

Incidents & Points

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

The Incidents & Points module for Attendance Enterprise 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 Incidents & Points Directly on the Time Card

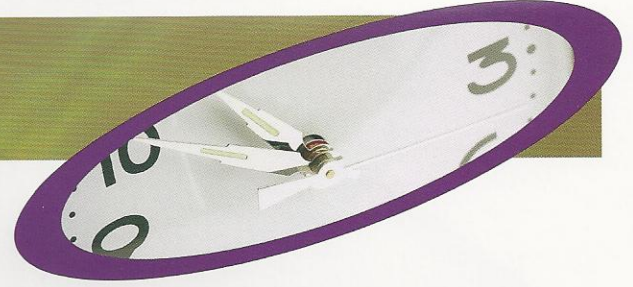
The Incidents & Points module is fully integrated with Attendance Enterprise so points can be seen directly on the time card, and time card edits result in real-time point adjustments. When an employee's attendance behavior triggers an event, the Incidents & Points module can automatically create warning letters to employees. 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.

At-a-Glance View of Employees with Incidents & Points

Managers can quickly get a company or departmental view of the accumulated incidents and points from the Daily Operations menu. Simply drill down to a closer look at employees that meet criteria such as more than five points or that have received warning letters.

Date	Schedule	Start	End	In	Out	Hours	Location	Department	Supervisor	From	To	Hours
Feb-13		4:45	13:30	4:45	14:30	0:45	OH	Warehouse Shipping	KATHY ADAM	4:45	14:30	0:15
Feb-14		4:45	13:00	4:45	13:00	0:00	OH	Warehouse Shipping	KATHY ADAM	4:45	13:00	7:45
Feb-15		8:00	21:00	5:55		0:00				5:55	5:55	0:00
Feb-16		8:00	14:00									
Feb-17		4:45	13:15									
Feb-18		4:45	13:00									
Feb-19		4:45	8:02									

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



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 unlimited warning letter templates and many employee data fields for merging the employee attendance activity with your company form letters
- Provides historical record keeping and reporting of employee attendance habits
- Provides accurate point calculations and employee point balance detail

Flags: Time Card Pay Period: Current Period Prev. Emp.: Allen, Christine A Next Emp.: Time Card Normal Location: OH														
Allen, Christine A (OH, Warehouse- Shipping, KATHY ADAM) Curr: 02/19/11 to 02/19/11														
Last Name		First Name		ID	Badge Location		Department		Supervisor		Hired			
Allen		Christine		1245	35887 OH		Warehouse- Shipping		KATHY ADAM		02/07/09			
Date	Schedule	Start	End	In	Out	Inc	Hours	Location	Department	Workgroups	Supervisor	From	To	Hours
Feb-13		4:45	13:30		4:45	14:30	8:45	OH	Warehouse- Shipping		KATHY ADAM	4:45	14:30	6:15
Feb-14		4:45	13:00		4:45	13:00	3:00	Paint						
Feb-14		4:45	13:00		4:45	13:00					KATHY ADAM	4:45	13:00	7:45
Feb-15		6:00	21:00		5:55		0:00					5:55	5:55	0:00
Feb-16		6:00	14:00											
Feb-17		4:45	11:45											
Feb-18		4:45	13:00											
Feb-19		4:45	8:52											

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

Reduces cost by lowering unplanned absenteeism rates

Fairly applies absenteeism policies

Notifies supervisors automatically when employee infractions occur