



SAGE ACCPAC SAGE PRO

**ACCPAC HR Series**

ACCPAC HR Series is a powerful, cost-effective, and easy-to-use HR management solution that helps companies effectively collect, manage, calculate, and report on all employee data.

With ACCPAC HR Series, you can:

- Manage and automatically track attendance, review dates, benefits, compensation, and more.
- Empower your employees with the ability to enroll in benefits, request time off, and update their personal data online, anytime of day.
- Create multiple security levels for different groups of users.
- Streamline recruitment and applicant tracking.
- Stay on top of government regulatory compliance.
- Automate time-consuming and detail-intensive tasks.
- Avoid expensive, legally damaging errors and lower liability.
- Customize fields to better manage critical data, including unlimited custom tabs and additional security options.
- Synchronize your HR data with your payroll data.
- Notify employees of date- and time-sensitive events using the HR Alerts Library.
- And much more!

Note: ACCPAC HR Series is available in a U.S. / Canadian version and a Canadian-only version.



ACCPAC HR Series puts you in control of your human resources and benefits administration functions.

### Simplify HR Processes and Reduce Expenses

ACCPAC HR Series provides a comprehensive framework for organizing, streamlining, and automating your benefits and administration processes. Powerful and flexible, ACCPAC HR Series is easy to use, affordable to implement, and offers all of the advanced features and functionality you need to effectively manage your most complex HR tasks.

With ACCPAC HR Series, mission-critical HR information can be easily accessed, precisely tracked, and accurately reported, so you can quickly compare and forecast expenditures, better manage your budgets, and successfully control costs.

ACCPAC HR Series includes:

- **Automatic calculation** – Calculates vacation and sick leave balances, review dates, benefits eligibility, contributions, and more.
- **Efficient, accurate data management** – Makes managing employment and employee-related records easy by providing powerful system capabilities, a high degree of reliability, and error-free data.
- **Precise regulatory compliance** – Tracks the status of individual employees, their covered dependents, and changes that might be affected by federal and local regulations.
- **Payroll integration** – Provides a unified location for maintaining employee data by automating the synchronization of ACCPAC HR Series with any payroll solution, including Sage Accpac ERP (formerly ACCPAC Advantage Series) U.S./Canadian Payroll, Sage Pro ERP (formerly ACCPAC Pro Series) U.S. Payroll, Sage MAS 90 ERP, ADP PC/Payroll for Microsoft Windows and many, many more.



## ACCPAC HR Series

*"Since installing ACCPAC HR Series, the time savings and improved efficiency have been phenomenal."*

Peter Mahar, controller and assistant treasurer  
New York State Energy R&D Authority

### Streamlined Efficiency

ACCPAC HR Series is intuitively designed to increase productivity by reducing paperwork and manual data entry. Free from time-intensive tasks, your HR staff can concentrate on analyzing employee data, making informed decisions, and focusing on organizational development.

Powerful tools help your staff manage complex HR assignments, while reducing administrative overhead and costs associated with managing your human resources. ACCPAC HR Series is built to work the way people do—with screens and wizards that lead users through data entry step by step.

### Accurate Employee Data

Employee satisfaction can be an ongoing challenge for many companies. The ACCPAC HR Series optional Employee Self-Service component automates an HR department by providing employees with quick access to HR information 24 hours a day. It helps ensure employee satisfaction by making vital HR information easily accessible to employees across the entire enterprise.

The Employee Self-Service module is a complete Web-based solution that can be easily set up to resemble a company's intranet and requires only a Web browser on an employee's desktop. The module is designed to empower employees to manage and maintain their own personal data, improving the quality of employee information, and decreasing the data entry workload for HR staff.

With Employee Self-Service, employees can:

- View and update personal data.
- Study benefit plan information and make plan comparisons.
- Use the Open Enrollment feature for completely paperless benefits enrollment. **NEW!**
- Check sick leave and vacation balances.
- Send requests for time off directly to their manager. **NEW!**
- Access a complete up-to-date company directory.

### Regulatory Compliance

ACCPAC HR Series tracks the status of individual employees, covered dependents, and changes that might be affected by federal and local regulations. With HR Series, you can avoid costly errors by staying on top of regulatory mandates and responding quickly with appropriate action. In the U.S., HR Series can assist with COBRA tracking, FMLA, OSHA reporting, and more. In Canada, HR Series can assist with Employment Equity tracking and more.

### Reduce Liability

Consider the monetary, legal, and negative publicity repercussions if employee issues are poorly documented. ACCPAC HR Series addresses these and a host of other critical issues with a comprehensive system you can rely on with total confidence.

### Optimized Data Management

Employee compensation and benefits are typically some of the largest costs incurred by most employers. Easy access to detailed information allows you to better manage these costs. With ACCPAC HR Series, all of your HR information is precisely tracked and reported, so you can accurately compare and control costs.

### Top-Level System Security

The ACCPAC HR Series core module provides secure access for HR staff, supervisors, and managers, allowing for view-only or editing access rights to any number of the HR functions, including compensation. Security for all system users can be controlled down to the tab level, including any custom tabs. HR Series ensures airtight system security and eliminates the need for companies to provide help-desk support for managing employee IDs and passwords.

### Industry-Leading Backend Database **NEW!**

ACCPAC HR Series ships with Microsoft SQL Server 2000 Desktop Engine (MSDE). With MSDE or Microsoft SQL Server as the backend database, HR Series delivers industry-leading database security, integrity, and performance.

### High Performance at a Low Price

For companies seeking to reduce costs, optimize efficiency, and sensibly manage critical HR functions, ACCPAC HR Series provides a robust solution. It fully integrates with Sage Accpac and Sage Pro payroll functions, and easily scales to meet the varied demands of mid-market enterprises.

Packed with the features, reliability, and convenience you would typically expect from a more expensive system, ACCPAC HR Series is an affordable solution for employers.