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## **Sage 50 HR 2010**

### **Features & Benefits**

- Store important information about your people in one place: By computerising your HR information you can check any detail and answer any questions about your people in an instant.
- Comply with legal requirements: By keeping records on your people you can produce evidence if required.
- Find things faster: By using a single source of information, it will take you half the time to find what you're looking for.
- Record holidays in hours as well as days, to keep more accurate records about your employees' absence.
- Automatically calculate how much leave your people are entitled to from their start date and work patterns.
- Automatically generate statements of employment, and be notified when they need to change.
- Print out your overview calendar and view absences in a daily, weekly or monthly format.
- Filter absences to find out such things as who has been absent for more than 3 days, for example.
- Customise to suit your business: Record and report on the unique information that's relevant to your people and your business. You can also create charts and analyse them to spot common trends amongst your people, such as which day most people are likely to call in sick, for example.
- Monitor your people's progress: Sage 50 HR allows you to track the skills, qualifications, training and development of your people. It also allows you to record employment history, so you can keep track of changes for your employees.
- Never miss an important date or deadline: Calendar and events management tools to automatically remind you when things are due.
- Keep a closer eye on things: Monitor holiday, paternity and maternity leave. You can even keep tabs on sickness and patterns of absence, as well as employee turnover levels, and view cost of sickness in a graph to see what it's costing your business.
- Prove employees eligibility: Keep records of any kind of background checks including CRB and ISA.
- Make sure sensitive information stays secure: Only those with the right level of access can retrieve sensitive information. You can also create user groups to give access to selective groups of people.
- Save time through Sage software integration: If you create employees in your Sage 50 Payroll 2007 or above you can simply import their details to Sage 50 HR. What's more, integration with Microsoft® Office means it's easy to email your employees or set up professional-looking mail merges.
- Record evidence: Maintain records of disciplinary issues along with evidence in case of disputes.
- Communicate with your people: Set up new email address templates that you can automatically apply to communicate with all your people.

## System Requirements

Hardware	Minimum	Recommended
Processor	1 GHz	2 GHz
Memory (RAM)	512 MB	1 GB
Hard Disk Space	700 MB of free space	1 GB of free space
Operating System <sup>1</sup>	Microsoft Windows XP, Windows 2000, Windows Server 2003, Windows Server 2008, Windows Vista	Microsoft Windows XP, Windows 2000, Windows Server 2003, Windows Server 2008, Windows Vista
Internet Browser <sup>2</sup>	N/A	N/A
Network Connectivity <sup>3</sup>	100 Mbps local area network	1 Gbps local area network equipment with high speed (2 Mbps min) external broadband or leased line connection
Display	1024 x 768 resolution	1024 x 768 resolution
Drive	CD-ROM	CD-ROM / DVD-ROM drive
Mobile Device	N/A	N/A

### Notes:

- 1. The latest service packs should be installed for your operating system before installing or upgrading Sage products. 32-bit Operating Systems recommended. If you require any further information please contact your Sage support representative.*
- 2. Whilst there are no browser requirements for Sage 50 HR we recommend Microsoft Internet Explorer 6 or above for internet access to Sage Support and important Sage updates for your products.*
- 3. Some features in Sage 50 HR require an internet connection. If you require any further information please contact your Sage support representative.*