Sage Abra

Sage Abra TimeSheet

Sage Abra TimeSheet is an electronic time collection and approval module for Sage Abra HRMS that simplifies and automates time entry into Abra Payroll. You can eliminate time-consuming, administrative tasks associated with collecting employee timesheets and save countless hours in re-entering data into Sage Abra Payroll. Information retrieval is a snap with the Abra TimeSheet Job Scheduler, which allows the payroll administrator to automatically transfer information from employee timesheets into your payroll software.

Abra TimeSheet also provides enhanced absence management capabilities and valuable insights into labor resource management. Abra TimeSheet software allows office personnel to record actual time worked and expenses incurred against earning codes, specific projects, jobs, tasks or work orders. Automatically map earnings codes to Abra Payroll to easily update accruals, providing more accurate payroll reporting. A comprehensive audit trail in Abra TimeSheet provides documented compliance that meets DCAA Contract Audit standards, assuring labor hours are accurately verified with a date and time stamp.

Time saving features in the workflow approval process allow managers to oversee employee time entry in Abra TimeSheet. The process is user-definable and can be customized to include multiple approval steps as they pertain to your company's workflow structure. Abra TimeSheet makes the approval process even easier with e-mail notifications (using SMTP) that include reminders to employees, managers and administrators about timesheets that do not meet the defined criteria. Managers and employees are automatically notified at specific levels in the approval process, making it easier for managers to keep track of workflow approval processes. Email notifications include approval process steps, as well as payroll and un-submitted time reminders. Abra TimeSheet provides comprehensive reporting tools for quick answers to your payroll-related questions.

Eliminate delays in the payroll process with valuable reports such as Missing Time and Exception reports, as well as Employee Timesheet and Activity Analysis. Compared to other time-tracking software, Abra TimeSheet offers the most flexible configuration and customization capabilities to fit unique requirements, with tight integration into Abra Payroll.

BENEFITS

- **Easy, Web-Based Timesheet Entry**
  Easy access to Web-browser timesheets makes it simple for employees to enter time at their convenience, through the company Intranet or an Internet connection.

- **Integrated with Abra Workforce Connections**
  Employees can easily launch TimeSheet from Abra Workforce Connections so employees don't have to login to another application and remember another password.

- **Easily receive time into Abra**
  With Abra HRMS SQL, Payroll Administrators have the control to either import time from Abra TimeSheet on a schedule or whenever they would like.

- **Automatic E-Mail Reminders**
  Simplify the timesheet collection process and save time for managers, ensuring the Payroll department gets employee information on time.

- **Online Approval Process**
  Speed up the approval process for managers and supervisors with online employee data review and the ability to approve or reject Timesheet data.

- **Accurately Capture & Assign Labor Costs**
  Capture labor allocations in Abra TimeSheet, then automatically export and process payroll in Abra Payroll.

- **Electronic Time Clock**
  With the Time Clock, employees can "clock in" and "clock out" at workstations when they log-in to Abra TimeSheet, eliminating the need for a separate Time Clock interface and duplicate entry of employee time.

F E A T U R E S

Accurately Capture and Assign Labor Costs

Abra TimeSheet provides all the tools needed to accurately capture time, ensure accuracy by approval, calculates labor payroll costs and automatically provides time details directly into Abra Payroll.

Automate a Time Consuming Manual Process

Employees submit time electronically which is then automatically routed to supervisors and/or project managers to approve the time online. Sophisticated pay rules can also be configured to automatically calculate employee's payroll.

Accurately Capture Absences

Employees record their absences such as sick and vacation time which is then reviewed and approved by their supervisor. This data is then automatically sent into Abra Payroll to ensure the absences are captured. The remaining balance can also be sent back to Abra TimeSheet allowing the employee to easily see their remaining balances.

Easy Time Capture For Remote Employees

Abra TimeSheet provides windows or web based time capture allowing all employees to capture their time in a consistent manner from any location.

Flexibility to Work with Current Business Processes

Process re-engineering is not required. Abra TimeSheet is configurable and customizable so that it easily adapts to existing organizations, project structures and workflow processes.

Comprehensive Analysis & Reporting of Critical Business Information

Abra TimeSheet includes easy-to-use built-in tools for analyzing and reporting both detailed and summary data to improve overall performance and drive better business decisions.

Easy Project Expense Capture

Abra TimeSheet provides the opportunity to track expenses by projects that can have a multiple level approval. Expenses can then be exported to a third party billing system.

Complies with DCAA Contract Audit Standards

Abra TimeSheet provides a consistent way to track time and a comprehensive audit trail that ensures documented compliance that meets DCAA contract audit standards.

Complies with SOX Compliance Standards

Abra TimeSheet provides a consistent way to track time with a comprehensive audit trail; approval process which provides accountability and sophisticated pay rules that ensure hours are allocated properly which helps to ensure SOX Compliance.

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