Appendix C – Current HR System Screen Shots

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

ABRA SCREEN SHOTS
Appendix C – Current HR System Screen Shots

![Screen Shot 1](image1)

![Screen Shot 2](image2)
Appendix C – Current HR System Screen Shots

[HR System Screen Shots]

C-3
Appendix C – Current HR System Screen Shots

Suspend Accruals

Change Employee ID
Change Job

Employee find screen for most options
Appendix C – Current HR System Screen Shots

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

Change job and Pay

![Change job and Pay screenshot]

Change pay

![Change pay screenshot]
Appendix C – Current HR System Screen Shots

Additional review information

User Defined

C-8
Appendix C – Current HR System Screen Shots

Continue option

Personal option
Appendix C – Current HR System Screen Shots
Appendix C – Current HR System Screen Shots

- Sage Abra Suite

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

**System**
- Audit Trail Reports
- Data Dictionary Reports

**Current HR System Screen Shots**

[Image of current HR system screen shots]
Appendix C – Current HR System Screen Shots
Top buttons

Demographics
Appendix C – Current HR System Screen Shots

HR Status

Termination
Emergency Contact

Job and Pay
Current Job
Appendix C – Current HR System Screen Shots

Parks Operations Staff Data

FILEMAKER PRO SCREEN SHOTS
Appendix C - Current HR System Screen Shots

![Image of HR system screen shots]

### Current Employment Information

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

### Original Hire Information

- **Original Title**
- **Original Salary**
- **Hire Date**

### Seasonal Employee Information

- **Active on:**
- **Inactive on:**

### Terminated Employee Information

- **Terminated on:**
- **Eligible for Rehire?**
  - **Yes**
  - **No**
- **Employment Status:**

### New Hire Checklist

- **Photo Taken**
- **ID Card Printed**
- **Downstairs Photo**

C-25
### Employees

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

<table>
<thead>
<tr>
<th>First Name</th>
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<tbody>
<tr>
<td>Last Name</td>
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<tr>
<td>Title</td>
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<tr>
<td>Department</td>
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<tr>
<td>Employee ID</td>
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<td>Email</td>
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<td>Notes</td>
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### Seminar Days

<table>
<thead>
<tr>
<th>Seminar Days Taken This Year</th>
<th>Remaining</th>
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### Tuition Reimbursements (Since 11/1/2003)

<table>
<thead>
<tr>
<th>School Info</th>
<th>Coursework</th>
<th>Fees</th>
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</thead>
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</table>
Appendix C – Current HR System Screen Shots

**Employees**

- New
- Delete
- Sort
- Search
- Show All

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

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

*Eligibility*  |  *Education*  |  *Health Inc.*  |  *Wellness*

**Self-Insured Health Reimbursements** (Recent Entries First, Scroll to Bottom to Sort New)

<table>
<thead>
<tr>
<th>Name</th>
<th><strong>DENTAL</strong></th>
<th><strong>VISION</strong></th>
<th><strong>HEARING</strong></th>
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<td>YTD</td>
<td>Last Year</td>
<td>YTD</td>
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**Total Reimbursements for Staff and Family**

*Print Individual Report*

Reimbursement Max (Changing these numbers affects all staff)

- Annual Dental
- Bi-Annual Vision
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Department</th>
<th>Employee ID</th>
<th>Email</th>
<th>Notes</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Personal</th>
<th>Position</th>
<th>Benefits</th>
<th>Reports</th>
<th>Certifications</th>
<th>Contacts</th>
<th>Other</th>
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</table>

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

<table>
<thead>
<tr>
<th>Wellness Program</th>
<th>Go to Full Page Wellness Report</th>
<th>Go to All Staff Wellness Report</th>
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Appendix C – Current HR System Screen Shots

Print the following reports:
- All Active Staff Report by Department
- All Active Staff Report by Department and Sex
- Staff Meeting Signatures for: <Enter Date of Meeting>
- Employee Information Update Sheet
- Confidential Insurance Report for: All Active Staff

Export Data for Use In Excel
- All Active Staff Report by Department

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

From
To
Date
Re: Change in Hours
CC
Body of Memo

Print this Memorandum
Appendix C – Current HR System Screen Shots

<table>
<thead>
<tr>
<th>Employees</th>
<th>New</th>
<th>Delete</th>
<th>Sort</th>
<th>Search</th>
<th>Show All</th>
<th>Import Staff Picture</th>
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Please List All Certifications:

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Appendix C – Current HR System Screen Shots

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

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

Medical Information
Physician Name
Physician Number
Allergy
Special Conditions