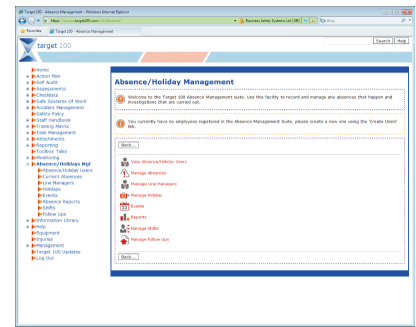


# ABSENCE MANAGEMENT

online... versatile ... secure



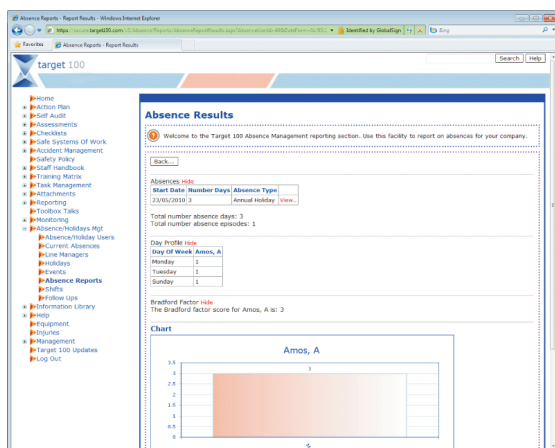
## Manage absence simply

Unplanned absence is a major burden to both business and the public sector with an **average cost of £692 per person per year** (CBI figures). While there can be many reasons for absence it has been shown that good management can make significant reductions to absence rates and the vast costs it has for business.

A key factor of effective and efficient management of absence is good information and the ideal way to collect and manage your data is through the Target 100 absence management system which is versatile, online and secure.

The great strength of this system is by giving you the power to identify unplanned absence of questionable validity with state of the art reporting mechanisms to cross reference anything from declined holidays to football games. It can also identify trend across different populations of employees by location, shift and many other variables.

Target 100 provides a simple, efficient tool for managing holiday requests. Automated email notifications and online approvals via line management are just a few of the key features allowing organisations to streamline their human resources workload. A complementary paper system allows for effective holiday and absence management outside of the online environment also.



## Key features

- Records all absences
- Records absence types
- Cross references on configurable events like football games or weather events
- Cross referencing absence against holidays and holiday requests
- Return to work process
- Compares employee against departments or shifts
- Full absence profiles
- Manages planned and unplanned absence
- Comply with work time directives
- Demographic reporting
- Bradford factor measurement
- Includes full holiday management option