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SAGE ABRA HRMS NEWSLETTER

In This Issue:

[The Secret to Effective Performance Reviews](#)

[Introducing New Versions of Sage Abra Suite and Abra HRMS](#)

[5 Fantastic Google Secrets You Need to Know](#)

The Secret to Effective Performance Reviews

Human resources (employees) represent one of your organization's most valuable assets. Maximizing your company's productivity and profitability is largely dependent on making sure everyone in your organization is performing to their full potential. As such, implementing a solid performance review process is critical to the ongoing success of your business. It provides employees with a clear definition of what's expected in their role and enables them to work toward the goals that contribute most to their personal and professional growth as well as the long-term success of your business. The emerging popularity of **Performance Management Software** has introduced companies to new and innovative ways of automating the workflow of performance review tasks, reducing manually-intensive paperwork, improving the quality of feedback and collaboration, and reducing the stress associated with the entire process...which ultimately results in more satisfied and productive employees.

The Problem with "Manual" Performance Reviews

If your company is like most small and mid-sized businesses, your performance review process probably consists of a loose collection of tasks that include manually collecting annual evaluation forms and other labor-intensive, paper-based procedures. This inefficiency can be very time-consuming and often puts a heavy burden on human resource personnel, department managers and anyone else involved in the review. As a result, performance reviews are often delayed or, in an effort to just get through the process, less thorough and less useful to both the employee being reviewed and to your business.

A New Era of Automation

A growing number of companies are discovering the benefit of performance management software that offers a completely automated and totally paperless approach to performance reviews. By automating performance reviews using a software solution, companies discover that it's easier to route forms to the appropriate personnel, streamline workflow with automated email reminders, provide managers with more complete information to reward individuals based on actual performance, and much more. In fact, here are some of the top benefits that performance management solutions offer:

- The **paperless process** improves efficiency, reduces duplicate data entry, and provides instant access to reviews from one centralized location (instead of digging for a review buried in a file cabinet!).
- **Built-in workflow features** provide for electronic routing of forms for review and approval.
- Automated **email alerts** remind personnel of open items, approvals and next steps.
- Gain powerful insight through **reports & analytical dashboards** that provide a visual snapshot of review progress and identify performance trends across all employees within a company or department.

Collectively, these features save a tremendous amount of time and effort as well as lead to better quality reviews. In addition, automating your performance review process can result in a return on investment in the form of increased productivity, optimized compensation based on actual performance and a reduction in hiring and training costs through better retention rates.

Performance Management Solutions for Sage Abra HRMS

There are several performance management solutions available, both on-premise and web-based, that offer a range of features and price points that may fit your needs. If integration to your existing Sage Abra HRMS system is important, **Performance Appraisal Management (PAM) for Sage Abra HR** might be worth a look. It delivers many of the benefits mentioned in this article in addition to tight integration with Sage Abra which completely eliminates the need for data conversion or duplicate data entry.



[Click Here to contact us if you would like to learn more about Performance Management Software](#)



Introducing Sage Abra Suite v7.6 and Abra HRMS v8.3

Sage Software recently introduced new versions of their Sage Abra Suite and Abra HRMS applications. Overall, both Abra Suite v7.6 and Abra HRMS v8.3 are now compatible with Microsoft Windows Vista, provide support for more complex passwords offering better security, and Crystal Reports has been updated to version 10 offering even more reporting flexibility. In addition, new features and enhancements have been added to a broad range of modules including Abra eRecruiter, Abra Benefits Enrollment, Abra HR, Abra Payroll, Abra Attendance, and Abra OrgPlus. Here is a summary of just a few of the enhancements:

Abra eRecruiter – now provides unstructured **keyword search** capability, **masking of SSN/SIN** numbers from unauthorized users, **improved workflow** between hiring managers and recruiters, and **e-mail templates** for the purpose of offer letters, scheduling interviews and more.

Abra HR – has been updated to collect and report in compliance with **new EEO-1 requirements** for 2007.

Abra Attendance – now has the ability to track **FMLA absences** on a 12-month rolling basis.

Abra OrgPlus – **enhanced HTML publishing** makes it easier to share and update organizational charts over the web, new **tree panel controls** make it easy to change the organizational structure or edit chart data, new **ready-to-use chart templates** include key business and HR metrics, and a new **merge charts feature** is a great tool for planning a company reorganization.

A variety of other features have been introduced that are not mentioned here including an **updated link to Sage MAS 90**. Please call or email us and we'd be happy to provide more detailed information about the new release including feature sheets, web demonstrations or detailed release notes.

5 Fantastic Google Secrets You Need to Know

As you know, Google is one of the top search engines on the internet. But many people don't use Google to its full potential. Most of us simply type in a search term and hope for the best. But did you know that Google goes far beyond simple search engine capabilities? The following 5 secrets provide advanced search tips and other Google services that can improve your internet experience.

- 1. Advanced Operators** – these are query words that have special meaning to Google. For example, including **“intitle”** in your query restricts the search results to just the titles of web pages. A search for **“intitle:google”** will return documents that mention the word "Google" in their title. Another handy Advanced Operator is **“define”** which provides a definition of the word you enter after it. **“define:elephant”** for instance, returns a definition of the word elephant (which includes both a 5-toed pachyderm and the symbol of the Republican Party). A listing of Advanced Operators can be found at www.google.com/help/operators.html.
- 2. Currency Conversion** – Google also provides a built-in currency converter. Simply typing **“5 USD in GBP”** into the standard Google search box will convert \$5 US dollars into the equivalent in British Pounds (and it isn't worth much these days!).
- 3. Google Alerts** – provides email updates of the latest news on topics that you choose. This comes in handy when you are trying to stay on top of developments or competitors in your industry. Creating alerts is simple and can be entered at www.google.com/alerts.
- 4. Free Google Software & Tools** – Google offers a collection of free software and internet browsing tools to enhance your web surfing and computing experience. A few of these tools include Norton Security Scan, Spyware Doctor, StarOffice (includes free Word Processing and Spreadsheet applications), and a Web Accelerator to improve web page performance. [Click Here](#) for information about Google Pack and [Click Here](#) for the Web Accelerator.
- 5. I'm Feeling Lucky** – Every wonder what that button on Google's search page means? It's a shortcut that will take you directly to the first (and presumably most relevant) web page that Google returned for your query. You will not see the thousands of other search results which means you spend less time combing through results and more time surfing relevant sites.



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