

# **Sage Abra HRMS Pay Link Feature Sheet**

*Speed the transfer of payroll data from your existing payroll system into Sage Abra Payroll, eliminating hours of tedious, error-prone data entry. Move information for one or several employers at the same time.*

## **Transfer Data from a Variety of Sources**

The Sage Abra Pay Link interface is designed to let you easily import payroll data from various sources into Sage Abra Payroll. Once you import data into Sage Abra Pay Link, you can review, edit, and reconcile the data's accuracy, then post it to Sage Abra Payroll.

Sage Abra Pay Link handles any ASCII file, letting you import files from:

- ADP/PC Payroll—Sage Abra Pay Link supports versions 3.11 and 4.0 of ADP for Windows applications. It comes ready to import employees' personal, job, and salary information into Sage Abra Payroll.
- Sage Abra HR—Transfer personnel data automatically from Sage Abra HR to Sage Abra Pay Link. You'll not only save time and effort but ensure the data you post to Sage Abra Payroll is identical to the existing data in Sage Abra HR.
- Electronic W-2 File—Use your TIB-4 file to import data into Sage Abra Pay Link for electronic W-2 submittal to the IRS. The importable information includes name and address, employment type (military, household, agriculture, etc.), Social Security number and year-to-date taxable wages with amounts withheld.
- ASCII—Transfer employee and payroll data, maintained in a spreadsheet application, from a PC, or mainframe system to Sage Abra Pay Link for posting to Sage Abra Payroll.

## **Import Data Quickly and Accurately with System-Ready Templates**

- Tell Sage Abra Pay Link which fields to import automatically with preformatted templates.
- Enjoy system-ready importing capabilities with a built-in default template and an ADP/PC template.
- Modify the default template, or create your own. You have complete control over which fields you want to import!

## **Enjoy the Confidence of Built-In Checks and Balances**

- Easy, four-step import process provides quality control checkpoints before the final payroll is run.
- Import payroll data into Sage Abra Pay Link easily with the use of a template. Or use Sage Abra Pay Link's data entry screen to manually enter information.
- Preview data before running reports to ensure your data is accurate. Review demographics, payroll status, earnings, deductions, tax withholdings, employer tax liabilities, and more.
- Reconcile information before posting it to Sage Abra Payroll. Run Sage Abra Pay Link's detailed reports to quickly review the results beforehand.
- Transfer all necessary information automatically to Sage Abra Payroll.

## Maintain Maximum Security of Sensitive Data

- Protect key information with sophisticated, multi-level security. Powerful security options allow you to control which groups have access to data at any level.
- Create and assign an unlimited number of user IDs and passwords.
- Easily follow audit trails to identify who made each change by date, time, and type of change.

## One Family of Integrated Products

Sage Abra Suite is the market leader in HR, payroll, benefits, and compliance solutions. Targeting the needs of small to midsized companies, the Sage Abra family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration, and compliance solutions provides a single, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues.

- Limit your legal liability to employee lawsuits by providing your company with well-documented proof of compliance with Sage Abra LearningAction, the premier, Web-based solution for training your employees on sexual harassment and discrimination.
- Streamline your recruiting processes with Sage Abra Recruiting Solution, which allows you to process resumes through email, text, Internet, or image files, then import resumes into Microsoft Word, eliminating the need for manual conversion.
- Maintain records and training profiles for each employee, ensuring training requirements are met on time with Sage Abra Train.
- Expand your attendance tracking capabilities with Sage Abra Attendance, which allows easy setup of virtually unlimited variations of employee attendance and time-off plans.
- Prepare organizational charts in minutes with Sage Abra OrgPlus. Create and automatically update organizational charts from information already in the Sage Abra Suite database. Once created, you can perform budgeting and scheduling on different organizational structures.
- With Abra Employee Self-Service, reduce the administrative burden on the HR and payroll departments by giving employees and managers the flexibility to view and update their personal information using an Internet browser.
- Communicate more efficiently with employees, managers, and job candidates using Sage Abra Alerts, which sends automatic email messages that monitor dates and events, verify information changes, and send proactive notices for specific actions and dates you specify.