

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

# ABRA SCREEN SHOTS

3 Sage Abra Suite				
<u>File Edit Actions Processes An</u>	alysis <u>R</u> eports R <u>u</u> les <u>D</u> et	ails <u>Q</u> uery <u>H</u> elp	Employ	yer Enterprise 🔹 😯
Employees	Add New Employee			😵 🖇
Tasks 🗇	New Employee	Job and Pav	Payroll Information	Payroll Processing
View/Edit Employee	i incw Employee	Job and Pay	Payroli Information	Payron Processing
Add New Employee				
Assign Leave of Absence				
Change Employee ID				
Change Job	First Name		Street 1	
Change Job and Pay				
Change Pay	Middle Name		Street 2	
Change Personal Status				
	Last Name		City	
Delete Employee Record	Social Security		State	▼ Zip
Rehire Employee			ototo	
Return from Leave of Absence	Employer Name	Battery Park City Authority -	County	
Terminate Employee				
Processes A	Employee ID	983622	Country	
Create OrgPlus File				
Import Calculations				
Mass Update				
Mass Update Pay Rate				
Update Benefits	-			Add Steps Cancel
C				
Employees				
Time Off				
Reports				
🛞 Setup				
System				
📷 👹 Office 🛛 Sage Abra Live Chat	Sage University			
Click OK to save this information				NUM 11:53:08 am



Employees		is hepotts thates becaus	Query <u>H</u> elp	Employer Enter	rprise
		Add New Employee	_ / _ /		· •
Tasks	~ ^				
View/Edit Employee		New Employee	Job and Pay	Payroll Information	Payroll Processing
Add New Employee					
Assign Leave of Absence					la
Change Employee ID		Hire Date	03/27/2015	Unit Pay Rate	0.00000 🖨
Change Job		Start Date	03/27/2015	Pay Period Salary	0.00 🚖
Change Job and Pay				Hours/Units	75.00000
Change Pay		Job Title	[None]		75.00000
Change Personal Status		Job Code	•	Pay Frequency	Biweekly
Cross Employer Transfer	=			Annual Pay	0.00 🖨
Delete Employee Record			$\geq$ $\times$		
Rehire Employee Return from Leave of Absence		Supervisor		Salaried/Hourly	•
Terminate Employee					
	*				
	^	Secondary Supervisor			
Create OrgPlus File Import Calculations					
Mass Update					
Mass Update Pay Rate					
Update Benefits					
Carran Dan Carra	-			Add	<u>S</u> teps <u>C</u> anc
Employees					
Linployees					
Time Off					
Reports					
🛞 Setup	_				
System					
	-				
🌀 👹 Office 🛛 Sage Abra Live Ch	iat Sa	ge University			
lick OK to save this information					NUN 44.50
					NUM 11:53:
					NUM   11:53
🖲 Sage Abra Suite					
	Ivsis Re	eports Rules Details Query H	Help	Employer Enterprise	
Sage Abra Suite Eile Edit Actions Processes Anal Eine Leuren	1			Employer Enterprise	
<u>F</u> ile <u>E</u> dit Act <u>i</u> ons <u>P</u> rocesses A <u>n</u> al Employees	Pers	eports Rules Details Query <u>H</u> onal Job and Pay Benefits		Employer Enterprise	
Eile Edit Actions Processes Anal Employees Tasks	Pers	ional Job and Pay Benefits	Time Off Safety Career Cu		
Eile Edit Actions Processes Anal Employees Tasks A View/Edit Employee	Pers	ional Job and Pay Benefits	Time Off Safety Career Cu	stom	
Eile Edit Actions Processes Anal Employees Tasks & Add New Employee	Pers	ional Job and Pay Benefits	Time Off Safety Career Cu	stom	
Eile Edit Actions Processes Anal Employeees Tasks View/Edit Employee Add New Employee Assign Leave of Absence	Pers	onal Job and Pay Benefits	Time Off Safety Career Cu	stom	
Elle Edit Actions Processes Anal Employees Tasks & View/Edit Employee Add New Employee Adage Change Employee ID	Pers	onal Job and Pay Benefits	Time Off Safety Career Cu	stom	
Elie         Edit         Actions         Processes         Agal           Employees         Image: Add New Employee         Image: Add New	Pers Demo	onal Job and Pay Benefits graphics HR Termination Leave Status for Aesign Leave of Absence Task	Time Off Safety Career Cu e of Events Employee Employee Emergen Notes Attachments Contact	y y	
Elle         Edit         Actions         Processes         Appa           Employees         Imployee	Pers Demo	onal Job and Pay Benefits graphics TR Termination Leave for Assign Leave of Absence Task ave Information	Time Off Safety Career Cu a Complete Employee Employee Emergen Notes Attachments Contact Complete Schee	stom	
Elle Edit Actions Processes Anal Employees Tasks & Add New Employee Add New Employee Change Employee ID Change Job Change Job and Pay Change Job	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career Cu e of Events Employee Employee Emergen Notes Attachments Contact Complete Sche Complete Sche	yy dule dule	
Ele         Edit         Actions         Processes         Apal           Employees         Imployee	Pers Demo	onal Job and Pay Benefits graphics TR Termination Leave for Assign Leave of Absence Task ave Information	Time Off Safety Career Cu a Complete Employee Employee Emergen Notes Attachments Contact Complete Schee	yy dule dule	
Elle Edit Actions Processes Anal Employees Tasks View/Edit Employee Add New Employee Add New Employee Change Employee ID Change Job Change Job Change Parsonal Status Cross Employer Transfer Edite Employee Record	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career Cu e of Events Employee Employee Emergen Notes Attachments Contact Complete Sche Complete Sche	stom	
Elle     Edit     Actions     Processes     Anal       Tasks     Imployee     Implo	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elie         Edit         Actions         Processes         Anal           Employees         Image: Complexity of the second	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal Employees Tasks Add New Employee Add New Employee Add New Employee ID Change Job Change Job Change Job Change Parsonal Status Cross Employee Transfer Delete Employee Record Rehine Employee Return from Leave of Absence Terminate Employee	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal Employees Tasks Add New Employee Add New Employee Add New Employee D Change Enployee ID Change Job Change Pay Change Personal Status Cross Employee Transfer Delete Employee Record Rehine Employee Return from Leave of Absence Terminate Employee	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle     Edit     Actions     Processes     Anal       Trans <ul> <li>Trans</li> <li>Transfer</li> <li>Transfe</li></ul>	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle     Edit     Actions     Processes     Anal       Trasks <ul> <li>Trasks</li> <l< td=""><td>Pers Demo</td><td>onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment</td><td>Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete</td><td>stom</td><td></td></l<></ul>	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
File     Edit     Actions     Processes     Anal       Tracks     Imployees     Imployee     Add New Employee       Add New Employee     Assign Leave of Absence     Change Iob       Change Job     Change Job     Change Pays       Change Personal Status     Cross Employee     Rehire Employee       Cross Employee Transfer     E       Delete Employee     Rehire Employee       Terminate Employee     Create OrgPlus File       Import Calculations     Mass Update	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal  Traks  Task  Task  Add New Employee  Add New Employee  Add New Employee  Add New Employee  Change Dab and Pay  Change Personal Status  Cross Employer Transfer  Delete Employee Record  Rehure Employee  Processes  Crease OrgPlus File Import Calculations  Mass Update Pay Rate	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal  Traks  Task  Task  Add New Employee  Add New Employee  Add New Employee  Add New Employee  Change Dab and Pay  Change Personal Status  Cross Employer Transfer  Delete Employee Record  Rehure Employee  Processes  Crease OrgPlus File Import Calculations  Mass Update Pay Rate	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Agaal Tasks  Tasks  Add New Employee Add New Employee Add New Employee Add New Employee Change boad Pay Change Personal Status Cross Employee Transfer Delete Employee Record Rehine Employee Return from Leave of Absence Terminate Employee Processes Create OrgPlus File Import Calculations Mass Update Pay Rate Update Benefits Create OrgPlus File	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Agaal Employees Tasks Tasks Add New Employee Add New Employee Add New Employee Change Sea of Absence Change Sea of Absence Change Sea of Absence Change Pay Change Personal Status Cross Employee Transfer Delete Employee Record Rehine Employee Processes Create OrgPlus File Import Calculations Mass Update Pay Rate Update Benefits	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Agaal Employees Tasks  Tasks  Add New Employee Add New Employee Add New Employee Change Job Change Job Change Job Change Job Change Pay Change Personal Status Cross Employee Tranfer Delete Employee Record Rehine Employee Processes Create OrgPlus File Import Calculations Mass Update Pay Rate Update Benefits Components Compo	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Ele Edit Actions Processes Anal Employees Tasks  View/Edit Employee Add New Employee Add New Employee D Change Employee ID Change Pay Change Pa	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal Tasks  View/Edit Employee Add New Employee Add New Employee Add New Employee Change Employee ID Change Job Change Pay Change Pay Cha	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle Edit Actions Processes Anal Employees Tasks Tasks View/Edit Employee Add New Employee Add New Employee Add New Employee Change Job Change Job Change Job and Pay Change Pay	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle     Edit     Actions     Processes     Anal       Tracks     Imployees     Imployee     Add New Employee       Add New Employee     Adagin Leave of Absence     Change Lob and Pay       Change Job     Change Job     Change Personal Status       Cross Employee Record     Rehire Employee     Employee       Processes     Create OrgPlus File     Import Calculations       Mass Update Benefits     Import Calculations     Imass Update Benefits       Import Calculations     Imass Update Benefits     Import Calculations	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle     Edit     Actions     Processes     Anal       Tasks     Imployees     Imployee     Add New Employee       Add New Employee     Assign Leave of Absence     Change Job       Change Job     Change Job     Change Pay       Change Personal Status     Cross Employee     Employee       Cross Employee     Imployee     Imployee       Return from Leave of Absence     Terminate Employee     Create OrgPlus File       Import Calculations     Mass Update Pay Rate     Update Benefits       Import Sector     Import Sector     Import Sector       Imae Off     Imports     Imports	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elle     Edit     Actions     Processes     Anal       Traks     Imployees     Imployee     Add New Employee       Add New Employee     Adasign Leave of Absence     Change Job       Change Job     Change Job     Change Job       Change Job     Change Personal Status     Cross Employee Record       Rehure Employee     Refuer from Leave of Absence     Employee       Processes     Create OrgPlus File     Import Calculations       Mass Update Benefits     Import Calculations     Import Calculations       Mass Update Benefits     Import Calculations     Import Calculations       Fendporees     Import Calculations     Import Calculations       Time Off     Import Calculations     Import Calculations	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	
Elite     Edit     Actions     Processes     Apal       Imployees     Imployee     Imployee       Fasks     Imployee     Imployee       View/Edit     Employee     Imployee       Add New     Employee     Imployee       Add New     Employee     Imployee       Add New     Employee     Imployee       Change Lob     Change Pay     Imployee       Change Pay     Absence     Imployee       Processes     Imployee     Imployee       Processes     Imployee     Imployee       Vicease     Imployee     Imployee       Import Calculations     Imployee     <	Pers Demo	onal Job and Pay Benefits agraphics HR Termination Leave for Assign Leave of Absence Task ave Information view Attendance Enrollment	Time Off Safety Career CU a Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete	stom	



🥮 Sage Abra Suite								x
<u>File Edit Actions Processes Ar</u>	na <u>l</u> y	iis <u>R</u> eports R <u>u</u> les <u>D</u> etails	<u>Q</u> uery <u>H</u> elp	Employ	er Enterprise	2	-	0
Employees		Leave of Absence for test test2 te	esting				0	×
Tasks 🏠	^		eave	FMLA Event				
View/Edit Employee		L	6076	FMLA Event				
Add New Employee								
Assign Leave of Absence		England Obtain		Research Date		-		
Change Employee ID		Employee Status	LOA 💌	Request Date	03/27/201	.5		
Change Job		Employee Type	Regular Full Time 💌	Start Date	03/27/201	5		
Change Job and Pay								
Change Pay		COBRA Coverage	No 💌	Scheduled Return	11			
Change Personal Status								
Cross Employer Transfer	Ε	Leave Type	FMLA-F	Actual Return	11			
Delete Employee Record		Leave Reason	FMLA Leave	Hours Away		0.00		
Rehire Employee				nouro (may		0.00		
Return from Leave of Absence								
Terminate Employee								
Processes A								
Create OrgPlus File								
Import Calculations		Stop Continue	Su	spend Accruals				
Mass Update								
Mass Update Pay Rate								
Update Benefits	-							
C								
Employees								
Time Off								
Reports								
🔅 Setup								
System	•							
📑 👹 Office Sage Abra Live Chat	s	age University						
		,				- NUMA	44.50.47	
						NUM	11:59:17	am:

3 Sage Abra Suite				×
	Analy	sis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp Employer Enterprise	+	0
Employees		Leave of Absence for test test2 testing	0	×
Tasks	~ ^	Leave FMLA Event		
View/Edit Employee		Leave		
Add New Employee				
Assign Leave of Absence		Reason		
Change Employee ID		Event Date 03/27/2015		
Change Job				
Change Job and Pay		Med. Certification / /		
Change Pay				
Change Personal Status		Med. Recertification / /		
Cross Employer Transfer	E	Person Name		
Delete Employee Record				
Rehire Employee		Relationship		
Return from Leave of Absence				
Terminate Employee	- 1	Notes		
	*			
Create OrgPlus File				
Import Calculations		Stop Continue Suspend Accruals		
Mass Update				
Mass Update Pay Rate				
Update Benefits	-			
Employees				
Time Off				
Reports				
🔅 Setup				
System				
	*			
🛛 📷 👹 Office 🛛 Sage Abra Live C	Chat S	age University		
			NUM 12:00:31	pm .



## **Suspend Accruals**

File Edit Actions Processes Analysis Reports Rules Details Query Help	Employer Enterprise 🗸 👔
Employees Steps for Assign Leave of Absence Task	Q 💥
Tasks     Image: Steps for Assign Leave of Absence Task       Tasks     Image: Steps for Assign Leave of Absence Task       View/Edit Employee     Image: Steps for Assign Leave of Absence Enrollment       Add New Employee     Review Attendance Enrollment       Add New Employee     Review Attendance Enrollment       Change Iob     Change Job       Change Job and Pay     Change Pay       Change Pay     Change Pay       Change Pay     E       Change Pay     Review Attendance Enrollment       Change Pay     Change Pay       Change Pay     Review Mathematication       Change Pay     E       Change Carbon C	tte Schedule
Mass Update Mass Update Pay Rate Update Benefits Consumble Consume Employees Time Off Setup System Office Sage Abra Live Chat Sage University	
	NUM 12:04:13 pm

# Change Employee ID

3 Sage Abra Suite					×
Eile Edit Actions Processes Ana	alysis <u>R</u> eports R <u>u</u> les	<u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise	e 🗸	0
Employees	Change ID			0	×
Tasks 🖈 🔿	Employee Name	test test2 testing			
Add New Employee Assign Leave of Absence	Employee ID	983622			
Change Employee ID Change Job	Employer	BPC			
Change Job and Pay Change Pay	New Employee ID	(Numeric Only)			
Change Personal Status Cross Employer Transfer Delete Employee Record Rehire Employee	=	QK <u>C</u> ancel			
Return from Leave of Absence Terminate Employee					
Processes  Create OrgPlus File Import Calculations Mass Update Mass Update Pay Rate Update Benefits ConsumProcessor	-				
Employees					
Time Off					
Reports	_				
کې Setup System					
👻 Office Sage Abra Live Chat	Sage University				
				NUM 12:05:21	pm _



# Change Job

🤏 Sage Abra Suite							х
<u>File Edit Actions Processes An</u>	alysis <u>R</u> eports R <u>u</u> les <u>D</u> eta	ails <u>Q</u> uery <u>H</u> elp		Emplo	yer Enterprise	-	0
Employees	Review Job Information - Batt	ery Park City Authority				0	×
Tasks 🕆	^						7
View/Edit Employee	Employee test test		SSN	159-99-9995			
Add New Employee	Status Active E	mployee 03/27/2015	ID Number	983622			
Assign Leave of Absence							
Change Employee ID	Job		Organizatio	n	Secondary Job		
Change Job							
Change Job and Pay	Job Title	[None]	-	Employee Statu	s Active	-	
Change Pay	Job Code		•	Employee Type	Regular Full Time		
Change Personal Status	L			Employee Type	Regular Full Time	•	
	EEO Class	Technicians		Salaried/Hourly		-	
Delete Employee Record							
Rehire Employee Return from Leave of Absence	Job Group	Managers		Salary Grade	M4 Manager III		
Terminate Employee							
Processes A	Exempt Status	Exempt					
				Job Start Date	03/27/2015		
Create OrgPlus File Import Calculations				JOD Start Date	05/27/2015		
Mass Update				Change Reason	None Specified	•	
Mass Update Pay Rate							
Update Benefits				Change Effectiv	e 03/27/2015		
Caman Day Grand Junio	*						
Employees		_					
	Sto <u>p</u> Conti <u>n</u> u	ie			OK <u>C</u> ancel	Apply	
Time Off							
Reports							
🔅 Setup							
System							
	*						
📑 👹 Office Sage Abra Live Chat	Sage University						
Sj (s:\data\hrsecjob.dbf)	Reco	rd: None Reco	rd Unlocked		NUM	12:05:58	pm

# Employee find screen for most options

Last Nar	ne										
First Na	me										
ID											
SSN											
				Transfordered		Cub				Records Fo	
More Op	tions 🛞	Active	<b>V</b>	] <u>T</u> erminated	✓ LOA	<b></b> Othe <u>r</u>				Necords Po	una.
	Name	11	D	SSN	Job Title		Employer	Supervisor	Status	Туре	S
		1		1				I Contraction of the second se			
Þ											



Appendix C – Current HR System Screen Shots Change jobs ("continue")

🥮 Sage Abra Suite		
<u>File Edit Actions Processes Anal</u>	s R <u>e</u> ports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise 🔹 😨
Employees	Personal Job and Pay Benefits Time Off Safety Caree	er Custom
Tasks \land 🔺		
View/Edit Employee		
Add New Employee	Demographics HR Termination Leave of Events Employee Employee I Status Absence Notes Attachments	
Assign Leave of Absence	Status Absence Hotes Attachments	Contacto
Change Employee ID		
Change Job	Demographics - Battery Park City Authority	Q 💥
Change Job and Pay	Employee test test2 testing SSN 159	9-99-9995
Change Pay		
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983	3622 Find First Previous Next Last
Cross Employer Transfer		
Delete Employee Record	Address and Phone P	Personal Photo
Rehire Employee		
Return from Leave of Absence	Street 1	Home ( ) -
Terminate Employee	Street 2	Business () -
Processes A	Street 2	Business () -
Create OrgPlus File	City	Extension
Import Calculations		
Mass Update	State NY V Zip 11423	Cellular ( ) -
Mass Update Pay Rate	County	Pager () -
Update Benefits		
C	Country	Fax () -
Employees		Email
Time Off		
Reports		
Setup		OK <u>Cancel</u> Apply
System		
· ·		
📷 🧱 Office Sage Abra Live Chat 🔅	ge University	
Click OK to save this information		NUM 12:06:25 pm



# Change job and Pay

🥮 Sage Abra Suite		
Eile Edit Actions Processes Analy	rsis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <b><u>H</u>elp</b>	Employer Enterprise -
Employees	Steps for Job Promotion Task	🔾 🕄
Tasks     Image: Constraint of the second seco	Pay and Performance Review Job Change Complete Sched	lule
Terminate Employee		
Processes  Create OrgPlus File Import Calculations Mass Update Mass Update Pay Rate Update Benefits Communication		
Employees		
Time Off Reports Setup System		
🦙 🗱 Office Sage Abra Live Chat S	age University	NUM 12:07:46 pm d

# Change pay

🥮 Sage Abra Suite									x
<u>File Edit</u> Actions Processes	s A <u>n</u> aly	vsis <u>R</u> eports R <u>u</u> les <u>D</u> etail	s <u>Q</u> uery <u>H</u> elp			Employer Enterp	rise	÷	0
Employees		Pay and Performance Review -	Battery Park City Authority					0	×
Tasks	~ ^	Employee test test2	testing		159-99-9995				
View/Edit Employee				SSN					
Add New Employee		Status Active Em	ployee 03/27/2015	ID Number	983622				
Assign Leave of Absence									_
Change Employee ID		Pay Change		Additional Rev	view Information	n	User Defined		
Change Job									
Change Job and Pay	_		lia	n.				Line II	
Change Pay		Unit Pay Rate	0.00000 🚔			Pay Change Amount	0.0	0 🚔	
Change Personal Status		Pay Period Salary	0.00000	n.		Period	Biweekly	•	
Cross Employer Transfer	E	r dy r chod Saldry	0.00000	1		1 chod	Diweekiy		
Delete Employee Record		Hours / Units	75.00000 🚔	1		Percent Change	0.0000	0 🚔	
Rehire Employee				1		-			
Return from Leave of Absence		Pay Frequency	Biweekly	1		Comparatio	0.00		
Terminate Employee				-					
Processes	~	Annual Pay	0.00 🚖			Shift	None Specified	-	
Create OrgPlus File				-		al 10 a 11		- 141	
Import Calculations		Bonus Amount	0.00			Shift Premium	0.0000	0 🚍	
Mass Update									
Mass Update Pay Rate									-
Update Benefits	-	Stop Continue				ОК	Cancel	Apply	
Computer Composition								<u>₩</u> РРіу	- 1
Employees									
Time Off									
Reports									
🛞 Setup									
System									
	+								
📑 👹 Office 🛛 Sage Abra Live	Chat S	age University							
Pe (s:\data\hrpersnl.dbf)		Record	: 494/496 Record l	Jnlocked			NUM	12:08:49	pm



Appendix C – Current HR System Screen Shots Additional review information

Sage Abra Suite									x
<u>File Edit Actions Processes</u> A	A <u>n</u> aly:	sis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>(</u>	Query <u>H</u>	elp		Employer Enterp	orise	+	0
Employees		Pay and Performance Review - Batte	ery Park Cit	ty Authority				0	×
Tasks 🏠	^ ۱				450.00.0005				
View/Edit Employee		Employee test test2 testi	-	SSN	159-99-9995				
Add New Employee		Status Active Employ	ee 03/27,	/2015 ID Number	983622				
Assign Leave of Absence									
Change Employee ID		Pay Change		Additional Rev	iew Information		User Defined		
Change Job									
Change Job and Pay	_								
Change Pay		Pay Effective	03/27/20	015		Change Effective	03/27/2015		
Change Personal Status		Pay Ellective	03/2//20	015		change chective	03/2//2013		
Cross Employer Transfer	=	Next Pay Review	11			Reason	New Hire	-	
Delete Employee Record									
Rehire Employee		Performance Review	11						
Return from Leave of Absence		Performance Review	//						
Terminate Employee	_	Rating	None Sp	ecified 💌					
Processes A	2			,					
Create OrgPlus File		Next Review	11						
Import Calculations									
Mass Update									
Mass Update Pay Rate									
Update Benefits	-	Stop Continue				OK	Cancel	Apply	
						<u> </u>			
Employees									
Time Off									
Reports									
🛞 Setup									
System									
	*								
📷 😹 Office 🛛 Sage Abra Live Cha	at S	age University							
Pe (s:\data\hrpersnl.dbf)		Record: 494	/496	Record Unlocked			NUM	12:09:35 (	pm <sub>i</sub>

## **User Defined**

🤲 Sage Abra Suite						x
<u>File Edit</u> Actions <u>P</u> rocesses	A <u>n</u> aly	rsis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp		Employer Enterprise	Ŧ	0
Employees		Pay and Performance Review - Battery Park City Author	ority		0	×
Tasks	^ ^					
View/Edit Employee		Employee test test2 testing	SSN 159-99-9995			
Add New Employee		Status Active Employee 03/27/2015	ID Number 983622			
Assign Leave of Absence						
Change Employee ID		Pay Change	Additional Review Information	User Defined		
Change Job						
Change Job and Pay						
Change Pay						
Change Personal Status						
Cross Employer Transfer	Ξ	User Defined				
Delete Employee Record		User Defined				
Rehire Employee		User Defined				
Return from Leave of Absence		User Defined	0.00			
Terminate Employee						
Processes	*	User Defined	0.00			
Create OrgPlus File						
Import Calculations						
Mass Update						
Mass Update Pay Rate						-
Update Benefits	-					-
C	•	Stop Continue		<u>O</u> K <u>C</u> ancel	<u>A</u> pply	
Employees						
Time Off						
Reports						
🔅 Setup						
System						
	*					
🌀 👹 Office 🛛 Sage Abra Live C	hat S	age University				
Pe (s:\data\hrpersnl.dbf)		Record: 494/496 Re	ecord Unlocked	NUM	12:10:05 p	pm



# **Continue option**

🦀 Sage Abra Suite		
<u>File Edit Actions Processes Analy</u>	rsis R <u>e</u> ports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise 🔹 😮
Employees	Personal Job and Pay Benefits Time Off Safety Career Custom	
Tasks \land 🔺		
View/Edit Employee		
Add New Employee	Demographics HR Termination Leave of Events Employee Employee Emergency	
Assign Leave of Absence	Status Absence Notes Attachments Contacts	
Change Employee ID		
Change Job	Demographics - Battery Park City Authority	👔 👔
Change Job and Pay		100-100 B
Change Pay	Employee test test2 testing SSN 159-99-9995	
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983622	Find First Previous Next Last
Cross Employer Transfer		
Delete Employee Record	Address and Phone Personal	Photo
Rehire Employee		
Return from Leave of Absence	Street 1 Home	( ) -
Terminate Employee		
Processes A	Street 2 Busine	ess () -
Create OrgPlus File	City Extens	sion
Import Calculations		
Mass Update	State NY V Zip 11423 Cellula	ar () -
Mass Update Pay Rate	County Pager	() -
Update Benefits		
CompuBau Cure	Country Fax	( ) -
Employees	Email	
Time Off	Linai	
Time Off		
Reports		
🔅 Setup		<u>QK</u> <u>Cancel</u> <u>Apply</u>
System		
· ·		
📷 👹 Office Sage Abra Live Chat S	age University	
Click OK to save this information		NUM 12:10:23 pm

# Personal option

🥮 Sage Abra Suite				
<u>File Edit Actions Processes Analy</u>	sis R <u>e</u> ports R <u>u</u> les <u>D</u> etails <u>Q</u> uery !	Help	Employer Enterprise	e 🔹 😧
Employees	Personal Job and Pay Benefits	s Time Off Safety Career Custom		
Tasks 🏠 🔺	🙈 🗁 🔍 🛅			
View/Edit Employee		ş 🖷 🗹 💾 🖊		
Add New Employee	Demographics HR Termination Leav Status Abse	e of Events Employee Employee Emergency ence Notes Attachments Contacts		
Assign Leave of Absence	Status Abse	ence Notes Attachments Contacts		
Change Employee ID				
Change Job	Demographics - Battery Park City Authority			0 🔀
Change Job and Pay			5ccs/32	~
Change Pay	Employee test test2 testing	SSN 159-99-9995	۹ 🔍	
Change Personal Status	Status Active Employee 03/2	27/2015 ID Number 983622	Find First	Previous Next Last
Cross Employer Transfer				
Delete Employee Record	Address and Phone	Personal		Photo
Rehire Employee				
Return from Leave of Absence				
Terminate Employee	First test		Birth Date / /	/ Age
Processes A	Middle test2		Marital Status	
Create OrgPlus File	Middle test2		Marital Status	-
Import Calculations	Last testing		Ethnic Origin	•
Mass Update			_	
Mass Update Pay Rate	Nickname test		Gender 💿 I	Male 🔘 Female
Update Benefits	Salutation			
C	Salutation		Disability 🔘 I	No 🔘 Yes
Employees	SSN 159-99-9995		Smoker 💿 I	No 🔘 Yes
Time Off				
Reports				
Setup			<u>о</u> к	<u>Cancel</u> <u>Apply</u>
System				
·				
🛐 🧱 Office Sage Abra Live Chat S	age University			
Pe (s:\data\hrpersnl.dbf)	Record: 494/496	Record Unlocked		NUM 12:10:57 pm



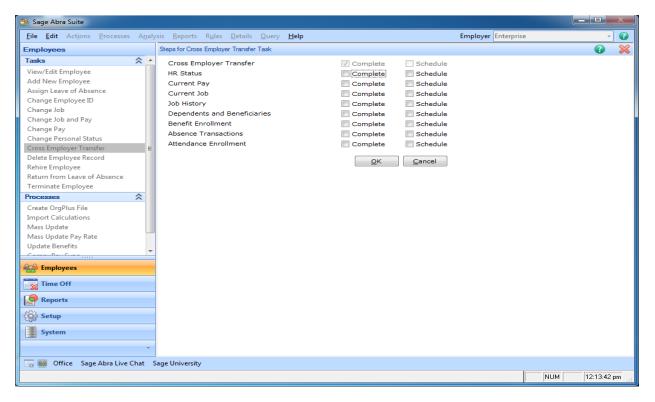
## Photo

🤐 Sage Abra Suite				
Eile Edit Actions Processes Anal	ysis R <u>e</u> ports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer	Enterprise	- 0
Employees	Personal Job and Pay Benefits Time Off Safety Career Custom			
Tasks 🔗 🔺				
View/Edit Employee				
Add New Employee	Demographics HR Termination Leave of Events Employee Employee Emergency Status Absence Notes Attachments Contacts			
Assign Leave of Absence	Status Absence Notes Attachments Contacts			
Change Employee ID				
Change Job	Demographics - Battery Park City Authority			3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Change Job and Pay		1000		
Change Pay	Employee test test2 testing SSN 159-99-9995		I4 4	
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983622	Find	First Previous N	ext Last
Cross Employer Transfer				
Delete Employee Record	Address and Phone Personal		Photo	
Rehire Employee				
Return from Leave of Absence				
Terminate Employee				
Processes <				
Create OrgPlus File				
Import Calculations		Select		
Mass Update		Select		
Mass Update Pay Rate		<u>R</u> emove		
Update Benefits				
C				
Employees				
Time Off				
Reports				
Setup			<u>O</u> K <u>C</u> ancel	Apply
System				
📷 👹 Office 🛛 Sage Abra Live Chat	age University			
Pe (s:\data\hrpersnl.dbf)	Record: 494/496 Record Unlocked		NUM	12:11:36 pm

🤲 Sage Abra Suite			
<u>File Edit Actions Processes Anal</u>	ysis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <b><u>H</u>elp</b>	Employer Enterpris	e 🔹 😨
Employees	Which plans do you want to suspend during test test2 testing's leave?		×
Tasks 🔗 🔺	Available	Selected	
View/Edit Employee	×		
Add New Employee	QK		
Assign Leave of Absence			
Change Employee ID	Cancel		
Change Job			
Change Job and Pay	Select >		
Change Pay	Select >	J	
Change Personal Status	Select All >>		
Cross Employer Transfer			
Delete Employee Record	< <u>R</u> emove		
Rehire Employee			
Return from Leave of Absence	<< Remove All	J	
Terminate Employee	~	÷	
Processes A			
Create OrgPlus File			
Import Calculations			
Mass Update	1		
Mass Update Pay Rate			
Update Benefits			
Employees			
Time Off			
Reports			
Setup			
System			
·			
📷 🗱 Office 🛛 Sage Abra Live Chat	Sage University		
			NUM 12:02:09 pm



🥮 Sage Abra Suite									
<u>File Edit Actions Processes Ar</u>	alysis <u>R</u> eports	R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u>	<u>H</u> elp			Employer Enterpris	e	Ψ.	0
Employees	Steps for Char	ge Personal Status Task						•	×
Employees         Tasks          Tasks          Tasks          View/Edit Employee          Add New Employee          Change Job          Change Job          Change Pay          Change Pay          Change Personal Status          Cross Employee Record       Rehire Employee         Return from Leave of Absence          Terminate Employee          Create OrgPlus File          Import Calculations          Mass Update          Time Off          Setup          System	Marital St Depender	ge Personal Status Task atus/Address Change its and Beneficiaries enefit Selection		Complete Complete Complete	Schedule Schedule Schedule			ę	*
	-								
📷 👹 Office Sage Abra Live Chat	Sage University						I		
							NUM	12:13:15	pm <sub>i</sub>

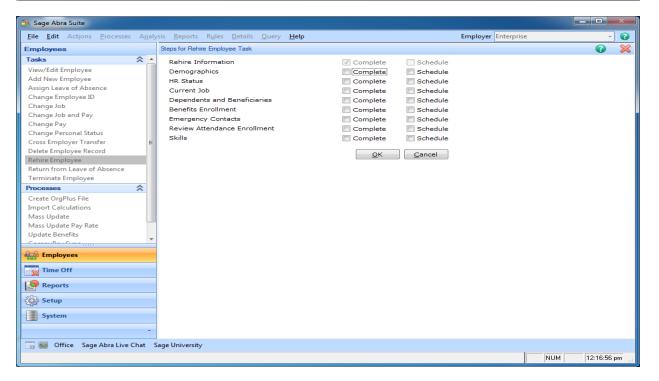




1

Appendix C – Current HR System Screen Sho	ppendix C –	Current HR	System	Screen	Shot
---	-------------	------------	--------	--------	------

3 Sage Abra Suite							<u> </u>
<u>File Edit Actions Processes Anal</u>	ysis <u>R</u> eports R <u>u</u> le	s <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Emp	loyer Enterpri	se	÷	0
Employees	Delete Employee Red	cord				•	×
Tasks 🔗 🔺							
View/Edit Employee	First Name	test					
Add New Employee	Middle Name	test2					
Assign Leave of Absence							
Change Employee ID	Last Name	testing					
Change Job	Employer	BPC					
Change Job and Pay Change Pay		BPC					
Change Pay Change Personal Status	ID	983622					
Cross Employer Transfer							
Delete Employee Record	Status	Active					
Rehire Employee	As of	03/27/2015					
Return from Leave of Absence	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	03/2//2013					
Terminate Employee							
Processes A		OK <u>C</u> ancel					
Create OrgPlus File							
Import Calculations							
Mass Update							
Mass Update Pay Rate							
Update Benefits							
Company Barry Surger , , , , , , , , , , , , , , , , , , ,							
Employees							
Time Off							
Reports							
Setup							
System							
*							
📷 👹 Office 🛛 Sage Abra Live Chat	Sage University						
Click OK to save this information					NUM	12:14:47	pm <sub>i</sub>





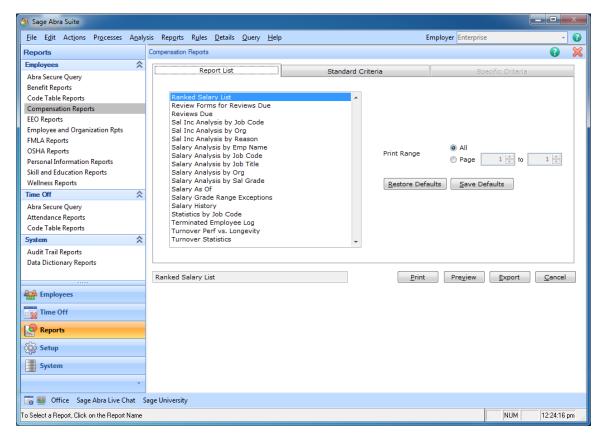
3 Sage Abra Suite				
<u>Eile Edit Actions Processes Anal</u>	ysis R <u>e</u> ports R <u>u</u> les	<u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise	- 0
Employees	Employee Find			2 X
Tasks 🏠 🔺	Last Name			
View/Edit Employee	Last Hamo	1		
Add New Employee	First Name			
Assign Leave of Absence	ID			
Change Employee ID				
Change Job	SSN			
Change Job and Pay				
Change Pay	Status	Employees on Leave of Absence		Records Found: 0
Change Personal Status	More Options 📀			
Cross Employer Transfer	Name	ID SSN Job Title	Employer Supervisor Status	Type Salarie
Delete Employee Record				
Rehire Employee				
Return from Leave of Absence				
Terminate Employee				
Processes <				
Create OrgPlus File				
Import Calculations				
Mass Update				
Mass Update Pay Rate		Wanamaker, Doreen		
Update Benefits				
Campan Dan Compa ,,,,,,				
Employees				
Time Off				
Reports				
🛞 Setup				
System	•	m		4
·			<u> </u>	K <u>C</u> ancel
🔚 🚟 Office Sage Abra Live Chat 🗄	Sage University			
Click OK to save this information			NU	M 12:17:47 pm

3 Sage Abra Suite				
<u>File Edit Actions Processes Analy</u>	ysis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp		Employer Enterprise	- 😯
Employees	Steps for Terminate Employee Task			2 X
Tasks 🔿 🔺	Exit Interview	Complete Schedule		
View/Edit Employee	Review Benefits	Complete Schedule		
Add New Employee				
Assign Leave of Absence		OK Cancel		
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 A				
Create OrgPlus File				
Import Calculations				
Mass Update				
Mass Update Pay Rate				
Update Benefits				
Caman Ban Suna				
Employees				
Time Off				
Reports				
Setup				
System				
· ·				
🔚 👹 Office Sage Abra Live Chat 🖇	Sage University			
			Γ	NUM 12:18:32 pm



### REPORTS

🥮 Sage Abra Suite			
<u>File Edit Actions Processes Analy</u>	rsis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	E	mployer Enterprise 🗸 👔
Reports	Benefit Reports		😮 💥
Employees	Report List	Standard Criteria	Specific Criteria
Abra Secure Query			
Benefit Reports Code Table Reports	Benefit Coverage by Employee	<b>A</b>	
Compensation Reports EEO Reports Employee and Organization Rpts FMLA Reports OSHA Reports OSHA Reports Skill and Education Reports Skill and Education Reports Wellness Reports Time Off $\raimedef{eq:construction}$ Abra Secure Query Attendance Reports	Benefit Enrollment by Plan Benefit Letter Benefit Premium Totals by Plan COBRA Billing Statement COBRA Mailing Labels COBRA Motification Letter COBRA Recipient Report Census Report Certificate of Coverage Employee Benefit Changes Insurance Coverage Detail	Print Range <u>R</u> estore Defa	All     Page 1 + to 1 + 1     Save Defaults
Code Table Reports System Audit Trail Reports Data Dictionary Reports		Ŧ	
Data Dictionary Reports	Benefit Coverage by Employee	Print	Preview Export Cancel
		<u> </u>	
Employees			
Time Off			
Reports			
😳 Setup			
System -			
📷 🧱 Office Sage Abra Live Chat S	Sage University		
To Select a Report, Click on the Report Name			NUM 12:23:45 pm





🥮 Sage Abra Suite			
<u>File Edit Actions Processes Anal</u>	/sis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	E	mployer Enterprise 🔹 😨
Reports	EEO Reports		0 💥
Employees A	Report List	Standard Criteria	Specific Criteria
Abra Secure Query	A		
Benefit Reports Code Table Reports	EEO Job Group Age Analysis	<b>*</b>	
Compensation Reports	EEO Job Group Headcount		
EEO Reports	EEO New-Hire Headcount Detail EEO New-Hire Headcount Summary		
Employee and Organization Rpts	EEO Termination Detail		
FMLA Reports OSHA Reports	EEO Termination Summary EEO-1 Headcount Detail		All
Personal Information Reports	EEO-1 Headcount Summary EEO-4 Headcount Detail	Print Range	Page 1 to 1 t
Skill and Education Reports	EEO-4 Headcount Summary		
Wellness Reports	I-9 Citizenship Verification Promotions	<u>R</u> estore Defa	ults Save Defaults
Time Off A	Veterans Employment		
Abra Secure Query	Vets 100 Detail List Vets 100 Summary List		
Attendance Reports Code Table Reports	Vets 100A Detail List		
System	Vets 100A Summary List	_	
Audit Trail Reports		•	
Data Dictionary Reports			
	EEO Job Group Age Analysis	Print	Preview <u>Export</u> <u>Cancel</u>
Employees			
Employees			
Time Off			
Reports			
🔅 Setup			
System			
*			
📷 🚟 Office 🛛 Sage Abra Live Chat	Sage University		
To Select a Report, Click on the Report Name			NUM 12:24:35 pm

3 Sage Abra Suite					×
<u>File Edit Actions Processes Ar</u>	<u>n</u> aly:	sis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> el	lp Employer Enterprise		• 0
Reports		EEO Reports		0	×
Employees	\$	Report List	Standard Criteria Specific Crite	rin.	
Abra Secure Query		Report List	Specific Cite	110	
Benefit Reports					
Code Table Reports					
Compensation Reports EEO Reports		Employer BPC			
Employee and Organization Rpts		Department	Employee 🔎 😝 🛃		
FMLA Reports					
OSHA Reports		Location			
Personal Information Reports Skill and Education Reports		[None]	T		
Wellness Reports			Custom Criteria		
	\$	[None]	T	•	
Abra Secure Query		[None]	V		
Attendance Reports			Exempt		
Code Table Reports				•	
System	\$				
Audit Trail Reports					
Data Dictionary Reports					
		EEO Job Group Age Analysis	Print Preview Export	<u>C</u> ance	:
Employees					
Time Off					
Reports					
🔅 Setup					
System					
	*				
📷 👹 Office 🛛 Sage Abra Live Chat	S	age University			
			NUM	12:29:2	5 pm



🥮 Sage Abra Suite			
File Edit Actions Processes Ana	lysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise	- 0
Reports	EEO Reports		2 ×
Employees 2		· · · · · · · · · · · · · · · · · · ·	• •
Abra Secure Query	Report List	Standard Criteria Specific Crite	eria
Benefit Reports			
Code Table Reports		As of 10/31/2004	
Compensation Reports EEO Reports			
Employee and Organization Rpts	1		
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	1		
Data Dictionary Reports			
	EEO Job Group Age Analysis	Print Preview Expor	t <u>C</u> ancel
0-0			
Employees	-		
Time Off			
Reports			
🛞 Setup			
System			
•			
📷 📓 Office 🛛 Sage Abra Live Chat	Sage University		
Rrg (s:\data\syreport.dbf)	Record: 89/175 Record Uni	ocked NUM	12:29:37 pm
Rrg (s:\data\syreport.dbf)	Record: 89/175 Record Uni	ocked NUM	1 12:29:37 pm
	Record: 89/175 Record Uni	Docked NUM	
Rrg (s:\data\syreport.dbf) Sage Abra Suite	Record: 89/175 Record Uni	Docked NUM	1 12:29:37 pm
🥦 Sage Abra Suite	Record: 89/175 Record Uni ysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Docked NUM	· · ·
🥦 Sage Abra Suite			
🧐 Sage Abra Suite Eile Edit Actions Processes Ana	ysis Reports Rules Details Query Help Employee and Organization Rpts	Employer Enterprise	
) Sage Abra Suite Eile Edit Actions Processes Ana Reports	ysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp Employee and Organization Rpts		
<ul> <li>Sage Abra Suite</li> <li>Eile Edit Actions Processes Ana</li> <li>Reports</li> <li>Employees</li> <li>Abra Secure Query</li> <li>Benefit Reports</li> </ul>	ysis Reports Rules Details Query Help Employee and Organization Rpts	Employer Enterprise	
Sage Abra Suite     Eile Edit Actions Processes Ana     Reports     Employees     Abra Secure Query     Benefit Reports     Code Table Reports	ysis Rep <u>orts Rules Details Query H</u> elp Employee and Organization Rpts Report List	Employer Enterprise	
Sage Abra Suite File Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log	Employer Enterprise	
Sage Abra Suite Eile Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports EEO Reports EEO Reports	ysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Query Help</u> Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report	Employer Enterprise	
Sage Abra Suite File Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List	Employer Enterprise Standard Criteria Specific Criter	
Sage Abra Suite         Eile Edit Actions Processes Ana         Reports         Employees         Abra Secure Query         Benefit Reports         Code Table Reports         Compensation Reports         EEO Reports         EEO Reports         Employee and Organization Rpts	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity	Employer Enterprise Standard Criteria Print Rance   All	ria
Sage Abra Suite File Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports EED Reports EED Reports EFMLA Reports FMLA Reports OSHA Reports Personal Information Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List	Employer Enterprise Standard Criteria Print Range All	
Sage Abra Suite         Eile Edit Actions Processes Ana         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	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite         Eile Edit Actions Processes Ana         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	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Print Rance   All	ria
Sage Abra Suite Eile Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Code Table Reports Code Table Reports Compensation Reports EEO Reports EMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Wellness Reports Time Off	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite Eile Egit Actions Processes Apa Reports Employees Abra Secure Query Benefit Reports Code Table Reports Code Table Reports EEO Reports EEO Reports EEO Reports EMLA Reports OSHA Reports OSHA Reports Personal Information Reports Skill and Education Reports Skill and Education Reports Skill and Education Reports Time Off Abra Secure Query	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite Eile Edit Actions Processes Ana Reports Employees Abra Secure Query Benefit Reports Code Table Reports Code Table Reports Code Table Reports Compensation Reports EEO Reports EMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Wellness Reports Time Off	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite         Eile Edit Actions Processes Ana         Reports         Employees         Abra Secure Query         Benefit Reports         Code Table Reports         Compensation Reports         Employee and Organization Rpts         FMLA Reports         OSHA Reports         OSHA Reports         Skill and Education Reports         Skill and Education Reports         Skill and Education Reports         Mense Reports         Time Off         Abra Secure Query         Abra Reports         Code Table Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite  File Edit Actions Processes Apa  Reports  Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports EED Reports Employee and Organization Rpts FMLA Reports OSHA Reports OSHA Reports Veilness Reports Skill and Education Reports Skill and Education Reports Skill and Education Reports Skill and Education Reports Time Off Abra Secure Query Attendance Reports Code Table Reports Code Table Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite         Eile Edit Actions Processes Ana         Reports         Employees         Abra Secure Query         Benefit Reports         Code Table Reports         Compensation Reports         Employee and Organization Rpts         FMLA Reports         OSHA Reports         OSHA Reports         Versonal Information Reports         Skill and Education Reports         Wellness Reports         Time Off         Abra Secure Query         Attendance Reports         Code Table Reports         Scode Table Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	ria
Sage Abra Suite Eile Egit Actions Processes Age Reports Employees Abra Secure Query Benefit Reports Code Table Reports Compensation Reports EEO Reports EEO Reports FMLA Reports OSHA Reports OSHA Reports OSHA Reports OSHA Reports Time Off Abra Secure Query Attendance Reports System Xudit Trail Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t	• 1 * • • • •
Sage Abra Suite         File Edit Actions Processes Apa         Reports         Employees         Abra Secure Query         Benefit Reports         Code Table Reports         Compensation Reports         Employee and Organization Rpts         FMLA Reports         OSHA Reports         OSHA Reports         Vellness Reports         Time Off         Abra Secure Query         Abra Secure Query         Abra Reports         Cotal Table Reports         Skill and Education Reports         Skill and Education Reports         Skill and Education Reports         Skill and Education Reports         System         Audit Trail Reports         Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite Eile Egit Actions Processes Apa Reports Employees Abra Secure Query Benefit Reports Code Table Reports Code Table Reports EEO Reports EEO Reports EMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Skill and Education Reports Skill and Education Reports Time Off Abra Secure Query Attendance Reports System System Audit Trail Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite         File Edit Actions Processes Apa         Reports         Employees         Abra Secure Query         Benefit Reports         Code Table Reports         Compensation Reports         Employee and Organization Rpts         FMLA Reports         OSHA Reports         OSHA Reports         Vellness Reports         Time Off         Abra Secure Query         Abra Secure Query         Abra Reports         Cotal Table Reports         Skill and Education Reports         Skill and Education Reports         Skill and Education Reports         Skill and Education Reports         System         Audit Trail Reports         Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite Eile Egit Actions Processes Apa Reports Employees Abra Secure Query Benefit Reports Code Table Reports Code Table Reports EEO Reports EEO Reports EMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Skill and Education Reports Skill and Education Reports Time Off Abra Secure Query Attendance Reports System System Audit Trail Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite  Elle Egit Actions Processes Age  Reports  Employees Code Table Reports Code Table Reports Compensation Reports EEO Reports EEO Reports PMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Skill and Education Reports Time Off Code Table Reports System Code Table Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite  File Edit Actions Processes Apa  Reports  Employees  Abra Secure Query Benefit Reports Compensation Reports Compensation Reports Employee and Organization Rpts FMLA Reports OSHA Reports OSHA Reports OSHA Reports Vellness Reports Time Off  Abra Secure Query Attendance Reports Code Table Reports System Audit Trail Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	•     •       •     •       •     •       •     •       •     •       •     •
Sage Abra Suite  Elle Egit Actions Processes Age  Reports  Employees Code Table Reports Code Table Reports Compensation Reports EEO Reports EEO Reports PMLA Reports OSHA Reports OSHA Reports OSHA Reports Skill and Education Reports Skill and Education Reports Time Off Code Table Reports System Code Table Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite  File Edit Actions Processes Apa  Reports  Employees  Abra Secure Query Benefit Reports Compensation Reports Compensation Reports Employee and Organization Rpts FMLA Reports OSHA Reports OSHA Reports OSHA Reports Vellness Reports Time Off  Abra Secure Query Attendance Reports Code Table Reports System Audit Trail Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts Report List Anniversary List Event Report New Hire Log Organizational Report Recruiter Activity Service List Source-of-Hire Activity Telephone Directory Union Report	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •
Sage Abra Suite  File Edit Actions Processes Apa  Reports  Employees  Abra Secure Query Benefit Reports Compensation Reports Compensation Reports Employee and Organization Rpts FMLA Reports OSHA Reports OSHA Reports OSHA Reports Vellness Reports Time Off  Abra Secure Query Attendance Reports Code Table Reports System Audit Trail Reports Data Dictionary Reports	ysis Reports Rules Details Query Help Employee and Organization Rpts          Anniversary List         Event Report         New Hire Log         Organizational Report         Recruiter Activity         Service List         Source-of-Hire Activity         Telephone Directory         Union Report         Anniversary List	Employer Enterprise Standard Criteria Specific Criter Print Range @ All @ Page 1 _ t Restore Defaults Save Defaults	• • • • • • • • • • • • • • • • • • •



Appendix C – Current HR Sys	stem Screen Shots
-----------------------------	-------------------

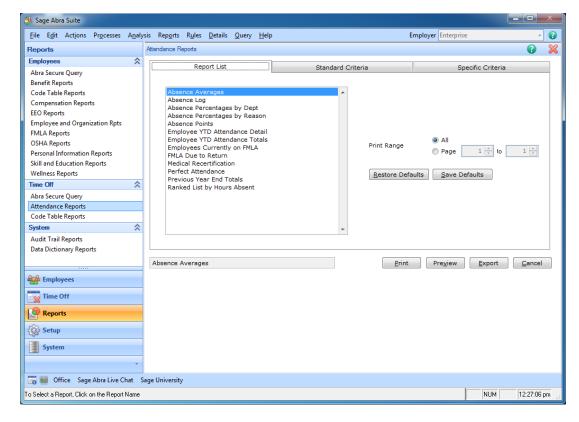
🧏 Sage Abra Suite					×
<u>F</u> ile E <u>d</u> it Act <u>i</u> ons Pr <u>o</u> cesses A	A <u>n</u> alysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Em	nployer Enterprise	×	0
Reports	FMLA Reports			0	×
Employees Abra Secure Query	Report List	Standard Criteria	Specific Criteria		
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	Employees Currently on FMLA FMLA Due to Return Medical Recertification	Print Range	All     Page 1 to     Save Defaults	1 🔺	
Abra Secure Query Attendance Reports Code Table Reports System	*				
Audit Trail Reports Data Dictionary Reports		•			
Employees	Employees Currently on FMLA	Print	Pre <u>v</u> iew <u>E</u> xport	Cancel	
Time Off					
Setup					
System	*				
🛐 👹 Office Sage Abra Live Cha	it Sage University				
To Select a Report, Click on the Report Na	ame		NUM	12:25:29 pr	n
38. Sage Abra Suite					1
	nalysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employ	ver Enterprise	- 0	

<u>File Edit Actions Processes Anal</u>	ysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	E	Employer Enterprise -
Reports	Personal Information Reports		Q 💥
Employees 🔿			
Abra Secure Query	Report List	Standard Criteria	Specific Criteria
Benefit Reports			
Code Table Reports	Age List	×	
Compensation Reports	Birthday List Employee Attachments		
EEO Reports	Employee Count		
Employee and Organization Rpts	Employee List		
FMLA Reports	Employee Notes Employee Profile		All
OSHA Reports	Home Mailing Labels	Print Range	
Personal Information Reports	Work Phone List		Page 1 📩 to 1 📩
Skill and Education Reports			
Wellness Reports		Restore Defa	aults Save Defaults
Time Off			
Abra Secure Query			
Attendance Reports			
Code Table Reports			
System 🔿		-	
Audit Trail Reports			
Data Dictionary Reports			
	Age List	Print	Pre <u>v</u> iew <u>Export</u> <u>Cancel</u>
Employees	_		
Time Off			
Reports			
Setup			
System			
🛐 👹 Office 🛛 Sage Abra Live Chat	age University		
To Select a Report, Click on the Report Name			NUM 12:26:00 pm



Appendix C – Current HR Syste	em Screen Shots
-------------------------------	-----------------

🦀 Sage Abra Suite					х
<u>File Edit Actions Processes Ana</u>	lysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	E	mployer Enterprise	*	0
Reports	Skill and Education Reports			0	×
	Skill and Education Reports	Standard Criteria  Print Range Restore Defa	Specific Criteria     Specific Criteria     All     Page 1 to	1 Å	
System					
😽 👹 Office 🛛 Sage Abra Live Chat	Sage University				
To Select a Report, Click on the Report Name			NUM	12:26:43	pm <sub>lai</sub>





Appendix C – Current HR Syst	tem Screen Shots
------------------------------	------------------

🤲 Sage Abra Suite			
<u>File Edit Actions Processes Anal</u>	ysis Rep <u>o</u> rts R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	)	Employer Enterprise 🗸 😮
Reports	Attendance Reports		2 S
Employees 🔿	Report List	Standard Criteria	Specific Criteria
Abra Secure Query	Report List	Standard Chiefia	Specific Criteria
Benefit Reports			
Code Table Reports			
Compensation Reports EEO Reports	Employer BPC		Active LOA Terminated
Employee and Organization Rpts	Department Finance		Employee 🔎 🏟 😰
FMLA Reports OSHA Reports	Location		
Personal Information Reports			
Skill and Education Reports	[None]	<b>.</b>	Custom Criteria
Wellness Reports	[None]	<b>_</b>	
Time Off 🔗			
Abra Secure Query	[None]	<b>*</b>	Exempt
Attendance Reports Code Table Reports	Changed Since / /		▼
System A			
Audit Trail Reports			
Data Dictionary Reports			
	Absence Averages		Print Preview Export Cancel
	Absence Averages		
Employees			
Time Off			
Reports			
🛞 Setup			
System			
•			
📷 🧱 Office Sage Abra Live Chat 🗧	Sage University		
			NUM 12:27:38 pm

Sage Abra Suite													
<u>File Edit Actions Processes A</u>	A <u>n</u> aly:	sis Rep <u>o</u> rts	R <u>u</u> les	<u>D</u> etails	<u>Q</u> uery	<u>H</u> elp			Empl	oyer Enterprise		<b>*</b>	0
Reports		Attendance R	eports									0	×
Employees	\$			ort List			~	ndard Criteria		Sec	cific Criteria		
Abra Secure Query			Керс	ort List			Star	idard Criteria	a	эре	cinc Criteria		
Benefit Reports					Reason	Code			Date Range				
Code Table Reports					🔽 All R	eason	Codes		Start of Absence	11/01/2002			
Compensation Reports													
EEO Reports								-	End of Absence	04/30/2003			
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													
		Absence A	Averages	5					Print	Preview	Export	Cancel	
													_
Employees													
Time Off													
Reports													
Setup													
System	_												
Jystem													
	*												
📷 👹 Office 🛛 Sage Abra Live Cha	at S	age University	/										
Rrg (s:\data\syreport.dbf)				Record: 7	76/175	F	ecord Unlocked				NUM	12:27:51	pm <sub>ad</sub>



### **Top buttons**

🥮 Sage Abra Suite			
<u>File Edit Actions Processes Analys</u>	uiliboura uilitea Raceià Treib	ver Enterprise	- 0
Employees	Personal Job and Pay Benefits Time Off Safety Career Custom		
Tasks 🔿 🔺			
View/Edit Employee			
Add New Employee	Demographics HR Termination Leave of Events Employee Emergency Status Absence Notes Attachments Contacts		
Assign Leave of Absence	Status Absence Notes Attachments Contacts		
Change Employee ID			
Change Job	emographics - Battery Park City Authority		2 ×
Change Job and Pay			
Change Pay	Employee test test2 testing SSN 159-99-9995		
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983622 Find	d First Previous N	lext Last
Cross Employer Transfer 🛛 🗧			
Delete Employee Record	Address and Phone Personal	Photo	
Rehire Employee			
Return from Leave of Absence	Street 1 Home	( ) -	
Terminate Employee	Street 2 Business	() -	
Processes 🔇	Street 2 Dusiness	() -	
Create OrgPlus File	City Extension		
Import Calculations	State NY Zip 11423 Cellular		
Mass Update	State NY Zip 11423 Cellular (	( ) -	
Mass Update Pay Rate	County Pager	() -	
Update Benefits			
	Country Fax	( ) -	
Employees	Email		
Time Off			
Reports			
🔅 Setup		<u>O</u> K <u>C</u> ancel	Apply
System			
· ·			
📆 🧱 Office Sage Abra Live Chat Sa	ge University		
Pe (s:\data\hrpersnl.dbf)	Record: 494/496 Record Unlocked	NUM	2:04:49 pm

# Demographics

🤲 Sage Abra Suite									
<u>File Edit Actions Processes Analy</u>	/sis R <u>e</u> ports R <u>u</u>	les <u>D</u> etails <u>Q</u> uery <u>H</u> elp			Employe	r Enterpri	ise		- 0
Employees	Personal Jo	ob and Pay Benefits Time Off	Safety	Career Custom					
Tasks \land 🔺			<b></b>						
View/Edit Employee		🔜 🦚 🛒 E							
Add New Employee	Demographics	HR Termination Leave of Events Em Status Absence I		yee Emergency nents Contacts					
Assign Leave of Absence	3	Absence i	votes Attachin	ients contacts					
Change Employee ID	<u> </u>								
Change Job	Demographics - Bat	ttery Park City Authority							<b>2</b> X
Change Job and Pay	- ·			450.00.0005	~				
Change Pay		test test2 testing	SSN	159-99-9995	2	14	4		
Change Personal Status	Status	Active Employee 03/27/2015	ID Number	983622	Find	First	Previous	Next	Last
Cross Employer Transfer 🛛 🗉									
Delete Employee Record		Address and Phone		Personal			Phot	0	
Rehire Employee									
Return from Leave of Absence	Street 1			Home	(	) -			
Terminate Employee	Street 2			During	- (			_	
Processes 🕆	Street 2			Busines	s (	) -			
Create OrgPlus File	City			Extensio	n				
Import Calculations			1					_	
Mass Update	State	NY Zip 11423		Cellular	(	) -			
Mass Update Pay Rate	County			Pager	(	) -			
Update Benefits				-	_			_	
	Country			Fax	(	) -			
Employees				Email					
Time Off				2					
Reports					_				
🛞 Setup						<u>0</u> K	<u>C</u> ance		Apply
System									
•									
📆 👹 Office Sage Abra Live Chat S	age University								
Click DK to save this information							NUM		2:06:27 pm



## **HR Status**

🥮 Sage Abra Suite			
Eile Edit Actions Processes Analy	sis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise	- 😡
Employees	Personal Job and Pay Benefits Time Off Safety Career Custom		
Tasks A			
View/Edit Employee			
Add New Employee	Demographics HR Termination Leave of Events Employee Employee Emergency Status Absence Notes Attachments Contacts		
Assign Leave of Absence	Status Absence Notes Attachments Contacts		
Change Employee ID			
Change Job	HR Status - Battery Park City Authority		2 Sector
Change Job and Pay			
Change Pay	Employee test test2 testing SSN 159-99-9995	۱۹ 🔍	
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983622	Find First Pr	evious Next Last
Cross Employer Transfer E			
Delete Employee Record	Seniority Employment Eligibility M	lilitary	User Defined
Rehire Employee			
Return from Leave of Absence			
Terminate Employee	Original Hire Date 03/27/2015 Citizen		
Processes A	Last Hire Date 03/27/2015		
Create OrgPlus File			
Import Calculations	Adjusted Seniority Date 03/27/2015		
Mass Update			
Mass Update Pay Rate	Seniority: Years, Months		
Update Benefits	Recruiter		
Camera Davi Came			
Employees	Source of Hire		
Time Off			
Reports			
Setup		QK	Cancel Apply
System			
📷 💓 Office Sage Abra Live Chat S	age University		
Click OK to save this information			NUM 2:07:08 pm

# Termination

🤲 Sage Abra Suite					
<u>File E</u> dit Act <u>i</u> ons <u>P</u> rocesses A <u>n</u> aly	sis <u>R</u> eports R <u>u</u> les <u>D</u> etails	<u>Q</u> uery <u>H</u> elp		Employer Enterpris	se 🔹 💽
Employees	Personal Job and Pay	Benefits Time Off Safety	Career Custom		
Tasks \land 🔺					
View/Edit Employee		) <u> </u>			
Add New Employee	Demographics HR Termina Status		oyee Emergency nents Contacts		
Assign Leave of Absence	Status	Absence Hotes Attach	ients contacts		
Change Employee ID					
Change Job	Termination - Battery Park City Auth	hority			🔾 🔇
Change Job and Pay	E	tine con	159-99-9995	2	
Change Pay	Employee test test2 test			् । ।	
Change Personal Status	Status Active Emplo	oyee 03/27/2015 ID Number	983622	Find First	Previous Next Last
Cross Employer Transfer			_		
Delete Employee Record	Ten	mination Data		Forwarding Add	dress
Rehire Employee					
Return from Leave of Absence			Notes		
Terminate Employee	Termination Date	11	Notes		<b>^</b>
Processes A	Employee Type	Regular Full Time 🔻			
Create OrgPlus File		Kegular Full Time			-
Import Calculations	Termination Type	-			
Mass Update					
Mass Update Pay Rate	Termination Reason	None Specified 🔹			
Update Benefits					
CampuDau Curra ,,,,,,	COBRA Code	No			
Employees	Rehire	🖲 Yes 🔘 No			
Time Off					
Reports					
🔅 Setup				<u>о</u> к	<u>Cancel</u> <u>Apply</u>
System					
·					
🛐 🌉 Office 🛛 Sage Abra Live Chat S	age University				
Click OK to save this information					NUM 2:07:25 pm



# **Emergency Contact**

🥮 Sage Abra Suite		
<u>File Edit Actions Processes Anal</u>	/sis <u>R</u> eports R <u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp	Employer Enterprise 🔹 🕡
Employees	Personal Job and Pay Benefits Time Off Safety Career	Custom
Tasks 🔗 🔺		
View/Edit Employee	🔣 🔜 🦚 😅 🖃 🗾 🗎	
Add New Employee	Demographics HR Termination Leave of Events Employee Employee Emer Status Absence Notes Attachments Con	gency
Assign Leave of Absence	Status Absence Notes Attachments Con	itatts
Change Employee ID		
Change Job	Emergency Contacts - Battery Park City Authority	😵 😵
Change Job and Pay	Employee test test2 testing SSN 159-99-	
Change Pay		
Change Personal Status	Status Active Employee 03/27/2015 ID Number 983622	Find First Previous Next Last
Cross Employer Transfer 🛛 🗉		
Delete Employee Record	First Contact	Second Contact
Rehire Employee		
Return from Leave of Absence		
Terminate Employee		
Processes A	Name	Home () -
Create OrgPlus File	Relation	Business () -
Import Calculations		
Mass Update	Address	Extension
Mass Update Pay Rate		Cellular () -
Update Benefits		Cellular () -
		Pager () -
Employees		
Time Off		
Reports		
💮 Setup		OK Cancel Apply
System		
-		
📷 👹 Office Sage Abra Live Chat	age University	
		NUM 2:08:05 pm

# Job and Pay

🥮 Sage Abra Suite									
File Edit Actions Processes Analy	/sis Reports Rules Details	; Quen <mark>,</mark> Help			Employer	Enterpr	ise		- 0
Employees	Personal Job and Pay	Benefits Time Off	Safety	Career Custom					
Tasks 🔗 🔺									
View/Edit Employee	8 0° 🗠 —								
Add New Employee	Current Current: Job Pay Job History								
Assign Leave of Absence	Pay Job Thistory								
Change Employee ID									
Change Job	Current Pay - Battery Park City A	uthority							2 🔀
Change Job and Pay					1020				
Change Pay	Employee test test2 t		SSN	159-99-9995		14	4		
Change Personal Status	Status Active Emp	oloyee 03/27/2015	ID Number	983622	Find	First	Previous	Next	Last
Cross Employer Transfer									
Delete Employee Record	Current Pay	χ	Pay and P	Performance			User Defi	ned	
Rehire Employee									
Return from Leave of Absence				_				r	_
Terminate Employee	Pay Effective	03/27/2015		S	hift		None Speci	fied	•
Processes A	Unit Pay Rate	0.00000 🚔		9	hift Premium			0.00000	<b>A</b>
Create OrgPlus File				-					×
Import Calculations	Pay Period Salary	0.00000 🚔		C	Comparatio		0.00		
Mass Update									
Mass Update Pay Rate	Hours / Units	75.00000 🚔		В	ionus Amount	t		0.0	00
Update Benefits									
Caman Dav Cura	Pay Frequency	Biweekly 💌							
Employees	Annual Pay	0.00 👻							
Time Off									
Reports									
🔅 Setup						<u>О</u> К	Cance		pply
System									
🔚 👹 Office Sage Abra Live Chat S	Sage University								
Click Add to enter more records							NUM	1 2:	09:47 pm

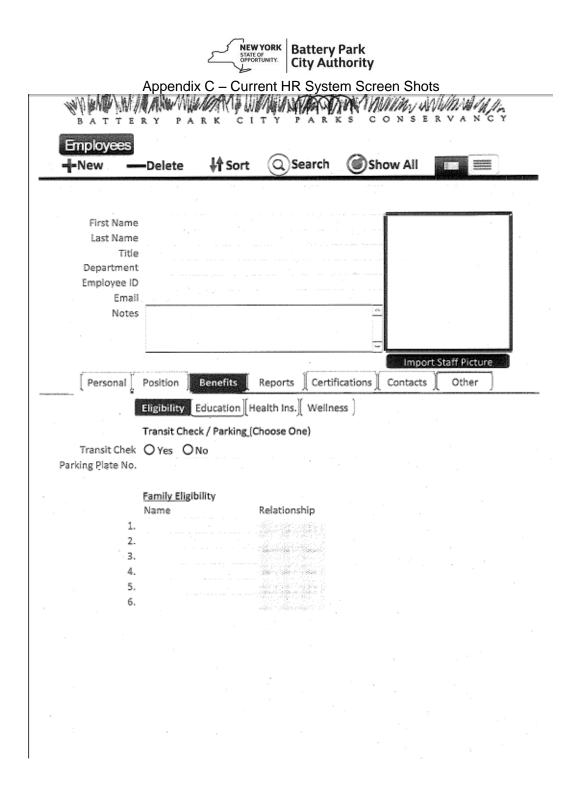


# **Current Job**

🥮 Sage Abra Suite										<u> </u>
<u>File Edit Actions Processes Analy</u>	sis <u>R</u> eports R <u>u</u> le	es <u>D</u> etails <u>Q</u> uery <u>H</u> elp			Employer	Enterprise	2		- (	0
Employees		and Pay Benefits Time	Off Safety (	Career Custo	m					
Tasks A		0								
View/Edit Employee		<u>ka</u>								
Add New Employee	Current Current Pay Job H	Job istory								
Assign Leave of Absence	Pay Job H	istory								
Change Employee ID	Current Job - Battery	Pade City Authority							0	×
Change Job	Current 300 - Battery	Faik City Authority							• •	~
Change Job and Pay Change Pay	Employee to	est test2 testing	SSN	159-99-9995		14	4		ÞI	
Change Personal Status	Status A	ctive Employee 03/27/2015	ID Number	983622	Find			Next	Last	
Cross Employer Transfer										·
Delete Employee Record	[	Job	Organizatio	n		Sec	ondary Job			
Rehire Employee										
Return from Leave of Absence Terminate Employee	Job Title	[None]	-	Empl	oyee Status	Active			•	
Processes A	Job Code		-	Empl	оуее Туре	Regular I	Full Time		-	
Create OrgPlus File									_	
Import Calculations	EEO Class	Technicians		Salar	ied/Hourly				-	
Mass Update	Job Group	Managers		Salar	y Grade	M4 Ma	nager III			
Mass Update Pay Rate					-		-			
Update Benefits	Exempt Sta	atus Exempt								
				Job 9	tart Date	03/27/20	115		_	
Employees				100 5	care pate	03/2//20				
Time Off				Char	ige Reason	New Hire	•		-	
Reports				C+	one Effective	03/27/20	15			
				Char	ige Effective	03/2//20	112		_	
🔅 Setup	L									
System						<u>0</u> K	Cancel	A	pply	1
- System										<i>.</i>
-										
📑 💓 Office Sage Abra Live Chat S	age University									
Click Add to enter more records							NUM	2	:11:11 pm	
3 Sage Abra Suite										
🎒 Sage Abra Suite										
Sage Abra Suite Eile Edit Actions Processes Ana	lysis <u>R</u> eports R	<u>u</u> les <u>D</u> etails <u>Q</u> uery <u>H</u> elp			Emj	ployer Ent	erprise			× •
			me Off Safety	Career	Emp	ployer <mark>Ent</mark>	erprise			
<u>File E</u> dit Act <u>i</u> ons <u>P</u> rocesses A <u>n</u> a Employees	Personal	Job and Pav Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Ana Employees Tasks	Personal	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Ana Employees Tasks A View/Edit Employee	Personal	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Ana Employees Tasks View/Edit Employee Add New Employee	Personal	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Ana Employees Tasks View/Edit Employee Add New Employee Assign Leave of Absence	Personal	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Ana Employees Tasks View/Edit Employee Add New Employee Assign Leave of Absence Change Employee ID	Personal Current Curren Pay Job	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			
Eile Edit Actions Processes Age         Employees         Tasks       X         View/Edit Employee         Add New Employee         Assign Leave of Absence         Change Employee ID         Change Job	Personal Current Curren Pay Job	Job and Pay Benefits Ti	me Off Safety	Career		ployer Ent	erprise			•
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Change Employee ID         Change Job         Change Job         Change Job	Personal Current Curren Pay Job Job History - Batte	Job and Pay Benefits Ti	me Off Safety	Career 1	Custom					• •
Eile Edit Actions Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Assign Leave of Absence         Change Employee ID         Change Job and Pay         Change Pay	Personal Current Currer Pay Job Job History - Batte	Abb and Pay Benefits Tr	55N	159-99-99	Custom	2 14	1			0 • × 0
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Change Employee ID         Change Job         Change Job         Change Job	Personal Current Curren Pay Job Job History - Batte Employee Status	Abb and Pay Benefits Tr	55N	159-99-99	Custom		1	us N		• •
Eile       Edit       Actions       Processes       Anal         Employees       Tasks       X       View/Edit       Add New Employee       Add New Employee       Add New Employee       Add New Employee ID       Change Employee ID       Change Job and Pay       Change Pay	Personal Personal Current Current Pay Job Job History - Batte Employee Status	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile       Edit       Actions       Processes       Apa         Employees       Tasks       *       *         View/Edit Employee       Add New Employee       *       *         Add New Employee       Adssence       *       *         Add New Employee ID       Change Job       *       *         Change Job       O       O       *       *         Change Job       Change Pay       *       *       *         Cross Employee Transfer       *       *       *       *         Delete Employee Record       *       *       *       *       *	Personal Current Curren Pay Job Job History - Batte Employee Status	tob and Pay Benefits Tr Benefits Tr Benefi	55N	159-99-99	2ustom 995 @ Fi	2 14	1		• Vext	0 • × 0
Eile       Edit       Actions       Processes       Anal         Employees       Tasks       X       View/Edit       Add New Employee       Add New Employee       Add New Employee       Add New Employee ID       Change Employee ID       Change Job and Pay       Change Pay	Personal Personal Current Current Pay Job Job History - Batte Employee Status	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile       Edit       Actions       Processes       Anal         Employees       Tasks       Image: Complex and the second	Personal Current Curren Pay Job Job History - Batte Employee Status	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile       Edit       Actions       Processes       Anal         Employees       Image	Personal Personal Current Current Pay Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile       Edit       Actions       Processes       Anal         Employees       Tasks       *       *         View/Edit Employee       Add New Employee       Add New Employee         Add New Employee ID       Change Iob and Pay       Change Job and Pay         Change Pay       Change Pay       Change Pay         Change Pay       Change Pay       Encode Comployee         Return From Leave of Absence       Return from Leave of Absence         Terminate Employee       Return from Leave of Absence         Terminate Employee       X	Personal Personal Current Curren Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee ID         Change Job         Change Job         Change Job         Change Pay         Change Pay         Change Pay         Change Pay         Change Personal Status         Cross Employee Transfer         Delete Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File	Personal Personal Current Current Pay Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actjons Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee         Adsign Leave of Absence         Change Employee ID         Change Job         Change Job         Change Pay         Change Pay         Change Poysenal Status         Cross Employee Transfer         Delete Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Asign Leave of Absence         Change Employee ID         Change Job and Pay         Change Job and Pay         Change Pay         Change Pay         Change Poloyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Ana         Employees         Tasks <ul> <li>View/Edit Employee</li> <li>Assign Leave of Absence</li> <li>Change Employee ID</li> <li>Change Job</li> <li>Change Job</li> <li>Change Job</li> <li>Change Pay</li> <li>C</li></ul>	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Asign Leave of Absence         Change Employee ID         Change Job and Pay         Change Job and Pay         Change Pay         Change Pay         Change Poloyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee ID         Change Employee ID         Change Job         Change Job         Change Job         Change Pay         Cross Employee Transfer         Delete Employee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Benefits         Update Benefits	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee         Change Employee ID         Change Job         Change Job         Change Job         Change Pay         Change Pay         Change Pay         Change Pay         Change Personal Status         Cross Employee Transfer         Delete Employee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update Pay Rate         Update Benefits	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Assign Leave of Absence         Change Employee ID         Change Job and Pay         Change Pay         Change Pay         Change Poloyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update Pay Rate         Update Benefits	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 () Fi	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actions Processes Aga         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee ID         Change Employee ID         Change Job         Change Job         Change Job         Change Pay         Cross Employee Transfer         Delete Employee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Benefits         Update Benefits	Personal Personal Current Curren Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actjons Processes Ana         Employees         Tasks         Xiew/Edit Employee         Add New Employee         Adsign Leave of Absence         Change Iob         Change Job and Pay         Change Pay         Change Poloyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Pay Rate         Update Benefits	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	I 4 st Previc		• Vext	
Eile Edit Actjons Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee         Asign Leave of Absence         Change Job         Change Job         Change Job and Pay         Change Pay         Change Pay         Change Polyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Pay Rate         Update Enerifits         Create Off         Employees         Time Off         Import Seconds	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc		Next alized	
Eile Edit Actjons Processes Ana         Employees         Tasks         Xiew/Edit Employee         Add New Employee         Adsign Leave of Absence         Change Iob         Change Job and Pay         Change Pay         Change Poloyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Pay Rate         Update Benefits	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Next alized	Ra A
Eile Edit Actions Processes Ana         Employees         Tasks       Imployee         Add New Employee       Add New Employee         Assign Leave of Absence       Change Employee ID         Change Job and Pay       Change Job and Pay         Change Job and Pay       Change Personal Status         Cross 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         Constructions From Carlow       Employees         Import Calculations       Import Calculations         Mass Update Pay Rate       Update Pay Rate         Update Benefits       Constructions         Constructions From Carlow       Employees	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Next alized	Ra A
Eile Edit Actjons Processes Ana         Employees         Tasks         View/Edit Employee         Add New Employee         Add New Employee         Add New Employee         Asign Leave of Absence         Change Job         Change Job         Change Job and Pay         Change Pay         Change Pay         Change Polyee Record         Rehire Employee         Return from Leave of Absence         Terminate Employee         Processes         Create OrgPlus File         Import Calculations         Mass Update         Mass Update Pay Rate         Update Enerifits         Create Off         Employees         Time Off         Import Seconds	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Next alized	Ra A
Eile Edit Actions Processes Ana         Employees         Tasks <ul> <li>View/Edit Employee</li> <li>Add New Employee</li> <li>Add New Employee</li> <li>Assign Leave of Absence</li> <li>Change Iob</li> <li>Change Job and Pay</li> <li>Change Job and Pay</li> <li>Change Personal Status</li> <li>Cross Employee Record</li> <li>Rehire Employee</li> <li>Processes</li> <li>Create OrgPlus File</li> <li>Import Calculations</li> <li>Mass Update</li> <li>Mass Update Pay Rate</li> <li>Update Benefits</li> <li>Constructions</li> <li>Time Off</li> <li>Reports</li> <li>Setup</li> </ul>	Personal Personal Current Current Pay Job Job History - Batte Employee Status Effective	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Next alized	Ra A
Eile Edit Actions Processes Ana         Employees         Tasks <ul> <li>Yiew/Edit Employee</li> <li>Add New Employee</li> <li>Add New Employee</li> <li>Asign Leave of Absence</li> <li>Change Job</li> <li>Change Job</li> <li>Change Job and Pay</li> <li>Change Job and Pay</li> <li>Change Pay</li> <li>Change Personal Status</li> <li>Cross Employee Transfer</li> <li>Delete Employee</li> <li>Return from Leave of Absence</li> <li>Terminate Employee</li> <li>Processes</li> <li>Create OrgPlus File</li> <li>Import Calculations</li> <li>Mass Update</li> <li>Mass Update Pay Rate</li> <li>Update Eneritis</li> <li>Create Off</li> <li>Setup</li> <li>System</li> </ul>	Personal Current Curren Pay Job	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Next alized	Ra A
Eile Edit Actions Processes Ana         Employees         Tasks <ul> <li>View/Edit Employee</li> <li>Add New Employee</li> <li>Add New Employee</li> <li>Assign Leave of Absence</li> <li>Change Iob</li> <li>Change Job and Pay</li> <li>Change Job and Pay</li> <li>Change Personal Status</li> <li>Cross Employee Record</li> <li>Rehire Employee</li> <li>Processes</li> <li>Create OrgPlus File</li> <li>Import Calculations</li> <li>Mass Update</li> <li>Mass Update Pay Rate</li> <li>Update Benefits</li> <li>Constructions</li> <li>Time Off</li> <li>Reports</li> <li>Setup</li> </ul>	Personal Current Curren Pay Job	tob and Pay Benefits Tr Benefits Tr Benefi	SSN 5 ID Numb	159-99-99	2995 e	nd Firs	t Previc	Annua	Vext alized	Ra A

			STAT	Ba DRTUNITY. Ba Cit	ttery F y Auth	Park Nority			
	А		k C – Cur <b>Parks O</b> j					6	
		-							
		FILE	EMAKER	R PRO S	CREE	EN SHO	DTS		
BAT	TER	Y P A	RK C	түр	ARK	s c d	NSE	RVANC	de
Employ	ees						2 18	recon	a.e.
New		Delete	👫 Sort	QSe	arch	Sho	ow All	100	Ş.
<sup>т</sup> . 4		1	$v = v_{0}^{2}$	T		Ŧ	A. p. a.	4.4. d	
First	Name						[	я	
Last	Name					ä minen v			
·	Title					a second		~	
	tment					annes by state of the			
Emplo	yee ID								
	Email Notes								
	Notes			• .			*		
1 2	ALC: 1001					_			
	1					Local	Import	Staff Picture	
(14)		···· γ			Caralle		*		
Perso	onal P	osition	Benefits )	Reports	Certific	cations	Contacts	Other	
	A	ddress &	Phone						
Address	line 1								
Address	-								
	City -								
	State			×.					
Zip	Code	-	5			-			
Home I	Phone								
Mobile	Phone _								
	A	dditional	Personal	Informatio	m				
Bir	thday						4		
4	Sex			A.	and a fair second second				
Driver's Lice	ense #	-	*		Exp			,	
Marital_3	Status								
×.			Driver's	License Sta	te		к		
Driver's Lic	ense		Dri	ver Frequen	cy				
R	Class -		_ (	Commercial	? <u>Ll Yes</u>	S LI NO			
Coolel Coo									
Social Seco	urity #				*				
· · · ·	E	ducation							v * v
Highest D	- 1				ж. :	1	Date	2	
High School	-		L.8	b.	*				
Undergra		*	ALC: NO. OF CO.						
Gra	aduate					-			
	Trade								
Marital	_Status								

		NEV STATE OPPO	RTUNITY. Batter	y Park uthority			
	Appendi	x C – Cur	rent HR Sys	tem Scre	en Sho	ts	
A Star ( Mar 1 and	Antii	(AAKE HE	MASANTAX	K Nie	histor 1	NIL BARANT	~
ALENE PRIN	n in the second s	RK CI	TY PAR	K S C C	MM////W	RVAN	lin .
BALL IS							
Employees	Delate	IA cast	Search	Bak		Contraction of Contraction	
-New -	-Delete	👫 Sort	Q)Search	Sho	ow All		513
First Name							
Last Name							-
Title							
Department							
Employee ID							
Email							
Notes	-			-			
		· -					
					Impor	t Staff Picture	9
Personal	Position	Benefits	Reports Cer	tifications	Contacts	Other	]
	and the second second second		A	A		^	
Employment Type	Current E	mployment	Information		Now	fire Checklist	
				-	D Phote		
Job Title Salary				·		ard Printed	
Change Date		· · ·		:		nstairs Photo	
Supervisor						iscans Prioco	
ocker Assignment							
ID Issuance Date							
ID Expiry Date						÷	
		iring Tafa-	antion				
outrained The	Original H	iring Inforn	auon				
Original Title							
Original Salary Hire Date					L		
nite bate							
	Seasonal	Employee In	nformation				
Active on:							
Inactive on:							
	Terminațe	d Employee	Information		-		
Terminated on:							
Eligible for Rehire?	O Yes O	No					
mployment Status:							
		-					

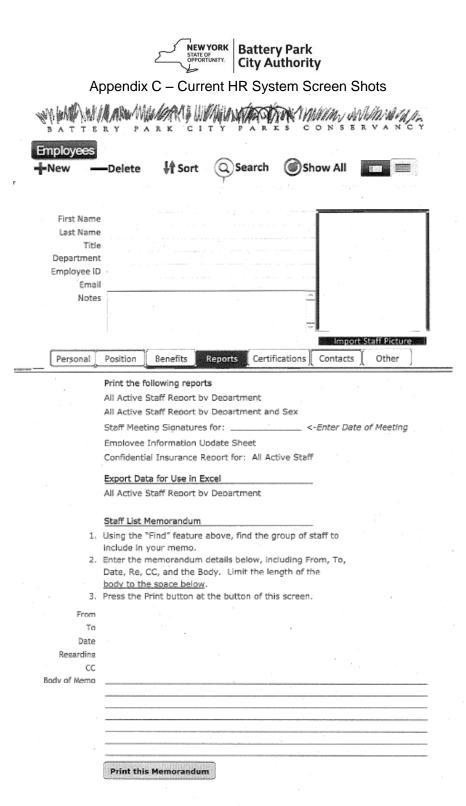


		STATE OF OPPORTUN	ORK Batter	y Park uthority		
	Append	ix C – Curre	nt HR Sys	tem Screer	n Shots	
BATT	HAR WH		Ų MARA		h/ WW/////	W//in
Employees	Delete	<b>↓</b> ↑ Sort	Q Search	Show	All	
			Π			
First Nar Last Nar Ti Departme Employee Em	ne tie nt ID		· · · · · · · · · · · · · · · · · · ·			
Not	es	·		ii.	-	
Personal	Position	Benefits Re	ports Certi	fications Co	Import Staff F	3
[ + 01001101	5 U	Education Heal	<u> </u>			
	nar Days inar Days Taker			Remaining		
						-
						-
	on Reimbursen ol Info	ents (Since 11/ Coursewor		Fees		<u></u>
		•				
						1

	٤	STATE C OPPORT	YORK Batt	ery Park Authority	
Api	oendix C	– Curre	ent HR Sv	stem Scree	en Shots
son hall the life	A alta Attale	IMAN III	MARCA MART	Storie Arneticia	. Anthe liter and det
BVLLE MARAN	RY PAI	KATIF WI RK CI	TYPA	KKS CON	SERVAN
mplovees					
-New -	-Delete	👫 Sort	QSearc	h 🛞 Show /	
-New -	Delete	#1 Sort	Great		
First Name					
Last Name				· · · · · · · ·	
Title					
Department					
Employee ID					
Email					
Notes				<u> </u>	
				2	
					mport Staff Picture
Personal	Position	Benefits	Reports Ce	rtifications Con	tacts Other
e				1	
. 1	Eligibility E			llness	
Self-Insured	Health Reim	bursements	(Recent Entries	First; Scroll to Botton	n to Enter New)
1					Ŀ
·					
				-	
1.54					n n ang na se
					an a
1					
					er de production
- · · · ·					en and a constal
1					
Total Reimbu	ursements for	Staff and I	Family (	Print Individual	Report
rocar rearries	and define the for	Scan and I	unity (	THIC TRAVEGOR	(applie)
	DE	NTAL	VISIO	N HE	ARING
Name	YTD	Last Year		st Year YTD	Last Year
		201 201 20		Alter and	. जुन
			a	1997 - 1997 -	
				<ol> <li>Alternative</li> </ol>	
	and the second sec		MAR ARE SAN	and the second sec	la .
					4
				and the second sec	
Reimbursem	an a		parce light of a	and the second se	

.

влтте Employees	RY PA	RK CI	ITY P	ARKS	сo	NSEI		
-New -	Delete	👫 Sort	QSea	arch	Shov	v All		
		•2.2						
First Nam								
Last Nam						· .		
Departmen	it i			· · · · · · · · · · · · · · · · · · ·				
Employee II Ema								
Note	s .				<u> </u>			
					-			
					1	Import	Staff Pictur	e
Personal	Position	Benefits	Y					
······································	4	benents 1	Reports )	Certificati	ons [ Co	ontacts	Other	
	Eligibility	Education (F	· A	Certificati Wellness	ons Co	ontacts	Other	
	ss Program	Education (F	lealth Ins.			to Full P	age	]
Total		Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	]
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full P allness Re	'age port ) aff	]
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	<u>]</u>
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	
Total	ess Program Amount Reim	Education (F	lealth Ins.		Go	to Full F all ness Re to All St	'age port ) aff	



			STATE C OPPOR	YORK Batter City A	y Park uthority	
	A	ppendix	C – Curr	ent HR Sys	tem Screen S	hots
₩V (m)		MARW/110 r y p a			XXX MMM/	MMM / ///
Emplo 		-Delete	<b>計</b> Sort	QSearch	Show All	
La	rst Name ist Name Title					
	partment ployee ID					
	Email		•			
	Notes				-	
					-	_
1 - A			1.1		Impo	ort Staff Picture
Pe	rsonal	Position (	Benefits )	Reports Certi	fications Contacts	s (Other)
	Please L	List All Certif	ications:			
· ·						
	<u> </u>					· · ·
						•
					-	
			THE REPORT OF A DESCRIPTION OF	IN INCOME AND ADDRESS OF TAXABLE PARTY AND ADDRESS OF TAXABLE PARTY.		



-New —Dele	te 👫 Sort	Search	Show All	
			anta di seconda di sec	- <u>1</u>
First Name Last Name				
Title			· · · · · · ·	
Department	· · ·		· . · · · · · · · · · · · · · · · · · ·	
Employee ID				
Email				
Notes			· <u> </u>	
			Impo	rt Staff Picture
Personal Positio	n Benefits	Reports    Certif	lcations Contacts	Other
Primary Conta	ct Informatio	n		
Emergency Contact				
Emergency Numbers		1	(Home)	
succession realization			(Work)	
			(Cell)	
Relationship				
Address			. ,	
Secondary Cor	tact Informa	tion		
-				
Emergency Contact Emergency Numbers			[Homo]	
	·		(Work)	
Emergency Numbers				
			(Cell)	
Relationship				
Relationship	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number Allergy	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number Allergy	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number Ailergy Special Conditions	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number Ailergy Special Conditions	nation		(Cell)	
Relationship Medical Inform Physician Name Physician Number Ailergy Special Conditions	nation		(Cell)	