide real-time, secure HR data for your internal and external stakeholders, with document management, dashboards, self-service intelligence and reporting tools.



## Serve your mobile workforce

Go where your business takes you, with anytime access to HR services and key performance indicators through mobile access on any device.



„Sage X3 People is an extensive, future-proof solution and a perfect match for our specific requirements. We process close to 10,000 payslips every month, and this application will help improve our efficiency.”

Globalis, France



# Efficiency and cost control

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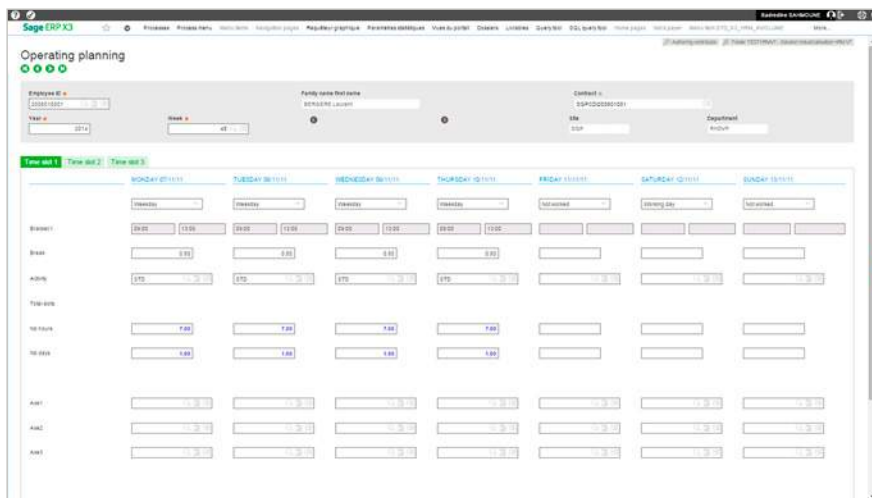
Does your HR department spend most of its time processing employee information? Does your company have several HR systems in place? The answer here is integration.

Sage X3 People integrates seamlessly with accounting, helping you take control over your workforce costs in a more efficient way, without having to transfer information manually or between different systems.

With Sage X3 People you are able to store full records of your employees, manage their contracts, forecast and efficiently track working hours, absences and bonuses giving you a complete view of your workforce costs.

Manage payroll processes, expenses, track your employees' bonus history, hire new employees and make forecasts by company, subsidiary or branch. All this in one single software solution.

Sage X3 People helps you with time-costly HR administration processes and lets you plan personnel and financial decisions strategically.



Profit from Sage X3 People integration possibilities, by integrating payroll to Time and Management.

## Benefits from integrating HR and finance:

- Payroll processes errors are reduced by more than **20%**
- Tracking actual time worked error rate is reduced by more than **24%**
- Manual transactions decrease dramatically, **from 5,9% to 0,1%**
- Collaboration across departments and divisions is more than **3 times higher**

Aberdeen, „Total Workforce management 2013: The state of time and attendance“, July 2013

## Best-in-Class organizations are 53% more likely to have unified HR and financial data.

Aberdeen, "Unified Finance and HR in the cloud", November 2014

„Our company processes the salaries of about 100 employees in Sage X3 People. Using Sage solutions – Sage X3 and Sage X3 People – simultaneously helps us optimizing our existing processes, ensuring the centralization and integration of information.“

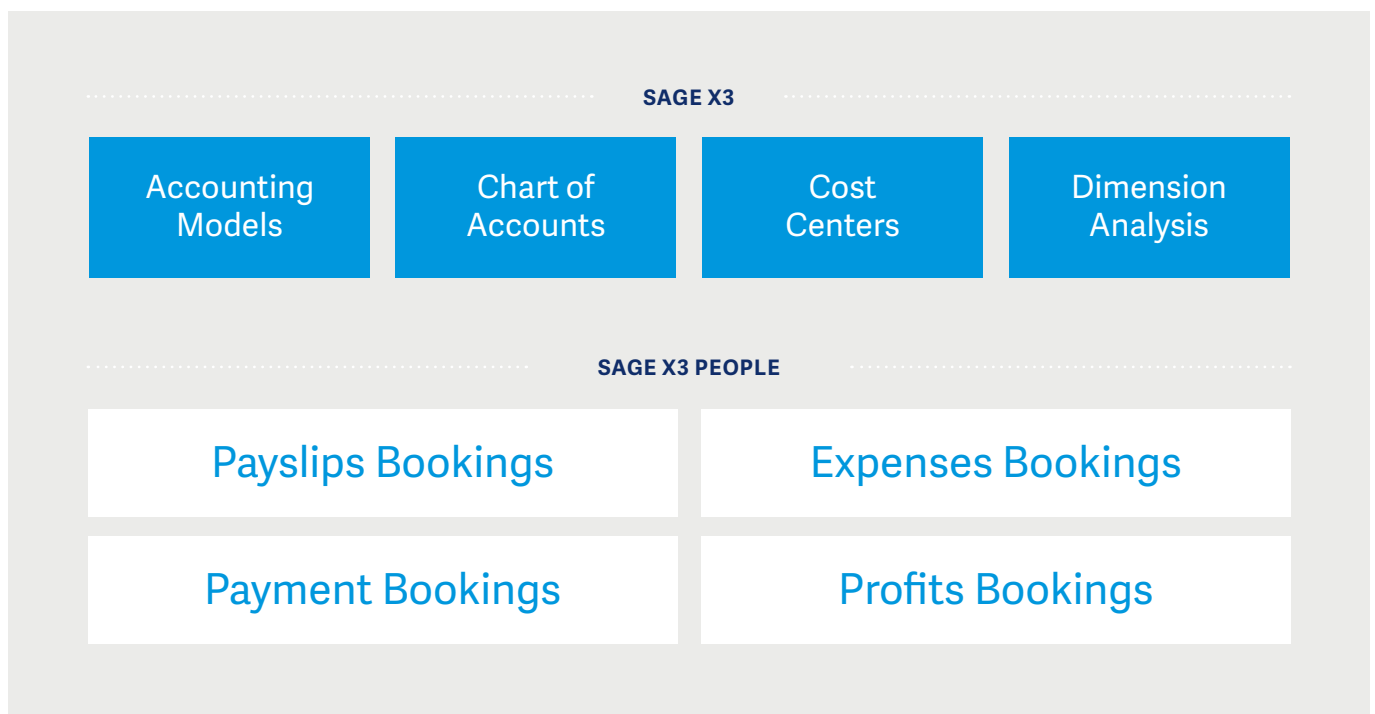
ERT, Portugal



# Seamless integration with Sage X3

Unlike other solutions that require complex integration, Sage X3 People supports all core HR processes within one single solution, which is seamlessly integrated to Sage X3.

A perfect combination for mid-sized companies looking to control the costs of their workforce and gain efficiency and visibility.



„Uniself currently has about 5,000 employees between staff and temporary workers. Sage X3 together with Sage X3 People allowed us to secure recurring information exchanges as well as the integration between the different services.“

UNISELF, Portugal

„The ‘Social Intelligence’ functions in Sage X3 People will enable us to provide relevant indicators to managers in the right direction when mapping out the company’s strategic guidelines.”

Globalis, France



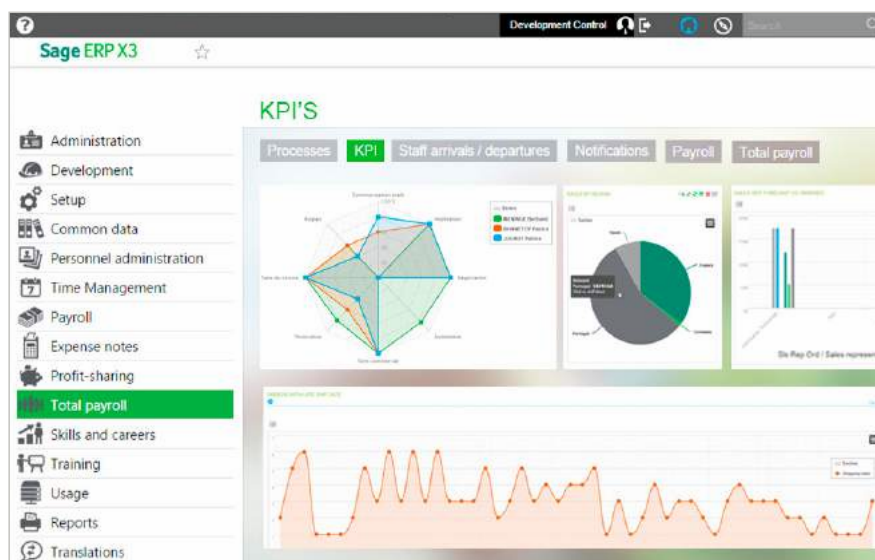


# Gain compliance and visibility

Ensure compliance and provide real-time, secure HR data for your internal and external stakeholders, with document management, dashboards, self-service intelligence and reporting tools.

Your organization is required to maintain compliance on an ongoing basis. You need a solution to support the management of your internal HR processes and that helps you to track, report and demonstrate that policies are applied in line with changing regulations, and kept safe with critical documentation storage.

While compliance and standardization of your business processes are top of your list, giving visibility of HR services to your managers and employees represents a growing challenge, especially in the midmarket. According to recent studies, giving employees access to information through a self-service access for HR services, anywhere and anytime, increases efficiency and accuracy in an organization.<sup>1</sup>



With powerful business intelligence and dashboard tools, Sage X3 People makes business insights accessible to all employees.

Sage X3 People helps your organization become more responsive and make faster decisions:

- Ability to analyze data held in your HR system, from any module, and in any period.
- Access the main Key Performance Indicators you need to assess your company's situation: workforce information, contracts, attendance, leave or compensations.
- Benefit from an extensive library of reports and build queries on demand.

Dashboards and analytic tools play an important role: **33%** of Best-in-Class organizations are able to provide HCM dashboards to senior business executives, **50%** more than the industry average.

Aberdeen, „Workforce analytics in Retail: Using data to drive decisions“, February 2013

<sup>1</sup>Aberdeen: "Engagement through self-service?", June 2014

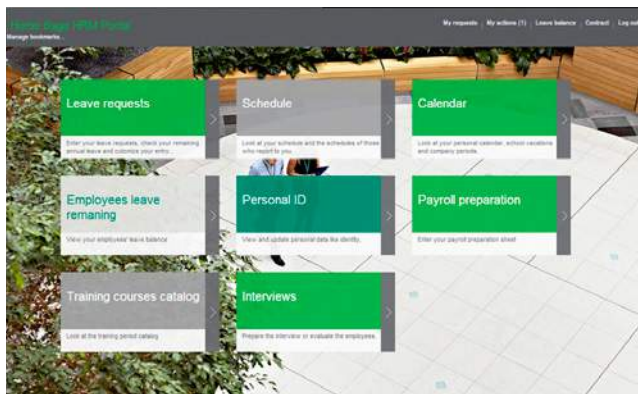
„Keeping track of training history is essential to our business. Thanks to Sage X3 People we streamline the way we manage and develop careers.“

La Vie Claire, France



# Engage your employees

Ensure higher employee retention and engagement with HR service delivery, and manage employee development with faster and simpler access to payroll and core HR information.



With a self-service access, managers benefit from a global vision of their team and are able to easily track employee requests, accelerating the exchanges processes from payroll preparation to reviews, and further HR processes in a more efficient way.

Mapping and assessing employees and teams is essential to help you execute on your company's business strategy. Thanks to Sage X3 People you can assess, map and compare your workforce achievements and assign dedicated training courses.

With so many administrative tasks, it is challenging to find the time to think of ways to engage and retain your employees. A recent global survey by Deloitte showed that executives rate retention and engagement their number two priority, with 79% of companies indicating that they are experiencing shortages of critical skills in their labor force.<sup>1</sup>

Attracting and retaining talented employees, mapping and subsequently developing their skills is crucial for mid-sized organizations.

Equip your employees with access to self-service HR tools, allowing them to interact with their data: leaves, balances or expenses claims.



Match strategy, budget and execution by supporting the development of your employees. Because you cannot take the risk of leaving things to chance, Sage X3 People helps you focus on your most important asset – your people.

**According to Aberdeen studies, self-service improves engagement among employees and managers.**

Aberdeen, "Payroll gains momentum in the SMB market", April 2013

<sup>1</sup>Deloitte, „Human Capital Trends 2014: Engaging the 21st century workforce“, 2014

„It was time to move to a modern and powerful solution. This is a new solution, based on market technical standards, ergonomic, easy to learn and to use every day.“

Medica, France



# Serve your mobile workforce

Go where your business takes you, with anytime access to HR services and key performance indicators through mobile access on any device and dedicated mobile applications.

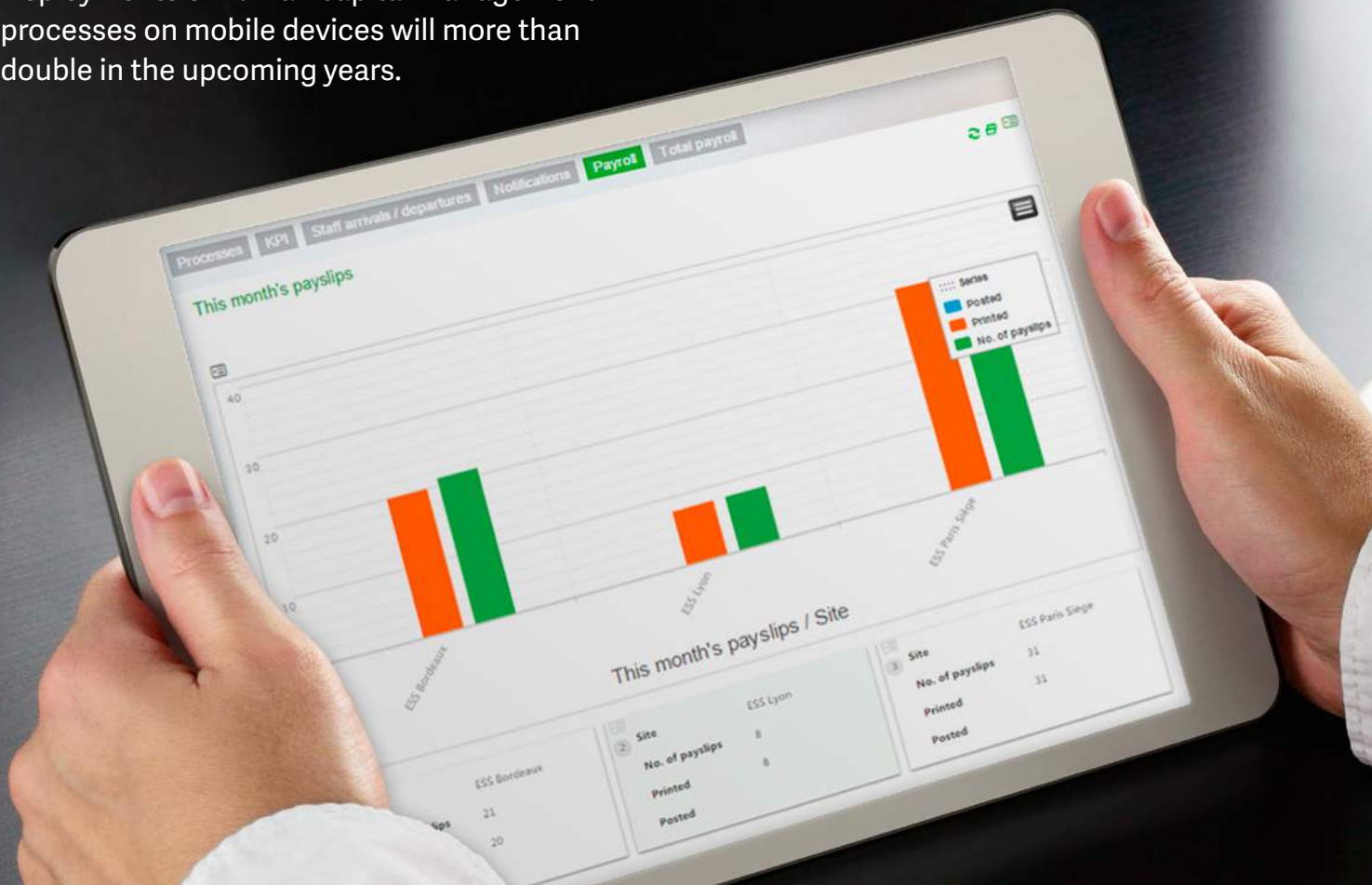
Have you thought about providing your employees with anytime access to real-time information? Providing web access to core HR data to managers, on any device and on any browser, gives them the freedom to take decisions, wherever they are.

In a retail or manufacturing company, for instance, a manager with mobile access to information is able to handle HR tasks and have visibility on employees without leaving core tasks unattended. And this has a positive impact on business performance and revenue.

Introducing new web service technology at its core, Sage X3 People runs safely and seamlessly in your web browser and on mobile devices, always delivering the best performance wherever your business takes you.

And thanks to its web-, user-centered design, Sage X3 People is ahead of competition with its responsive screens which can be customizable for the end user.

Deployments of human capital management processes on mobile devices will more than double in the upcoming years.



# The best combination of functionality, technology and value for mid-sized businesses

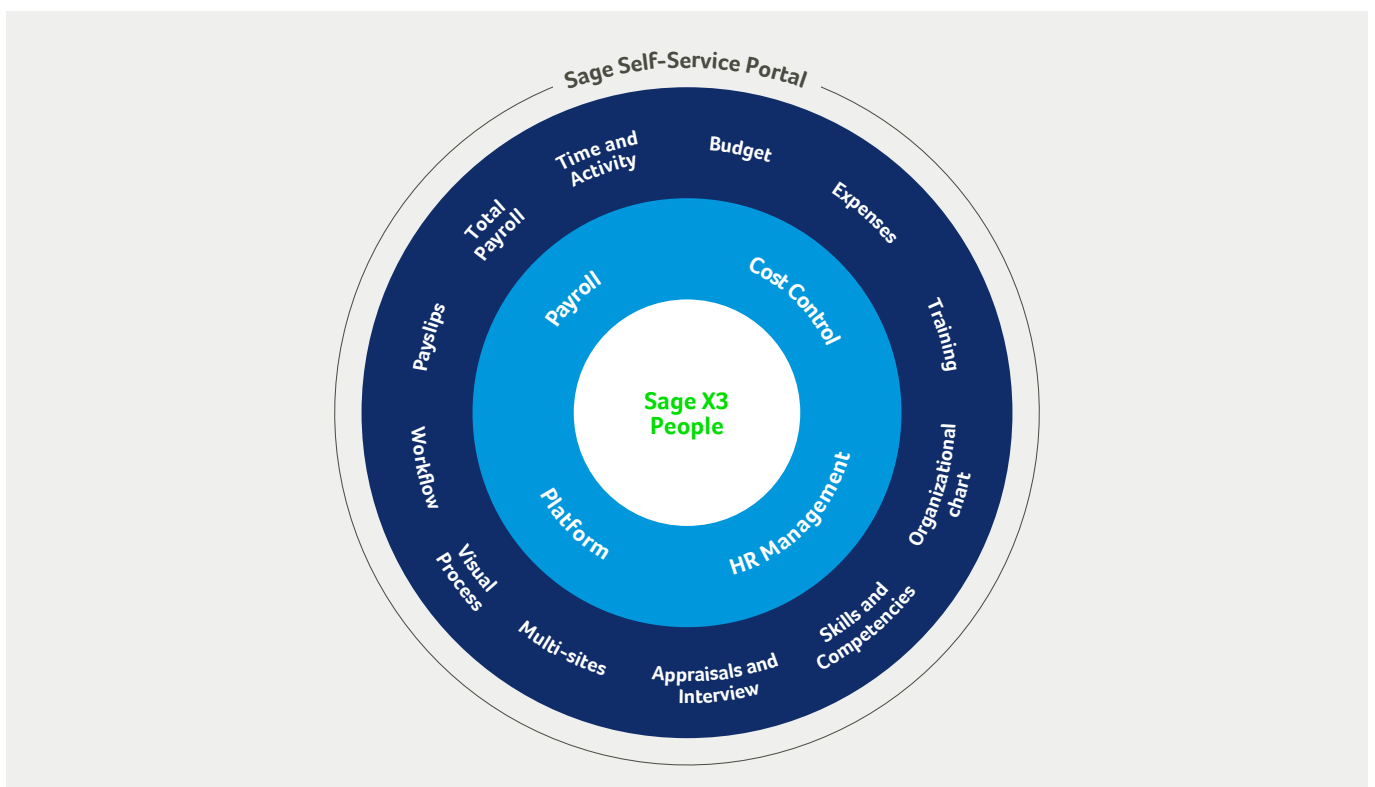
Sage X3 People, as a simple and flexible payroll software complemented by a smart, modular HR cloud suite, guarantees more efficiency and control over the cost of the workforce unifying payroll, HR and financial data, and forecasting present and future costs.

Sage X3 People helps organizations have more accurate and exhaustive data, access different business units and locations and provides real-time payroll and HR data for internal and external stakeholders. Promoted as the integrated payroll+ solution for Sage X3, Sage X3 People can as well be deployed as a flexible, standalone solution. Additionally Sage X3 People offers the best-in-class workforce management and strategic talent set of modular features for companies from 100 to 2000+ employees.

HR self-service, native built-in reporting, KPIs and social networking are part of the DNA of this intuitive responsive web designed and consumer centric offer.

### Technology

Sage X3 People update 9 runs a range of new technology components that are recognized as the best, forward-looking solutions in the industry for multi-browser and mobile usage, speed search, web service development, cloud database integration and document management. Its robust N-tier architecture can support hundreds of concurrent users with excellent performance. The system runs equally well on Windows, Unix (AIX) or Linux (Red Hat) with either Oracle or Microsoft SQL Server databases.



### Personnel administration

*Functional structure adapted to multiple entities and decentralized organizations:*

- Full detailed employee record with complete history
- Pre-onboarding file and data review
- Dedicated mobile app for pre-onboarding
- Contract and legal documents generation
- Management of concurrent contracts, multiple occupations (part time, seasonal activity, entertainment contract)
- Health checkup, work permit and regulatory authorizations tracking, monitoring and relevant alerts
- Loans management
- Disciplinary tracking features

### Payroll

- Preparatory payroll, Payroll, social declarations and annual statements
- Accounting, payment management
- Back-pay, regularizations
- Adherence with training, expenses tracking, time and activity management

### Total payroll and budget forecasting

- Budget planning, portfolios definition, segmentation through companies, subsidiaries, branches etc.
- Scenario definition, comparison, revision and reforecast
- Definition of detailed assumptions and global assumptions
- Variance analyze, operational indicators and KPI analysis, drill down from figures to detailed commitments
- Time and activity management
- Forecasting and tracking of work hours and costs
- Attendance monitoring: leaves, illness, accidents etc.
- Management of work hours, shifts and cycles, hours, bonuses, absences totals and leaves rights calculation and valuation
- Predictive calendars or attendance history reports generation

### Skills & competencies management

- Skills and competencies tracking and mapping among employees
- Strengths and improvements analysis by company, subsidiary, branch
- Jobs, roles and missions definition with skills requirements and compensation package
- Performance management: skills assessment, training programs and skills transfers planning

### Appraisals & interviews

- Appraisal of goals and achievements
- Performance assessment tools
- Skills review and training requests collection
- Provides a framework through the self-service portal for a dialogue momentum

### Training management

*Training budgets:*

- Budget wizard to define training plans and budget
- Multi periods budgets
- Training needs, requests and auto detection
- Gross training costs calculation, budget control

*Training programs:*

- Training path, organization and tracking of training actions
- Live training catalogue within self-service portal

### Profits sharing

- Involve and reward employees in the company successes and performance
- Calculate the distribution of participation and profit-sharing between employees
- Publish automated letters to rewarded employees

### Expenses management

- Expenses life cycle management
- On-line fill-in form; refund procedure
- Promote, check and control travels and expenses policy
- Full process of approval workflow, payment and accounting

### Analytics, reporting, social balance sheet

- Built-in decision making tools with ability to query from any level: company, subsidiary, branch and any module
- User dashboards and intelligence with standard KPIs covering workforce, contracts, attendance, leave, compensations etc.
- Library of predefined reports that centralize data and delivers it on demand
- Social balance sheet summary in a single document to assess the company situation
- Extensive library of business oriented statistical reports
- SQL query builder and Sage graphical query builder in addition
- Employment Equity (where applicable according to legislation)
- Skills Development (where applicable according to legislation)

### Self-service portal for employees and management

- Allows employees to interact with their data: employee record, leaves, balances, IBAN, schedules, expenses claims, training request, individual training programs, interviews etc.
- Electronic data management capabilities including payslip viewing / printing
- Real-time access to key monitoring functions: absences, contact details, skills
- Accelerates dialogue between back office and subsidiaries
- Managers benefit from a global view of team and workforce
- Simple tracking of requests
- Ease of exchange processes from payroll preparation to appraisals campaigns

Sage X3 People gives you the tools you need to achieve more efficiency, visibility and cost control over your HR processes.

With improved data usability and intelligence and advanced mobile access to your software, you can achieve the benefits that many of our customers are already experiencing.



Efficiency and cost control



Gain compliance and visibility



Engage your employees



Serve your mobile workforce





# sage X3 People

Sage provides small and mid-sized organisations with a range of easy-to-use, secure and efficient business management software and services – from accounting, HR and payroll, to payments, enterprise resource planning and customer relationship management. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions.

Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and 12,975 employees in 23 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia and Brazil.

For further information please visit [www.sage.com](http://www.sage.com)

[www.sagex3.com](http://www.sagex3.com)