Dresser & Associates
HR, Payroll & Talent Management Solutions

February 2015 **Newsletter for Sage HRMS**

In the news…

The Q4 2014 product updates for Sage HRMS and Sage Abra Suite became available for download in mid-January. They contain required legislative updates. The Sage HRMS update is available for versions 2012 (10.3x), 2014 (10.4x), and 2015 (10.5x), as well as Sage Employee Self Service 2014 (10.4) and 2015 (10.5). The Sage Abra Suite update is available for Payroll versions 9.1x and 9.2x—as well as Sage Employee Self Service version 9.2x.

Note that the final update for Sage HRMS 2012 will be the Q1 2015 product update—scheduled to be released in March 2015.

Important: This will be the last quarter for customer alert emails sent to the primary or main contacts. In the future, the availability of product updates will be communicated through in-product messaging, Sage City, Sage Advisor, and updated knowledgebase articles.

The Value of Employee Training: Myths and Facts You Should Know

I t may surprise you to learn that developing talent in your workforce is one of the most important ways to ensure the future success of your organization. The business environment is changing, and success is increasingly determined by how well firms manage and utilize data and knowledge rather than equipment or materials. Skills acquisition will be a life-long process for the new generation of workers, and they'll want to work for companies that help them achieve career objectives.

In this article we discuss the value of learning and some of the myths and facts associated with talent development. We'll also cover key considerations in developing learning programs, and using learning technology to maximize efficiency and training benefits.

The Value of Training

The value of talent development lies in its power to increase both the productivity and potential of the workforce and compete effectively in the marketplace. Employee training and development programs can support a number of business objectives:

- Leveraging new and better skill sets
- Maintaining essential professional certifications

- Keeping employees engaged and productive
- Helping employees advance their careers—and retaining them longer
- Maintaining compliance with legal requirements
- Developing future managers and leaders

Dispelling The Myths

There are three myths about employee engagement and return on employee investment that may surprise you.

Myth 1: Compensation is the most important factor in employee engagement.

There's no doubt that compensation plays a key role in employee satisfaction and retention. But it's not the most important driver of engagement. Employees want to feel they have a career and opportunities for growth, and training is a concrete demonstration of the organization's commitment to them.

Myth 2: It's hard to determine if talent development impacts company results.

If you think that training programs are nice to have but have little impact on the bottom line, think again. A joint study by APQC, Workforce Management, and IBM found that companies whose employees attend

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more training earn higher revenue per employee.

Myth 3: Talent development is no more important than other HR responsibilities.

Many HR responsibilities surround record keeping, filing required governmental reports, scheduling performance reviews, and tracking benefits. But the HR function becomes more important when it contributes to the overall effectiveness and financial performance of the organization. Ensuring the current and future competitiveness of your organization's workforce can make the difference between success and failure for your company.

Some Training Facts

Now that we've eliminated some of the myths, let's review a few facts about the state of training programs today.

Fact 1: Spending and budgeting for training are on the rise.

In 2013, U.S. spending on corporate training grew by 15 percent to over $70 billion. Organizations are realizing the value of training in maintaining financial performance.

The average training budget for midsized companies was $1.2 million, and small companies dedicated an average of $294,532 (2012).

Fact 2: The average amount of training per employee affects employee revenue.

How does your organization stack up against the average? Average training expenditures per learner is $881, providing an average number of training hours per employee of 37.5.

Fact 3: Training can be delivered in an affordable and efficient way.

Today, training is delivered through a variety of methods. 44 percent of training is still through traditional classroom instruction, but as much as 25 percent is provided through online or computer-based technology, and some 28 percent through a blend of the two.

Fact 4: Workers with training available to them report positive workplace attitude.

- Committed (48%) versus uncommitted (39%)
- Happy (45%) versus unhappy (37%)
- Excited about work (30%) versus apathy towards work (14%)

Key Considerations for Developing Learning Programs

Knowledge workers use information differently from production workers. In the industrial production world, a worker needs to memorize the exact procedures required to do his or her job over and over. A knowledge worker, by contrast, must know how to find information and then manipulate it and analyze it in order to solve a problem. It is not necessary for him to memorize it—only to locate it, use it, and process it.

The shift toward the knowledge industry requires new ways of learning and new technology to assist the learning process:

1. Meta learning—Learning how to learn is key to future success. Because information is constantly updated, it is only useful for a short time. That's why the skill of how we search has

more strategic value over the long term than what we find.

2. Informal learning—With a greater focus on service work, employees need to learn not just information and theories, but how to make good judgments. Generally, that type of learning comes with experience and working together with others.

New Ways of Learning Are Enhanced by New Technology

When evaluating how you deliver training and learning, think about the technology preferences of different generations in your workforce and keep these technology considerations in mind:

1. Learning Management Systems (LMS)

An LMS can help you work with your employees to map out career goals and opportunities, then identify the right learning objectives to reach them. It also helps HR departments keep an eye on critical skills and competencies and to deliver multiple forms of training and education.

2. Training Management Solutions

Training management solutions allow HR departments to keep track of training based on the job requirements and employee skills in order to identify and address skill gaps and reduce noncompliance risks. Other possible capabilities include identifying high-potential employees and reducing administrative costs, among others.

3. Online Learning Platforms

Online learning platforms allow employees to fit training into their

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schedules and to learn in the way that they prefer, whether virtual classrooms or self-paced modules.

Proper talent management can help improve employee engagement and productivity, lead to an optimized Return On Employee Investment, and help with employee retention. Please call us to learn more about the learning management systems available for Sage HRMS. ✰

Two Payroll Tips

Linking an HR Savings Benefit to a Payroll Deduction Code

From the Navigation Pane:

1. Select Setup, Payroll, Employee Configuration

2. Select a Profile ID

3. Select the Deduction/Benefit tab

4. In the Calculation Type column select Calculate Both for the amount or percentage to be pulled from HR savings plan for both the employee and the employer.

Understanding the Balance and Goal Fields

The Goal is the maximum yearly amount that will be paid or withheld for the code. The Balance is the calculated difference between the Goal and the Year to Date Amount. If the deduction does not withhold at Trial Payroll it is possible that the balance or goal is incorrectly set up. If either field, Balance or Goal is zero, then the Earning/Deduction code will never be paid or deducted. Following is an example of how to correctly set up the goals:

John has a deduction for the repayment of a loan. The total loan amount is $1000 and he will repay $200 each pay period.

In the deduction screen, initially the goal and balance are $1000. After the first pay, the goal remains at $1000 but the balance is $800. This continues until the balance is 0.00.

Now if John gets another loan for $2000, there are two ways to set up the deduction.

Option 1 (Preferred)

Increase the Goal field to $3000. The balance will become $2000. (goal-ytdamount). This is because the system takes the goal minus the YTD amount to calculate the balance.

Option 2

1. From the Activity Center, select Payroll, Details and Deductions.

2. Select the employee and click the 'More' button to detail the deduction.

3. Change deduction code Goal to 2000, then click OK.

4. From the Activity Center, select Payroll, Actions and Edit Payroll History.

5. Check 'Complete' on the Deduction History.

6. Select the employee and input a valid check date within the quarter for the employee as the effective date.

7. Click the detail on the loan deduction code.

8. Change the balance remaining to reach goal to the new amount. ✰

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