HR INFORMATION

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

PAYROLL INFORMATION (SAGE ABRA SUITE - U.S. EDITION)

In addition to HR data, employees can view a variety of payroll information, including pay stubs, W-2s, and tax withholdings (W-4).

MANAGER FEATURES

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

TIME-OFF MANAGEMENT

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

SYSTEM WORKFLOW

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

CUSTOMIZATION

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

Available with:

Sage Abra HRMS v8.1 or higher
Sage Abra Suite - U.S. Edition

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

In addition to a comprehensive range of features, Abra ESS delivers tremendous time and cost savings with a proven return on investment. By automating employee activities such as time-off requests and dependent and beneficiary changes, companies can save considerable administrative time and expense associated with paper forms and manual processes. Plus, studies have shown that readily-available company information can significantly improve employee morale and retention. Abra ESS can positively impact your company's bottom line by allowing HR staff more time to focus on strategic business issues such as management development, effective recruiting programs, and competitive compensation plans.

From developing innovative products to providing award-winning customer support, Sage Software 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 ESS, please contact your local Business Partner, call us toll free directly at 800-424-9392 or visit our Web site at www.sageabra.com.

Sage Abra
ESS

"Sage Abra saves us time and money. But that's not really why we got it. It helps us serve people better and faster... Most of all, employees love it."

David Allred, Human Resources Administrator
The Mattei Companies, LLC

FEATURES

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

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