



SAGE ABRA

SAGE ABRA ATTENDANCE

TIME-OFF MANAGEMENT

Create and manage an unlimited number of time-off plans for employees, including vacation, sick time, personal leave, bereavement, and more.

POWERFUL REPORTING

Access important business information with standard reports, Crystal Reports®, and Abra Secure Query™ (ASQ), all included with Sage Abra. Easily provide employees with a snapshot of their attendance progress and quickly identify attendance trends with these powerful reporting options.

FMLA TRACKING

Easily track leaves of absence covered by FMLA. With Abra Attendance, you can manage and report on full or partial FMLA leave, as well as all applicable certification and recertification dates.

INTEGRATION

Save time and eliminate duplicate data entry when you integrate Abra Attendance with other modules within the Abra family of products. When installed with Sage Abra Workforce Connections, you can automate time off management by allowing employees to request time off via the Internet or company intranet.

FLEXIBILITY

Create an unlimited number of attendance plans per employee using different seniority, accrual, and carryover rules. Easily designate maximum carryover amounts for individual plans, and assign user-defined reason codes to each plan.

Sage Abra 500 HRMS
File Edit Actions Processes Analysis Reports Rules Details Query Help

Absence Transactions - ZSI/ABC SYSTEMS, INC

Employee: Cornelia B. Anderson SSN: 136-36-3636
Status: Active Employee 02/10/1989 ID Number: 121

	Day	Date	Reason	Hours	Comments
+ Friday		01/07/2005	Vacation - STD	8.00	Vacation - STD
+ Friday		12/31/2004	Holiday	16.00	Holiday
+ Friday		11/26/2004	Holiday	16.00	Holiday
+ Friday		09/17/2004	Holiday	8.00	Holiday
+ Friday		07/16/2004	Holiday	8.00	Holiday
+ Friday		07/02/2004	Vacation - STD	20.00	Vacation - STD
+ Friday		05/28/2004	Holiday	8.00	Holiday
+ Friday		05/14/2004	Vacation - STD	16.00	Vacation - STD
+ Friday		03/05/2004	Illness - Excused	8.00	Illness - Excused
+ Friday		02/06/2004	Holiday	8.00	Holiday
+ Friday		01/23/2004	Vacation - STD	2.00	Vacation - STD
+ Friday		12/26/2003	Holiday	8.00	Holiday
+ Friday		11/28/2003	Holiday	16.00	Holiday
+ Friday		10/10/2003	Holiday	8.00	Holiday
+ Friday		08/01/2003	Illness - Excused	8.00	Illness - Excused
+ Friday		08/01/2003	Personal Leave - Paid	4.00	Personal Leave - Paid

Buttons: Add More... Delete

Crystal LearningAction Office Workforce Connection

Click Add to enter more records NUM 2:23:51 pm

Expand your attendance tracking capabilities with Sage Abra Attendance. When implemented with Abra HR® or Abra Payroll®, Abra Attendance allows for easy setup of virtually unlimited variations of employee attendance and time-off plans. With flexible attendance tracking features such as vacation, personal, and illness, jury duty, and bereavement time-off management, Abra Attendance gives you tremendous flexibility. Plus you can customize the system to meet your company's individual attendance tracking needs. Abra Attendance supports unlimited time-off plans for each employee, and allows you track year-to-date hours available versus year-to-date hours taken. When implemented with other modules in the Abra family of products, Abra Attendance saves time and streamlines business processes by helping manage your workforce costs.

In addition to comprehensive absence tracking features, Abra Attendance provides you with numerous reporting options. You can pinpoint trends in absence transactions with standard reports such as absence averages, absence percentages by department, and ranked lists by hours absent. Other standard reports include perfect attendance, FMLA due to return, medical recertification, and more. You can also create custom reports via the Abra Secure Query (ASQ) feature, or build reports with Crystal Report Writer, included with your purchase of Sage Abra.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. 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 Attendance, please contact your local Sage Software Business Partner, call us toll free directly at 800-424-9392 or visit our web site at www.sagesoftware.com.



Sage Abra Attendance

FEATURES

Time-Off Management

Abra Attendance offers a full set of features for all types of time-off tracking, including vacation, personal leave, and illness, as well as incident-based time off such as jury duty, medical leave, and bereavement.

FMLA Tracking

In addition to allowing you to assign regular leaves of absence, Abra Attendance also allows you to manage and report on leaves of absence covered by FMLA. Abra Attendance tracks medical certification and recertification dates and makes it easy to track FMLA time taken in staggered increments.

Flexibility

Abra Attendance supports a variety of attendance plans, and lets you set up plans based on a wide range of criteria, such as seniority start dates, thresholds, carryover amounts, and more.

Powerful Reporting

Robust reporting tools in Abra Attendance include a variety of standard reports, customizable templates, the Abra Secure Query report writer, and Crystal Report writer for your more complex reporting needs. With these reporting options available, you can give employees an instant, year-to-date snapshot of their attendance status, provide management with analysis of absences for quick detection of attendance problems, identify perfect attendance records, and create ad-hoc reports to meet all of your management and planning needs.

Integration to Abra HRMS

Increase efficiency by integrating Abra Attendance with other modules in the Abra family of products. Automate business processes by allowing employees to view time off balances and request time off with Abra ESS. Increase accuracy by sharing accrual information for each attendance plan with Abra Payroll.

Accruals

Accrue time off based on hours, days, or any other unit of measurement. Track time off allowed vs. actual days taken. Set up separate, date-sensitive accounting for fiscal, calendar, and anniversary accrual years. You can even award employees lump sums of time off at the beginning of a week, month, quarter, or year to meet the unique needs of your organization.

Security

Sophisticated, multi-level security options within Sage Abra allow you to control which users have access to data at any level—even field level. System administrators can create and assign an unlimited number of user ID's and passwords, and audit trails make it easy to identify who made each change by date, time, and type of change.