

# Absence

## Proactively **Balance the Needs** of Your People and Organisation in a Fair Manner.

Employee absence is often unpredictable, but UKG Pro™ Absence can give you the insight you need to lower costs, maintain productivity and avoid the risk of non-compliance with labour laws and regulations. Undeniably, the costs of employee absence are both real and measurable at your organisation. But there is good news – the cost of absenteeism and its effects on productivity can be controlled with UKG Pro Absence.



### Proactive Indicators

Improve productivity and prevent burnout by standardising the administration and enforcement of leave policies.



### Recognise & Incentivise

Auto-trigger rewards or corrective actions to ensure attendance management is reasonable and applied fairly across the organisation.



### Visible Insights

Accurately measure the cost of absenteeism and understand key drivers through reporting capabilities, providing complete visibility into attendance and leave data.



# Key benefits

## For Managers

Instant, anytime access to the insight and tools needed to proactively manage your people

Out-of-the-box reports give managers complete visibility into attendance and leave data

Track time and manage policies from a single automated platform to stay prepared for audits

Automatic recommendations help managers determine which time-off requests to approve

## For Employees

Request leave and open leave cases on their own

Edit signed-off periods up to 72 hours after sign-off

Open or edit leave cases on a mobile device

Make leave edits and add leave time through the schedule

## Leave Features

- Automate processes such as requesting a leave of absence, checking eligibility, generating documentation, sending notification reminders, and following up
- Instantly generate leave-related documents such as the Certificate of the Healthcare Provider and the Rights and Responsibilities forms
- Automatically track, manage, and calculate accruals and route leave of absence requests
- Track both paid and unpaid time concurrently
- Easy-to-configure standardised, rule-driven procedures for submitting, approving, and executing employee leave requests to help ensure fair, objective determination of employee eligibility and entitlement.

## Attendance Features

- Configurable Attendance Policies - Automate your attendance policies, both complex and simple.
- Automatic Alerts - Notify managers when employees approach or reach designated attendance thresholds, so they can act to reward or discipline workers as appropriate.
- Document Generation - Employ one-click creation of personalised attendance documents and disciplinary letters.
- Automatic Policy Application - Maintain compliance by auto-triggering configured rewards or disciplinary actions-making management of attendance fair and objective.
- Audit Trail Generation - All activities and events associated with disciplinary and reward scenarios are tracked and logged in detail for compliance and backup.

## Accrual Features

- Single point of access within the UKG Pro Workforce Management suite to manage accruals
- Fully integrated with the timekeeping solution to improve payroll team productivity.
- Allows employees to take their earned time off and helps management better understand their organisation's leave liability

For more information, visit [ukg.co.uk](https://ukg.co.uk) or contact us at [talktosales@ukg.com](mailto:talktosales@ukg.com)

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