



Product brochure

Sage Payroll Advanced and Sage HR

Sage Payroll Advanced and Sage HR delivers simple HR tools combined with powerful cloud payroll so your employees can self-serve whenever, wherever they are. Forget manual work—automate HR and Payroll workflows, onboard new hires and gain valuable insights to drive smart people decisions across your organisation.

Sage

Cloud HR and Payroll for a more engaged workforce

Sage brings scalable HR and Payroll together on one powerful cloud platform. Businesses can manage everything in one place, creating a smoother, more rewarding work experience. Organisations and HR teams have a lot on their plate, from attracting and hiring quality talent to maintaining a productive and engaged workforce. They need HR and Payroll processes to run timely, compliant, and error-free.

What's more, the needs of today's workforce are ever-evolving and how organizations engage and communicate with their employees is key to creating greater workforce stability and better employee experiences. That's where Sage HR and Payroll Advanced cloud software can help.

The screenshot displays the Sage Payroll Advanced software interface. At the top, the header shows 'Sage | Sage Payroll Advanced' and 'Company: Central Perk'. Below this, a navigation bar includes tabs for 'About', 'Employment', 'Payment Details', and 'Payslip Details for Main Pay Run'. The main content area is divided into several sections:

- Employee Record:** Chandler Meurial Bing, CP004, Chandler, Monthly, 30/06/2023, Central Perk, Active.
- Payslip Summary:** A sidebar menu with options like Earnings, Deductions, Company Contributions, Fringe Benefits, Additional, Provisions, Private Contributions, Tax, Loans, and External Payments.
- All Transactions:** A grid showing key figures:
 - NET PAY: **79,533.57** (UP 2,886.11 FROM LAST PAYSIP)
 - SALARY COST: **142,419.26** (DOWN 507.32 FROM LAST PAYSIP)
 - EARNINGS: **128,135.84** (UP 2,586.00 FROM LAST PAYSIP)
 - DEDUCTIONS: **48,602.27** (DOWN 300.11 FROM LAST PAYSIP)
 - COMPANY CONTRIBUTIONS: **14,283.42** (DOWN 3,093.32 FROM LAST PAYSIP)
 - FRINGE BENEFITS: **12,919.66** (DOWN 3,086.00 FROM LAST PAYSIP)
- Payslip Insights (4):** A section with a large '1' and '1 History'.
- All Transactions for this Payslip:** A table listing various transactions:

Earnings		128,135.84
OT_15	Overtime 1.5	0.00
TRAVEL_80	Travel 80%	5,000.00
REIMB_TRV_IT	Reimburse Travel (IT)	300.00
CASH	Cash	122,335.84
HOUSING_ALLOW	Housing Allowance	500.00
COFFEE_ALLOW	Coffee Allowance	0.00
Deductions		48,602.27
PAYE	Pay as you Earn	37,868.49
UIF	Unemployment Insurance Fund	177.12
PARKING	Parking	0.00
CANTINEEN	Canteen	0.00
Net Pay		79,533.57
- Payslip Status:** Open for Processing.

At the bottom right, there are 'Cancel' and 'Save' buttons.

Powerful payroll, less admin

Automate payroll processes so you can spend less time on payroll admin and more time engaging and retaining your people.

Pay your people right, every time

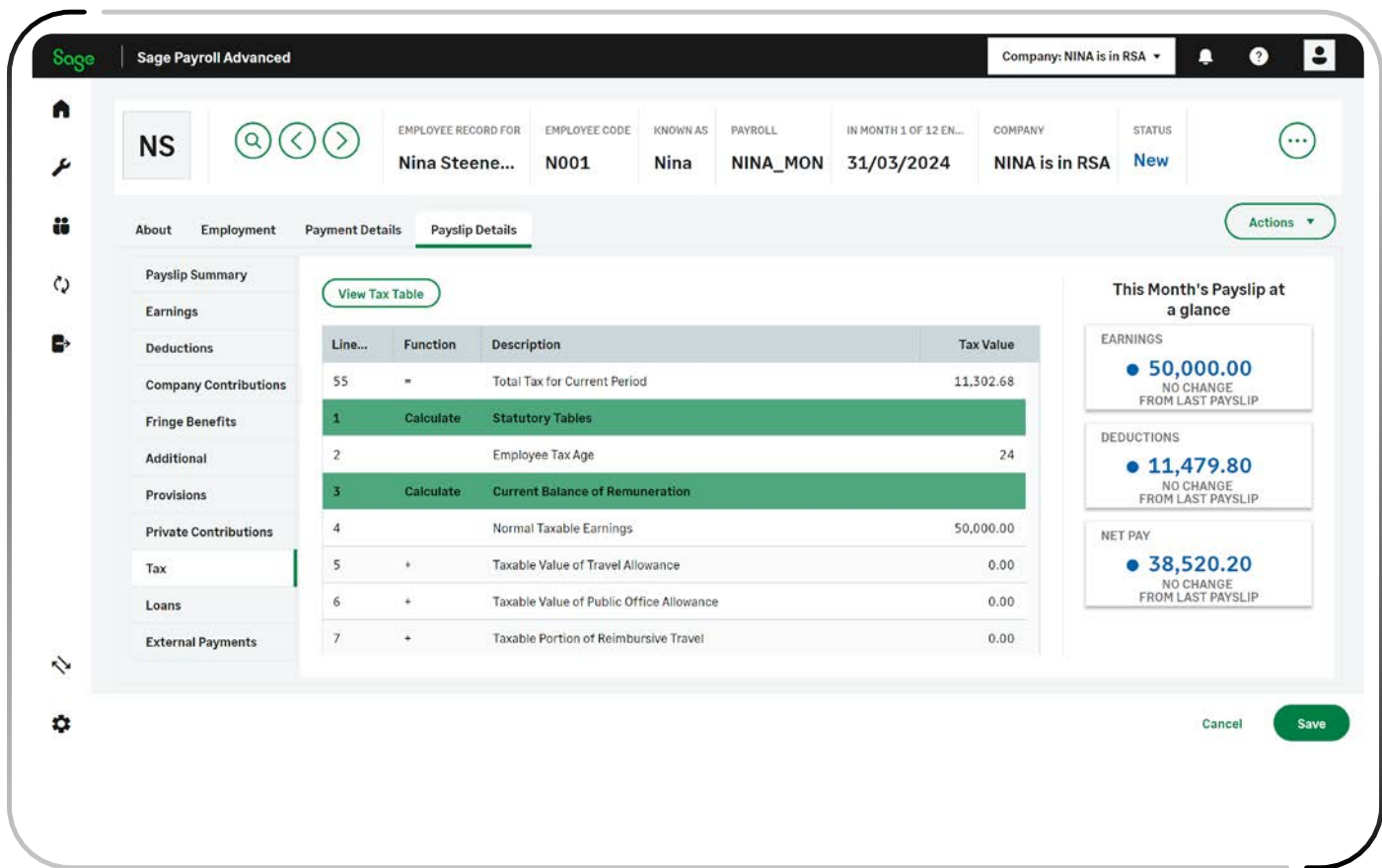
Your employees count on you to pay them correctly and on time—every time. Accurate payroll isn't just about compliance; it directly impacts morale, retention, and your ability to attract top talent. With Sage Payroll Advanced, you get powerful automation, intelligent error detection, and customisations tailored to your business needs—so you can confidently run payroll, no matter the size or complexity of your organisation.

Smarter automation, effortless compliance

Say goodbye to time-consuming payroll tasks. Sage Payroll Advanced automates calculations, and deductions, ensuring payroll is processed faster with fewer errors. Real-time data insights help you make informed decisions, while background processing keeps your work flowing without interruptions. Plus, built-in compliance tools simplify complex regulations, reducing risk and keeping your business audit-ready.

A better experience for employees

Modern payroll isn't just about getting paychecks out—it's about giving employees easy access to their information. With Sage Payroll Advanced and Sage HR, employees can view digital payslips, track earnings, update personal details, and even manage time off—all from the mobile app. This self-service functionality reduces admin work for HR and Payroll teams while empowering employees with the data they need, whenever they need it.



Modern Cloud Payroll: secure, scalable, and built for growth

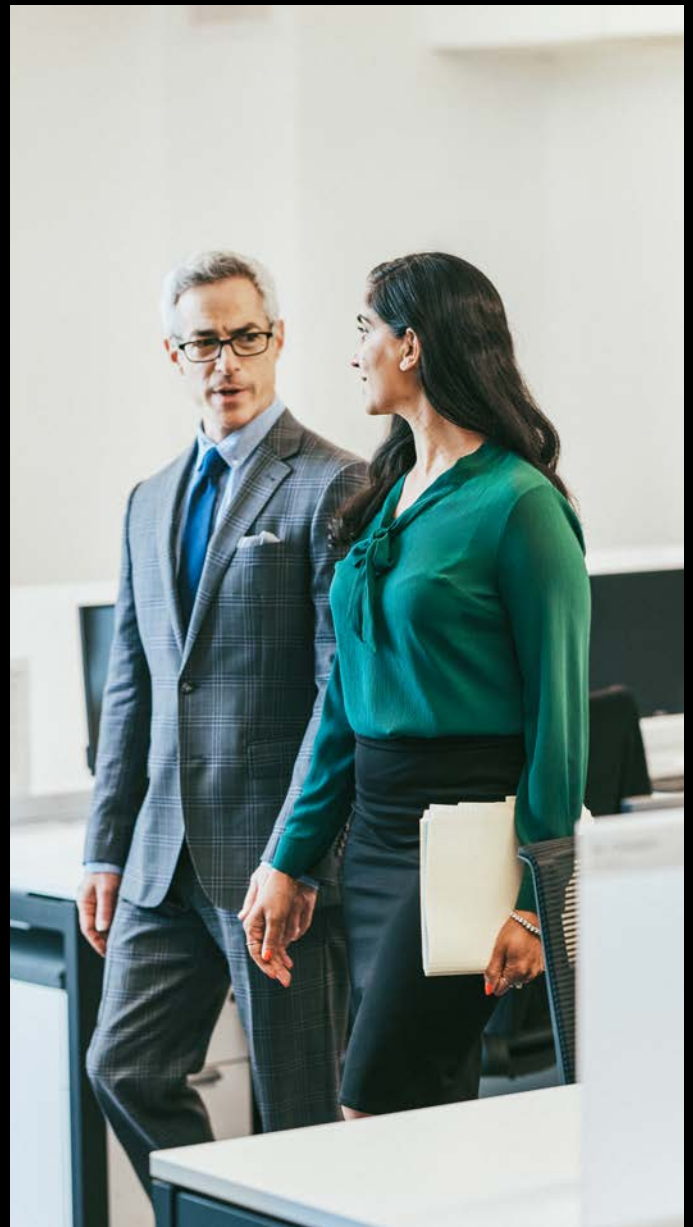
With Sage Payroll Advanced, you get more than just payroll—you get a secure, high-performance solution designed to enhance efficiency, reduce complexity, and support business growth.

Security, Stability, and Smarter Payroll Processes

Protect sensitive payroll data with airtight security and stability, ensuring compliance and peace of mind. Constant innovation in cloud payroll technology streamlines payroll processing, reduces errors, and enhances system performance.

Boost Productivity with Connected Data

Eliminate inefficiencies caused by disconnected systems. Many HR teams juggle multiple platforms, leading to wasted time and higher costs. Sage Payroll Advanced in combination with Sage HR consolidates HR and payroll into one integrated system, improving data accuracy, automating workflows, and cutting down manual effort—saving time and increasing productivity.



Real-Time Insights, Reduced Risk

With a modern cloud payroll system, payroll processing is easy to monitor and adjust, reducing the risk of costly errors. The combination of real-time updates and a period-driven system provides a unique, industry-leading approach to payroll management, ensuring accuracy and efficiency at every stage.

Fast, Efficient Implementation

Unlike traditional payroll solutions, Sage Payroll Advanced is designed for rapid deployment. Get up and running quickly while minimising business disruption.

Features and functionality

top highlights

Company and personnel administration

- Unlimited companies, hierarchical levels, employees, pay period configurations, and pay runs .
- Create unlimited Earning, Deduction, Company Contribution, Fringe Benefit or Provision definitions.
- Receive all the latest statutory updates regularly to ensure you're always fully compliant.
- Do net-up calculations of salaries and wages and net-pay splits between bank accounts.
- Full history of every period is stored and can be recalled at any time.
- Draw reports for a single company or consolidated reports for multiple companies.
- Every action is recorded for detailed audit reports.

Security and user permissions

- Ability to define every user's access.
- This gives you tight control of who can view specific data or perform specific actions.
- The full history of every login attempt is recorded, showing reasons for login failures and password changes.
- The system gives you a full audit trail of all changes and activities.

Background processing with long running tasks

- For tasks that may take time to complete, such as batch processing, rollover to new period or custom reporting. The user is notified when the task is completed while continuing other work.

Payroll batches

- User-defined batch templates allows for customisation of payroll input.
- Any pay component can be batched (fields include units, rates and amounts).
- Batch can be captured or imported.
- Adding of new employees also via bulk function.

Pay component formulas and templates

- A robust custom calculation engine allows for if statements, table lookups and nested formulas.
- Field list for formulas includes all payroll values, previous period values, custom fields etc.
- A pay component has one or multiple formulas linked.
- Reoccurring pay components: A variety of recurrence options allows for the "activation" of a pay component calculation only when required (ex. deduct union fees only during the last week of the month).
- Multiple templates per payroll allows for a set of pay components per pay run to be added to the employee payslip.
- Pay components on a template is either mandatory or can be added when required.

Custom fields and filtering

- As an employee parameter, custom fields allow for multiple lookups to group employees (ex. Department)
- Custom fields are reusable across companies.
- Employee grid for a company allows easy searching for employees (ex. Last name starting with xyz) and filtering (ex. Date engaged).

Quick view reporting

- Sanity checks (ex. Termination checklist)
- Employee movements (ex. Who has job title changes this period).
- Alerts (ex. Duplicate bank details).
- Payroll checks (ex. Who is new this period).

Custom reporting

- User-defined report templates that are saved to be run as required.
- Fields available include employee static values, payslip values, dates etc.
- Data on the report can be for multiple companies and pay periods.

Manage your people with confidence

Improve productivity across your entire workforce and connect with your people in a whole new way.

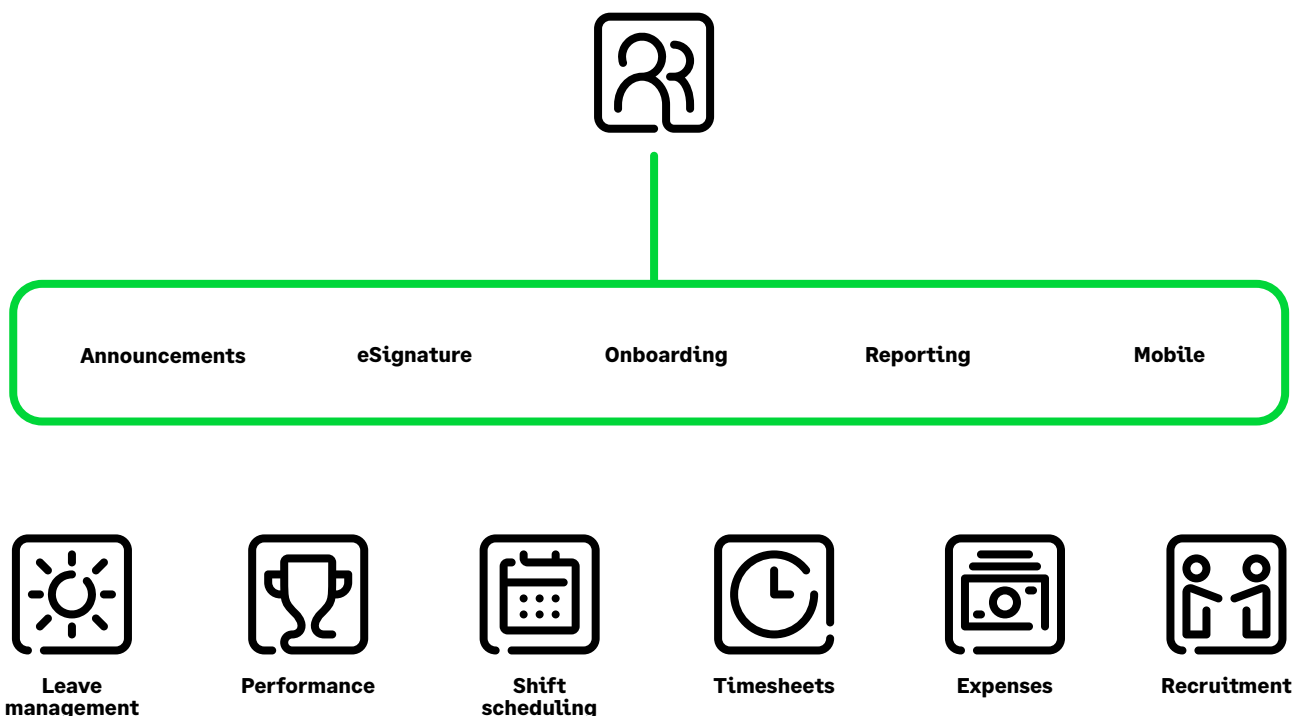
Sage HR delivers the tools your HR teams need to succeed—along with an experience that your workforce will love.

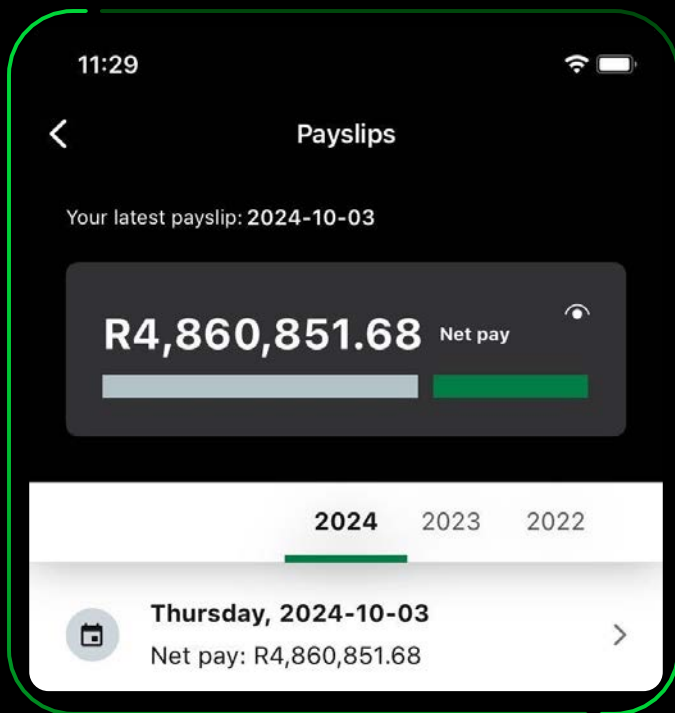
HR with smarter, faster, and more connected workflows

Unlock new levels of productivity and engagement across your workforce with Sage HR—a modern HR solution that simplifies operations, empowers employees, and helps you build a thriving workplace.



Key Features of Sage HR





Core HR

Manage people, not paperwork

Say goodbye to tedious admin work and hello to unified people management. From onboarding to offboarding, Sage HR automates repetitive tasks, centralises employee data, and ensures compliance—all while giving employees self-service access to the information they need, when they need it.

Documents • Announcements • eSignatures • Onboarding
Mobile • Workflow Builders • Org Chart

Leave management

Stress-free time off tracking

Managing leave has never been easier. Track time off requests in real-time, integrate leave calendars with schedules, and set up custom policies that fit your business. Employees can request time off directly from the mobile app, making approvals quick and hassle-free.

Shared Calendar • Custom Approval Flows • Unlimited Policies
Detailed Reporting • BCEA Compliant

Performance management

Build a culture of growth

Foster employee success with tools that make feedback and goal-setting simple. Set objectives, track progress, and recognize achievements effortlessly. With real-time insights, you can drive continuous improvement and boost engagement across your team.

Goals • 360 Feedback • 1:1 Meetings • Surveys
Quick Feedback

Shift scheduling

Smarter schedules, fewer headaches

Eliminate scheduling confusion with an intuitive drag-and-drop shift planner. Quickly create, edit, and share schedules with employees in real-time, ensuring everyone is on the same page—no more last-minute changes or miscommunications.

Interactive interface • Order by groups and areas
Employee Availability

Timesheets

Simplified, accurate timesheets

Capture work hours with ease. Employees can clock in and out directly from their phones, while automated timesheets provide real-time visibility into labor costs, project tracking, and workforce efficiency.

Approval Flows • Mobile Clock In/Out • Geofencing
Project timesheets • Advanced Reporting

Expense management

Fast, accurate reimbursements

Ditch the paperwork and speed up expense processing. Employees can snap a photo of their receipts and submit expenses instantly through the Sage HR mobile app, giving you up-to-date reports and easy manager approval flows.

Mobile Submissions • Automated Entries • Manager
Approval Flows

Recruitment

Hire smarter, faster

Attract top talent with an automated hiring process that lets you screen candidates, schedule interviews, and send follow-ups—without the manual effort. Focus on finding the right fit while Sage HR handles the admin.

Drag and Drop Pipelines • Landing Pages • Interview
Scheduling • Custom Scorecards • Candidate Profiles



**Take a free product tour to see
Sage Payroll Advanced and
Sage HR in action.**

**For more information, visit
sage.com/en-za/ or contact your
certified business partner.**



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