



**REDW**

*The Rogoff Firm*

REDW TECHNOLOGIES, LLC

1ST QUARTER

2008

## SAGE ABRA HRMS NEWSLETTER

### In This Issue:

[Automating Benefits Enrollment](#)

[Introducing Sage Compliance Trainer](#)

[Transitioning to the new I-9 Form](#)

[Sage Abra Payroll Keyboard Shortcuts](#)

## Automating Benefits Enrollment

Benefits enrollment can be a rigorous, paper-intensive process for many HR departments. With the ever-increasing cost of health insurance and other employee benefits, it's important to identify effective cost-containment strategies. One such strategy is to leverage technology and the efficiency that can result from Online Benefits Enrollment Software.

### What is Online Benefits Enrollment Software?

Online benefits enrollment software allows employees to use the Internet (or their company network) to access information about benefit policies and prices. Employees are guided through the process of selecting the benefits they wish to participate in and enter the necessary information into online enrollment forms. This data is immediately available to HR for review & approval and can automatically update the HRMS system, **thus eliminating duplicate data entry**. The system can also provide HR staff with online tracking and reporting features that allow them to easily monitor the progress of each employee through the open enrollment process. Automatic email reminders can be delivered to employees who have not completed the enrollment process in a timely manner. In addition, newly hired employees can enroll in benefit plans and current employees can update information from life events that impact their benefits.

### What is the Bottom Line Value it Can Bring to My Company?

**Reduced HR Call Volume** – because employees have direct access to a tremendous amount of detail during the online enrollment process, they are able to quickly find answers to common questions on their own.

**Shorter Cycle Times** – According to Sage Software, a paper-based open enrollment process can take 6 to 8 weeks (from assembly & distribution of forms to manual completion and return of those forms to the HR department). An online benefits enrollment software can cut that process down to 3 weeks or less.

**Eliminate Duplicate Data Entry** – you can completely eliminate duplicate data entry with an online benefits enrollment solution that integrates with your existing HRMS software.

**Reduce Material Costs** – paper, printing and postage are all but eliminated by removing paper from the process and directing employees to electronic resources for forms and benefits explanation.

### Benefits Enrollment for Sage Abra HRMS

Your Sage Abra system offers a Benefits Enrollment module that will save your company countless hours and piles of paperwork. **Sage Abra Benefits Enrollment** takes the powerful benefits management solution of Abra HR to the next level by empowering employees to make their own benefits elections online through the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan set-up process, and walk employees through open enrollment. It even includes year-round life events management that allows employees to update information such as marital status and dependents. Perhaps best of all, it's completely integrated with your Sage Abra HRMS system which eliminates duplicate data entry.



With Sage Abra Benefits Enrollment, your HR department will be less engaged in routine and time-consuming clerical tasks and more focused on improving initiatives such as employee recruitment, compensation strategies and career development planning. Save paper, time and money with Sage Abra Benefits Enrollment.



[Click here to download the Sage Abra Benefits Enrollment Brochure to learn more.](#)



# Introducing Sage Compliance Trainer

Sage Software has introduced Sage Compliance Trainer which is a new online training solution designed to help businesses satisfy government-mandated requirements for employee education on workplace harassment and sexual discrimination. Sage Compliance Trainer is available on-demand as an online resource, and includes two one-hour courses:

1. Preventing Workplace Harassment and Discrimination, Employee Edition
2. Preventing Workplace Harassment and Discrimination, Supervisors' Supplement

Developed by HR experts and training specialists, these essential training courses can be used to help satisfy your company's legal obligation and reduce the risk of workplace-related claims. According to Karl Grass, Senior VP and GM for Employer Solutions at Sage Software, "When it comes to workplace harassment and sexual discrimination, a policy is not enough. Companies and organizations that also provide employees with adequate training opportunities can often reduce their risk of workplace-related lawsuits. The new self-paced Sage Compliance Trainer courses were designed to help them more easily and affordably provide and document that training."

 [Click here](#) for more detail including course descriptions, pricing or to register

## Transitioning to the New I-9 Form

In November 2007, a new Form I-9 and a revised version of the "Handbook for Employers, Instructions for Completing the Form I-9" were introduced. A significant revision to the Form I-9 is the removal of several "List A" documents which previously could be used for proof of both identity and employment eligibility. The items that have been removed from List A of acceptable documents include:

Certificate of U.S. Citizenship (Form N-560 or N-570)

Certificate of Naturalization (Form N-550 or N-570)


The Alien Registration Receipt Card (Form I-151)

The Reentry Permit (Form I-327)

The Refugee Travel Document (Form I-571)

One document was added to List A entitled Unexpired Employment Authorization Document (I-766). Employers should begin using the new Form I-9 on or after **December 26, 2007**. Note: you do not need to complete the new form for **current** employees for whom there is already a properly completed I-9 on file.

 The new Form I-9 can be downloaded at <http://www.uscis.gov/files/form/i-9.pdf>.

 The revised M-274, Handbook for Employers, can be found at <http://www.uscis.gov/files/nativedocuments/m-274.pdf>

### Sage Abra Payroll Keyboard Shortcuts

Key	Result
+	Access next employee in group
-	Access previous employee in group
HOME	Moves to "Other Earnings" tab
F12	Changes number from positive to negative and vice versa
/	Displays/closes drop down list of valid selections for current field

**REDW**  
The Rogoff Firm  
REDW TECHNOLOGIES, LLC

Contact Us With Any Questions  
Mustafa Kamal or Jane Cavanaugh (505) 998-3200

6401 Jefferson Street NE | Albuquerque, NM 87109 | [jcavanaugh@redw.com](mailto:jcavanaugh@redw.com) | [www.redw.com](http://www.redw.com)