



# Dresser & Associates

## HR, Payroll & Talent Management Solutions

August 2014

Newsletter for Sage HRMS

### In the news...

Joe Langner, Sage's Executive Vice President of Mid-Market Solutions, recently contributed an article to Entrepreneur.com. What many don't realize is that the middle market, comprised of companies with more than 100 employees but fewer than 1,000, is probably the healthiest sector of our economy, Langner wrote. The challenge for many mid-market businesses is how they become a mature company without stifling innovation. The answer lies in attracting top talent. Mid-market companies offer a unique benefit for upstart job seekers.

[Click here](#) to read the complete article.

## New Endorsed Solutions For Your Specialized Needs

There is a healthy community of software developers creating solutions that extend the capabilities of Sage HRMS for specialized needs. Sage Endorsed Solutions are those that have been developed using the highest standards. Sage recently announced the addition of several new Endorsed Solutions from Visibility Software and Delphia Consulting. Let's take a closer look.

### Sage HRMS Cyber Train By Visibility Software

Sage HRMS Cyber Train makes information regarding training classes, course requirements, programs, and certifications available through the web and not just through the HR department. This intuitive and powerful solution manages the entire training process and can be configured to meet specific training needs, ensuring that your employees receive the training they need on time, every time - and your organization remains compliant with governmental requirements.

#### Benefits

You can easily track training requirements, current enrollments, certifications, and programs so you will always have the most up-to-date information in one centralized location. The self-service portal



provides appropriate access by the employee, supervisor, instructor, and training manager.

Automatic notifications of upcoming certification expirations ensure you will always know the status and stay in compliance, while the automated supervisor approval process streamlines communication and reduces delays. Employees can even submit tuition reimbursement and external training requests.

Curriculum creation allows the setup of a logical flow of required classes and programs, and tracks an employee's progress. Class enrollment parameters can be set based on organizational levels or to desired number of students. Training requirements can be automatically added based on job title or organizational level. Online

## New Endorsed Solutions

(Continued from page 1)

testing ensures knowledge transfer of training information to students.

### Product Options

Organizations differ in size, industry, budget, and business needs. Sage offers different product levels of Cyber Train: Express, Professional, and Enterprise. Call us for assistance determining the level appropriate for your organization. All Sage HRMS Cyber Train solutions are available as an on-premise license, or Software-as-a-Service (SaaS) subscription.

### Sage HRMS Garnishment Manager By Delphia Consulting

The garnishment process can be very tedious, and if not processed accurately, can cause problems that result in costly fines. Sage HRMS Garnishment Manager relieves the payroll staff of the time-consuming and often error-prone task of calculating and prioritizing complex garnishments for child support, tax levies, student loans, and creditor liens. With just a few clicks, you can stay compliant.

Once you have run Calculate Payroll in Sage HRMS Payroll, just a few clicks in Sage HRMS Garnishment Manager will calculate the proper deduction amounts and update Sage HRMS Payroll accordingly. Here are some of the features of this new tool:

- Integrates into the Sage HRMS (U.S.) Payroll process without delays
- Prioritizes multiple garnishments and tracks an unlimited number of garnishments per employee
- Maintains the garnishment order

in the employee's payroll deduction record within Sage HRMS Payroll using Optional Fields.

- Saves the payroll user time by updating Sage HRMS Payroll with proper deduction amounts every time.

Sage HRMS Garnishment Manager supports all federal regulations, the rules of all 50 states, CCPA wage limit tests, and properly prioritizes and allocates multiple child support orders and garnishments. There's no need for a separate system or service. All data is entered into Sage HRMS Payroll and updates the time card with proper deduction values.

### New Sage HRMS HR Actions Capabilities

Sage HRMS HR Actions by Delphia Consulting is the web-based workflow solution to automate employee status change forms. You can design, initiate, and route forms for approval that automatically update Sage HRMS using the Sage Employee Self Service application - the online place where employees, managers, and administrators can view and manage personal data and company information. Four new extensions have just been added to HR Actions: Dynamic Forms Checklist, New Hire Interface, I-9 form automation, and W-4 form automation.

#### Dynamic Forms Checklist

This solution can streamline the onboarding process with an online checklist of required forms. Dynamic Forms Checklist lets you easily create specific forms that must be completed by each employee that will dynamically appear within Sage

Employee Self Service (ESS).

Human Resources can create lists of forms that are displayed to the right employee, at the right time, automatically. The employees and their managers can see the status of each form. Dynamic Forms Checklist helps Human Resources improve how they communicate required actions to employees and provides them with a user-friendly and reliable approach to onboarding, annual performance reviews, and other recurring forms.

#### Sage HRMS HR Actions New Hire Interface

Sage HRMS HR Actions New Hire Interface by Delphia Consulting streamlines the new-hire process and ensures the integrity of data flowing into Sage HRMS. You can directly import applicant information from Sage HRMS Cyber Recruiter into a Sage HRMS HR Actions new hire form using the applicant number, saving time and reduces errors than can be introduced with manual data entry.

#### Sage HRMS HR Actions I-9

Sage HRMS HR Actions I-9 efficiently and securely streamlines the Form I-9, Employment Eligibility Verification process. This paperless completion of Form I-9 can take place during the onboarding process or when updating or reverification is required. Sage HRMS HR Actions I-9 can also be used in conjunction with the onboarding process supported by Sage HRMS HR Actions Dynamic Forms Checklist, and leverages the standard forms and approval workflow capabilities of Sage HRMS HR Actions.

## New Endorsed Solutions

(Continued from page 2)

### Sage HRMS HR Actions W-4

Sage HRMS HR Actions W-4 efficiently and securely streamlines the collection of employees' withholding certificates during the onboarding process, or any time these forms need to be resubmitted by the employee. This paperless solution lets you comply with federal and state regulations while saving time by eliminating duplicate data entry and reducing errors.

### Sage HRMS Time and Labor Import By Delphia Consulting

Sage HRMS Time and Labor Import streamlines the process of validating and importing data from almost any data source into the Sage HRMS Payroll timecard file using a straightforward user interface. Importing time, data validation, code translation, and reporting are standard capabilities. Time and Labor Import can be programmed to handle nonconforming formats

of source data and perform complex calculations. It supports secondary jobs, multiple pay types, and complex calculations such as benefit accruals, tips allocation, and overtime. The interface is accessed directly within the Sage HRMS Payroll process to perform import calculations, validate data, and post to Sage HRMS.

### Sage HRMS Active Directory Conduit By Delphia Consulting

Sage HRMS Active Directory Conduit alleviates duplicate data entry between Sage HRMS and updates made to the Active Directory by the IT staff. Employee data is often duplicated in multiple systems. Sage HRMS Active Directory Conduit synchronizes Active Directory with data from Sage HRMS. This keeps Active Directory up to date and accurate and eliminates the need for manual notification of changes and duplicate data entry. Changes made in HRMS are therefore automatically

updated to other applications that use Active Directory data, such as the Outlook® Address Book. The termination process is easier and more secure - no need to remember to deactivate accounts.

Please call us for more information regarding any of these Sage HRMS Endorsed Solutions. ☆

#### Contact Us:

**Dresser & Associates, Inc.**  
243 US Route 1  
Scarborough, ME 04074  
(207) 885-0809  
(866) 885-7212

info@dresserassociates.com  
www.dresserassociates.com

#### Regional offices:

Atlanta, GA  
(678) 772-7099  
Lancaster, PA  
(866) 885-7212  
Clearwater, FL  
(727) 366-6922



**Effective Design, Implementation & Support to meet your HRMS needs**