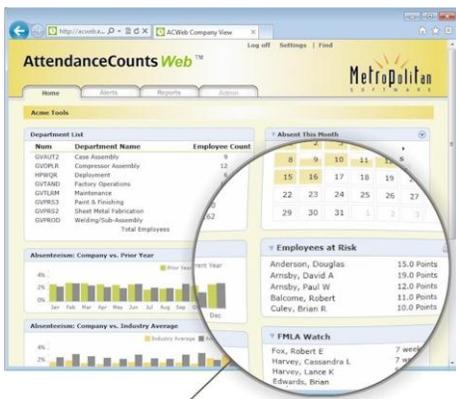# AttendanceCounts*Web*®

Attendance Tracking & Leave Management

AttendanceCounts*Web*®

The all-new, fully-hosted, attendance tracking solution for ADP Workforce Now®.

A dashboard view with up to 16 customizable panels lets each user decide what information he or she wants to see.

Interactive charts and tables let you drill down for more information when you want it, and leave an uncluttered screen when you don't.

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.

Worried about keeping track of those signed violation notices? With AttendanceCounts, you can scan and attach those documents right back to an employee's record, where they will be saved safely forever on the secure server.

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.

You can run FMLA usage reports, setup workflow items to track ongoing cases, and even print government forms. And you don't have to worry about employees exceeding their maximum annual FMLA allowance; we'll send you an email as employees get close.

Track work 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 can use it to manage your entire work rule policy.

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

Metropolitan SOFTWARE

AttendanceCounts *Web*™

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 even see how absenteeism at your organization compares to your industry average. 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 Workforce Now® 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 at 800-652-1329, or visit us online at www.metsoft.com.

Absenteeism – the silent drain on your bottom line

Absenteeism in your workplace is a silent but steady drain on your bottom line. Unnecessary absenteeism leads to unplanned overtime, reduced productivity, and work stoppages. Short, unplanned absences are actually more disruptive than longer absences. A recent study put the costs of absenteeism to a typical organization at $650 per year per employee. Another study found that absenteeism accounts for more than 4% of the budget of a typical American corporation.

While the direct costs of absenteeism are well documented, the indirect costs of absenteeism – such as employee morale – are no less significant. According to the 2007 CCH Absenteeism Survey, organizations reporting low morale had 35% higher absenteeism than organizations with high morale.

A sensible attendance policy which provides fair and meaningful incentives for your associates to be at work on time is an efficient way to reduce absenteeism while increasing employee morale. Higher morale means a more productive workforce, fewer accidents, and higher quality work.

Attendance Counts reduces labor costs by reducing absenteeism and the drain it has on your bottom line. It reduces administration costs, improves accuracy and eliminates human error through automation. And it gives you piece of mind knowing that disciplinary actions are being applied consistently across your organization, and that you have a permanent record of every infraction, notification, and sign-off.

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