

Sage HRMS Mobile App

Quick Start Guide



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Sage HRMS Mobile App Quick Start

Below is a list of steps to ensure that your company is set up to allow managers and employees to utilize the new Sage HRMS Mobile Application.

Administrative Setup

- 1. Download and install the most recent version of the Sage HRMS and Employee Self Service product (Q4 2024 or Higher)**
 - The mobile application connects to your organization's Sage HRMS Web server and requires the most recent release of the premium web version of Sage HRMS Employee Self Service. The initial mobile application release requires the Q4 2024 version.
 - If you are not currently using the premium version of Sage HRMS, contact Sage at 866-271-6050 to upgrade your subscription.
- 2. Ensure your Sage HRMS Web Server instance is using the HTTPS protocol and is accessible from the internet**
 - Employers may need to update their firewall and security settings to enable access to the server from the web.
 - If your organization already has this setup in place, with employees already using the premium web version of Employee Self Service, no additional configuration is required.
- 3. Download the application on your device from your device app store:**
 - Apple iPhone users can download the new mobile app by searching for "Sage HRMS" in the [Apple App](#) store.
 - Android users can download the new mobile app by searching for "Sage HRMS mobile" in the [Google Play](#) store.
- 4. Connect to your organization's Sage HRMS Web Server**
 - When asked for the HRMS Web Server information, the following format should be used: `https://<ServerName>/<SiteName>/`

Example: `https://www.companyname.com/selfservice/`

Once you have successfully connected to your organization's server, you will be prompted to log in. Your employees will use the same login credentials they currently use when accessing your current instance of Sage HRMS Employee Self Service.

Optional Step: Change your Pay History to display 18 months of data or less

The current version of the Sage HRMS Mobile App has encountered performance issues when trying to display multiple years of Pay History for some clients. Administrators can update their Pay History settings to reduce load times and improve performance in the application. Follow the steps below to make this change.

1. Log on to HRMS Employee Self Service as the Master user.
2. On the **System Administrator** menu, select **System Settings > System Setup**.
3. On the **System Setup** page, expand the **History** section and enter a date in the **Display Pay History From** field.

Pay History with a date after the **Display Pay History From** date will be available on the employee's Pay History screen.

This issue will be resolved in an upcoming application update.

Note: You must use the "HTTPS" protocol in the web server address when connecting to your Web Server.

Employee Communication

Because the application requires employees to connect to your organization's HRMS Web Server, additional communication will need to be shared with employees.

Sample verbiage has been included below. Please update the [bracketed] information before sharing this verbiage with employees:

[Company Name] Team,

We are excited to announce the launch of a brand-new mobile application designed to make managing your employee information and time off easier and more convenient than ever

before! Starting today, you can download the Sage HRMS Mobile application on your mobile device to allow mobile access to Employee Self Service.

Key Features of the Sage HRMS Application:

- **Request Time Off:** Submit vacation, sick, and personal leave requests directly from your phone
- **Track Your Balances and Approvals:** Stay updated on your available time off and upcoming leave balances in real-time, and instantly see the status of your Time Off requests
- **Manage Your Employee Profile:** Make updates to your employee demographic information from your phone
- **Download Your Pay Stubs:** View your Pay History and download your past Pay Stubs in PDF Format
- **View Your Benefits:** View information about your current benefits

How to Get Started:

1. Download the App:

- Go to the [Apple App](#) store and search for "**Sage HRMS**" and download the app.
- Go to the [Google Play](#) store and search for "**Sage HRMS mobile**" and download the app.

2. To use this app, please read the **Terms of Use** and click "**Accept**" and then **Continue**

3. **Connect to [Company Name's] Sage HRMS Web Server:** Enter the following url into the HRMS Server field on your app:

[https://companyserverinformation/sitename/]

4. **Login:** Use your Employee Self Service credentials to log in to the app

5. **Start Managing:** You can now easily manage your information and time off requests from anywhere, at any time!

This app is part of our ongoing efforts to improve your experience and simplify administrative processes. We encourage you to download the app and explore its features today!

If you need any help with the app or have any questions, feel free to reach out to [HR/IT Support] at [contact info].