

## GreenbergFarrow's Blueprint for Success Features Sage HRMS

With over 30 years of experience and eight offices nationwide, GreenbergFarrow is a fully integrated architecture, planning, engineering, and development services firm. It offers a comprehensive range of services to the retail and development communities. With projects in thousands of cities nationwide, as well as multiple international projects in locations including China and Dubai, GreenbergFarrow has gained an invaluable and unrivalled level of knowledge and expertise.

The company maintains a large, distributed workforce operating from eight regional offices, so administering the human resource and benefit functions requires a powerful, flexible human resource management system. For more than a decade, Sage HRMS has been the solution of choice for GreenbergFarrow.

"Sage HRMS has grown and changed as our company has grown and changed," explains Rita Wilson Harris, director of human resources for GreenbergFarrow. "New features and functionality are added all the time; the product has grown with us."

### Self Service Serves Entire Team

An example of efficiency-boosting functionality is the Sage Benefits Enrollment module. Open enrollment used to consume two months of the year. "We had email messages to send, seminars to hold, notifications to send out, packets to be delivered, and enrollment forms

to be processed and accounted for," Harris recalls. "Now the entire process is handled online, and when the process is complete, we export data to a Microsoft® Excel® file to send to our benefits providers. What used to take the better part of a few weeks now takes a few days."

The benefits of Sage ESS do not end when open enrollment season is over. Employees can access the Sage ESS portal to change beneficiaries, and update personal information—tasks that used to require a paper form and manual processing by the HR department.

"We have fewer routine calls and questions because employees and their managers can obtain the information they need, when they need it," says Harris. "As a result, this department is free to tackle more strategic initiatives."

The Sage ESS portal also offers employees links to benefit providers, a library of various forms and company documents, the employment manual, as well as news and announcements.

### Reduce Paper and Boost Efficiency

Sage HRMS is leading GreenbergFarrow's paperless initiative. "We scan and digitize all employment-related paper documents and store them within the system," Harris explains.

### CHALLENGE

With multiple offices and projects and with personnel around the world, GreenbergFarrow requires a powerful, flexible human resources management system.

### SOLUTION

For more than a decade, Sage HRMS has been the solution of choice for GreenbergFarrow. The product has scaled and adapted to the company through years of growth and change.

### RESULTS

The open enrollment process is cut from weeks to days. Sage Employee Self Service and Sage Benefits Enrollment empowers employees and managers while freeing the HR department of routine tasks. Paperless processing boosts efficiency and reduces overhead costs.



### CUSTOMER

GreenbergFarrow

### INDUSTRY

Architecture

### LOCATION

Atlanta, Georgia

### NUMBER OF LOCATIONS

8

### NUMBER OF EMPLOYEES

150

### SYSTEM

Sage HRMS

- Sage HRMS
- Sage HRMS Alerts
- Sage Employee Self Service (Sage ESS)
- Sage Benefits Enrollment

"Before, we had administrative personnel in each of our eight offices to handle the paperwork and ship it between branches. Now all data transfer is electronic. It is a huge boost to our operational efficiency, and it is a cumulative effect. By eliminating paper, you reduce storage requirements, courier fees, and the time spent handling and filing it. It is also much more secure—no pieces of paper with sensitive employment data floating around."

### Helpful Alerts

Human resource administration involves dozens of time-sensitive tasks, and GreenbergFarrow uses technology to help ensure none of these tasks are overlooked. GreenbergFarrow has configured the Sage HRMS Alerts module to generate email messages to employees, supervisors, and HR personnel when a particular condition is identified.

"For example, we have configured alerts to notify supervisors when an employee is due back from an FMLA leave, and our architects receive reminders when it is time to renew their licenses," explains Harris. "We also have an alert that is triggered when an employee adds a dependent to remind them to also update their insurance elections."

### Payroll Integration

GreenbergFarrow has always outsourced its payroll processing, and to streamline the task, the company's Sage business partner developed an integration utility between Sage HRMS and the payroll service provider that keeps both systems up to date and synchronized without the need for duplicate data entry.

### Strategic Reporting Power

The company makes extensive use of the hundreds of standard reports included with Sage HRMS and also uses Crystal Reports® to customize the standard reports and build new special-purpose reports. The reports deliver strategic data that helps guide the company's decision-making. For example, during the economic downturn, the company downsized its staff and reduced pay in response, and it is now rehiring and reinstating salaries as the economy has improved. Harris is able to provide

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Rita Wilson Harris  
Director of Human Resources  
GreenbergFarrow

management with reports that illustrate how these changes affect the company by graphing payroll and benefit costs over time.

### Best Solution out There

Harris believes it would be impossible to run an effective HR department without a powerful software tool like Sage HRMS. "It is a necessity. There is so much data associated with HR, and Sage HRMS helps us organize and utilize that data while keeping it secure and accessible," she says. "There are other HRMS options available, but most come with a high price tag and prohibitive ongoing fees. Sage HRMS is the best mid-market solution available."



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### About Sage

Sage is a leading global supplier of business management software and services for small and mid-sized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,300 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com). Follow Sage North America on Facebook, <http://www.facebook.com/SageNorthAmerica>, and Twitter, <http://twitter.com/#!/sagenamerica>.