sumtotal®
A Skillsoft Company

SumTotal® Absence Management

Experience the impact of successfully managing time away from work

SumTotal Absence Management reduces the high cost of absences and leave that stem from lost productivity, administrative burden and noncompliance. Leverage total insight into time away from work and wow your modern workforce with sophisticated self-service.
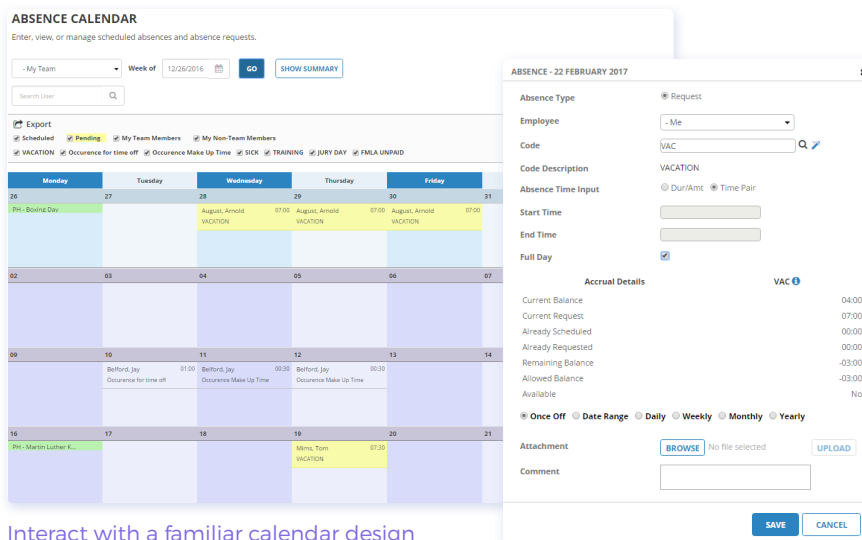
Manage all aspects of time away from work.

We make it simple to track and record any and all time away from work. Organization-wide, one solution handles it all from sick and vacation days to extended time away, for both hourly and salaried employees. End users can even submit intermittent and recurring absences in one simple request.

Eliminate the guesswork.

Our self-service wizard removes human-error assumptions from absence and leave requests by qualifying them against eligibility and real-time accrual balances *as requests are made*. If your employees need more information, we deliver relevant content when and where they need it all from within the same workflow. On-screen notifications alert users whose requests go against policy or pull from insufficient accruals, so your managers only receive qualified requests.

Our modern UX utilizes a powerful rules engine and workflow processes to automate absence and leave management—even with complex requirements. Users experience a familiar, self-service design from which they can access real-time information from any device.

Interact with a familiar calendar design

Determine eligibility instantly with self-service

Track and access accruals in real time.

Improper accrual management is an expensive problem that Absence Management eradicates, single-handedly yielding ROI. We specialize in complex time-off requirements that impact accruals like leave deposits, flex time, expiring PTO, scheduled leave payouts, carry-overs and mandatory sick leave. Regardless of your unique needs, your people will be able to view and manage accruals in real time.

Streamline Leave Management accurately and consistently.

Leave management (administering extended leave such as short term disability, parental leave, etc.) is often outsourced, costly and confusing. With SumTotal Absence Management, this service is built-in and addresses leave management processes including automatically enforcing compliance with regional- and country-specific legislations, such as FMLA and FLSA in the U.S. and sick leave and holiday allowances across the globe.

When Leave Management is integrated with Absence Management, you automatically control labor costs by only granting leave requests to eligible employees based on your business rules. Pervasive, real-time alerts and notifications keep track of those on protected leaves.

It's about time.

Absence Management was developed with all aspects of time considered, giving you complete insight into your workforce—not just time off. Absence Management is part of Workforce Management (offering Occurrence Tracking, Scheduling and Time & Attendance) which is part of our integrated Talent Expansion Suite. We empower organizations to integrate time with their talent and learning strategies, all in one place.

Features

Track and record all time away from work for your entire organization

Create absence and leave requests easily with the self-service wizard

Interact in real-time from any browser or device

Add attachments to requests (such as doctors' notes)

Manage requests from actionable dashboards

Benefits

Reduce the effect of lost productivity and cost correlated with absences and leave

Gain on-demand access to real-time leave liability costs

Automatically enforce domestic and international absence and leave differences

Analyze absence trends to determine policy effectiveness

Roll out legislative changes with no system downtime resulting in lower cost of ownership