# Sage Abra HRMS

## Sage Abra Benefits Enrollment

Save countless hours and piles of paperwork by moving benefits open enrollment online. Sage Abra Benefits Enrollment takes the powerful benefits management solution of Sage Abra HR to the next level by empowering employees to make their own benefits elections through the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan setup process, and walk employees through open enrollment. Abra Benefits Enrollment even includes year-round life events management that allows employees to update information such as marital status and dependents.

Abra Benefits Enrollment can provide invaluable cost and time savings for any organization. It saves paper and postage fees by eliminating the need for printed documents, and significantly reduces time delays due to manual processing by having employees enter their own benefit elections. It can even increase employee satisfaction by giving everyone full and detailed 24/7 access to benefit plans, and including links to providers who often answer key benefits questions on their websites. Finally, when combined with Abra HR, it provides a powerful, reliable, secure, and complete benefits management solution for any midsized organization.

From developing innovative products to providing award-winning customer support, Sage is dedicated to surpassing your expectations. Rest assured our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Abra Benefits Enrollment, please contact your local Sage Business Partner, call us toll free directly at **800-424-9392,** or visit our website at: **www.SageAbra.com**.



### BENEFITS

- **Flexible Benefits Eligibility Criteria**
  Select from an extensive list of benefit plan eligibility criteria, and allow employees to choose only from those plans that are applicable to them based on this criteria.

- **Life Events Management**
  Employees can update marital status, dependents, dependent status, and more throughout the year as the result of events that impact their benefits.

- **Monitor Open Enrollment Progress**
  Easily monitor the progress of employees in the open enrollment process, and send customizable reminder emails to employees.

- **Benefit Plan Integration**
  Include URL links to benefit provider websites, and post company-specific plan documents for employees to review online.

- **Ease Of Use**
  No employee training required–uses familiar Internet browser technology and easy-to-use wizards to guide employees through the benefits open enrollment process.

- **Election Comparison**
  During the enrollment process, employees can easily compare current benefit elections with alternative benefit plans.

**Available with:**
**SAGE ABRA SQL**

## FEATURES

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| **Flexible Project Creation and Setup** | Setup wizards in Abra Benefits Enrollment support multiple open enrollment projects, and guide administrators through the process of setting up benefit plan information, including open enrollment start and end dates, applicable companies, applicable organizational levels, dependent eligibility, and more. During the open enrollment process, employees will only be able to choose from those plans applicable to them, based on the criteria you set up. |
| **Automated Workflows** | Save administrative hours with powerful, fully automated workflow capabilities. Keep up to date with all employee selections as they occur instead of waiting to batch update benefit elections. Errors are automatically flagged, allowing administrators to request the employee make the appropriate changes. |
| **Life Events Management** | Besides entering annual benefit elections, employees can use Abra Benefits Enrollment as a self-service tool to quickly provide the HR department with life event updates. Employees and managers can add dependents, change marital status, update W-4 elections, change dependent status, and designate dependents as students. These features are available at all times, including during the open enrollment period. |
| **Guided Enrollment Process** | Sophisticated tools include step-by-step wizards that pilot employees through benefits enrollment. These wizards can be easily customized to meet the needs of your company's specific open enrollment process. Employees are prompted to choose plans based on automatic eligibility criteria and can even save their progress and return at a later date. When selections are complete, they can authorize changes with digital signatures. |
| **Benefit Plan Integration** | Empower employees with instant access to online information, including company-specific plan documents, with a click of a mouse. Links to external websites can even be added to for easy access to plan providers and other helpful online information. |
| **Election Comparisons** | During the open enrollment process, employees can make informed decisions by comparing the costs and coverage of their current benefit elections with new plan offerings. |
| **Integration to Abra HR and Abra Payroll** | Once approved by the appropriate administrator, changes made to benefit elections during the open enrollment period are automatically updated in Abra HR. When also installed with Abra Payroll, benefit deduction changes are also automatically updated with synchronized future start dates, eliminating hours of duplicate data entry. |
| **24/7 Access** | Abra Benefits Enrollment uses the familiar Microsoft Internet Explorer® web browser to have your employees up and running in no time. The user interface requires no training, and 24/7 web access even provides employees with the flexibility to involve spouses at home in the decision-making process. |
| **Administrator Features** | Administrators can easily manage the entire open enrollment process with comprehensive tools. Customize reminder messages for employees who haven't finished enrolling in benefits, easily monitor the progress of each employee, quickly approve or reject benefit selections, and batch update approved benefit plan data changes to Abra HR. |

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