



ABRA Employee Self-Serviceä

Abra Employee Self-Service provides employees and managers with the power and flexibility to view and/or update their personal information using an Internet browser, depending on their level of access. Fully integrated with Abra Suite, Abra Employee Self-Service helps reduce the administrative burden of your HR and Payroll departments which allows more time for strategic activities.

Customize and Use Abra Employee Self-Service the Way You Want To

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 HRstaff with employee's new information so that only authorized HR personnel can make changes to the Abra Suite database.
- ♦ **Allow employees to enter changes and make updates to their information.** 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 Personal HR/Payroll Information

Abra Employee Self-Service gives employees the ability to access his or her 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

- ♦ Pay cheque history, tax withholdings and direct deposit information
- ♦ Training schedule and class offerings
- ♦ Demographic information such as address and phone number

Depending on their level of access, employees can also update their demographic information with Abra Employee Self-Service.

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 their employees':

- ♦ 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 due
- ♦ Birthday lists

(continued on reverse)



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 the 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 Group RRSP provider or your Insurance Provider. You can also create links to important company documents such as employee handbooks and insurance or benefit enrollment forms.
- ♦ **Set up individual Web pages for your employees** with pertinent employee-specific information such as Job Descriptions.

Get Maximum Value with Abra SupportPlusSM

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, providing you the total software solution. Benefits include:

- ♦ Expert, toll-free telephone support when you need it
- ♦ Knowledgeable Staff to answer your support questions promptly
- ♦ New Product Versions and Enhancements Delivered Automatically
- ♦ Convenient Fax and Email Service
- ♦ New Manuals with Major Product Releases



ABRA Suite

Abra Employee Self-Service 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 OrgChart™*, *Abra Attendance™*, *Abra Employee Self-Service™* and *Abra Alerts™*.

Systems requirements: Pentium 233 MHz processor, Windows NT Server 4.0 or higher, Service Pack 4 or higher, Microsoft NT4

Option Pack, 128 MB RAM, 100 MB free disk space; Corporate Network using TCP/IP, Abra Toolkit and client workstations using Internet Explorer or Netscape Navigator version 4.x or higher.

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