

Workforce Central

Workforce Absence Manager: Attendance

An Easier Way to Manage Attendance

A survey conducted by the Society of Human Resource Management found that the total financial impact of paid time off, as a percentage of payroll, is up to 22%.¹ 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 study determined that unplanned absences like sick time, late arrival, early departure, and extended breaks reduce productivity by as much as 6.7% of payroll.² Undeniably, the costs of employee absence are both real and measurable at your organization. But there is good news — the cost of absenteeism and its effects on productivity can be controlled with the attendance component within the Kronos® Workforce Absence Manager™ solution.

Labor costs got you down?

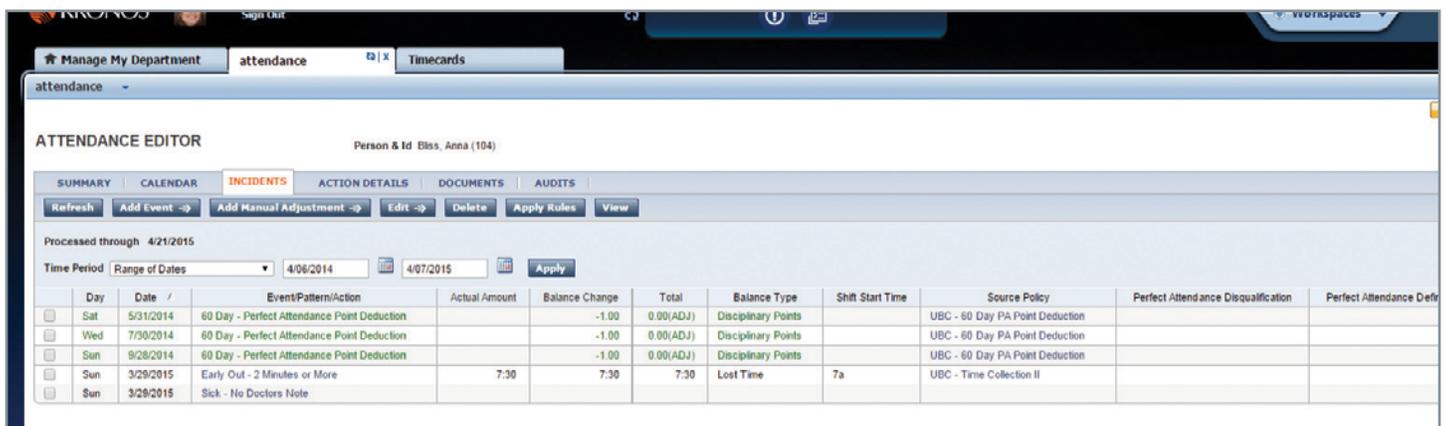
The Attendance component of the Workforce Absence Manager solution automates and streamlines the application of your attendance policies — no matter how complex — so you can enforce rules consistently and control the costs, risks, and productivity effects associated with employee absenteeism.

Give your executive team and leaders the visibility they need to accurately measure the cost of absences and understand what drives absenteeism. And it provides your frontline managers visibility and insight into patterns of employee absenteeism, enabling managers to focus on employees with absence issues. It also allows managers to improve productivity and proactively reduce the direct and indirect costs associated with replacement workers and excess overtime.



Key Benefits

- » **CONTROL LABOR COSTS** with insights that accurately measure the cost of absence and help understand factors that drive absenteeism
- » **MINIMIZE COMPLIANCE RISK** with consistent and fair enforcement of policies
- » **IMPROVE WORKFORCE PRODUCTIVITY** automating, streamlining, and standardizing the application of attendance policies — no matter how complex



The Attendance Editor allows you to view detailed employee attendance information and update attendance data.

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

² *Ibid.*, at 11.



Minimize compliance risk

When employees violate attendance policies, it could result in not only payroll inflation, but widespread employee dissatisfaction that can lead to costly union grievances and compliance claims. Workforce Absence Manager attacks this risk head-on by automating the tracking of employee absences against the parameters of your policies. The attendance component allows you to automatically apply attendance rules, including rewards and disciplinary actions, accurately and objectively across the organization. When attendance violations do occur, you can rest easy because Workforce Absence Manager gives your managers and key stakeholders easy, centralized access to attendance records and automatically generates detailed audit trails for backups.

Looking to improve workforce productivity?

Employee absence has a significant impact on productivity. In fact, unplanned absences in the U.S. cause a 36.6% loss in productivity.³ These productivity losses are due to the reduced productivity of replacement workers, coworkers,

and supervisor productivity losses. The attendance module helps you get ahead of the game by automatically alerting your managers when employees are approaching defined attendance policy limits. It's a win-win functionality: Managers can correct issues before they impact productivity, and employees are empowered to stay on top of their own attendance records. Additionally, leave administrators can be given visibility to absences that may qualify as leave cases. To boost productivity even further, your frontline managers can save valuable time by auto-generating documentation such as disciplinary action letters and notifications of personalized attendance awards.

About Kronos

Cloud-based Kronos® human capital management and workforce management solutions help organizations of all sizes and industries attract, retain, and engage employees while improving efficiency and customer satisfaction. We offer the industry's most robust suite of tools for managing the entire workforce — from pre-hire to retire. **Kronos: Workforce Innovation That Works™.**

Key Features

Feature	Benefit
Configurable Attendance Policies	<ul style="list-style-type: none"> Automate your attendance policies, both complex and simple.
Automatic Alerts	<ul style="list-style-type: none"> Notify managers when employees approach or reach designated attendance thresholds, so they can act to reward or discipline workers as appropriate.
Document Generation	<ul style="list-style-type: none"> Employ one-click creation of personalized attendance documents and disciplinary letters.
Automatic Policy Application	<ul style="list-style-type: none"> Maintain compliance by auto-triggering configured rewards or disciplinary actions-making management of attendance fair and objective.
Audit Trail Generation	<ul style="list-style-type: none"> All activities and events associated with disciplinary and reward scenarios are tracked and logged in detail for compliance and backup.

Put Kronos Workforce Absence Manager to work for you:
[kronos.com/absencemanager](https://www.kronos.com/absencemanager)

³ Ibid., at 4.