



ABRA Alertsä

NEW!
Automated Messaging triggered by
Information in your Abra Suite Database

Increase productivity and save time with a system that automatically monitors your Abra Suite® database and proactively distributes information to your HR/Payroll Personnel, Managers and Employees via your existing email system.

Proactively Communicate

Abra Alerts helps get the right information to the right person for quick and timely action, without user intervention. Utilizing information in your Abra Suite database, specified actions and dates trigger automated messages, informing relevant parties about key activities and pending issues.

- ◆ **Monitor date and keep track of time sensitive events** with reminders like annual reviews to supervisors or verification of enrollment in required training courses to employees.
- ◆ **Monitor exceptions** and take action when items such as PTO balances fall below minimum or send the CFO a list of all voided checks on a monthly basis.
- ◆ **Verify information changes** through automatic notification when items such as addresses or emergency contacts are modified. Free up resources by eliminating time-consuming administrative tasks associated with paper flow.

Let Your System Do the Work

With *Abra Alerts*, Abra Suite does more of the work for you! Reduce the administrative burden in your HR and Payroll departments. *Abra Alerts* frees up time so you can develop business metrics and organizational strategies to complement your company's bottom line.

- ◆ **Merge employee information from Abra Suite** to create and automatically send personalized messages via email.
- ◆ **Automatically reply** via email for items such as thank you notes to applicants who send in resumes.
- ◆ **Generate standard email** for particulars like welcoming new employees while at the same time informing all relevant departments of the new hire.
- ◆ **Easily create proactive notices** for just about anything you do manually, such as birthday lists or accruable time-off.

Getting Started is Easy with Pre-formatted Alerts

While you can use the included templates to develop a variety of Alerts to reflect anything your organization wishes to standardize or monitor, *Abra Alerts* comes with pre-formatted Alerts you can put to use immediately, including:

- ◆ **Human Resources:** new hire actions to inform key departments whenever you have a new hire; termination notice; address or telephone change re-verification; and performance review due notice with optional form attachment.
- ◆ **Payroll:** Verification of direct deposit information and change re-verification; overtime listing; voided check listing; and on-demand check processed.
- ◆ **Attendance:** negative available balance; Leave of Absence return; and available balance at maximum accrual.
- ◆ **Applicant tracking:** thank you notes; rejection notices; and requisition status changes.
- ◆ **Training management:** class confirmation; and supervisor notification of completion of the training.



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ABRA Suite

Abra Alerts is a fully integrated component of Abra Suite's Human Resource Information System (HRIS).

Implemented as a whole, Abra Suite 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
- ◆ Enhanced reporting capabilities
- ◆ 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 OrgPlus™*, *Abra Attendance™*, *Abra Employee Self-Service™* and *Abra Alerts™*.

Systems requirements: A dedicated server with the following minimum hardware: 200 MHz Pentium CPU, 128 MB RAM, 100 MB free disk space (see release notes for more precise requirements), CD ROM drive. Microsoft Windows NT 4 Server (recommended) or Workstation with SP3 or greater, installed (Note: Microsoft recommends SP5 or SP4 plus the Y2K fixes from SP5). Microsoft Internet Explorer 4.01 with SP1 or higher.

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