



# STAR-INFO

Newsletter for Sage HRMS

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## Headline News

Registration Opens April 19th for Sage Summit 2012. This year's conference will be held August 14 - 17 at the Gaylord Opryland Resort and Convention Center in Nashville, TN. At Sage Summit you can learn how to get more out of your Sage HRMS system, solve real business problems by interacting with peers in your industry, and see what's next in business technology. Early bird discounts are available. [Click here](#) to learn more.

## Sage HRMS Talent Management By Cornerstone OnDemand

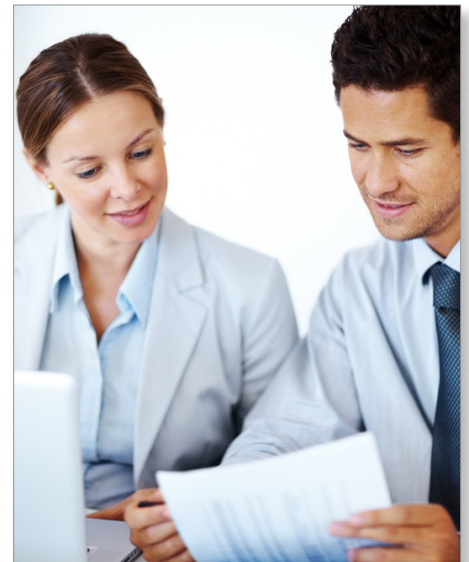
### Solution Offers Integrated Learning Management And Performance Management

**T**oday's Human Resources (HR) teams are more than just administrators of employee records. Modern HR teams support the organization with key information and processes. Finding and retaining the right talent is a key success factor for businesses, regardless of industry or size. Sage HRMS Talent Management by Cornerstone OnDemand can help you to maximize your return on employee investment.

### Why Do You Need Talent Management?

One of the greatest challenges facing businesses of all sizes today is the lack of an integrated talent management system to tie employee performance to employee training and development. Market studies have revealed astonishing results for organizations using integrated talent management including: a 26 percent higher revenue per employee and a 19 percent higher workforce retention.

Small and mid-sized organizations compete in the same markets for the same talent as larger companies. With an integrated talent management solution, you can gain an edge on the competition by ensuring that your employees' skills and abilities are aligned and developed for maximum productivity and contribution. Workforce readiness translates directly to the bottom line.



### Sage HRMS Talent Management By Cornerstone OnDemand

Sage HRMS Talent Management includes both learning management and performance management delivered as Software-as-a-Service (SaaS). It enables organizations to empower their people and maximize the productivity of their human resources. Linking data between systems is straightforward; Cornerstone uses Web Services and other data integration services to exchange data with Sage HRMS.

Whether you need to tackle a training project, automate performance reviews, or roll out a social networking community,

*(continued on page 2)*

## Sage HRMS Talent Management By Cornerstone OnDemand

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Sage HRMS Talent Management is powerful and flexible enough to meet the challenge and grow with your business. Sage HRMS Talent Management provides two integrated solutions to empower your workforce and improve your bottom line.

### Sage HRMS Learning Management

Sage HRMS Learning Management by Cornerstone OnDemand enables you to create, manage, and deliver personalized training and targeted learning programs for all members of your organization. It includes over 30,000 pre-loaded e-learning titles. Sage HRMS Learning Management also includes a platform to drive social learning, professional networking, and meaningful collaboration. With Sage HRMS Learning Management you will be able to:

- » Increase workforce productivity
- » Deliver targeted training to close skill gaps
- » Promote high-impact social learning
- » Reduce risk with better compliance
- » Increase employee retention

### Sage HRMS Performance Management

Sage HRMS Performance Management by Cornerstone OnDemand is a system that helps you to align individual goals with departmental objectives and organizational strategy. The software is designed to make performance management an ongoing process throughout the year, as opposed to an annual review. It takes you beyond simple skill assessment. It also links the outcome of skill gap assessments to employee development plans. You will be able to reward employees for achievement toward their goals and objectives, and identify promising talent and critical roles within the organization. The system helps you engage employees in their own career development, and ensure that the right people are promoted to the right positions. With Sage HRMS Performance

Management you will be able to:

- » Align key performance processes with organizational goals
- » Identify and track high-performing, high-potential employees
- » Track critical skills and roles
- » Engage employees in their own development

### Benefits Across The Organization

Managers are required to wear many hats as they strive to meet aggressive performance goals for their operating units. Sage HRMS Talent Management supports managers with:

- » Task automation
- » Consistent availability of critical data
- » Access to information to make good decisions about employee development
- » Performance, compensation, and succession management

Talent management programs need to be driven from the top to ensure lasting success. Sage HRMS Talent Management supports business leaders by helping them:

- » Define core elements of any strategic human capital initiative
- » Define high-level business objectives with the ability to cascade them down through the ranks
- » Identify critical roles and competencies that define the nature of the talent culture
- » Transform vision to reality through a unified view into talent data, workflows, and processes

Employees are highly mobile today and want to develop their own career goals. Sage HRMS Talent Management supports employee goals:

- » Employees can actively participate in development plans and engage with the organization
- » Organizations can make best use of their employees by matching skills with the needs of the business.

ZOOM IN 



The Sage HRMS Performance Management makes it easy for employees to review and track results against both individual and team goals.

- » Organizations can retain a knowledgeable workforce and enjoy higher retention, loyalty, and productivity

### Modular And Configurable

Sage HRMS Talent Management is a modular, highly configurable suite of software tools. Both Sage HRMS Learning Management and Performance Management come in four different levels so you can choose the appropriate functionality for your exact needs.

While there are many software solutions available to manage employee performance, learning, or training, Sage HRMS Talent Management is one of the few solutions that seamlessly integrates training and development with employee performance.

Please call us with your questions. 

# Tips And Tricks: How To Speed Up Your Tasks

Customizing the interface of Sage Abra Suite HRMS can enhance the productivity of your HR administrators. Taking advantage of shortcut keys also can speed your daily tasks. In this article we cover the various customizations you can make to the user interface. We also provide a reminder of the Shortcut Keys available to help you accomplish your tasks more quickly.

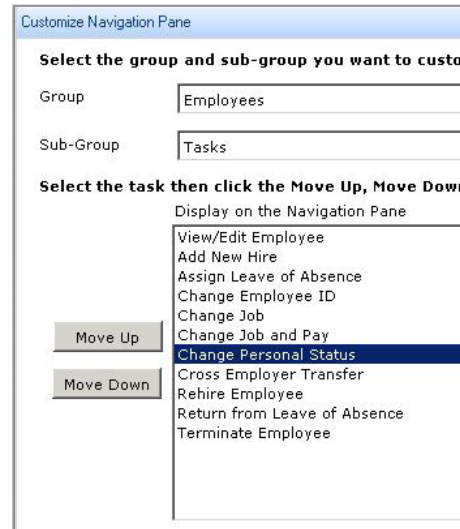
## User Preferences

The General Preferences tab of the User Preferences Page allows you to customize the user interface of Sage Abra Suite HRMS. You can set the Default View, Employees Toolbar Default, Training Toolbar Default, and Recruiting Toolbar Default fields in this tab. By default, the Welcome page opens in the workspace after you log on to Sage Abra Suite HRMS. If you do not want the Welcome page to open automatically, on the Welcome Page select: *Do not show me this page again.*

Some users like the Organizer to open in the workspace after you logon. To do this, on the User Preferences page select Organizer in the Default View field. You also can open the Organizer by Clicking the Organizer button on the Quick Launch Toolbar.

## Navigation Pane Customization

The Customize Navigation Pane dialog box allows you to customize which groups, subgroups, and tasks display on the Navigation Pane. You can access it from System/Processes/Customize Navigation Pane. By default, Sage Abra Suite HRMS lists tasks on the Navigation Pane in alphabetical order, but, you can choose the order in which tasks display for groups and subgroups. **Important Note:** Sage Abra Suite HRMS synchronizes the Main Menu to match the Navigation changes you make and the opposite also occurs. These changes are saved for all users.



Use the Customize Navigation Pane to choose tasks to display on the Navigation Pane.

## Customize The Employee Or Training Toolbar

You can use the Sage Abra Toolkit to customize which detail pages display on the Employee and Training toolbars. Use the Customize Details dialog box found in System/Processes/Customize Abra Suite Menu/Detail (in the Activity field)/Add.

For HR, Payroll, Attendance, and Recruiting select *Display on Employee Toolbar* for each detail page you want to appear on the Employee Toolbar. For Training, select *Display on Training Toolbar* for each detail page you want to appear on the Training Toolbar. You also have the option to assign your own bitmap image to the detail page.

## Shortcut Keys

For quick access to various menus from the main menu, you can use shortcut keys as follows:

Press these keys to select a Menu item:

Alt + F = File

Alt + E = Edit

Alt + I = Actions

Alt + P = Processes

Alt + N = Analysis

Alt + R = Reports

Alt + U = Rules

Alt + D = Details

Alt + Q = Query

Alt + H = Help

Similarly, you can open employee detail pages with shortcut keys as follows:

Press these keys to open the detail pages:

Ctrl + R = Absence Transactions

Ctrl + E = Attendance Summary

Ctrl + J = Current Job

Ctrl + P = Current Pay

Ctrl + D = Demographics

Ctrl + B = Dependents and Beneficiaries

Ctrl + H = HR Status

Ctrl + I = Insurance Benefits

Ctrl + O = Job History

Ctrl + L = Leave of Absence

Ctrl + S = Savings Benefits

Ctrl + T = Termination

Ctrl + U = Custom Details

Ctrl + M = Employee Activity

Ctrl + 4 = Employee Payroll

Ctrl + Y = Transaction History

Give us a call for assistance customizing the Sage Abra Suite HRMS user interface to meet your needs. ✨



## IN THE SPOTLIGHT:

### Organizational Management With Sage HRMS OrgPlus

Organizational charts help us visualize the structure of a company. These tools can effectively delineate the organization work units, responsibilities, and reporting relationships. Here we review Sage HRMS OrgPlus, the organizational charting tool for Sage HRMS.

#### Benefits Of Organization Charts

Organizational charts are a compelling vehicle for communicating organizational information to all employees. They are ideal for sharing your strategic vision as well as defining responsibilities, dependencies, and relationships. Organizational charts are helpful to managers in planning, budgeting, and workforce modeling as well.

Organizational charts can be linked to spreadsheets or budgeting tools for interactive what-if analysis, and make planning and decision making easier. They can be used to provide scenarios to executives, finance, and HR for evaluation and approval. Organizational charts provide the greatest value when used as a framework for managing change and communicating the new organizational structure.

#### Sage HRMS OrgPlus

With Sage HRMS OrgPlus, chart creation is fast because you can build charts automatically from the employee data in your Sage HRMS. From there, flexible formatting options enable you to create multiple rows under one manager with multi-column chart styles. You can start with one of 36 pre-defined templates, and customize the look with fill effects such as gradients and textures.

It is easy to import pictures, names, and titles into each box, which will shrink or expand to fit your text and logos perfectly regardless of how large or small the scale of your chart. For complex organizations, you can easily break large charts into hyperlinked subcharts to make the information more manageable.

#### Publishing And Distribution

You have lots of options when publishing your charts as well. Publish them directly to Microsoft® PowerPoint®, Microsoft Word®, Adobe Acrobat® PDF, or HTML. Post them directly to the Web or your company intranet. Organizational charts also can be distributed by email. You can define various email distribution lists and keep everyone up to date on the latest organization structure additions, changes, and open positions. When charts change, you can refresh, distribute, and publish your chart data on a predefined schedule.

#### Business Planning Tool

Sage HRMS OrgPlus also can function as a business planning tool. You can create what-if business scenarios and measure their impact with drag-and-drop functionality. Test scenarios with built-in formulas to measure head count and salaries. You can perform spreadsheet functions on data in chart boxes, such as roll-up totals, averages, and standard deviations. Links can be inserted to other files referencing budgets, employee resumes, or mission statements. As you move through your planning process, you can annotate your charts with comments and notes to inform readers of the thought process behind

the chart. You also can send your charts to Microsoft Word, PowerPoint, and Excel® for presentation and analysis.

Sage HRMS OrgPlus is available for Sage HRMS and Sage Abra Suite HRMS—U.S. Edition. Please call us with your questions. ✨

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