

Manage information based on your company's unique structure and needs. Because Abra HR is fully integrated with all of Abra Suite's® modules, you enter data just once and instantly share it with the entire system, so you'll have time to address strategic business issues.

Quickly Access Key Data

- **Easily view key employee information**, from emergency contacts to performance reviews. Abra Suite's consolidated database allows quick, convenient access to information.
- **Quickly drill down to specific information** with analysis tools from summary information to specific details for fast evaluation of human resources data. Investigate critical areas such as salary, turnover and performance issues quickly and easily.
- **Stay up-to-date with dates and event reminders**, such as training, licenses, bonuses, benefits enrollment eligibility, memberships, stock options, and other user-defined subjects.
- **Allocate tasks to yourself or other Abra HR users** with the organize workflow tool.
- **Integration with Microsoft® Office** provides immediate transfer of information into Microsoft Word documents and Microsoft Excel spreadsheets, graphs and tables, making it easy for you to view and analyze data for strategic, on-the-spot decision making.
- **Quickly report** on required documents that employees must turn in to maintain employment status.

- **Organize and manage** all electronic documents, such as letters of commendation and W2 forms, assigned to an employee with the Employee Attachment Panel.

Simplify Benefits Administration

Benefit interviews take you step-by-step through the process of creating benefits plans. The interview allows HR administrators to easily create accurate savings and insurance plans.

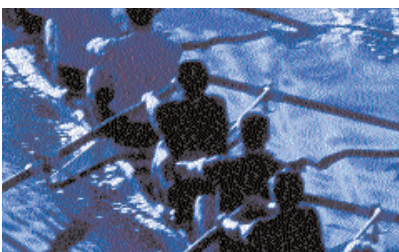
- **Point-in-time benefits history reporting** lets you quickly and accurately generate reports on employees' prior benefit elections. You no longer have to rely on paper trails to report changes that occurred in an employee's coverage.
- **Provide employees' dependents** an unlimited number of benefits plans as well as quickly and easily track all dependents on COBRA coverage.
- **Easily change employees' benefit plan** from the current year to next year's plan at the click of a button with benefit rollover.
- **Automatically calculate precise employee, dependent, and employer premium and benefits costs.**

- **Track unlimited benefit plans** and define your own eligibility criteria. Any life events changes that create changes to insurance coverage and premiums are automatically reflected in employees' contributions.
- **Manage leave taken** under the Family and Medical Leave Act (FMLA).
- **Take the hassle out of COBRA compliance.** Personalized, automated notification letters describe coverage options and costs. Abra HR provides billing statements, mailing labels, and complete eligibility reports.

Meet Government and Management Reporting Requirements

- **Accurately comply with government regulations** by using standard reports such as EEO-1, EEO-4, I-9 Citizenship Verification, Vets-100, and State New Hire reports.
- **Identify problem areas to help improve safety and meet OSHA regulations** with Accident and Workers Compensation claims tracking.
- **Create an unlimited number of custom reports** that fit your every need with the built-in Report Writer®.

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best

Taylor Made Software, Inc.

28 East Jackson Boulevard
Suite 1501
Chicago, IL 60604

PH: 312.362.0001

Fax: 312.362.0516



Accurate Analysis of Salary Administration and Performance

- **Keep accurate compensation histories** by individual employee, department, or company.
- **Accurately analyze the company's salary ranges** by calculating the compa-ratio of every job classification.
- **Assure on-time pay and performance reviews** each month through automated scheduling.
- **Create employee notes for commendations** or disciplinary actions in a free-form format. Keep files current by simply transferring text from employees' performance reviews.
- **Provide supervisors with consistent, standard review forms** detailing employee job and salary histories.

Manage Employee Training, Certification, and Health History

- **Keep up-to-date** with employees' training schedules and certification status.
- **Maintain employee health profiles**, including wellness participation.

- **Track drug test and physical exam schedules** and their respective due dates.

Maintain Maximum Security of Sensitive Data

- **Protect key information** with sophisticated multi-level security.
- **Create and assign** an unlimited number of user ID's and passwords.
- **Easily follow audit trails** to identify who made each change by date, time, and type of change.

Extend Your Ability to Communicate with Abra Alerts™

Increase productivity and save time with a system that automatically monitors Abra Recruiting Solution™ and proactively distributes information to your HR/Payroll Personnel, Managers and Employees via your existing email system.

- **Automatically respond** to applicants with thank you messages via email.
- **Systematically notify supervisors** of hiring and requisition actions taken.
- **Create your own automatic processes** for anything your organization wishes to standardize or monitor.

Get Maximum Value with Abra SupportPlusSM

Protect your investment and get the most out of your software with Abra SupportPlus.

Abra SupportPlus provides you with a total solution including product updates, discounts, and a team of technical specialists ready with knowledgeable support and service. In addition you also receive other value-added benefits, including:

- Expert, toll-free telephone support
- 24-hour SupportPlus Online, including access to our knowledge base on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

The **Abra Suite**® family includes:

- Abra HR®
- Abra Payroll®
- Abra Train®
- Abra Recruiting Solution™
- Abra Org Chart™
- Abra Attendance®
- Abra Alerts™
- Abra Employee Self Service™



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Systems requirements: Pentium processor, Windows 95, Windows 98, Windows 2000, or Windows NT 4.0; 16 MB RAM (32 MB for Windows NT); 100 MB disk space (varies by configuration); VGA or Super VGA; HP-compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft NT.

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Taylor Made Software, Inc . 28 East Jackson Boulevard . Suite 1501 . Chicago, IL 60604

PH: 312.362.0001 Fax: 312.362.0516

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