

# Points & Incidents

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

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

Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

## 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 & Incidents Directly on the Time Card

The Points & Incidents module is fully integrated with Attendance on Demand 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's 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 Points & Incidents

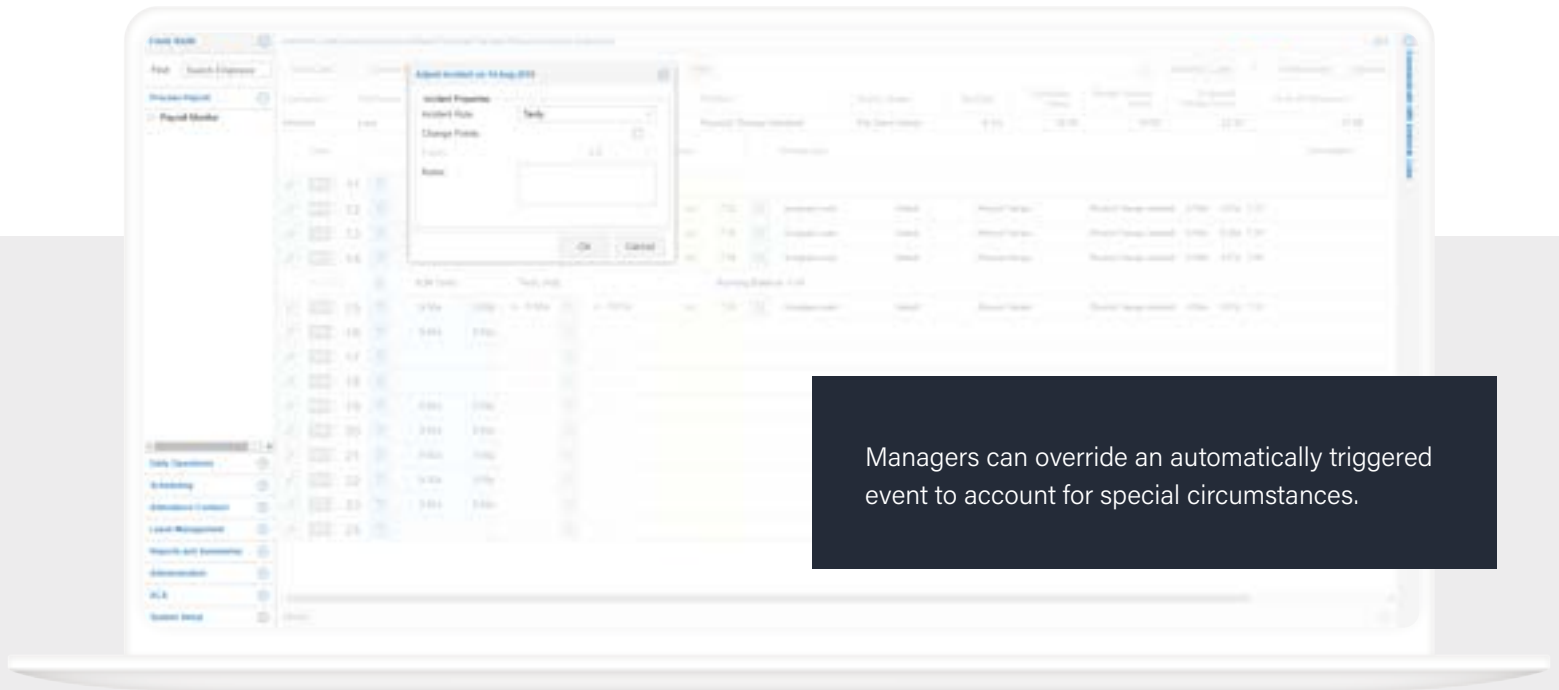
Managers can quickly get a company or departmental view of the accumulated points and incidents from the Daily Operations menu. Simply drill down to a closer look at employees who meet criteria such as more than 5 points or have received warning letters.



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

# How the Points & Incidents 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
- Reduces cost by lowering unplanned absenteeism rates
- Fairly applies absenteeism policies
- Notifies supervisors automatically when employee infractions occur



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

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