

*The right Human Resources Information System (HRIS) can positively affect your entire company, including your bottom line. Designed for completeness and ease of use, the Abra Suite HRIS solution offers comprehensive payroll processing, recruiting, training and benefits administration, ensuring your readiness to tackle challenging HR issues.*

## Abra Suite HRIS

The Abra Suite Human Resource Information System (HRIS) handles all of your human resource and payroll needs. With the full Abra Suite, you get:

- Single point of data entry to streamline workflow
- Hassle-free benefits administration and government compliance
- Greater accuracy and responsiveness to employee needs
- All information managed in one comprehensive database

The full Abra Suite includes:

*Abra HR®*, *Abra Payroll®*, *Abra Train®*, *Abra Recruiting Solution™*, *Abra OrgChart™*, *Abra Attendance®*, *Abra Alerts™*, and *Abra Employee Self-Service™*.

## Complete, Accurate Employee Information Gives You More Time to Focus On Strategic HR Issues

Abra Suite stores all the critical employee information you need to respond immediately to requests from government, management, and employees. With information at your fingertips, you'll have time to focus on more strategic HR issues.

- **Investigate critical trends in your workforce.** You'll have the power and flexibility to track and prepare reports on employee turnover, salary

issues, absenteeism, and other issues important to your organization.

- **Manage the cost of compliance with built-in standard reports and forms.** You'll be able to monitor and prove adherence to government requirements such as EEO and state new hire reporting.
- **Expand your attendance tracking capabilities.** Create an unlimited number of attendance plans per employee using different seniority, accrual, and carry-over rules.
- **Prepare organizational charts in minutes.** You can create and automatically update organization charts from information already in your Abra Suite database.

## Comprehensive, Robust Benefits Administration

Abra Suite has the capability to track and calculate an unlimited number of benefits plans, making it easier for you 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 an 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.

## Gain Greater Control of Your 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 convenience 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.
- **Generate reports** for important decision-making data (labor costs) and government requirements (W-2, 1099, etc.).

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## Streamline Your Recruiting Practices

Abra Suite will process resumes through email, text, internet or image files and extract key data, such as skills and prior job history. Once this information is extracted, you can continuously match and rank applicants to open requisitions.

- **Simplify Internet recruiting** by reading resumes directly through your email system, then placing them in a searchable database.
- **Automatically recognize and import resumes** in Microsoft® Word format, eliminating the need for manual conversion.
- **Speed up the hiring process** by receiving and reviewing resumes in your existing email system and forwarding qualified candidates directly to hiring managers instantly.
- **Track hiring costs by requisition** including interview, travel, relocation, advertising, and other expenses.
- **Streamline hiring procedures** by tracking candidate interview status, review dates, and interview comments.

## Give Employees Access to Personal Information

Abra Suite with new Employee Self-Service, gives employees and managers the power and flexibility to view and/or

update their personal information (depending on their level of access) using an Internet browser, reducing the administrative burden on your HR and Payroll departments. Ensure maximum security with user defined encrypted passwords.

## Extend your Ability to Communicate

Abra Suite, combined with Abra Alerts, will increase productivity and save time by automatically monitoring the database and proactively distributing information to your HR/Payroll Personnel, Managers, and Employees via your existing email system.

## Skills-Based Training Ensures Requirements are Met OnTime

Employee training programs are critical to developing your organizational skill set. With Abra Suite, you can maintain records and training profiles for each employee, ensuring training requirements are met on time.

- **Track new and recurring training requirements by job code.** Automatically sign up employees for required classes and update skills list once successfully completed.
- **Provide documentation for ISO 9000 and QS 9000 training certification,** showing courses and training programs successfully completed by employees.
- **Compute costs by attendee, course,**

**job classification, or department** and allocate costs accurately.

## Get Maximum Value with Abra SupportPlus<sup>SM</sup>

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With Abra SupportPlus you're entitled to product updates, discounts, and value-added benefits and privileges providing you the total software solution. Benefits include:

- Expert, toll-free telephone support
- 24-hour SupportPlus Online, including access to our knowledge base on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

## The **Abra** Suite® family includes:

- Abra HR®
- Abra Payroll®
- Abra Train®
- Abra Recruiting Solution™
- Abra Org Chart™
- Abra Attendance®
- Abra Alerts™
- Abra Employee Self Service™

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Minimum Systems requirements (varies by configuration): Pentium or better processor; Windows 95/98, or Windows NT 4.0; 16 MB RAM (32 MB for Windows NT); 100 MB disk space (varies by configuration); VGA or Super VGA monitor; HP-compatible laser printer. Software compatible with latest versions of Novell NetWare and Microsoft NT.

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