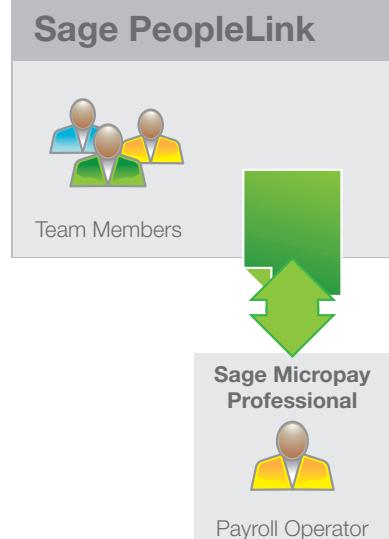**sage**

Sage PeopleLink

Linking You To Your Payroll Bureau

Sage PeopleLink is a web-based employee and manager interface that simplifies the process of communicating up-to-date and accurate data between you and your Payroll Bureau.

Functionality within Sage PeopleLink enables you and your employees to submit timesheets to your Payroll Bureau, view your historical payslips instantly, manage holidays and absences and edit personal data with ease. Streamlining these key administrative tasks will improve your business efficiencies by increasing your flexibility and creating capacity by freeing up your time.

Sage PeopleLink is securely hosted by Sage, which allows it to be accessible in-office or remotely, where an employee has access to the internet. Easy to use navigation screens ensure a straightforward integration of Sage PeopleLink into your business.

Linking you and your business to your Payroll Bureau, Sage PeopleLink provides you with access to a central depository of all your employees' personal and time related data, helping to promote information transparency and enhance communication between you and your Payroll Bureau.

Sage PeopleLink

Team Members   Team Manager

Sage Micropay Professional

Payroll Operator

Access in-office or remotely.

Providing you with access to a central depository of your employees' data, Sage PeopleLink connects you to your Payroll Bureau, promoting information transparency and enhancing communication.

Glavin & Ronan

CHARTERED ACCOUNTANTS
REGISTERED AUDITORS

Features & Benefits of Sage PeopleLink – For You

Task Area	Features	Benefits
Timesheet Gathering	Employee managers enter hours worked for each employee into Sage PeopleLink. The Payroll Bureau can retrieve employee hours worked from Sage PeopleLink via Sage Micropay Professional payroll.	Easy entry of hours worked. Increases the speed of the process as the timesheets are received instantly into Sage Micropay Professional ready for processing by your Payroll Bureau.
Payslip View	Employees can view their Sage Micropay Professional payslip on Sage PeopleLink. Employees' Sage Micropay Professional historical payslips can also be viewed on Sage PeopleLink. Payslips include interactive explanations of common payslip terms e.g. Tax Credit.	Employees can access their payslips immediately when processed. The viewing of historical payslips is always available and payslips can be printed at any time, if required – and all from one central location. Reduces number of payslip queries to the Payroll Bureau.
Holiday/Absence Management	Employees can request holidays and absences directly from their manager. The 'Team Holiday Planner View' allows managers to view all their employee absences for a selected period. The manager can authorise or decline requests using this information. Details are automatically updated to the Payroll Bureau.	Streamlines holiday and absence processes. Facilitates employees' ability to log and track their absences.
New Starter Setup	The Sage PeopleLink manager can enter 'New Starter' details for a new direct report via Sage PeopleLink. The Payroll Bureau can then retrieve the 'New Starter' details from Sage PeopleLink via Sage Micropay Professional, at the touch of a button.	Submit new employee details to the Payroll Bureau with ease and speed, to ensure new employees are paid promptly.
Employee Personal Detail Management	Each employee has a view of their personal details on Sage PeopleLink. The manager can edit the personal details of their direct reports e.g. address, phone number, etc.	Ensures accurate data records are maintained and stored centrally; with quick, straightforward and secure access, either in-office or remotely via the internet.

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