



Synerion Absence Management

Synerion's Employee Absence Management System

Although absence from work is, incorporated in labour laws and regulations as an employee's basic right, it is subject to allowances, and needs to be managed properly. Otherwise it can cause operational and financial damage, as well as expose your organization to risks arising from non-compliance with the law.

The Synerion Absence Management system enables supervisors and department heads to plan and manage employee absenteeism in a way that balances employee requests and their eligibility for time-off with your organization's operational needs.

Comprehensive View for Decision Making: Approval / Rejection of Requests for Absence

Synerion Absence Management presents managers with a comprehensive view for planning employee absences. This enables you to minimize direct and indirect financial losses due to excessive absences, such as: loss of income due to failure to meet targets, the need to pay overtime, or the hiring of temporary workers.

Employee requests for absence are approved or rejected based on the employees' allowances, available balance, the organization's needs, and according to its standards and policies. With the proper planning and management of employee absences, your organization's operations can continue unhindered.

Effective Communication between Employees and Supervisors

Synerion iBrowse, the employee and manager self-service system, enables employees to submit requests for absences to their supervisors, and allows supervisors to approve or reject them. Communication is quick and efficient. It prevents misunderstandings and errors due to incorrect information transfer, and ensures that your organization is not left shorthanded.

Key Benefits of Synerion Absence Management:

- **Planning absences based on the organization's operational needs** in order to prevent understaffing and last minute surprises
- **Minimizing direct and indirect operational and financial damages** caused by absences
- **Protecting employees' rights** and compliance with labour laws
- **Providing effective communication between employees and supervisors** regarding absence requests and their approval or rejection.

Workforce Management Synerion Absence Management

Main Features

Absence management	<ul style="list-style-type: none">• Planning future absences of individuals and groups of employees with certain departments, teams or expertise• Calculating the forecasted balance of absences (days and/or hours) based on employee allowance as stated in the company policy• Graphic display of planned absences of individuals or groups of employees by time dimension (year, month, week, and day)• Reports and graphic displays of the effect of approved absences on the number of employees needed in the department/team/group, including a listing of shortfalls• Distinction between paid and unpaid approved absences• Ability to compare planned vs. actual absences, as well as highlighting dates when an employee was scheduled to take a day-off but called-in sick on that day• Definition of reason codes for absences to ensure better control, accurate pay to employees and exact balance calculation• Ability to attach a document, such as a doctor's note, to selected absences when reported• Option to assign several absence codes to a day of absence, for example, training, vacation and others.
Request for absence and approval	<ul style="list-style-type: none">• Web user interface for submitting a request for absence by the employee and approval/rejection by the manager• Display of relevant information to support manager's decisions to approve/reject an employee's request, including forecasted vacation balance etc. on a specific day of absence.
Alert system	<ul style="list-style-type: none">• Real-time messages sent by email:<ul style="list-style-type: none">◦ Message to managers of an absence request having been sent◦ Alert of employee's forecasted balance before approval by means of a "virtual calculation" of the balance, subject to future accruals and utilization◦ Coverage alert: alert of possible breach of the minimum required level of coverage (understaffing).
Reports	<ul style="list-style-type: none">• Built-in reports on planned vs. actual absences by employee or group of employees (sorted by department/teams/ expertise) for various periods:<ul style="list-style-type: none">◦ Planned Absence for given dates◦ Monthly display of planned vs. actual absences, including indication whether the absence was approved◦ Annual display of planned vs. actual absences by department• Exception report showing understaffing relative to the scope of work required, by month, week, or day, in accordance with the attendance reports (allocation by percentages).
Additional capabilities	<ul style="list-style-type: none">• Option for re-planning absences using a drag-and-drop interface• Approved absences automatically become actual absences (Time and Attendance) and consequently exported to payroll.
Optional expansions	<ul style="list-style-type: none">• Concurrent attendance and task reports on the same screen• Immediate feedback in response to updates• Adjustment of screen by system administrator or user for maximum convenience.
Range of reporting tools	<ul style="list-style-type: none">• Expanded absence tracking module that allows:<ul style="list-style-type: none">◦ Setting of allowance rules per absence code based on various parameters and according to employee profiles◦ Accumulation of overtime up to the maximum accrual limit and/or its conversion to vacation days◦ Automatic accrual of benefits (e.g., days of absence, sick leave) based on variables such as: seniority, experience, and specialization that employees accrue during the period of their employment.
Solution architecture	<ul style="list-style-type: none">• Synerion TimeKeeper, the time and attendance management system, and Synerion iBrowse, the employees and managers self-service system• Environment: WIN 2003/2008• Database: SQL 2005 or higher.