



# Incidents & Points

## Do you know how much unexcused absenteeism is costing your business?

The Incidents & Points module for Attendance on Demand alerts you to employees whose absences are costing you... in terms of money, lost productivity, and employee morale. The Incidents & Points module accurately identifies attendance trends and helps you enforce absence management policies.

## Encourage Good Attendance Habits

Points are assigned to specific attendance incidents such as tardy, early departure, unscheduled leave and others. Real-time point calculations are based on your organization's HR policies for fair and accurate enforcement. Points can also be used to reward conscientious employees and notify managers when positive events occur. You can satisfy management requirements and immediately inform employees, automatically and impartially.

## Manage Points Directly on the Time Card

The Incidents & Points module is fully integrated with Attendance on Demand so points can be seen directly on the time card. Time card edits result in real-time point adjustments. Managers can override an automatically triggered event to account for special circumstances. It instantly records warnings and notifications in the employee record. Incidents and trigger actions automatically become a part of the employee's time card and historical attendance records and are available in a variety of reports.

Absent employees cost me money in overtime. Attendance on Demand made it easy to see that absent employees were costing me real money. Now employees earn points for absences and are automatically disciplined after five points. Absenteeism has decreased dramatically and so has my overtime cost.

First Name	Last Name	ID Number	Pay Class	Department	Shift	Work Center	Work Center	Work Center
1	John	1001	1001	1001	1001	1001	1001	1001
2	John	1001	1001	1001	1001	1001	1001	1001
3	John	1001	1001	1001	1001	1001	1001	1001
4	John	1001	1001	1001	1001	1001	1001	1001
5	John	1001	1001	1001	1001	1001	1001	1001
6	John	1001	1001	1001	1001	1001	1001	1001
7	John	1001	1001	1001	1001	1001	1001	1001
8	John	1001	1001	1001	1001	1001	1001	1001
9	John	1001	1001	1001	1001	1001	1001	1001
10	John	1001	1001	1001	1001	1001	1001	1001

An employee leaving early triggers an incident flag on the time card.

[www.attendanceondemand.com](http://www.attendanceondemand.com)



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## How the Incidents & Points Module Can Help

- Reduces cost by lowering unplanned absenteeism rates
- Reduces the need to secure replacement employees resulting in unnecessary overtime
- Fairly applies absenteeism policies
- Improves staff morale
- Accurately identifies absenteeism trends
- Supports a limitless number of absence management policies through flexible customization
- Triggers consistent and appropriate corrective events
- Notifies supervisors automatically when employee infractions occur
- Provides historical record keeping and reporting of employee attendance habits
- Provides accurate point calculations and employee point balance detail

**Demand  
More**

Reduces cost by lowering unplanned absenteeism rates

Fairly applies absenteeism policies

Notifies supervisors automatically when employee infractions occur

Date	Schedule	Start	End	In	Out	Hours	Department	Shift	Weeks
1 Mon-Jul-25		8:30	12:00	8:53	12:02	6:00	101	1	1
2 Tue-Jul-26		8:30	12:00	8:54	11:55	6:00	101	1	2
3 Wed-Jul-27		8:30	12:00	8:53	11:55	6:00	101	1	3
4 Thu-Jul-31		8:30	12:00	8:52	8:12	0:10	101	1	3
5 Fri-Aug-1		8:30	12:00	8:51	11:55				2
6 Sat-Aug-2									
7 Sun-Aug-3									
8 Mon-Aug-4		8:30	12:00	8:38	12:00	6:00	101	1	3
9 Tue-Aug-5		8:30	12:00						
10 Wed-Aug-6		8:30	12:00						

Managers can override an automatically triggered event to account for special circumstances.