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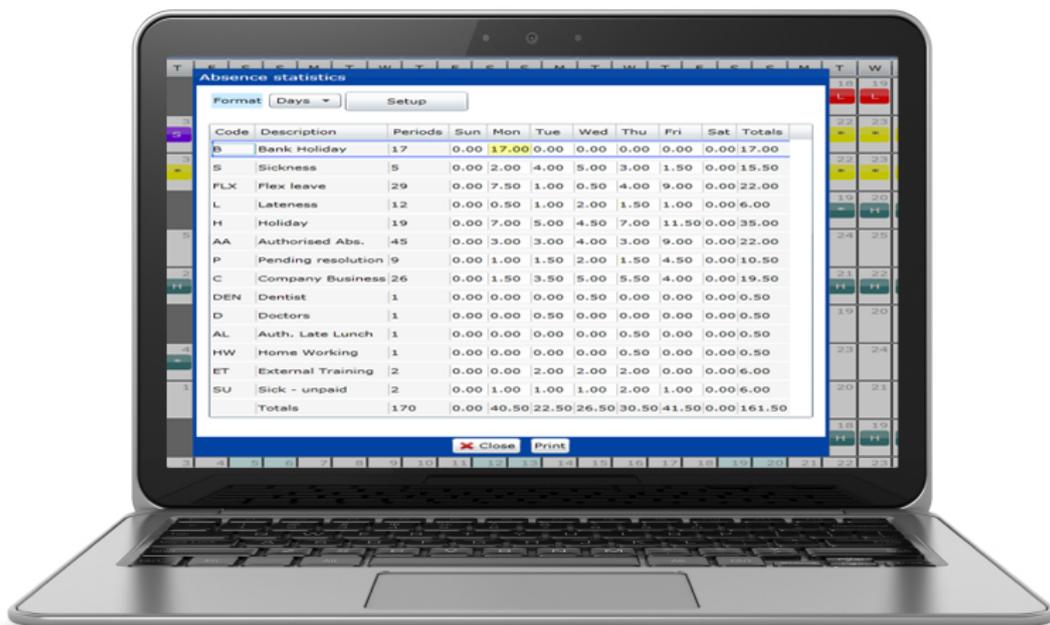
Absence Management

Effective absence tracking

The Advance Systems Time and Attendance system (TMS) provides an easy-to-use, cost-effective solution to absence management. This intuitive absence tracking application can be configured with unlimited absence codes to represent different types of leave, including planned sick leave, unplanned sick leave, vacation, and personal leave - across all departments, teams and employees.

Analyse the true cost of absence

Track the direct costs associated with absenteeism, such as wages paid to the absent employee, as well as the indirect costs incurred due to lost productivity and the cost of hiring “replacement” or contract staff. Compare clockings to schedules and automatically notify supervisors when clockings fall outside planned parameters. The system can also be configured to send a warning if absences violate company policy or workplace legislation.

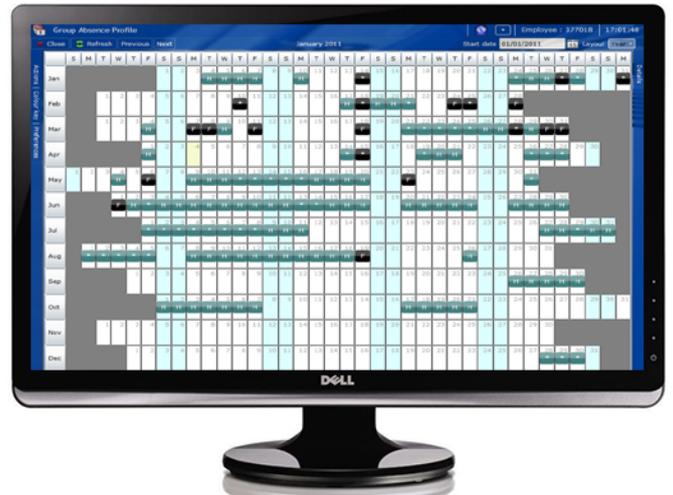


Absence profiling and tracking

Each employee has a personal real-time absence profile. Employees can access these profiles to see how often they have been absent, how many sick and personal days they have remaining, etc.

If the data in the absence tracking software indicates problem trends such as recurring absences after long weekends the manager can address and take action designed to change the behavior of the employee.

Absence profiles for groups of employees can also be retrieved for the system. For example, if productivity or customer service is lacking in one particular group or team, the user can click on that team's absence profile to determine if absenteeism may be a contributory factor.



Automate leave requests

Employees can request leave direct through the TMS system, either via the Self Service portal or TMS for Outlook where it is then approved or denied by management.

Once approved, it is entered into the system, giving both employees and management up-to-date visibility. No more spreadsheets means less work for human resources and supervisors, and fewer errors.

The system is configured to automatically ensure that leave adheres to company, federal, state, local, and industry regulations, mitigating the risk for costly fines and penalties.

Avert staff shortfalls with leave restrictions

Leave Slots allow management to limit how many staff members can be off on a given day or time period. Employees cannot request absence once the limit has been reached.

This functionality serves to avert staff shortfalls during specific periods of time and is particularly useful in times of high demand for leave and holidays, as well as times of increased activity i.e. January Sales for Retail organisations.

Within Advance Systems TMS, a Supervisor of a particular shift, site, department or location can restrict the number of absences that can be booked by their team or group.

When an employee tries to book over a restricted period they will be asked to book a different period of absence if all slots have already been booked.

Employees can view Leave Slots via the Group Absence Profile.

