

Sage Abra HRMS | Customer Success

Sage Abra HRMS — A walk in the park for New Lenox Community Park District

The New Lenox Community Park District (NLCPD) serves the 58,000 residents in the New Lenox, Illinois area. With more than 30 parks and a golf course under its jurisdiction, NLCPD's core staff of 24 swells to more than 200 during the peak seasons. With a diverse, distributed workforce, the organization requires a versatile, powerful human resource management system (HRMS) to manage its payroll and HR functions. For NLCPD, that solution is Sage Abra HRMS.

Spreadsheets to track spreadsheets

When Stephanie Humbert, the Human Resources Coordinator for NLCPD, joined the organization, human resource functions were handled manually. "It was a terribly burdensome system," she recalls. "We had spreadsheets for everything and anytime something changed, we had to update all of them. We even had a spreadsheet to help us track our spreadsheets!"

Meanwhile, payroll was outsourced to a third-party payroll service provider. "It was time-consuming to get many of the reports we needed," Kathy Lynch, the Finance and Human Resources Superintendent for NLCPD, explains. "Sometimes we would wait days to get even simple payroll reports."

Sage Abra HRMS pays for itself

With budget cuts imminent, NLCPD began looking for ways to cut expenses, and zeroed in on a plan to bring payroll in house to save the costly outsourcing fees and to gain more control over the payroll and reporting functions. As the organization researched

payroll and HR software, one name quickly rose to the top. "I had used Sage products in a previous position," says Lynch. "NLCPD was already running Sage MIP Fund Accounting, so when I heard about Sage Abra HRMS software, I felt an instant level of confidence."

NLCPD performed a complete evaluation of several systems, and in the end selected Sage Abra HRMS. The evaluation process helped demonstrate that the functionality of the software would meet the organization's needs and that it would indeed help reduce expenses. "Our cost/benefit analysis determined that Sage Abra would pay for itself in less than three years," says Lynch.

ESS eliminates paper and drives efficiency

"ESS (Employee Self Service) has proven to be the biggest surprise to folks here. Some doubted that the staff would use it, or that it would actually offer any tangible benefits. In actuality, it has become a favorite of both management and staff," says Karen Acklin, the Accounting Supervisor for NLCPD.

Employees enter requests for time off through the ESS portal, and the requests are automatically routed to their supervisor for approval. "This automation alone saves everyone so much time," Lynch reports. "Previously, employees would fill out a paper form that their supervisor approved, HR entered the data into a spreadsheet, and then the form was filed. When an employee needed to make a change to the request it involved another round of paperwork. Now, it is a completely paperless, highly efficient process."



CUSTOMER

New Lenox Community Park District

INDUSTRY

Government Municipality

LOCATION

New Lenox, Illinois

NUMBER OF LOCATIONS

5

SYSTEM

Sage Abra HRMS

- Abra HR
- Abra Payroll
- Abra Attendance
- Abra Workforce Connections - Employee Self Service (ESS)
- Sage MIP Fund Accounting

CHALLENGE

New Lenox Community Park District sought to cut expenses and increase efficiency by bringing payroll processing in house and by automating its HR functions.

SOLUTION

Sage Abra HRMS delivers full HR, Payroll, and Employee Self Service (ESS) functionality to the park district and its 200+ employees.

RESULTS

Automating HR functions saves the labor of one half-time employee. ESS drives efficiency by eliminating paper and empowering employees with access to their own data. The savings from bringing payroll in house will provide a full ROI in three years.

Employees have their choice of receiving their pay through direct deposit or by Sage PayCard. Payroll vouchers are available for viewing from the ESS portal. “For us, the Sage PayCards are as easy to use as direct deposit and the fees are lower than our outsourced provider used to charge,” notes Humbert.

Flexible reporting tools meet specific needs

NLCPD’s employees are members of the Illinois Municipal Retirement Fund (IMRF). The IMRF requires employers to submit a monthly pension plan report. Previously the organization had to track the required information in a spreadsheet and spend several hours each month preparing the report in the proper format. Using the powerful report writer available with Sage Abra, Crystal Reports®, the organization’s business partner designed a custom report that precisely meets the IMRF requirements. “Now we simply select a menu option and a few seconds later have the report we need to submit to the IMRF,” explains Lynch.

“From the accounting perspective, the Crystal Reports have been a very useful tool,” says Acklin. “We were able to create a simple report that reduces our processing time by allowing us to view our employee’s in alphabetical order instead of employee number order. We also added our general ledger account numbers associated with each Job Code to verify where they will appear in our Financial Statements prior to posting the payroll. This is easy to do and has a huge impact in reducing coding errors.”

From full-time to part-time

Before implementing Sage Abra, it was the work of one full time human resources employee, plus help from others, to keep up with the busy HR department’s demands. “It’s now a part-time position,” says Lynch. “By automating our HR functions with Sage Abra, we literally cut the time required to process payroll in half.”

Additional labor savings have come from the reduction of clerical expenses at the organization’s satellite offices. “Previously, each location maintained their own spreadsheets of data specific to their office,” says Lynch. “Now the information each manager needs is available to them through either the ESS portal or Crystal Reports.”

Integration with accounting

NLCPD has long relied on Sage MIP Fund Accounting to support its financial operations. Its business partner, who supports both Sage Abra and Sage MIP Fund Accounting, implemented a third-party product that provides seamless integration between the two programs.

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Kathy Lynch
Finance & HR Superintendent
New Lenox Community Park District

“I had a monthly three page report consisting of journal entries that I had to key into Sage MIP,” explains Lynch. “Now I run the import utility and the process is completed within 30 seconds. We have eliminated data entry and the associated errors.”

NLCPD has every confidence that the products they have chosen are the right solution. In addition to saving time and money, the increased efficiency of the Sage products has led the Government Finance Officers Association to bestow a *Certificate of Achievement for Excellence in Financial Reporting* to NLCPD for each of the past two years.

About Sage

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. At Sage, we live and breathe business every day. We are passionate about helping our customers achieve their ambitions. Our range of business software and services is continually evolving as we innovate to answer our customers’ needs. Our solutions support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage North America employs more than 4,100 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide. For more information, please visit the website at www.SageNorthAmerica.com or call **866-308-2378**.