



Appendix C – Current HR System Screen Shots

BPCA ERP HRIS RFP
APPENDIX C – BPCA CURRENT HR SYSTEM SCREEN SHOTS

ABRA SCREEN SHOTS

The screenshot displays the Sage Abra Suite software interface. The main window is titled 'Sage Abra Suite' and features a menu bar with options: File, Edit, Actions, Processes, Analysis, Reports, Rules, Details, Query, and Help. Below the menu bar, there is a toolbar with icons for Employees, Time Off, Reports, Setup, and System. The 'Employees' section is currently selected, showing a list of tasks and processes. The 'Add New Employee' form is open, with tabs for 'New Employee', 'Job and Pay', 'Payroll Information', and 'Payroll Processing'. The 'New Employee' tab is active, displaying fields for First Name, Middle Name, Last Name, Social Security, Employer Name (set to 'Battery Park City Authority'), Employee ID (set to '983622'), Street 1, Street 2, City, State, Zip, County, and Country. At the bottom of the form, there are buttons for 'Add', 'Steps', and 'Cancel'. The status bar at the bottom indicates 'Click OK to save this information' and shows the time '11:53:08 am'.



Appendix C – Current HR System Screen Shots

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Click OK to save this information

NUM 11:53:41 am

Add New Employee

New Employee Job and Pay Payroll Information Payroll Processing

Hire Date 03/27/2015 Unit Pay Rate 0.00000

Start Date 03/27/2015 Pay Period Salary 0.00

Job Title [None] Hours/Units 75.00000

Job Code Pay Frequency Biweekly

Supervisor Annual Pay 0.00

Secondary Supervisor Salaried/Hourly

Add Steps Cancel

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

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Processes

- Create OrgPlus File
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- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Click OK to save this information

NUM 11:58:27 am

Steps for Assign Leave of Absence Task

Personal Job and Pay Benefits Time Off Safety Career Custom

Demographics HR Termination Leave of Absence Employee Employee Emergency Status Status Notes Attachments Contacts

Leave Information ☒ Complete ☐ Schedule

Review Attendance Enrollment ☒ Complete ☐ Schedule

Review Benefit Enrollment ☒ Complete ☐ Schedule

OK Cancel



Appendix C – Current HR System Screen Shots

Sage Abra Suite

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Processes

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- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

NUM 11:59:17 am

Leave of Absence for test2 testing

Leave FMLA Event

Employee Status LOA

Employee Type Regular Full Time

COBRA Coverage No

Leave Type FMLA-F

Leave Reason FMLA Leave

Request Date 03/27/2015

Start Date 03/27/2015

Scheduled Return / /

Actual Return / /

Hours Away 0.00

Stop Continue Suspend Accruals

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
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- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

NUM 12:00:31 pm

Leave of Absence for test2 testing

Leave FMLA Event

Reason

Event Date 03/27/2015

Med. Certification / /

Med. Recertification / /

Person Name

Relationship

Notes

Stop Continue Suspend Accruals



Appendix C – Current HR System Screen Shots

Suspend Accruals

The screenshot shows the 'Sage Abra Suite' application window. The 'Employees' menu is open, and the 'Assign Leave of Absence' option is selected. The 'Steps for Assign Leave of Absence Task' dialog box is displayed. It contains three sections: 'Leave Information', 'Review Attendance Enrollment', and 'Review Benefit Enrollment'. Each section has a 'Complete' checkbox (checked) and a 'Schedule' checkbox (unchecked). The 'OK' and 'Cancel' buttons are at the bottom right.

Task	Complete	Schedule
Leave Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Attendance Enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Benefit Enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Change Employee ID

The screenshot shows the 'Sage Abra Suite' application window. The 'Employees' menu is open, and the 'Change Employee ID' option is selected. The 'Change ID' dialog box is displayed. It contains fields for 'Employee Name' (test test2 testing), 'Employee ID' (983622), 'Employer' (BPC), and 'New Employee ID' (Numeric Only). The 'OK' and 'Cancel' buttons are at the bottom right.

Field	Value
Employee Name	test test2 testing
Employee ID	983622
Employer	BPC
New Employee ID	(Numeric Only)

Appendix C – Current HR System Screen Shots

Change Job

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Review Job Information - Battery Park City Authority

Employee test test2 testing **SSN** 159-99-9995

Status Active Employee 03/27/2015 **ID Number** 983622

Job	Organization	Secondary Job
Job Title [None]	Employee Status Active	
Job Code	Employee Type Regular Full Time	
EEO Class Technicians	Salaried/Hourly	
Job Group Managers	Salary Grade M4- - Manager III	
Exempt Status Exempt	Job Start Date 03/27/2015	
	Change Reason None Specified	
	Change Effective 03/27/2015	

Stop Continue

OK Cancel Apply

Processes

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee
- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

- Time Off
- Reports
- Setup
- System

Office Sage Abra Live Chat Sage University

S:\data\vrsec\job.docf Record: None Record Unlocked NUM 12:05:58 pm

Employee find screen for most options

[illegible]



Appendix C – Current HR System Screen Shots

Change jobs (“continue”)

The screenshot displays the Sage Abra Suite HR system interface. The main window is titled 'Sage Abra Suite' and shows the 'Employees' section. The left sidebar contains a 'Tasks' list with options like 'View/Edit Employee', 'Add New Employee', and 'Change Job'. The main area is divided into tabs: 'Personal', 'Job and Pay', 'Benefits', 'Time Off', 'Safety', 'Career', and 'Custom'. The 'Personal' tab is active, showing the 'Demographics' section for the employee 'test test2 testing'. The employee's status is 'Active Employee 03/27/2015', SSN is '159-99-9995', and ID Number is '983622'. The 'Address and Phone' section contains fields for Street 1, Street 2, City, State (NY), Zip (11423), County, and Country. The 'Personal' section contains fields for Home, Business, Extension, Cellular, Pager, Fax, and Email. The 'Photo' section is empty. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the bottom indicates 'Click OK to save this information' and shows the time '12:06:25 pm'.

Employee test test2 testing **SSN** 159-99-9995 **Status** Active Employee 03/27/2015 **ID Number** 983622

Address and Phone

Street 1

Street 2

City

State Zip

County

Country

Personal

Home

Business

Extension

Cellular

Pager

Fax

Email

Photo

Click OK to save this information NUM 12:06:25 pm



Appendix C – Current HR System Screen Shots

Change job and Pay

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

NUM 12:07:46 pm

Steps for Job Promotion Task

Pay and Performance Review

Job Change

☒ Complete ☐ Schedule

☐ [Complete] ☐ Schedule

OK Cancel

Change pay

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
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- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Pe (s:\data\hrpersnl.dbf) Record: 494/496 Record Unlocked NUM 12:08:49 pm

Pay and Performance Review - Battery Park City Authority

Employee test test2 testing SSN 159-99-9995

Status Active Employee 03/27/2015 ID Number 983622

Pay Change Additional Review Information User Defined

Unit Pay Rate 0.00000 Pay Change Amount 0.00

Pay Period Salary 0.00000 Period Biweekly

Hours / Units 75.00000 Percent Change 0.00000

Pay Frequency Biweekly Comparatio 0.00

Annual Pay 0.00 Shift None Specified

Bonus Amount 0.00 Shift Premium 0.00000

Stop Continue OK Cancel Apply



Appendix C – Current HR System Screen Shots

Additional review information

The screenshot shows the 'Additional Review Information' tab in the Sage Abra Suite. The employee information is: Employee: test test2 testing, SSN: 159-99-9995, Status: Active Employee 03/27/2015, ID Number: 983622. The 'Pay Change' tab is also visible. The 'Additional Review Information' tab contains the following fields:

Field	Value
Pay Effective	03/27/2015
Next Pay Review	/ /
Performance Review	/ /
Rating	None Specified
Next Review	/ /
Change Effective	03/27/2015
Reason	New Hire

Buttons at the bottom: Stop, Continue, OK, Cancel, Apply.

User Defined

The screenshot shows the 'User Defined' tab in the Sage Abra Suite. The employee information is: Employee: test test2 testing, SSN: 159-99-9995, Status: Active Employee 03/27/2015, ID Number: 983622. The 'Pay Change' tab is also visible. The 'User Defined' tab contains the following fields:

Field	Value
User Defined	
User Defined	
User Defined	0.00
User Defined	0.00

Buttons at the bottom: Stop, Continue, OK, Cancel, Apply.



Appendix C – Current HR System Screen Shots

Continue option

The screenshot shows the 'Continue option' screen in Sage Abra Suite. The left sidebar contains a 'Tasks' list with options like 'View/Edit Employee', 'Add New Employee', and 'Assign Leave of Absence'. The main window displays the 'Demographics - Battery Park City Authority' form. The 'Employee' field is 'test test2 testing' and the 'SSN' is '159-99-9995'. The 'Status' is 'Active Employee 03/27/2015' and the 'ID Number' is '983622'. The form includes sections for 'Address and Phone', 'Personal', and 'Photo'. The 'Address and Phone' section has fields for Street 1, Street 2, City, State (NY), Zip (11423), County, and Country. The 'Personal' section has fields for Home, Business, Extension, Cellular, Pager, Fax, and Email. The 'Photo' section is empty. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the bottom indicates 'Click OK to save this information' and the time is 12:10:23 pm.

Personal option

The screenshot shows the 'Personal option' screen in Sage Abra Suite. The left sidebar contains a 'Tasks' list with options like 'View/Edit Employee', 'Add New Employee', and 'Assign Leave of Absence'. The main window displays the 'Demographics - Battery Park City Authority' form. The 'Employee' field is 'test test2 testing' and the 'SSN' is '159-99-9995'. The 'Status' is 'Active Employee 03/27/2015' and the 'ID Number' is '983622'. The form includes sections for 'Address and Phone', 'Personal', and 'Photo'. The 'Personal' section has fields for First (test), Middle (test2), Last (testing), Nickname (test), Salutation, Birth Date, Marital Status, Ethnic Origin, Gender (Male/Female), Disability (No/Yes), and Smoker (No/Yes). The 'Photo' section is empty. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the bottom indicates 'Record: 434/436' and the time is 12:10:57 pm.



Appendix C – Current HR System Screen Shots

Photo

The screenshot shows the Sage Abra Suite interface. The left sidebar contains a 'Tasks' list with options like 'View/Edit Employee', 'Add New Employee', and 'Assign Leave of Absence'. The main window displays the 'Demographics - Battery Park City Authority' for employee 'test test2 testing'. The employee's status is 'Active Employee 03/27/2015', SSN is '159-99-9995', and ID Number is '983622'. The 'Address and Phone' tab is selected, showing a large empty box for the address. Navigation buttons like 'Find', 'First', 'Previous', 'Next', and 'Last' are visible. The bottom status bar shows 'Record: 494/496' and 'Record Unlocked'.

The screenshot shows a dialog box titled 'Which plans do you want to suspend during test test2 testing's leave?'. It features two columns: 'Available' and 'Selected'. The 'Available' column is currently empty. Between the columns are buttons for 'OK', 'Cancel', 'Select >', 'Select All >>', '< Remove', and '<< Remove All'. The 'Selected' column is also empty. The background shows the same Sage Abra Suite interface as the previous screenshot, with the 'Employees' task selected in the sidebar.



Appendix C – Current HR System Screen Shots

The screenshot shows the 'Steps for Change Personal Status Task' window in Sage Abra Suite. The left sidebar lists various tasks and processes. The main area displays a list of tasks with checkboxes for 'Complete' and 'Schedule'.

Task	Complete	Schedule
Marital Status/Address Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependents and Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
Update Benefit Selection	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: OK, Cancel

The screenshot shows the 'Steps for Cross Employer Transfer Task' window in Sage Abra Suite. The left sidebar lists various tasks and processes. The main area displays a list of tasks with checkboxes for 'Complete' and 'Schedule'.

Task	Complete	Schedule
Cross Employer Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HR Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Pay	<input type="checkbox"/>	<input type="checkbox"/>
Current Job	<input type="checkbox"/>	<input type="checkbox"/>
Job History	<input type="checkbox"/>	<input type="checkbox"/>
Dependents and Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
Benefit Enrollment	<input type="checkbox"/>	<input type="checkbox"/>
Absence Transactions	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Enrollment	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: OK, Cancel



Appendix C – Current HR System Screen Shots

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Delete Employee Record

First Name: test
Middle Name: test2
Last Name: testing
Employer: BPC
ID: 983622
Status: Active
As of: 03/27/2015

OK Cancel

Click OK to save this information

NUM 12:14:47 pm

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Steps for Rehire Employee Task

Rehire Information	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Demographics	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
HR Status	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Current Job	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Dependents and Beneficiaries	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Benefits Enrollment	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Emergency Contacts	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Review Attendance Enrollment	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule
Skills	<input type="checkbox"/> Complete	<input type="checkbox"/> Schedule

OK Cancel

NUM 12:16:56 pm



Appendix C – Current HR System Screen Shots

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Click OK to save this information

NUM 12:17:47 pm

Employee Find

Last Name

First Name

ID

SSN

Status Employees on Leave of Absence

More Options ☒

Records Found: 0

Name	ID	SSN	Job Title	Employer	Supervisor	Status	Type	Salary
Wanamaker, Doreen								

OK Cancel

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
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- Change Job and Pay
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- Change Personal Status
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Processes

- Create OrgPlus File
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- Mass Update Pay Rate
- Update Benefits

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

NUM 12:18:32 pm

Steps for Terminate Employee Task

Exit Interview ☒ Complete ☐ Schedule

Review Benefits ☒ Complete ☐ Schedule

OK Cancel



Appendix C – Current HR System Screen Shots

REPORTS

The screenshot shows the Sage Abra Suite interface with the 'Reports' menu open. The 'Benefit Reports' section is selected in the left-hand navigation pane. The main window displays a list of reports under the 'Benefit Reports' tab. The 'Report List' tab is active, showing a list of reports including 'Benefit Coverage by Employee', 'Benefit Enrollment by Plan', 'Benefit Letter', 'Benefit Premium Totals by Plan', 'COBRA Billing Statement', 'COBRA Mailing Labels', 'COBRA Notification Letter', 'COBRA Recipient Report', 'Census Report', 'Certificate of Coverage', 'Employee Benefit Changes', and 'Insurance Coverage Detail'. The 'Print Range' is set to 'All' (radio button selected) with page numbers 1 to 1. Below the list, the 'Benefit Coverage by Employee' report is selected, and buttons for 'Print', 'Preview', 'Export', and 'Cancel' are visible. The status bar at the bottom shows 'To Select a Report, Click on the Report Name' and the time '12:23:45 pm'.

The screenshot shows the Sage Abra Suite interface with the 'Reports' menu open. The 'Compensation Reports' section is selected in the left-hand navigation pane. The main window displays a list of reports under the 'Compensation Reports' tab. The 'Report List' tab is active, showing a list of reports including 'Ranked Salary List', 'Review Forms for Reviews Due', 'Reviews Due', 'Sal Inc Analysis by Job Code', 'Sal Inc Analysis by Org', 'Sal Inc Analysis by Reason', 'Salary Analysis by Emp Name', 'Salary Analysis by Job Code', 'Salary Analysis by Job Title', 'Salary Analysis by Org', 'Salary Analysis by Sal Grade', 'Salary As Of', 'Salary Grade Range Exceptions', 'Salary History', 'Statistics by Job Code', 'Terminated Employee Log', 'Turnover Perf vs. Longevity', and 'Turnover Statistics'. The 'Print Range' is set to 'All' (radio button selected) with page numbers 1 to 1. Below the list, the 'Ranked Salary List' report is selected, and buttons for 'Print', 'Preview', 'Export', and 'Cancel' are visible. The status bar at the bottom shows 'To Select a Report, Click on the Report Name' and the time '12:24:16 pm'.



Appendix C – Current HR System Screen Shots

The screenshot shows the Sage Abra Suite interface with the 'EEO Reports' window open. The 'Report List' tab is selected, displaying a list of reports including 'EEO Job Group Age Analysis', 'EEO Job Group Headcount', 'EEO New-Hire Headcount Detail', 'EEO New-Hire Headcount Summary', 'EEO Termination Detail', 'EEO Termination Summary', 'EEO-1 Headcount Detail', 'EEO-1 Headcount Summary', 'EEO-4 Headcount Detail', 'EEO-4 Headcount Summary', 'I-9 Citizenship Verification', 'Promotions', 'Veterans Employment', 'Vets 100 Detail List', 'Vets 100 Summary List', 'Vets 100A Detail List', and 'Vets 100A Summary List'. The 'EEO Job Group Age Analysis' report is highlighted. To the right of the list, there are 'Print Range' options for 'All' (selected) and 'Page' (1 to 1), along with 'Restore Defaults' and 'Save Defaults' buttons. At the bottom of the window, there are 'Print', 'Preview', 'Export', and 'Cancel' buttons. The status bar at the bottom indicates 'To Select a Report, Click on the Report Name' and shows the time as 12:24:35 pm.

The screenshot shows the Sage Abra Suite interface with the 'EEO Reports' window open. The 'Standard Criteria' tab is selected, displaying a form for filtering reports. The 'Employer' dropdown is set to 'BPC'. Other dropdowns for 'Department', 'Location', and '[None]' are visible. To the right, there are fields for 'Employee' (with a search icon), 'Custom Criteria' (with a dropdown arrow), and 'Exempt' (with a dropdown arrow). At the bottom of the window, there are 'Print', 'Preview', 'Export', and 'Cancel' buttons. The status bar at the bottom indicates 'NUM' and shows the time as 12:29:25 pm.



Appendix C – Current HR System Screen Shots

The screenshot shows the Sage Abra Suite interface. The left sidebar contains a tree view with categories: Reports (Employees, Time Off, System), Employees, Time Off, Reports (highlighted), Setup, and System. The main window is titled 'EEO Reports' and has tabs for 'Report List', 'Standard Criteria', and 'Specific Criteria'. The 'Report List' tab is active, showing a list of reports. The 'As of' date is set to 10/31/2004. Below the list, there is a button labeled 'EEO Job Group Age Analysis' and buttons for 'Print', 'Preview', 'Export', and 'Cancel'. The status bar at the bottom shows 'Record: 89/175', 'Record Unlocked', and the time '12:29:37 pm'.

The screenshot shows the Sage Abra Suite interface. The left sidebar is the same as the previous screenshot. The main window is titled 'Employee and Organization Rpts' and has tabs for 'Report List', 'Standard Criteria', and 'Specific Criteria'. The 'Report List' tab is active, showing a list of reports. The 'Anniversary List' report is selected. Below the list, there is a button labeled 'Anniversary List' and buttons for 'Print', 'Preview', 'Export', and 'Cancel'. The status bar at the bottom shows 'To Select a Report, Click on the Report Name', 'NUM', and the time '12:25:09 pm'.



Appendix C – Current HR System Screen Shots

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Reports

Employees

- Abra Secure Query
- Benefit Reports
- Code Table Reports
- Compensation Reports
- EEO Reports
- Employee and Organization Rpts
- FMLA Reports**
- OSHA Reports
- Personal Information Reports
- Skill and Education Reports
- Wellness Reports

Time Off

- Abra Secure Query
- Attendance Reports
- Code Table Reports

System

- Audit Trail Reports
- Data Dictionary Reports

Employees

Time Off

Reports

Setup

System

FMLA Reports

Report List

- Employees Currently on FMLA**
- FMLA Due to Return
- Medical Recertification

Print Range

☒ All

☐ Page 1 to 1

Restore Defaults Save Defaults

Employees Currently on FMLA

Print Preview Export Cancel

Office Sage Abra Live Chat Sage University

To Select a Report, Click on the Report Name

NUM 12:25:29 pm

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Reports

Employees

- Abra Secure Query
- Benefit Reports
- Code Table Reports
- Compensation Reports
- EEO Reports
- Employee and Organization Rpts
- FMLA Reports
- OSHA Reports
- Personal Information Reports**
- Skill and Education Reports
- Wellness Reports

Time Off

- Abra Secure Query
- Attendance Reports
- Code Table Reports

System

- Audit Trail Reports
- Data Dictionary Reports

Employees

Time Off

Reports

Setup

System

Personal Information Reports

Report List

- Age List**
- Birthday List
- Employee Attachments
- Employee Count
- Employee List
- Employee Notes
- Employee Profile
- Home Mailing Labels
- Work Phone List

Print Range

☒ All

☐ Page 1 to 1

Restore Defaults Save Defaults

Age List

Print Preview Export Cancel

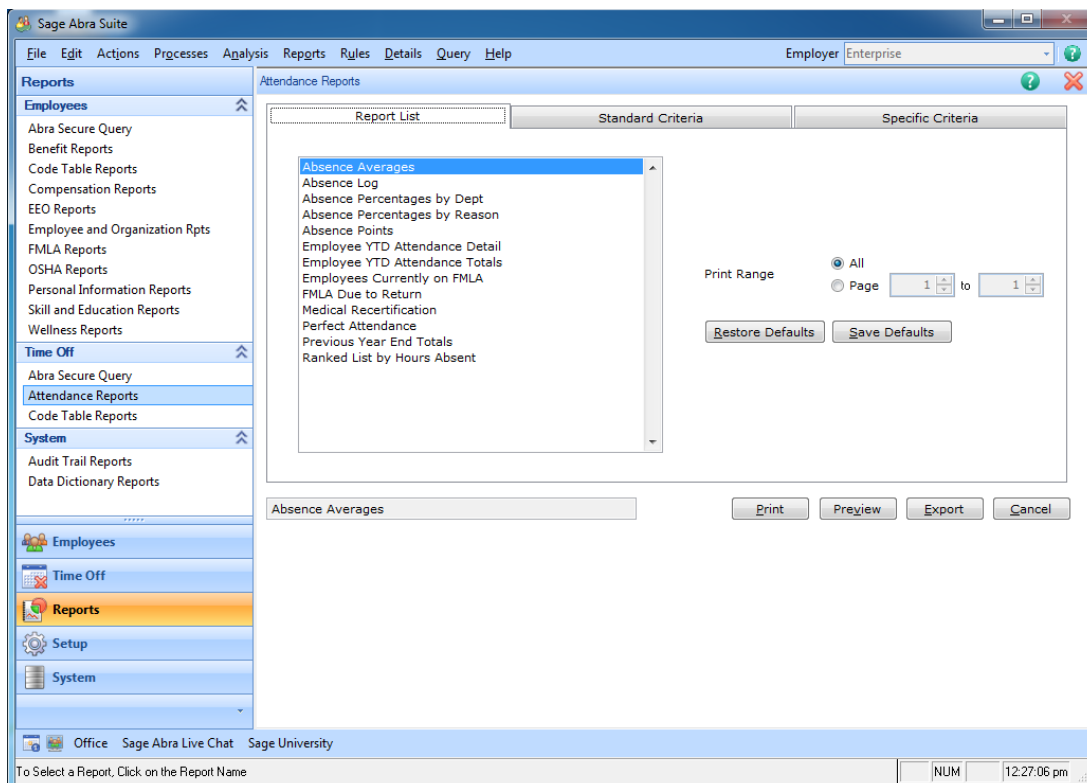
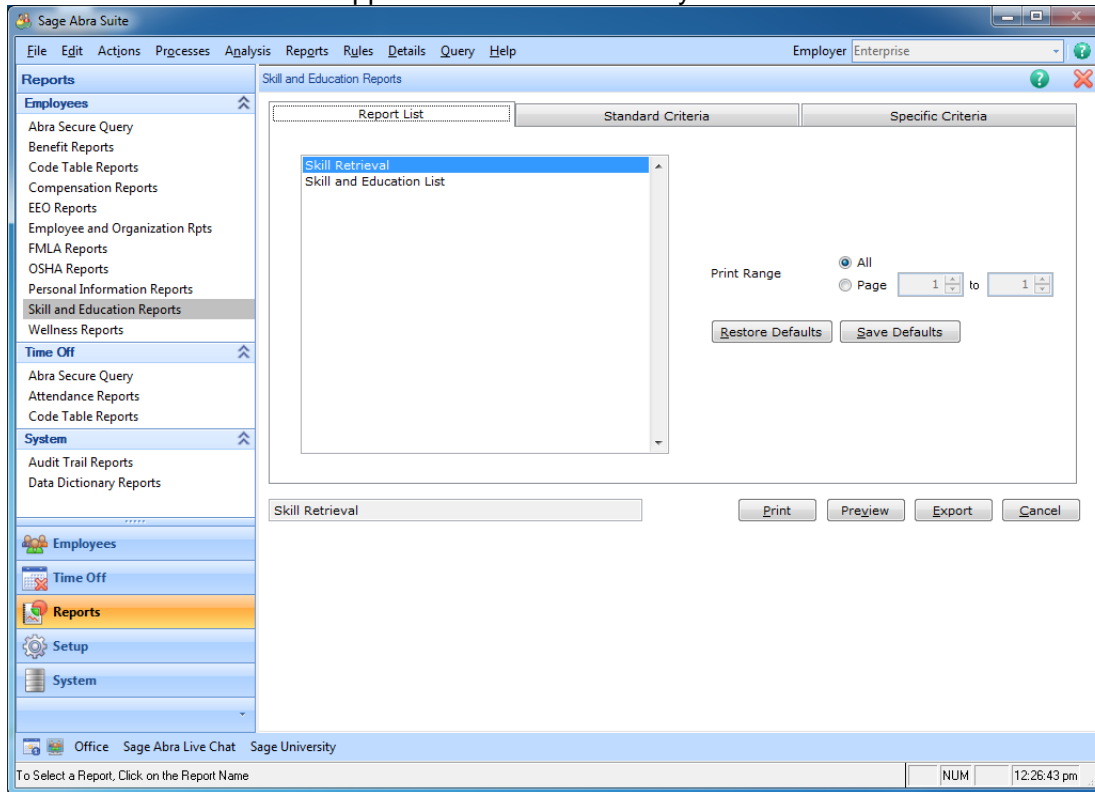
Office Sage Abra Live Chat Sage University

To Select a Report, Click on the Report Name

NUM 12:26:00 pm



Appendix C – Current HR System Screen Shots





Appendix C – Current HR System Screen Shots

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Reports

Employees

- Abra Secure Query
- Benefit Reports
- Code Table Reports
- Compensation Reports
- EEO Reports
- Employee and Organization Rpts
- FMLA Reports
- OSHA Reports
- Personal Information Reports
- Skill and Education Reports
- Wellness Reports

Time Off

- Abra Secure Query
- Attendance Reports
- Code Table Reports

System

- Audit Trail Reports
- Data Dictionary Reports

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Attendance Reports

Report List Standard Criteria Specific Criteria

Employer BPC

Department Finance

Location

[None]

[None]

[None]

Changed Since / /

☒ Active ☐ LOA ☐ Terminated

Employee

Custom Criteria

Exempt

Absence Averages

Print Preview Export Cancel

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Reports

Employees

- Abra Secure Query
- Benefit Reports
- Code Table Reports
- Compensation Reports
- EEO Reports
- Employee and Organization Rpts
- FMLA Reports
- OSHA Reports
- Personal Information Reports
- Skill and Education Reports
- Wellness Reports

Time Off

- Abra Secure Query
- Attendance Reports
- Code Table Reports

System

- Audit Trail Reports
- Data Dictionary Reports

Employees

Time Off

Reports

Setup

System

Office Sage Abra Live Chat Sage University

Attendance Reports

Report List Standard Criteria Specific Criteria

Reason Code

☒ All Reason Codes

Date Range

Start of Absence 11/01/2002

End of Absence 04/30/2003

Absence Averages

Print Preview Export Cancel

Fig (s:\data\sysreport.dbf) Record: 76/175 Record Unlocked

NUM 12:27:51 pm



Appendix C – Current HR System Screen Shots

Top buttons

The screenshot shows the Sage Abra Suite HR system interface. The top navigation bar includes tabs for Personal, Job and Pay, Benefits, Time Off, Safety, Career, and Custom. Below these tabs is a row of icons representing different HR functions: Demographics, HR Status, Termination, Leave of Absence, Events, Employee Notes, Employee Attachments, and Emergency Contacts. A red box highlights this row of icons. The main window displays the Demographics tab for an employee named 'test test2 testing' with SSN 159-99-9995 and ID Number 983622. The employee's status is 'Active Employee 03/27/2015'. The form includes fields for Address and Phone, Personal information, and Photo. The status bar at the bottom shows 'Record: 494/496', 'Record Unlocked', and the time '2:04:49 pm'.

Demographics

This screenshot shows the Sage Abra Suite HR system interface, specifically the Demographics tab for an employee named 'test test2 testing' with SSN 159-99-9995 and ID Number 983622. The employee's status is 'Active Employee 03/27/2015'. The form includes fields for Address and Phone, Personal information, and Photo. The status bar at the bottom shows 'Click OK to save this information', 'NUM', and the time '2:06:27 pm'.



Appendix C – Current HR System Screen Shots

HR Status

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

- Time Off
- Reports
- Setup
- System

HR Status - Battery Park City Authority

Employee: test test2 testing SSN: 159-99-9995 ID Number: 983622

Status: Active Employee 03/27/2015

Find First Previous Next Last

Seniority Employment Eligibility Military User Defined

Original Hire Date: 03/27/2015 Last Hire Date: 03/27/2015 Adjusted Seniority Date: 03/27/2015

Seniority: Years, Months: Recruiter: Source of Hire:

OK Cancel Apply

Click OK to save this information

NUM 2:07:08 pm

Termination

Sage Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

Employer Enterprise

Employees

Tasks

- View/Edit Employee
- Add New Employee
- Assign Leave of Absence
- Change Employee ID
- Change Job
- Change Job and Pay
- Change Pay
- Change Personal Status
- Cross Employer Transfer
- Delete Employee Record
- Rehire Employee
- Return from Leave of Absence
- Terminate Employee

Processes

- Create OrgPlus File
- Import Calculations
- Mass Update
- Mass Update Pay Rate
- Update Benefits

Employees

- Time Off
- Reports
- Setup
- System

Termination - Battery Park City Authority

Employee: test test2 testing SSN: 159-99-9995 ID Number: 983622

Status: Active Employee 03/27/2015

Find First Previous Next Last

Termination Data Forwarding Address

Termination Date: / / Employee Type: Regular Full Time Termination Type: Termination Reason: None Specified COBRA Code: No Rehire: Yes No

Notes:

OK Cancel Apply

Click OK to save this information

NUM 2:07:25 pm



Appendix C – Current HR System Screen Shots

Emergency Contact

The screenshot shows the Sage Abra Suite interface with the 'Emergency Contacts' window open for employee 'test test2 testing'. The window has tabs for 'First Contact' and 'Second Contact'. The 'First Contact' tab is active, showing fields for Name, Relation, Address, Home, Business, Extension, Cellular, and Pager. The 'Second Contact' tab is also visible. The background shows the main Sage Abra Suite interface with the 'Employees' menu open.

Employee	test test2 testing	SSN	159-99-9995
Status	Active Employee 03/27/2015	ID Number	983622

First Contact

Second Contact

Name

Relation

Address

Home

Business

Extension

Cellular

Pager

OK Cancel Apply

Job and Pay

The screenshot shows the Sage Abra Suite interface with the 'Job and Pay' window open for employee 'test test2 testing'. The window has tabs for 'Current Pay', 'Pay and Performance', and 'User Defined'. The 'Current Pay' tab is active, showing fields for Pay Effective, Unit Pay Rate, Pay Period Salary, Hours / Units, Pay Frequency, Annual Pay, Shift, Shift Premium, Comparatio, and Bonus Amount. The 'Pay and Performance' and 'User Defined' tabs are also visible. The background shows the main Sage Abra Suite interface with the 'Employees' menu open.

Employee	test test2 testing	SSN	159-99-9995
Status	Active Employee 03/27/2015	ID Number	983622

Current Pay

Pay and Performance

User Defined

Pay Effective

Unit Pay Rate

Pay Period Salary

Hours / Units

Pay Frequency

Annual Pay

Shift

Shift Premium

Comparatio

Bonus Amount

OK Cancel Apply



Appendix C – Current HR System Screen Shots

Current Job

The screenshot shows the 'Current Job' screen in Sage Abra Suite. The left sidebar contains a 'Tasks' list with options like 'View/Edit Employee', 'Add New Employee', and 'Assign Leave of Absence'. The main area displays employee information for 'test test2 testing' with SSN 159-99-9995 and ID Number 983622. The 'Job' tab is selected, showing fields for Job Title, Job Code, EEO Class, Job Group, and Exempt Status. The 'Organization' tab shows Employee Status (Active), Employee Type (Regular Full Time), Salaried/Hourly, Salary Grade (M4- - Manager III), Job Start Date (03/27/2015), Change Reason (New Hire), and Change Effective (03/27/2015). A red box highlights the 'Current Job' icon in the top navigation bar.

Employee	test test2 testing	SSN	159-99-9995
Status	Active Employee 03/27/2015	ID Number	983622

Job	Organization	Secondary Job	
Job Title	[None]	Employee Status	Active
Job Code		Employee Type	Regular Full Time
EEO Class	Technicians	Salaried/Hourly	
Job Group	Managers	Salary Grade	M4- - Manager III
Exempt Status	Exempt	Job Start Date	03/27/2015
		Change Reason	New Hire
		Change Effective	03/27/2015

The screenshot shows the 'Job History' screen in Sage Abra Suite. The left sidebar is the same as the previous screen. The main area displays employee information for 'test test2 testing' with SSN 159-99-9995 and ID Number 983622. The 'Job History' tab is selected, showing a table with columns: Effective, Reason, Job Code, Job Title, Type, Salary, Frequency, Annualized, and Rate. The table is currently empty. A red box highlights the 'Job History' icon in the top navigation bar.

Effective	Reason	Job Code	Job Title	Type	Salary	Frequency	Annualized	Rate
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Appendix C – Current HR System Screen Shots

Parks Operations Staff Data

FILEMAKER PRO SCREEN SHOTS

BATTERY PARK CITY PARKS CONSERVANCY *578 records*

Employees

+New **-Delete** **Sort** **Search** **Show All**

First Name
Last Name
Title
Department
Employee ID
Email
Notes

Import Staff Picture

Personal Position Benefits Reports Certifications Contacts Other

Address & Phone

Address Line 1
Address Line 2
City
State
Zip Code
Home Phone
Mobile Phone

Additional Personal Information

Birthday
Sex
Driver's License # Exp.
Marital_Status
Driver's License State
Driver's License Class
Driver Frequency
Commercial? ☐ Yes ☐ No
Social Security #

Education

Highest Degree | Date
High School Name
Undergraduate
Graduate
Trade
Marital_Status



Appendix C – Current HR System Screen Shots

BATTERY PARK CITY PARKS CONSERVANCY

Employees

+ New **- Delete** **↕ Sort** **🔍 Search** **🔵 Show All**

First Name _____
Last Name _____
Title _____
Department _____
Employee ID _____
Email _____
Notes _____

Import Staff Picture

Personal **Position** **Benefits** **Reports** **Certifications** **Contacts** **Other**

Current Employment Information

Employment Type _____
Job Title _____
Salary _____
Change Date _____
Supervisor _____
Locker Assignment _____
ID Issuance Date _____
ID Expiry Date _____

Original Hiring Information

Original Title _____
Original Salary _____
Hire Date _____

Seasonal Employee Information

Active on: _____
Inactive on: _____

Terminated Employee Information

Terminated on: _____
Eligible for Rehire? ☐ Yes ☐ No
Employment Status: _____

New Hire Checklist

☐ Photo Taken
☐ ID Card Printed
☐ Downstairs Photo



Appendix C – Current HR System Screen Shots

BATTERY PARK CITY PARKS CONSERVANCY

Employees

+New

Delete

Sort

Search

Show All

First Name

Last Name

Title

Department

Employee ID

Email

Notes

Import Staff Picture

Personal

Position

Benefits

Reports

Certifications

Contacts

Other

Eligibility

Education

Health Ins.

Wellness

Transit Check / Parking (Choose One)

Transit Chek ☐ Yes ☐ No

Parking Plate No.

Family Eligibility

Name

Relationship

1.

2.

3.

4.

5.

6.



Appendix C – Current HR System Screen Shots



Employees

+ New

— Delete

↕ Sort

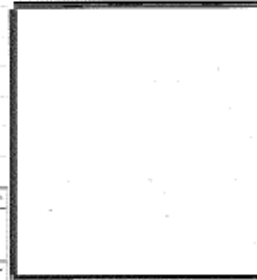
🔍 Search

👁 Show All



First Name
Last Name
Title
Department
Employee ID
Email
Notes

--



Import Staff Picture

Personal Position **Benefits** Reports Certifications Contacts Other
Eligibility Education Health Ins. Wellness

Seminar Days

Seminar Days Taken This Year: _____ Remaining: _____

Tuition Reimbursements (Since 11/1/2003)

School Info Coursework Fees

--

Appendix C – Current HR System Screen Shots

[illegible]



Appendix C – Current HR System Screen Shots

BATTERY PARK CITY PARKS CONSERVANCY

Employees

+New **—Delete** **↕Sort** **🔍Search** **🕒Show All**

First Name
Last Name
Title
Department
Employee ID
Email
Notes

Import Staff Picture

Personal **Position** **Benefits** **Reports** **Certifications** **Contacts** **Other**

Eligibility **Education** **Health Ins.** **Wellness**

Wellness Program
Total Amount Reimbursed This Year:
Total Amount Reimbursed Last Year:

Go to **Full Page** Wellness Report
Go to **All Staff** Wellness Report



Appendix C – Current HR System Screen Shots

BATTERY PARK CITY PARKS CONSERVANCY

Employees

+New **Delete** **Sort** **Search** **Show All**

First Name
Last Name
Title
Department
Employee ID
Email
Notes

Import Staff Picture

Personal **Position** **Benefits** **Reports** **Certifications** **Contacts** **Other**

Print the following reports

- All Active Staff Report by Department
- All Active Staff Report by Department and Sex
- Staff Meeting Signatures for: _____ <-Enter Date of Meeting
- Employee Information Update Sheet
- Confidential Insurance Report for: All Active Staff

Export Data for Use in Excel

- All Active Staff Report by Department


Staff List Memorandum

- Using the "Find" feature above, find the group of staff to include in your memo.
- Enter the memorandum details below, including From, To, Date, Re, CC, and the Body. Limit the length of the body to the space below.
- Press the Print button at the bottom of this screen.

From
To
Date
Re/Regarding
CC
Body of Memo

Print this Memorandum

Appendix C – Current HR System Screen Shots



BATTERY PARK CITY PARKS CONSERVANCY

Employees

+ New

- Delete

↕ Sort

🔍 Search

👁 Show All

First Name

Last Name

Title

Department

Employee ID

Email

Notes

Import Staff Picture

Personal

Position

Benefits

Reports

Certifications

Contacts

Other

Please List All Certifications:



Appendix C – Current HR System Screen Shots

BATTERY PARK CITY PARKS CONSERVANCY

Employees

+ New **— Delete** **↕ Sort** **🔍 Search** **👁 Show All**

First Name
Last Name
Title
Department
Employee ID
Email
Notes

Import Staff Picture

Personal **Position** **Benefits** **Reports** **Certifications** **Contacts** **Other**

Primary Contact Information

Emergency Contact
Emergency Numbers (Home)
 (Work)
 (Cell)
Relationship
Address

Secondary Contact Information

Emergency Contact
Emergency Numbers (Home)
 (Work)
 (Cell)
Relationship

Medical Information

Physician Name
Physician Number
Allergy
Special Conditions