



## SAGE ABRA

## SAGE ABRA ALERTS

### AUTOMATE EMPLOYEE AND APPLICANT COMMUNICATION

Automatically send standard e-mails such as new hire welcome messages and personalized e-mails with attachments.

### INCREASE EFFICIENCY

Merge employee information from the Sage Abra database to generate personalized messages using your company's existing e-mail system.

### EASY START-UP WITH PRE-FORMATTED ALERTS

Automate a variety of information tasks immediately with pre-formatted, customizable alerts.

### MONITOR OVERTIME COSTS

Stay on top of overtime costs by sending proactive notification to controllers including spreadsheets of overtime information for your employees.

### ENHANCE RECRUITING EFFORTS

Do a better job of marketing your company during the hiring process with personalized communications to applicants.

### BETTER ENFORCEMENT OF COMPANY POLICIES

Automatically inform managers of upcoming review deadlines, time-off balances, and other important information.

| Process Name                                | Category                      | Schedule          |
|---|-------------------------------|-------------------|
| Abra Alerts Maintenance                     | Abra Alerts - System          | At 05:00 AM ev... |
| Abra Alerts Status                          | Abra Alerts - System          | At 06:30 AM ev... |
| Address or Phone Change Verification        | Abra Alerts - Human Resources | At 05:00 AM ev... |
| Available Balance Has Reached Accrual Limit | Abra Alerts - Attendance      | At 05:00 AM ev... |
| CEU Balance                                 | Abra Alerts - Training        | At 05:00 AM ev... |
| Class Completion                            | Abra Alerts - Training        | At 05:00 AM ev... |
| Class Confirmation                          | Abra Alerts - Training        | At 05:00 AM ev... |
| Deduction Has Reached Goal                  | Abra Alerts - Payroll         | At 05:00 AM ev... |
| Direct Deposit Verification                 | Abra Alerts - Payroll         | At 05:00 AM ev... |
| FMLA Return                                 | Abra Alerts - Attendance      | At 05:00 AM ev... |
| I-9 Renewal                                 | Abra Alerts - Human Resources | At 05:00 AM ev... |
| Negative Available Balance                  | Abra Alerts - Attendance      | At 05:00 AM ev... |
| New Hire                                    | Abra Alerts - Human Resources | At 05:00 AM ev... |
| On-Demand Check Processed                   | Abra Alerts - Payroll         | At 05:00 AM ev... |
| Overtime Listing                            | Abra Alerts - Payroll         | At 05:00 AM ev... |
| Performance Review Due                      | Abra Alerts - Human Resources | At 05:00 AM on... |
| Termination Notice                          | Abra Alerts - Human Resources | At 05:00 AM ev... |
| Voided Check Listing                        | Abra Alerts - Payroll         | At 05:00 AM ev... |
| W-4 Change Verification                     | Abra Alerts - Payroll         | At 05:00 AM ev... |

Automate your company's employee communications, monitor critical HR functions, and streamline your HR and Payroll processes with Sage Abra Alerts. Abra Alerts helps you get the right information to the right people for quick and timely action and without user intervention. Through an integrated system that automatically monitors the Sage Abra HRMS database, Abra Alerts increases productivity by proactively and automatically sending e-mails and reports to management, HR and payroll administrators, employees, and applicants.

Abra Alerts cuts down on administrative tasks by informing relevant parties about key activities and pending issues. Streamline your entire employee review process with automatic notification of upcoming performance reviews. Streamline your HR and Payroll processing by setting up alerts to automatically e-mail managers with reminders of upcoming performance reviews, monitor overtime costs, keep track of paid time-off exceptions, and monitor employee certification renewal dates. With Abra Alerts, you can ensure better adherence to company policies, improve recruiting efforts, and keep management well informed of important events and exceptions.

Start-up is easy with pre-formatted alerts that can be used to standardize or monitor a variety of informational tasks. Keep track of time-sensitive events such as annual reviews or verification of enrollment in required training courses. Monitor exceptions and take action when items such as paid time off balances fall below minimum. When it comes to developing organizational strategies that enhance your company's bottom line, Abra Alerts is the tool you need to save time and money by reducing your HR and payroll administrative burdens.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra Alerts, please contact your local Sage Software Business Partner, call us toll free at 800-424-9392, or visit our Web site at [www.sageabra.com](http://www.sageabra.com).



# Sage Abra Alerts

## FEATURES

### Eliminate time consuming HR Tasks

Give your Human Resources staff more time to develop organizational strategies that affect your bottom line. Easily create proactive e-mail triggers for just about anything your staff does manually including birthday lists, available time-off reports, missing time cards, and more.

### Save time with enhanced productivity tools

Quickly and easily generate automatic and repetitive e-mails for everyday activities to reduce the workload for your entire HR staff. Complete integration with the Sage Abra database enables you and your team to monitor dates and keep track of time sensitive events. You can also easily verify information changes through automatic notifications such as address changes, W-4 changes, direct deposit entry changes, and more.

### Get started right away

Pre-formatted alert templates allow you to immediately monitor virtually any informational task. Inform key departments whenever you have a new hire. Monitor payroll, attendance, applicant tracking, training, and much more.

### Streamline the employee review process

Establish automated communications that promptly remind managers of upcoming reviews and distribute necessary paperwork. Notify supervisors and employees of pending reviews and include pre-review forms. You can even automate reminders to supervisors until reviews are complete.

### Keep an eye on overtime costs

Stay informed about overtime expenses with proactive notification of overtime amounts sent to key financial and payroll personnel.

### Improve your company's branding

Support your company's image with more personalized external communications. Set e-mail personalized triggers to respond when resumes are received. Send current press releases, announcements or employee testimonials to applicants, thank you e-mails and personalized rejection messages.

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RY300012-1 01/06 06-1238/0106