

Sage Abra

New
Package!

Sage Abra HRMS “Select”

Abra HRMS Select improves human resources (HR) and payroll efficiency and empowers the HR department to actively support company objectives. Integrate and streamline your HR, compliance, benefits, and payroll processes, make reporting easy and insightful, and improve the effectiveness of employee training and retention activities with Abra HRMS Select.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. For more information about Abra HRMS Select, please contact your local Sage Business Partner, call us toll free directly at **800-424-9392**, or visit our Web site at **www.SageAbra.com**

KEY CAPABILITIES

Quick Access to Critical Information

Easily view key employee information, including demographics, insurance and savings benefits, skills, education, compensation, and employee attachments.

Comprehensive Benefits

Track unlimited benefit plans, generate reports, define eligibility criteria, and automatically calculate precise employee, dependent, and employer premium and benefits costs.

Time-Off Management

A full set of features provides for all types of time-off tracking, including incident-based time off, such as jury duty, medical leave, and bereavement.

FMLA Tracking

Allows you to assign regular leaves of absence, manage and report on leaves of absence covered by FMLA, track medical certification and recertification dates, and track FMLA time taken in staggered increments.

U.S. Government Compliance and Reporting

Accurately manage government requirements for regulations such as EEO-1, EEO-4, I-9 citizenship verification, Vets-100A, and OSHA.

Canadian Government Compliance and Reporting

Manage essential data for government reporting and reduce compliance risks with standard reports including EE audit reports, 1-6, OHS accident analyses, WSIB Employer's Report Form 7 (Ontario).
Applies to version 10 only.

COBRA and HIPAA Compliance

Provides automated, personalized notification letters that describe coverage options and costs, provides billing statements and mailing labels, and completes eligibility reports for COBRA management.

Security

Sophisticated, multilevel security options allow you to control which groups have access to data at any level—even field level.

Powerful Reporting Tool

Over 100 standard reports can be previewed, printed, and exported to a file, available to help you improve your company's analytic capabilities.

Analysis Tools

Quickly evaluate critical areas such as salary, turnover rate, and performance issue using key analysis tools.

Employee Training and Development

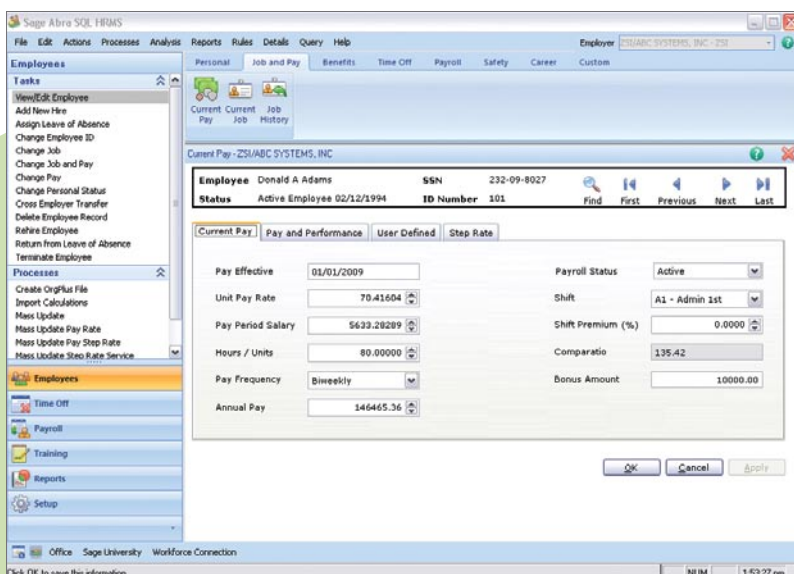
Manage employee training and certification programs. Set up classes, schedule attendance, and manage class rosters for students and instructors. Check class capacities and course prerequisites, automatically assign employees to job-based training requirements, and assign courses to one employee, groups of employees, or all employees. Define curriculum, or specific sets of courses that employees must complete in order to achieve desired levels of competency.

Advanced Customization

Customize menus and panels, change actions, processes, and even augment reports and toolbars. Control how information is categorized and viewed. Create new actions for employees, applicants, and requisitions.

Easy Import/Export Capabilities

Select your own import/export criteria with the ability to establish reusable templates and transfer critical HR information on a routine basis, quickly, and accurately.



This Package

Abra HR	Abra HRMS	Abra HRMS
Stand-Alone	Select	Workforce

Capabilities

Employee Records and Personnel Actions	■	■	■
HR Compliance	■	■	■
Benefits Administration	■	■	■
Absence Management	■	■	■
Reporting (Standard and Custom)	■	■	■
Data Import/Export	■	■	■
Field, Screen, DB Customization		■	■
Training Administration		■	■
Dynamic Information Sharing			■
Web Portal (Content and Communication)			■
ESS (Employee Processes)			■
MSS (Manager Processes)			■

Available Integrated Options

Payroll	■	■	■
TimeSheet	■	■	■
OrgPlus	■	■	■
Alerts	■	■	■

Payroll

A comprehensive yet flexible solution, includes all the functionality needed to process payroll accurately and quickly. Includes: U.S. and Canadian tax management and compliance, comprehensive reporting, check printing, direct deposit, payroll ESS, and more.

TimeSheet

An electronic Web-based time collection and approval option, simplifies and automates time entry into Abra Payroll. It easily integrates with Abra Workforce Connection with automatic e-mail reminders, on-line approval processes, and the ability to capture and assign labor costs.

OrgPlus

Organizational charting software for companywide communication and planning. Provides chart creation, customization, publishing, printing and sharing, schedule updates, and integrated data management.

Alerts

Automate your company’s employee communications, monitors critical HR functions, and streamline your HR and payroll processes. Proactively and automatically send e-mails and reports to management, HR and payroll administrators, employees, and applicants.

About Sage Abra

As the longest-running HRMS solutions provider, Sage delivers flexible, scalable, and comprehensive tools to help you automate and improve your business processes and produce the information you need to better manage your workforce. Unlike other systems, Sage Abra is the only solution that combines low cost, ease of use, and the ability to dynamically share information with executives, managers, and others both inside and outside your organization. Sage Abra is comprised of HR, payroll, benefits, training, and compliance solutions developed specifically for midsized businesses. Its flexible design provides a comprehensive array of features and the powerful reporting and analysis capabilities needed to efficiently manage your workforce.

