

# Sage Abra HRMS

## Sage Abra Attendance

Expand your attendance tracking capabilities in Sage Abra HR and Sage Abra Payroll with Sage Abra Attendance. Abra Attendance allows for easy setup of virtually unlimited variations of employee attendance and time-off plans. With flexible attendance tracking features such as vacation, personal, and illness, jury duty, and bereavement time-off management, Abra Attendance gives you tremendous flexibility. Plus you can customize the system to meet your company's individual attendance tracking needs. Abra Attendance supports unlimited time-off plans for each employee, performs mass attendance updates, and allows you track year-to-date hours available versus year-to-date hours taken. When implemented with other Sage Abra modules, Abra Attendance saves time and streamlines business processes by helping manage your workforce costs.

In addition to comprehensive absence tracking features, Abra Attendance provides you with numerous reporting options. You can pinpoint trends in absence transactions with standard reports such as absence averages, absence percentages by department, and ranked lists by hours absent. Other standard reports include perfect attendance, FMLA due to return, medical recertification, and more. You can also create custom reports through the Abra Secure Query (ASQ) feature, or build reports with Crystal Report® Writer, included with your purchase of Sage Abra.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. For more information about Abra Attendance, please contact your local Sage Business Partner, call us toll free directly at 800-424-9392, or visit our website at: [www.SageAbra.com](http://www.SageAbra.com)

The screenshot displays the Sage Abra Suite software interface. The main window shows the 'Absence Transactions' report for employee Donald A. Adams (SSN: 232-09-8027, ID Number: 101). The report lists various absence transactions with columns for Day, Date, Reason, Hours, and Comments. The transactions include holidays, vacation, and illness excused.

Day	Date	Reason	Hours	Comments
+ Friday	09/04/2009	Holiday	8.00	Holiday
+ Friday	09/25/2009	Vacation - STD	16.00	Vacation - STD
+ Friday	08/07/2009	Holiday	8.00	Holiday
+ Friday	07/24/2009	Vacation - STD	8.00	Vacation - STD
+ Friday	07/10/2009	Vacation - STD	16.00	Vacation - STD
+ Friday	07/10/2009	Holiday	8.00	Holiday
+ Friday	06/26/2009	Vacation - STD	24.00	Vacation - STD
+ Friday	06/12/2009	Illness - Excused	8.00	Illness - Excused
+ Friday	05/29/2009	Vacation - STD	8.00	Vacation - STD
+ Friday	05/15/2009	Vacation - STD	16.00	Vacation - STD
+ Friday	05/15/2009	Holiday	8.00	Holiday
+ Friday	02/20/2009	Vacation - STD	8.00	Vacation - STD
+ Friday	01/02/2009	Vacation - STD	24.00	Vacation - STD
+ Friday	01/02/2009	Holiday	16.00	Holiday
+ Friday	12/19/2008	Vacation - STD	16.00	Vacation - STD
+ Friday	12/05/2008	Holiday	16.00	Holiday

## BENEFITS

### • Time-off Management

Create and manage an unlimited number of time-off plans for employees, including vacation, sick time, personal leave, bereavement, and more.

### • Powerful Reporting

Access important business information with standard reports, Crystal Reports, and Abra Secure Query (ASQ), all included with Abra Attendance. Easily provide employees with a snapshot of their attendance progress and quickly identify attendance trends with these powerful reporting options.

### • FLMA Tracking

Sage Abra SQL and Sage Abra Suite – U.S. Edition easily track leaves of absence covered by FMLA. With Abra Attendance, you can manage and report on full or partial FMLA leave, as well as all applicable certification and recertification dates.

### • Leave of Absence Tracking

Track and report on leaves of absence, including request date, start date, leave reason, and continued seniority.

### • Integration

Save time and eliminate duplicate data entry when you integrate Abra Attendance with other modules within the Sage Abra family of products.

### • Available with:

Sage Abra SQL  
Sage Abra Suite – U.S. Edition  
Sage Abra Suite – Canadian Edition

## FEATURES

<b>Time-Off Management</b>	Abra Attendance offers a full set of features for all types of time-off tracking, including as incident-based time off such as jury duty, medical leave, and bereavement.
<b>FMLA Tracking</b>	For Sage Abra SQL HRMS v8 or higher and Sage Abra Suite – U.S. Edition only. In addition to allowing you to assign regular leaves of absence, Abra Attendance also allows you to manage and report on leaves of absence covered by FMLA. Abra Attendance tracks medical certification and recertification dates and makes it easy to track FMLA time taken in staggered increments.
<b>Flexibility</b>	Abra Attendance supports a variety of attendance plans, and lets you set up plans based on a wide range of criteria, such as seniority start dates, thresholds, carryover amounts, and more.
<b>Powerful Reporting</b>	Robust reporting tools in Abra Attendance include a variety of standard reports including LOA tracking and medical certification/recertification reporting to help ensure compliance with government regulations. You also get customizable templates, the Abra Secure Query Report Writer, and Crystal Report Writer for your more complex reporting needs. With these reporting options available, you can give employees an instant, year-to-date snapshot of their attendance status, provide management with analysis of absences for quick detection of attendance problems, identify perfect attendance records, and create ad-hoc reports to meet all of your management and planning needs.
<b>Integrated HRMS</b>	Increase efficiency by integrating Abra Attendance with other modules in the Sage Abra family of products. Automate business processes by allowing employees to view time off balances and request time off with Abra ESS.
<b>Accruals</b>	Accrue time off based on hours, days, or any other unit of measurement. Track time off allowed vs. actual days taken. Set up separate, date-sensitive accounting for fiscal, calendar, and anniversary accrual years. Change accrual rates with Abra Payroll based on seniority level multiplied by the hours worked in a period. You can even award employees lump sums of time off at the beginning of a week, month, quarter, or year to meet the unique needs of your organization.
<b>Security</b>	Sophisticated, multilevel security options within Sage Abra allow you to control which users have access to data at any level—even field level. System administrators can create and assign an unlimited number of user IDs and passwords, and audit trails make it easy to identify who made each change by date, time, and type of change.