



*The Competitive Edge Since 1986.*



**Authorized Partner**

**SAGE ABRA**

## Sage Abra HRMS

### Advanced Solutions for Human Resources and Payroll

#### The Role of HRMS Technology

- ▶ Compliance
- ▶ Employee Benefits
- ▶ Time and Attendance
- ▶ Payroll
- ▶ Recruitment
- ▶ Employee Development, Compensation, and Retention
- ▶ Planning, Analysis, and Reporting

Implementing an HRMS eliminates much of the routine paperwork associated with HR. An HRMS automates the most manual and time-consuming human resource functions: payroll, recruiting, new hire processing, benefits and compensation management, employee development, internal analysis, and government reporting.

#### A well-planned HRMS can:

- ▶ Drive costs out of your business by automating core HR, benefits, and payroll processes for increased efficiency and productivity.
- ▶ Help contain and reduce the spiraling costs of employee benefits
- ▶ Increase retention by providing a high level of service to employees while controlling the cost of providing it.
- ▶ Make the best possible decisions regarding your workforce with accurate, timely reporting and analysis.
- ▶ Reduce the cost of compliance and risks associated with increasingly complex and burdensome regulations, including the avoidance of fines, penalties and costly litigation.
- ▶ Improve processes for recruiting, developing, and retaining people with the required skills and aptitudes to meet current and future organizational needs.
- ▶ Reduce routine administration and paperwork, enabling you to focus more on workforce and business strategy.

“Although I can’t put a dollar figure on our savings with Sage Abra, I know it is substantial, making us a more efficient, well-run enterprise.”

Robert Rathbun,  
Human Resources Director  
Conrack International

#### Sage Abra offers:

**SELF SERVICE SOLUTIONS....** Improve business processes, save your organization time and money, and empower your employees with integral self-service and benefits enrollment solutions.

**HR MANAGEMENT SOLUTIONS...** Ensure government compliance, give employees direct access to management of personal HR information, track attendance accruals, and create organizational charts.

**BENEFITS MANAGEMENT SOLUTIONS...** Set up and manage all types of employee benefits and empower employees to make their own benefit elections online.

**TRAINING MANAGEMENT SOLUTIONS...** Automate the scheduling of training classes, organize training and record-keeping, deliver essential training courses, and give employees the ability to manage personal training information.

**RECRUITING MANAGEMENT SOLUTIONS...** Streamline the recruiting process with full requisition management, online workflow, and internal and public career centers that allow applicants and employees to search and apply for jobs online.

**TECHNOLOGY...** Multi-database platform support includes SQL Server and MSDE. Abra Workforce Connections uses the latest .NET Web Services Architecture.

**U.S. AND CANADIAN SUPPORT...** Sage Abra HRMS includes support for companies in the U.S. and Canada, as well as companies with employees in both countries.

## Sage Abra HRMS

### FEATURES

<b>Sage Abra ESS</b>	With superior workflow capabilities and highly customizable features, Abra ESS provides a central location for employees, managers, and administrators to view and manage your personal data and company information. Employees can request time off, view skills, job history, employees, approve time off requests, and locate personnel information on both direct and indirect reports with organizational drill-down feature.
<b>Sage Abra Benefits Enrollment</b>	Abra Benefits Enrollment empowers employees to make their own benefits elections through the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan setup process, and walk employees through open enrollment. It even includes year-round life events management that allows employees to update information such as marital status and dependents.
<b>Sage Abra HR</b>	Ensure U.S. and Canadian government compliance (EEO, OSHA, EE) simplify benefits administration, and manage employee information with Abra HR. Easily access important personnel information such as job history, performance reviews, education, and employee attachments. Abra HR also features benefits management capabilities that streamline benefits administration with unlimited benefits plans, easily defined eligibility criteria, and benefit plan setup wizards.
<b>Sage Abra Attendance</b>	Abra Attendance provides flexible, intuitive setup and management of unlimited employee paid and unpaid time off plans, such as vacation, illness, leave of absence, and paid time off. It supports accrual or lump sum calculation methods and allows you to track year-to-date hours available versus year-to-date hours taken. Additionally, you can manage and report on full or partial FMLA leave, including all applicable certification and recertification dates.
<b>Sage Abra Train</b>	Automate the scheduling, record-keeping, and logistics of training with Abra Train. Define specific training needs for each job track, manage certifications and logistics, and prepare training programs. Analysis tools help you fully understand the costs associated with training programs.
<b>Sage Abra eRecruiter</b>	Abra eRecruiter streamlines the entire recruiting process and cuts your time-to-hire cycle with 100% Web-based technology, paperless workflows, and online applications and screening questions. It includes integration to Monster.com and internal and public career centers that allow employees and applicants to search and apply for open positions.
<b>Sage Abra OrgPlus Professional</b>	With AbraOrgPlus Professional, employees and managers have ready access to up-to-date organizational charts that give them the information they need to understand your business and plan for the future. Abra OrgPlus Professional includes Web publishing capabilities, data management, organizational planning, and intuitive chart creating and formatting.
<b>Sage Abra Alerts</b>	Abra Alerts automatically monitors your Sage Abra HRMS database and proactively distributes information to managers and employees—using your existing e-mail system. With Abra Alerts, you can monitor dates and keep track of time sensitive events, verify enrollment in required training courses and automatically respond to applicants who send in resumes, or generate standard e-mails for new employees or key events.
<b>Sage Abra Learning Action</b>	For U.S. companies, help ensure ongoing legal compliance with Abra LearningAction. Abra LearningAction is the premier, Web-based training solution that provides high-quality, multi-media courses on sexual harassment, discrimination, and other legal matters. With powerful tracking and reporting capabilities, companies can ensure well-documented proof of affirmative defense.
<b>Sage Abra Reporting</b>	Sage Abra HRMS comes complete with robust reporting options to meet your managerial, compliance, and strategic planning needs. It includes over 100 standard reports, Crystal Reports® Professional report writer, and Abra Secure Query report writer.
<b>U.S. and Canadian Support</b>	Sage Abra HRMS v8.1 and higher includes support for companies with employees in both the U.S. and Canada, as well as companies with employees in both countries.