

Points & Incidents

Do you know how much unexcused absenteeism is costing your business?

The Points & Incidents module for WorkSync alerts you to employees whose absences are costing you... in terms of money, lost productivity, and employee morale. The Points & Incidents module accurately identifies attendance trends and helps you enforce absence management policies.

Encourage Good Attendance Habits

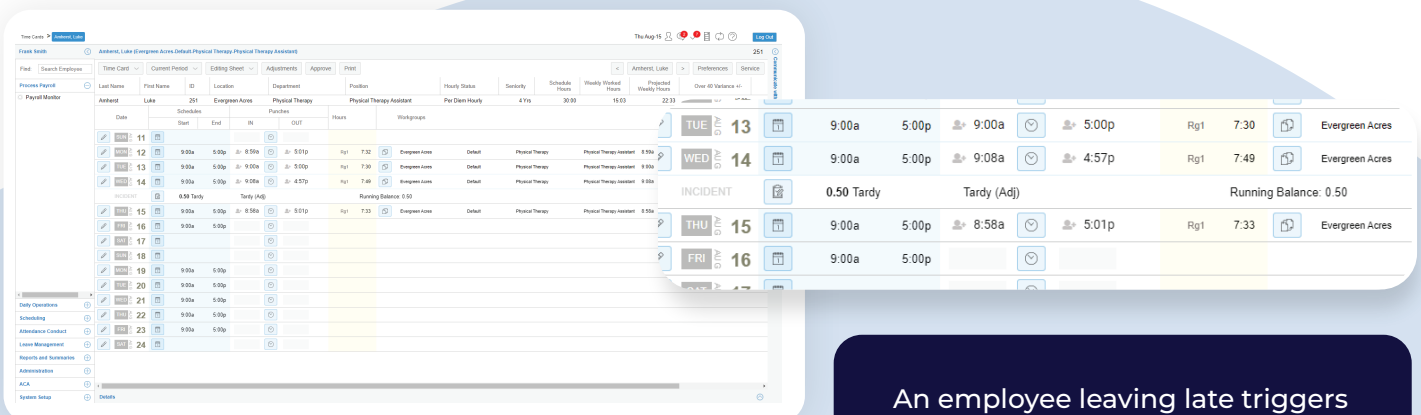
Points are assigned to specific attendance incidents such as tardy, early departure, unscheduled leave and others. Real-time point calculations are based on your organization's HR policies for fair and accurate enforcement. Points can also be used to reward conscientious employees and notify managers when positive events occur. You can satisfy management requirements and immediately inform employees, automatically and impartially.

Manage Points & Incidents Directly on the Time Card

The Points & Incidents module is fully integrated with WorkSync so points can be seen directly on the time card, and time card edits result in real-time point adjustments. When an employee's attendance behavior triggers an event, the Points & Incidents module can automatically create warning letters to employees. It instantly records warnings and notifications in the employee's record. Incidents and trigger actions automatically become a part of the employee's time card and historical attendance records, and are available in a variety of reports.

At-a-Glance View of Employees with Points & Incidents

Managers can quickly get a company or departmental view of the accumulated incidents and points from the Daily Operations menu. Simply drill down to a closer look at employees who meet criteria such as more than 5 points or have received warning letters.



The screenshot shows the WorkSync interface for a time card. The top navigation bar includes 'Time Card', 'Payroll', 'Incidents', and 'Reports'. The main area displays a calendar view for August 13-16. On August 14, there is an incident flag for 'Tardy (Adj)' with a running balance of 0.50. The time card also shows work hours, breaks, and a summary of points and incidents.

An employee leaving late triggers an incident flag on the time card.

How the Points & Incidents Module Can Help

Reduces cost by lowering unplanned absenteeism rates

Reduces the need to secure replacement employees resulting in unnecessary overtime

Fairly applies absenteeism policies

Improves staff morale

Accurately identifies absenteeism trends

Supports a limitless number of absence management policies through flexible customization

Triggers consistent and appropriate corrective events

Notifies supervisors automatically when employee infractions occur

Provides unlimited warning letter templates and many employee data fields for merging the employee attendance activity with your company form letters

Provides historical record keeping and reporting of employee attendance habits

Provides accurate point calculations and employee point balance detail

Reduces cost by lowering unplanned absenteeism rates

Fairly applies absenteeism policies

Notifies supervisors automatically when employee infractions occur

The screenshot displays the WorkSync software interface for the 'Points & Incidents' module. The main window shows an employee's attendance record for 'Amherst, Luke (Evergreen Acres-Default-Physical Therapy-Physical Therapy Assistant)'. The record includes columns for Date, Time Card, Current P, Incident, Points, and Tardy (Adj). A modal dialog titled 'Adjust Incident on 14-Aug-2019' is open, allowing the user to select an 'Incident Rule' (Tardy), 'Change Points' (0.5), and add 'Notes'. The background table shows attendance data for dates 11 through 24, with incident details for 14-Aug-2019. A sidebar on the left contains navigation links: Daily Operations, Scheduling, Attendance Conduct, Leave Management, Reports and Summaries, Administration, ACA, and System Setup. A top navigation bar includes a search bar, user profile, and various settings. A dark blue callout box on the right states: 'Managers can override an automatically triggered event to account for special circumstances.'

