

# Sage Abra

New  
Package!

## Sage Abra HRMS “Workforce”

Abra HRMS Workforce improves decision-making, reduces costs, and ensures accurate benefits, attendance, payroll, training, and human resources (HR) information by connecting employees, supervisors, managers, and administrators across the company through a web portal and employee self service capabilities. Unlock workforce information and make more informed decisions by easily delivering current secure workforce information. Abra HRMS Workforce offers an excellent return on your investment by reducing expensive, error-prone manual processes, saves time, and helps managers and employees be more productive.

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

**New Feature!** **Dynamic Information Sharing**  
Abra’s innovative new dynamic information sharing capability empowers HR to securely connect executives, managers, and others with the critical workforce information they need, when they need it and how they need it.

- Empowers HR, without IS support, to define and manage what information users see
- Protects sensitive HR data; Secure access controlled through user logon authorizations
- Automatically tailors the information for each individual user
- Information is always up to date without HR intervention
- Lets the users decide where, when, and how to use the information without HR involvement

#### Personal Information

Employees are empowered to view information such as skills, events, current job, employment history, and performance reviews, and update certain fields such as personal information, emergency contacts, education, and medical conditions.

#### Employee Time-Off Management

Employees can view time-off balances, available attendance plans, and absence transactions, request time off, and edit or delete time-off requests.

#### Benefits Information

View personal benefits information, including dependents, insurance benefits, savings benefits, beneficiaries, employee premium costs and employer contribution costs.

#### Payroll Information

Instant access to view payroll information including paycheck details and pay history. View and print pay stubs. For Sage Abra Suite - U.S. Edition only - View and print W-2’s and authorize W-4 form changes.

#### Manager Features

Managers can view direct reports’ personnel and job information, view and post employee notes, view birthday lists, training history, and attendance information, and review and approve time-off requests. Managers can easily locate personnel information on any employee within that manager’s organizational chart.

#### Benefits Enrollment Management

Support multiple open enrollment projects, and guide administrators through the process of setting up benefit plan information, including open enrollment start and end dates, applicable companies, applicable organizational levels, dependent eligibility, and more.

#### Online Employee Benefits Enrollment

Online benefits open enrollment includes year-round life events management that allows employees to update information such as marital status, dependents, dependent status and more.

#### Automated Workflows

Fully automated workflow capabilities keep managers up to date with all employee selections as they occur. Errors are automatically flagged, allowing administrators to request that the employee make the appropriate changes.

#### 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

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

#### 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, 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

Over 100 standard reports can be previewed, printed, and exported to a file.

#### Analysis Tools

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

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.



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