

## Absence & Leave Management

### Integrated, Complete Absence & Leave Capabilities

Integrated into SumTotal Workforce Management solution, SumTotal Absence & Leave Management covers the complete set of capabilities necessary to proactively manage employee absenteeism, automation of business rules that determine employee accruals, as well as the complex requirements related to leave management.

Going beyond simply tracking deviations from planned attendance, like late arrivals, early departures or unexpected absences, Absence & Leave Management can manage supervisor's reactions, including actions such as verbal and written warnings, last chance agreements, suspensions and terminations; whenever an employee reaches a predefined disciplinary threshold, the system can notify the employee's manager via email with the appropriate reaction.

In addition, SumTotal Absence & Leave Management capability provides your organization with the power to effectively stay on top of the complex Family Medical Leave Act (FMLA) requirements and to improve the administration of your overall employee leave programs. Finally, it provides automated compliance to accrual policies and calculation of accrual amounts, deposits, withdrawals, grants, usage and balances, as well as the ability to forecast availability in the future.

The benefits of SumTotal Absence & Leave Management include:

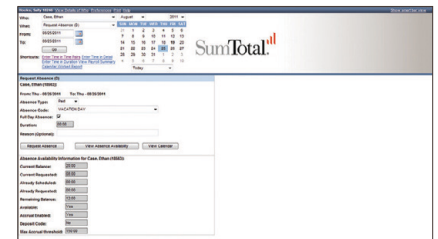
- Allow managers to be more efficient and effective through management by exception
- Track, manage, and analyze absenteeism according to your organizational policies
- Ensure complete compliance with government and safety regulations
- Reduce your operational costs and increase workforce productivity

#### Key Features

Key features of SumTotal Absence & Leave Management include:

- **Automation:** automate disciplinary actions, including verbal or written warnings, last chance agreements, suspensions, and terminations
- **Configurable Calculations:** configure calculations for point value systems, hours allowances, and other measurements

#### COMPLETE & AFFORDABLE



Requests for time-off can be submitted and routed for approval in advance and automatically accounted for when work is being scheduled.

- **Configurable Policies:** configure absence occurrence policies, including flexible time periods. Configurable accrual policies that can be defined for an organizational group or for an individual employee
- **Flexibility:** flexible assignment of threshold limits and actions upon threshold attainment, as well as flexible notations associated with each absence. In addition to flexible, multi-level rate schedules for absence management.
- **Analysis:** analytical reporting identifies patterns of behavior, cost impacts, etc.
- **Accessibility:** on-line access to best substitute employee(s) to fill a position in the case of an unexpected absence
- **State & federal rules:** FMLA eligibility rules speed processing of FMLA requests
- **Integration:** initiate, track, and properly administer employee leave cases in SumTotal Workforce Management.
- **Linking Leave Cases:** link to a time or event or stored independently in the case file library.
- **Grant Management:** Ability to handle grants for absence management as either a flat amount, a factor or a calculation based on hours worked

### Cross-Functional Benefits

SumTotal's Workforce Management solution and Absence & Leave Management capability are integrated within SumTotal's end-to-end, complete strategic Human Capital Management (HCM) solution. The cross-functional benefits of this include:

- **Workforce Management:** Integrated across the SumTotal strategic HCM solution SumTotal Workforce Management provides powerful tools to effectively manage labor rules, ensure compliance, and control labor costs and expenses.
- **Talent Management:** Integrated within the SumTotal's strategic HCM solution, Talent Management and Workforce Management combine to provide a single view of your organizations end-to-end human capital management information and processes.
- **Learning Management:** Integrated into the learning management solution, SumTotal Learning Management can provide visibility into skills, certifications, and learning activities across talent and workforce management, as well as other parts of the strategic HCM process.
- **HR Management (HRMS):** Integrated within the SumTotal's strategic HCM solution, SumTotal's HR Management solution provides a single source of truth for all HCM processes.
- **Payroll & Benefits:** As an integrated service into the SumTotal's strategic HCM solution, Payroll and Benefits Management provide efficient, flexible and easy-to-use service at the foundation of your HCM solution.

**About SumTotal** // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

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