

Sage Abra HRMS



The Easy Way to Manage HR

Eliminate error-prone spreadsheets and paper personnel files with an HRMS.

sage

Managing HR the Hard Way

Do you need a spreadsheet to track your spreadsheets?

- Using spreadsheets for record-keeping and reporting is both time-consuming and prone to errors.

Are paper personnel files complete or all over the place?


- Mixing paper files and computer documents to track employee data is a recipe for lost information.

Do you spend most of your time “putting out fires?”

- When you are always reacting, there’s no time to focus on how to help your company reach its strategic objectives.

Is your company in full compliance with workforce laws?

- If your record-keeping system is inefficient, chances are your company is vulnerable to fines, penalties, or lawsuits.

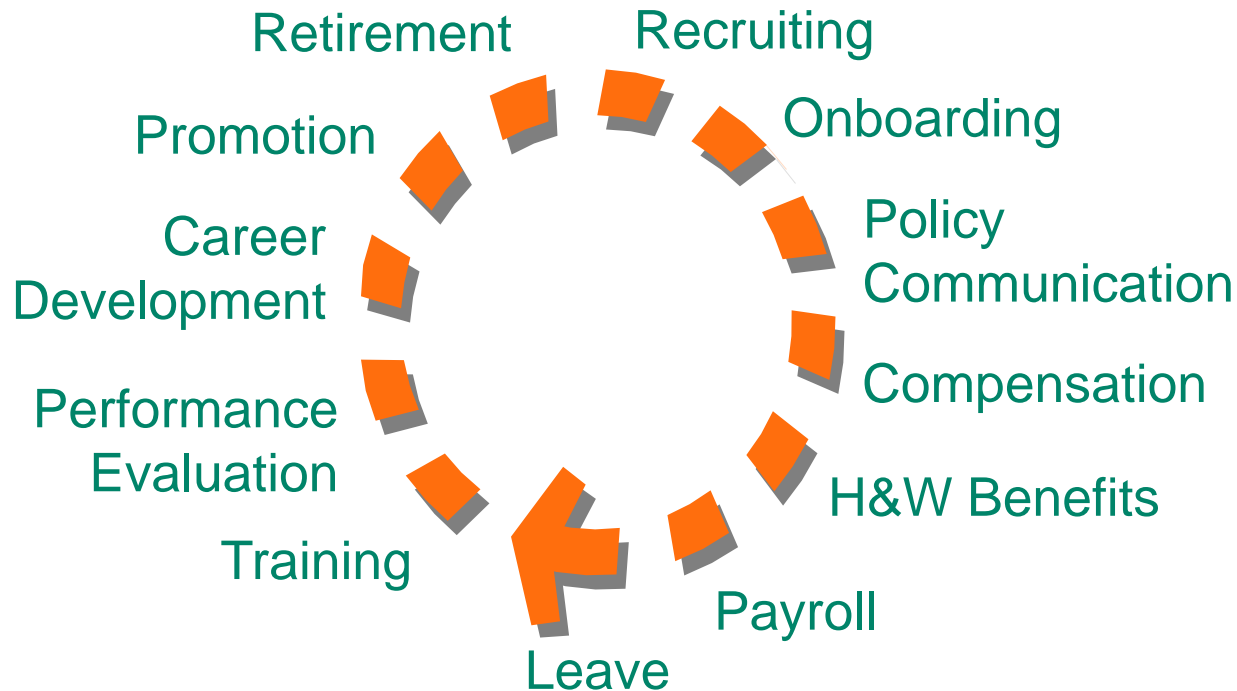



“Instead of rummaging through filing cabinets and stacks of paper, now Sage Abra stores our employee data electronically. This means we can access information at the click of a button . . . We’re also more accurate, because entries are made automatically.”

Rick Haines
Controller
Commercial Ullman Lubricants Company

The Easy Way to Manage HR!

A **Human Resources Management System (HRMS)** can automate the way you maintain and access both current and historical information about:





“By streamlining tasks, eliminating duplicate data entry, minimizing errors, and automating processes, we are able to operate more efficiently with less overhead. With Sage Abra, we have the ability to grow our organization without adding administrative personnel.”


Erik Anderson
Director of Human Resources
Nesconset Center for Nursing & Rehabilitation

A Single Point of Truth

By keeping workforce information in one centralized location, an HRMS enables you to:

- **Accomplish more in less time.** No more hunting for information—and you never need to type the same data twice.
- **Save your organization money.** Easily identify areas of overspending, eliminate errors, and improve productivity.
- **Provide fast, accurate workforce reports and analysis.** An HRMS will slice and dice the data to provide the analysis and insights needed by executives, managers, and HR.





“The good thing about Sage Abra is that all parts of it talk to one another. The result is no duplication . . . The integration saves us time and cuts down on errors.”

Daniel Simpson
Senior Staff Accountant
Gift of Hope Organ & Tissue Donor Network


Employee Benefits

The Hard Way

- Create spreadsheets to set up each benefit plan.
- Manually calculate current costs and struggle to predict future increases.
- Spend time and resources on paper, printing, postage, and manual data entry for open enrollment.

The Easy Way

- Set up and manage unlimited plans, including health, life, AD&D, COBRA, retirement.
- Calculate actual costs and project future costs.
- Complete open enrollment online more quickly and at less cost than paper enrollment.



“Handling enrollment forms for 300+ people and then entering the data into the system, one-by-one, would have been too much for a small staff like mine . . . With Sage Abra, it was an efficient and successful process, and our employees loved it.”

Dennis DiMasso
Director of HR
DuBois Chemicals


Compliance

The Hard Way

- Manually research new laws and build spreadsheets for record-keeping.
- Keep track of changes to forms, reports, and filing dates.
- Search multiple files and locations if agencies demand documentation or reports.
- If you fail, your company could face employee lawsuits and government fines and penalties.

The Easy Way

- Software updates keep up with legislative changes and revised forms and reports.
- Preformatted standard reports for EEO-1, EEO-4, (EE for Canada) I-9 Citizenship Verification, Vets-100, Family and Medical Leave Act (FMLA), Leave of Absence (LOA for Canada) OSHA (OHS for Canada), and more.
- All records are in one location for easy access and reporting.



“To prove EEO compliance, we used to spend hours manually counting employees. With Sage Abra, it takes just ten minutes to prepare the same report. That’s a nice productivity boost for us.”

Dianne Jopling
HR Director
Haartz Corporation


Employee Self Service

The Hard Way

- You spend a big portion of every day answering employee questions about pay, benefits, and time off.
- Your work is constantly interrupted to make changes to employee records and fill out routine paperwork.

The Easy Way

- Self service lets employees securely view and/or update information about:
 - Payroll history
 - W-2 and W-4 (T4, Releve 1, T4A for Canada)
 - Benefits and dependants
 - Time-off requests and balances
 - Training
 - Company communications



“Employees go to Abra Employee Self Service to check on vacation time, benefits, and training. They like it because they get instant answers, even if they’re on a night shift when HR is closed.”

Jackie Young
V.P., Staffing and Organizational Development
AAA Southern New England

Payroll

The Hard Way


- Information about time off, compensation, and benefit deductions must be retyped into the payroll system.
- Mistakes in withholding or filings can result in penalties.

–OR–

- Your company outsources payroll, loses control over sensitive data, and has limited reporting.

The Easy Way

- Changes made to the HRMS database reflect in the payroll system for accurate calculation of benefits and deductions.
- Employees are paid on time, via checks, paycards, or direct deposit.
- Full compliance with current regulations for withholding, filing, and depositing taxes.



“Abra Payroll allows us to do all our own payroll processing, with the same amount of staff as when we outsourced. We’re saving 30 percent of our administrative costs in payroll and tax.”

Wendy Mahle
Director of Human Resources and Payroll
Perfumania, Inc.


Reporting

The Hard Way

- Hunt for the necessary data in spreadsheets.
- Build a report in another spreadsheet.
- Risk inaccurate reports if there are data transcription errors or faulty formulas in the spreadsheet.
- By the time you finish a report, data is changing.

The Easy Way

- Run one of hundreds of prebuilt, standard reports for instant results.
- Build any custom report with included report writer.
- Instantly access and retrieve up-to-date information.
- Easily share reports in a variety of formats.



“We’ve gained the power to automatically track and prepare reports on standard government requirements and issues specific to our organization . . . Using Sage Abra, we have a better level of control over all employee-related information and spend a lot less time trying to maintain it.”

Barbara Surran
Director of Human Resources
American Office

Informed Decisions

The Hard Way

- Executives ask for analysis about program costs and effectiveness.
 - HR can't produce the information because it isn't being tracked.
- OR–**
- It takes an unacceptably long time to complete the request and report back.

The Easy Way

- You can generate ad-hoc reports in minutes.
- Executives can access HR dashboards with real-time information about costs and performance.
- Workforce information can be streamed easily to other business applications for collaboration.



“Whenever our executives or board need information, I create a report at the touch of a button. Overall, I estimate that Sage Abra is saving us the work of an entire full-time employee in our department.”

Elizabeth Acevedo
Human Resources Director
Houston Zoo, Inc.


Automation and Alerts

The Hard Way

- Lots of duplicate data entry leads to errors in spreadsheets.
- Important dates and deadlines tracked on email calendar.
- Paper forms lost or held up in the approval process.
- No time for monitoring data about the workforce.

The Easy Way

- Automated email alerts remind HR staff and managers of important deadlines, changing business conditions, cost overruns, and more.
- Proactive data monitoring can generate the right electronic forms and route them for approval.



“We monitor overtime and send an alert to HR when an employee is approaching the maximum hours . . . We use Abra Alerts to monitor the waiting periods for our health insurance and vacation benefits . . . We are able to be proactive in a way that would be extremely difficult without this automated monitoring.”


Terry Favel
Office Manager
Dilico Anishinabek Family Care

Easy Makes a Big Difference!



With Sage Abra HRMS, you can deliver more service and value to your organization, with more efficiency, and at a lower cost.

- **Improve productivity** in HR and across the organization.
- **Reduce routine paperwork** and employee requests.
- **Control costs** for benefits and other programs.
- **Share information** quickly and easily with the executive team and company supervisors.
- **Better align HR goals** with company objectives and use time savings to refocus HR staff on more strategic tasks.



“We calculate that Sage Abra is saving us about \$10,000 a year through time savings and other efficiencies. We’re definitely glad we implemented it.”

Rick Haines
Controller
Commercial Ullman Lubricants Company

About Sage Abra HRMS

Sage Employer Solutions is dedicated to helping organizations maximize their return on employee investment (ROEI). Built by HR professionals for HR professionals, Sage Abra HRMS provides powerful yet easy-to-use automation to simplify management of HR, payroll, benefits, compliance, reporting, time off, training, employee self-service, and employee analytics.

To learn more, please visit: www.SageAbra.com