

***Manage information based on your company's unique structure and needs. With its easy-to-use, XP interface, Abra HR provides a comprehensive, fully-integrated system that streamlines administrative workflow, giving you more time to address strategic business issues.***

### Full Integration for Quick Access To Key Data

- Easily view key employee information, from job history to performance reviews. Abra Suite's consolidated database allows quick, convenient access to information.
- Quickly drill down to specific information with analysis tools for fast evaluation of human resources data. Investigate critical areas such as salary, turnover and performance issues quickly and easily.
- Stay up-to-date 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.
- Organize and manage all electronic documents such as letters of commendation and W-2 forms using the Employee Attachment page.

### Powerful Reporting Tools Help with Compliance and Strategic Planning

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

- Over 100 standard reports such as EEO-1, EEO-4, I-9, Citizenship Verification, State New Hire and Vets-100, help you accurately comply with government regulations.
- Answer ad hoc questions without having to create a complex report with the Abra Secure Query™ tool. Abra Secure Query guides you through the query



process in easy-to-understand steps, so you don't have to be an IT expert to use it.

- Integration with one of the most powerful reporting tools on the market - Crystal Reports® - provides over 120 additional, more complex reports to help improve your company's analytic capabilities and drive better business decisions.

### Simplify Benefits Administration

Benefit interviews take 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 next year's plan at the click of a button.
- Automatically calculate precise employee, dependent, and employer premium and benefits costs.

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- Track unlimited benefit plans and define your own eligibility criteria. Any life events changes that create changes to 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 COBRA coverage.
  - Manage leave taken under the Family and Medical Leave Act (FMLA).
  - Take the hassle out of COBRA compliance. Personalized, automated notification letters describe coverage options and costs. Abra HR provides billing statements, mailing labels, and complete eligibility reports.

## 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 the company's 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 security 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 ID 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, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues.

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System requirements: Pentium processor, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP Professional; 64 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

### The Abra Suite® family includes:

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

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