

Incidents & Points

Do you know how much unexcused absenteeism is costing your business?

The Incidents & Points module for Attendance Enterprise 2.0 alerts you to employees whose absences are costing you... in terms of money, lost productivity, and employee morale. The Incidents & Points module accurately identifies attendance trends and helps you enforce absence management policies.

Encourage Good Attendance Habits

Points are assigned to specific attendance incidents such as tardy, early departure, unscheduled leave and others. Real-time point calculations are based on your organization's HR policies for fair and accurate enforcement. Points can also be used to reward conscientious employees and notify managers when positive events occur. You can satisfy management requirements and immediately inform employees, automatically and impartially.

Manage Points Directly on the Time Card

The Incidents & Points module is fully integrated with Attendance Enterprise so points can be seen directly on the time card, and time card edits result in real-time point adjustments. When an employee's attendance behavior triggers an event, the Incidents & Points module can automatically create warning letters to employees. It instantly records warnings and notifications in the employee record. Incidents and trigger actions automatically become a part of the employee's time card and historical attendance records and are available in a variety of reports.

First Name	Last Name	ID Number	Pay Class	Department	Shift	Period	Hiring	Punches	Period	Abences
Kandy	Ho	30300	SAFT_2010n L001		3rd Shift	3rd Ter		0		0
1	Mon-Jul-28	18:30	3:30	18:20	2:41	8:22	183	3	3	
2	Tue-Jul-29	18:30	3:30	18:20	1:59	7:06	183	3	3	
3	Wed-Jul-30	18:30	3:30	18:21	1:42	7:12	183	3	3	
4	Thu-Jul-31	18:30	3:30	18:22	22:30	4:00	183	3	3	Incident
5	Fri-Aug-1	18:30	3:30	18:22	1:20	6:48	183	3	3	
6	Sat-Aug-2									
7	Sun-Aug-3									
8	Mon-Aug-4	18:30	3:30	18:20	1:08	6:36	183	3	3	
9	Tue-Aug-5	18:30	3:30							
10	Wed-Aug-6	18:30	3:30	18:22	1:17	6:48	183	3	3	

An employee leaving early triggers an incident flag on the time card.



First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing	Punches	Period Absences	
Jeremy	Barringer	393042	M-PT_00 Min (Lunch)	101	1st Shift	3rd Tier	0	0	
Date	Schedule	Start	End	Punches In	Out	Hours	Department	Shift	Tier
1 Mon-Jul-28	8:00	12:00		5:53	12:02	6:00	101	1	3
2 Tue-Jul-29	8:00	12:00		5:54	11:58	6:00	101	1	3
3 Wed-Jul-30	8:00	12:00		5:53	11:58	6:00	101	1	3
4 Thu-Jul-31	8:00	12:00		5:52	6:12	0:12	101	1	3
5 Fri-Aug-1	8:00	12:00		5:51	11:59				
6 Sat-Aug-2									
7 Sun-Aug-3									
8 Mon-Aug-4	8:00	12:00		6:00	12:00	6:00	101	1	3
9 Tue-Aug-5	8:00	12:00							
10 Wed-Aug-6	8:00	12:00							

Managers can override an automatically triggered event to account for special circumstances.

How the Incidents & Points Module Can Help

- Reduces cost by lowering unplanned absenteeism rates
- Reduces the need to secure replacement employees resulting in unnecessary overtime
- Fairly applies absenteeism policies
- Improves staff morale
- Accurately identifies absenteeism trends
- Supports a limitless number of absence management policies through flexible customization
- Triggers consistent and appropriate corrective events
- Notifies supervisors automatically when employee infractions occur
- Provides unlimited warning letter templates and many employee data fields for merging the employee attendance activity with your company form letters
- Provides historical record keeping and reporting of employee attendance habits
- Provides accurate point calculations and employee point balance detail

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INFOTRONICS®

Employee Attendance Systems

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