Sage Abra ESS

Automate your company's business processes and give employees ownership of their personal information with Sage Abra ESS. With superior workflow capabilities and highly customizable features, Abra ESS provides a central location for employees, managers, and administrators to view and manage important personal data and company information. Instead of calling the HR department with routine inquiries, employees and managers can access information ranging from time off and current benefits to open job requisitions and training history—anytime, anyplace via the Internet or company intranet.

In addition to a comprehensive range of features, Abra ESS delivers tremendous time and cost savings with a proven return on investment. By automating employee activities such as time-off requests and dependent and beneficiary changes, companies can save considerable administrative time and expense associated with paper forms and manual processes. Plus, studies have shown that readily-available company information can significantly improve employee morale and retention. Abra ESS can positively impact your company's bottom line by allowing HR staff more time to focus on strategic business issues such as management development, effective recruiting programs, and competitive compensation plans.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra ESS, please contact your local Business Partner, call us toll free directly at 800-424-9392 or visit our Web site at www.sageabra.com..

BENEFITS

HR INFORMATION
Employees can access an extensive selection of personal HR information, including skills, job history, and performance reviews.

PAYROLL INFORMATION (SAGE ABRA SUITE - U.S. EDITION)
In addition to HR data, employees can view a variety of payroll information, including pay stubs, W-2s, and tax withholdings (W-4).

MANAGER FEATURES
Managers have instant access to comprehensive employee data for both direct and indirect reports. They can review attendance information, employee performance, salary history, and more.

TIME-OFF MANAGEMENT
Employees can easily access attendance balances and request time off. Managers and supervisors are notified of pending requests, which they can easily review and approve.

SYSTEM WORKFLOW
Significantly improve business processes with sophisticated workflow features, such as automated notifications and delegated approval rights.

CUSTOMIZATION
Easily customize pages with logos and color schemes, post important documents, messages, and third party links for easy employee and manager access.

AVAILABLE WITH:
Sage Abra HRMS v8 or higher
Sage Abra Suite- U.S. Edition

◀ *Sage Abra Employee Self Service allows employees to view and request time off, access current benefits and dependents, print pay stubs and more, from the Internet or company intranet.*

FEATURES

Personal Information

Empower employees to view important personal data with just a few mouse clicks. View information such as skills, events, current job, employment history, and performance reviews. Update certain fields, such as personal information, emergency contacts, education, and medical conditions.

Time-Off Management

Employees can view time-off balances, available attendance plans, and absence transactions. Employees can request time off, and edit or delete time off requests.

Benefits Information

Employees can instantly view personal benefits information, including dependents, insurance benefits, savings benefits, beneficiaries, employee premium costs, and employer contribution costs.

Payroll Information

For Sage Abra Suite - U.S. Edition only.
Employees can instantly view payroll information, including paycheck details, pay history, payroll deductions, tax withholdings (W-4), and W-2. View and print pay stubs, and authorize W-4 form changes with digital signatures.

Training Management

Allow employees to view training course catalogs and request enrollment in training classes. Managers can approve employees' requests or be notified of requests through e-mail.

Manager Features

Instantly view direct reports' personnel and job information, view and post employee notes, birthday lists, training history, attendance information, plus review and approve time-off requests. Organizational drill-down feature lets managers easily locate personnel information on any employee within that manager's organizational chart.

Supervisor Features

Easily view and approve time-off requests without accessing other sensitive employee information.

System Workflow

Automate business processes with robust, flexible workflow features, including optional, separate HR, Payroll, Training, and Benefits administrators, the ability for managers to delegate approval rights, notifications via ESS and e-mail, and flexible approval and notification assignment settings.

Security

Ensure that employees' sensitive data remains secure with password protection and 128-bit SSL encryption to protect data transmitted over the Internet.

Customization

Built-in customization tools allows your company to tailor the system to suit your needs and create a central portal for your employees to access important company information. Define URL links to third-party Web sites, post company documents such as employee handbooks, display user-defined fields, turn pages on and off, and more.

Sage Abra Integration

Submitted and approved changes are automatically updated in the Sage Abra database. HR and benefits features require the Abra HR module. Payroll features require the Abra Payroll module for Sage Abra Suite – U.S. Edition. Time-off management features require the Abra Attendance module.

Visit www.sageabra.com for a complete listing of Hardware and Software Requirements and Recommendations.

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