



SDMS V HRPersonnel for Windows: Integrated Absence and Attendance Management

The Absence and Attendance Module of SDMS V HRPersonnel allows users to manage all forms of absence across the organisation as a whole simply and easily. It is fully integrated into the Core System providing a single HR database with no double keying.

Reduce Cost

Cut the cost of sickness absence and record and monitor all staff absence across the business.

Action

Identify problems and take effective action to solve them.

Reduce time

Save personnel staff's time in absence control tasks.

Policy and Process

Supports and maintains consistent Company absence policies with automated actions and return-to-work processes.

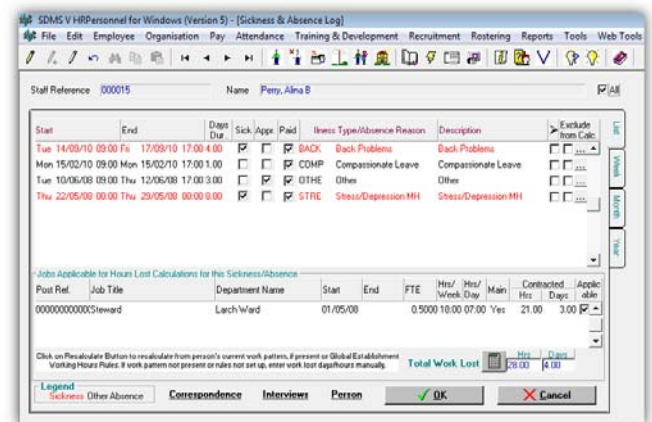
Benefits

With SDMS V HRP's efficient absence recording system, you can reduce the cost of sickness and unplanned absence to the Company - with its easy to generate sickness reports, and in-built Bradford Factor Calculation, sickness and absence monitoring takes the click of a mouse.

Absence Features

The Module encompasses: sickness and non-sickness forms of absence, statutory and non-statutory absence payment formulas, Bradford Factor Calculations. Return to work interviews and Maternity, Paternity and Adoption Leave with link to employee contracts, jobs and work patterns. Triggers and Alerts can be set up for sickness and sick pay entitlement expiry, whether long term or too many occurrences so that actions such as sending a letter or return to work interviews are triggered.

The system calculates sickness related payments and deductions to be passed to payroll. Records of lateness with interviews or return to work interviews can be held.



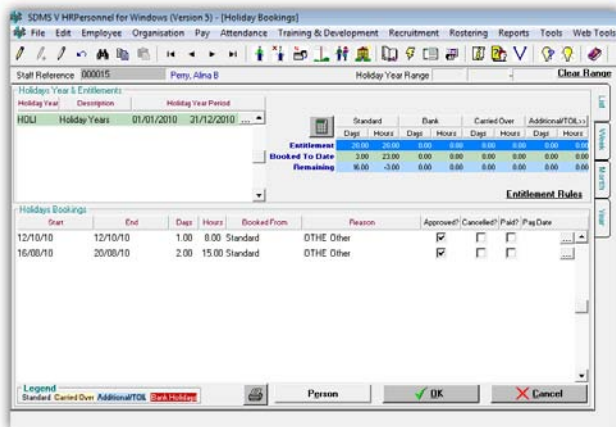
Sickness and Absence Log – Single Screen for All Forms of Absence

Facilities for maintaining records of statutory sick pay include periods of sickness, related absence whether paid or not, whether linked to other periods of sickness absence, qualifying days and link letter and amount of SSP paid. Data entry is simple: just select period, enter absence reason and hours lost (these are calculated from contracts or manually entered).

Holiday and Leave Management

Staff holidays and other forms of leave are booked in a single screen which shows leave entitlement, days and hours booked and entitlement remaining for standard leave, bank and public holidays. Any additional days and TOILS are also shown with the reason why they are due.

A single click takes you to a details form showing the entitlement rules. Days booked and whether approved (or cancelled) and whether paid or not are also shown. Week, month and year calendar views are provided. The module provides many user configurable features allowing entitlements to be set system wide for all staff, specific types of staff or those in particular jobs. Batch entry of holidays is also provided reducing the time and cost of holiday management.



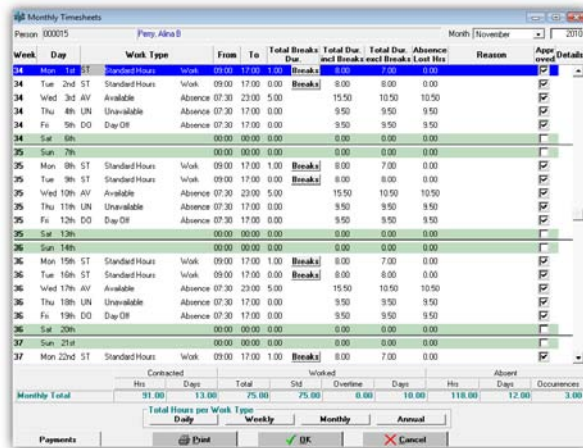
Employee Holiday bookings – Single Screen for All Forms of Leave

Holiday Pay calculations are made with figures to be passed to Payroll.

Attendance

Attendance can be recorded in weekly summary or daily formats. The weekly format holds week number, start of week date, and allows the number of days with total hours worked, total hours late with number of occasions, and total hours absent with number of occasions. A summary report of net hours worked in the preceding 17 week period is auto calculated to provide compliance with the EU Working Time Directive.

The daily format allows: the date, start/finish time, breaks, type of work attendance (e.g. working from home), total hours worked and breaks to be entered with summation to weekly records. The module is supplied with an attendance import to import data from other systems.



Monthly Employee Timesheet – Single Screen for All Attendance

At a single glance, all aspects of an employee attendance and absence history can be seen: weekly attendance, lateness, sickness and overtime.

Weekly attendance records show summary for overtime, lateness and holidays with detailed daily records.

Alternatives

The Absence and Attendance Module provides alternatives for managing time and attendance. For example, rather than maintaining full attendance records, only a record of employee lateness can be held, the software comparing them with contractual working hours, the work pattern and rules for deductions or additional pay factors - and then taking these into account in processing eligible paid hours worked to payroll.

Attendance Data Capture Hardware: Nohmad iButton™

Simplifying absence control further, the Nohmad sends information via GPRS allowing employees to sign in and out electronically when entering or leaving. Employee attendance records are automatically updated in SDMS V HRPersonnel.

Word Templates and Workflow

For the many standard letter writing and office tasks in absence and attendance administration, the module is integrated with a range of Office Suites, including MS Office™ for producing standard letters, mail merge and spreadsheets.

Reporting and Data Analysis

The module comes with easy to use, extensive and flexible Standard Reports. The comprehensive range of standard reports provided, gives detailed analysis of absence and attendance, such as Bradford Factor, weekly lateness, absence day profile, departmental attendance summary, holiday calendars and employee attendance profiles. Standard reports may be customised with easy to use report customisation screens and export to Excel™.

Self-Serve Web Access

Absence forms can be completed on return to work with the modules' integrated Web Tools simplifying absence processes. Similarly, holiday booking requests can be made and approved via SDMS Web Tools – reducing cost and time on HR administration.

For Information and to Purchase:

Contact SDMS Ltd's Sales and Business Development Team on 01952-200911 or by email: sales@sdmsltd.com or alternatively visit the SDMS website: www.sdmsltd.com.