

# Sage HRMS Mobile App

## Quick Start Guide



This is a publication of Sage Software, Inc.

© 2025 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Last updated: January 9, 2025

# Contents

- Sage HRMS Mobile App Quick Start ..... 2
  - Administrative Setup ..... 2
  - Employee Communication ..... 3

# 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 to your device from the [Apple App Store](#) or Google Play Store(Coming Soon)**
- 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.

**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](#) or Google Play Store and search for **Sage HRMS**.

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

[https://companyserverinformation/sitename/]

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