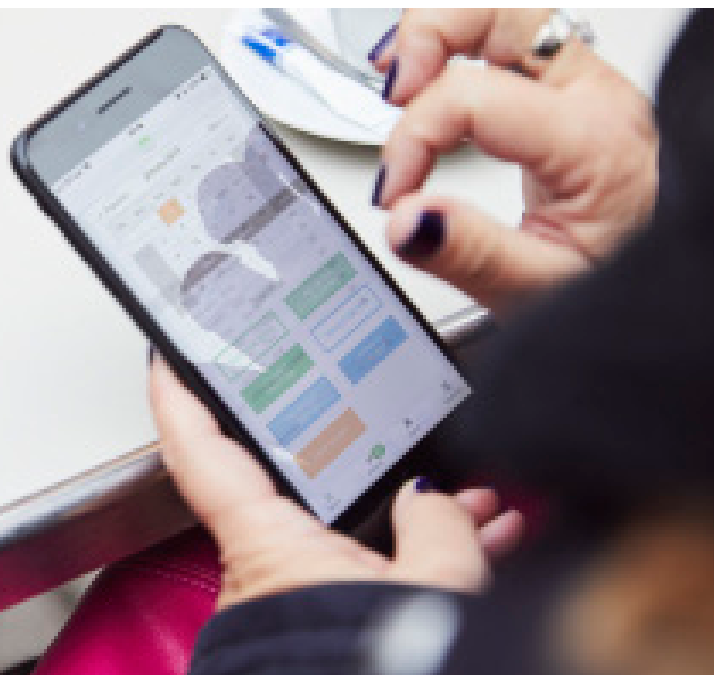


DATASHEET

Sage Business Cloud People

Attendance and leave management

Get a complete picture of leave across your global workforce, clear visibility of labor costs, and an indicator of workforce health



Employees time is valuable and it's one of the largest expenses for a business. With Sage People, part of Sage Business Cloud, you can maintain effective control over attendance and leave management so your business is setup for success.

Integrated time management

Organizations can minimize compliance risks by automating attendance and leave processes. By streamlining time keeping tasks you'll get an accurate picture of time worked and productivity across your global workforce.

With Sage People, you can establish global company-wide leave policies and rules, track working hours, provide easy-to-use self-service for time-keeping, streamline approval workflows, and know exactly how your team is utilized with dashboards and reporting.

Other Sage People datasheets

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

[HR and People analytics](#)

[Talent acquisition](#)

[People management](#)

[Attendance and leave management](#)

[Payroll, compensation and benefits](#)

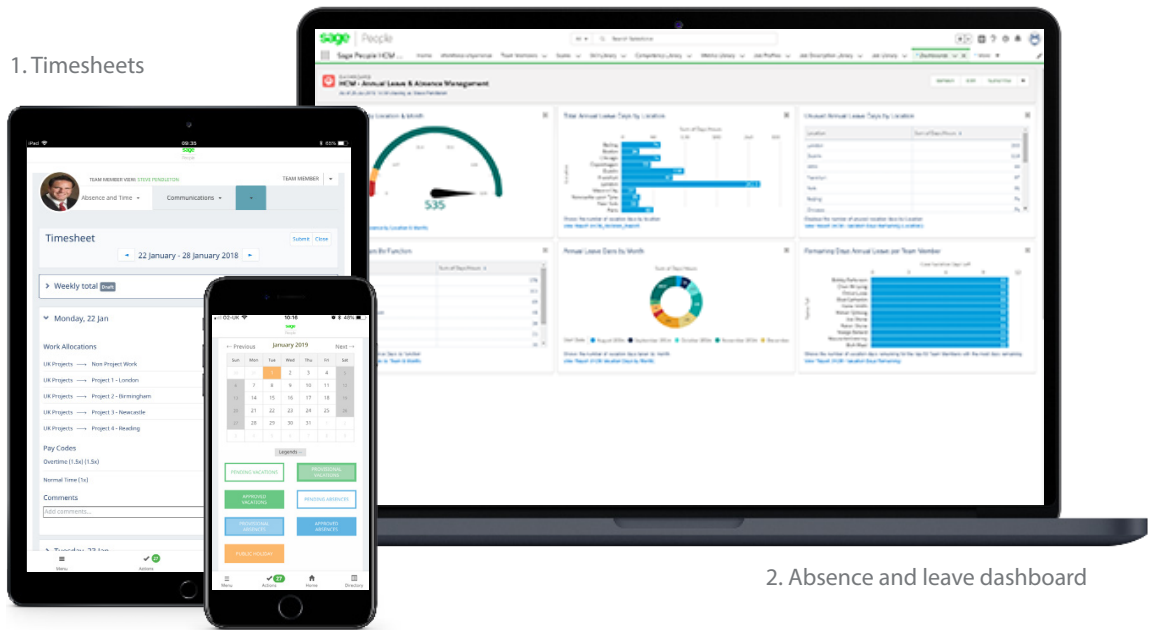
[Performance and talent management](#)

[Workforce experience management](#)

[Global cloud HR and People system](#)

Time tracking for global teams

1. Timesheets



2. Absence and leave dashboard

3. Booking holiday

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

1. Timesheets

- Control the workload and bandwidth of your team
- Efficient time tracking for different roles and teams
- Integrated with third-party payroll systems for ease

2. Absence and leave dashboard

- Analyze and identify trends and cost centres
- Automate workflows to reduce compliance risks
- Track and share key metrics on team utilization

3. Booking holiday

- Empower people to submit and approve leave requests
- Proactively alert managers when approval is needed
- Usability and accessibility, on any device

Attendance and leave features

Sage People gives you insight into time management across your global workforce so you can actively take charge of productivity and engagement across the business.

Easy time-off management

Sage People makes it easy for everyone in your organization to manage time off.

- Highly configurable policy settings make it easy to meet legislation and absence rules in different geographies.
- Empower your employees to schedule paid time off, track absences and other types of leave using the self-service portal.
- Easily track and manage planned and unplanned absences by team or by individual.
- Employees are automatically notified when their requests are approved, or not, and their remaining entitlements updated in real time.
- Team calendars provide managers with visibility and access to leave balances to help manage leave and workforce health.
- Team calendars and overlapping absence warnings enable managers to check they have appropriate cover before approving time off.
- Documents such as sick certificates or medical assessments can be uploaded to team member records for auditing purposes.
- Keep a record of jury service, sabbaticals and other leave types, so you have a single, shared view of every kind of absence in one system.

Leave management reporting and insight

Improve decision making with real-time data on attendance and leave management.

- Identify, manage and report on paid leave, absences, overtime etc. for the entire global workforce.
- Monitor and manage the cost of absence, keeping an eye on critical trends, such as working time lost by year, or month with easy-to-use real-time drag and drop reporting functionality.
- Track time and manage policies from a single, automated system of record, so you are always prepared for audits to meet compliance requirements.
- Get complete visibility of all employee's attendance and leave through integrated metrics, reporting, and dashboards.

Automated time and attendance tracking

Meaningful time and attendance data in a single centralised system drives automated workforce processes.

- Record total time, start and end time, time by pay code, time by work allocation through configurable timesheets, integrated with payroll.
- Setup flexible working patterns - have different hours per day and shift schedules allocated to different team members.
- Status indicators show when timesheets are in draft, submitted or approved, with an intuitive symbol set.
- Managers and employees can add comments to timesheets - displayed in conversation format to track extra work-related detail.
- Save time and keystrokes by auto-calculating overtime for employees' overtime hours.
- Manage your pay rates and employees pay by connecting your existing payroll systems.
- Absences automatically appear in timesheets so these can be deducted and remove manual steps for your HR and People teams.
- Reduce time-consuming manual administrative processes removing costly payroll errors and freeing your HR and People teams to focus on value-add activities.



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.

“We’re enjoying many efficiencies that have resulted from becoming a paperless department. We couldn’t be without Sage People now.”

Cindy Burdt, Director of HR, Theisens’s

For more info visit www.sagepeople.com

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