



Perryman
Software



Performance Appraisal Management

SAGE ABRA

Make Sound Business Decisions

Make sound pay and promotion decisions, support corrective actions, and develop employee strengths to improve productivity and impact your bottom line. With measured results, you can make sound business decisions based on actual performance.

Align Performance with Goals

PAM tracks past, present and future performance and quantifies the results, aligning individual performance with company objectives.

Maintain Data Security

Sensitive employee information remains in Sage Abra, maintaining employee confidentiality and data security. There is no need for moving or converting data.

Electronic Workflow

PAM tracks appraisal actions, showing them on the Digital Dashboard and notifying reviewers and approvers with automatic email alerts. Appraisals are created, routed, reviewed, scored, and even signed electronically.

Customize for Your Company

Fully customize reviewers and approvers, appraisal language, terms, and views to create a performance process that matches your culture.

Manage Cost and Time

With no paper to move, you can focus on achieving your business goals, and leave the performance review logistics to PAM. Employees save time and you save money.

At Perryman Software,
we help people and businesses
realize their full potential.

Criteria	Score	Virgil	Comment	Weight	Nora	Comment	Weight
1 Competency Factors	4.00	4.00	I've demonstrated Technical and	50	4.00	Virgil's technical competence	100
2 TECHNICAL / PROFESSIONAL KNOWLEDGE	4.00	4.00	I demonstrated adherence to	50	4.00	Adherence to quality standards	100
3 QUALITY / ACCURACY	4.00	4.00	I demonstrated creative problem	50	4.00	The Smith Project was delivered	100
4 CREATIVITY / PROBLEM SOLVING	4.00	4.00	I demonstrated exceptional	50	4.00	Virgil built a team of	100
5 ORGANIZATION / TIME MANAGEMENT	4.00	4.00	I demonstrated safety when I ...	50	4.00	All safety and security	100
6 SAFETY	4.00	4.00	I demonstrated exceptional team	50	4.00	Virgil's decision-making and	100
7 DECISION MAKING / JUDGEMENT	4.00	4.00	I demonstrated exceptional project	50	4.00	Virgil has exceptional Project	100
8 PROJECT MANAGEMENT	4.00	4.00	I demonstrated exceptional team	50	4.00	Exceptional Team Player	100
9 TEAM PLAYER / WORKING WITH OTHERS	4.00	4.00	The smith project was delivered on	50	4.00	In spite of customer delays and	100
10 GOAL	4.00	4.00	The major goal throughout this	50	4.00	Virgil did an exceptional job	100
11 GOAL	4.00	4.00					

Meet your corporate objectives and improve your bottom line with Performance Appraisal Management for Sage Abra HRMS, an automated, paperless system that links directly to Sage Abra. Managers easily view their employee's job history, attendance records, salary information, Employee Notes and training information on the PAM appraisal form. Your company protects sensitive employee information without the need for data conversion or duplicate entry.

The Digital Dashboard, PAM's HTML front end, streamlines appraisal management, immediately showing required actions, required group actions, and for the Appraisal Manager, a summary snapshot of the performance process for easy management.

When appraisals are ready for an action, PAM notifies the appropriate person with an email alert. PAM tracks approvers and reviewers, allowing appraisals to be written, scored, approved and even signed electronically. PAM manages the performance appraisal process, while you manage your business and your employees.

Automated, weighted scoring makes PAM the system of choice when it comes to reviews. In addition, PAM allows customized, limited appraisal viewing for scorers, maintaining the integrity of peer-reviews. PAM calculates average weighted scores for reviewers and measurement criteria and provides an overall weighted average score for the appraisal.

Get started quickly with PAM's customizable setup options. Review groups can be set to Supervisor only, Supervisor and Employee, or 360° Peer Review, and you choose the weight for reviewers. Measuring performance can be done with open, text-based forms, or with unique performance review templates that you create. Criteria templates can be automatically linked to Sage Abra job codes or organizational levels, and you can attach different scoring ranges to measurement criteria to accurately reflect your company's guidelines. After setting the defaults, you can easily override them for individual appraisals. PAM even allows you to include reviewers and approvers who are not in Sage Abra. You define appraisal components, as well as who can view, modify, and approve them.

From developing innovative solutions to providing award-winning customer support, Perryman Software is dedicated to surpassing expectations in all aspects of our business. For more information about PAM, contact your local Sage Abra business partner, call us directly at 800-551-6875, or visit our website, www.performancepam.com.



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Key Features

Seamless Integration with Sage Abra HRMS	PAM's tight integration with Sage Abra HRMS eliminates duplicate data entry and guarantees accurate employee information. PAM collects employee demographics such as salary, attendance, job history, Abra Notes and Training and displays it on the performance appraisal. Sensitive employee information is viewable only by the managers who need it to complete appraisals.
Setup Defaults for Quick Start	Global setup options, sample appraisals, and Sage Abra integration allow you to implement PAM quickly to get the results you need. Open, text-based appraisal forms are the default, but you can define measurement criteria for similar job functions, which can be automatically linked to Sage Abra job codes or organizational levels. You set default reviewers as Supervisor only, Supervisor and Employee, or 360° Peer Review. For approvals, PAM defaults to the company hierarchy in Sage Abra.
Flexible and Customizable	Appraisals can be as simple or as detailed as the organization needs them to be. Any default setting can be changed for an individual's appraisal. You can customize appraisal forms, changing tabs, labels and fields for different user groups. Your performance appraisal process can be as unique as you are and provide you with the specific results you need.
Effective Employee & 360° Peer Reviews	Preserve the integrity of 360° Peer Reviews by letting PAM determine who views which screens. By default, PAM limits what peer reviewers see when they score appraisals, maintaining the honesty and integrity of the peer reviewed appraisal.
Electronic and Totally Paperless	With PAM's electronic work flow, supervisors know when to create appraisals, reviewers know when to peer review, and approvers know when it's time to approve. When the appraisal is final, it can be electronically signed for a totally paperless process.
Manage Past and Future Performance	Once in the system, past appraisals are accessible for future reviews. Managers have on-demand status of current appraisals as they are reviewed and approved. Future goals and objectives show up on the next appraisal, allowing management to focus on organizational goal achievement.

Digital Dashboard Snapshots



650 Sentry Parkway, Suite One
Blue Bell, PA 19422
Phone: 610-941-2119
Fax: 610-941-2184
www.hrmgsolutions.com

The HTML Digital Dashboard front end provides an instant status for appraisal users.

- My Action Items shows users what tasks needs to be done now.
- Managers can view Appraisals and Actions for their group on the My Direct Reports pages.
- The Company Summary page gives a bird's eye view of your entire appraisal process.

