

**Volume 4
Issue 2
June 2006**



Headline News

Sage Abra HRMS was positioned in the Leaders quadrant in Gartner, Inc.'s 2006 Magic Quadrant for U.S. Midmarket Human Resource Management Systems (HRMS). The Magic Quadrant is a graphical representation of a marketplace at and for a specific time period. It depicts Gartner's analysis of how certain vendors measure against criteria for that marketplace.

**The Ins And
Outs Of Payroll
Processing**

See page 4
for more info!

Sage Abra eRecruiter

The job search and recruiting process is increasingly moving away from newspaper classified ads to Internet job boards. As an employer, however, recruiting and hiring is still a time and labor-intensive process with lots of administrative overhead. Are you trying to manage the process in an Excel spreadsheet or a homegrown database program? Wouldn't it be great if there was a way to integrate this process directly into your HR system?

eRecruiter, a new module for Sage Abra HRMS, helps to simplify the recruitment process by automating many of the administrative tasks and allowing you to electronically manage and track the entire process from requisition to offer letter. Let's learn more about Sage Abra eRecruiter.

Web-Based Solution

eRecruiter is a new, Web-based module for Sage Abra. It allows you to track both applicants and requisitions throughout the hiring process. It provides you with the ability to perform keyword searches of employee and applicant databases, and resumé and applications data for information relevant to your open position.

With eRecruiter your recruiting process can be essentially paperless. Hiring managers and executives can view data over the Web. eRecruiter can track both the time and the cost to hire your

applicants. It helps to define the workflow of your recruiting process, including: approvals, screening, interview routing, and applicant communications.

Easy to install and configure, eRecruiter is customizable to your company's Web site. It's configurable to meet your company's unique processing needs with features such as custom screen layouts. The best part is that while eRecruiter can stand alone, it is fully integrated

to the Sage Abra HR and Sage Abra ESS solutions.

**eRecruiter And Sage
Abra Recruiting**

You may be wondering what eRecruiter does that the Sage Abra Recruiting module doesn't do.

The main difference between eRecruiter and the Sage Abra Recruiting solution is that eRecruiter is a 100 percent Web-based solution. In addition, eRecruiter offers features geared toward online recruitment such as the integration to job boards and the ability to add a customized career page to



Sage Abra eRecruiter helps streamline your recruitment process.

your Web site. eRecruiter allows for the automated posting of approved requisitions to your Web site, it provides for online approvals and workflow, and one step electronic routing of resúmes. Finally, eRecruiter allows for full resumé text searching, automated email correspondence to applicants, and the ability to allow applicants to

Continued on Page 2

What's Inside

Page Two

Sage Abra eRecruiter CONTINUED
Online Recruiting Trends

Page Three

What's New In Sage Abra v8.1

Page Four

In the Spotlight:
Sage Abra HRMS
*The Ins And Outs Of Payroll
Processing*

fill out and submit their applications online.

Create Requisitions

Recruiters and hiring managers can create requisitions in Sage Abra eRecruiter. They can use the requisition feature to view and maintain information about an open job position such as: salary, status, EEO classification, recruiter, location, and supervisor. Once created, eRecruiter manages the approval process by notifying each reviewer of a pending requisition.

Requisition Management

You may have a number of individuals involved in the requisition approval process, such as hiring managers or executives. With eRecruiter, each of these individuals can create new job requisitions from scratch or by using templates and automatically email them to the designated approvers. Individuals receive notifications of requisitions awaiting their approval. They can then review the requisitions and either approve or disapprove online or via HTML emails.

Post Requisitions

How can you let potential applicants know about open job positions? Use eRecruiter to post open requisitions either to your own company's Web site or to various recruiting Web sites such as Monster.com.

Accept Resumés

As applicants apply, eRecruiter accepts those resumés and sends them directly to the email inbox of the recruiter working with that particular requisition. In addition, resumés received by email can be imported directly from your POP3 email account.

Search Resumés

With eRecruiter, you can search all resumés or subsets of resumés for various keywords or skills. Using the search you can find qualified applicants based on skill, school, previous employer, educational degree, requisition requirements, or by building your own search criteria. You define the keywords like "programming", "CPA", or "accounting" to narrow your candidate search. You can develop your own personal search criteria and save that search to use again. Route the resumés to the appropri-

ate parties immediately after searching, or sort your results by relevance to narrow your list down to the most qualified applicants.

Route Resumés

You can easily route the resumés to the appropriate hiring managers, executives, and other decision makers within your organization either by automatically emailing the recipient or by adding the candidate directly to the recipient's personal applicant Inbox. It's a fast, easy, paperless way to gather the resumés of qualified applicants and get them to those involved in the selection and hiring process.

Communication

Throughout the hiring process you need a method of communicating between recruiters, hiring managers, and applicants. eRecruiter facilitates email communication when routing or searching resumés, approving requisitions and offer letters, and it even integrates with Microsoft Outlook when you begin scheduling interviews. You can email applicants to let them know you've received their resumés. Email resumés or reports to anyone, at anytime. You also can send an email to applicants to let them know they were not selected.

Manage Offer Process

Once you've decided on the ideal candidate, it's time to make them an offer. But you'll need the buy-in of all those decision makers again.

It's easy to manage the offer letter approval process within eRecruiter. All offer letters can undergo the same approval process as requisitions, seeking approval from all necessary managers and executives.

The responses to a recent Sage Software survey of Sage Abra users showed just three percent of users currently use the cost-effective method of online recruitment. Now that eRecruiter for Sage Abra is here, perhaps it's time to move your recruitment process online.

Available Now

The eRecruiter module is available now for Sage Abra v8 and v8.1. Call us for complete details and pricing. ☆

Recruiting qualified applicants is a continuing concern for many businesses. As online recruiting continues to gain momentum, we take a brief look at trends and trivia in online recruiting.

Recruiting Budgets Move Online

Weddle's, an HR consulting and training firm, polled over 3,900 human resource personnel and recruiters in early 2005 and found that over half are spending a substantial portion of their recruiting budgets online.

Budget Savings

The average cost per hire from an Internet recruiting strategy was \$377 in comparison to the average cost per hire of \$3,295 from a major metropolitan newspaper according to a study by the Society for Human Resource Management (SHRM).

Effective Job Search

A SHRM survey found that 96 percent of job seekers use Internet job postings, and it appears to be working for them. Internet job postings ranked as the second most effective way to find a job after personal contact/networking.

Hiring Online

Another recent survey suggests that more than 60 percent of employers now hire more than one-quarter of their new employees from Internet job sites.

New Jobs Domain

A completely new "jobs" Internet domain was approved in June 2005. Designed to help organizations develop Internet recruitment sites, the URL's are managed by Employ Media LLC. Employers can use the suffix to post company job openings. Job applicants simply type the name of the company followed by .jobs to be taken directly to available job openings.

Top Online Recruiting Sites

The top two sites in Internet job searching are CareerBuilder.com and Monster.com. Traffic to both sites is up more than 50 percent this year over last year. Monster.com claims nearly seven million visitors each year. ☆

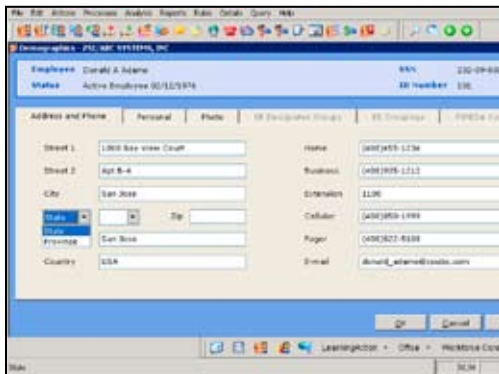
What's New In Sage Abra HRMS v8.1

Sage Abra HRMS v8.1 is available now. This latest version includes many new features, including support for Canadian HR, Attendance, and Training. Here's an overview of what you can expect in v8.1.

U.S. And Canada Multinational Support

If your organization has employees and/or offices in Canada, here's the HRMS solution you've been waiting for. Sage Abra HRMS v8.1 includes support for both U.S. and Canadian HR, Attendance, and Training modules. You choose the version appropriate for your company, be it U.S., Canada, or both. You can even track both your U.S. and your Canadian employees under the same company.

Features enabling Canada support include: SIN (Social Insurance Number) tracking, province and postal code address fields, EE (Employment Equity) reporting, OHS (Occupational Health and Safety) reporting and incident records, and a Workers' Compensation Detail page for recoding information necessary to complete WSIB Form 7.



The new State/Province drop-down box supports U.S. and Canadian installations.

New Attendance Features

Flexibility has always been a strong point of the Attendance module. Version 8.1 includes new fields that allow you even more flexibility in defining employee seniority for attendance purposes. You can calculate balances from original hire date, last hire date, adjusted seniority date, and vacation service date, and base your calculations on dates that include the current date, end of the previous month, and anniversary.

Vacation Service Date In HR

Version 8.1 gives you more options for tracking employees' vacation time with new fields in Abra HR, including a Vacation Service Date. Use this date to track vacation time accrued based on a date other than date of hire.

Step Rates

Many organizations utilize steps or salary grade levels. Sage Abra HR v8.1 can now track step rates attained by your employees. A handy utility is included that will automatically calculate the step using the employee's job service and salary grade information.

PIPEDA Documents Act

Privacy issues continue to be a huge concern for organizations. Sage Abra v8.1 tracks PIPEDA (Personal Information Privacy and Documents Act) consent information for Canadian companies, including whether or not consent was received, date, and type of consent. The personal information maintained relating to human resources or management functions meets the requirement for legitimate business purposes as specified in the Act. This means that personal information will be shown in Abra HR, Abra Attendance, and reports, even when the "Consent Received" radio button is set to 'No'. Users can customize reports and data themselves based on the response given.

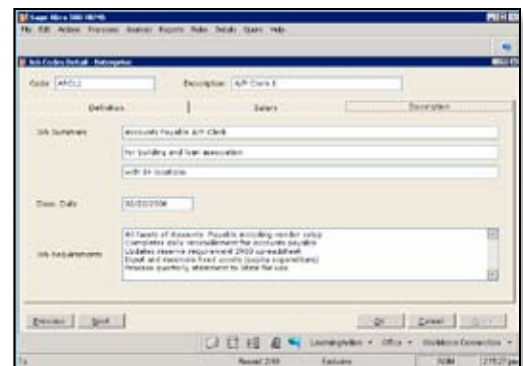
Additional Job Code Detail

Now you can better define, track, and report upon your company's job codes using expanded information fields on the Job Code Detail pages.

The new definition tab tracks job family, EEO/EE job group and class, salary grade, whether the job has supervisor status, and whether the job is exempt or overtime eligible. Keep better control over costs using the job code salary tab to track the minimum, midpoint, and maximum salary for each job. Additional room to describe your job codes was added via a new description tab that holds text boxes that allow you to fill in job summary and job requirement information.

Additional fields were added to the current job detail screen to provide you more detail at a glance. A new Pay Equity Job Group field can be used to group jobs together for comparison

purposes. A Direct/Indirect field indicates if the employee is direct or indirect. Direct employees typically allocate their time directly to projects; while indirect employees do not. The Overtime Eligibility field lets you know whether the position is overtime eligible or non-eligible. EEO and EEOG information tracking is easily accomplished; U.S. organizations can track EEO-1 or EEO-4 job classifications, as well as EEO-4 job function. Canadian organizations can track the EEOG (Employment Equity Occupation Group) code and description for grouping employees for Employment Equity Reporting. New Secondary Jobs fields allow you to track information on secondary jobs, including whether employees are direct or indirect and the currency type (U.S. or Canada).



The new Job Description tab allows you to record comprehensive Job Code details.

New Reports

Sage Abra v8.1 includes numerous new reports to benefit both U.S. and Canadian users. The new reports include: beneficiary list, dependents list, and pay equity reports, as well as new skills and education reports. New Canadian reports include a benefit letter, employee benefit changes, and insurance coverage detail. In addition, other reports have been modified to suit the needs of both U.S. and Canada installations. Ask us for a complete list.

How To Get It

Customers with a current SupportPlus contract will be shipped the new version automatically. For more information, or to renew your SupportPlus contract, please give us a call. ☆



In The Spotlight: Sage Abra HRMS

The Ins And Outs Of Payroll Processing

Payroll processing is one of the most commonly outsourced business tasks, and businesses that do so appreciate the convenience and security. Those companies who choose to keep this vital function in house tout flexibility and control as key benefits. Outsource or in house? Which is the right solution for your organization? Sage Abra Payroll module is a perennial favorite for those who decide to keep payroll processing in house and now there is Sage Payroll Services—Abra Edition, an end-to-end, full-service, Web-based payroll service that fully integrates with Sage Abra HRMS. In this article, we highlight each solution.

Sage Abra Payroll

The Sage Abra Payroll module is easy to use. With built-in reports, forms, benefit and deduction processing, calculations specific to state and local tax laws, and convenient quarterly tax updates from Sage Software, you simply need someone familiar with payroll concepts and trained on the software to manage payroll.

If you elect to perform your own tax filings, the Payroll module ensures your organization complies with the IRS filing requirements. Multi-state payrolls are no trouble for the Payroll module, and each quarter you'll receive updates to maintain your specific tax requirements.

The Payroll module protects key information with sophisticated, multilevel security. You control which user groups have access to data at any level. An easy-to-follow audit trail allows you to identify who made each change by date, time, and nature of change.

Using the popular Sage Abra Alerts module alongside the Payroll module you can email an employee when a deduction goal has been reached, when a new direct deposit is set up or has been changed, or when any of their W-4 information changes.

The Sage Abra Payroll module handles even the most complex payroll requirements. It allows you to assign an unlimited number of deductions per employee. Withholding deductions can be prioritized to handle levies or garnishments. Direct Deposit support is included in the Payroll module.

Sage Payroll Services

Sage recently introduced its end-to-end, full-service, Web-based payroll service that fully integrates with Sage Abra HRMS.

Sage Payroll Services offers tight integration with the Sage Abra HR, Attendance, and ESS modules. The employee data you already maintain in the HR module can be uploaded into Sage Payroll Services to speed the initial start up and save you the hassle of data entry. Thereafter, ongoing synchronization of your employee data and benefits data between Sage Abra HR and Sage Payroll Services ensures your data is always current. If you use Sage Abra Attendance, Sage Payroll Services will pass attendance records to the Attendance module to ensure your local database has the most current data. Using Sage Abra ESS, employees can view their pay his-



Hagel & Company

1019 Pacific Avenue
Suite 1006
Tacoma, WA 98402

(866) 248-7755 ext. 302
(253) 284-2328 fax

Email: karen@hagel.net

Web Site: www.hagel.net

**More
Info**

Click here for more information on products and services featured

tory information online and even view their W-4 information.

You can access Sage Payroll Services twenty-four hour a day, seven day a week, via a secure online network. Whether you're at work, on the road, or at home, you have this vital data available. You won't have to buy additional hardware or software to run it. There are no technical requirements beyond a high-speed Internet connection and desktop PC.

A complete check delivery service is provided, or if you prefer, you can print checks on demand from your desktop. You'll also have real-time access to dozens of reports providing a detailed view of your company's payroll data.

Sage is so confident in its ability to provide you with accurate, trouble free payroll processing service that it offers a "Penalty Free" Guarantee. Sage guarantees accurate, timely deposits and filings with federal, state, and local agencies or they'll pay the resulting payroll tax penalties for you.

Whether you choose Sage Abra Payroll as your in-house solution, or Sage Payroll Services as your outsourced solution, we are able to support you ensuring that your company's software support remains consistent and convenient.

Give us a call to discuss your payroll processing options.



**C
O
N
T
A
C
T**