AttendanceCounts™

Attendance Tracking & Leave Management

Automate your attendance policy

With AttendanceCounts, you'll never miss another disciplinary notice. That's because AttendanceCounts alerts you as soon as disciplinary action is required. It also prints those notices for you — automatically.

And that's just the beginning. AttendanceCounts can automate your entire attendance policy, from calculating point totals to recognizing outstanding attendance. It can even print point balances onto ADP paystubs. No more manual entry. No more cumbersome spreadsheets.

And no more guesswork. You'll know once and for all that attendance policies are being administered fairly and accurately, without human error and without supervisory favoritism.

Manage your FMLA policy

Don't risk noncompliance with state and federal FMLA regulations. AttendanceCounts tracks all types of leave, and gives you the ability to quickly and accurately determine an employee's eligibility based on your company policies. Most importantly, the software will alert you automatically when employees approach twelve weeks of FMLA, so you don't have to worry that an employee will exceed their annual allowance without you knowing about it ahead of time.

Track plant rule violations

Does your company have a safety policy? How about guidelines for conduct or quality? AttendanceCounts lets you define and record an array of *non*-attendance violations, so that you could use it to manage your entire plant rule policy.

Once entered, these plant rule violations are tracked alongside attendance violations. You could even combine the two types of violations to trigger additional disciplines.

V 3.1 AttendanceCounts™

AttendanceCounts™

The fully
attendance trac
for eTime a

AttendanceCounts™

Version 3.1

Metropolitan
SOFTWARE

Save time and eliminate human error. Automate your attendance policy with AttendanceCounts™, the attendance-tracking solution for ADP eTIME®.

MetroPolitan
SOFTWARE

AttendanceCounts™

Analyze your data

Have you ever wondered how absenteeism varied among different shifts or departments in your enterprise? Or over different calendar years? Is absenteeism higher on Mondays than during the rest of the week? What if you could measure the effects of a recent policy change on attendance rates, or identify which incident types caused the most infractions?

AttendanceCounts goes beyond simply automating your policy. It gives you the ability to drill down and *analyze* your data. With AttendanceCounts, you can identify attendance trends across departments and over time. You can see how much absenteeism is costing your company. Armed with this information, you can make more informed staffing decisions, focus on particular departments that are under-performing, and fine-tune your attendance policy to maximize productivity.

Be prepared

Next time you find yourself in an unemployment hearing or a wrongful termination suit, rest assured that you'll have all the documentation you need to support your case, including a complete history of attendance violations, notification, and sign-off. That's because AttendanceCounts maintains an audit trail documenting every step of the disciplinary process, and retains that data *forever* – even for terminated employees.

How it works

AttendanceCounts works by capturing punch data from eTIME and applying your policy rules to that data. Your rules dictate when and how you should be alerted to policy violations.

You might have a rule, for example, which notifies you when employees reach six points in a twelve-month period. Another rule might reward employees achieving three months of perfect attendance by dropping a point from their record.

The flexible rule engine supports an unlimited number of rules making it possible to automate your entire attendance policy.

About Metropolitan Software

Metropolitan Software is a leading provider of labor management software, and an ADP business partner.

For more information or a product demo, contact Metropolitan Software directly at 800-652-1329, or visit our website at www.metsoft.com.

Product Features:

- **Automatic alerts and violation notices**
- **Dozens of flexible report formats**
- **Customizable form letters**
- **Points on ADP paychecks**
- **Tracks department and job transfers**
- **Tracks FMLA usage & eligibility**
- **Retains employee attendance data forever**
- **Supports perfect attendance provisions**
- **Exports data to Excel and other file formats**
- **Supports an unlimited number of concurrent users**
- **Contains 'work-flow' features**
- **Supports multiple levels of user security**

"We reduced our tracking time from 12 hours a week to one hour a week, and that translates directly into cost savings for Leone. Beyond cost, the data is far more accurate and much easier to interpret. An evolving product that has revolutionized a very complex attendance policy – bravo."

–Bill Carroll, Leone Industries, Metropolitan Software client since 2004.

MetroPolitan
SOFTWARE