



Absence



**Wasted time spent recording, filing and communicating paper based holiday requests?
Poor holiday information access for staff and managers?
Inaccurate staff holiday records?**

QED Absence provides a clear and accurate process for recording staff holiday in addition to reducing the workload on management.

The system enables staff in your organisation to have complete visibility of staff availability.

It allows employees to view a summary of their leave entitlement, days taken and decisions pending for the current and following year.

Under-staffing at key holiday times?

The integrated holiday calendar shows staff when colleagues are in or out of the office and when they have holiday booked.

This enables staff to make more informed decisions on when to take holiday and improve their chances of having holiday approved by a manager.

Employees can request leave in hours or days depending on their working pattern.

Working days are automatically calculated for the employee taking into account weekend working and country level setting of bank holidays. This flexibility allows for enterprise wide implementation.

Requests are electronically routed to managers, who can view departmental calendars of approved employees absence to allow them to make an informed decision based on staffing levels for the requested period. They can then approve or reject the leave request with one click.

Holiday entitlements are automatically calculated and updated when holidays are taken by staff.

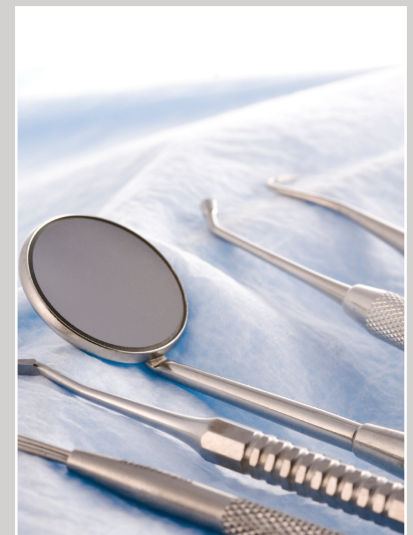
As well as allowing staff to book holidays, the system allows staff to keep track of sick or unpaid leave and also allows you to configure your own organisation's absence requirements, for example, compassionate leave, doctor's appointments and hospital appointments.

Difficulty in reporting and identifying holiday trends within your business?

QED Absence gives staff, managers and Human Resources (HR) an at a glance view of information regarding holiday entitlements, days taken, days left and other information regarding staff leave and absence.

Benefits

- ✓ Optimise time management
- ✓ Greatly simplifies the process of managing employee absence
- ✓ Improved planning and scheduling
- ✓ Increased management control
- ✓ Provides central calendars to all employees
- ✓ Fully integrates with users of Domino personal calendars
- ✓ One click approval / denial of requests with or without comment
- ✓ Provides an extensive audit trail of employee holidays / absence
- ✓ Employees have instant access to the number of holidays they have left
- ✓ Lotus Notes and web interfaces
- ✓ Sickness analysis and reporting
- ✓ Maintenance of accurate records
- ✓ Compatible with Notes / Domino R5 / R6 / R7 / R8



QED

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“Loma Systems have been using the QED Holiday and Absence database for two years. Loma was one of the first users of this database. Loma has seven offices around the world, and we utilise web access to this application for remote users, some of these users work in countries that do not have a Loma office. The ability to unify our global holiday and absence recording into one database has been very beneficial. QED were very helpful in finding solutions required for our global rollout, in particular issues surrounding regional differences with respect to time zone and date format.

QED have continued to enhance the database, this includes listening to our suggestions for improvements, many of which have been included into the latest version. QED are a pleasure to work with and their help desk is excellent.”

*Sean Hannan - Business Systems Manager
Loma Systems.*

Key Features

- ❖ Flexible electronic approval workflow
- ❖ Departmental team calendar(s)
- ❖ Manages time off, sickness and other absences
- ❖ Holiday carry over to next year
- ❖ Full day, half day and hourly requests
- ❖ Centralised approval calendar
- ❖ Automatically populates users personal notes calendars
- ❖ Sickness monitoring and reporting
- ❖ Lotus Notes and web interfaces
- ❖ Record and display in days or hours
- ❖ Ability to book leave by the hour / half day / full day
- ❖ Specify date on which holiday year begins
- ❖ Country specific public / bank holidays
- ❖ Extensive reporting to managers
- ❖ Cancel requests – current and retrospective
- ❖ Automatic email reminders for overdue approvals
- ❖ Block booking of company holidays
- ❖ Option to include / exclude weekends when requesting leave



Don't be left with an empty office



For more information on QED Absence please visit the following web site :

www.qedas.com/absence

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