

Sage Abra Suite



Sage Abra Suite HR Basic – Workshop Agenda

Overview

This two-day workshop is designed for the beginning to intermediate user of Abra HR. In two days you will become a proficient user of Abra HR.

Who Should Attend

Human Resource professionals or Information System users who need to quickly become proficient in setting up and using Abra HR within their organization.

Prerequisites

Completion of the Abra Suite Guided Tour.

What You Will Learn:

DAY ONE

Introduction

- Starting and Signing on to Abra Suite
- Activity Center Overview

Enterprise and Employer Setup

- Understanding Global System Specifications
- Defining Organization Titles
- Selecting Enterprise Logo
- Setting up the Audit Trail
- Adding, Modifying, and Deleting an Employer

Code Tables/HR Rules Setup

- Characteristics of Codes and Code Tables
- Adding, Editing, and Deleting Codes
- Code Table Review
- Practice Exercises

Detail Pages Overview

DAY TWO

Actions

- Record New Hire and Rehire Employee
- Change Personal Status
- Pay and Performance Review
- Assign Leave of Absence
- Return from Leave of Absence
- Job Promotion
- Terminate Employee
- Change Employee ID
- Cross Employer Transfer

File Structure Overview

Benefits

- Setting up Benefits with Insurance Benefit Practice Exercises
- Rate Table Setup and Examples
- Setting up Savings Plans

System Processes

- Optimize Databases
- Reform Indexes
- Backup/Restore Data

HR Processes

- Update Benefits
- Mass Update
- Mass Update Pay Rate

Analysis

Standard Reports

Abra Secure Query

- Creating a Query
- Send Email a Query
- Exporting a Query

