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sage software

National Partner

## HR ACTIONS™

HR Forms @ Internet Speed™

### Eliminate Paper-Based Employee Change Forms!

HR Actions eliminates the need for paper-based employee change forms. With HR Actions, manually entering data into Abra is virtually eliminated.

### HR Actions Streamlines Workflow and Eliminates Paperwork

Employee change forms are easy to initiate, access, and approve online. For the first time HR and Managers have the ability to view the status of a pending change form electronically.

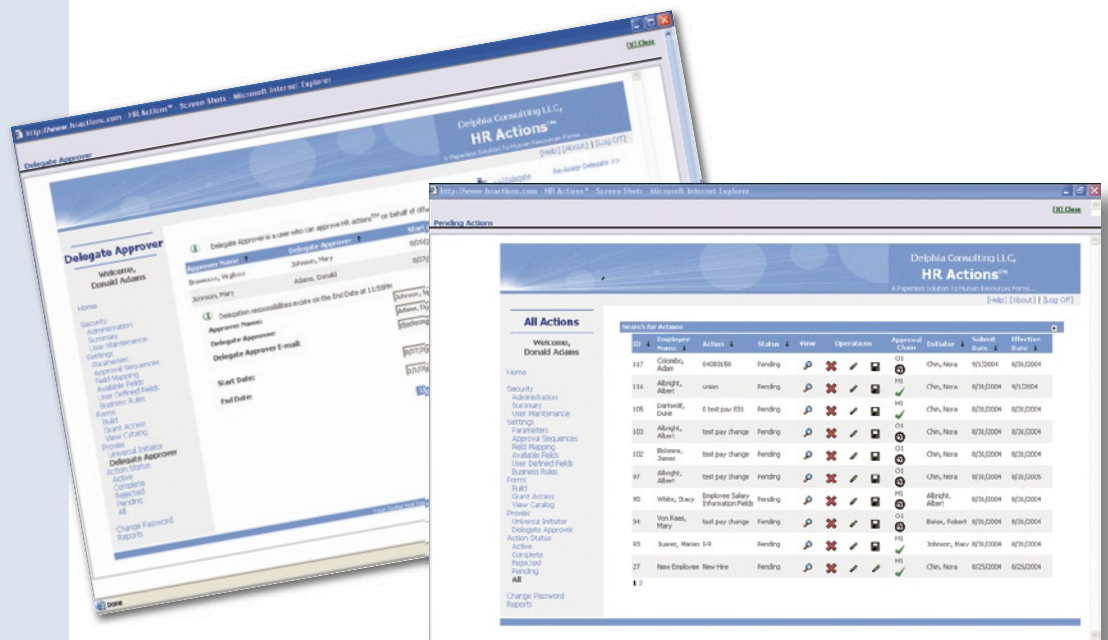
### Improves HR's Service Delivery

HR Actions improves processes, saves time and money.

### No Technical Skills Required!

Authorized users have the ability to design an unlimited number of web-based forms. HR Actions requires no technical skills to setup or use. Business rules can be designed so that every action follows the proper approval process.

*HR Actions™ for Sage Abra is the web-based workflow solution to automate employee status change forms. Design, initiate, and route forms for approval that automatically update your HRMS. HR Actions is a significant milestone in the HR profession's battle to eliminate high-cost, low-value adminstrivia!*



### A New Model for HR Service Delivery

Within the last few years, human resource departments have been quick to adopt the Web as a communication and transaction tool. The Internet has contributed to a new model for HR service delivery -- one that is making good on its promise of increased productivity and a change for the better in the routine activities of HR professionals. HR Actions helps to free HR staff to focus on more value-added work in order to achieve strategic parity with other parts of the business.

### A Quick Return on Investment (ROI)

Web-based HR service delivery is demonstrating a convincing return on investment. HR Actions pays for itself within 4-12 months, often with an internal rate of return between 100% and 500%.

### Unprecedented Visibility

HR and Managers now have the ability to see where changes are in the approval process, dramatically improving service to employees.

Continued >



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<p><b>Eliminate Paper-Based Employee Change Forms!</b></p>	<ul style="list-style-type: none"> <li>• Electronically route actions to multiple levels of approvers.</li> <li>• Create flexible business rules.</li> <li>• HR Actions automatically updates Sage Abra, reducing errors and saving time by eliminating data entry and storing a complete history of actions.</li> </ul>
<p><b>Improves Efficiency and Effectiveness of HR and Managers</b></p>	<ul style="list-style-type: none"> <li>• Approvers are notified via e-mail and able to approve changes from anywhere with access to the web.</li> <li>• Easily determine the status of the change form.</li> <li>• Actions route through the approval process faster.</li> </ul>
<p><b>Vacation Delegations</b></p>	<ul style="list-style-type: none"> <li>• A manager may delegate to another employee their abilities while on vacation or away from work.</li> </ul>
<p><b>Improves HR's Service Delivery</b></p>	<ul style="list-style-type: none"> <li>• Electronic files can be attached and routed with an action, e.g., Microsoft® Office files, etc.</li> <li>• Managers now have an effective tool to initiate and monitor changes through the approval process.</li> </ul>
<p><b>Built on Microsoft's .NET Framework</b></p>	<ul style="list-style-type: none"> <li>• Developed using Microsoft Visual Studio .NET. HR Actions supports either a Microsoft SQL Server or MSDE database.</li> <li>• Runs stand-alone or in conjunction with Sage Abra Employee Self-Service™ using a unified login.</li> <li>• HR Actions passed Microsoft SQL Server and Microsoft Windows Server platform tests by Veritest for ISV Solutions.</li> </ul>
<p><b>Security and Organization Levels</b></p>	<ul style="list-style-type: none"> <li>• HR administrators don't need to be users of Sage Abra. Employees can use the same login and password they use for regular self-service access.</li> <li>• Managers see only their direct reports and skip level reports.</li> <li>• Security, forms, business rules and approvers can vary by organization.</li> </ul>
<p><b>Be Green</b></p>	<ul style="list-style-type: none"> <li>• For every HR Actions sale, a donation will be made to The National Arbor Day Foundation to plant 10 trees in the Gallatin National Forests to replace trees destroyed by fire and by wasted paper business forms.</li> </ul>



[www.hractions.com](http://www.hractions.com) • [www.delphiaconsulting.com](http://www.delphiaconsulting.com) • (888) 421-2004  
 Delphia Consulting LLC, 445 King Avenue, Columbus, OH 43201

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