

# Sage Abra HRMS

## Sage Abra Alerts

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 emails 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 email 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 preformatted 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 is dedicated to surpassing your expectations. 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 Abra Business Partner, call us toll free at **800-424-9392**, or visit our website at: **www.SageAbra.com**.

### BENEFITS

- **Automate Employee and Applicant Communication**  
Automatically send standard emails such as new hire welcome messages and personalized emails with attachments.
- **Increase Efficiency**  
Merge employee information from the Sage Abra database to generate personalized messages using your company's existing email system.
- **Easy Start-Up With Preformatted Alerts**  
Automate a variety of information tasks immediately with preformatted, 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.
- **Available with:**  
Sage Abra SQL HRMS v8 or higher  
Sage Abra Suite – U.S. Edition  
Sage Abra Suite – Canada Edition

Process Name	Category	Schedule	Next Run Time	Last Run Time	Last Run Durati...	Last Result	Stat
Abra Alerts M...	Abra Alerts - Sy...	At 05:00 AM ev...	Never	11/15/2000 2...	None	None	
Abra Alerts St...	Abra Alerts - Sy...	At 06:30 AM ev...	Never	7/24/2000 3:1...	None	None	
Address or P...	Abra Alerts - Hu...	At 05:00 AM ev...	Never	7/22/2005 3:1...	None	Completed Suc...	
Available Bal...	Abra Alerts - Att...	At 05:00 AM ev...	Never	7/19/2000 3:5...	None	None	
CEU Balance	Abra Alerts - Tr...	At 05:00 AM ev...	Never	7/17/2000 2:5...	None	None	
Class Comple...	Abra Alerts - Tr...	At 05:00 AM ev...	Never	7/25/2005 5:3...	None	Completed Suc...	
Class Confir...	Abra Alerts - Tr...	At 05:00 AM ev...	Never	7/17/2000 4:0...	None	None	
Deduction H...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	7/20/2000 3:1...	None	None	
Direct Depos...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	10/30/2000 2...	None	None	
FMLA Retan...	Abra Alerts - Att...	At 05:00 AM ev...	Never	7/19/2000 4:1...	None	None	
I-9 Renewal	Abra Alerts - Hu...	At 05:00 AM ev...	Never	7/17/2000 1:3...	None	None	
Negative Ava...	Abra Alerts - Att...	At 04:48 PM on...	Never	1/15/2009 12...	None	Completed Suc...	
New Hire	Abra Alerts - Hu...	At 05:00 AM ev...	Never	9/8/2005 6:00...	None	Completed Suc...	
On-Demand...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	7/18/2000 2:4...	None	None	
Overtime List...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	2/28/2003 5:0...	None	Completed Suc...	
Performance...	Abra Alerts - Hu...	At 05:00 AM on...	Never	7/20/2000 3:2...	None	None	
Termination...	Abra Alerts - Hu...	At 05:00 AM ev...	Never	8/10/2000 4:5...	None	None	
Voided Chec...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	2/28/2003 3:2...	None	Completed Suc...	
W-4 Change...	Abra Alerts - Pa...	At 05:00 AM ev...	Never	10/19/2000 10...	None	Completed Suc...	

## 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 email 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 emails 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.

### Proactively Monitor the Sage Abra Database

Abra Alerts allows 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 prereview 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 email personalized triggers to respond when resumes are received. Send current press releases, announcements or employee testimonials to applicants, thank you emails and personalized rejection messages.

### Preformatted Alerts

Abra Alerts comes complete with a number of standard alerts, including:

- Address or Phone Change Verification
- Applicant Rejection Notice
- Application Received
- Available Balance Has Reached Accrual Limit
- CEU Balance
- Class Completion
- Class Confirmation
- Deduction Has Reached Goal
- Direct Deposit Verification
- FMLA Return
- I-9 Renewal
- Negative Available Balance
- New Hire
- On-Demand Check Processed
- Overtime Listing
- Performance Review Due
- Requisition Status Change
- Termination Notice
- Voided Check Listing
- W-4 Form Change Verification

Visit [www.SageAbra.com](http://www.SageAbra.com) for a complete listing of hardware and software requirements and recommendations.