



MAS 90

MAS 200

Client/Server

REPORTS

■ Accurately comply with government regulations by selecting reports from a library of over 150 standard reports including:

- EEO-1
- EEO-4
- I-9 Citizenship Verification
- Vets-100
- OSHA reporting
- HIPPA and COBRA
- State New Hire reports

■ Historical benefits reporting of employee prior benefit elections.

■ Create an unlimited number of custom reports that fit your every need with the built-in report writer.

Get More Value with Abra SupportPlus

Protect your investment and get the most value from your software. With Abra SupportPlus, you can get product updates, discounts and value-added benefits, including expert, toll-free telephone support and 24-hour Web access to SupportPlus Online.



Human resources (HR) represents the life and energy of any organization. Accurately administrating a company's work force is vital to its success and growth. The Abra HR module allows companies to manage information based on their unique HR structure and needs. Because Abra HR links with the MAS 90 and MAS 200 Payroll modules, employee data is entered just once and is shared with the entire system — leaving time to address strategic business issues that support recruiting and maintaining a competitive work force.

Abra HR provides many benefits, but the most impressive feature is providing a means to quickly access key data with minimal effort. HR personnel are just keystrokes away from viewing data like emergency information or performance reviews due for any employee. The ability to promptly analyze critical company data is also within reach, including salaries, turnover ratios and performance issues.

Benefits administration has never been easier than with Abra HR. Evaluate multiple benefit plans for easy comparison, generate reports on employees' prior benefits elections, track employees on COBRA coverage, roll over current benefits to the next year — all quickly and easily.

HR personnel can also trace individual employee training and certification progress, health profiles, and schedule recurring drug testing and physical exams. Integrating with the Attendance module also allows management of absence transactions with data flowing from MAS 90 Payroll. And, of course, all of these features maintain a high level of security regarding sensitive employee data.

FEATURES

Set Up and Maintain Employee Information	You can easily set up employee information on your new system, whether you're a new MAS 90 customer, or new to the Abra product line. The link includes utilities for copying existing employee information from one system to the other. And once the system is in place, a new or existing employee can be changed in HR, and the changes shared with MAS 90 Payroll.
Fast Access to Key Data	Easily view key employee information, from emergency contacts to performance reviews. Abra HR's integration to MAS 90 and MAS 200 allows quick, convenient retrieval of information.
Analysis Tools	Quickly drill down to specific information with analysis tools that reveal criteria in the form of summary information to specific details for fast evaluation of human resources data. Investigate critical areas such as salary, turnover and performance issues quickly and easily.
Event Reminders	Stay current with date and event reminders, such as training, licenses, bonuses, benefits, enrollment eligibility, memberships, stock options, and user-defined subjects. In addition, allocate tasks to yourself or other Abra HR users with the organizer workflow tool and automatically update tasks in Microsoft Outlook. You can also quickly report on required documents that employees must turn in to maintain employment status.
Office Integration	Integration with Microsoft Office provides immediate transfer of information into Word documents and Excel spreadsheets, graphs and tables, making it easy for you to view and analyze data for strategic, on-the-spot decision making.
Benefits Interviews	Benefits interviews take you step-by-step through the process of creating benefit plans. The interview allows HR administrators to easily create accurate savings and insurance plans.
COBRA and HIPPA Features	Quickly and easily track all dependents on COBRA coverage. Take the hassle out of COBRA and HIPPA compliance. Personalized, automated notification letters describe coverage options and costs. Abra HR provides billing statements, mailing labels, and complete eligibility reports. Print HIPPA Certificate of Coverage too.
Benefits Options and Tracking	Provide employees' dependents an unlimited number of benefits plans. Track unlimited benefit plans and define your company's own eligibility criteria. Any life event changes that create adjustments to insurance coverage and premiums are automatically reflected in employees' contributions.
Benefit Rollover	Easily change employees' benefit plan from the current year to next year's plan at the click of a button.
Benefits and Time-Off Administration	Automatically calculate precise employee, dependent, and employer premium and benefits costs. Manage leave taken under the Family and Medical Leave Act (FMLA).
Analysis of Salary Administration and Performance	Keep accurate compensation histories by individual employee, department or company. Assure on-time pay and performance reviews each month. Create employee notes for commendations or disciplinary actions. Provide supervisors with consistent, standard review forms detailing employee job and salary histories.
Manage Employee Training, Certification and Health History	Keep up to date with employees' training schedules and certification status. Maintain employee health profiles, including wellness participation. Track drug test and physical exam schedules and their respective due dates.
Maintain Maximum Security of Sensitive Data	Protect key information with sophisticated multi-level security. Create and assign an unlimited number of user IDs and passwords. Easily follow audit trails to identify who made each change by date, time, and type of change.
Employee Attachment Panel for Simple Document Management	Organize and manage electronic documents, such as letters of commendation and W2 forms, assigned to each employee. Attach any electronic document to an employee record and save filing space by removing the need for maintaining paper files.