

Absence Management

Business Value









An organisation actively depends on regular attendance of their employees in order to keep productivity at its peak and maintain unhindered workflows. This module tracks multiple leave types such as casual, annual, sick etc., and helps manage how they should be allocated, applied and used. It provides a quick, error free workflow for employees to organise, apply and approve leaves.

All individual attendance records are kept to help you monitor absence and lateness patterns. Absence management is a Rule-Based Application and it can be customised according to any organisation's leave policy to help your employees understand what standards are expected of them and help you deal with these issues in a fair and consistent way.

Advantages

- A consistent approach to absence notification and recording
- Improved operational performance and reduced risk of liability
- Immediate notification of employee absence history
- Trigger alerts for high levels of absence
- Reduce administrative time for payroll processes
- Reduced administrative workload and increased focus on managing absences

Key Features

-  Hourly and daily-based leave configuration
-  Multi-level leave approval
-  Annual leave planning
-  Manage multi-country calendars
-  Manage geographically deployed employees' leaves compliances in real time basis
-  View team leave plan prior to approval
-  Includes inbuilt reports
-  Dashboard and alerts