

Absence

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

Employee absence is often unpredictable, but UKG Dimensions™ Absence (formerly Workforce Dimensions™ Absence Management) 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 Dimensions 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 Dimensions suite to manage accruals
- Fully integrated with the timekeeping solution to improve payroll team productivity.
- Allows employees take their earned time off and helps management better understand their organisation's leave liability

For more information, visit ukg.co.uk
or contact us at talktosales@ukg.com

