



HRMS Solutions, Inc.



Success Stories

Bury+Partners

**The Customer:**

Bury+Partners

**Industry:**

Engineering

**Locations:**

Texas and Virginia

**Solutions:**

Sage Abra HRMS  
Cyber Recruiter

**Modules:**

Abra Self-Service  
Abra Benefits Enrollment  
Abra Attendance  
Abra Alerts  
Abra Link - Deltek Vision

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Rebecca Ingram • HR Representative

**Engineering Firm Restructures HR System with Sage Abra HRMS**

Bury+Partners Engineering Solutions is a dynamic, diversified engineering and consulting firm dedicated to client service and professional excellence. The firm began in Austin, Texas in 1984 and now has five offices in Texas and two in Virginia. With the capacity to do work in every state, they offer the resources, talent, and experience to serve any sector in the industry.

From a human resources perspective, managing the recruiting, hiring, benefits and payroll for employees based in two different states is a process that requires attention to detail and an efficient records management system. Bury+Partners’ Human Resources department had relied on spreadsheets and manual data entry to track all employee data, but during a period of rapid growth this was no longer practical.

**Tracking System Needed Overhaul**

Rachel Seitzer, the firm’s HR Manager in HRIS and Benefits, says the old system wasn’t effective. “Trying to keep track of all of the information was tough. We were using multiple databases and spreadsheets to keep track of employee info and it was cumbersome and difficult to report,” she explains.

The spreadsheet arrangement was not effective for reporting purposes. “Managers would ask us for information, but we didn’t have many handy reports. We always had to compile data from spreadsheets. Or we just had to say, ‘We’re sorry, but we don’t have that information,’” explains Seitzer. “In some cases, we’d have to go to every single employee file and try to pull data out.”

The firm needed to build an efficient system by eliminating excess paperwork and simplifying administrative tasks for benefits management, reporting, and recruiting. Bury+Partners worked with HRMS Solutions, a Washington D.C. based solution provider specializing in HRIS, payroll, time and labor, recruiting and talent management solutions, to find software that would streamline the HR process and integrate with Deltek Vision, the firm’s payroll and accounting solution. Bury+Partners chose Sage Abra HRMS, an industry-leading HRIS software for small to mid-sized businesses.

**Sage Abra Centralizes Employee Information**

Sage Abra provides a comprehensive, single source database that streamlines the employee tracking process, delivering vital information including demographics, benefits, skills, education, leave of absence, and more. HR Representative Rebecca Ingram sees the advantages of Sage Abra every day. “Having the Abra system has completely changed our day-to-day way of doing things in a very good way. Now, when I think about our spreadsheets we used to use, it’s comical. Sage Abra is awesome!”

**Reducing “Administrivia” and Paperwork Saves Time**

With Sage Abra, the HR department has eliminated much of the manual data entry and paper shuffling. Additional features such as Abra ESS (Self-Service) and Abra Benefits Enrollment empower employees to manage their own benefits, thus reducing errors and removing the administrative burden from HR. “Before, we had so many forms to process manually. It definitely is easier with less paper,” explains Ingram.

“We’re eliminating paper more and more, and we keep finding ways to do things within Sage Abra. We have this lofty goal of an electronic personnel file, and I really think that’s becoming closer to reality.”

Rachel Seitzer  
HR Manager  
HRIS and Benefits

### Self-Service Feature Streamlines Open Enrollment

By allowing employees to update their own demographic and benefits information, the paperless open enrollment is a well-organized process. Employees benefit because they no longer have to fill out the same information on several different forms. “The open enrollment is one of the greatest pieces about the whole thing,” says Seitzer. “It was just wonderful to eliminate five different insurance forms and save employees from the repetitive process of writing their name and address on each form.”

Less paper means a quicker turn around in the open enrollment process. “We took the whole process from a 2 month process to a 3 week process. We cut it in half,” reports Seitzer. “And we cut down on errors because we had less paper to review.”

In addition, Sage Abra can send automatic alerts to HR staff when certain events could potentially affect an employee’s benefits plan. For example, when dependents of an employee reach a certain age, they may no longer be eligible for coverage. “This was really difficult for us to track before Sage Abra and we relied on employees to inform us when their dependents no longer met eligibility requirements. Now, we have an alert that tells us a month before the birthday. We can look at specific plans and notify the employee of the appropriate action. I’m very pleased with that because I feel like that’s really helping us do the job that we need to do,” explains Seitzer.

### Reporting Features Improve Compliance

One of the most important jobs of the HR department is ensuring the company is in compliance with all state and federal employee regulations. This requires comprehensive and accurate reports. “The EEO1 report was completely unmanageable before. Once we implemented Sage Abra, we were able to collect all of the info, print our report, and submit it to EEOC by the deadline, within a matter of a couple of weeks. We really took the EEO reporting process from completely unmanageable to easy,” reports Seitzer. Sage Abra enables Seitzer to provide more detailed

reports to executives, too. “We designed our workforce indicator report for turnover, source of hire, head count by department, and other statistics. After I finished tweaking those reports, I sent them out to our leadership team. Our VP of HR was just tickled. He said they were the best system-generated reports he had ever seen,” Seitzer relates. “Those kinds of metrics were something that we hadn’t had before. You have a feel for the statistics because you do it every day, but it’s better to have the hard numbers to back you up.”

### User Friendly Recruiting Tool

Finding the best employees and putting them in the right positions is a challenge for any company. With Cyber Recruiter, Bury has implemented a tool to help organize, manage, and track applicants more efficiently. “The best part of Cyber Recruiter is just managing the open requisitions. We get at least 20 resumes everyday from people looking for a job,” says Ingram. “When we receive them, I import them in Cyber Recruiter so when we are ready to hire, the information is in there. Cyber Recruiter is easier to use than our old system.”

### The Expertise of HRMS Solutions

Seitzer found an experienced and dedicated team of professionals with HRMS Solutions. Their support helped Bury successfully implement Sage Abra and configure it to serve their needs. “Through the whole process, responsiveness from the team was great. I really felt comfortable relying on their expertise and their knowledge,” shares Seitzer. “The consultants at HRMS Solutions worked very diligently to meet our needs and we really appreciated that.”

### A Better Performing HR Department

Sage Abra has truly transformed a complicated process into a smooth, automated system, giving the HR staff members the tools they needed to perform their jobs effectively. “It really is awesome. We’re eliminating paper more and more, and we keep finding ways to do things within Sage Abra,” relates Seitzer. “We have this lofty goal of an electronic personnel file, and I really think that’s becoming closer to reality. It’s pretty great.”

