

# UKG Pro Absence

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

Employee absence is often unpredictable, but UKG Pro® Absence (formerly UKG Dimensions® Absence) can give you the insight you need to lower costs, maintain productivity, and avoid the risk of noncompliance with labor laws and regulations. Undeniably, the costs of employee absence are both real and measurable at your organization. But there is good news — the cost of absenteeism and its effects on productivity can be controlled with UKG Pro Absence.



### Proactive Indicators

Improve productivity and prevent burnout by standardizing the administration and enforcement of leave policies.



### Recognize & Incentivize

Auto-trigger rewards or corrective actions to ensure attendance management is reasonable and applied fairly across the organization.



### 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 for easy access

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 standardized, rule-driven procedures for submitting, approving, and executing employee leave requests to help ensure fair, objective determination of employee eligibility and entitlement

## Attendance Features

- Automate your attendance policies, both complex and simple
- Notify managers when employees approach or reach designated attendance thresholds, so they can act to reward or discipline workers as appropriate
- Employ one-click creation of personalized attendance documents and disciplinary letters
- Maintain compliance by auto-triggering configured rewards or disciplinary actions — making management of attendance fair and objective.
- Track and log all activities and events associated with disciplinary and reward scenarios in detail for compliance and backup

## Accrual Features

- Has a single point of access within the UKG Pro Workforce Management suite to manage accruals
- Is fully integrated with the timekeeping solution to improve payroll team productivity
- Allows employees to take their earned time off and helps management better understand their organization's leave liability