Sage HRMS Newsletter

UNDERSTANDING SAGE PAYROLL PAYCARDS
A Low Cost Alternative to Paper Checks

With millions of "unbanked" workers in North America, employers have begun relying on a relatively new method of employee payment called payroll cards. This electronic method of payment works just like a debit card, allowing workers to easily access payroll funds while saving employers the cost and hassle of issuing paper checks. What's more, Sage offers a Payroll PayCard program that works directly with your Sage HRMS system. Here's a closer look.

What is a Payroll Card?

A payroll card holds a stored value and functions much like a debit card without the need for an underlying bank account. An employee who receives a pay card as payroll is able to access cash at an ATM, pay bills, buy groceries, make online purchases, and use the card just about anywhere a debit card would be accepted. Payroll cards are often branded, by Visa or MasterCard for example, and are widely accepted by banks and merchants.

sage
software

Sage PAYROLL
4548 1234 4567 8910
GOOD THRU 12/07
EMPLOYEE NAME
DEBIT
VISA

Sage Payroll PayCard Program Provides Alternative to Paper Checks.
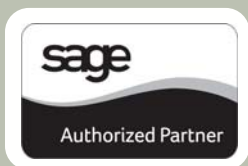
Who Benefits from Payroll Cards?

There are millions of people who, for a variety of reasons, don't have a bank account. With electronic payroll cards, these "unbanked" employees gain the convenience of a debit card without the risk of carrying cash or the fees of cashing a check at the bank as a "non-customer." As such, payroll cards closely approximate the convenience of direct deposit.

For employers, payroll cards provide an alternative to issuing paper checks. Not only will you improve efficiency and reduce payroll processing costs like paper stock, security features, envelopes, postage, check handling, and toner/printer, you'll also eliminate the risk of check fraud.

How Does Sage Payroll PayCards Work?

Sage offers a full-featured Payroll PayCards program that works with your Sage HRMS system. Sage establishes a partnership with a bank that handles the financial transactions and disburses the funds to employees through the program. Employees are issued a payroll card that stores the amount of payroll he/she has earned for the period and funds are available immediately on payday. The employee can then use this card to withdraw cash, pay bills, purchase merchandise, and perform just about any other financial transaction. The cards also feature built-in security with PIN number verification required. For more information about the program, go to:

www.SagePayrollPaycard.com

sage Authorized Partner

Need More Information? Contact us to learn more about the Sage Payroll PayCard program and how it works with your Sage HRMS system.

Sage HRMS Keyboard Shortcuts

While Sage HRMS is primarily designed to be used with a mouse, there are times when it's faster and easier to keep your fingers on the keyboard. If that's the case for you, then here's a handy guide that will help you navigate the system.

Keyboard Shortcut	To Open this Edit Function
F1	Context Sensitive Help
Ctrl + R	Absence Transactions
Ctrl + E	Time Off Summary
Ctrl + J	Current Job
Ctrl + P	Current Pay
Ctrl + D	Demographics
Ctrl + B	Dependents and Beneficiaries
Ctrl + H	HR Status
Ctrl + I	Insurance Benefits
Ctrl + O	Job History
Ctrl + L	Leave of Absence
Ctrl + S	Savings Benefits
Ctrl + T	Termination
Ctrl + U	Custom Details - Press **Ctrl + U** on the Logon page if you want to update system files before logging on to Sage HRMS.
Ctrl + M	Employee Activity
Ctrl + 4	Employee Payroll
Ctrl + Y	Transaction History

Keyboard Shortcuts from the Main Menu

When it comes to accessing items from the main menu, Sage HRMS adheres to Microsoft Windows standards for mouse-equivalent keystrokes. Here's a quick cheat sheet:

Keyboard Shortcut	To Select this Menu Item
Alt + F	File
Alt + E	Edit
Alt + I	Actions
Alt + P	Processes
Alt + L	Analysis
Alt + R	Reports
Alt + U	Rules
Alt + D	Details
Alt + Q	Query
Alt + H	Help

IMPORTANT NOTICE
For Sage Abra Suite Customers

As you may know, Sage HR and payroll software is available in 2 flavors - Sage HRMS 2012 and Sage Abra Suite. The **Sage Abra Suite** version runs on **Visual FoxPro** - a database that's owned and maintained by Microsoft.

Microsoft has announced they will discontinue support for Visual FoxPro in 2015. While Sage will continue supporting your Sage Abra Suite software, continued product improvements and new features are unlikely. With that it mind, it may be time to consider migrating to Sage HRMS 2012 which runs on the Microsoft SQL Server database and offers expanded features and functional advantages over Sage Abra Suite.

Be sure to contact us with questions, concerns, or to discuss migration to Sage HRMS 2012.

CONTACT US ...

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