



SAGE MAS 90 SAGE MAS 200  
SAGE MAS 500

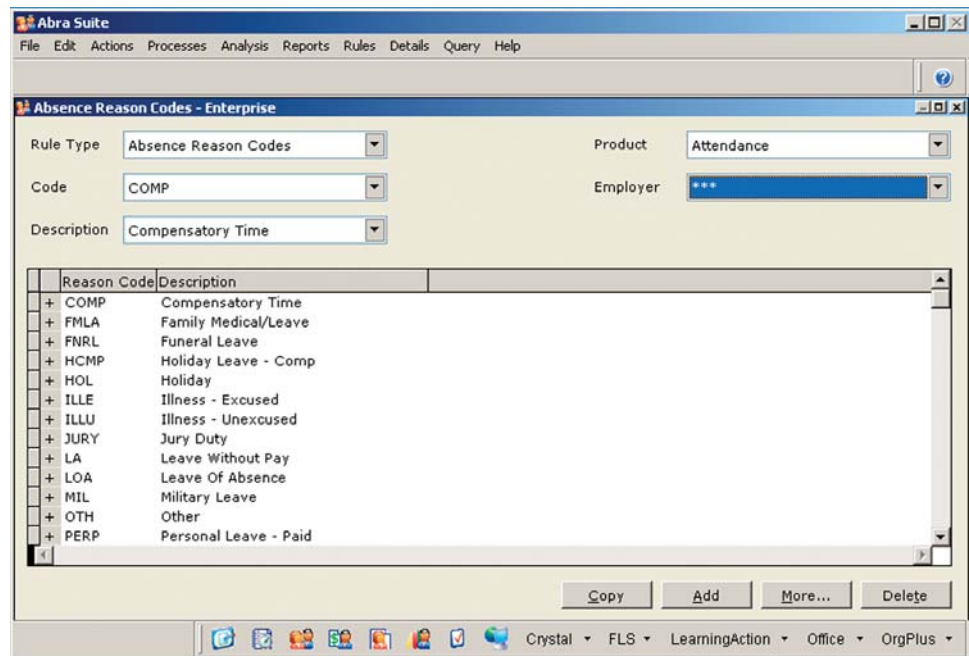
## SAGE ABRA ATTENDANCE

### REPORTS

- Absence Averages
- Absence Log
- Absence Percentages by Department
- Absence Percentages by Reason
- Absence Points
- Employee YTD Attendance Detail
- Employee YTD Attendance Totals
- Employees Currently on FMLA
- FMLA Due to Return
- Medical Recertification
- Perfect Attendance
- Previous Year Totals
- Ranked List by Hours Absent

### GET MORE VALUE WITH SAGE ABRA SUPPORTPLUS

Protect your investment and get the most value from your software. With Sage Abra SupportPlus, you can get product updates, discounts, and value-added benefits, including expert, toll-free telephone support, and 24-hour Web access to Sage Abra SupportPlus Online.



Expand your attendance tracking capabilities with Sage Abra Attendance. Sage Abra Attendance allows for easy setup of virtually unlimited variations of employee attendance and time-off plans. With flexible attendance tracking features including vacation, personal, illness, jury duty, and bereavement time-off management, Sage Abra Attendance gives you tremendous flexibility. Plus, you can customize the system to meet your company's individual attendance tracking needs. Sage Abra Attendance supports unlimited time-off plans for each employee, and allows you to track year-to-date hours available versus year-to-date hours taken. When implemented with other modules in the Sage Abra and Sage MAS 90 or 200 family of products, Sage Abra Attendance saves time and streamlines business processes by helping manage your workforce costs.

In addition to comprehensive absence tracking features, Sage 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 report writer, or build reports with Crystal Reports® writer, included with your purchase of Sage Abra.



# Sage MAS 90, 200, and 500

## Sage Abra Attendance

*"Sage Abra has allowed us to begin to think strategically, rather than tactically, in how we handle our data."*

Jean Rauckman, Senior Manager of Compensation and Benefits  
Mitsubishi Caterpillar Forklift America, Inc.

### FEATURES

#### Versatile Attendance Plan Management

Sage Abra Attendance can dramatically simplify tracking and management of your attendance plan. You can record incident-based time off, such as jury duty, bereavement, medical leave, and other leaves of absence. Plus, you can manage regular time off (vacations, personal days and illness) and track an unlimited number of plans per employee, using different seniority, accrual, and carry-over rules.

#### Comprehensive Accrual Tracking

Maintain separate date-sensitive accounting for each attendance plan, including standard and 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.

#### Detailed Report Generation on Demand

Abra Attendance lets you give employees an instant, year-to-date snapshot of their attendance status or give management a quick analysis of absences. You can easily identify employees with perfect attendance records or detect attendance problems. Flag the entire document for Use Tax and specify which general ledger account to expense for freight.

#### Robust Reporting Options

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

#### Timesaving Integration

Because Sage Abra Attendance is fully integrated with Sage Abra, you enter data just once and instantly share it with the entire system for maximum efficiency. You can carry over employee accrual information for each attendance plan automatically, change accrual rates, increase your level of detail and accuracy, and assure accurate record keeping with automatic posting of absence transactions.

#### FMLA Management

Use Sage Abra Attendance to monitor FMLA leave information, as required by law to avoid confusion over when leave started and ended. You can record medical certification and re-certification for medical leave to ensure that employees receive their benefits accurately.

#### Maximum Security for Sensitive Data

Protect key information with the application's sophisticated multi-level security. You can create and assign an unlimited number of user IDs and passwords. Easy-to-follow audit trails identify the person who made each change by date, time, and type of change.

#### Sage MAS 90 and 200 Payroll Integration

Capture employee absences in Sage MAS 90 or 200 Payroll and send them to the Attendance module for tracking and analysis. You can define numerous absence pay types in Sage MAS 90 such as vacation, sick time, and holiday pay, and map them to Attendance absence reason codes.