

DATASHEET

KEY BENEFITS

- Control absence-related costs
- Improve productivity by minimizing absence-related tasks
- Minimize compliance risks associated with FMLA and other federal or state leave regulations
- Foster an equitable work environment

Improve Productivity, Compliance, and Retention

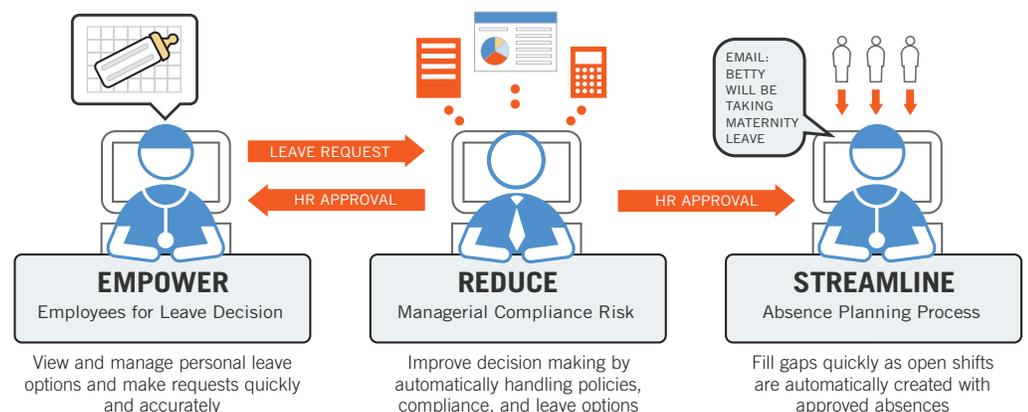
Healthcare managers know that employee absences impact labor costs, productivity, and compliance with labor agreements and federal regulations such as FMLA. Absences also affect morale, especially if your organization processes them individually according to each manager's interpretation of attendance and leave policies. Without central, accurate tracking, patterns and trends in attendance and leave policy use — or abuse — remain elusive, making consistent administration nearly impossible.

Whether an employee's missed shift is scheduled ahead of time or occurs at the last minute, Kronos™ for Healthcare's absence management solution lessens its negative impact. Workforce Absence Manager™, part of the Kronos for Healthcare workforce management suite, enables organizations to track and administer absences and helps maintain compliance with attendance and leave policies for a consistent employee experience that benefits the organization overall.

Manage absences to control costs and boost productivity

Each time an employee does not work his or her scheduled shift, various events occur that affect productivity. A staffing manager must take time and spend money to fill unexpected schedule gaps. When an absence is unwarranted or may represent a pattern of leave policy abuse, the manager must take additional time to investigate the situation. Finally, coworkers know when an employee takes advantage of leave and attendance policies that are inconsistently applied and enforced. One unwarranted absence can lower morale and reduce productivity for an entire workgroup.

The Kronos for Healthcare absence management solution combines accurate monitoring of attendance and consistent administration of attendance and leave policies. By eliminating manual absence tracking with Workforce Absence Manager, a healthcare organization reduces the payroll inflation that occurs when employees take — but do not document — a long lunch, a late arrival, or a short shift. Such incidents cost companies an average .72 percent of payroll, and this figure is even more for large organizations.¹ Another compelling statistic is the estimated .5 percent by which payroll cost could increase if each hospital employee were to take one additional unauthorized day off.²



Improve compliance, reduce risk

When healthcare organizations enforce leave policies inconsistently or lack a way to track absences — especially the exceptions — they expose themselves to compliance risks. Workforce Absence Manager minimizes these risks with a configurable rules engine that automatically and proactively applies and enforces all relevant policies and regulations. Managers can simultaneously approve, schedule, and categorize by type of leave each employee absence in a single, central database. When needed, the same database populates FMLA and other compliance reports with accurate, detailed absence information.

Improve employee satisfaction

Workforce Absence Manager helps healthcare organizations to recruit and retain top quality staff by supporting managers to create a fair and equitable workplace environment. The system renews employee confidence that the same leave regulations, policies, and benefits are being applied consistently across the organization.

The Kronos for Healthcare web interface places accountability and responsibility in employees' hands. Self-service features engage the workforce by allowing everyone to access their own sick-time and vacation balances and request time off easily and securely, either online or from convenient data collection terminals. Employees can also use self-service to participate in compensation incentives for good attendance that management implements online. Supervisors, in turn, can use self-service to respond to requests and manage other tasks. Automating time-off requests reduces a manager's time associated with the process by 25 percent,³ allowing the manager to refocus on more strategic tasks.

KEY FUNCTIONALITY

- Applies and enforces policies consistently
- Automates error-prone, manual absence and leave processes
- Streamlines and improves compliance reporting
- Tracks and summarizes all employee exceptions and absence patterns

Expanded solution — Workforce Absence Manager in the Kronos for Healthcare suite

Integrated with the Kronos for Healthcare time and labor and scheduling modules, Workforce Absence Manager reduces the need for nurse managers to focus on absence-related tasks. The solution launches automated functions with each newly recorded absence; every absence entered into the system creates an open shift to assist the floor manager in filling coverage gaps, and if the absence seems to violate customizable rules, the system automatically sends an email alert to the employee and/or the manager to facilitate corrective action. By streamlining these and other processes, the solution lessens the time each manager must spend evaluating, accommodating, and documenting employee leave requests and absences.

^{1,2} Nucleus Research ROI Evaluation Report, Kronos Workforce Timekeeper, 2003. Sponsored by Kronos.

³ Nucleus Research ROI Evaluation Report, Kronos 4500 Touch ID Terminal, 2005. Sponsored by Kronos.



TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS

Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 (800) 225-1561 (978) 250-9800 www.kronos.com

©2009, Kronos Incorporated. Kronos and the Kronos logo are registered trademarks, and Workforce Absence Manager is a trademark of Kronos Incorporated or a related company. All other product and company names mentioned are used for identification purposes only, and may be the trademarks of their respective owners. All specifications are subject to change. All rights reserved. 14505-55205