

# Release Notes

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**Product:** Abra Suite  
**Version:** 7.5 SP2  
**Release Date:** February 2007

## Overview

This Abra Suite version 7.5 service pack includes the following modifications:

- Revised Ethnic ID codes for 2007 reporting (see page 3)
- Revised EEO Job Classifications for 2007 reporting (see page 3)
- Modifications to Abra Link (see page 4)


## Upgrade Information

- **IMPORTANT!** If you are using Abra Payroll in your Abra Suite system, it is recommended that you apply this service pack *before* you install any 2007 quarterly tax update. If you first install a 2007 quarterly tax update and then apply this service pack, it is likely that the tax updates will be overwritten. If this is the case, you must re-install the quarterly tax update.
- The upgrade files for this service pack are located on the Sage Software web site at:  
<http://www.sagesoftware.com/support/>
- After you apply this service pack, follow the instructions on page 7 to determine whether you need to make changes to your employees' ethnic codes and EEO job classifications.
- The content of this Service Pack will also be included in the next Abra Suite maintenance release, currently scheduled for the summer of 2007. This means that if you have already installed this Service Pack and made the necessary changes to the Ethnic ID codes and EEO Job Classifications (as explained in this document), you do not need to make any more changes after you install the next maintenance release.

For this reason, we strongly recommend that you install this Service Pack as soon as possible so you can begin using the revised EEO codes for your upcoming 2007 EEO reporting.

## Support and Documentation

Sage Software strives to provide you with the very best support in the industry. If you have a question, we provide the following methods for you to get your answer as soon as possible.

1. Refer to the online Help for assistance. To access online Help, select Contents from Abra Suite's Help menu and use the Table of Contents, Index, and Search function to find what you need. You can also click  to open Help for the function you are currently using.
2. Visit the Technical Forum and Solution Center on Abra SupportPlus Online® at: <http://www.sagesoftware.com/support>
3. Send an e-mail to: [abratechsupport@sage.com](mailto:abratechsupport@sage.com). Please include your Customer ID number.
4. Call Abra Customer Support Monday through Friday from 8:00 A.M. to 8 P.M. eastern time at 800-829-0170. Please have your Customer ID number available.

## EEOC Reporting for 2007

The Equal Employment Opportunity Commission (EEOC) has revised the EEO-1 reporting form, effective for 2007 reporting. Employers must begin to use the revised survey for the reporting period beginning September 30, 2007. To accommodate these revisions, the following changes will be made to your system when you apply this service pack.

**Note:** For 2007 reporting, the EEOC strongly recommends that EEO-1 reports be submitted through the EEO-1 Online Filing System. Paper EEO-1 forms will be generated on request only, as well as in extreme cases where Internet access is not available to the employer.

Instructions on how to file are available on the EEOC's website at:

<http://www.eeoc.gov/eeo1survey/howtofile.html>

### Ethnic ID Codes Revised

Ethnic ID codes have been revised or added as follows.

Current		Revised	
Ethnic ID Code	Description	Ethnic ID Code	Description
A	Asian	A	Asian
B	Black	B	Black or African American
H	Hispanic	H	Hispanic or Latino
I	American Indian	I	American Indian or Alaska Native
W	White	W	White
		T (new)	Two or More Races
		N (new)	Native Hawaiian or Other Pacific Islander

### EEO Classification Codes Revised

EEO Classification codes have been revised or added as follows.

Current		Revised	
Class Code	Description	Class Code	Description
1	Officials & Managers	1.1	Executive/Senior Level Officials and Managers
		1.2	First/Mid Level Officials and Managers
5	Office Clerical	5	Administrative Support Workers
6	Craft Workers-Skilled	6	Craft Workers
7	Operators-Semiskilled	7	Operatives
8	Laborers-Unskilled	8	Laborers and Helpers

## EEO Reports Revised

The following reports have been updated based on the new legislative reporting requirements for ethnic ID codes and EEO classification codes:

- EEO Job Group Headcount
- EEO Termination Summary
- EEO New-Hire Headcount Summary
- EEO-1 Headcount Summary

## Abra Link Modifications

### Effective Date for Benefits

When you export data to ADP, the system now checks the effective date for benefits prior to including them in the ADP export file. This means that benefits that have a future effective date are no longer included in the export file (and will no longer be deducted from the next pay check).

### ADP Import

When you import data from ADP, Abra Link now only updates the Change Reason on the Current Job or Current Pay pages when the current job or current pay information is updated.

## Upgrade Instructions for Version 7.5 SP2

**IMPORTANT!** If you are using Abra Payroll in your Abra Suite system, it is recommended that you apply this service pack *before* you install any 2007 quarterly tax updates. If you first install a 2007 quarterly tax update and then apply this service pack, it is likely that the tax updates will be overwritten.

If you do apply this service pack after a 2007 quarterly tax update, you must re-install the quarterly tax update.

### To Download and Install from SupportPlus Online

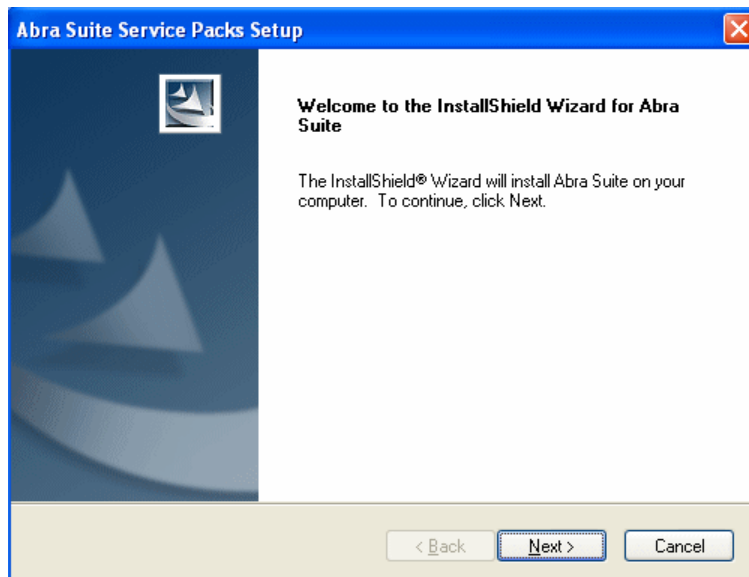
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#### Important Pre-Installation Notes!

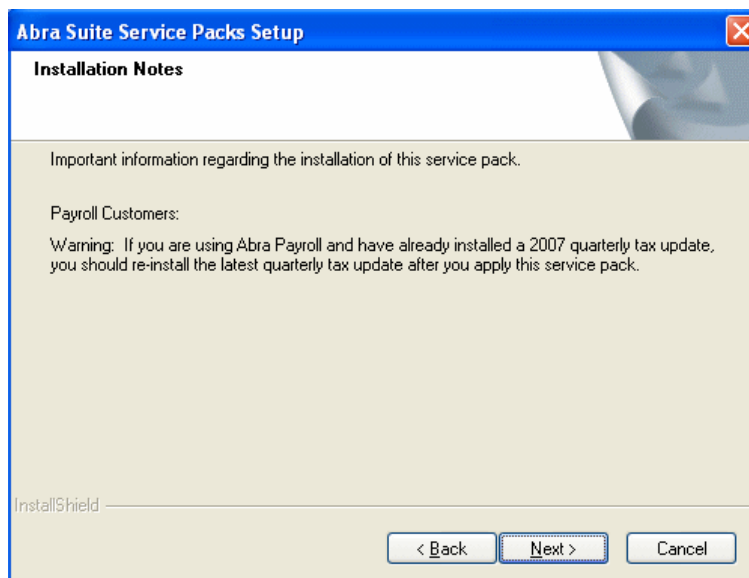
- Before you install this service pack, you must back up your Abra Suite system using your external backup procedures. Make sure all users have exited Abra Suite before beginning the backup and installation.
  - Close any Windows or DOS applications you might have running.
  - You must have Administrator Access to perform the installation.
  - If you are installing on a network, be sure to install the version 7.5 update on the same computer (or workstation) where you originally installed Abra Suite.
  - If you have Encryption installed, you must decrypt the data before you install this service pack. From the Abra Suite menu, select **Rules/System/Data Encryption** to decrypt the data.
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1. Using an Internet browser, go to:  
<http://www.sagesoftware.com/support>
2. Log on with your User Name and Password.
3. Click **US Sage Abra HRMS Products**.
4. Select **Product & Documentation** from the menu on the left side of the page
5. Click **Choose Product** and select **Sage Abra Suite 7.5 SP2**.
6. Follow the instructions on your screen to download **Sage Abra Suite 7.5 SP2**.
7. Click **Open** and unzip the file to a disk in an area other than your Abra Suite directory, preferably in a temp directory.

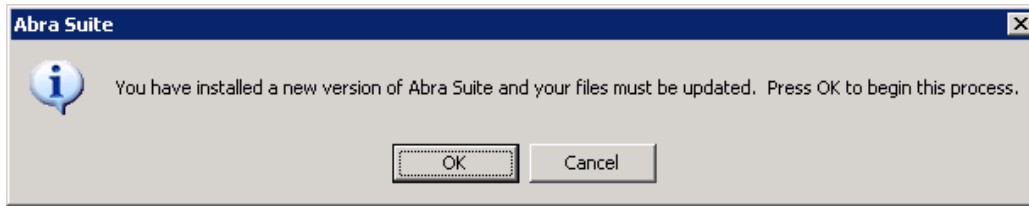
8. Double-click **Setup.exe**. The Welcome dialog box opens.



9. Click **Next** to move to the Installation Notes dialog box. This dialog provides important information for Payroll customers. That is, if you are using Abra Payroll and have already installed the latest 2007 quarterly tax update, you should re-install the quarterly tax update after you apply this service pack.



10. Click **Next** to proceed with the upgrade.
11. When installation is complete, launch Abra Suite (from Windows Start menu, click **Programs/Abra Suite/Abra Suite**). The system informs you that a new version was installed.



12. Click **OK** to update files and open Abra Suite.
13. If you decrypted your data before installation, you may now re-encrypt it.

## After You Upgrade

After applying the service pack, you must determine if you need to update your employees' ethnic ID codes and job classifications. The following EEO-1 Headcount Summary report is provided here so you can view the changes to both the ethnic descriptions and the job classifications.

<b>Section D - EMPLOYMENT DATA</b>																	
Number of Employees																	
Race/Ethnicity																	
Job Categories	Hispanic or Latino		Not Hispanic or Latino														
			Male							Female							
			Black or African American		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			Black or African American		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	Male	Female	White	American	Islander	Asian	Native	Two or more races	White	American	Islander	Asian	Native	Two or more races	Total Col A-N		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1 Officials & Managers	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1		
1.1 Exec/Senr Officials & Mgr	0	0	1	1	0	1	0	0	0	0	0	0	0	0	4		
1.2 First/Mid Officials & Mgr	1	0	2	0	0	0	1	0	1	1	0	0	0	0	6		
2 Professionals	1	0	0	0	0	1	0	0	2	0	0	0	0	4			
3 Technicians	0	0	1	1	0	0	1	0	2	0	0	0	0	5			
4 Sales Workers	0	0	1	0	0	1	0	0	1	0	0	0	1	4			
5 Admin Supp Workers	2	1	0	0	0	0	0	0	4	0	0	1	0	8			
6 Craft Workers	0	0	0	1	1	0	1	0	0	0	0	0	0	3			
7 Operatives	0	0	0	0	0	0	0	1	6	2	0	0	0	10			
8 Laborers & Helpers	1	0	0	0	0	0	0	0	0	0	0	0	0	1			
9 Service Workers	0	0	0	0	0	0	0	0	0	0	1	0	0	1			
10 Total	5	1	5	3	1	3	3	1	16	3	1	3	1	47			
11 Previous Year Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

1. Date(s) of Payroll period used 12/20/06 Thru 01/02/07

2. Does Establishment Employ Apprentices?

## Ethnic Codes

In order to ensure you report the proper ethnic codes when submitting the EEO-1 report, you must make the following changes to your employees' ethnic codes:

- If the employee has more than one ethnic origin, change to **Two or More Races**.
- If a Native Hawaiian employee was classified as Asian, change to **Native Hawaiian or Other Pacific Islander**.
- If a Pacific Islander employee was classified as Asian, change to **Native Hawaiian or Other Pacific Islander**.
- If an Asian employee is neither a Native Hawaiian nor a Pacific Islander, their ethnic code remains as **Asian**.
- If you created a custom ethnic ID code that is the same as one of the new ethnic ID codes, the custom code will be overwritten after you apply the service pack. For example, if you created a custom code and description, such as **T** for **Thailand**, it will be overwritten with **T** for **Two or More Races**.

In this case, you must change the custom code to a unique code and then update the ID code for all employees with the custom code.

Follow the steps below to change an employee's ethnic ID code.

1. Open the Demographics page for an employee whose ethnic code needs to change.
2. Select the **Personal** tab. The Personal tab opens with the original ethnic code in the **Ethnic Origin** field.
3. Select the new ethnic code for the employee and click **Apply**.
4. Repeat these steps for all employees who need their ethnic code changed.
5. When all employees have been updated, click **OK**.
6. Run the EEO-1 Headcount Summary to verify that employees are being counted in the proper ethnic code categories.

### If you are using Abra eRecruiter

If you have Abra Workforce Connections installed and are using Abra eRecruiter, the new ethnic ID codes must be imported from Abra Suite into Abra eRecruiter. Follow the steps below.

1. Log on to Abra Workforce Connections as a user who has permission to run the Code Import system function.
2. Click **Career Center** to open Abra eRecruiter.
3. From the System menu, select **Code Import/Ethnic ID Codes**.
4. Select the Enterprise or a specific Employer for whom you want to import the codes.

5. Click **Import Ethnic ID Codes** to import the new ID codes.

## EEO-1 Job Classification

In order to report the proper job classification codes when submitting the EEO-1 report, you must re-classify employees who were classified as Officials & Managers. Follow the steps below.

1. Open the Job Codes page and locate a Job Code with an EEO Class of **1**.
2. Select the Job Code and click **More**. The Job Code Detail page opens.
3. The **EEO Class** displays Officials & Managers. Change it to one of the following.
  - **First/Mid Officials & Mgr** (if the job leads major business unit or implements policies)
  - **Exec/Senr Officials & Mgr** (if the job formulates policies and sets strategies)
4. Click **Apply**.
5. Repeat steps 2 – 4 for all job codes of EEO Class **1**.
6. When all EEO Class 1 job codes have been updated, click **OK**.
7. Run the Import Calculations process (select **Processes/HR/Import Calculations**). This process updates all employees whose jobs were previously classified as Officials & Managers (EEO Class 1) to the new EEO Class now associated with their current job (EEO Class 1.1 or 1.2).
8. Run the EEO-1 Headcount Detail report to verify that all employees are being counted in the correct EEO Class.
9. When you are certain all employees are being counted in the correct EEO Class, go to **Rules/HR/EEO Classification Codes** and delete EEO Class Code 1.