

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.

Sage Abra

Sage Abra Toolkit

Tailor Sage Abra HRMS to meet the unique demands of your organization with Sage Abra Toolkit. It includes superior features and functionality that enable you to create menus, processes, actions, reports, screens and fields so you can get the most out of your Sage Abra HRMS solution. With Abra Toolkit you can customize the way Sage Abra HRMS looks and functions so you can effectively track and record information important to your organization. With the power to modify menus and panels, change actions and processes, even adjust reports and toolbars, Abra Toolkit provides you with tremendous flexibility to maximize the benefits of Sage Abra HRMS.

Abra Toolkit gives you ultimate control over how information is categorized and how it is viewed. You can create new fields or whole new panels to capture information in your Sage Abra database. You can also create new actions for employees, applicants, and

requisitions and change the order of existing actions and processes. Additionally, it enables you to create new groups of custom reports and change the order of panels within reports. With Abra Toolkit, you'll have a fully integrated solution that gives your HR department total flexibility in meeting your organization's special requirements.

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.

For more information about Sage Abra Toolkit, 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**.

BENEFITS

- **Advanced Customization**
Easily tailor menus, processes, actions, reports, toolbars, screens and fields within Sage Abra HRMS to match your organization's unique business requirements.
- **Better Organization**
You decide how information is categorized and viewed with complete control over how your organization captures information within the system.
- **Specify Order and Format**
Specify the format and order of actions and processes, change the order of panels within menus, the order of reports, even remove individual reports from within groups, or entire report groups as a whole.
- **Enhanced Integration**
Maximize your organization's effectiveness with a fully integrated solution that gives you the power to customize virtually any Sage Abra module.
- **Available with:**
Sage Abra HRMS v8 or higher
Sage Abra Suite – U.S. Edition
Sage Abra Suite – Canada Edition



FEATURES

Advanced Customization

Give your HR staff the tools they need to make Sage Abra HRMS work its hardest for your organization. Abra Toolkit includes powerful features that allow you to customize menus and panels, change actions, processes, and even augment reports and toolbars.

Better Organization

With Sage Abra Toolkit you'll have complete control over how information is categorized and viewed. You can create new actions for employees, applicants, and requisitions. Create new groups of custom reports developed in Crystal Reports® and custom panels with individualized toolbar icons.

Specify Format and Order

With Sage Abra Toolkit, you're in complete control. Easily create new actions for employees, applicants and requisitions. Change the order of actions and processes and panels within menus. Create custom panels with customized toolbar icons. You can also add, remove or change the order of steps within actions, change the order of reports, and remove individual reports from within groups, or entire report groups as a whole. Abra Toolkit even lets you create new groups of custom reports developed within Crystal Reports.

Boost productivity with complete integration

As part of Sage Abra HRMS, Abra Toolkit gives you total control over the customization of your HR information system resulting better productivity across your organization.

Visit www.sageabra.com for a complete listing of Hardware and Software Requirements and Recommendations.

Sage Abra

Sage Abra TimeSheet

Sage Abra TimeSheet is an electronic time collection and approval module for Sage Abra HRMS that simplifies and automates time entry into Abra Payroll. You can eliminate time-consuming, administrative tasks associated with collecting employee timesheets and save countless hours in re-entering data into Sage Abra Payroll. Information retrieval is a snap with the Abra TimeSheet Job Scheduler, which allows the payroll administrator to automatically transfer information from employee timesheets into your payroll software.

Abra TimeSheet also provides enhanced absence management capabilities and valuable insights into labor resource management. Abra TimeSheet software allows office personnel to record actual time worked and expenses incurred against earning codes, specific projects, jobs, tasks or work orders. Automatically map earnings codes to Abra Payroll to easily update accruals, providing more accurate payroll reporting. A comprehensive audit trail in Abra TimeSheet provides documented compliance that meets DCAA Contract Audit standards, assuring labor hours are accurately verified with a date and time stamp.

Time saving features in the workflow approval process allow managers to oversee employee time entry in Abra TimeSheet. The process is user-definable and can be customized to include multiple approval steps as they pertain to your company's workflow structure. Abra TimeSheet makes the approval process even easier with e-mail notifications (using SMTP) that include reminders to employees, managers and administrators about timesheets that do not meet the defined criteria. Managers and employees are automatically notified at specific levels in the approval process, making it easier for managers to keep track of workflow approval processes. Email notifications include approval process steps, as well as payroll and un-submitted time reminders. Abra TimeSheet provides comprehensive reporting tools for quick answers to your payroll-related questions.

Eliminate delays in the payroll process with valuable reports such as Missing Time and Exception reports, as well as Employee Timesheet and Activity Analysis. Compared to other time-tracking software, Abra TimeSheet offers the most flexible configuration and customization capabilities to fit unique requirements, with tight integration into Abra Payroll.

BENEFITS

- Easy, Web-Based Timesheet Entry**
 Easy access to Web-browser timesheets makes it simple for employees to enter time at their convenience, through the company Intranet or an Internet connection.
- Integrated with Abra Workforce Connections**
 Employees can easily launch TimeSheet from Abra Workforce Connections so employees don't have to login to another application and remember another password.
- Easily receive time into Abra**
 With Abra HRMS SQL, Payroll Administrators have the control to either import time from Abra TimeSheet on a schedule or whenever they would like.
- Automatic E-Mail Reminders**
 Simplify the timesheet collection process and save time for managers, ensuring the Payroll department gets employee information on time.
- Online Approval Process**
 Speed up the approval process for managers and supervisors with online employee data review and the ability to approve or reject Timesheet data.
- Accurately Capture & Assign Labor Costs**
 Capture labor allocations in Abra TimeSheet, then automatically export and process payroll in Abra Payroll.
- Electronic Time Clock**
 With the Time Clock, employees can "clock in" and "clock out" at workstations when they log-in to Abra TimeSheet, eliminating the need for a separate Time Clock interface and duplicate entry of employee time.

Employee Payroll Report with Exceptions
 Date Range: 1/19/2009 to 2/1/2009

	Regular	Overtime	Vacation	Holiday	Sick
Adams, Donald A (101)					
1/19/2009	8.00	0.00	0.00		
1/20/2009	8.00	0.00	0.00		
1/21/2009	0.00	0.00	0.00		
1/22/2009	0.00	0.00	0.00		
1/23/2009	8.00	0.00	0.00		
Total:	24.00	0.00	0.00		
Albright, Albert M (135)					
1/19/2009	8.00	0.00	0.00		

Pay Calculation Results

Pay Calculations | Payroll Exceptions

Pay calculations for Albright, Albert M (135) from 1/19/2009 to 2/1/2009 using pay rule Standard.

Category	Duration	Amount
Regular	32.00	\$0.00
Overtime	0.00	\$0.00
Vacation	8.00	\$0.00
Holiday	0.00	\$0.00
Sick	0.00	\$0.00

STS98 - Sage TimeSheet

File Edit Entry Task View Setup Help

Adams, Donald A (101) | 1/15/2009 | \$0.00

	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1/15/2009											
Earning Codes											
Holiday Pay											
Illness Pay							8.00	8.00			
Regular Bi-Weekly	8.00	8.00			8.00	8.00			8.00		16.00
Vacation											
<Non-task based>	8.00	8.00			8.00	8.00	8.00	8.00	8.00		16.00

Time Sheet View

FEATURES

Accurately Capture and Assign Labor Costs	Abra TimeSheet provides all the tools needed to accurately capture time, ensure accuracy by approval, calculates labor payroll costs and automatically provides time details directly into Abra Payroll.
Automate a Time Consuming Manual Process	Employees submit time electronically which is then automatically routed to supervisors and/or project managers to approve the time online. Sophisticated pay rules can also be configured to automatically calculate employee's payroll.
Accurately Capture Absences	Employees record their absences such as sick and vacation time which is then reviewed and approved by their supervisor. This data is then automatically sent into Abra Payroll to ensure the absences are captured. The remaining balance can also be sent back to Abra TimeSheet allowing the employee to easily see their remaining balances.
Easy Time Capture For Remote Employees	Abra TimeSheet provides windows or web based time capture allowing all employees to capture their time in a consistent manner from any location.
Flexibility to Work with Current Business Processes	Process re-engineering is not required. Abra TimeSheet is configurable and customizable so that it easily adapts to existing organizations, project structures and workflow processes.
Comprehensive Analysis & Reporting of Critical Business Information	Abra TimeSheet includes easy-to-use built-in tools for analyzing and reporting both detailed and summary data to improve overall performance and drive better business decisions.
Easy Project Expense Capture	Abra TimeSheet provides the opportunity to track expenses by projects that can have a multiple level approval. Expenses can then be exported to a third party billing system.
Complies with DCAA Contract Audit Standards	Abra TimeSheet provides a consistent way to track time and a comprehensive audit trail that ensures documented compliance that meets DCAA contract audit standards.
Complies with SOX Compliance Standards	Abra TimeSheet provides a consistent way to track time with a comprehensive audit trail; approval process which provides accountability and sophisticated pay rules that ensure hours are allocated properly which helps to ensure SOX Compliance.

Sage Abra

Sage Abra Capabilities Overview

It's a difficult time for a small- or medium-sized company to be in business. We understand the unique challenges you may face, such as lack of good information about your workforce, having limited technical capabilities or budgets to spend on human resources (HR) and payroll systems, or not having enough time to manage HR and payroll compliance and administration. There is fierce competition, your customers are more demanding, and pace of change is increasing. That's why, now more than ever, you need a partner that understands the challenges you face—a partner like Sage. Does your business need to:

- Do more with fewer resources and become more streamlined and efficient?
- Decrease expenses and contain costs at every level?

- Retain, develop, and attract the right talent to propel the business forward?
- Ensure rising benefit costs?
- Ensure your company is compliant with complex and ever-changing workforce laws and regulations?
- Avoid litigation and limit legal exposure?
- Retain clients and your company's position in the marketplace?

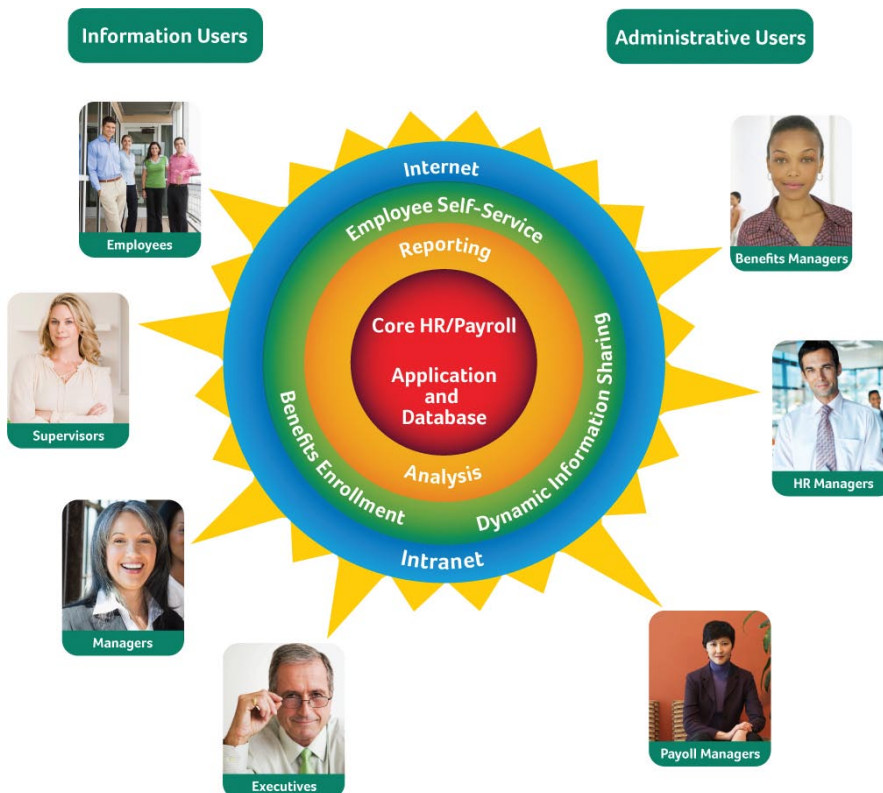
Over the years, Sage has developed industry-leading, adaptable software solutions that optimize business processes. Whether you need assistance with HR administration, benefits, or payroll, Abra HRMS delivers a tightly integrated, scalable solution that drives efficiencies and improves productivity—all on a customizable and cohesive platform.

The Sage Abra HRMS solution delivers:

- Comprehensive features and functionality
- HR reporting and productivity
- HR compliance
- Payroll
- Employee self-service
- Employee development
- Attendance, time-off, and absence management
- On-line benefits enrollment
- Employee administration
- Benefits administration
- Compensation
- Safety
- Powerful reporting and analysis capabilities
- Flexible deployment (either in-house or hosted)

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.



Abra HRMS drives down costs by streamlining day-to-day HR, benefits, and payroll management, so that you and your staff are freed up to spend more time and energy on the business asset that is most critical to your company—your employees.

Abra HRMS 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, 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.

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.

A NEW capability that:

- Empowers HR, without IS support, to define and manage what information users see.
 - Intuitive and easy for HR to use, so there is no need for extensive training or technical knowledge
- Protects sensitive HR data.
 - Secure access controlled through user logon authorizations
 - HR defines each user's role to automatically control what information each is authorized to see
- Automatically tailors the information for each individual user.
 - Abra recognizes the user upon logon 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.

Why choose Sage?

- We are the most experienced and established HR/payroll software provider serving small and midsize organizations
 - Introduced first PC-based HR system to the market in 1986
 - Over 19,000 Abra systems sold
 - Our top Abra business partners, local HRMS technology consulting experts, have well over 300 years of collective HR and payroll experience, and most have Professional in Human Resources (PHR), and/or Certified Payroll Professional (CPP) designations
 - Uniquely qualified with a diverse group of Extended Solutions Providers
 - Support and service staff hold certifications, such as CPP, PHR, Microsoft Certified Systems Engineer and Microsoft Certified Database Administrator
- We are specialists in working with customers who may be adopting HRMS technology for the first time
 - For many of our customers, Abra is their first commercial HRMS software system
 - We understand the challenges you may be facing, like being understaffed, having inadequate systems, or limited technical capabilities or limited budgets
- We have the strength to be your long-term business partner, especially in an uncertain economy
 - Abra is part of Sage North America. Sage NA had \$986.8M total 2008 North American revenue and has 2.8 million customers
 - Our parent company, Sage Group PLC, is the largest business software provider to small and midsize businesses (\$2.55B total 2008 global revenue, 5.8 million customers)
 - Large Abra customer base supports a healthy development partner community (Extended Solutions Providers)
- We are the recognized leader in HR/payroll solutions for small and midsize businesses
 - Best-of-Breed Software Vendors List (HR & Compensation) - *Business Finance* magazine – 2003-2009
 - Perfect 5-Star Review (Abra Payroll) – *CPA Technology Advisor* – 2009
 - Top 100 Products (Abra Payroll) - *Accounting Today* magazine – since 2004
 - Sage Abra HRMS [...] is the leading on-premise HRMS option for companies with fewer than 1,000 employees." - *The Forrester Wave™: Human Resource Management Systems*, Q4 2008

Sage Abra Recruiting Solution

Streamline your hiring process, maintain an organized database of qualified applicants, and track hiring expenses better than ever before. Sage Abra Recruiting Solution is a powerful recruiting system designed to significantly shorten your candidate search and selection process. A fully integrated component of the Sage Abra HRMS, Abra Recruiting Solution gives you all the recruiting tools you need to organize applicant data and efficiently conduct quick and accurate searches for qualified candidates.

Find just the right candidate for open positions faster by converting information from resumes and placing them directly in electronic files. Conduct quick and accurate searches for qualified candidates through the entire resume database, and display search results with a list of all applicants who fit your search criteria. Save time by reading resumes directly through your e-mail system and placing them into the searchable database.

Abra Recruiting Solution also helps you speed up the hiring process by e-mailing qualified candidate resumes directly to your hiring managers. Better still, you can easily send applicants personalized form letters by merging your database information including names, addresses, and position. Plus, with robust reporting tools that feature standard, ad hoc query, and complex Crystal reporting options, you have a robust recruiting solution that provides you with quick-and-easy access to critical business information.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra Recruiting Solution, 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**.

BENEFITS

- **Simplified Recruiting**
Read resumes directly through your e-mail system, and place them into a searchable database. Import resumes and convert paper resumes into electronic files for enhanced applicant searching.
- **Effective Searching**
Conduct quick and accurate searches for qualified candidates in your resume database and quickly display search results.
- **Reduce Paper Files**
E-mail qualified candidate resumes directly to hiring managers eliminating excessive paper files and providing quick access to resumes for printing or emailing.
- **Slash Costs**
Define skills, education, and work experience to search electronic files, matching applicants to open requisitions before running costly ads or paying search agency fees.
- **Enhanced Applicant Communication**
Personalize form letters by merging database information including names, addresses and position to efficiently send personalized mass letters to applicants.
- **Powerful Reporting**
Includes over 50 pre-formatted reports that allow you to track the entire hiring process.
- **Maximum Security**
Protect key information with sophisticated, multi-level security.

The screenshot shows the 'Abra Suite' application window. The 'Applicant Status' window is open, displaying details for Jane S. Adamson. The status is 'Offer Accepted' as of 02/01/2006. The assigned requisition is 'Payroll Administrator' with a salary of \$40,000.00 per year. The offer was accepted on 02/01/2006 and starts on 02/15/2006. The applicant's SSN is 112-24-4555 and ID Number is 26. The letter name is OFFACC and the date sent is 02/01/2006. The comment is 'Offer accepted'. The miscellaneous information includes an other phone number of 727-555-1212. The interface includes a menu bar (File, Edit, Actions, Processes, Analysis, Reports, Rules, Details, Query, Help), a toolbar, and a status bar at the bottom showing the file path, record information, and system time.

◀ Sage Abra Recruiting Solution gives you all the recruiting tools you need to organize applicant data and efficiently conduct quick and accurate searches for qualified candidates

FEATURES

Streamline your hiring process	Simplify your recruiting process through a powerful system designed to fill open positions within your organization with speed and efficiency. Abra Recruiting Solution lets you easily maintain an organized database of qualified applicants and track hiring expenses.
Match candidates to the right job	Accelerate the entire hiring process by e-mailing qualified candidate resumes directly to hiring managers. This step eliminates excessive paper files and provides quick access to resumes for printing or e-mailing. You can define skills, education, and work experience to search electronic files, matching applicants to open requisitions before having to run costly ads or paying search agency fees.
Better candidate data organization	Make your search for qualified candidates more efficient. With Abra Recruiting Solution, you can convert information from resumes and place it into electronic files for better organization. Create as many folders as you need, and conduct quick and accurate searches for qualified candidates through the entire database with a list of all applicants who fit your search criteria. Review resumes with highlighted keywords and print reports documenting your evaluation procedure, or begin another search. You can even convert paper resumes to electronic files for enhanced applicant search capabilities.
Be more responsive to applicants	Promote a better image of your organization by merging database information to send personalized letters to all applicants. You can also print mailing labels automatically for one or for multiple applicants in a variety of formats.
Improved compliance and strategic planning	Abra Recruiting Solution includes powerful reporting tools with standard, ad hoc query, and complex Crystal reporting options that provide quick and easy access to critical business information. You can run reports and have them sent using e-mail in Adobe PDF. The standard reporting options allow you to accurately document compliance for required hiring guidelines.
Peace of mind with robust security	Advanced, multi-level security options allow you to control which groups have access to data at any level. You can easily identify who made each change by date, time, and type of change by easily following audit trails. You also have the power to create and assign an unlimited number of user IDs and passwords.

Visit www.sageabra.com for a complete listing of Hardware and Software Requirements and Recommendations.



Sage Abra OrgPlus Professional

Easily assess your current organizational structure and respond to your company's changing needs with the industry-standard organizational charting software for companywide communication and planning. Sage Abra OrgPlus Professional helps you and your employees better understand your company's strategy and structure, as well as everyone's role in achieving organizational objectives. Abra OrgPlus Professional facilitates these objectives by including a variety of features, such as data management, organizational planning, and intuitive chart creation and formatting. Publish your charts directly to a Web site or your intranet, and refresh the data on a predefined schedule of your choosing with advanced publishing capabilities. With Abra OrgPlus Professional, employees and managers have easy access to up-to-date organizational charts that give them the information they need to understand your business and plan for the future. Managers can strategize for different business scenarios and measure their impact using built-in formulas to measure headcount, salaries, or other important planning information. Additionally, you can easily communicate your

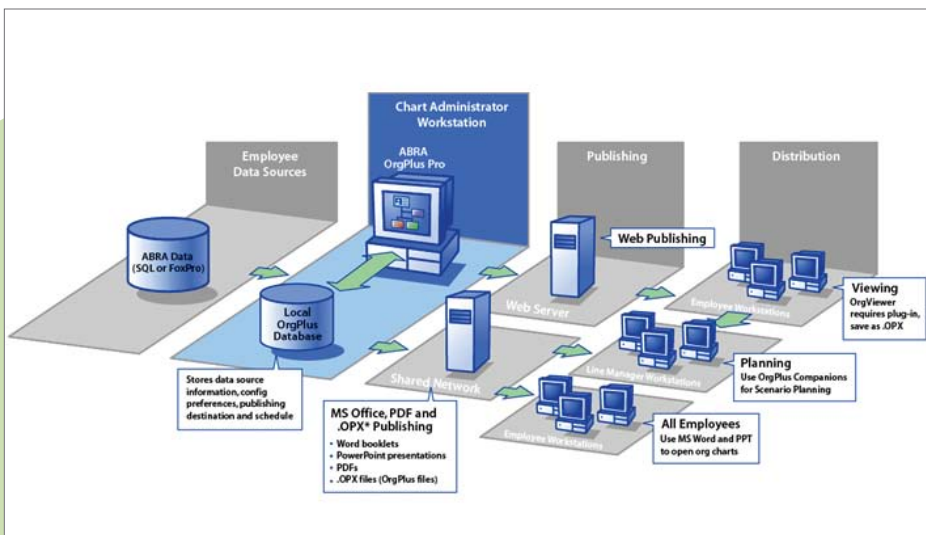
organizational structure to employees and centralize employee contact information.

Abra OrgPlus Professional also includes a variety of formatting tools that allow you to quickly create organizational charts that can be published in various HTML formats. With dozens of pre-defined chart templates and drag-and-drop functionality, you can easily customize organizational charts to meet your company's unique needs. And, you can further modify them with an array of design tools and visual effects, and create global views of your organization with multiple, customized tabs within one file.

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. For more information about Abra OrgPlus Professional, please contact your local Sage Abra Business Partner, call us toll free directly at **800-424-9392**, or visit our Web site at **www.sageabra.com**.

BENEFITS

- Chart Creation**
 Automatically and quickly create organizational charts by linking to your Abra database. Dynamically format your data to bring attention to specific information for a more complete view of your data.
- Chart Publishing, Printing & Sharing**
 Publish your charts in a variety of formats, including Microsoft PowerPoint, Microsoft Word, Adobe Acrobat PDF, HTML, or post them directly to the Web or your company intranet.
- Schedule Updates**
 Refresh, distribute and publish your chart data on a predefined schedule of your choosing to ensure that your employees always have the most up-to-date information.
- Business Planning Tools**
 Create "what-if" business scenarios and measure their impact.
- Integrated Data Management**
 Perform spreadsheet functions on data in chart boxes and insert links to other files.
- Chart Customization**
 Customize charts with one of 36 pre-defined templates, import pictures, and include fill effects such as gradients and textures.
- Flexible Formatting**
 Create multiple rows under one manager with multi-column chart styles, import and manipulate pictures to boxes and backgrounds, and group boxes within charts.
- Microsoft Office Integration**
 Generate, view and edit organizational charts in MS Word and PowerPoint and export your charts to Excel for analysis.
- Available with:**
 Sage Abra HRMS v8.3 and higher
 Sage Abra Suite v7.6 – U.S. Edition



◀ *Abra OrgPlus Professional is the industry-standard organizational charting software that allows managers to easily assess their current organizational structure and respond to changing needs.*

FEATURES

Organizational Chart Creation	Automatically create organizational charts by linking directly to your Abra HR database. Easily break large, complex charts into easy-to-manage hyperlinked sub-charts to make the information more understandable and manageable. Create multiple, unique chart tabs within one file to present different views of the organization.
Integrated Data Management	Plan for organizational scenarios by performing spreadsheet functions on data in chart boxes, such as rollup totals, averages, fractions, and standard deviations. Insert links to other files that contain employee-related information including budgets, employee resumes, or mission statements, and search and sort chart data within charts.
Business Planning Tools	Empower managers to create “what-if” business scenarios with dynamic drag-and-drop chart-building functionality. Test and create new scenarios and evaluate their impact by using built-in formulas to measure headcount and salaries.
Chart Customization	Create visual impact by customizing your organizational chart with pre-defined templates or create one from scratch. Customize charts with fill effects including gradients and textures. Import pictures, names, titles and information into each box, which will shrink or expand to fit your text perfectly with the ability to size logos and titles regardless of how large or small the scale of your chart.
Flexible Formatting	Create multiple rows under one manager with multi-column chart styles, import and manipulate pictures to boxes and backgrounds, change chart branch styles, and group boxes in your chart by right-clicking on any box. Define an underlying background page that is common to all chart pages, which allows you to update global changes to your charts from one location.
Automatic Email Distribution	Define different e-mail distribution lists for each organization chart file and keep everyone up to date on the latest organization structure additions, changes and open positions.
Insert Comments	Annotate your organization charts with comments. Use the “insert comment” command and add notes that relate to a box, branch, or your entire chart, just like in Microsoft Word. Share your charts with comments freely using OrgPlus Reader.
HTML Publishing	With sophisticated toolbars and panels, sharing your organizational charts on the Web is easier than ever. HTML publishing includes a search function and you can even download an .opx (OrgPlus) file directly from an HTML page.
Tree Panel Reorganization	New tree panel controls allow you to quickly add, delete and edit records without navigating a cumbersome organization chart. A holistic view of your organization and simple drag-and-drop controls make cross departmental reorganization, or any sort of mass change, a breeze.
Template and Sample Chart Business Package	Abra OrgPlus is loaded with new ready-to-use charts including key business and HR metrics such as financial summary, headcount report by department, succession plan, gender ratio, span of control, and many more.
Merge Charts	The process for planning a company reorganization is easy using Abra OrgPlus. A merge charts feature allows you to automatically merge two organizational plans into a single chart marking the records that have been changed and the author responsible for making the change. Company reorganizations that used to take days can now be done in just minutes.
Duplicate Reporting Management	Abra OrgPlus automatically detects alternate managers and includes them as a list in the box of an employee with multiple managers, giving you the ability to visualize multiple reporting relationships when looking at your true organizational structure. You can even navigate directly to a specific occurrence of an employee that appears multiple times in a chart.

Sage Abra

Sage Abra Link

Exchange data quickly and easily between Sage Abra HRMS and other HR and payroll systems. Abra Link was designed specifically with busy HR departments in mind because it saves time by minimizing the hassle of duplicating data entry. You'll save hours by importing data such as employee and applicant information from other human resources, recruiting, payroll, benefits and spreadsheets directly into Abra HRMS – an especially helpful tool if you're installing Abra HRMS for the very first time.

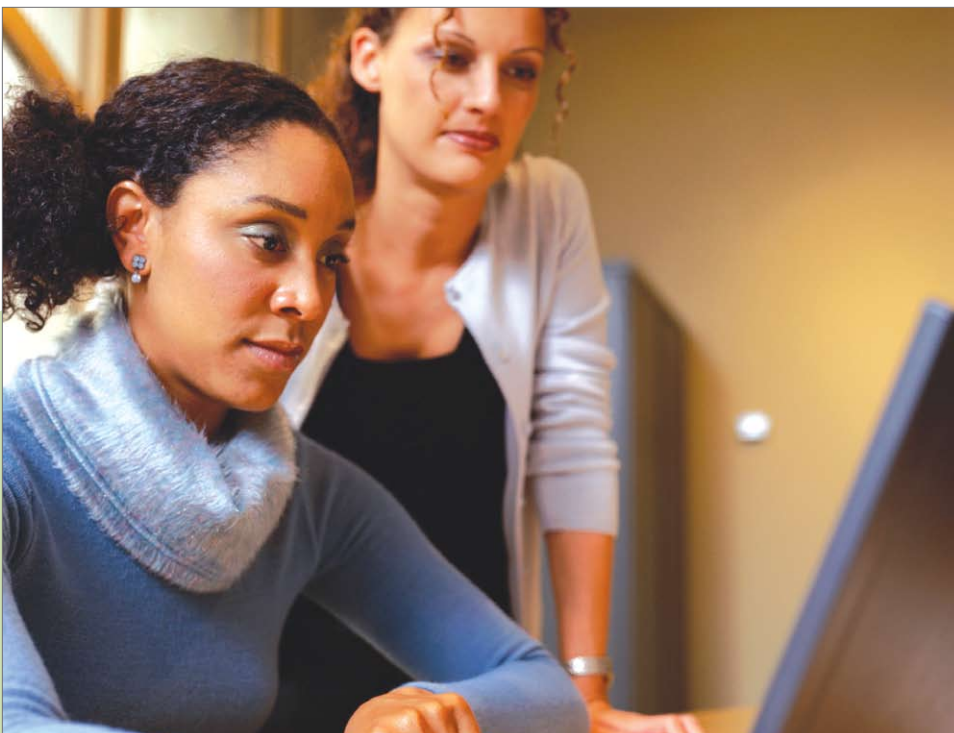
Abra Link can handle virtually any type of ASCII file created from a mainframe, payroll or service bureau, making it easy to convert the information for immediate use in Sage Abra. You can use Abra Link to update Sage Abra HR with employee changes and new employee information after each payroll run. Create reusable templates to handle ASCII file importing and exporting between Sage Abra and other systems. Deliver information

to other spreadsheet programs, transfer time, attendance and payroll information quickly and accurately. You can even select your own import and export criteria. Plus, with powerful, multi-level security features and the ability to easily import and export data from ADP PC/Payroll for Windows, you'll have a complete solution for sharing information between different programs.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Sage Abra Link, 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**.

BENEFITS

- **Productivity Features**
Reduce the time spent on entering data manually by sharing information from other HR, recruiting, payroll, benefits and spreadsheet systems with Sage Abra HRMS.
- **Ascii File Flexibility**
Convert virtually any type of ASCII file created from a mainframe, payroll or service bureau for immediate use in Sage Abra HRMS.
- **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.
- **Direct Importing And Exporting from ADP PC/Payroll**
Easily import and export data to and from the Abra HR database to ADP/Payroll for Windows Versions 2.52 and up – avoiding duplicate data entry and eliminating key stroke errors.
- **Powerful Security Functionality**
Protect key information with sophisticated, multi-level security with complete control over who has access to data at any level.



FEATURES

Increase Efficiency

Give your HR staff the tools they need to streamline workflow within your organization. Abra Link includes powerful features that allow you to save time and minimize the hassle of duplicating data entry by sharing information between other human resources, recruiting, payroll, benefits and spreadsheet systems and Sage Abra HRMS. Eliminate hours of manual data entry when building employee information into a new Sage Abra installation.

Better organization

With Sage Abra Link can handle virtually any type of ASCII file created from a mainframe, payroll or service bureau system and convert the information for immediate use in Sage Abra. Establish reusable templates to handle ASCII file importing and exporting between Sage Abra and other systems.

Easily Manage Ongoing Importing and Exporting

With Sage Abra Link you're in complete control. Transfer other time, attendance, and payroll information to Sage Abra routinely, quickly and accurately. Deliver information to spreadsheet programs for easy evaluation of data, such as salary scales and benefit cost options. Even select your own import/export criteria.

Link Abra HRMS to ADP® PC/Payroll

Save time by importing and exporting data to and from the Abra HR database to ADP/Payroll for Windows Versions 2.52 and up. You can automatically transfer changes to employee benefits, salary, demographics, or other data into the ADP database, avoiding duplicate data entry and eliminating key stroke errors. Abra Link is also pre-formatted to import data directly from ADP PC/Payroll into Abra HR. Simply create an MFOUT file in ADP's system, and Abra Link will transfer up to 30 information fields.

Maximum Security of Sensitive Data

Create and assign an unlimited number of user IDS and passwords, follow audit trails to identify who made each change by date, time, and type of change and protect key information with sophisticated, multi-level security. Abra Link gives you complete control over which groups have access to vital data at any level.

Sage Abra

Abra Benefits Messenger

Cut the costs and complexity of benefits administration by securely automating the communication of employee benefits enrollment data to insurance carriers and other benefit providers with Sage Abra Benefits Messenger. This powerful solution will eliminate the need to submit paper enrollment forms or create and maintain customized electronic file formats. Abra Benefits Messenger also eliminates the costly errors associated with duplicate data entry and 'missed enrollments' both during annual open enrollment periods and for employee changes throughout the year.

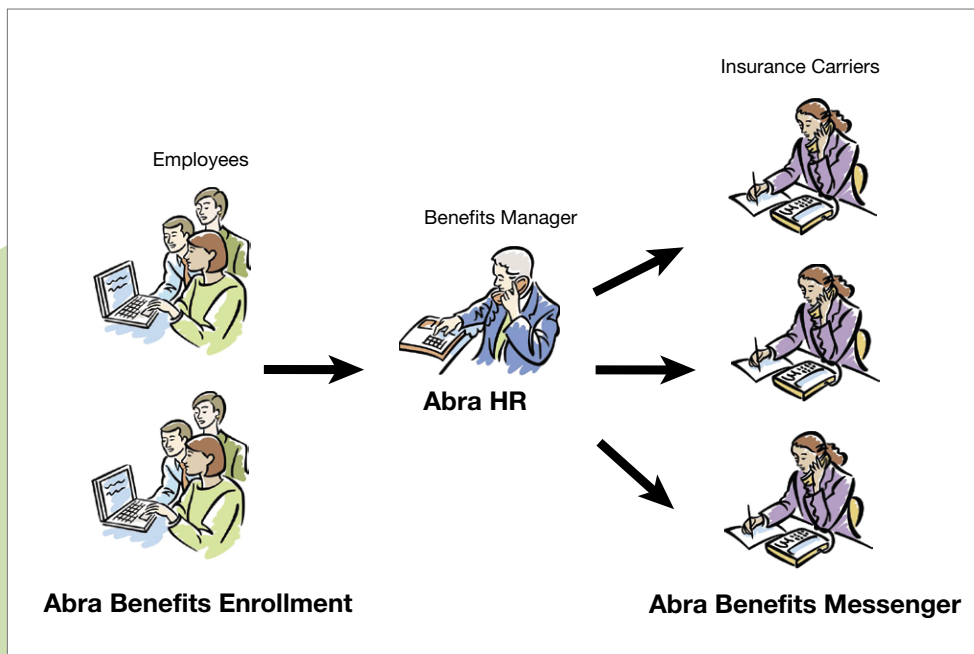
Supporting virtually all benefits carriers, Abra Benefits Messenger automatically extracts the benefits data from the Abra HR database, reformats it to meet the specific requirements of each benefit carrier, and then securely transmits it to the carriers over the Internet. Abra Benefits Messenger makes it easy to switch carriers when you need to, giving you more flexibility to find the most cost-effective insurance plans for your company.

Affordable and easy-to-use, Abra Benefits Messenger helps simplify the back-end of the enrollment process between the employer and the carriers. And, when used in conjunction with the Sage Abra employee enrollment portal—Abra Benefits Enrollment—Abra Benefits Messenger virtually eliminates the need for handling paper throughout the entire enrollment process, resulting in even greater labor and paper cost reductions.

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. For more information about Abra Benefits Messenger, please contact your local business partner, or **call us toll free at 800-424-9392**. You may also visit our Web site at **www.sageabra.com**.

BENEFITS

- **Simple, Flexible Communication**
Automatically reformats the employee enrollment data in your Abra HR system and sends it to benefits carriers on your behalf.
- **Accuracy**
Eliminates the chance of errors by electronically extracting employee enrollment data from your system.
- **Supports Virtually all Carriers**
Supports all types of benefit carriers, including health, dental, vision, life, 401(k), and disability.
- **Automatic Scheduling**
Automatically transmits the data to your carriers on the schedule determined by each carrier.
- **Easy-to-use Technology**
All you need is an Internet connection – No complex technology or IT support is required.
- **E-Mail Confirmations and Status Updates**
Provides automatic transmission confirmations and e-mail status messages so that you can be assured that your benefits data has been received and set up.
- **Supports All Data Formats**
Supports all data formats required by benefits carriers, including ASCII, XML, HIPAA ANSI X12 834 EDI, and human-readable formats.
- **Security**
Your employee benefits data is secured with SFTP & SSL Internet security protocols, PGP encryption, and authentication certificates.
- **Available with**
Sage Abra HRMS v8.2 or higher
Sage Abra Suite – U.S. edition v7.5 or higher.



◀ Sage Abra Benefits Messenger eliminates the costly errors associated with duplicate data entry and 'missed enrollments' both during annual open enrollment periods and for employee changes throughout the year.

Simple and Flexible Communication with Carriers

Simplify the process of communicating with benefits carriers by allowing Abra Benefits Messenger to manage all of the setup and details for you. It automatically reformats the data already in your Abra HR system and sends it to your carriers on your behalf. Its simple, 5-step setup process makes it easy to add or switch carriers when you need to.

Accuracy

Automatically extract employee enrollment data from the Abra HR database, which eliminates the chance of data entry errors. Abra Benefits Messenger saves you money by ensuring that you are not charged for terminated or ineligible employees.

Supports Virtually all Carriers

Abra Benefits Messenger supports insurance carriers in the U.S. and Canada, including health, dental, vision, life, disability, 401(k) and other types of plan providers. A current list of carriers is available upon request from Sage.

Automatic Scheduling

Automatically extract your benefits data and transmit it to your carriers on the schedule determined by each carrier. Scheduled data feeds ensure that all relevant information is consistently communicated to benefits providers.

Easy-to-Use Technology

Once you install the Abra Benefits Messenger data utility provided by Sage, all you need is an Internet connection to utilize the service.

E-mail Confirmations and Status updates

Abra Benefits Messenger provides you with transmission confirmations and e-mail messages so that you can be assured your benefits data has been received and set up.

Supports All Data Formats

Abra Benefits Messenger supports all data formats required by benefits providers and carriers, including: ASCII: fixed, comma delimited, and tab delimited; XML: according to various schemas; EDI: ANSI X12 834 standard and extended (HIPAA); Human readable reports: paper, fax, PDF, etc.

Security

Your sensitive employee benefits data is protected with secure FTP (SFTP) and secure socket layer (SSL) Internet security protocols, PGP encryption standards, and authentication certificates.

Requirements

Abra HR v7.5 (or higher) or 8.2 (or higher) is required to use Abra Benefits Messenger. An Internet connection is also required. Abra Benefits Enrollment is optional.

Total Benefits Management

- When combined with Abra HR and Abra Benefits Enrollment, Abra Benefits Messenger offers a complete, end-to-end benefits management solution.
- Employees can make benefits elections online with Abra Benefits Enrollment, which can then be approved and automatically updated in Abra HR.
- Abra HR manages all types of benefit plans, define eligibility criteria, and calculate premium and benefits costs for employees and dependents.
- Abra Benefits Messenger closes the loop by electronically submitting annual benefit elections and new employee benefit to your carriers, streamlining the entire benefits management process.

Minimum System Requirements:

- Intel Pentium 4 processor with minimum speed of 2 GH.
- 512 MB of RAM
- Internet connection

Remote Access Requirements or Firewall settings:

System administrator must be notified to allow outbound communications on ports

- 80 (HTTP),
- 21 (FTP), and
- 443 (HTTPS).

Software requirements:

- Windows XP, Windows 2000, or Windows 2003
- Dot Net Framework 2.0
- Windows Installer 3.1

Sage Abra Alerts

Automate your company's employee communications, monitor critical HR functions, and streamline your HR and Payroll processes with Sage Abra Alerts. Abra Alerts helps you get the right information to the right people for quick and timely action and without user intervention. Through an integrated system that automatically monitors the Sage Abra HRMS database, Abra Alerts increases productivity by proactively and automatically sending e-mails and reports to management, HR and payroll administrators, employees, and applicants.

Abra Alerts cuts down on administrative tasks by informing relevant parties about key activities and pending issues. Streamline your entire employee review process with automatic notification of upcoming performance reviews. Streamline your HR and Payroll processing by setting up alerts to automatically e-mail managers with reminders of upcoming performance reviews, monitor overtime costs, keep track of paid time-off exceptions, and monitor employee certification renewal dates. With Abra Alerts, you can ensure better adherence to company policies, improve

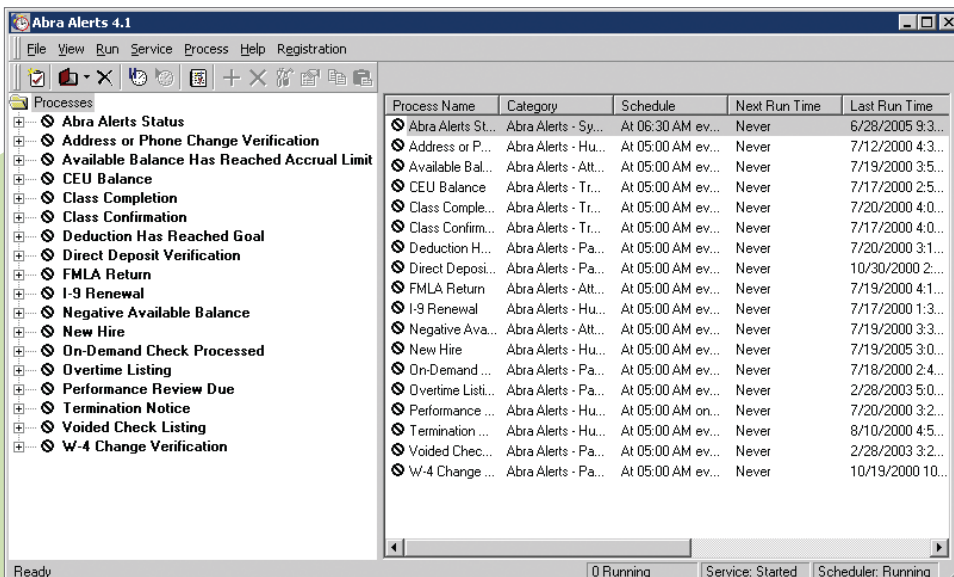
recruiting efforts, and keep management well informed of important events and exceptions.

Start-up is easy with pre-formatted alerts that can be used to standardize or monitor a variety of informational tasks. Keep track of time-sensitive events such as annual reviews or verification of enrollment in required training courses. Monitor exceptions and take action when items such as paid time off balances fall below minimum. When it comes to developing organizational strategies that enhance your company's bottom line, Abra Alerts is the tool you need to save time and money by reducing your HR and payroll administrative burdens.

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. For more information about Abra Alerts, please contact your local Sage Abra Business Partner, call us toll free at **800-424-9392**, or visit our Web site at **www.sageabra.com**.

BENEFITS

- Automate Employee and Applicant Communication**
 Automatically send standard e-mails such as new hire welcome messages and personalized e-mails with attachments.
- Increase Efficiency**
 Merge employee information from the Sage Abra database to generate personalized messages using your company's existing e-mail system.
- Easy Start-Up With Pre-Formatted Alerts**
 Automate a variety of information tasks immediately with pre-formatted, customizable alerts.
- Monitor Overtime Costs**
 Stay on top of overtime costs by sending proactive notification to controllers including spreadsheets of overtime information for your employees.
- Enhance Recruiting Efforts**
 Do a better job of marketing your company during the hiring process with personalized communications to applicants.
- Better Enforcement of Company Policies**
 Automatically inform managers of upcoming review deadlines, time-off balances, and other important information.
- Available with:**
 Sage Abra SQL HRMS v8 or higher
 Sage Abra Suite – U.S. Edition
 Sage Abra Suite – Canada Edition



FEATURES

Eliminate Time Consuming HR Tasks

Give your Human Resources staff more time to develop organizational strategies that affect your bottom line. Easily create proactive e-mail triggers for just about anything your staff does manually including birthday lists, available time-off reports, missing time cards, and more.

Save Time with Enhanced Productivity Tools

Quickly and easily generate automatic and repetitive e-mails for everyday activities to reduce the workload for your entire HR staff. Complete integration with the Sage Abra database enables you and your team to monitor dates and keep track of time sensitive events. You can also easily verify information changes through automatic notifications such as address changes, W-4 changes, direct deposit entry changes, and more.

Proactively Monitor the Sage Abra Database

Abra Alerts allows you to immediately monitor virtually any informational task. Inform key departments whenever you have a new hire. Monitor payroll, attendance, applicant tracking, training, and much more.

Streamline the Employee Review Process

Establish automated communications that promptly remind managers of upcoming reviews and distribute necessary paperwork. Notify supervisors and employees of pending reviews and include pre-review forms. You can even automate reminders to supervisors until reviews are complete.

Keep an Eye on Overtime Costs

Stay informed about overtime expenses with proactive notification of overtime amounts sent to key financial and payroll personnel.

Improve your Company's Branding

Support your company's image with more personalized external communications. Set e-mail personalized triggers to respond when resumes are received. Send current press releases, announcements or employee testimonials to applicants, thank you e-mails and personalized rejection messages.

Pre-formatted Alerts

Abra Alerts comes complete with a number of standard alerts, including:

- Address or Phone Change Verification
- Applicant Rejection notice
- Application Received
- Available Balance Has Reached Accrual Limit
- CEU Balance
- Class Completion
- Class Confirmation
- Deduction Has Reached Goal
- Direct Deposit Verification
- FMLA Return
- I-9 Renewal
- Negative Available Balance
- New Hire
- On-Demand Check Processed
- Overtime Listing
- Performance Review Due
- Requisition Status Change
- Termination Notice
- Voided Check Listing
- W-4 Form Change Verification

Visit www.sageabra.com for a complete listing of Hardware and Software Requirements and Recommendations.

Sage Abra SQL HRMS

When it comes to time and cost-saving HR solutions, only Sage Abra SQL HRMS offers the flexibility to choose the combination of software that meets your unique business needs. Sage Abra increases efficiency in every aspect of HR administration—HR, Payroll, benefits, employee self-service, attendance, recruiting, and training. It includes HR support for companies in both the U.S. and Canada, and can even support companies with employees in both countries.

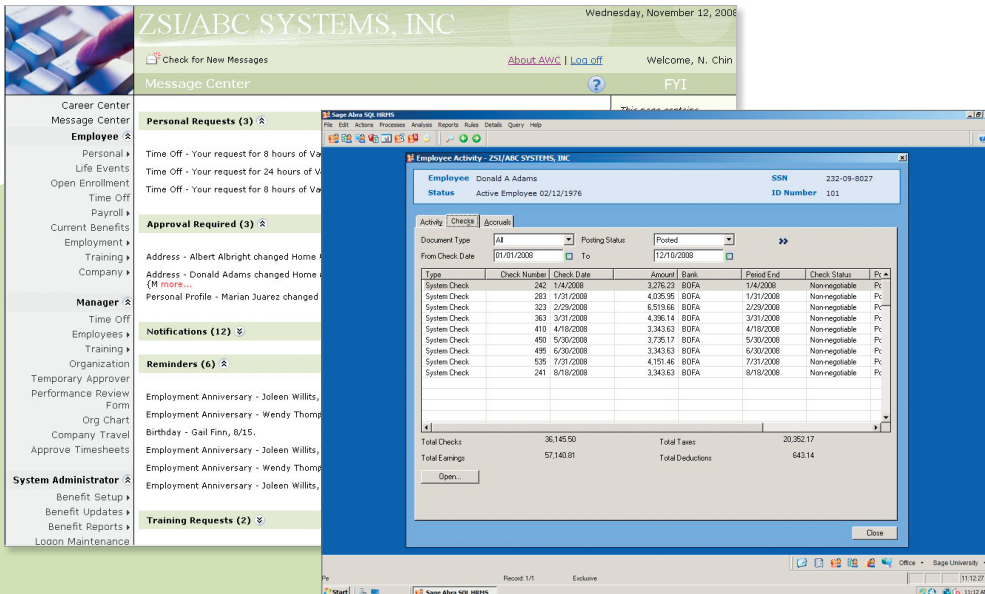
Sage Abra replaces paper-based, time-consuming, and error-prone HR methods, and is modular so you can customize the solution according to your needs, desired level of automation, and budget. Along with a comprehensive set of HR, Payroll, benefits, recruiting, and training features, Sage Abra SQL HRMS also includes Web-based employee self-service, benefits enrollment, and workflow features to keep your workforce connected at all times. It also comes complete with powerful reporting and analysis tools, including Crystal Report Writer, to manage your critical business information.

If you're ready to lower costs, reduce administrative time, and empower your employees, then Sage Abra SQL is a perfect solution. With Sage Abra, the free flow of information between employees, supervisors, managers, and administrators saves time and money. Backed by superior customer support, Sage Abra SQL HRMS provides unparalleled technical expertise, tax and legislative updates, and product enhancements that ensure your ongoing success. Now you have the flexibility to choose the solution that fulfills the unique needs of your business.

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BENEFITS

- U.S. Payroll**
 Process your payroll accurately and quickly with flexible payroll processing, US Tax Management & compliance, flexible accrual & overtime schedules and comprehensive reporting.
- 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 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 applications, 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 SQL Server Express. Abra Workforce Connections uses the latest .NET Web Services Architecture.
- U.S. and Canadian HR & Compliance Support**
 Sage Abra HRMS includes support for companies in the U.S. and Canada, as well as companies with employees in both countries.



FEATURES

Sage Abra ESS	With workflow capabilities and customizable features, Abra ESS provides a central location for employees, managers, and administrators to view and manage personal data and company information. Employees can request time off, view skills, job history, and performance reviews, print pay stubs, and more. Managers can access information on employees, approve time off requests, and locate personnel information on both direct and indirect reports with the organizational drill-down feature.
Sage Abra Benefits Enrollment	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.
Sage Abra HR	Ensure U.S. and Canadian government compliance including (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.
Sage Abra Attendance	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.
Sage Abra Train	Automate the scheduling, record-keeping, and logistics of employee education 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.
Sage Abra eRecruiter	Abra eRecruiter streamlines the recruiting process and cuts your time-to-hire cycle with 100% Web-based technology, requisition management, online applications, and interview scheduling. It includes integration to Monster.com and internal and public career centers that allow employees and applicants to search and apply for open positions.
Sage Abra OrgPlus Professional	With Abra OrgPlus 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 creation and formatting.
Sage Abra Alerts	Abra Alerts automatically monitors your Sage Abra SQL HRMS database and proactively distributes information to managers and employees—using your existing e-mail system. For instance, 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 emails for new employees or key events.
Sage Abra US Payroll	Abra U.S. Payroll is very flexible, supporting a range of tax management capabilities, variable pay plans and a variety of pay frequencies to meet the needs of most organizations.
Sage Abra Reporting	Sage Abra SQL 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 the Abra Secure Query report writer.
U.S. and Canadian HR Support	Sage Abra SQL HRMS includes HR support for companies with employees in both the U.S. and Canada, as well as companies with employees in both countries. Abra SQL HRMS does not support Canadian payroll.

Abra Payroll

Easily and cost-effectively manage your organization's payroll with Sage Abra Payroll. This comprehensive yet flexible solution includes all the payroll functionality needed by midsized organizations to process payroll accurately and quickly, every time. The robust functionality of Abra Payroll makes it easy to produce paychecks on demand, run trial payrolls, and make last minute changes with no hassle. Meeting the needs of your unique organization is easy with flexible features including unlimited earnings, taxes, and deduction types, multiple user-defined pay groups, and customizable actions.

For U.S. companies (Sage Abra Suite - U.S. Edition), Abra Payroll offers a full range of tax management capabilities, including all standard tax tables, compatibility with Electronic Federal Tax Payment System (EFTPS), and electronic media reporting for all states.

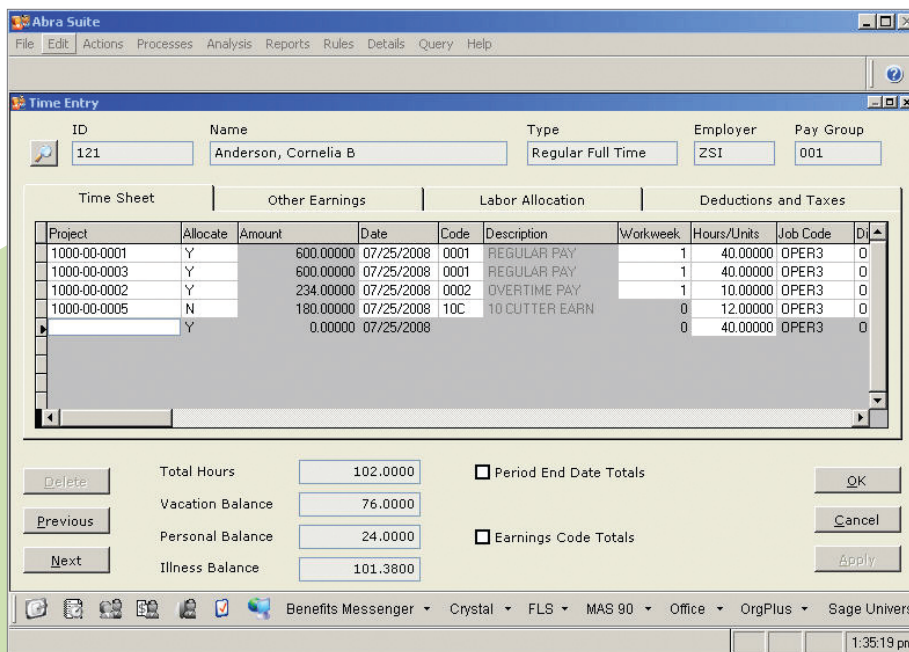
For Canadian companies (Sage Abra Suite - Canada Edition), Abra Payroll includes automatic federal and provincial tax tables, supports filing requirements for the Electronic Funds Transfer Payment System and accommodates both the check and direct deposit filing methods.

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For more information about Abra Payroll, please contact your local business partner, or call us toll free at **800-424-9392**. You may also visit our Web site at www.sageabra.com.

BENEFITS

- Flexible Payroll Processing**
 Simplify your organization's payroll processing with customizable screens, unlimited trial payrolls, and on-demand and retroactive check processing.
- U.S. Tax Management & Compliance (Sage Abra Suite - U.S. Edition)**
 Meet virtually every U.S. tax management and compliance need with automatic quarterly updates of tax tables and electronic media reporting for all states.
- Canadian Tax Management & Compliance (Sage Abra Suite - Canada Edition)**
 Meet Canadian tax management and compliance needs with automatic federal and provincial tax tables, and filing requirements for the Electronic Funds Transfer Payment System using both check and direct deposit filing methods.
- Comprehensive Reporting**
 Meet government and management reporting requirements with Crystal Report Writer, Abra Secure Query report writer, electronic media reporting, and over 100 standard reports.
- Earning and Deductions**
 Set up unlimited earnings and deduction codes with an easy-to-use set-up wizard.
- Available with:**
 Sage Abra Suite - U.S. Edition
 Sage Abra Suite - Canada Edition



◀ Sage Abra Payroll streamlines the entire payroll process by making it easier to produce paychecks on demand, run trial payrolls, make last minute changes, and much more.

FEATURES

Simplified Payroll Processing	Customizable "actions" screens walk you step-by-step through the payroll process and allow you to modify the system to meet your unique needs. Run an unlimited number of trial payrolls and run gross-to-net calculation reports to ensure data accuracy prior to printing checks or creating history reports.
U.S. Tax Management & Reporting	Abra payroll offers highly robust tax management features, including automatic quarterly updates of tax tables and electronic media reporting for all states, and supports federal, state, and over 2000 local tax jurisdictions, federal and state income, unemployment, disability taxes, workers compensation, ACH credit transaction files, and more. For Sage Abra Suite – U.S. Edition only.
Comprehensive Reporting & Compliance	Includes over 100 built-in reports, 2 included Crystal Reports licenses, customizable Crystal Reports templates, and the easy-to-use Abra Secure Query report writer.
Canadian Tax Management	Comply with Canadian tax management with automatic federal and provincial tax tables, and filing requirements for the Electronic Funds Transfer Payment System using both check and direct deposit filing methods. Comes complete with standard reports including Payroll Deposit Requirements, Workers Compensation Costs, and Unemployment Disability Wages, as well as T4, T4A, T4A-NR, Releve 1, Releve 2 and ROE. For Sage Abra Suite – Canada Edition only.
Check Printing	Preview and print standard and customized checks and direct deposit advices for selected pay groups with a few clicks of a mouse.
Direct Deposit	Supports unlimited direct deposit accounts for each employee, as well as automatic ACH file creation.
Earnings and Deductions	Guided interviews make it easy to set up unlimited earnings and deductions codes with support for a wide range of earning types, including base pay earnings, premium pay earnings, and tax only earnings. You can also define unlimited deductions for each employee and easily manage them with rules such as withholding frequencies and employer matching.
Payroll Employee Self Service	Employees can manage a variety of personal payroll information when used with Sage Abra ESS. View paycheck details, pay history, payroll deductions, tax withholdings, view and print pay stubs, and authorize W-4 form changes with digital signatures.
Integration	Seamless integration with Abra HR eliminates duplicate data entry, simplifies reporting, and automatically links benefit plans in HR to deductions in payroll. Abra Payroll interfaces with most major accounting packages and most time clock systems

Sage Abra Benefits Enrollment

Save countless hours and piles of paperwork by moving benefits open enrollment online. Sage Abra Benefits Enrollment takes the powerful benefits management solution of Abra HR to the next level by empowering employees to make their own benefits elections through the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan set-up process, and walk employees through open enrollment. Abra Benefits Enrollment even includes year-round life events management that allows employees to update information such as marital status and dependents.

Abra Benefits Enrollment can provide invaluable cost and time savings for any organization. It saves paper and postage fees by eliminating the need for printed documents, and significantly reduces time delays due to manual processing by having employees enter their own benefit elections. It can even

increase employee satisfaction by giving everyone full and detailed 24/7 access to benefit plans, and including links to providers who often answer key benefits questions on their Web sites. Finally, when combined with Abra HR, it provides a powerful, reliable, secure, and complete benefits management solution for any mid-sized organization.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. Rest assured our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra Benefits Enrollment, 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**.

BENEFITS

- Flexible Benefits Eligibility Criteria**
 Select from an extensive list of benefit plan eligibility criteria, and allow employees to choose only from those plans that are applicable to them based on this criteria.
- Life Events Management**
 Employees can update marital status, dependents, dependent status, and more throughout the year as the result of events that impact their benefits.
- Monitor Open Enrollment Progress**
 Easily monitor the progress of employees in the open enrollment process, and send customizable reminder e-mails to employees.
- Benefit Plan Integration**
 Include URL links to benefit provider web sites, and post company-specific plan documents for employees to review online.
- Ease Of Use**
 No employee training required—uses familiar Internet browser technology and easy-to-use wizards to guide employees through the benefits open enrollment process.
- Election Comparison**
 During the enrollment process, employees can easily compare current benefit elections with alternative benefit plans.

Plan	Enroll Date
Dental	1/1/2003
Dental 2001	1/1/2001
Dental 2002	1/1/2002

Available with:
SAGE ABRA SQL

FEATURES

Flexible Project Creation and Set-Up

Set-up wizards in Abra Benefits Enrollment 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. During the open enrollment process, employees will only be able to choose from those plans applicable to them, based on the criteria you set up.

Automated Workflows

Save administrative hours with powerful, fully automated workflow capabilities. Keep up to date with all employee selections as they occur instead of waiting to batch update benefit elections. Errors are automatically flagged, allowing administrators to request the employee make the appropriate changes.

Life Events Management

Besides entering annual benefit elections, employees can use Abra Benefits Enrollment as a self-service tool to quickly provide the HR department with life event updates. Employees and managers can add dependents, change marital status, update W-4 elections, change dependent status, and designate dependents as students. These features are available at all times, including during the open enrollment period.

Guided Enrollment Process

Sophisticated tools include step-by-step wizards that pilot employees through benefits enrollment. These wizards can be easily customized to meet the needs of your company's specific open enrollment process. Employees are prompted to choose plans based on automatic eligibility criteria and can even save their progress and return at a later date. When selections are complete, they can authorize changes with digital signatures.

Benefit Plan Integration

Empower employees with instant access to online information, including company-specific plan documents, with a click of a mouse. Links to external Web sites can even be added to for easy access to plan providers and other helpful online information.

Election Comparisons

During the open enrollment process, employees can make informed decisions by comparing the costs and coverage of their current benefit elections with new plan offerings.

Integration to Abra HR and Abra Payroll

Once approved by the appropriate administrator, changes made to benefit elections during the open enrollment period are automatically updated in Abra HR. When also installed with Abra Payroll, benefit deduction changes are also automatically updated with synchronized future start dates, eliminating hours of duplicate data entry.

24/7 Access

Abra Benefits Enrollment uses the familiar Microsoft Internet Explorer Web browser to have your employees up and running in no time. The user interface requires no training, and 24/7 Web access even provides employees with the flexibility to involve spouses at home in the decision making process.

Administrator Features

Administrators can easily manage the entire open enrollment process with comprehensive tools. Customize reminder messages for employees who haven't finished enrolling in benefits, easily monitor the progress of each employee, quickly approve or reject benefit selections, and batch update approved benefit plan data changes to Abra HR.

Sage Abra

Sage Abra Train

Ensure your employees receive the training they need on time, every time with Abra Train. It includes the features that you need to effectively establish and administer internal training programs and keep track of employee certifications. Abra Train includes full management of important training logistics, such as maintenance of class rosters and training locations, as well as the setup and administration of entire training programs that employees are required to complete. It will help you keep on top of employee certifications and continuing education credits by tracking receipt and renewal dates, as well as managing all necessary requirements and prerequisites.

In addition to a full range of training and certification management features, Abra Train also includes a variety of analyses that ensure your program costs are being managed effectively by evaluating cost/benefit relationships and allocating costs accurately and equitably.

Powerful reporting tools include dozens of standard reports, Crystal Reports® Writer, and Abra Secure Query that provide you access to important data. When installed with Abra HR and Abra ESS, Abra Train provides a full training management solution that automates class logistics, gives you the tools you need to control costs, and empowers employees and managers to view course catalogs and other pertinent training information right from their desktop.

From developing innovative products to providing award-winning customer support, Sage Abra 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.

For more information about Abra Train, please contact your local Sage Abra Business Partner, call us toll free directly at **800-424-9392**, or visit our Web site at **www.sageabra.com**.

BENEFITS

- **Enrollment and Tracking**
Automatically assign employees to job-based training requirements, set up training classes, schedule attendance, and manage class rosters for students and instructors.
- **Program Management**
Define curriculum or specific sets of courses that employees must complete in order to achieve desired levels of competency.
- **Certifications**
Keep detailed records on employees' professional certifications and continuing education credits (CEU).
- **Program Cost Management**
Easily manage program costs and allocations with built-in analysis tools that compute costs by employee, course, job, or department.
- **Locations and Logistics**
Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.
- **Class Correspondence**
Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.
- **Reporting**
Quickly access data with standard reports, including certification and history reports, as well as a variety of analyses, or build your own reports with the easy-to-use Abra Secure Query report writer or Crystal Reports writer for your company's more complex reporting needs.

The screenshot shows a window titled "Courses Taken - ZSI SYSTEMS, INC". At the top, it displays employee information: Employee: Donald A Adams, SSN: 232-09-8027, Status: Active Employee 02/12/1976, ID Number: 101. Below this is a table with columns: Starts, Ends, Course, Description, Class, Status, and Certification. The table lists several courses, including HARRASS, DIVERSITY, EFFECTMTGS, FIRTAID, ORIENT, and WIN95 CONV. At the bottom of the window are buttons for "Add", "More...", and "Delete".

Starts	Ends	Course	Description	Class	Status	Certification
+ 03/08/2006	03/08/2006	HARRASS	Sexual Harassment	67	Completed	HARRASS
+ 02/08/2006	02/08/2006	DIVERSITY	Workplace Diversity	66	Enrolled	DIVERSITY
+ 01/10/2006	01/10/2006	EFFECTMTGS	Conducting Effective Mtgs	76	Completed	
+ 12/06/2005	12/06/2005	FIRTAID	First Aid - 4 Hours	77	Completed	
+ 01/10/2002	01/10/2002	ORIENT	New Employee Orientation	40	Completed	TEAM
+ 05/28/1999	05/28/1999	WIN95 CONV	Converting to Windows 95	1	No Show	
+ 07/24/1996	07/24/1996	WIN95 CONV	Converting to Windows 95		Completed	

Available with:
SAGE ABRA SQL

FEATURES

Enrollment and Tracking	Set up classes, schedule attendance, and manage class rosters for students and instructors. Abra Train can also check class capacities and course prerequisites, and can automatically assign employees to job-based training requirements and assign courses to one employee, groups of employees, or all employees.
Program Management	Define curriculum, or specific sets of courses, that employees must complete in order to achieve desired levels of competency. Schedule employees for the necessary training, track their progress in these programs and make sure that the training is completed on time.
Certifications	Keep detailed records on employees' professional certifications and continuing education credits (CEU), including date received, renewal period, and expiration date. You can also track certifications that are required but have not yet been completed.
Manage Program Costs	Easily manage program costs with built-in analysis tools. Compute training costs by employee, course, job classification or department, and allocate costs accurately and equitably
Training Locations and Logistics	Identify training locations and contact people for each location, as well as location capacity, associated rental costs, and disability access.
Class Correspondence	Personalize pre-formatted class correspondence, such as enrollment letters and completion letters, to meet your communication needs for individual classes.
Employee Attachments	Attach files and objects, such as certificates, diplomas, pictures, or text documents to employees' records, and easily view, edit, or delete them at a later date.
Customization	Abra Train provides the tools you need to customize your system and meet your company's unique training requirements. You can develop your own selection criteria for training, use tables to store common employee selection criteria, create user-defined fields, and design custom pages to hold specialized information.
Reporting	Powerful reporting options provide you with quick access to information. Dozens of standard reports include employee certifications, training history, class rosters, and tuition reimbursements, as well as analyses such as expenses by course, job title, and organizational level. Abra Train also includes Abra Secure Query, an easy-to-use report writer that allows you quick access to data. Additionally, Abra includes integration to—and is bundled with—Crystal Reports Writer for your company's more complex reporting needs.
Security	Security features in Abra Train allow you to restrict access to specific types of information. Assign an unlimited number of user IDs and passwords with access defined for each user, and define each user's ability to view or work with particular pages and fields.
Integration	Abra Train is seamlessly integrated with Abra HR, allowing you to automatically assign training requirements to new hires or promoted employees. Additionally, when implemented with Abra ESS, employees and managers are empowered with access to course catalogs and their personal training information through the Internet or company intranet.

Visit www.sageabra.com for a complete listing of Hardware and Software Requirements and Recommendations.

This Package

Abra HR	Abra HRMS	Abra HRMS
Stand-Alone	Select	Workforce

Capabilities

	Abra HR	Abra HRMS	Abra HRMS
	Stand-Alone	Select	Workforce
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

	Abra HR	Abra HRMS	Abra HRMS
	Stand-Alone	Select	Workforce
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.

