

***The right Human Resource Management System (HRMS) can positively affect your entire company, including your bottom line. Designed for completeness and ease of use, the Abra Suite HRMS solution offers comprehensive payroll processing, recruiting, training, benefits administration and compliance, providing greater accuracy and responsiveness to employee needs.***

## Abra Suite - A Complete HRMS Solution

Abra Suite, the market leader in HR, payroll, benefits and compliance solutions, provides a comprehensive and robust set of tools to streamline your HR and payroll processes. Abra's complementary line of products allows you to easily add functionality for attendance, training, recruiting, e-learning, organization design and charting, plus automated, internal employee communications.

With Abra Suite, you get:

- Single point of data entry to streamline workflow.
- Hassle-free benefits administration and government compliance.
- All information managed in one comprehensive database.

The integrated family of Abra Suite products includes: Abra HR, Abra Payroll, Abra Train, Abra Recruiting Solution, Abra OrgPlus, Abra Attendance, Abra Alerts, Abra Employee Self-Service and Abra LearningAction.

## Comprehensive Benefits Administration

With Abra Suite, you can track and calculate an unlimited number of benefits plans, making it easier to manage, maintain and report on all of your company's benefits plans.

- Get benefits plans up and running quickly with easy-to-use Benefit Interviews that walk you through the benefit set-up process.
- Automatically communicate between benefits administration and payroll. Upon changes to a benefit, Abra Suite prompts the user to take action on the payroll deduction, ensuring payroll and HR are always in sync.
- Create new plans and enroll employees well ahead of the new coverage period. The Benefit Rollover process spares you from hours of tedious data entry. Simply expire the old plan and assign the new plan with the click of a button.



## Greater Control of Payroll Processing

Abra Suite puts all the power you need to handle today's critical payroll demands right on your PC or network, in a simple, easy-to-use format.

- Perform critical payroll functions quickly and accurately with convenient features like one-step single check calculation, gross up, setup interviews and customized checks.
- Run trial payrolls and make last-minute changes according to your schedule without being charged extra by a service bureau.
- Comply with IRS filing requirements for the Electronic Federal Tax Payment System. Abra Payroll automatically prepares payroll tax information for transmission, eliminating the errors associated with duplicate data entry. Abra Payroll accommodates both the ACH Credit and ACH Debit filing methods.

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## Powerful Reporting Tools Help with Compliance and Strategic Planning

Robust reporting tools in Abra Suite 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, Vets-100, Workers Compensation Costs, and others, to 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.

## 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.

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.

## One Family of Integrated Products

- Limit your legal liability to harassment and discrimination lawsuits by providing your company with well-documented proof of compliance, with Abra LearningAction, the premier, web-based training solution for affirmative defense.
- Streamline your recruiting processes with **Abra Recruiting Solution** which allows you to process resumes through email, text, Internet or image files, them import resumes into Microsoft® Word, eliminating the need for manual conversion.
- Maintain records and training profiles for each employee, ensuring training requirements are met on time with **Abra Train**.
- Expand your attendance tracking capabilities with **Abra Attendance**, which allows easy setup of virtually unlimited variations of employee attendance and time-off plans.
- Prepare organizational charts in minutes with **Abra OrgPlus**. Create and automatically update organizational charts from information already in the Abra Suite database. Once created, you can perform budgeting and scheduling on different organizational structures.
- With **Abra Employee Self-Service**, reduce the administrative burden on the HR and payroll departments by giving employees and managers the flexibility to view and update their personal information using an Internet browser.
- Communicate more efficiently with employees, managers and job candidates using **Abra Alerts**, which sends automatic email messages that monitor dates and events, verify information changes, and send proactive notices for specific actions and dates you specify.

### 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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