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## Headline News

According to a survey released July 6th by Mercer, sixty-one percent of U.S. employers oppose curbing the tax-favored status of group health care coverage as part of health care reform legislation. The survey found that the majority of employers (67 percent) oppose capping the tax-free status of employer-paid premiums. Under current law, employer-paid premiums are excluded from employees' taxable income.

## Hybrid Payroll Solution Is The Model Of Efficiency

It has been a popular practice for companies to outsource various business processes, with payroll and HR functions topping the list. A recent trend shows more businesses deciding to bring these functions back in-house, where they enjoy full flexibility and control, while lowering overall costs.

In-house payroll processing offers distinct advantages; however, payroll tax compliance can be daunting to many small to medium sized companies. It remains the single most difficult and expensive task associated with the payroll function, especially for businesses operating in multiple states and localities. Costs associated with the preparation and research of ever-changing tax laws and filing requirements are climbing, but without these tasks companies risk having to pay costly penalties.

One solution is to bring payroll in house with the Sage Abra HRMS Payroll module and utilize Sage Tax Filing Services for payroll tax compliance. This hybrid payroll solution gives you the best of both worlds and can deliver enormous efficiencies.

### Save Money And Increase Flexibility

The full-featured Sage Abra Payroll module is easy to use. If you currently use an outside service bureau to process payroll, it's time to consider the benefits of bringing this vital work under your own roof. Service costs are increasing in every business sector and payroll outsourcing is no exception. Tied to a



service bureau, you have little choice but to keep paying rising fees. You can lower costs by performing your payroll processing in house. There is no continuous monthly outlay of expenses as there is with a bureau, and you will begin saving almost immediately.

It may be difficult or impossible for your payroll service bureau to accommodate your special requests, such as a custom report or unique handling of a specific employee's deductions. Also, you must run your business on the timetable of your service bureau, meeting deadlines, and waiting until Monday morning to have your urgent question answered.

Abra Payroll data is accessible to you any time of the night or day, so you can more easily accommodate an employee's unique requirements. With Abra Payroll you can

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## Hybrid Payroll Solution Is The Model Of Efficiency

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produce paychecks on demand. When necessary, you can void and reissue single checks and update the correct accounts, including employee earnings, deductions, tax withholdings, and employer tax liability. You can make last-minute changes according to your schedule without being charged extra by a service bureau.

### You're Already Doing The Work

While payroll outsourcing may off-load some of the processing work, it typically amounts to less than half the work required for payroll. The data entry, interface maintenance, and monitoring of changes must still be done in house. Payroll adjustments, allocating funds for payroll, and making the necessary deductions, like car allowances, must also be done in house. Information must then be entered into an in-house computer system, then telephoned, faxed, or submitted electronically through Web pages or software provided by the payroll service bureau. This leaves the service bureau with little more to do than print checks on payday.

### Data Accessibility

The Abra Payroll module will allow you to keep check history indefinitely. This data is readily accessible for inquiries and reporting. How long might it take to research a payroll question involving last year's payroll with your service bureau? Should an employee notice an error on their check, with Abra Payroll you can easily correct it, while it might take until the next pay cycle for your service bureau to correct a problem.

### Flexible And Easy To Use

Is your payroll complex, involving multiple jobs or projects in different states with various earnings and workers' compensation codes? Abra Payroll handles even the most complex

payroll. It allows you to assign an unlimited number of deductions per employee. Each deduction can specify a maximum withholding amount and start and stop dates. Withholding deductions can be prioritized to handle levies or garnishments.

The Abra Payroll module does not require a CPA to operate. With built-in reports, forms, benefit and deduction processing, calculations specific to state and local tax laws, and convenient quarterly tax updates from Sage, you simply need someone familiar with payroll concepts and trained on the software to manage payroll.


### Maximum Security For Sensitive Data


Abra Payroll protects key information with sophisticated, multilevel security. You control which user groups have access to data at any level. An easy-to-follow audit trail allows you to identify who made each change by date, time, and nature of change.

### Sage Tax Filing Services

Perhaps you're comfortable and confident with your ability to process payroll in house, but would like to avoid the hassle and potential liabilities associated with tax filing. The Sage Tax Filing Services can be an ideal complement to Abra Payroll, relieving you of the burden of tax reporting, deposits, and filings. You simply upload an electronic file containing your tax data to Sage Tax Filing Services following each payroll cycle. The service also can print and mail your W-2 forms to your employees and file with the IRS via magnetic media.

Most service bureaus impound your payroll tax liabilities during each pay cycle. It's a great deal for the bureaus, because they collect interest on your money until the taxes are due. Sage Tax Filing Services does not impound

ZOOM IN 



Payroll processing is straightforward and flexible using the Sage Abra Payroll module.

your tax liabilities. Instead, your payment is electronically routed directly from your bank account to the taxing authority just before or on the tax due date. You keep the money, and the interest on that money, until it's due.

Although the tax processing is outsourced, you will still remain informed. You will have the opportunity to verify your tax payments before they are made. Hard copies of every tax return are provided to you for your files. Your state taxes are prepared on a signature-ready return or on your original blank return form. With Sage Tax Filing Services you receive same-day confirmation of tax information received by the service.

Give us a call to discuss your payroll processing options.

# Attendance Module Adds Power To Your HRMS

The Attendance module for Sage Abra HRMS fully integrates with Sage Abra HR and Abra Payroll, adding enormous functionality to your HRMS solution. Let's learn more about Sage Abra Attendance.

## Ultimate Flexibility

Using the Attendance module, you can manage an unlimited number of time-off plans. In addition, you may associate any number of these plans with an individual employee. Use these plans to manage regular absences such as vacation, personal leave, and illness, as well as incident-based time off such as jury duty, medical leave, or bereavement. Some attendance plans are based on an accrual method, with hours accrued at varying rates depending on benefit type and seniority. Other plans may offer a fixed number of hours every month or year. In whatever way your organization's time-off plans are structured, it is likely that Abra Attendance can support them.

## Compliance Issues

With regulations such as the Family and Medical Leave Act (FMLA), employers must offer paid and unpaid leave options for their employees. Sage Abra Attendance fully supports the FMLA, simplifying this complex set of regulations to ensure your company remains in compliance.

## Spot Problems And Trends

Abra Attendance helps you to identify attendance problems such as frequent Monday tardies or numerous Friday absences. It also can identify those employees with perfect attendance or those not using their allotted vacation time. You can easily compare time off allowed versus actual days taken. You may choose to impose a point system for your attendance plans, where employees receive



points for each absence. The Absence Points report allows you to monitor these points to highlight attendance problems. With comprehensive information available, you are better prepared to make strategic decisions about employee attendance and the effectiveness of your company's attendance policies.

## Absence Transactions

When you record an absence transaction for an employee, you also must enter the reason for the absence. These reason codes help to ensure consistency, facilitate reporting, and prevent errors in data entry. A code table contains many predefined absence reasons such as Jury Duty, Military Leave, and Tardy. You can add codes as necessary, or modify the existing codes to suit the way you do business. Each time you record an employee's absence, you add a transaction to the employee's attendance record. A handy utility allows you to instantly create absence transactions for a paid holiday for all employees. The Absence Transactions page contains a list of all the transactions for an employee. When you create an absence transaction, you can track the date, day of week, reason, hours, and a comment.

## Integration With Payroll

When used in conjunction with Sage Abra Payroll, you can direct the Payroll module to calculate accruals for employee pay periods and hours worked. In addition, the Payroll module transfers paid absence transactions such as vacation, illness, and personal leave to the Attendance module where they are added to employee absence transaction records.

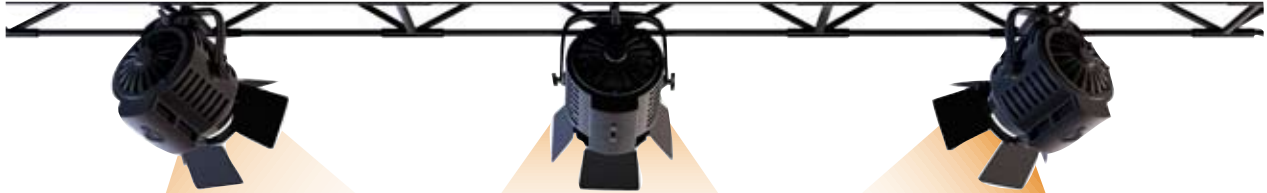
If you do not use Sage Abra Payroll, or if you have plans whose accruals are not based on hours or days worked, you can use the Accrue Time function in Attendance to accrue attendance plans to a specified date.

## Reporting And Queries

Take advantage of dozens of standard reports with useful information including FMLA tracking, medical recertification, and even a ranked list by hours absent. The Crystal Reports integration empowers you to create flexible custom reports, ensuring you can isolate the precise data you need to effectively manage your employees' attendance.

Using the Sage Abra Secure Query tool, you can obtain an instant, year-to-date snapshot of employee attendance. This same tool makes answering ad hoc questions quick and easy, and saves the time required to create a complex report.

Sage Abra Attendance can help make attendance tracking efficient and trouble free. Call us for more details.



## IN THE SPOTLIGHT: Flexible Deployment Options For Sage Abra HRMS

In a sign of the times, many companies are choosing to cut back on staff positions. Often as part of this shift, IT resources end up being cut. This can impact your company's ability to install and maintain business software applications like Sage Abra HRMS. In this article, we will take a look at three options available to you: the traditional on-site software installation, an off-site hosted solution, and a solution that combines elements of both the traditional and hosted solutions.

### Traditional Software Installation

This is a conventional installation, where a certified Sage Business Partner, like ourselves, installs the Sage Abra HRMS software on your server, after first evaluating your network to ensure it meets the software's minimum requirements.

The advantages of a traditional software installation include:

- » Your data is on site and under your control
- » Your data is accessible even when Internet access is not available
- » Fast performance and data access

### On-site Applianz System

Applianz Systems provides the benefits of hosted software with the ease of use, performance and local control an on-site installation can provide. Essentially, your software arrives installed, configured, and ready to run on the Applianz server. You plug it in, turn it on, and it's ready for access.

With the Applianz system, your staff can access Sage Abra from any Internet-connected PC or Mac, from the office, home, or from anywhere in the world without the expense and hassle of a VPN, Citrix, or Terminal Services.

With automatic daily maintenance and nightly automatic off-site backups, Applianz Systems removes much of the IT burden involved in managing your software application. Should your business ever be disrupted by fire or natural disaster, Applianz Systems promises to restore your software to a new system in hours.

The advantages of the Applianz solution include:

- » Easy remote access
- » Automatic off-site backup
- » Expedited disaster recovery

### nGenX Managed Hosting Services

nGenX offers a true hosted solution for Sage Abra. Your Sage Abra software is installed in a virtual environment, thereby eliminating the need to deploy a server. Instead, you access your Sage Abra software and corresponding data remotely from the nGenX data center.

When nGenX hosts your Sage Abra software, you can use any Internet browser to access the application and your data. nGenX is SAS 70, Type II certified to ensure the necessary controls are in place to protect your critical data.

The advantages of a hosted solution like nGenX include:

- » Professional monitoring of your application
- » Hosted in a dedicated data center
- » Access from any computer, using any broadband connection
- » Nightly back-ups to an off-site location

We would be pleased to help evaluate the best option for your organization. Just give us a call.

## Contact Information

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