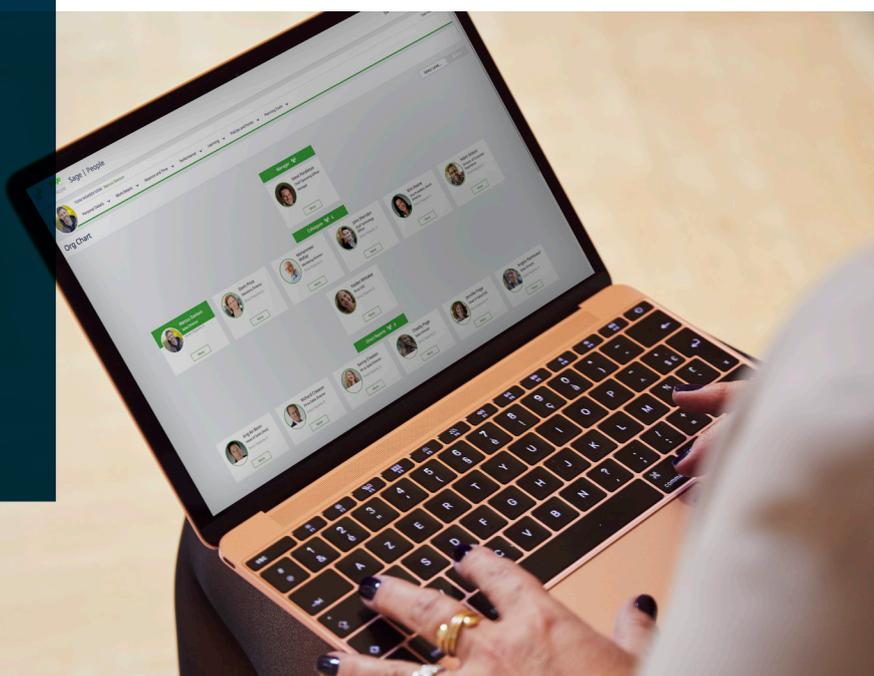


## DATASHEET

Sage Business Cloud People

# People management

Transform your HR department from an administrative function to a powerful, vital and essential People function



Every successful organization is made up of great people, and it's the responsibility of the HR and People teams to help manage them. Sage People, part of Sage Business Cloud, offers powerful functionality for organizations to manage their core HR and People processes across the entire employee journey.

### People management made easy

Managing employee records and processes, from hire to retire, can be intricate and complex, especially across fast-growing scale-ups and larger organizations. Sage People is designed to provide your business with more control and flexibility, no matter the complexity and scale.

By choosing Sage People, you ensure that your existing and future people processes will be supported by a HR and People system that will grow with you. Change or redefine workflows and processes quickly, with no development required so you can adapt to change faster, at lower cost, and without disruption to the business.

## Other Sage People datasheets

Sage People provides a complete cloud HR and People system, comprising of the following key product areas

[HR and People analytics](#)

[Talent acquisition](#)

[People management](#)

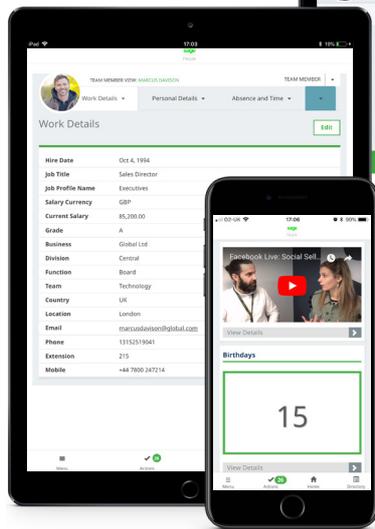
[Attendance and leave management](#)

[Payroll, compensation and benefits](#)

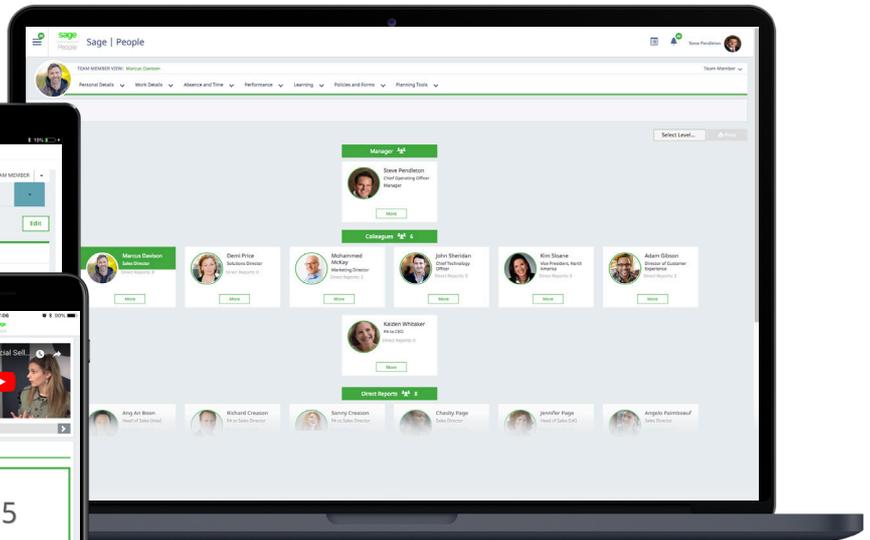
[Performance and talent management](#)

# Manage your global workforce

1. Team member record



3. Workforce experience portal



2. Dynamic organizational chart

## Here are just some of the ways Sage People can help you

### 1. Team member record

- Data is kept up-to-date in real-time with any changes
- Maintain a full directory of employee data
- Improve data accuracy with real-time entry and validation

### 2. Dynamic organizational chart

- Easily see reporting lines with dynamic charts
- Quickly find and contact the right people
- Monitor headcount across multiple locations

### 3. Workforce experience portal

- Improve process control and efficiency with configurable workflows
- Encourage communication and keep employees informed
- Usability and accessibility, on any device

## People management features

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Eliminate repetitive, manual processes and give valuable time back to your HR and People teams so they spend less time on admin and more time focused on strategic activities.

### Complete employee database

Collect, store and visualize all your employee information in one system. A standard, user friendly layout means it's easy to find information at a glance.

- Easily create and maintain employee profiles electronically, these can be created automatically using details collected during the recruitment process.
- Sophisticated profiles and permissions features allow executives, managers, supervisors and employees to support both themselves and their teams, while ensuring that sensitive HR data is visible only to those who need to see it.
- Consolidate your workforce information in a single global instance. Use predefined policy rules to set up global and local compliance requirements.
- Capture and store employee information in the correct format with validation rules, for improved data accuracy, including information like: addresses, phone numbers and banking details.
- Document storage means you can eliminate paper records and attach documents directly to employee records e.g. ID documents.
- Reduce data maintenance for you HR and People teams, improve and empower your employees to own their personal data through self-service.
- Dynamic org charts make it easy to find colleagues, see reporting lines and access contact information across the organization.
- Set up and manage groups of people that don't usually work together in their day job. Examples include cross functional or project teams. This is useful for managing virtual teams and contingent workers (such as freelancers).

### Your unique system

Sage People is designed to provide your business with more control and flexibility, no matter the complexity. Sage People supports your existing and future people processes.

- Change or redefine workflows and processes quickly, with no development required so you can adapt to change, faster at lower cost without disruption to the business.
- Easily manage bulk updates such as when moving groups to new managers as a result of restructuring, or mergers and acquisitions.
- Setup automatic workflows for approvals to shorten the time to complete workforce related changes to improve efficiency.
- Capture your unique business data by storing it in custom fields. When you create a custom field, you configure where you want it to appear and control security for access management.
- Improve process control and efficiency through highly configurable workflows.
- Specify a sequence of steps that are required to approve an action, including from whom to request approval and what to do at each step of the process.

### Employee self-serve

Ensure your company's greatest resource of all – its employees are able to find the information they need quickly. Respect their needs and time by ensuring every employee touch point is efficient.

- Employee information is available throughout the employee journey, allowing companies to nurture, protect and develop their most valuable resource: their people.
- Benefit from global features such as multi-lingual, multi-currency capabilities, but provide employees with the ability to conduct transactions in the local language.
- Empower employees to manage and maintain their own HR admin tasks including: booking holidays, keep personal data up-to-date, making HR requests, and much more.
- Provide seamless user experiences by giving your people access across to their HR information from any device, at any time.



## About Sage Business Cloud People

Sage People enables mid-size, multinational companies to manage workforces through its global, cloud HR and people system, transforming how organizations acquire, engage, manage and develop their employees. Implemented quickly and simple to use, the award-winning system increases workforce visibility, HR productivity, and provides better experiences across the entire workforce.

**“Sage People is a system that follows the employee on his or her journey throughout work at Bisnode; it’s the handrail throughout the journey.”**

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Cecilia Westerholm Beer, Chief HR Officer, Bisnode

For more info visit [www.sagepeople.com](http://www.sagepeople.com)

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