KRONOS®

Workforce Dimensions
Absence Management

An Easier Way to Manage Attendance, Leave, and Accruals

A recent survey[1] 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 percent. 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[2] determined that unplanned absences such as sick time, late arrival, early departure, and extended breaks reduce productivity by as much as 6.7 percent of payroll. 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 Workforce Dimensions™ Absence Management.

Key Benefits

» **CONTROL LABOR 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
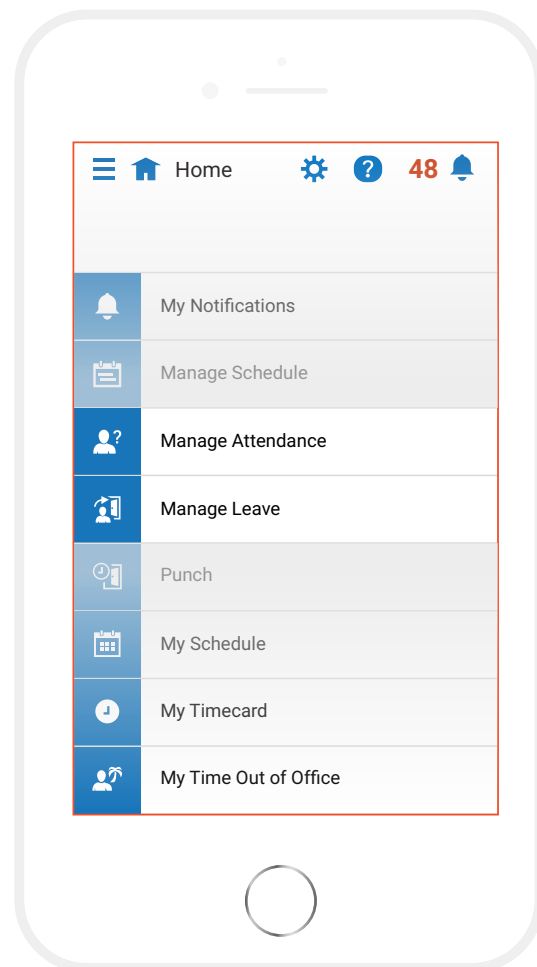
» **MINIMIZE COMPLIANCE RISK**

– Autotriggering 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
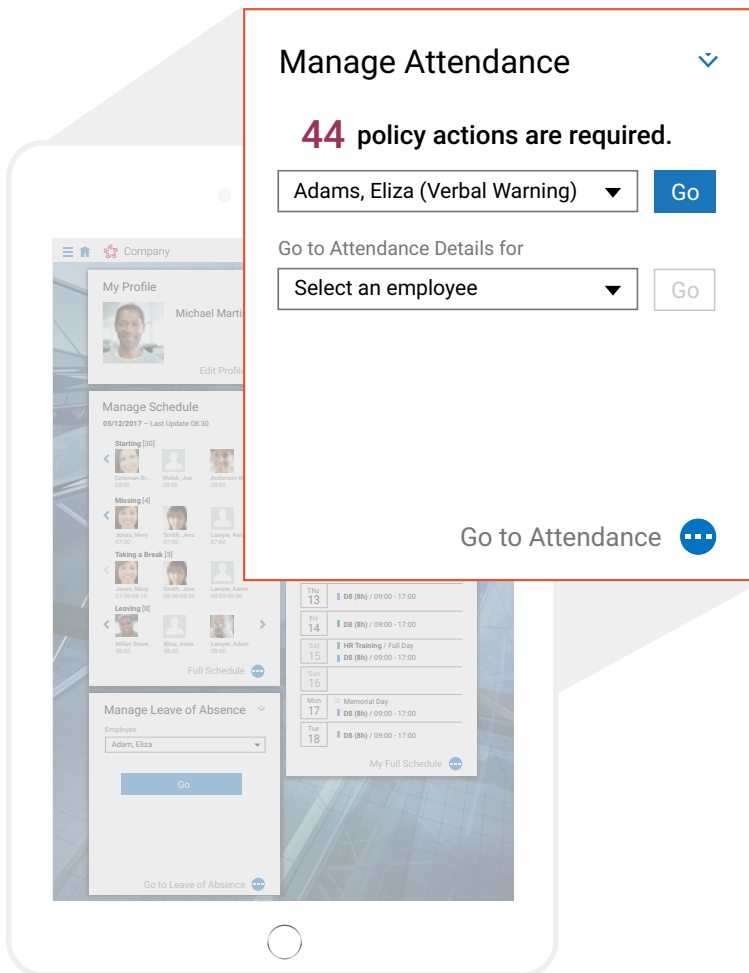
» **ENGAGE EMPLOYEES**

– 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

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My Notifications
Manage Schedule
Manage Attendance
Manage Leave
Punch
My Schedule
My Timecard
My Time Out of Office

[1]Society 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

Manage Attendance ⌄

44 policy actions are required.

Adams, Eliza (Verbal Warning) ⌄ | **Go**

Go to Attendance Details for

Select an employee ⌄ | Go

Go to 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 standardizes and streamlines administration and enforcement of organizational, local, state, and federal leave policies, including the Family and Medical Leave Act, for which noncompliance can put your organization at risk for costly fines and lawsuits. 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

⌄ Case details

Case Code / Index *	ILLINJ - 003	
Case Status	Open	Initial Request Date * 9/16/2014
	Effective Date 8/04/2015	Effective Date 9/16/2014
Case Approval Status	Pending	Category * Self
	Effective date 8/04/2015	Reason Illness Injury
		Frequency Continuous
Start Date *	9/16/2014	
End Date	9/20/2014	

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 organization. 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 organization's leave liability.

About Workforce Dimensions

At Kronos, we understand that great businesses are powered by great people, and we recognize 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 optimize your most valuable resource: Your people.

Put Workforce Dimensions to work for you:
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