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# Sage Abra HRMS Newsletter

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## Saving Time with Online Benefits Enrollment

Benefits enrollment can be a rigorous, paper-intensive process for many HR departments. With the ever-increasing cost of health insurance and other employee benefits, it's important to identify effective cost-containment strategies. One such strategy is to leverage technology and the efficiency that can result from Online Benefits Enrollment Software. Let's take a closer look.

### What is a Online Benefits Enrollment?

Online benefits enrollment software allows employees to use the Internet (or their company network) to securely access information about benefit policies and prices. Employees are guided step-by-step through the process of selecting the benefits they wish to participate in and enter the necessary information into online enrollment forms.

Once the employee enters data online, the information is immediately available to HR for review & approval and can automatically update your HRMS system *thus eliminating duplicate data entry*. Online Benefits Enrollment software also provides tracking and reporting features that allow HR personnel to monitor the progress of each employee through the open enrollment process. You can even set up automatic email reminders that are sent to employees who have not completed the enrollment process in a timely manner. In addition, newly hired employees can enroll in benefit plans and current employees can update information from life events that impact their benefits.

### Sounds Interesting but What are the Benefits?

**Reduced HR Call Volume** – because employees have direct online access to important details during the enrollment process, they are able to easily find answers to common questions on their own.

**Shorter Cycle Times** – Research suggests that a paper-based open enrollment process can take 6 to 8 weeks (from assembly & distribution of forms to manual completion and submission of those forms to HR). Online benefits enrollment software can streamline that process down to 3 weeks or less.

**Eliminate Duplicate Data Entry** – you can completely eliminate duplicate data entry with an online benefits enrollment solution that integrates with your existing Sage Abra HRMS software.

**Reduce Material Costs** – paper, printing, and postage are essentially eliminated by removing paper from the process and directing employees to electronic resources for forms and benefit details.

### Sage Abra Benefits Enrollment

Your Sage Abra system offers an integrated [Benefits Enrollment module](#) that will save your company countless hours and piles of paperwork. Easy, step-by-step wizards guide administrators through the benefit plan set-up process, and walk employees through open enrollment. It even includes year-round life events management that allow employees to update information such as marital status and dependents. Perhaps best of all, it's completely integrated with your Sage Abra HRMS system which eliminates duplicate data entry.



[Contact us](#) if you'd like to learn more about Sage Abra Benefits Enrollment.

# How Social is TOO Social?

Adapted from "Are Your Employees Becoming Too Social" published by Sage, Oct. 2009

Businesses and individuals alike are excited about social media such as FaceBook, LinkedIn, and Twitter. However as with any emerging technology, many questions remain unanswered about the impact on your employees and company policies. Should your company allow employees to access social networking tools from the office? Are your employees abusing this privilege at work?

## A Security Threat?

Many security and IT executives fear that social media is a security threat. The experience to date at companies with over 1,000 employees seems to indicate that security is a growing concern. Research indicates that the number of companies reporting social networking related security breaches is steadily rising. In fact, reports of companies having terminated an employee for inappropriate disclosures on social networking sites is also on the rise.

## Time is Money

Another concern about social media in the workplace is **employee productivity**. It seems only logical that an employee updating a personal FaceBook page on company time isn't contributing to workforce productivity. Indeed, more companies are choosing to block employee usage of social media with filtering technology that prevents access to social media websites. In fact, some companies are more concerned about employee time spent on social media sites than online shopping or personal e-mail accounts.

## Company Image

Should companies ask employees to promote the company brand through social networking tools? Opinions are divided

over this. On one hand, the "viral buzz" that can be generated online can have a tremendously positive impact on the company's bottom line. On the other hand, it's easy to damage a company's reputation if employees are posting comments, photos, or videos without regard to company policy or ethical considerations.

## Develop a Social Media Policy

Regardless of your company's position on limiting or encouraging employee use of social media during business hours, one thing is clear: Social Networking is here to stay and can have a profound impact on your business. Therefore, it's a good idea to develop formalized social networking usage policies and ensure your company's expectations are clearly communicated to all employees. It's a sign of the times!

## Avoiding Costly Fines

### A 2010 Guide to Compliance Mandates



Compliance is one of the top challenges facing any human resources department. That's why Sage created this guide to help you stay informed about the latest workforce compliance laws & regulations that may affect your company.

[Contact us](#) to request a Free copy.

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