

# Sage Abra

New  
Package!

## Sage Abra HR

Abra HR is designed for those companies with human resources (HR) departments that may be struggling to be more efficient. Abra HR reduces time-consuming clerical work by centralizing, tracking, and reporting employee data that's scattered across multiple systems. Ensure government compliance and avoid company risk by meeting federal and state rules, regulations, and reporting requirements. Abra HR provides powerful tools for managing your employee information.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. For more information about Abra HR, 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**

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 vacation, personal, illness, and incident-based time off, such as jury duty, medical leave, and bereavement. Allows you to track year-to-date hours against year-to-date hours taken.

### FMLA Tracking

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, and 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. Includes a Certificate of Coverage report showing proof of previous health insurance for HIPAA compliance.

### 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. Includes Crystal Reports® Professional for customized and more complex reporting and analysis.

### Analysis Tools

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

### 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.

The screenshot displays the Sage Abra HRMS software interface. The main window shows the 'Current Pay' details for an employee named Donald A. Adams. The interface includes a menu bar (File, Edit, Actions, Processes, Analysis, Reports, Rules, Details, Query, Help) and a toolbar with icons for Personal, Job and Pay, Benefits, Time Off, Payroll, Safety, Career, and Custom. A left-hand navigation pane lists various tasks and processes. The main content area shows the following data:

Employee	Donald A Adams	SSN	232-09-8027
Status	Active Employee	02/12/1994	ID Number 101

Below this, there are tabs for 'Current Pay', 'Pay and Performance', 'User Defined', and 'Step Rate'. The 'Current Pay' tab is active, showing the following fields:

Pay Effective	01/01/2009	Payroll Status	Active
Unit Pay Rate	70.41604	Shift	A1 - Admin 1st
Pay Period Salary	5633.28289	Shift Premium (%)	0.0000
Hours / Units	80.00000	Comparatio	135.42
Pay Frequency	Biweekly	Bonus Amount	10000.00
Annual Pay	146465.36		

At the bottom of the window, there are buttons for 'OK', 'Cancel', and 'Apply'.

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 mid-sized businesses. Its flexible design provides a comprehensive array of features and the powerful reporting and analysis capabilities needed to efficiently manage your workforce.