



# STAR-INFO

Newsletter for Sage HRMS

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## Headline News

Sage offers free Web seminars designed to help you better manage your business. Current offerings include:

- Employee Recruiting Made Easy With Sage HRMS Cyber Recruiter, an integrated, highly configurable software solution
- Sage HRMS Talent Management--Why Integrated Talent Management Matters: bridge the gap between employee development and performance

For more information, or to register, [click here](#).

## Engaging Your Employees

### Increase Employee Engagement and Business Success with Sage HRMS Tools

An engaged employee is one who is fully involved in and enthusiastic about their work. Because they are involved, these employees tend to act in a way that furthers their organization's interests. In this article we discuss how employee engagement can directly affect the success of your business. We also will cover the tools available from Sage that you can use to increase and sustain employee engagement.

#### Employee Engagement Defined

Employee engagement is measured by an employee's positive or negative emotional attachment to their job, colleagues, and organization. These feelings profoundly influence their willingness to learn and perform at work. Scarlett Surveys, a research firm with over 48 years of experience in this area, states that: "Employee engagement is essential to succeed in business, yet few organizations successfully define, measure, or manage this leadership model. Fewer than half of U.S. workers are satisfied with their jobs. Even more are disengaged."

What are the benefits of having engaged employees? One survey of an organization with multiple offices found that offices with engaged employees were as much as 43 percent more productive.

#### Engage Your Employees

The key is to identify the drivers of engagement for your workers. Career and personal



development are top of mind for the large group of young employees entering the work force. These *Millennials* or *Gen-Y* employees were formed in the Internet era and have high expectations for personal growth. The key to success with these young employees is to keep them engaged and satisfied, and they will be happy to over achieve for you.

In fact, many employees today, across generations, see their careers as more than just a job or series of jobs; they view integration of their work and life roles more holistically. Though many workers have career aspirations, these are not always related to moving up the corporate ladder, but may include specific educational goals, work-life balance, or opportunities to contribute to specific projects.

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## Engaging Your Employees

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### Sage HRMS And Employee Engagement Tools

We have seen that career development is an important driver of employee engagement. In a recent study conducted by Sage, 52 percent of HR professionals noted career development as an area they plan to invest in.

Sage offers a strong collection of tools that integrate into your HRMS system and can help increase and sustain employee engagement. These include **Sage HRMS Cyber Recruiter by Visibility Software**, **Sage HRMS Talent Management by Cornerstone OnDemand**, and **Sage Source**. We will cover each in turn.

### Sage HRMS Cyber Recruiter

Sage HRMS Cyber Recruiter helps hiring managers, recruiters, and applicants communicate more effectively during the recruiting process. The software is highly configurable and Web-based. This paperless tool will help your organization find the best candidates and fill open positions faster.

The process begins when your hiring manager or recruiter creates a position. The new position is automatically routed for approval, and once approved, you can easily post the job on your website and online job boards.

Employees can use Sage HRMS Cyber Recruiter to update their resumes so you won't miss the chance to promote a qualified internal candidate. Employees also can enter referrals to suggest external candidates for open positions. This easy access to new positions by your internal employees can be a big driver of employee engagement.

As candidates submit their resumes online, you can quickly search and filter them to find candidates with the right skill set, and then route them to hiring managers for consideration.

When you have found the right person for the job, Sage HRMS Cyber Recruiter can create an offer letter or email. Onboarding

is a breeze; applicant information can be automatically transferred to create your new employee's Sage HRMS record.

### Sage HRMS Talent Management

Whether you need to tackle a training project, automate performance reviews, or roll out a business social networking community, Sage HRMS Talent Management is powerful and flexible enough to meet your challenges and grow with your business. With this scalable, on-demand tool, your organization can ensure that your people are aligned and developed for maximum productivity and contribution. Workforce engagement translates directly to bottom-line organizational performance. Sage HRMS Talent Management offers two solutions: Learning Management and Performance Management.

### Sage HRMS Learning Management

According to the U.S. Department of Labor, 60 percent of all new jobs in the 21st century will require skills that only 20 percent of current employees possess. Sage HRMS Learning Management helps your employees acquire needed skills by delivering highly targeted training of any kind, actively addressing identified competency and skill gaps, and driving organizational productivity. This solution enables your organization to:

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

### Sage HRMS Performance Management

Sage HRMS Performance Management is designed to help you align individual goals with departmental objectives and organizational strategy, ensuring that workforce activity is translated into positive business results.

This solution helps you identify and track high-performing employees, increase the quality of annual or interim employee performance reviews, and develop critical skills across the business.

Sage HRMS Performance Management helps build the perfect workforce for your organization by allowing you 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 career development.

### Sage Source

Sage Source is an innovative new cloud-based offering that allows you to give your employees access to value-added services that are out of reach for most small and mid-sized businesses. Within the portal you can post company announcements, and give employees access to their pay stubs, knowledge bases, buying discounts, news, and more. Sage Source gives employees a way to integrate their work life with their personal life, improving employee satisfaction and engagement and reducing turnover. Sage Source is offered at no additional charge to customers with a Sage Business Care plan.

Call us to discuss the tools available from Sage to help increase employee engagement. ✨

# Tips And Tricks

## Viewing Indirect Reports In Sage Employee Self Service

For a manager to view Indirect Reports, or employees who report to a manager's subordinates, log into Sage Employee Self Service as the manager (a Supervisor in Sage Abra Suite HRMS). Choose a selection under Manager/Employees to Show Direct Reports. Direct reports who have subordinates are displayed along with the number of subordinates who report to them. Click on the number to expand it to a list.

**Note:** If the number of subordinates does not appear adjacent to the Direct Reports, access System Settings/System Setup, and set the option to **View Indirect Reports** to *Yes*.

For a quick list of all Direct and Indirect Reports, choose Manager/Organization. This lists the managers subordinates and Job Titles. Expanding any subordinate who themselves have subordinates will list those subordinates names and job title.

## Setting Up Direct Deposit

You may want to consult with us for assistance setting up Direct Deposit and performing the pre-notification test. The steps below give you an idea of what is involved.

From the Menu bar:

1. Access Rules/Payroll/Bank Routing Number, and add your bank routing information.
2. Access Rules/Payroll/Paygroup Setup/ Select Employer/Detail Paygroup/General tab. Fill in all the fields as appropriate and on the 4th tab select **Deposit Stock**.
3. Access Rules/Payroll/Payroll Setup, first tab, and fill in the fields as appropriate.
4. Access Details/Payroll/Direct Deposit, and for each employee, click **Add** to add direct deposit information. Set to **Prenotification** for a test.
5. Process a payroll. Employees will still receive a check. Notify bank that you will send a test ACH file. To create an ACH



- file go to process, Payroll/Create ACH.
6. When approved and you are ready to have employees on Direct Deposit instead of prenotification, go to Details/Payroll/ Direct Deposit, select Employee/Detail/ Direct Deposit and change the radio button from *prenotification* to **Deposit**.
  7. When processing a payroll, you will follow the regular steps but also Print Direct Deposits and then Create an ACH file and send the ACH file to the bank.

## Account Masking On Direct Deposit Advice

For security and privacy purposes, you may want to mask the account number on the direct deposit advice. Beginning with Sage Abra Suite HRMS Payroll Version 7.7, the ability to Mask Account numbers on Direct Deposit advice of deposit notification became available.

To use this option, select from the Sage Abra Suite HRMS Activity Center: System/ Rules/Enterprise Setup and on the *Enterprise Option Tab*, select the desired option from the

pull-down menu for *Direct Deposit Advice Print Format*.

## How To Enroll An Employee In A Savings Plan

1. From the Activity Center, select Human Resources Details and Savings Benefits. The Savings Benefits page opens.
2. Select the employee. Every plan in which the employee participates appears on the page. If the employee does not participate in any savings plans your employer offers, the page is empty.
3. Click **Add** to add a new plan. To edit an existing plan, highlight it and click **More**. The detail page opens. If you clicked Add, the page is empty. If you selected a plan and clicked More, the Next and Previous buttons allow you to move to the next or previous savings plan.
4. Complete the detail page and click **OK** when you finish. Sage Abra Suite HRMS adds the plan to the employee's Savings Benefits page. To discard the plan and your changes and return to the Savings Benefits page click **Cancel**. Please call us if you need any assistance. ✨



## IN THE SPOTLIGHT:

### Sage Payroll Tax Forms And eFiling By Aatrix

**W**ith Sage Payroll Tax Forms and eFiling by Aatrix, you can meet all state and federal (and Canadian) reporting and payment requirements right from your Sage HRMS Payroll software. Sage Payroll Tax Forms and eFiling by Aatrix is easy to use and saves you time by eliminating the need to create reports manually. Let's learn more.

#### Print And Mail Tax Forms

With Payroll Tax Forms and eFiling by Aatrix, you can print and mail all your federal and state forms and reports. The electronic forms have a familiar appearance, as they are a replica of the government forms you would receive in the mail. The electronic forms that appear on your screen will have been pre-filled with information from your Sage HRMS system. You can view and edit the information easily on your screen, adding any missing values. Once you have verified it is the way you want it, the form is ready to print or e-file. If you choose to print the form, you can utilize blank, perforated W-2 forms, available for purchase from Sage Checks & Forms, without having to align preprinted forms. Many state forms, such as Withholding and Unemployment, allow you to print on blank paper and don't require the purchase of any preprinted forms.

#### Go Green And e-File

You can go completely green by utilizing the Aatrix eFiling Service, offered on a transaction-fee basis, to streamline and simplify your tax reporting process. You choose how much of the service to utilize, from efficient filing

of employee New Hire or Unemployment forms to a complete filing service for Form W-2, with hard copies sent to your employees and to you for your records. You also can provide your employees with immediate access to their copy on a secure website. You only incur fees for the forms you choose to e-file. There are no sign-up fees or subscription fees.

#### Compliance Peace Of Mind

You will always be in compliance with automated form updates. And every report is saved in its own history file for easy retrieval to reprint, edit, or e-file. This service ensures 100 percent compliance by providing a guaranteed delivery method and eliminates many filing expenses associated with printing and mailing activities. You can rest assured knowing your files are protected using multiple levels of security.

#### W-2 e-File Pricing

The complete Form W-2 e-file service costs just \$1.79 per employee. W-2s are automatically e-filed with the appropriate State and Federal agencies. W-2s are mailed directly to your employees and also posted to a secure website for immediate access. A basic service is available for 69 cents per employee for e-filing to Federal and State agencies only. Other options also are available. Quarterly tax reports cost \$7.95 plus 25 cents per employee to e-file. While printing paper copies of Form W2s and other tax reports is still supported by Sage HRMS, you are encouraged to look at the cost savings and convenience that electronic reporting can offer.

#### Get Started Now

Now is the time to set up an account with Aatrix and process some test reports and forms. This will help make sure everything goes smoothly during Payroll year-end processing. Use Sage Payroll Tax Forms And eFiling to save significant time so you can focus on other important areas of your business.

Give us a call for assistance, or to sign up with Aatrix. ✨

### Contact Information

**Dresser & Associates, Inc.**

243 US Route 1

Scarborough, ME 04074

Regional Offices Located In:

Clearwater, FL

Atlanta, GA

Blue Bell, PA

(866) 885-7212

(207) 885-0816 fax

[info@dresserassociates.com](mailto:info@dresserassociates.com)

[www.dresserassociates.com](http://www.dresserassociates.com)

