

STAR-INFO

Newsletter for Sage Abra HRMS

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Headline News

BuyerZone.com sends all of its buyers a survey asking them to rate their interaction with each supplier in the categories of: Professionalism of Communication; Timeliness of Response; Quality of Product/Service Offering; and Value of Product/Service for Price Quoted. In addition, buyers are asked if they would recommend the supplier to their colleagues. Sage Abra HRMS was recommended in the survey 96 percent of the time.

Sage Abra SQL HRMS Version 10.1

Release Includes 16 Customer-Requested Enhancements

Sage has released a new version of Sage Abra SQL HRMS, Version 10.1. This release is packed with new features. Payroll enhancements and support for Canadian Payroll are a big focus, along with added control, flexibility, and security for workforce data. Let's learn more.

Customer-Requested Enhancements

Sage Ideascope, the product feedback option on the Help menu, allows customers to directly connect with the product management and development staff at Sage. As a result, 16 customer-requested enhancements are included in Version 10.1. The customer-requested enhancements implemented include: allowance for exclusion of waived benefits; more HR fields in the Employee Profile; reordering of steps for the on-boarding process; and a drop-down list with job titles in Employee Find.

Canadian Payroll Added

With support for Canadian payroll added, you can designate a Sage Abra HR company as Canadian, U.S., or both. When you install the payroll module, all Canadian payroll tasks, processes, reports, and setup information are added to your system. The Payroll items will appear in the Navigation Pane and the Main Menu.

Enhanced Payroll Capabilities

The Payroll module has been enhanced in the areas of usability, reporting, and security. Many functions have been moved to



more intuitive locations to save you time across your most common payroll processing tasks. For example, the labels and placement of some items on the Open Payroll window have been added and changed to provide more clarity and ease of use. To make it easy to test the new features and see how they work before implementing them on your live payroll, sample data has been added for both U.S. and Canadian payroll. Group-level security is added to make sensitive payroll information even more secure.

General Ledger functionality now is included in Abra Payroll, allowing you to perform allocations and use cost center overrides for general ledger posting. You can allocate benefit deductions (such as medical, dental, and life insurance) with a flat calculation type to the same accounts as the associated earnings.

A new menu item, Common Deduction

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Limits, has been added to Payroll Setup. Using this new feature, you can associate multiple deductions based on a single limit and ensure that employee deductions do not exceed defined annual maximums or lifetime maximums. This means you no longer need to manually calculate group limits for multiple deductions such as union dues, garnishments, and retirement plans. A Common Deduction Limits report also has been added.

Improved Ease Of Use

A number of changes have been made to simplify processing in Sage Abra HRMS. To help HR and payroll staff become more productive, the shortcut key combinations available for the current screen appear when you hover the mouse over the page icon, and employer maintenance activities (Add, Modify, Delete) are grouped together in the same area on the navigation pane. Field-level changes also increase usability, for example:

- Domestic Partnership is added as a Marital Status type.
- The phone number extension field is increased in length to six characters.
- Emergency Contact Relationship and Source of Hire field lengths have been increased to 25 characters.

Reporting And Analysis

Now, by default, many benefit reports do not show historical records to make current benefits information easier to find. When you want to include history, a new criteria selection, *Include History Records*, has been added to the following reports: Benefit Coverage By Employee; Benefit Enrollment by Plan; Benefit Premium Totals by Plan; Employee Benefit Changes; and Insurance Coverage Detail.

Here are additional reporting changes included in Version 10.1:

- The **Benefit Premium Totals by Plan** report runs correctly with and without terminated employees.
- The **Insurance Coverage Detail** report shows the correct information according to the Effective Date entered on the Specific Criteria tab.
- The **Employee Profile** report shows the correct dependent benefit information when Dependent is selected to be included on the Specific Criteria tab.
- The **EEO Job Group Age Analysis** report now includes employees who are on leave of absence at the specified time.
- The **Employee Attendance YTD Details** report no longer includes any employees' plans that have zero available time left.

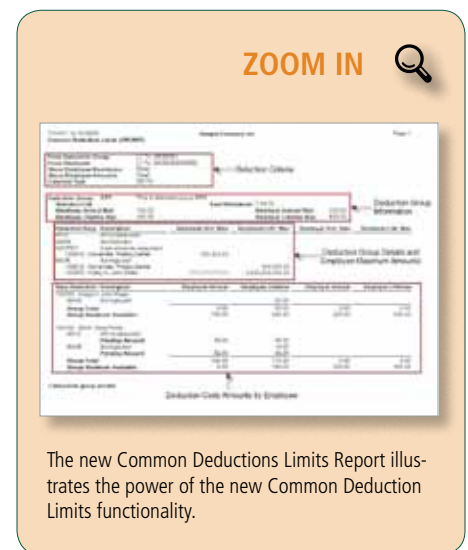
Sage ERP MAS 90 and 200 Integration

The Sage Abra HR for MAS 90 link now is available in Sage Abra SQL HRMS. The link includes the ability to transfer employee data from Sage ERP MAS 90 Payroll to Abra HR; transfer of employee data from Abra HR to Sage ERP MAS 90 Payroll; and transfer absence transactions from Sage ERP MAS 90 Payroll to Abra Attendance.

Leveraging Technology

Because Sage Abra SQL HRMS is built using industry-standard technology such as Microsoft® SQL Server, the Sage development team can leverage new tools to deliver information. ViewBuilder technology allows your organization to create dashboards that managers and executives can use to view workforce information anytime, anywhere. Version 10.1 adds support for more browsers, including Google Chrome, Apple® Safari, and Mozilla® Firefox® in addition to Internet Explorer. Executives can view Employee Analytics in iGoogle or Excel®, and on an

iPad™, iPhone®, BlackBerry®, or other intelligent device. In 10.1, Sage has added more data in the Employee Analytics Views to provide more comprehensive information in dashboard views, and you now can build custom roles that enable other types of managers to access View Builder. A view created



The new Common Deductions Limits Report illustrates the power of the new Common Deduction Limits functionality.

in View Builder now can be formulated in Crystal Reports®.

Are You Ready To Upgrade?

There are a number of steps to be performed when upgrading to Version 10.1 Payroll, including setting up the General Ledger, updating the mapping for all Employee Configuration Profiles, and setting proper access in the new security feature. Please call us for assistance. ✨

Three Helpful Hints For Sage Abra HRMS

Calculation Of The FMLA Rolling 12-Month Plan Year

Note: This hint is applicable to Sage Abra Suite 7.6 and above and all versions of Sage Abra SQL HRMS.

The Rolling 12-Month Plan Year is available only when the plan type is FMLA (Family and Medical Leave Act). The 12-month rolling period determines an employee's balance of FMLA leave by measuring backwards 365 days from the date the employee starts taking FMLA leave. This is called the 12-month look-back period. Each day the calendar moves forward, the 12-month look-back period rolls forward one day.

The look-back period includes the accrued as-of date. For example, if the accrue-to date is 3/15/2010, 365 days back is 3/15/2009 with 3/14/2009 as the 366th day, which is outside of the look-back period. In leap years, the extra day is included in the look-back calculation. The basic method of calculating an employee's available FMLA leave is as follows:

- Time taken before the first day of the 12-month look-back period is not used in the calculation because it was taken outside of the look-back period.
- Time taken within the 12-month look-back period is not available for the current FMLA leave request.

In setting up this plan for an employee, the calculation method defaults to lump sum, and the system calculates the employee's default eligibility for FMLA leave as follows:

- For hours-based attendance plans, the system uses the Hours/Units value from the Sage Abra HR Current Pay page to determine the number of FMLA Leave hours the employee can take during the 12 month look-back period.
- For days-based attendance plans, the system uses 60 days and assumes a five-day work week.



Error Message: No Pay Groups Available For Selection At Trial Payroll

Note: This tip applies to Sage Abra Suite Payroll Versions 7.x and Canadian Suite Payroll.

The message: *No Pay Groups Available For Selection At Trial Payroll* may appear when one or more payroll processes have not been completed for the previous payroll for this pay group.

All payroll statuses must be *Complete* or *Not Applicable* before another payroll can be run for this pay group. For Canadian Sage Abra Suite the status must be *Active*.

You can determine which payroll process is incomplete by following the steps below:

1. From the Activity Center, select *Payroll*, *Rules*, and *Pay Group Set Up*.
2. Select the appropriate Employer.
3. Select the appropriate Pay Group and click the *Detail* button or click on the symbol to the left of the pay group.
4. Once the detail view is opened, select the *Payroll Status* tab. View the items on this screen to find the payroll process listed as *Not Complete*.

Changing Employee Passwords In Sage Abra Workforce Connections

If an employee has forgotten their password, you can reset the password as follows. Note: You must have Administrator rights.

1. Access the Administrator menu and select *Roles and Login*.
2. Select *Login Maintenance*.
3. Find and select the employee on the list. This can be done by using either the employee's name or their ID number.
4. When the employee record is selected, make sure Status is set to *Active*, and then click on the *Reset Password* button. This will reset the employee's password to *newuser*.
5. There is no automated e-mail notification, you will need to notify the employee of the password change.
6. Instruct the employee to log on with their current user name, using the password *newuser*. Once the employee is logged on the employee can change their password to one of their choice.

Warning: It is not recommended to select *Delete Login* as this will remove all records for the employee from Sage Abra Workforce Connections.

Please give us a call if you need further clarification on any of these hints. ✨



IN THE SPOTLIGHT: HR Actions Automated Workflow

No doubt a big portion of your time is spent processing employee forms, from hiring to performance appraisals to termination. A new Sage Endorsed Solution, HR Actions® for Sage Abra HRMS® powered by Delphia Consulting, can help you streamline the completion and approval of forms using the Web. The Web-based service allows you create web forms easily using any fields from Sage Abra HR. Let's take a closer look.

Easy-to-Use Form Builder

A wizard guides you through the process of building web forms using any field from Sage Abra HR, including custom fields. You can start with one of the sample forms provided or build a new one from scratch.

Flexible Rules-Based Routing

The HR Actions workflow engine allows you to define routing rules. Without any programming skills, you can set rules that delineate how many approvals are required and the sequence of the approval chain. Once forms are approved, one-click updates the information to Sage Abra, eliminating data entry from paper forms.

Employee Self Service

With HR Actions you can automate the collection of data from employees, such as skills, self-appraisals, and time-off requests.

Manager Self Service

Managers can initiate personnel actions such as hiring, promotions, transfers, pay changes, and termination requests for both

direct and skip-level reports. Managers are notified by e-mail of forms requiring approval and can see the status of a form or cancel it while it is being routed for approval.

Real-Time Visibility

Managers and your Human Resources department have real-time visibility of forms being routed for approval. It is easy to see who has approved forms, where bottlenecks exist, and to view the content of forms. The Human Resources department can control the flow of a form by advancing it to the next reviewer, pushing it through the approval sequence, or cancelling the form. The Human Resources department controls the final update to Sage Abra for each approved form.

Supports Complex Processes

The performance appraisal process is often complex. HR Actions can automate the most complex performance appraisal process. Forms can include instructions, competency ratings, review questions, goal setting, development plans, narrative responses, rating scales, and weighting. HR Actions supports self-appraisals, manager appraisals, and unlimited back and forth between the employee and manager before routing for additional management and HR approvals.

Detailed Audit Trail

Every form has a permanent audit trail with time-stamped information about reviewers' actions and comments, edits to the data made during routing, and the final disposition of the form.

Security

HR Actions uses advanced security and data encryption to keep your confidential employee data safe and secure.

HR Actions is compatible with current versions of Sage Abra SQL HRMS and Sage Abra Suite. Call us with your questions. ✨

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