HR Key Features

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Keep all your employee data in one secure place
From contact details to pre-employment checks and proof of identity
Comply with employment legislation

All you need to create and securely store your legal documents
Manage people performance and development
Keep track of skills, qualifications, objectives and appraisals
Manage holidays and keep track of absence

Effectively plan your resources by knowing who's off and when
Free Sage Cover support for one year

Inclusive Sage Cover support and HR advice free for new customers

- ## Keep all your employee data in one secure place

Sage 50 HR helps you store all your employee data in one secure, easily-accessible place.

- **Keep records of your past and present employees**: as an employer, you're legally required to keep and provide certain information about your people. Sage 50 HR lets you store data for an unlimited number of employees.

- **Keep your employee data at your fingertips**: store things like personal details, evidence of their right to work, pre-employment checks and proof of identity.

- **Securely store sensitive information**: password protect your data with flexible security options to meet your needs.

- **Quick and seamless reporting**: use our built-in reports or customise your own.

- **Manage user access rights**: restrict access rights so your users can access areas of the program that's relevant to their needs.

Comply with employment legislation

Sage 50 HR will help you comply with HR related legal requirements, by:

- **Storing your important documents in one place**: you can securely store documents such as work permits, right to work checks, Criminal Record Bureau checks and Independent Safeguarding Authority checks.

- **Generating statements of employment**: Sage 50 HR will automatically generate statements of employment and remind you when they need to change.

- **Allowing you to define your own events**: you can set reminders for events such as CRB and ISA renewals.

- **Helping you ensure employees are eligible to work**: record work permit dates and HGV licence dates with expiry and renewal reminders.

Manage people performance and development

Sage 50 HR helps you keep track of your people's skills, qualifications and performance.

- **Easily view your employees' qualifications**: Sage 50 HR lets you store and keep track of employee qualifications so you can easily see potential for promotion and expiry dates for accreditation.

- **Manage employee development with appraisals**: our appraisal feature helps you record and keep track of objectives, targets and identify areas of weakness.

- **Keep track employee behaviour and performance**: easily document supporting evidence such as attendance reports, written complaints and warnings.

Manage holidays and keep track of absence

Knowing when your people will be absent from work helps ensure you don't overstretch your resources.

- **Keep track of time off**: create individual employee records to keep track of holidays, maternity, paternity, adoption breaks and training.

- **Create holiday profiles for employees**: get a quick view of holiday allowance and easily track holidays taken and booked.

- **Automatically calculate holiday entitlement**: based on people's start dates and work patterns.

- **Keep accurate employee attendance records**: Sage 50 HR allows you to record time off by by reason and in hours, days and half days.

- **Identify trends**: use reports to identify trends and reasons for absence.