

The Softworks Absence Module is a powerful calculation and time-management tool that has been designed to reduce the complex, time-consuming, administrative elements associated with Sick Leave as well as other entitlements such as Parental, Adoptive, Carer's Leave and Force Majeure.

Using this module, your company can configure its own requirements in relation to the above types of leave thus making the system flexible to changes in company policy and/or changes to the law.

AT A GLANCE,

Helps Track Social Welfare Cheques and Payments

Highlight unreturned social welfare cheques or reduces employee salary accordingly. This will help to significantly reduce the number of cases where absent employees are benefiting from two sources of pay while out sick.

Gives you Greater Control over Your Profit Margins

Control all types of leave entitlement ensuring that sick pay etc is rightfully claimed back from either the employee or the government. The Softworks Absence Module assists in the drive to reduce the number of incidences of absenteeism. It looks after the logistics of leave entitlements, freeing up your time, so you can concentrate on the strategic elements of absence management.

Simplifies the Management of Sick Leave

Eliminate the non-value added administration tasks and calculations associated with different leave types e.g. balance periods, rolling years, linking periods etc. enabling payroll personnel to quickly and easily manage individual cases of sick leave and speed up the reimbursement process.

Reduces Processing Complications

Apply the correct balances to each leave category and employee, seamlessly linking entitlement blocks, calculate anomalies such as bank holidays, half-day absences and linked periods etc. to ensure your organisation never overpays or duplicates payment of leave entitlement to employees.

Complies with Legislation

The Softworks Absence Module stores the parameters of legislation in relation to Carer's, Adoptive, Parental Leave and Force Majeure. It can highlight violations in relation to legislation and provides your organisation with an unobtrusive method of recording and complying with legislation.



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REPORTS

With the Softworks Absence Module, management and/or users can quickly and easily generate a wide variety of reports on “leave types” such as:

Balance Reports – Keep track of how many sick days have been taken by each employee to date, how many sick days employees are entitled to, how many employees have taken more than their entitlement, how many employees are not entitled to sick leave etc.

Social Welfare Payment Reports – Stay on top of your sick leave costs by running regular reports on employees who have not returned disability payments to your organisation and how much is outstanding.

Violation Reports – Reference rule violations against employees e.g. Employees who have been paid certified sick leave even though their maximum entitlement has been exceeded.

Carer's Leave Reports – Monitor employees taking Carer's Leave through reports that illustrate if minimum notice has been given, if a certificate has been produced, whom the leave has been taken in relation to etc.

Parental / Adoptive Leave Reports – Highlight employees who have / have not given minimum notice, who have / have not produced a birth certificate, who have taken leave outside valid dates etc. to ensure accurate information is stored in the system.

Force Majeure Reports – Monitor the extent of Force Majeure in your organisation and report on those whom the absence was taken against e.g. a parent or a child to ensure employees do not abuse the benefit.

FEATURES

Balance Recording - The Softworks Absence Module keeps track of “certified” and “uncertified” sick pay balances along with balances pertaining to Parental and Adoptive Leave, Carer's Leave and Force Majeure.

Validation Functionality - Supervisors/managers can be warned and/or prevented from entering paid sick days, or any other leave types, once an employee has reached their maximum entitlement for paid certified sick leave.

Unlimited On-line Storage - Lets management access and use previous records to project and plan for the future and spot historical trends

Audit Trail Functionality - Ensure confidentiality of employee data due to the advance system security profiles and audit trail functionality.

Hr & Payroll Data Integration And Interface - Help streamline processes throughout your organisation by interfacing with HR and Payroll systems.

Multi Company, Multi Site Availability - The impact of sick leave absence is significant with lower productivity levels and increased costs affecting employers. The Softworks Absence Module can help to minimise the negative effects and expense of sick leave by simplifying the process for calculating and reclaiming sick pay and tracking social welfare in your organisation.



Softworks North America (www.softworks-workforce.ca)

T: +1 905 361 9821 F: +1 905 306 7542 E: sales@softworks-workforce.ca, 2 Robert Speck Parkway, 7th Floor Mississauga, ON L4Z 1H8

Softworks UK (www.softworks-workforce.co.uk)

T: +44 (0)1527 888 060 F: +44 (0) 1527 576169 Unit 3, The Croft, Buntsford Gate Business Park, Bromsgrove, Worcestershire, B604JE

Softworks Ireland (www.softworks-workforce.ie)

T: +353 (0)1 286 6126 F: +353 (0)1 286 6135 111 Main Street, Bray, Co Wicklow

www.softworks-workforce.com