

Kronos iSeries Attendance

Kronos iSeries Central Suite Absence Management Solutions Gets a Handle on Absenteeism

Kronos iSeries Attendance leverages your existing Kronos iSeries Central investment by giving you an automated system that helps manage attendance across your entire organization, with the flexibility to administer attendance policies consistently and fairly for all employees. This powerful component of the Kronos total absence management solution automates your no-fault attendance programs, and eliminates the error-prone administrative tasks related to manually performing attendance record keeping, absence tracking, and disciplinary notifications.

Using data collected in Kronos iSeries Timekeeper and when applying employee schedules, Kronos iSeries Attendance identifies attendance exceptions and provides your managers with the tools and information they need to achieve greater visibility and control of absenteeism. Like the entire Kronos iSeries Central suite, Kronos iSeries Attendance is completely web-accessible and is specifically designed to run on the IBM iSeries server platform.

Customized policies and rules

With Kronos iSeries Attendance, it only takes three easy steps to completely automate your attendance tracking processes. First, you define attendance codes by naming each attendance event — such as unscheduled absences, late or early timecard punches, and early outs — and assigning a point value to each one. The number of codes you can assign is virtually unlimited.

Next, you identify and define your own unique policies and specify which attendance violations to track, as well as the method used to accrue incidents, based on parameters such as missed hours, points, or occurrences. Finally, you establish specific time periods to be tracked, such as rolling or calendar-based periods. Kronos iSeries Attendance also has the flexibility to track attendance policies for new hires or for employees in different locations. The application achieves this with its ability to generate multiple attendance profiles, which can be assigned to different segments of your workforce. Then, as the Kronos iSeries Timekeeper application captures time and labor data, Kronos iSeries Attendance identifies exceptions based on user-defined profiles, employee types, and absence rules.

The system can also identify exception events that trigger actions when reward levels are reached by employees with exemplary attendance records. Rewarding those with good attendance establishes examples for coworkers to follow, which can further enhance overall attendance.

Empower managers — engage employees

With Kronos iSeries Attendance, managers are relieved from the burdens of tracking attendance exceptions and enforcing policies, which means they can spend more time focusing on mission-critical aspects of your business. The application gives managers complete, real-time visibility into who's in, who's out, and why — with intuitive, web-based tools and automatic alerts that give managers the information they need to quickly make effective decisions.



Key Benefits

- » **AUTOMATE** time-consuming administrative tasks
- » **APPLY ATTENDANCE POLICIES** fairly and consistently
- » **EMPOWER MANAGERS** to better control absenteeism
- » **GIVE EMPLOYEES** greater consistency and control
- » **ACCESS DATA AND REPORTS** to make better decisions



For example, Kronos iSeries Attendance can display user-defined calendar views to make it easy for managers to identify absence events and patterns of abuse. The application can also send out alerts automatically when certain exception types or disciplinary thresholds are reached, allowing managers to proactively address events as they occur. This saves time and offers accurate, timely data that managers can use to correct issues before they become a major concern.

Moreover, the consistent and fair enforcement of attendance rules and policies can boost workplace satisfaction, which can help improve overall attendance. And giving employees convenient self-service access to their attendance information via a web-based portal can further decrease absenteeism, by giving employees a greater sense of control and inclusion.

Reports provide deeper insight

Kronos iSeries Attendance can create a wide range of reports that give managers the information and insight they need to monitor attendance events and trends. Reports can provide justification for disciplinary actions and rewards, and can provide information to help managers effectively conduct objective performance reviews and employee evaluations.

Attendance data is available in summary and detailed reports with a variety of selection criteria, including date range, employee, department, and supervisor. The system's at-a-glance reports can display patterns of abuse by individual employees, such as repeated Monday absences and early holiday exits, as well as overall trends, such as unexcused absences for all employees.

Kronos iSeries Central suite

Kronos iSeries Attendance is an integral component of the Kronos iSeries Central suite, a comprehensive workforce management solution specifically designed for the IBM iSeries server.

Our leading technology scales to the largest organizations and provides the flexibility to meet your exact needs. And our integrated suite of products — including those for time and labor, absence management, and scheduling — is both easy to use and easy to own.



Key Functionality

- » **AUTOMATED TRACKING** relieves your administrative staff and managers of the error-prone, tedious task of manual attendance tracking
- » **AUTOMATIC ALERTS AND NOTIFICATIONS** proactively notify managers and supervisors when various types of attendance exceptions occur
- » **CUSTOM POLICIES AND RULES** create unique combinations of attendance policies, employee types, disciplinary rules, and action triggers
- » **ON-DEMAND REPORTING** produces at-a-glance and detailed reports to spot attendance trends and justify disciplinary actions or rewards
- » **FULL WEB ACCESSIBILITY** gives managers and employees web-based access to attendance information anywhere security allows

Kronos technology is complemented by an expert services team, whose deep knowledge of Kronos solutions and broad experience gained from many successful enterprise implementations can help you achieve a rapid deployment that provides fast time-to-value.

For more information about Kronos iSeries Attendance or our comprehensive Kronos iSeries Central suite, please contact your local sales representative or visit www.kronos.com.



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