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Performance Appraisal Management (PAM)

■ Automated, Digital Workflow

Appraisals are created, routed, reviewed, and scored, digitally, with automatic email notification for each reviewer and approver.

■ Flexible

You customize PAM to create the performance appraisal process that best suits your organizational needs. Appraisals can be based on company templates, unique templates, or free-form with no templates, or any combination you choose.

■ Efficient and Complete

Management can make sound business decisions based on current performance because PAM allows you to customize appraisals and quantify results with uniform scoring ranges.

■ Sage Abra Data Integration

Entering employee information twice is not necessary because PAM is fully integrated to Sage Abra HRMS.

■ Manage Cost and Time

With no paper to move, you and your employees save time, space, and the headache of moving confidential information through the organization.

ABRA



Performance Appraisal Management For Sage Abra HRMS

Performance Appraisal Module

Company: ZSI Empno: 115 Employee Type: RFT
 Name: Richard S Peacock Nick Name: Richard
 Job Code: SALES2 Job Title: Sales Rep II Next Review: 07/01/2001
 Salaried/Hourly: S Unit Rate: 17.68 Annual Pay: 37,200.00
 Bonus Amount: 0.00 Supervisor Empno: 152

Supervisor Name: Moreland, Beverly Cathen
 Review Status: Approval Current Reviewer: 02.: Robert Q Baker

Criteria	Score	Beverly	Judith P	Richard	Janet A	Robert N
1 Understanding of, Inc Standard Operating Procedures						
2 Ability to use Software to complete tasks, i.e., Excel, Word,	4	4	3	3	4	5
3 Accuracy and expediency of data entry	4	4	3	4	3	4
4 Maintain filing system and procedures	3	3	3	2	3	4
5 Efficiency in coordinating efforts for sealed engineering distribution	3	2	3	3	3	3
6 Timeliness of entering BOMs, Routings, and pricing information for	4	4	3	3	4	4
7 Ability to send cutting accurately and promptly, taking time to	4	5	3	4	4	5

Template Key: Admin Sales Review Key: DeptRev Scoring Key: Key 5

Beverly Catherine Moreland 09/02/2005 11:49:06 AM

Streamline your performance appraisal process with the Performance Appraisal Management (PAM) for Sage Abra HRMS from Peryman & Associates, a completely paperless system that provides the organizational performance management that you need. Extremely flexible and powerful, PAM links directly to the Sage ABRA HRMS, providing current personnel information as supervisors and managers review and rank employee performance.

At Performance Review time, managers have access to all pertinent employee information including goals, training, job history, salary, and other Abra-populated data. Measuring performance may be done with open, text-based forms, or with PAM's unique performance review templates that you create. Managers immediately have appraisal status with PAM's easy to navigate employee directory (tree) structure. When appraisals are ready for an action, PAM's built-in workflow notifies the appropriate person with a simple email message. With a click of the "Approve" button, the next person in the approval chain is notified.

Global setup options help you to get started quickly and easily. Because of the complete integration between Sage Abra, and PAM you can automatically link appraisal measurement criteria to job functions; approval routing to the management hierarchy in Sage Abra; and appraisal reviewers to Supervisor only, Supervisor and Employee, or 360° Peer Review. Any global option may be overridden for unique employees, job functions, or groups with custom appraisals, scoring keys, reviewers or approver lists. PAM even allows you to include reviewers and approvers who are not in Abra in your performance approval process. You define the components of the appraisal as well as who can view, modify, and approve them.

Automated, weighted scoring makes PAM the system of choice when it comes to reviews. In addition, PAM allows customized, limited appraisal viewing for scorers, maintaining the integrity of peer-reviews.

From developing innovative solutions to providing award-winning customer support, Peryman & Associates is dedicated to surpassing the expectations in all aspects of our business. For more information about the PAM, contact your local Sage Abra business partner or call us directly at 800-551-6875 or visit our website at www.peryman-sw.com.

At Peryman, we work to help people and businesses realize their full potential.



Performance Appraisal Management For Sage Abra HRMS (PAM)

Features

Seamless Sage Abra HRMS Integration

Eliminate duplicate data entry and assure accurate employee information with FULL integration to Sage Abra HRMS, the leading HRMS solution. Information flows two-ways: Abra keeps PAM records current with personnel records, attendance, job history, salary, Training and Notes; and PAM updates Abra when managers recommend changes like job promotions and salary increases.

Manage Past & Future Performance

Past performance is easy to review. PAM provides unlimited access to past appraisals and stored Abra information.

Current appraisals are tracked as they move through the organization. Managers have on-demand status as appraisals are reviewed and approved.

PAM keeps track of future goals, objectives, and improvement opportunities allowing management by objectives in your organization.

Maintain Maximum Data Security

Protect sensitive company information with sophisticated multi-level security.

Audit trails are created with every change, to easily identify who entered or modified information.

Confidential employee information is readily available, but only to managers who need it to complete appraisals. Sensitive employee information remains restricted in Abra HRMS.

Effective 360° Reviews

PAM preserves the integrity of 360° Peer Reviews by limiting what reviewers see when they score appraisals. Peers review honestly because no one but the manager will see their score or comments.

Electronic Work Flow

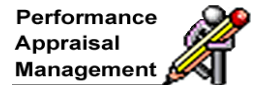
PAM automatically routes appraisals for review and approval based on the workflow that you establish. Appraisals may be routed based on the supervisor hierarchy (established in Abra) or customized, based on your company's review process.

Built-in Templates Ease Setup

Global setup options, sample appraisals, and PAM's Sage Abra integration allow you to implement PAM quickly to get the results you need. Open, text-based appraisal forms are the default, but you can define measurement criteria for similar job functions, which can be automatically linked to Abra Job Codes or Org Levels. Approval Routing defaults to the hierarchical structure in Sage Abra. Reviews can be set up automatically for Supervisor only, Supervisor and Employee, or 360° Peer Review.

Customizable

Appraisals can be as simple or as detailed as the organization needs them to be. For unique employees or jobs, you can easily override global settings with customized scoring, appraisal measurement criteria, menus, tabs, the users who view them, who review them, and who approve them. Your performance appraisal process can be as unique as you are and provide you with the specific results you need.



Minimum System Requirements: Processor : Pentium or better. Supported OS : Windows 98 second edition, Windows 2000 Professional Service Pack 2 or Higher, Windows XP Professional Service Pack 1a or Higher, Windows NT 4.0 Sp 6+, and the Windows 2000 Server Family with the latest service packs; Min. RAM : 64MB; Min. Disk Space : 100MB (varies by configuration); HP-Compatible laser printer.

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