

# Abra Employee Self Service™

# Feature Sheet

***Reduce the administrative burden of your HR and Payroll departments and save time with Abra Employee Self-Service, which provides employees and managers with the power and flexibility to view and/or update their personal information using an Internet browser.***

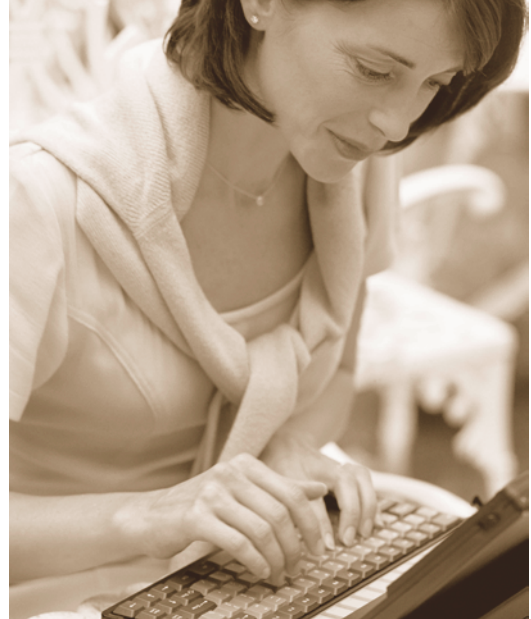
## Customize Abra Employee Self-Service To Your Company's Specific Needs

With Abra Employee Self-Service, you control the access rights your employees receive. There are three levels of access you can assign: view only, automatic email notification to HR staff, and full view and update rights for employees.

- Set up your system so that employees can only view information. This enables employees to get instant answers to HR and Payroll-related questions, while reducing the administrative burden on your staff.
- Allow employees to enter changes and automatically notify HR staff to update their personal information. You can set up Abra Employee Self-Service to automatically email your HR staff with employees' new information so that only authorized HR personnel can make changes to the Abra Suite database.
- Enable your employees to make their own changes to demographic information and directly update Abra Suite.
- Make important company-wide information available to everyone. Display a company-wide message of the day or offer access to phone and birthday lists.

## Maintain Maximum Security of Sensitive Data

- Ensure employee information is secure with user-defined, encrypted passwords.
- Easily discover which employees are using Abra Employee Self-Service with the Login Activity Report. You can even track unsuccessful logins to see if an employee is trying to access other employee records.
- Define user session length to automatically log off employees who leave their system running.



## Give Your Employees Access to Their Personal HR and Payroll Information

Abra Employee Self-Service gives employees the ability to access their payroll and tax information, benefits elections, vacation, sick time accruals and more. Employees can be authorized to view:

- Attendance transactions and paid time off balances
- Current benefits elections
- Paycheck history, tax withholdings and direct deposit information
- Training schedule and class offerings
- Demographic information such as address and phone number

## Allow Managers to Access Direct Report Employee Information

Abra Employee Self-Service enables managers to quickly access information about their direct reports so they can



manage their teams more effectively. Managers can view employee:

- Attendance transactions and paid time off balances
- Current benefits elections
- Training schedule and classes taken and completed
- Demographic information such as phone number and emergency contact information
- Performance reviews date
- Birthday lists

## Make System Modifications Quickly and Easily

Authorized HR and Payroll staff can quickly and easily change access rights and modify the way information is presented - all without relying on technical assistance. You don't need to be a software engineer to set up, administer or use Abra Employee Self-Service.

- Assign viewing and modification rights to employee information with Page Designer. This tool also allows you to create pages, add new fields, and make changes to existing page layouts.
- Create links to pertinent Internet web sites and your company Intranet. With Abra Employee Self-Service, you can easily add links to relevant web sites such as

your 401(k) provider or your insurance provider. You can also create links to important company documents such as employee handbooks and insurance, benefit or 401(k) enrollment forms.

- Set up individual web pages for your employees with pertinent employee-specific information such as Job descriptions.

## Abra Suite® Provides the Integrated Solution for Your HR and Payroll Needs

Abra Suite is the market leader in HR, payroll, benefits and compliance solutions. Targeting the needs of small to mid-sized companies, the Abra® family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration and compliance solutions provides a single, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues. Abra's complementary line of products allows you to easily add functionality for attendance, organization design and charting, employee self-service, and automated, internal employee communications.

RY300011 04/03

System requirements: Pentium processor, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP Professional; 64 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

### The Abra Suite® family includes:

- |                 |                    |                               |
|-----------------|--------------------|-------------------------------|
| • Abra HR®      | • Abra® OrgPlus™   | • Abra LearningAction®        |
| • Abra Payroll® | • Abra Attendance® | • Abra Employee Self-Service™ |
| • Abra Alerts®  | • Abra Train®      | • Abra Recruiting Solution™   |

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