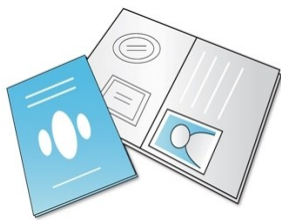


Managing Absence & Holidays



- Reduce the administrative costs of tracking and measuring absence
- Reduce absenteeism rates across your organisation
- Improve the scheduling of holidays and planned absences
- Identify and deal with attendance issues earlier

Absenteeism can have a significant impact on the performance of an organisation.

It's not only the lost days output that costs a business, it's also the negative impact on customer service, the delays in delivering projects and the damaging effect on staff morale.

Youmanage's Managing Absence & Holidays module offers extensive functionality to help you get absenteeism under control and increase your organisation's productivity. We can help you identify and deal with employee problems earlier and reduce the administrative costs of tracking and managing absence.

Key Features

- Sickesses, other absences, timekeeping events, time-off-in-lieu or holidays can be easily recorded with a few mouse clicks
- Automated processes and prompts ensure users comply with relevant policies and regulations (e.g. Self-certification versus Doctor's certification)

- Guidance on how to handle absenteeism issues and information on relevant legislation is easily accessible by users.

- Managers, HR users and senior executives can easily access detailed absence information or summary metrics, enabling problem areas to be quickly identified.

- Absence triggers can be set up in accordance with company policy (for example based on Bradford Factor points). Managers can be automatically alerted when trigger points are reached and prompted to take action.

- Graphical time-planners enable managers to view historic and planned holidays and absences easily helping them plan more effectively.

- Holiday carry-over policy can be defined by each client. Carry-over days can be automatically calculated and added to each employee's record at the end of the holiday year.

- Reporting tools enable easy analysis of absence statistics—by absence type, department, location or job role. Data can be easily exported to Excel for more detailed analysis.

We also provide a full range of supporting services to help you deal with absence issues effectively. Our consultants can review your existing policies and procedures to ensure they comply with relevant legislation and best practise, or provide training to managers on how to manage absence issues.



Screenshot from the Absence Module

Managing Absence & Holidays

This module enables you to manage absence effectively. Use the links on the left-hand menu to enter and view absence and holiday records. The tables below provide you with a summary of the current absence and holiday status for your team.

Create a new Absence, Extra Days or Holiday record

Select employee:

This filenote is in reference to:

- Timekeeping
- Sickness
- Holiday
- Other
- Extra Days

Who is currently off

Employee	Absence type	
David Davies	Holiday	Enter

Any triggers exceeded

Employee	Trigger type	Episodes/Points	Period
Simon Barr	Sickness absence episodes in Period	7	12 month
David Davies	Sickness absence episodes in Period	4	12 month

12 Month Absence Record

Employee	Timekeeping occasions	Absence occasions	Sickness days	Other days	Total days
Lisa Carey	0	0	0	0	0
Annie Claymore	2	4	6	11	17
David Davies	0	4	7	0	7
Simon Davies	2	2	4	0	4
Mike Hewitt	0	0	0	0	0
Havden Lee	0	1	0	0	0

Holiday Entitlements

Employee	Entitlement	Days used	Extra Days	Days left
Lisa Carey	28	0	0	28
Annie Claymore	23	11	5	17
David Davies	23	25	5	3
Simon Davies	23	10	0	13
Mike Hewitt	23	0	0	23
Havden Lee	23	0	5	28

About Youmanage®

Youmanage is a comprehensive and integrated approach to online toolkit giving people managing their employees all of the processes, employee information and guidance they need in a single system.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete

range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

