

Expand your attendance tracking capabilities. Working hand-in-hand with *Abra HR®* and *Abra Payroll®*, *Abra Attendance* allows easy setup of virtually unlimited variations of employee attendance and time-off plans.

## Manage Any Type of Attendance Plan

- **Record incident-based time off** such as jury duty, bereavement, medical leave and other leaves of absence.
- **Manage regular time off** such as vacations, personal days and illness.
- **Create and track an unlimited number of plans** per employee using different seniority, accrual and carry-over rules.
- **Maintain separate, data-sensitive accounting** for each attendance plan, including standard company holidays.
- **Track time off** allowed versus actual days taken.
- **Use days or hours** as time off accrual units.
- **Choose either accrual or lump sum** calculation methods to accrue time on a daily basis, or award a lump sum at the beginning of a year, month or week.

## Generate Detailed Reports on Demand

- **Give employees an instant, year-to-date snapshot** of their attendance status.
- **Provide management** with analysis of absences for quick detection of attendance problems or abuses.
- **Identify employees** with perfect attendance records.

- **View a report on screen**, print it, or export it to a file to use in other software applications such as Microsoft® Excel®.

## Save Time When Integrating With Abra Payroll

- **Eliminate duplicate data entry and save time** when you integrate *Abra Attendance* with *Abra Payroll* and *Abra HR*.
- **Carry over employee accrual information** into *Abra Payroll* for each attendance plan automatically.
- **Change accrual rates** with *Abra Payroll* for employees based upon seniority level times the hours worked in a period.
- **Increase your level of detail and accuracy** with *Abra Payroll's* added accrual calculations for pay period and hours worked.
- **Assure accurate record keeping** with automatic posting of absence transactions from *Abra Payroll* to *Abra Attendance*.

## Maintain Maximum Security of Sensitive Data

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

## Simplify Tracking for FMLA and Other Leaves of Absence

- **Monitor FMLA leave information** as required by law to avoid confusion over when leave started and ended.
- **Record medical certification** and re-certification for medical leave to ensure proper benefits are given.

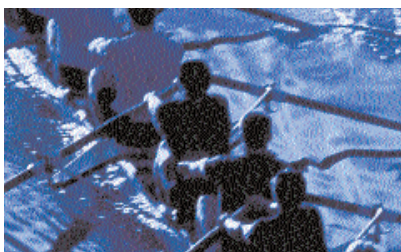
## Get Maximum Value with Abra SupportPlus<sup>SM</sup>

Protect your investment and get the most value from your software with *Abra SupportPlus*. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With *Abra SupportPlus* you're entitled to product updates, discounts, and value-added benefits and privileges providing you the total software solution. Benefits include:

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

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**best**

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### ABRA Suite®

*Abra Attendance* is a fully integrated component of *Abra Suite's* Human Resource Information System (HRIS). Implemented as a whole, *Abra Suite* handles all of your human resource and payroll needs. With the full *Abra Suite*, you get:

- Single point of data entry to streamline workflow
- Hassle-free benefits administration and government compliance
- Greater accuracy and responsiveness to employee needs
- All information managed in one comprehensive database

### 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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*System requirements: Pentium processor, Windows 95, Windows 98, 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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