

HR Actions™ is the Web-based workflow solution to automate employee information collection and change forms for use with your Sage Abra Human Resources Management System (HRMS).

Design and initiate forms with approval chains within your organizational structure that not only automatically update your Abra system, but also eliminate the high-cost manual administration and allows you to focus on strategic Human Resources management.

Eliminate Paper-Based Employee Change Forms!

- Easily design your own web-based forms using a wizard to select fields from Abra Suite and establish the levels of approval required for each type of change, e.g. new hire, salary change, transfer, etc.
- Electronically route actions to three types of approvers: Operational (Os), Executive (Es) and Human Resource (Hs). By setting the sequence in which an action is routed: e.g., O1, H1, O2, O3, E1, H2.
- Create flexible business rules that determine how many of each type of approver are required above the minimum established at the form level, e.g. a salary change over 20% could require additional approvals.
- HR Actions automatically updates Abra Suite, reducing errors and saving time by eliminating data entry. Plus, HR Actions keeps a complete history of actions: who initiated what changes, and who approved them with user, date, time, and comments preserved.
- Improve completeness and accuracy; fields can be required. If it's a code table in Abra, a pick list is used allowing only valid data to be entered.

HR Actions Improves Effectiveness and Efficiency of HR Staff and Management!

Employee change forms are easy to initiate, access, and approve. The current status of a change request is always available to managers and HR staff.

- Approvers are notified via e-mail and can approve changes anywhere they have access to the web. No longer must they be in the same location as the form.
- Online forms display the current value of the data being changed. This dramatically cuts down on requests for information when managers initiate changes.
- HR Actions reduces the number of errors and rework required due to incomplete or inaccurate requests.

- Processing delays are avoided by making the status of change forms visible to both HR and the initiator. If an approver is not available, HR can interrupt the flow and skip to the next approver in the sequence. HR Actions documents these exceptions in the approval process.

Proxies - Delegation and Universal Initiator

An employee's manager normally initiates a change request. HR Actions has two advanced features which securely allows other authorized individuals to perform the manager's duties when needed.

- A manager may delegate to another employee their approval authority while on vacation or away from work.
- A universal initiator can be granted permission to initiate actions from specified organizational units.

Delphia Consulting LLC,
HR Actions™
A Paperless Solution To Human Resources Forms

Welcome, Donald Adams

Search for Actions

ID	Employee Name	Action	Status	View	Operations	Approval Chain	Initiator	Submit Date	Effective Date
117	Colombo, Adam	04003150	Pending			O1	Chi, Nora	9/1/2004	8/31/2004
116	Abright, Albert	union	Pending			H1	Chi, Nora	8/31/2004	9/1/2004
105	Darlow, Dale	0 test pay 631	Pending			H1	Chi, Nora	8/31/2004	8/31/2004
103	Abright, Albert	test pay change	Pending			O1	Chi, Nora	8/31/2004	8/31/2004
102	Bichars, James	test pay change	Pending			O5	Chi, Nora	8/31/2004	8/31/2004
97	Abright, Albert	test pay change	Pending			O1	Chi, Nora	8/31/2004	8/31/2005
95	White, Stacy	Employee Salary Information Fields	Pending			H1	Abright, Albert	8/31/2004	8/31/2004
94	Worries, Mary	test pay change	Pending			O1	Baker, Robert	8/31/2004	8/31/2004
93	Juarez, Marian 3-9		Pending			H1	Johnson, Mary	8/31/2004	8/31/2004
27	New Employee - New Hire		Pending			H1	Chi, Nora	8/25/2004	8/26/2004

The Actions Status page gives administrators a quick view of where actions are in the approval process.

Improves HR's Service Delivery

HR Actions™ brings the power and speed of Internet-proven technology to the creation, updating, and routing of employee change forms and improves these processes for management and HR.

- Any file in electronic format can be attached and routed with an action, e.g., Microsoft® Office files, pictures, etc.
- HR Actions provides HR with unprecedented visibility into what actions have been initiated and empowers HR to proactively monitor the process and take action.
- Managers now have an effective tool to initiate changes and monitor the change through the approval process.
- HR Actions is easy to deploy and is intuitive for users to learn. Extensive cursor-sensitive on-line help is available throughout the application.
- HR Actions can be localized to any language.

The security, compatibility and reliability of being constructed on Microsoft's .NET Framework



- Multi-Language enabled and architected for internationalization and the ability to leverage XML web services
- Developed using Microsoft Visual Studio .NET for use with either Microsoft SQL Server or MSDE database systems
- HR Actions has successfully passed the Microsoft SQL Server and Windows Server 2003 Platform tests by Veritest for ISV Solutions
- Implemented as a stand-alone application or integrated into Sage Abra Workforce Connections with a single, unified login



HR Actions has been completely designed, architected, developed and tested in Columbus, OH

The Short-List of “pains” that HR Actions delivers you from:

- Receiving outdated, incomplete or partially approved forms that require extra work to fix and cause delays.
- Dealing with consequences that were avoidable had the change been approved on a timely basis, e.g., retro pay calculation.
- Wasting time trying to figure out where the bottleneck is in the approval process, e.g., whose desk is it sitting on.
- Trying to decipher handwriting or blurred facsimiles and the task of entering hires and changes into the HR system.
- The cost of postage, overnight delivery charges, printing and design costs, and the distribution and filing of completed forms.

Inherited security and organizational structure from Sage Abra HRMS and seamless integration with Sage Abra Workforce Connections™!

- HR Administrators inherit security privileges from Abra Suite.
- Managers and supervisors can see direct reports and drill-down to their reports which are inherited from the supervisor assignment in Abra.
- Administrators, managers and employees can access HR Actions from a single point of entry with one login and password when using with Sage Abra Workforce Connections™
- Individual HR Actions forms can have content and complete availability vary by Abra employer or any of the organizational levels.

HR Actions™ - A true paperless solution to automate human resources administration

For more information and an online demonstration, please contact:
Solutions Technology & Software, Inc. - www.hrpayroll.com

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