



insights for the life of your business™

Abra

Manage information based on your company's unique structure and needs. Easy-to-use, Abra HR provides a comprehensive, fully-integrated system that streamlines administrative workflow, so you are free to focus on more strategic business issues.

The Abra Suite® includes:

- Abra HR®
- Abra® OrgPlus™
- Abra Payroll®
- Abra Attendance®
- Abra Employee Self-Service™
- Abra Alerts®
- Abra Train®
- Abra Recruiting Solution™



ABRA HR



Streamlined Integration Translates to Quick Access to Key Data

- Easily view key employee information. From job history to performance reviews, the Abra Suite consolidated database allows quick, convenient access to critical information.
- Use smart analysis tools to quickly drill down to and evaluate human resources data. Abra HR makes it easier to investigate critical areas such as salary, turnover and performance.
- Stay current with dates and event reminders, such as training, licenses, bonuses, benefits enrollment eligibility, memberships, stock options and other user-defined subjects.
- Assign tasks to yourself or other Abra HR users with the Organize Workflow tool.
- Tight integration with Microsoft Office provides immediate transfer of information into Microsoft Word documents and Microsoft Excel spreadsheets, graphs and tables, making it easy for you to view and analyze data for strategic, on-the-spot decision making.

Powerful Reporting Tools Simplify Compliance and Strategic Planning

Robust reporting tools in Abra HR feature standard, ad hoc query and advanced Crystal reporting options that provide quick and easy access to critical business insights.

- Ensure compliance with government reporting requirements such as Employment Equity and more.
- Answer ad hoc questions without having to create a complex report with the Abra Secure Query™ tool. Abra Secure Query guides you through the simple query process, so you get your answers quickly and easily.

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Abra HR

- Integration with one of the most powerful reporting tools on the market – Crystal Reports – provides many additional, more advanced reports to help enhance your company's analytic capabilities and drive better business decisions.

Simplify Benefits Administration

Benefit interviews guide you step-by-step through the process of creating benefits plans. The interview allows HR administrators to easily create accurate savings and insurance plans.

- Easily change employees' benefit plans from the current year to the next year's plan at the click of a button.
- Automatically calculate precise employee, dependent and employer premium and benefits costs.
- Track unlimited benefit plans and define your own eligibility criteria. Any life event changes that affect insurance coverage and premiums are automatically reflected in employees' contributions.
- Point-in-time benefits history reporting lets you accurately generate reports on employees' prior benefit elections.
- Provide employees' dependents an unlimited number of benefits plans as well as quickly and easily track all dependents on Insurance Benefit coverage.
- Manage leaves taken under the Leave of Absence (LOA).
- Identify problem areas, improve safety and comply with Health and Safety regulations for Accident and Workers Compensation Claims tracking.

Manage Employee Training, Certification and Health History

- Keep up-to-date with employees' training schedules and certification status.
- Maintain employee health profiles, including wellness participation.
- Track drug test and physical exam schedules and their respective due dates.

Accurate Analysis of Salary Administration

- Keep compensation histories by individual employee, department or company.

- Accurately analyze salary ranges by calculating the compa-ratio of every job classification.
- Assure on-time pay and performance reviews each month through automated scheduling.
- Provide supervisors with consistent, standard review forms detailing employee job and salary histories.
- Create employee notes for commendations or disciplinary actions in a free-form format. Keep files current by easily transferring text from employees' performance reviews.

Maintain Maximum Security of Sensitive Data

- Protect key information with sophisticated, multi-level security. Powerful options allow you to control which groups have access to data at any level.
- Easily follow audit trails to identify who made each change by date, time and type of change.
- Create and assign an unlimited number of user IDs and passwords.

Abra Suite is the market leader in HR, payroll, benefits, and compliance solutions. The Abra family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration and compliance solutions provides a single, seamless, integrated database and powerful reporting tools to help businesses increase productivity and overcome challenging HR issues.