CYBER RECRUITER 7.0: ABRA INTEGRATION

JUNE 2011

TABLE OF CONTENTS

SAGE ABRA HRMS "ABRA" –DYNAMIC LINK

Interface by Dynamic Link: Cyber Recruiter and the Abra systems are connected via an ODBC or OLE DB connection which allows for a page in Cyber Recruiter to collect information and push the information into the Abra system. This is a one step process; however it does require direct connection between the two systems.

This process will have one page to complete during the daily use of this interface. The page will be under the Applicant menu item.

ESTABLISHING CONNECTIVITY

The process for transferring new hires from Cyber Recruiter to Abra using the dynamic requires either (1) knowledge of the SQL information to connect to the Abra database or (2) establishing a connection to the Foxpro database. If you have the SQL information, skip the section below and move directly to the section on setting up the Admin pieces in Cyber Recruiter.

LINKING TO FOXPRO

On the Cyber Recruiter Web Server
1) Create a Domain User on your network to be used specifically for Cyber Recruiter
2) Open IIS on the Cyber Recruiter web server and go to the Advanced Settings of the Application Pool that Cyber Recruiter is a part of
   a. Edit the Identity for that pool and change it to the Domain User you created, you will need the password for this step
   b. Change the Load User Profile setting to True
   c. Save and close the Application Pool Advanced Settings
3) Edit the NTFS security settings on the Cyber Recruiter installation folder. Give full access to the Domain User you created
4) Edit the NTFS security settings on the C:\Windows\Microsoft.NET\Framework\v2.0.50727\Temporary ASP.NET Files folder, giving full access to the Domain User you created.
5) Ggo into Regedit and find the keys HKEY_LOCAL_MACHINE\Software\Visibility Software\Cyber Recruiter and HKEY_LOCAL_MACHINE\Software\Wow6432Node\Visibility Software\Cyber Recruiter (if it exists). For both, give full access for that key to the Domain User you created

On the Abra Server
1) Give the Domain User you created Modify access to the Share you created to expose the Abra data folder.
2) Give the Domain User you created Modify NTFS access to the Abra \Data folder itself
3) Go into the Local Security Policy applet and assign the Domain User you created to the following policies…
   a. Logon as a Service
   b. Logon as a Batch Job
   c. Replace a Process Level Token
   d. Adjust Memory Quotas for a Process
4) From within Abra Suite
5) Find the path to the Abra Suite Data Directory
6) Log in to Abra Suite
7) Go to Help / Abra Suite
8) Click the System Information tab
9) Write down the **Data Path**

Go Back to the Cyber Recruiter Web Server

1) Ensure that Abra Suite has an assigned path viewable by this computer
2) Find the web.config file in the Cyber Recruiter root installation folder and open it in Notepad.
3) In the <AppSettings> section of the web.config file, add the following line
4) <add key="AbraPath" value="\\ServerName\AbraShare" />
   a. Replace "\\ServerName\AbraShare\" with the full path to your Abra Suite data directory. The path should be a UNC path, not a drive letter path.

Note: Under **Admin > Links > Pre-Defined Links** in Cyber Recruiter, the FoxPro Data Source field can be left blank. It is used only when utilizing an ODBC to connect to your Abra data directory (instead of the method outlined above). It exists only as a backup to the above method and shouldn't be used unless Cyber Recruiter's support staff instructs you to do so.

ADMIN SETUP – ENABLING ABRA IN CYBER RECRUITER

Once the connection information is obtained, take the following steps in the admin section to activate this interface.

STEP 1: SETTING GLOBAL DEFAULTS

Admin > Links > Pre Defined Links > Abra Suite

Question	Response	Result
Integration to Abra enabled?	Yes	Abra-specific page and menu items will be added in Cyber Recruiter.
		Action Needed: Highlight the Users in the Drop-Down List who should have access to the Abra-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Abra in Cyber Recruiter.
Do you use Abra Payroll?	Yes	All Abra Payroll-specific fields will appear in Cyber Recruiter during the transfer process. **NOTE: THIS IS ONLY VALID FOR THE FOXPRO VERSION OF ABRA. THIS LINK DOES NOT WRITE TO THE ABRA SQL VERSION DIRECTLY.**
	No	Only HR Related fields will appear during the transfer process.
Transfer Method		FoxPro, SQL or File Transfer. See step 2 for FoxPro or SQL. See next section for File Transfer
Capitalize everything?	Yes	All data transferred to Abra will appear in capitalized lettering.
	No	All data transferred to Abra will appear as it was entered in Cyber Recruiter.
Transfer Benefits	Yes	Upon transferring the file into Abra, the system will verify any benefits set to 'Auto Add' and compare against the qualifications. If the individual meets the pre-set qualifications, the benefit will be added.
	No	No benefits will be added when transferring the file.
Transfer Deductions	Yes	Upon transferring the file into Abra, the system will verify any deductions set to 'Auto Add' and add those deductions.
	No	No deductions will be added when transferring the file.
Transfer Taxes	Yes	Upon transferring the file into Abra, the system verifies any taxes set to 'Auto Add' and compare against the home state & timesheet work code to determine which taxes to add.
	No	No taxes will be added when transferring the file.
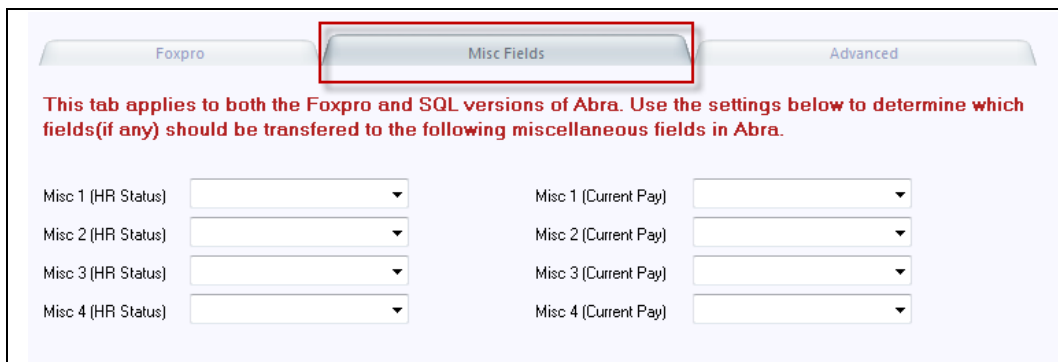
STEP 2: SETTING THE DATA SOURCE

Use the information from the 'Establishing Connectivity' section to complete the following setup pieces. Selecting FoxPro or SQL will refresh the bottom of the page to specify only the information necessary for that data source type.

Question	Answer	Result
What version of Abra do you use?	FoxPro	Cyber Recruiter will reference the web config file to locate the Abra data for the file transfer.
	SQL	Cyber Recruiter will expect to post to an SQL database for the transfer. Additional Action Needed: Using the tabs at the bottom of the page, enter in the SQL information to connect to your Abra system. Should you wish to take an action upon completing the new hire process, enter that command in the 'Advanced' tab.

STEP 3: DEFINING MISC FIELDS

Identify any fields currently in Cyber Recruiter which can be passed to Abra's misc. fields. Use the drop-down menus to identify the location of the information in Cyber Recruiter.

DAILY USE – TRANSFERRING NEW HIRES TO ABRA

The transfer process (Cyber Recruiter to Abra) replaces the New Hire Action in Abra. When an applicant needs to be 'hired' into Abra, this is done one at a time from the **Applicants > Hire into Abra Suite** process in Cyber Recruiter.

STEP 1: FIND THE APPLICANT

If you are using the option to 'Process New Hire' you can skip this step as the system will already know which individual you are working with.

From the Applicant's menu, select Hire into Abra Suite. Find the desired individual to move into Abra by identifying the individual via his/her Last Name, Email, Applicant ID #, Overall Status or Range (Application Date).

Once the Applicant is found, select the Applicant by clicking on the **Applicant Name**.

STEP 2: IDENTIFY THE COMPANY & ACTION IN ABRA

Should there be more than one company set up in Abra, choose the appropriate company for which this individual is being hired. This will dictate last employee number used and the drop-down options in the follow screens. In addition, select what action to take from the drop-down list. Options include New Hire, Rehire & Job Change. For this option select "New Hire".

Please choose the employer that this applicant is to be hired in to and click 'Next >>'

Employer	Z-TECHNOLOGY, INC.
Action	New Hire

▶▶ Continue

STEP 3: ENTER EMPLOYEE IDENTIFIERS

Enter the **Employee Number** (unique identifier for Abra) and the **Hire Date** for this employee. If employee number in Abra is a numeric value, the Last Employee # will be generated to help determine what the next number should be. If the employee number is alphanumeric, Cannot Determine will show instead.

Employer	Z-TECHNOLOGY, INC.	
Employee No *		Last Employee #: Cannot Determine 💾 Save Changes
Hire Date *		Fields with an asterisk (*) are required
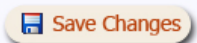
STEP 4: VERIFY INFORMATION
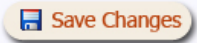
Make any necessary changes to the demographics information captured by Cyber Recruiter. **First Name**, **Last Name**, and **State** of residency are required fields on this page. Remember that the email address that is being passed over to Abra should be the new corporate email address if you are planning on emailing from Abra using Abra Alerts or Abra AWC.

Make any necessary changes to the personal data information captured by Cyber Recruiter. **SSN or SIN** is required on this page. Drop-down options are compared against what is currently set in Abra. If the code used in Cyber Recruiter does not match what is set in Abra, the field will not automatically populate.

All fields on this page pull **directly** from Abra and need to be completed to send over a full record for the new employee. **Pay Frequency** and **Normal Hours** are generated based on the defaults set in Abra for the company selected at the beginning of the transfer process. **Annual** and **Hourly Salary** numbers are dependent on each other and the pay frequency and normal hours. **Job Code** and **Job Title** are dependent on each other. **Salaried/Hourly** and **1-9 Status** fields are required on this page. Drop-down options are compared against what is currently set in Abra.

If the payroll module in Abra is activated, additional information is needed when processing a new hire. If the setup indicates that the Payroll module is on but SQL is selected the user will receive this message instead of starting the process:
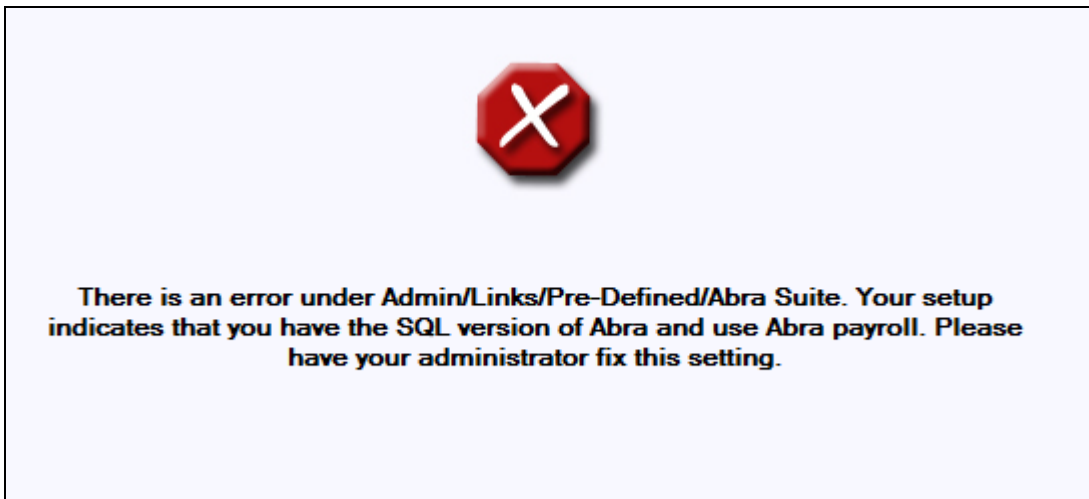
If FoxPro is chosen then the same three tabs will appear and two additional tabs will be presented. Enter the necessary information to complete this employee's payroll record.

Defaults:

Payroll Status	Active (changing this will affect the payroll process)
Job Type	R-Regular (changing this will affect the 941)
EIC Filing Status	Not Eligible (change this only if the employee is eligible for EIC)
Statutory	No (change this only if the person should not have any taxes withheld)

If the payroll module in Abra is activated, additional information is needed when processing a new hire. Enter the necessary information to complete this employee's payroll record for processing. **Pay Group** will list the available pay groups based on the company selected, **Regular** and **Holiday** earnings are used if this person will receive an automatic timesheet for payroll. **Time Sheet Work Code** should be the state in which the employee will be working and will determine the state to which unemployment taxes will be calculated.

STEP 5: SEND INFORMATION

Press the Save Changes button in the system to forward the information to the Abra database. The information can now be located in Abra. The information is NOT saved in Cyber Recruiter.

DAILY USE – REHIRING PREVIOUS EMPLOYEES

The transfer process (Cyber Recruiter to Abra) replaces the Rehire Action in Abra. When an applicant needs to be 'hired' into Abra, this is done one at a time from the **Applicants > Hire into Abra Suite** process in Cyber Recruiter.

STEP 1: FIND THE APPLICANT

If you are using the option to 'Process New Hire' you can skip this step as the system will already know which individual you are working with.

From the Applicant's menu, select Hire into Abra Suite. Find the desired individual to move into Abra by identifying the individual via his/her Last Name, Email, Applicant ID #, Overall Status or Range (Application Date).

Once the Applicant is found, select the Applicant by clicking on the **Applicant Name**.

STEP 2: IDENTIFY THE COMPANY & ACTION IN ABRA

The system will compare the employee list from the company selected and search to find the individual you wish to hire based the **SSN/SIN** matching between Abra and Cyber Recruiter and will automatically select Rehire. Should there be more than one company set up in Abra, choose the appropriate company for which this individual is being rehired.

Please choose the employer that this applicant is to be
hired in to and click 'Next >>'

Employer   ZSI SYSTEMS, INC   ▼

Action   Rehire   ▼

▶▶ Continue

An employee with this SSN already exist in Abra. 'Rehire'
has been chosen by default.
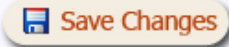
STEP 3: ENTER REHIRE DATE

The **Employee Number** will automatically fill in based on the number previously assigned to this individual. Enter in the date of the **Rehire Date** for this employee.

Employer   ZSI SYSTEMS, INC

Employee No *   114

Rehire Date *

💾 Save Changes

Fields with an asterisk (*) are required

STEP 4: VERIFY INFORMATION

Make any necessary changes to the demographic and job information based on the new position this employee is being rehired to fill.

STEP 5: SEND INFORMATION

Press the Save Changes button in the system to forward the information to the Abra database. The information can now be located in Abra. The information is NOT saved in Cyber Recruiter.

DAILY USE – JOB CHANGE

The transfer process (Cyber Recruiter to Abra) replaces the Job Change Action in Abra. When an employee takes a new position the action and new information can be pushed to Abra, this is done one at a time from the **Applicants > Hire into Abra Suite** process in Cyber Recruiter.

STEP 1: FIND THE APPLICANT

If you are using the option to 'Process New Hire' you can skip this step as the system will already know which individual you are working with.

From the Applicant's menu, select Hire into Abra Suite. Find the desired individual to move into Abra by identifying the individual via his/her Last Name, Email, Applicant ID #, Overall Status or Range (Application Date).

Once the Applicant is found, select the Applicant by clicking on the **Applicant Name**.

STEP 2: IDENTIFY THE COMPANY & ACTION IN ABRA

The system will compare the employee list from the company selected and search to find the individual based the **SSN/SIN** matching between Abra and Cyber Recruiter and will automatically select Rehire. Change the option to "Job Change" instead. Should there be more than one company set up in Abra, choose the appropriate company for which this individual is being rehired.

STEP 3: ENTER JOB CHANGE DATE

The **Employee Number** will automatically fill in based on the number previously assigned to this individual. Enter in the date of the **Job Change Date** for this employee.

STEP 4: VERIFY INFORMATION

Make any necessary changes to the demographic and job information based on the new position this employee is being rehired to fill.

STEP 5: SEND INFORMATION

Press the Save Changes button in the system to forward the information to the Abra database. The information can now be located in Abra. The information is NOT saved in Cyber Recruiter.

WHERE THE DATA GOES

This section links the tabs used in the Abra Data Transfer of Cyber Recruiter to the Abra HR & Payroll system. It is also important to note that the interface:

- Passes formal education to the Education screen in Abra
- Passes previous employment to the Previous Employment screen in Abra
- Passes skills to the Skills screen in Abra (skills code must be the same in the two systems)
- If selected in setup
  - Checks the benefits setup to determine if any automatically added benefits should be add to this employee's record
  - Checks the tax setup to determine which codes should be added and adds tax codes
  - Check the deductions setup to determine if any automatically added deductions should be added and does so during the transfer process.

NEW HIRE PROCESS

GENERAL

Field Name	Abra Screen and Field	Abra Database Name
Company	Each Screen	P_company
Employee ID	Each Screen	P_empno
Hire Date	HR Status / Original Hire	P_orighire
	HR Status / Last Hire	P_lasthire
	HR Status / Seniority Date	P_sendate
	Current Job / Job Date	P_jobdate
	Current Pay / Pay Effective Date	P_paydate
	Current Job / Employee Status	P_active

DEMOGRAPHICS
Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
First Name	Demographics / First Name	P_fname
Middle Name	Demographics /Middle Name	P_mi
Last Name	Demographics / Last Name	P_lname
Home Phone	Demographics / Home Phone	P_hphone
Work Phone	Demographics / Business Phone	P_busphone
Work Ext.	Demographics / Extension	P_busext
Cell Phone	Demographics / Cell Phone	P_cellphone
Email	Demographics / Email	P_email
Street 1	Demographics / Home Street 1	P_hstreet1
Street 2	Demographics / Home Street 2	P_hstreet2
City	Demographics / Home City	P_hcity
State	Demographics / Home State	P_hstate
Zip	Demographics / Home Zip	P_hzip

PERSONAL INFORMATION

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page under the EEO section. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
SSN/SIN	Demographics / Social Security Number / SIN	P_ssn
Race	Demographics / Ethnic Origin	P_race
Gender	Demographics / Gender	P_sex
Marital Status	Demographics / Marital Status	P_married
Birth Date	Demographics / Birth Date	P_birth
Disabled	Demographics / Disabled	P_handicap
Vietnam Vet	HR Status / Vietnam Era Veteran	P_Vietnam
Disabled Vet	HR Status / Disabled Veteran	P_disvet
Other Vet	HR Status / Other Eligible Veteran	P_othervet
Service Medal Vet	HR Status / Service Medal Veteran	P_ AFMEDVET

JOB / SALARY

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options.

Field Name	Abra Screen and Field	Abra Database Name
Job Title	Current Job / Job Title	P_jobtitle P_jobcode (based on Abra setup) P_eeoclass (based on Abra setup) P_exempt (based on Abra setup) P_jobgroup (based on Abra setup) P_salgrade (based on Abra seteup)
Employee Type	Current Job / Employee Type	P_employ
Salaried/Hourly	Current Pay / Salaried Hourly	P_salhour
Annual Salary	Current Pay / Annual Pay	P_annual P_salary (based on pay frequency and normal hours)
Hourly Salary	Current Pay / Unit Pay Rate	P_unitrate
Pay Frequency	Current Pay / Pay Frequency	P_payfreq
Supervisor	Current Job / Supervisor	P_supervis
Secondary Sup	Current Job / Manager	P_supervis2
Division/ Department/ Location/	Current Job / Division (based on Abra Setup) Current Job / Department (based on Abra Setup) Current Job / Location (based on Abra Setup)	P_level1 P_level2 P_level3 P_level4 P_level 5
Normal Hours	Current Pay / Hours Per Pay Period	P_normunit
I-9 Status	HR Status / I-9 Verification Status	P_i9verif

PAYROLL INFO

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Payroll Status	Payroll Status / Payroll Status	P_paystat
Job Type	Current Job (Pay) / Job Type	P_emptype
WC Category	Current Job (Pay) / Workers Comp	P_workcomp P_workrate (based on Abra setup)
Direct/Indirect	Current Job (Pay) / Direct	P_direct
EIC Filing Status	Tax Withholding / EIC	P_eicmstat
Statutory	Tax Withholding / Statutory	P_statute

PAYROLL PROCESSING

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Pay Group	Payroll Status / Pay Group	P_paygroup
Regular Earnings Code	Payroll Status / Regular Pay	P_autoreg
Holiday Earnings Code	Payroll Status / Holiday Pay	P_autohol
Time Sheet Work Code	Tax Withholding / Timesheet Work Code	P_workcode
Auto Timesheet	Payroll Status / Auto Timesheet	P_autopay

REHIRE PROCESS

This process updates information already in the Abra database.

GENERAL

Field Name	Abra Screen and Field	Abra Database Name
Re-Hire Date	HR Status / Last Hire	P_lasthire
	HR Status / Seniority Date	P_sendate
	Current Job / Job Date	P_jobdate
	Current Pay / Pay Effective Date	P_paydate
	Current Job / Employee Status	P_active

DEMOGRAPHICS

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
First Name	Demographics / First Name	P_fname
Middle Name	Demographics /Middle Name	P_mi
Last Name	Demographics / Last Name	P_lname
Home Phone	Demographics / Home Phone	P_hphone
Work Phone	Demographics / Business Phone	P_busphone
Work Ext.	Demographics / Extension	P_busext
Cell Phone	Demographics / Cell Phone	P_cellphone
Email	Demographics / Email	P_email
Street 1	Demographics / Home Street 1	P_hstreet1
Street 2	Demographics / Home Street 2	P_hstreet2
City	Demographics / Home City	P_hcity
State	Demographics / Home State	P_hstate
Zip	Demographics / Home Zip	P_hzip

JOB / SALARY

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options.

Field Name	Abra Screen and Field	Abra Database Name
Job Title	Current Job / Job Title	P_jobtitle P_jobcode (based on Abra setup) P_eeoclass (based on Abra setup) P_exempt (based on Abra setup) P_jobgroup (based on Abra setup) P_salgrade (based on Abra seteup)
Employee Type	Current Job / Employee Type	P_employ
Salaried/Hourly	Current Pay / Salaried Hourly	P_salhour
Annual Salary	Current Pay / Annual Pay	P_annual P_salary (based on pay frequency and normal hours)

Hourly Salary	Current Pay / Unit Pay Rate	P_unitrate
Pay Frequency	Current Pay / Pay Frequency	P_payfreq
Supervisor	Current Job / Supervisor	P_supervis
Secondary Sup	Current Job / Manager	P_supervis2
Division/ Department/ Location/	Current Job / Division (based on Abra Setup) Current Job / Department (based on Abra Setup) Current Job / Location (based on Abra Setup)	P_level1 P_level2 P_level3 P_level4 P_level 5
Normal Hours	Current Pay / Hours Per Pay Period	P_normunit
I-9 Status	HR Status / I-9 Verification Status	P_i9verif

PAYROLL INFO

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Payroll Status	Payroll Status / Payroll Status	P_paystat
Job Type	Current Job (Pay) / Job Type	P_emptype
WC Category	Current Job (Pay) / Workers Comp	P_workcomp P_workrate (based on Abra setup)
Direct/Indirect	Current Job (Pay) / Direct	P_direct
EIC Filing Status	Tax Withholding / EIC	P_eicmstat
Statutory	Tax Withholding / Statutory	P_statute

PAYROLL PROCESSING

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Pay Group	Payroll Status / Pay Group	P_paygroup
Regular Earnings Code	Payroll Status / Regular Pay	P_autoreg
Holiday Earnings Code	Payroll Status / Holiday Pay	P_autohol
Time Sheet Work Code	Tax Withholding / Timesheet Work Code	P_workcode
Auto Timesheet	Payroll Status / Auto Timesheet	P_autopay

JOB CHANGE PROCESS

This process updates information already in the Abra database.

GENERAL

Field Name	Abra Screen and Field	Abra Database Name
Change Date	Current Job / Job Date	P_jobdate
	Current Pay / Pay Effective Date	P_paydate
	Current Job / Employee Status	P_active

JOB / SALARY

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options.

Field Name	Abra Screen and Field	Abra Database Name
Job Title	Current Job / Job Title	P_jobtitle P_jobcode (based on Abra setup) P_eeoclass (based on Abra setup) P_exempt (based on Abra setup) P_jobgroup (based on Abra setup) P_salgrade (based on Abra seteup)
Employee Type	Current Job / Employee Type	P_employ
Salaried/Hourly	Current Pay / Salaried Hourly	P_salhour
Annual Salary	Current Pay / Annual Pay	P_annual P_salary (based on pay frequency and normal hours)
Hourly Salary	Current Pay / Unit Pay Rate	P_unitrate
Pay Frequency	Current Pay / Pay Frequency	P_payfreq
Supervisor	Current Job / Supervisor	P_supervis
Secondary Sup	Current Job / Manager	P_supervis2
Division/ Department/ Location/	Current Job / Division (based on Abra Setup) Current Job / Department (based on Abra Setup) Current Job / Location (based on Abra Setup)	P_level1 P_level2 P_level3 P_level4 P_level 5
Normal Hours	Current Pay / Hours Per Pay Period	P_normunit
I-9 Status	HR Status / I-9 Verification Status	P_i9verif

Interface by File Export: Cyber Recruiter will gather information and consolidate it into a file which is exported from Cyber Recruiter and will be imported into the Abra system. This process is a multiple step process which includes completing a page in Cyber Recruiter with specific information for Abra, exporting the file and then importing the file into Abra.

This process will have two pages to complete during the daily use of this interface inside Cyber Recruiter. The first page is stored in the Applicant file. The second is accessed under the Applicant menu item.

ESTABLISHING CONNECTIVITY

This should be done on the client's machine who will be importing the data into Abra. This should NOT be done on the Cyber Recruiter server.

ODBC CONNECTION TO FOXPRO

1. Find out the path to your Abra Suite Data Directory. If you do not know it take the following steps
   a. Login to Abra Suite
   b. Go to Help/About Abra Suite
   c. Click the System Information tab
   d. Write down the **Data Path**
2. Go to **Start/Settings/Control Panel**
3. If using Windows 2000, open the **Administrative Tools** folder. If any other version of Windows, go to Step 4
4. Double-click the **Data Sources (ODBC)** or **32-bit Data Sources** icon (you may have either).
5. Go to the **System DSN** tab.
6. Click **Add**, double-click **Microsoft Visual FoxPro Driver**.
7. Type in a Data Source Name. It can be anything, but you must remember the name of it. Common choices for names are **LiveAbra**, **AbraData**, or **LiveAbraData**.
8. You may leave the **Description** blank.
9. Choose **Free Table Directory**.
10. Click **Browse** and find the folder on your network where your Abra Suite data directory resides and click **OK**.
11. Click the **Options** button.
12. Uncheck the **Deleted** box.
13. Click **OK** to close the **ODBC Visual FoxPro Setup** box.
14. Click OK to close the **ODBC Data Source Administrator** box.
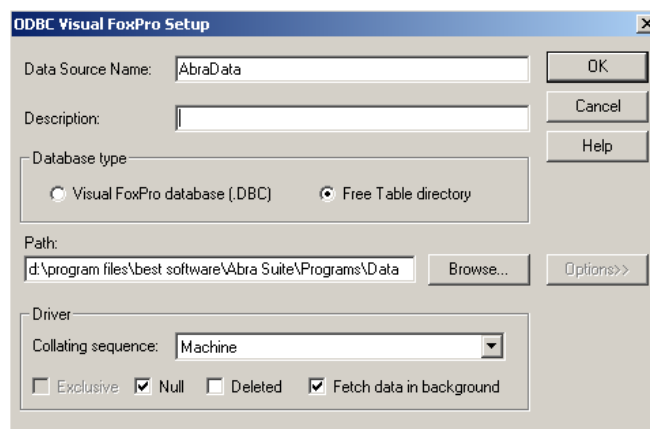
ODBC CONNECTION TO SQL

Below are the steps to follow to create an ODBC Source to your Abra Suite SQL database. If you have troubles, you may need to contact one of your IT personnel.

1. Go to **Start/Settings/Control Panel**
2. If using Windows 2000, open the **Administrative Tools** folder. If any other version of Windows, go to Step 3
3. Double-click the **Data Sources(ODBC)** or **32-bit Data Sources** icon (you may have either).
4. Go to the **System DSN** tab.
5. Click **Add**, double-click **SQL Server**.
6. Type in a Name. It can be anything, but you must remember the name of it. Common choices for names are **LiveAbra**, **AbraData**, or **LiveAbraData**.
7. You may leave the **Description** blank.
8. Enter the name of the Abra SQL Server and click **Next**.
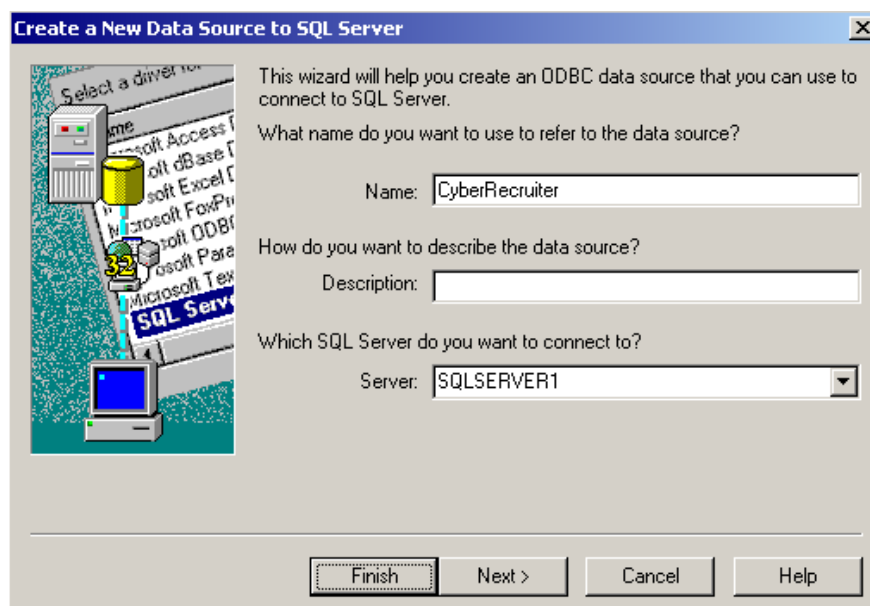
Check the 'With SQL Server authentication using a login ID and password enter by the user' radio button
Check the 'Connect to SQL Server to obtain default settings for the addition configuration options' checkbox

INSTALLING CYBER RECRUITER TO ABRA IMPORT TOOL

1. Download the import utility from www.VisibilitySoftware.com/CRUpdates/AbraImport.zip into a blank folder on any machine that has the .NET Framework 1.1 installed and has access to the Abra Suite data (either Foxpro or SQL).
2. Unzip the downloaded file into that same folder, there is only one .exe inside.
3. Create an ODBC connection from that machine to the Abra Suite data. See the previous section for information on setting up connections to FoxPro or SQL.
4. Launch the import utility by double-clicking AbraImport.exe.
5. Click the Setup button
6. Choose whether you use Abra Foxpro or SQL.
7. If you use Abra Foxpro, also choose whether or not you use Abra's payroll product.
8. Enter the name of the ODBC Source created in step 3 above.
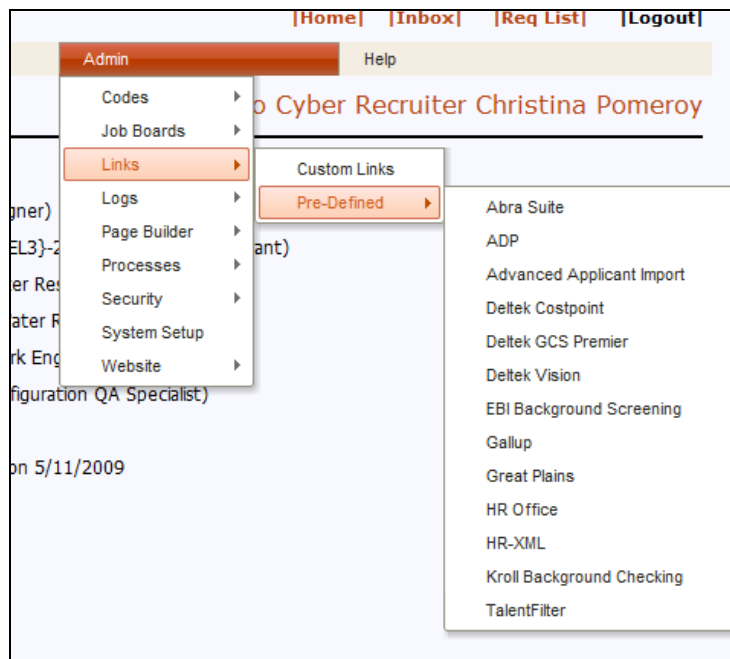9. Click OK to save your changes.

ADMIN SETUP – ENABLING ABRA

Once the connection information is obtained the following steps in the admin section should be taken to activate this interface.

STEP 1: SETTING GLOBAL DEFAULTS

Admin > Links > Pre Defined Links > Abra Suite
Configuration for these additional interface pieces are all under Admin > Links > Pre-Defined.

Question	Response	Result
Integration to Abra enabled?	Yes	Abra-specific page and menu items will be added in Cyber Recruiter.
		Action Needed: Highlight the Users in the Drop-Down List who should have access to the Abra-specific functions in Cyber Recruiter. Hold the CRTL key down to select more than one User.
	No	Users will not see any references to Abra in Cyber Recruiter.
Do you use Abra Payroll?	Yes	All Abra Payroll-specific fields will appear in Cyber Recruiter during the transfer process. **NOTE: THIS IS ONLY VALID FOR THE FOXPRO VERSION OF ABRA. THIS LINK DOES NOT WRITE TO THE ABRA SQL VERSION DIRECTLY.**
	No	Only HR Related fields will appear during the transfer process.
Transfer Method	FoxPro, SQL or File Transfer. See previous section for steps regarding FoxPro or SQL.	
Capitalize everything?	Yes	All data transferred to Abra will appear in capitalized lettering.
	No	All data transferred to Abra will appear as it was entered in Cyber Recruiter.
Transfer Benefits	N/A – benefits are not compared / added during the file transfer process	
Transfer Deductions	N/A – deductions are not compared / added during the file transfer process	
Transfer Taxes	N/A – taxes are not compared / added during the file transfer process	

STEP 2: DEFINING MISC FIELDS

Identify any fields currently in Cyber Recruiter which can be passed to Abra's misc. fields. Use the drop-down menus to identify the location of the information in Cyber Recruiter.
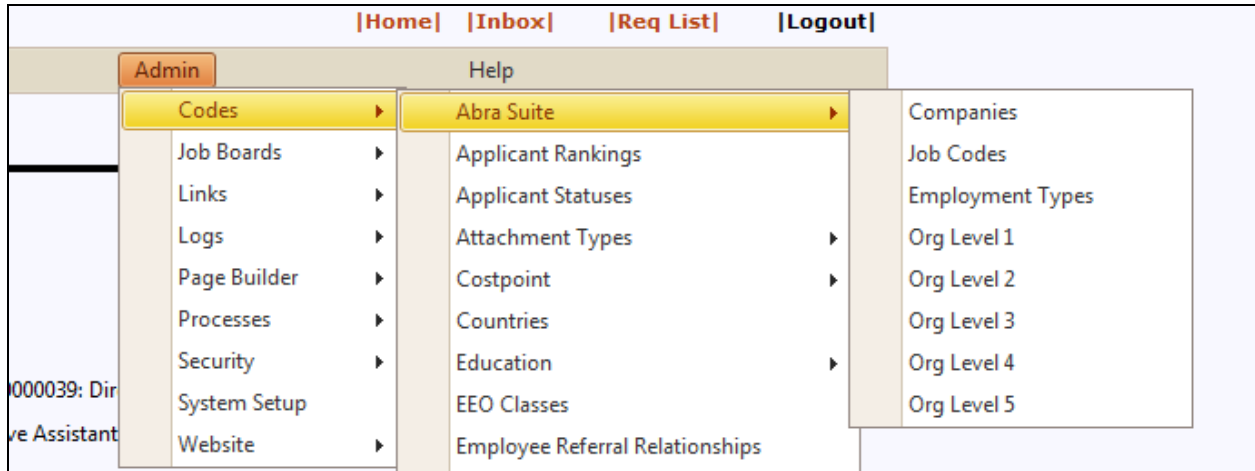
STEP 3: VERIFYING CODE TABLES

Codes which are currently used in Abra need to be re-entered into Cyber Recruiter so the user exporting the information can select the correct value. These values <u>MUST</u> match what is currently in Abra in order for Abra to recognize the values and successfully import the file. All codes are stored under Admin > Codes > Abra.

Within the codes section, the drop-down list shown will provide the user with quick access to the other codes related to that system.
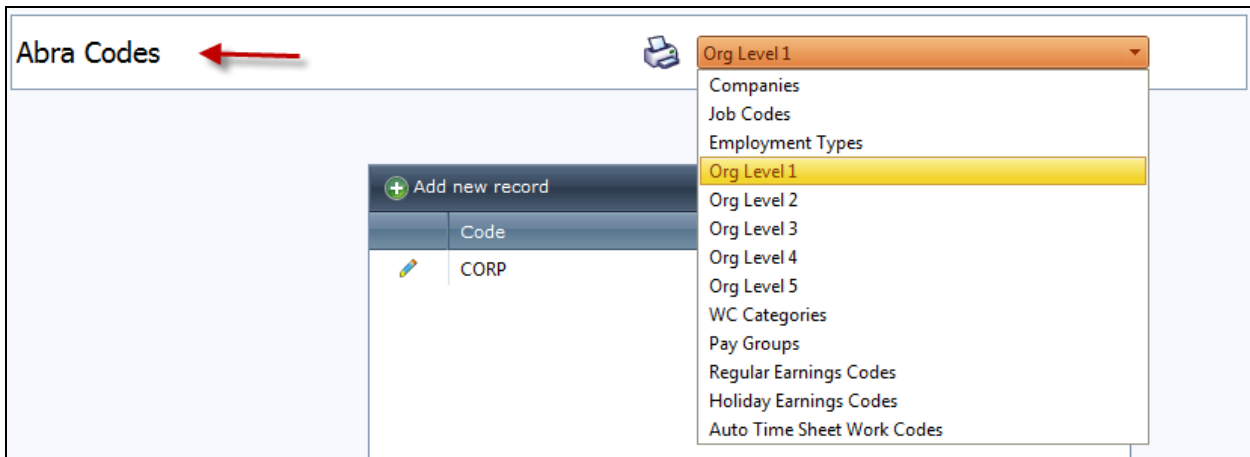
The **Import Code Tables** menu item of **Admin > Processes** allows the ability to import ASCII text files of code into any the Cyber Recruiter code tables. The file must be a .csv file with only two columns: first column represents the **Code** and the second column represents the **Description**. (Note: Neither column can have commas in them BUT they the columns will need to be separated by commas.)

Browse	This button allows Users to find the ASCII text file on a computer hard drive or network. (Note: the specific instructions listed are necessary for successful importation of codes; otherwise all codes might not make it in the database.)
Drop-Down List	This drop-down list contains all the available code tables the ASCII Text file can be imported.
Open Text Field	**Field Description:** If the desired code tables are not listed in the drop-down list, use the last option in the list, **Other (Enter at Right)**. This make the other field activated and a table abbreviation code should be entered. Below is a list of codes that can be used to upload the code tables for the appropriate HR and Payroll systems.

Below are the codes to use when importing to each of the Abra Specific tables. When importing codes, specify on the import screen 'Other (Enter at Right) and then enter the correct code below to map the tool to the correct code table location.

Code Table Location	Import Code
Companies	ABRACO
Job Codes	ABRAJC
Employment Types	ABRAEMP
Org Level 1	ABRAO1
Org Level 2	ABRAO2
Org Level 3	ABRAO3
Org Level 4	ABRAO4
Org Level 5	ABRAO5

Worker's Comp Categories	ABRAWC
Pay Groups	ABRAPG
Regular Earnings Codes	ABRAEC
Holiday Earnings Codes	ABRAHEC
Auto Time Sheet Work Code	ABRATSWC

STEP 1: PREPARE THE APPLICANT & VERIFY REQUIRED FIELDS

Once the Abra interface is enabled, an **Abra Page** in the **Applicant File** will appear for any users specified in the setup. This page will appear for all applicants but should only be complete for individuals who should be sent over to Abra. To start the process, find the individual's record that will be exported to Abra.

Once the individual is located, use the Abra Page to enter data that does not already exist in the Cyber Recruiter product. This information will be transferred in addition to the required pieces of information necessary for the transfer. Even though some of these fields on these tabs are not required it is good practice to fill out as much as possible to have the most complete record.

Be sure to save your changes after completing this page.

STEP 2: ADD RECORD TO THE EXPORT FILE

Click on the red link at the bottom of the page to add this individual to the export file. The red indicator will change to indicate the individual is on the list of records to be exported. In this example, the link has not been clicked.

STEP 3: GENERATE THE EXPORT FILE

After verifying and adding the Individual to the export file, from the main menu bar select **Applicants > Create Abra Suite Export File** to generate the export file.

The Employee ID number is pulled from the Applicant File (Employee File) > Abra Page > Employee ID Field.

This table displays the Individuals who have been added to the export file via the **Applicant File > Abra Page**. To add additional Individuals to the list, press the **Add** button and find the individual's record. To remove individuals from the list, check the box at the end of the record line and click the **Delete Selected** button. Checking the checkbox in the top of the table will place checkmarks or remove check marks next to everyone's record. Everyone listed here will be included in the export file.

Click the **Export** button to create the export file. Enter the name of the file in the **Filename** field. Cyber Recruiter will save the *last* export file created. However, this file will be overwritten each time the export process is run.

STEP 4: VERIFY RESULTS

The page which appears allows you to verify the results and eventually to save the file generated to a network or disk location.

CORRECTING ERRORS

The error log indicates that some individuals are missing information, the information for those individuals should be entered and another export performed. Click the **Print** link to print a report as needed and click the individual's name to enter the file or make the necessary changes. The export process can be run as many times as needed to obtain an error free file.

SAVING THE FILE

If the error log indicates that all individuals were **Exported Successfully**, right-click the indicated link and choose **Save Target As** to download the ASCII file created by Cyber Recruiter to the network or hard drive. Put the files in a folder on a PC that the payroll contact will have access to so that person can pull the file into Abra. Click on the **Return to Abra Export Page** to finish the process.

STEP 5: PREPARE EXPORT LIST FOR NEXT BATCH

To prepare the Abra Export page for the next batch of new hires, checking the checkbox in the top of the table will place a checkmark next to the Individual's names. Then, press the **Delete Selected** button to remove them from this list.

STEP 6: IMPORT INTO ABRA

Using the Cyber Recruiter to Abra import tool, find the file generated by Cyber Recruiter and import this file into Abra.

WHERE THE DATA GOES

This section links the tabs used in the Abra Data Transfer of Cyber Recruiter to the Abra HR & Payroll system. It is also important to note that the interface.

GENERAL

Field Name	Abra Screen and Field	Abra Database Name
Company	Each Screen	P_company
Employee ID	Each Screen	P_empno
Hire Date	HR Status / Original Hire HR Status / Last Hire HR Status / Seniority Date Current Job / Job Date Current Pay / Pay Effective Date	P_orighire P_lasthire P_sendate P_jobdate P_paydate
	Current Job / Employee Status	P_active

DEMOGRAPHICS

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
First Name	Demographics / First Name	P_fname
Middle Name	Demographics /Middle Name	P_mi
Last Name	Demographics / Last Name	P_lname
Home Phone	Demographics / Home Phone	P_hphone
Work Phone	Demographics / Business Phone	P_busphone
Work Ext.	Demographics / Extension	P_busext
Cell Phone	Demographics / Cell Phone	P_cellphone
Email	Demographics / Email	P_email
Street 1	Demographics / Home Street 1	P_hstreet1
Street 2	Demographics / Home Street 2	P_hstreet2
City	Demographics / Home City	P_hcity
State	Demographics / Home State	P_hstate
Zip	Demographics / Home Zip	P_hzip

PERSONAL INFORMATION

Information that appears on this page is pulled from the Cyber Recruiter Applicant Demographics Page under the EEO section. It should be verified as the employee is hired into Abra.

Field Name	Abra Screen and Field	Abra Database Name
SSN/SIN	Demographics / Social Security Number / SIN	P_ssn
Race	Demographics / Ethnic Origin	P_race
Gender	Demographics / Gender	P_sex
Marital Status	Demographics / Marital Status	P_married
Birth Date	Demographics / Birth Date	P_birth
Disabled	Demographics / Disabled	P_handicap
Vietnam Vet	HR Status / Vietnam Era Veteran	P_Vietnam
Disabled Vet	HR Status / Disabled Veteran	P_disvet
Other Vet	HR Status / Other Eligible Veteran	P_othervet

JOB / SALARY

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options.

Field Name	Abra Screen and Field	Abra Database Name
Job Title	Current Job / Job Title	P_jobtitle P_jobcode (based on Abra setup) P_eeoclass (based on Abra setup) P_exempt (based on Abra setup) P_jobgroup (based on Abra setup) P_salgrade (based on Abra seteup)
Employee Type	Current Job / Employee Type	P_employ
Salaried/Hourly	Current Pay / Salaried Hourly	P_salhour
Annual Salary	Current Pay / Annual Pay	P_annual P_salary (based on pay frequency and normal hours)
Hourly Salary	Current Pay / Unit Pay Rate	P_unitrate
Pay Frequency	Current Pay / Pay Frequency	P_payfreq
Org Level 1-5	Based on Abra Setup	P_level1 – p_level5
Normal Hours	Current Pay / Hours Per Pay Period	P_normunit
I-9 Status	HR Status / I-9 Verification Status	P_i9verif

PAYROLL INFO

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Payroll Status	Payroll Status / Payroll Status	P_paystat
Job Type	Current Job (Pay) / Job Type	P_emptype
WC Category	Current Job (Pay) / Workers Comp	P_workcomp P_workrate (based on Abra setup)

| Direct/Indirect | Current Job (Pay) / Direct | P_direct |
| Statutory | Tax Withholding / Statutory | P_statute |

PAYROLL PROCESSING

Information that is captured on this page is pulling from the Abra drop-down options. All information needs to be verified and selected from the drop-down options. This tab will only be activated if the set up in the Cyber Recruiter Admin section is set to track payroll information for Abra.

Field Name	Abra Screen and Field	Abra Database Name
Pay Group	Payroll Status / Pay Group	P_paygroup
Regular Earnings Code	Payroll Status / Regular Pay	P_autoreg
Holiday Earnings Code	Payroll Status / Holiday Pay	P_autohol
Time Sheet Work Code	Tax Withholding / Timesheet Work Code	P_workcode
Auto Timesheet	Payroll Status / Auto Timesheet	P_autopay

ABRA WORKFORCE CONNECTION

Leverage Abra's AWC Single-Sign-On service to automatically launch and login to both Cyber Recruiter and Applicant Self Service from AWC. Steps must be taken in both Cyber Recruiter and Abra AWC to achieve this functionality.

SETUP FOR CYBER RECRUITER

There is only one step to be performed in Cyber Recruiter. This step MUST be taken after AWC is already installed and running.

During a successful AWC installation, a web service is installed to the AWC web server. The AbraWorkForceConnSSI.asmx file for this service is generally found in the /SSOI folder within the root AWC installation folder but may be different depending on where it was installed.

Once you know where this .asmx file exists, navigate to the root installation folder of Cyber Recruiter. Open the file web.config in Notepad. There should be a section near the top that looks like the following…

<appSettings>
<add key="ConString" value="25qJIQR7/cVnzsASPQvNhzfAW7dXfBSLwZwU2guvZXArNSkg+gpK0=" />
</appSettings>

You'll need to add a line to this <appSettings> block that looks like this

<add key="AbraAWCSSOI" value="http://other/AWC/SSOI/AbraWorkForceConnSSI.asmx" />

Except replace

http://other/AWC/SSOI/AbraWorkForceConnSSI.asmx

with the path to your AWC AbraWorkForceConnSSI.asmx file. Notice this is a web path to that file, not a file system path. Your final <appSettings> block should look similar to the following…

<appSettings>
<add key="ConString" value="25qJIQR7/cVnzsASPQvNhzfAW7dXfBSLwZwU2guvZXArNSkg+gpK0=" />
<add key="AbraAWCSSOI" value="http://other/AWC/SSOI/AbraWorkForceConnSSI.asmx" />
</appSettings>

This is the only step that needs to be performed on the Cyber Recruiter server. There is nothing to configure by logging in to Cyber Recruiter.

SETUP FOR ABRA WORKFORCE CONNECTION

There are two possible links to setup from AWC to Cyber Recruiter. Which one(s) you decide to use are up to you. You may create a link that allows AWC users to automatically login to their Applicant Self Service account, or you may create a link that allows AWC users who also happen to be managers in your organization to login to the Cyber Recruiter admin application. The steps to create either are similar.

CONNECTING TO EMPLOYEE SELF SERVICE (EMPLOYEE VIEW)

For Applicant Self Service Single Sign-on to function, a user's AWC login must exactly match his/her Self Service Login on the Cyber Recruiter Application page.
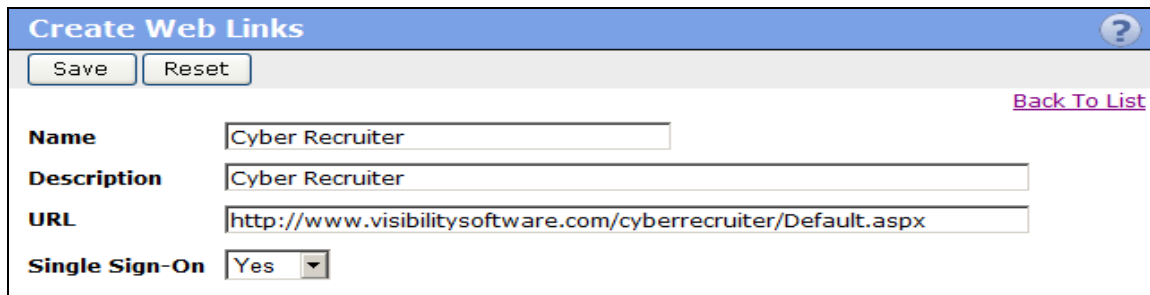
STEP 1

1. Login to AWC as a master user
2. Go to Custom Content/Create Web Links
3. Click on +New
4. For both the name and description type in Careers or Employment, whichever you prefer.
5. For the URL, type in the URL to your Careers site's AppSelfService.aspx page, for example

   http://www.YourCompany.com/Careers/AppSelfService.aspx

6. Set Single Sign-On to Yes and click Save

STEP 2

1. Go to Create Custom Menu
2. Choose where in the menu you'd like users to see the Careers/Employment option and click New
3. For Menu Name, type whatever you'd like the link to say when AWC users login
4. For Navigate To, choose the Careers/Employment link you made in Step 1
5. For target window, you can choose to either have Applicant Self Service appear in the existing AWC frame or pop up in a new window. The choice is yours.
6. Click Save

STEP 3

1. Go to System Settings/Employer Setup
2. Choose the company you are setting this link up for, or Enterprise if your company is defaulting to the Enterprise setup
3. Scroll to the bottom of the page and look for the Careers/Employment option under the Custom header
4. Set that item to View
5. Click Save

Custom		
Careers	View	▼

AWC users should now be able to login and see a link for Careers/Employment that will automatically log them into Applicant Self Service and take them to their home page.

CONNECTING TO CYBER RECRUITER (MANAGER VIEW)

For Cyber Recruiter Single Sign-on to function, a user's AWC login must exactly match his/her User ID in Cyber Recruiter, under Admin/Security/Users.

STEP 1

1. Login to AWC as a master user
2. Go to Custom Content/Create Web Links
3. Click on +New
4. For both the name and description type in Recruiting
5. For the URL, type in the URL to your Cyber Recruiter site's Default.aspx page, for example

   http://www.YourCompany.com/CyberRecruiter/Default.aspx

6. Set Single Sign-On to Yes and click Save

STEP 2

1. Go to Create Custom Menu
2. Choose where in the menu you'd like users to see the Recruiting option and click New
3. For Menu Name, type whatever you'd like the link to say when AWC users login
4. For Navigate To, choose the Recruiting link you made in Step 1
5. For target window, choose New IE Window. Cyber Recruiter is too wide to be displayed within the AWC frame.
6. Click Save

STEP 3

1. Go to System Settings/Employer Setup
2. Choose the company you are setting this link up for, or Enterprise if your company is defaulting to the Enterprise setup
3. Scroll to the bottom of the page and look for the Recruiting option under the Custom header
4. Set that item to View
5. Click Save

Custom

Careers	View
Cyber Recruiter	View

AWC users should now be able to login and see a link for Recruiting that will automatically log them into Cyber Recruiter and take them to their home page.

PRE-FILL JOB INFORMATION

The system will allow the user to select an offer or a requisition and will fill in the Job information based on the selection as long as the codes used in the Cyber Recruiter requisition match those currently used in Abra. If the codes do NOT match then the field will be blank and pull from the Abra codes.
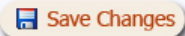
The following fields will auto-populate if the codes match:

Job Title/Job	Code must match Cyber Recruiter's 'Functional Title'
Employee Type	Code must match Cyber Recruiter's 'Full Time/Part Time'
Organizational Level 1	Code must match Cyber Recruiter's 'Organizational Level 1'
Organizational Level 2	Code must match Cyber Recruiter's 'Organizational Level 2'
Organizational Level 3	Code must match Cyber Recruiter's 'Organizational Level 3'
Organizational Level 4	Code must match Cyber Recruiter's 'Organizational Level 4'
Organizational Level 5	Code must match Cyber Recruiter's 'Organizational Level 5'

If an offer is selected as the starting record it will pre-fill the wage information and the Hire Date based on the offer Start Date.