

# Performance Appraisal Management For Sage Abra HR

## Make Sound Business Decisions

Make sound pay and promotion decisions, support corrective actions, and develop employee strengths to improve productivity and impact your bottom line. With measured results, you can make sound business decisions based on actual performance.

## Align Performance with Goals

PAM tracks past, present and future performance and quantifies the results, aligning individual performance with company objectives.

## Maintain Data Security

Sensitive employee information remains in Abra HR maintaining employee confidentiality and data security. There is no need for moving or converting data.

## Electronic Workflow

PAM tracks appraisal actions, showing them on the Digital Dashboard and notifying reviewers and approvers with automatic email alerts. Appraisals are created, routed, reviewed, scored, and even signed electronically.

## Customize for Your Company

Fully customize reviewers and approvers, appraisal language, terms, and views to create a performance process that matches your culture.

## Manage Cost and Time

With no paper to move, you can focus on achieving your business goals, and leave the performance review logistics to PAM. Employees save time and you save money.

Developed Exclusively for  
Sage Abra HR

**ABRA**

The screenshot displays the PAM Performance Appraisal Module interface. The main window shows details for Albert M. Albright, including his company (ZSI), supervisor (Nora C. Chin), and job title (Manager, Manufact). A table titled 'Appraisal Listing Grid' shows the current appraisal for Year 2006, Sequence 2, with a status of 'Needs Scoring'. Below this, a 'SEMI Appraisal for Year 2006 Number 2' is shown, with a 'Needs Scoring' status. A table of criteria is displayed, listing various performance factors such as 'TECHNICAL / PROFESSIONAL KNOWLEDGE', 'QUALITY / ACCURACY', and 'GOAL', along with their scores, weights, and comments.

Dr	Criteria	Score	Nora C Chin	Comment	Weight	Virgil L	Comment	Weig	Albert M	Comme
1	Competency Factors									
2	TECHNICAL / PROFESSIONAL KNOWLEDGE	2.33	3.00		80	2.00	Needs to	20	0.00	
3	QUALITY / ACCURACY	1.67	2.00		80	2.00	Problems	20	0.00	
4	CREATIVITY / PROBLEM SOLVING	1.00	1.00	Needs work.	80	2.00		20	0.00	
5	ORGANIZATION / TIME MANAGEMENT	1.67	2.00		80	2.00		20	0.00	
6	SAFETY	2.33	3.00		80	2.00		20	0.00	
7	DECISION MAKING / JUDGEMENT	1.67	2.00		80	2.00	Needs more	20	0.00	
8	PROJECT MANAGEMENT	2.33	3.00		80	2.00	Not capable	20	0.00	
9	TEAM PLAYER / WORKING WITH OTHERS	1.67	2.00		80	2.00	Should be	20	0.00	
10	GOAL	1.00	1.00	Albert failed	80	2.00	Needed help	20	0.00	
11	GOAL	1.67	2.00		80	2.00	I had to get	20	0.00	
		1.73								

Meet your corporate objectives and improve your bottom line with Performance Appraisal Management for Abra HR (PAM), an automated, totally paperless system that links directly to Sage ABRA HR. With Abra HR integration, managers can view their employee's job history, attendance records, salary information, Abra Notes, and Abra Training directly from Abra HR. You maintain sensitive employee information in one place, without the need for data conversion or duplicate entry.

The Digital Dashboard, PAM's HTML front end, streamlines appraisal management, immediately showing required actions, required group actions, and for HR, the company summary snapshot for easy process management.

When appraisals are ready for an action, PAM notifies the appropriate person with an email alert. PAM tracks approvers and reviewers, allowing appraisals to be written, scored, approved and even signed electronically. PAM manages the performance appraisal process, while you manage your business and your employees.

Automated, weighted scoring makes PAM the system of choice when it comes to reviews. In addition, PAM allows customized, limited appraisal viewing for scorers, maintaining the integrity of peer-reviews. PAM calculates average weighted scores for reviewers and for measurement criteria.

Get started quickly with PAM's customizable setup options. Review groups can be defaulted to Supervisor only, Supervisor and Employee, or 360° Peer Review and you choose the weight for reviewers. Measuring performance can be done with open, text-based forms, or with PAM's unique performance review templates that you Criteria templates can be automatically linked to Abra job codes or organizational levels and you can attach different scoring ranges to measurement criteria to accurately reflect your company's guidelines. After setting PAM defaults, you can easily override them for individuals or individual appraisals. PAM even allows you to include reviewers and approvers who are not in Abra. You define appraisal components, as well as who can view, modify, and approve them.



## Performance Appraisal Management For Sage Abra HR

### FEATURES

#### Seamless Integration with Abra HR

PAM's tight integration with Sage Abra HR eliminates duplicate data entry and assures accurate employee information. PAM displays employee salary, attendance, job history, Abra Notes and Training directly from Abra HR. Confidential employee information remains in Abra HR and is only viewable by managers who need it to complete appraisals. PAM creates audit trails with every change, to easily identify who entered or modified information.

#### Setup Defaults for Quick Start

Global setup options, sample appraisals, and PAM's Abra HR integration allow you to implement PAM quickly to get the results you need. Open, text-based appraisal forms are the default, but you can define measurement criteria for similar job functions, which can be automatically linked to Abra Job Codes or Organizational Levels. You set default reviewers as Supervisor only, Supervisor and Employee, 360° Peer Review. For approvals, PAM defaults to the company hierarchy in Abra HR.

#### Flexible and Customizable

Appraisals can be as simple or as detailed as the organization needs them to be. Any default setting can be changed for an individual or for an individual's appraisal. You can also customize PAM's tabs and menus as well as the appraisal form. Your performance appraisal process can be as unique as you are and provide you with the specific results you need.

#### Effective Employee & 360° Peer Reviews

Preserve the integrity of 360° Peer Reviews by letting PAM determine who views which screens. By default, PAM limits what peer reviewers see when they score appraisals, maintaining the honesty and integrity of the peer reviewed appraisal.

#### Totally Paperless

With PAM's electronic work flow, supervisors know when to create appraisals, reviewers know when to peer review, and approvers know when it's time to approve. When the appraisal is final, it can be electronically signed for a totally paperless process.

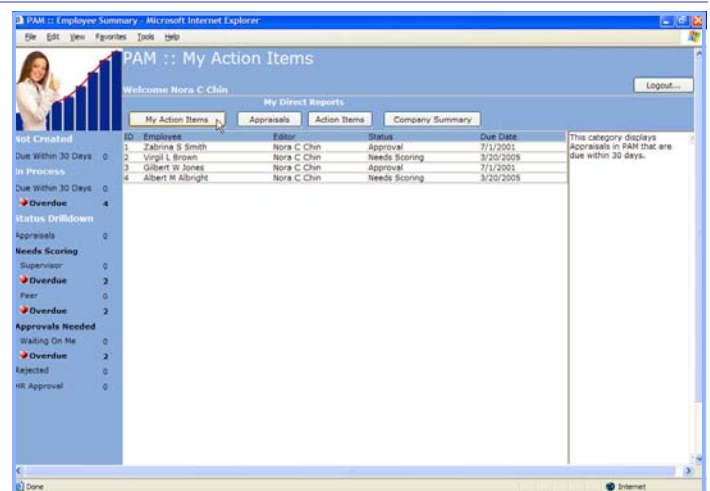
#### Manage Past AND Future Performance

Once in the system, past appraisals are accessible for future reviews. Managers have on-demand status of current appraisals as they are reviewed and approved. Future goals and objectives show up on the next appraisal, allowing management to focus on organizational goal achievement.

#### Digital Dashboard Provides Instant Summary

The HTML Digital Dashboard front end provides a visual summary of performance reviews.

- My Action Items shows PAM appraisal users their appraisal actions
- My Direct Report Appraisals shows managers the appraisals in their group and Action Items shows group actions required.
- Company Summary shows HRAdmin the bird's eye view of appraisals, PAM employees, and an Abra HR health check from the PAM perspective.



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