



**SAGE ABRA**

## ATC Human Resources Training For Sage Abra HRMS

Human Resource professionals know that many of the most time-consuming tasks they perform involve paperwork. This two-day course relieves the crush of paperwork helping you find the time to address the all-important strategic HR issues. This class will teach you the basics on how to set up and use Abra HR to share information instantly and automatically. Hands-on instruction will teach you how to use comprehensive checklists in Abra HR to process new hires, record promotions and terminations in just minutes, and prepare governmental reports quickly and easily to satisfy your business' unique information needs. **Prerequisite:** None. Cost for this class is **\$1035**, which includes a training manual for you to keep. **Human Resource Training:**

DAY ONE	DAY TWO
<ul style="list-style-type: none"> <li>• <b>Introduction and Overview</b></li> <li>• <b>Enterprise and Employer Setup</b> Understanding Global System Specifications Defining Organization Titles Selecting Enterprise Logo Setting up the Audit Trail Adding, Modifying and Deleting an Employer</li> <li>• <b>Code Tables/HR Rules Setup</b> Characteristics of Codes and Code Tables Adding, Editing and Deleting Codes Code Table Review Practice Exercises</li> <li>• <b>Detail Pages Overview</b></li> <li>• <b>Actions</b> Record New Hires and Rehires Change Employee's Personal Status and Organizational Levels Pay and Performance Review Assign/Return from Leave of Absence Terminate an Employee Change Employee's ID</li> </ul>	<ul style="list-style-type: none"> <li>• <b>File Structure Overview</b></li> <li>• <b>Benefits</b> Setting up Benefits with Insurance Benefit Practice Exercises Rate Table Setup and Examples Setting up Savings Plans</li> <li>• <b>HR Processes</b> Update Benefits Mass Update Mass Update Pay Rate</li> <li>• <b>System Processes</b> Optimize Databases Reform Indexes Backup/Restore Data Archive Employees</li> <li>• <b>Analysis</b></li> <li>• <b>Standard Reports</b></li> <li>• <b>Security Setup Review</b> Adding a Security Group and User Ad Hoc Reporting Security Practice Exercises Abra Data Access</li> </ul>

**Class Location:** Business Technology Solutions, Inc.  
1616 E. Millbrook Road  
Suite 380  
Raleigh, NC 27609  
Phone: 919-781-2900      ext. 27      Fax: 919-781-8580

Mail in your company check or bring a check with you the day of the class.

**CLASS FEES MUST BE PAID PRIOR TO ATTENDING THE CLASS.**  
**We reserve the right to cancel or reschedule this class when necessary.**

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## **Business Technology Solutions, Inc.**

### **Cancellation & Rescheduling Policy**

These policies have been put into place to ensure our customers receive the highest quality instruction. Since class size is limited, all cancellation/rescheduling deadlines will be strictly adhered to.

#### **Cancellations**

You may cancel a class without penalty by giving Business Technology Solutions notice at least 3 business days prior to the scheduled starting date of the class. If you cancel without at least 3 business days notice prior to the starting date of the class, you will be assessed a 100% cancellation fee.

#### **Reschedules**

You may reschedule a class without penalty by giving Business Technology Solutions notice at least 3 days prior to the scheduled starting date of the class. A limit of 1 reschedule per course is permitted.

#### **No shows**

If you do not attend a class and do not give notice, you will be assessed a 100% "no-show" fee.

#### **Reimbursements**

Business Technology Solutions reserves the right to cancel a class at any time. If that happens, we will refund the course fee(s) in full. Business Technology Solutions liability is limited to the course fee(s) only.