

## Sage HRMS HR Actions W-4 by Delphia Consulting



Sage HRMS HR Actions W-4 by Delphia Consulting, a Sage Endorsed solution, efficiently and securely streamlines the collection of employees' withholding certificates during the onboarding process, or any time these forms need to be resubmitted by the employee. This paperless solution lets you comply with federal and state regulations while saving time by eliminating duplicate data entry and reducing errors.

### About Sage HRMS HR Actions

Sage HRMS HR Actions by Delphia Consulting, a Sage Endorsed solution, is the web-based workflow solution to automate employee status change forms. Design, initiate, and route forms for approval that automatically update Sage HRMS.

### About Sage Employee Self Service

Sage Employee Self Service provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the human resources department with routine inquiries, employees and managers will be more self-sufficient when they can access information directly.

### About Sage HRMS HR Actions Dynamic Forms Checklist

Streamline the onboarding process through a guided online checklist of forms designed to make the routine completion of required forms easy for employees. Sage HRMS HR Actions Dynamic Forms Checklist by Delphia Consulting, a Sage Endorsed Solution, lets you easily create specific forms that must be completed by each employee that will dynamically appear within Sage Employee Self Service.

### Benefits

- **Streamlines the process by going paperless**

Simplifies the collection and storage of the W-4 and applicable state withholding form and provides employees easy access to see their previously submitted forms. Relieves HR/payroll staff from the interruption caused by paper-based withholding certificates collection processes.

- **Eliminates manual data entry**

Eliminates data entry of withholding allowances into Sage HRMS (U.S.) Payroll.

For more info, visit: [SageHRMS.com](http://SageHRMS.com)  
or contact us at 866-271-6050