ADP® WorkForce Suite

ABSENCE MANAGEMENT

Simplify compliance and deliver on a commitment to meet employee time-off needs

Providing employees with time away from work to manage life events, recover from illness, pursue personal enrichment, or rest and recharge is not just a benefit, but often required by law or binding agreements.

As the world evolves — socially, politically and economically — workplace absence and leave policies must keep pace. These continual changes can widen the margin for error and increase risk of noncompliance, leading to heavy fines, back pay of lost wages and damage to an organisation's brand.

Absence Management brings a modern approach to automate absence and leave policies like FMLA, STD, LTD, maternity, military, continuous and intermittent leave.

Improve compliance, efficiency and your employee well-being

Simplify and manage compliance

- Streamline setup of laws and common policies with pre-built best practices and templates

- Adapt easily to meet changing requirements, unique policies or more generous benefits

- Demonstrate compliance with complete audit trail — from initial request to the employee's return

Improve efficiencies and reduce costs

- Upon approval, immediately post requests to timesheets with real-time gross pay calculations

- Enable auto-approval of time off requests that meet policy standards

- Minimise unearned time off by validating entries against balances and future time off

Help employees manage time-off requests and well-being

- Provide visibility into accrual balances, workflows and criteria for employee planning

- Expedite approval with automated validation and approval workflows

- Reduce burnout risk with proactive alerts when employees have not taken enough time off

workforce
SOFTWARE · An ADP® Company

Complete coverage for your organisation's absence and leave requirements

Intuitive and easy time-off request workflows

With a modern and more human user experience, manage time off requests and approvals from anywhere on any device. Employees simply enter the request, and the ADP WorkForce Suite validates the request and routes it to the right approver.

- Automatically populate requests based on the rules that apply to the employee

- Validate requests against available balances and applicable rules

- Configure the system to route approvals based on time off type and length of requests

Intelligent employee time-off planning with accurate time-off balance

Accurately project how much time off an employee will have available at the time they will be away from work to enable employees and approvers to make smart decisions throughout the entire process — from request to return to work.

- Consider prorations, carryovers, transfers, grandfather rules and more whilst accounting for planned usage

- Track balances against hours, days, weeks and currency

- Configure system rules and processes to account for frequency, formulas, lengths of service, and other unique inputs
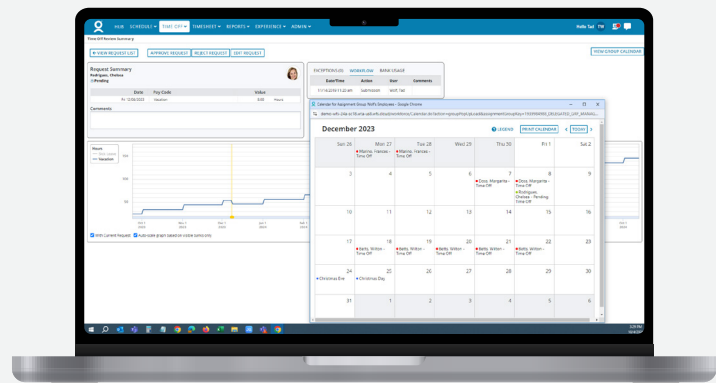
Single source of truth for leaves of absence

When employees need to request leave to manage a personal or loved one's health condition, serve in the military, or navigate a major life event, handle the entire process easily and confidently — whether the leave is required by law, contract or policy

- Determine eligibility using HR data and employee responses to a questionnaire

- Guide employees and administrators through each step of the process, keeping them on track to hit deadlines

- Generate and populate required documents, storing final versions and related communications with the optional Communications and Documents modules

"With the ADP WorkForce Suite, we have better visibility over our large vacation banks. HR and payroll teams spend less time on admin, and employees have quicker turnaround and higher satisfaction with mobile time entry."

—HR Director, ATS Automation

Visit us at wfsaustralia.com/workforce-suite/absence-management to discover how we can help your organisation efficiently manage employee time off when they need it whilst navigating compliance requirements.

ADP
Always Designing for People®