

# Sage Abra HRMS

## Sage Abra ESS

Automate your company's business processes and give employees ownership of their personal information with Abra ESS. With workflow capabilities and customizable features, Abra ESS provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the HR department with routine inquiries, employees and managers can access information ranging from time off and current benefits to current job details and training history—anytime, anyplace over the Internet or company intranet.

In addition to a comprehensive range of features, Abra ESS delivers time and cost savings with a proven return on investment. By automating employee activities such as time-off requests and dependent and beneficiary changes, companies can save considerable administrative time and expense associated with paper forms and manual processes.

**New** with Abra ESS is the innovative information-sharing capability that empowers HR professionals to dynamically and securely provide on-demand Abra workforce data to executives, managers, and others. The data distributed is tailored to the specific needs and security profile of each user. This new capability allows data to become insightful business intelligence, allowing decision makers to produce informed business decisions. Dynamic information sharing is a capability within Abra ESS that:

### Empowers HR, without IS support, to define and manage what information users see, and they only have to make the designation once.

- Intuitive and easy for HR to use, there is no need for extensive training or technical knowledge

### Protects sensitive HR data.

- Secure access is controlled through user logon authorizations
- HR defines each user's role to control automatically what information each is authorized to see and displays the information based on that user's role

### Keeps information up to date without HR intervention.

- The information is dynamically refreshed every time the user accesses it

### Lets the users decide where, when, and how to use the information without HR involvement.

- Live links and downloadable IQY files connect users to the information they need
- Information is available at any time from anywhere an Internet connection is available
- Information is available in a wide range of everyday display and analysis tools, such as: Abra ESS custom pages, web portals, company intranets, any browser, and Microsoft Excel®

## BENEFITS

### • HR INFORMATION

Employees can access an extensive selection of personal HR information, including skills, job history, and performance reviews.

### • PAYROLL INFORMATION

Employees can view a variety of payroll information, including pay history and pay stub details. W-2s and tax withholdings (W-4) are also supported (Abra Suite—U.S. edition only).

### • MANAGER FEATURES

Managers have instant access to comprehensive employee data for both direct and indirect reports. They can review attendance information, employee performance, salary history, and more.

### • TIME-OFF MANAGEMENT

Employees gain access to attendance balances and the ability to request time off. Managers and supervisors are notified of pending requests, which they can easily review and approve.

### • SYSTEM WORKFLOW

Workflow features, such as automated notifications and delegated approval rights, can significantly improve business processes.

### • CUSTOMIZATION

Your company can customize pages with logos and color schemes, post important documents, messages, and third-party links for easy employee and manager access.

### • AVAILABLE WITH:

Sage Abra SQL  
Sage Abra Suite—U.S. Edition

Earnings	Hrs/Units	Rate	Current Amount	YTD Amount	Deductions	Current Amount	YTD Amount
Regular Pay	80.00	55.65	4451.78	4451.78	CALIFORNIA DISABILITY INSUR.	48.97	48.97
TOTAL HOURS	80.00				FEDERAL INCOME TAX	445.22	445.22
					FEDERAL MEDICARE TAX	64.55	64.55
					FEDERAL SOCIAL SECURITY TAX	276.01	276.01
					401(K) RULAN	667.77	667.77
					Dental	9.58	9.58
					Vision	3.79	3.79
					Prescriptions	3.23	3.23
Current Totals					Year to Date Totals		
4451.78	1519.12		2932.66	4451.78	1519.12	2932.66	
Earnings			Net Pay	Earnings		Net Pay	
Period Start: 12/19/2009 Check Amount: 2932.66				Bank Routing: Bank Account: Deposit Amount			
Period End: 01/01/2010 Check Number: 0010001							

## FEATURES

<b>Personal Information</b>	With Abra ESS, employees are empowered to view important personal data with a few clicks of a mouse. They can view information such as skills, events, current job, employment history, and performance reviews. They are also able to update certain fields such as personal information, emergency contacts, education, and medical conditions.
<b>Time-Off Management</b>	Managing time off has never been easier. Employees can view time-off balances, available attendance plans, and absence transactions. They can request time off, and edit or delete time-off requests.
<b>Benefits Information</b>	Employees have instant access to view personal benefits information, including dependents, insurance benefits, savings benefits, beneficiaries, employee premium costs, and employer contribution costs.
<b>Payroll Information</b>	Employees are given instant access to view payroll information including paycheck details and pay history. Employees can even view and print pay stubs. For Sage Abra Suite—U.S. Edition only, employees can view and print W-2s and authorize W-4 form changes.
<b>Training Management</b>	Allow employees to view training course catalogs and request enrollment in training classes. Managers can approve employees' requests or be notified of requests through email.
<b>Manager Features</b>	Abra ESS allows managers instant access to important employee information. They 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. With the organizational drill-down feature, managers can easily locate personnel information on any employee within that manager's organizational chart.
<b>Supervisor Features</b>	Abra ESS includes a role that permits supervisors to view and approve time-off requests, without seeing other sensitive employee information.
<b>System Workflow</b>	Abra ESS automates business processes with robust, flexible workflow features. These include optional, separate HR, payroll, training, and benefits administrators, the ability for managers to delegate approval rights, notifications by ESS and email, and flexible approval and notification assignment settings.
<b>Security</b>	Features such as password protection and SQL server® database security ensure that employees' sensitive data remains secure. Abra ESS also supports 128-bit SSL encryption to protect data transmitted over the Internet.
<b>Customization</b>	Abra ESS includes built-in customization tools that allow your company to tailor the system to suit your needs and create a central portal for your employees to access important company information. Define URL links to third-party websites, post company documents such as employee handbooks, display user-defined fields, turn pages on and off, and more. You can even change the color scheme of pages and add your company logo.
<b>Sage Abra Integration</b>	Full integration means that once changes are submitted and approved by the appropriate administrator, they're automatically updated in the Sage Abra database. HR and benefits features require the Abra HR module. Payroll features require Abra Payroll module. Time-off management features require the Abra Attendance module.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support.