

Workforce Dimensions

Absence Management

An Easier Way to Manage Attendance, Leave and Accruals



A recent survey¹ conducted by the Society for Human Resource Management found that the total financial impact of paid time off as a percentage of payroll is up to 22 per cent. This number represents direct costs associated with paying absent employees and staff replacement workers, as well as indirect costs such as lost productivity.

The same study² determined that unplanned absences such as sickness absence, late arrival early departure and extended breaks reduce productivity by as much as 6.7 per cent of payroll. Undeniably, the costs of employee absence are both real and measurable at your organisation. But there is good news — the cost of absenteeism and its effects on productivity can be controlled with Workforce Dimensions™ Absence Management.

Key Benefits

» CONTROL LABOUR COSTS

- Employees can request leave and open leave cases on their own
- Real-time accrual balances and streamlining leave-of-absence processes prevent ineligible paid time off

» MINIMISE COMPLIANCE RISK

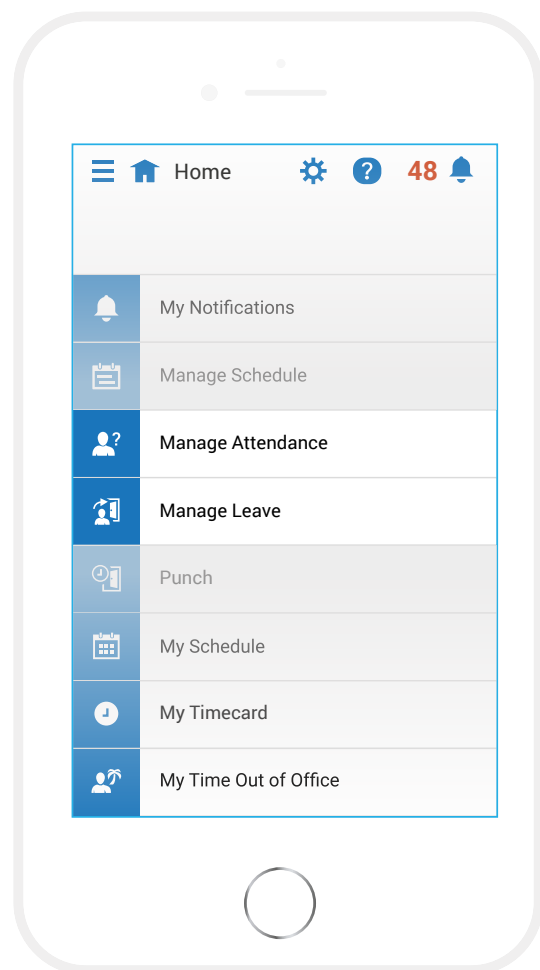
- Auto-triggering configured rewards or disciplinary actions make attendance management fair and objective
- All events associated with disciplinary and reward scenarios are tracked and logged in detail for compliance and backup

» IMPROVE WORKFORCE PRODUCTIVITY

- Out-of-the-box reports give managers complete visibility into attendance and leave data
- Employees and managers can make leave edits and add leave time through the schedule

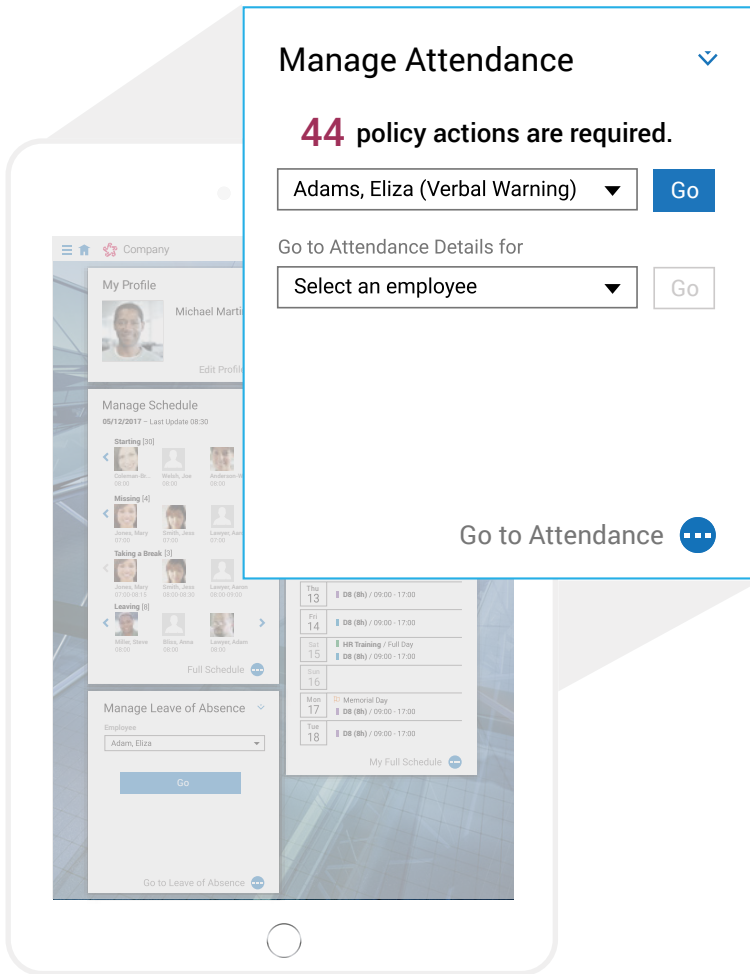
» ENGAGE EMPLOYEES

- Employees can edit signed-off periods up to 72 hours after sign-off
- Documents may be attached and leave cases opened or edited on a mobile device



¹Society for Human Resource Management, *Total Financial Impact of Employee Absences in the U.S.* (2014, sponsored by Kronos Incorporated), at 3.

²*Ibid.*, at 11.




Attendance

Workforce Dimensions Absence Management gives your executive team and leaders the visibility they need to accurately measure the cost of absences and understand what drives absenteeism. It gives frontline managers visibility and insight into patterns of employee attendance, enabling them to focus on employees with attendance issues. It also allows managers to be proactive in reducing the direct and indirect costs associated with replacement workers and excess overtime.

Leave

The Absence Management solution standardises and streamlines administration and enforcement of organisational, local and national leave policies, including parental leave. The solution allows you to control the abuse of intermittent leave time — and eliminates error-prone manual tasks so you can maintain current, accurate and consistent employee leave records.

 ILLINJ Edwards, Eddy	Case Status Open	Case Approval Status Pending																				
<p>Case details</p> <table border="1"> <tr> <td>Case Code / Index *</td> <td>ILLINJ - 003</td> <td>Initial Request Date *</td> <td>9/16/2014</td> </tr> <tr> <td>Case Status</td> <td>Open Effective date 8/04/2015</td> <td>Effective Date</td> <td>9/16/2014</td> </tr> <tr> <td>Case Approval Status</td> <td>Pending Effective date 8/04/2015</td> <td>Category *</td> <td>Self</td> </tr> <tr> <td>Start Date *</td> <td>9/16/2014</td> <td>Reason</td> <td>Illness Injury</td> </tr> <tr> <td>End Date</td> <td>9/20/2014</td> <td>Frequency</td> <td>Continuous</td> </tr> </table>			Case Code / Index *	ILLINJ - 003	Initial Request Date *	9/16/2014	Case Status	Open Effective date 8/04/2015	Effective Date	9/16/2014	Case Approval Status	Pending Effective date 8/04/2015	Category *	Self	Start Date *	9/16/2014	Reason	Illness Injury	End Date	9/20/2014	Frequency	Continuous
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The screenshot displays the Kronos Control Center interface. At the top, it shows 'Control Center' with a notification bell icon indicating 48 alerts. Below this, there are summary statistics: 10 Employee Requests, 0 Exceptions, 3 Tasks, and 0 Recommendations. A toolbar contains various action icons such as 'My Actions', 'Select All', 'Refine', 'Hide Details', 'Approve', 'Refuse', 'Add Comments', 'Pending', 'Edit', 'Cancel', and 'Go To'. The main content area is divided into two columns. The left column lists several requests, including 'Annual Vacation' for Edward, Howard; 'Vacation' for Loughlin, Brian; 'Swap Shift' for Brown, Linda; 'Vacation' for Martin, Douglas; 'Vacation' for Nancy, Harris; and 'Casual Leave' for Bliss, Anna. The right column shows a detailed view of a 'Time-off Request' for Edward, Howard, marked as 'Submitted'. It includes a green banner stating 'Approval is recommended.' and a bar chart under the 'Accruals' section. The chart shows 'Requested' (red) and 'Available' (blue) hours for 'Personal' and 'Vacation' categories. The x-axis represents 'Hours' from 0 to 160. Below the chart, there are sections for 'Team Planned Absences', 'Comments and Status History', and 'System Stamps'.

Accruals

Time-off policies are automatically enforced in Absence Management — consistently and accurately — to virtually eliminate potential abuse by employees and ensure that policies are applied fairly across the organisation. Managers have a single point of access within the Workforce Dimensions suite to manage accruals, which is fully integrated with the timekeeping solution to improve payroll team productivity. This effective accrual management lets employees take their earned time off and helps management better understand their organisation's leave liability.

About Workforce Dimensions

At Kronos, we understand that great businesses are powered by great people, and we recognise the strategic advantage that the workforce can bring to your bottom line. That's why we developed Workforce Dimensions — a totally new solution that reimagines what's possible in modern workforce technology. Every dimension — the underlying technology, user experience, functionality, integration, data access, delivery and support — is designed to help you optimise your most valuable resource: Your people.

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