

Client version

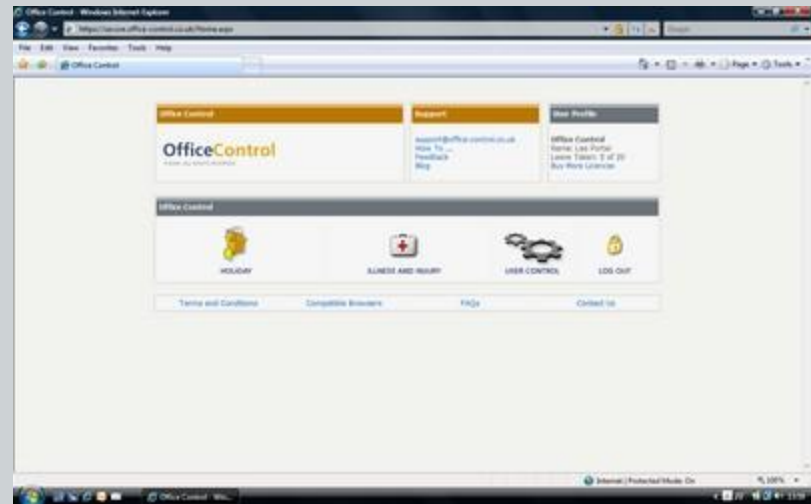
# Office Control - Online absence management software

Goes to work when your own staff don't

<http://www.office-control.co.uk>

# Agenda

- Problems
- Real Costs
- Office Control Overview
  - Benefits of a Self service system
  - Office Control Leave process
  - Office Control Absence process (sickness)
  - Reporting
  - Flexible working
- Benefits
  - User benefits
  - Manager benefits
  - HR benefits
  - Company benefits
- Office Control Summary
- Further Information



## Problems

- Too much sickness absence
- Poorly planned leave
- Excessive use of leave entitlement
- Overloaded HR
- Level of effort to manage leave and sickness
- Errors – fallible, paper based, human error, old school system

>

## Real costs

- Over £1000 per employee/year in absence\*
- Lower Morale – team carrying individuals/extra workload
- Productivity drops – knowledge base gaps & cover, work vs. requesting/approving leave & sickness
- Lose deals, sales, work
- Damage brand/business integrity – reliability, effectiveness, availability
- Fail to hit deadlines, projects run over budget
- Temporary staff – hiring/costs/training/time

\* Includes direct and indirect costs such as those detailed above

# Office Control Overview

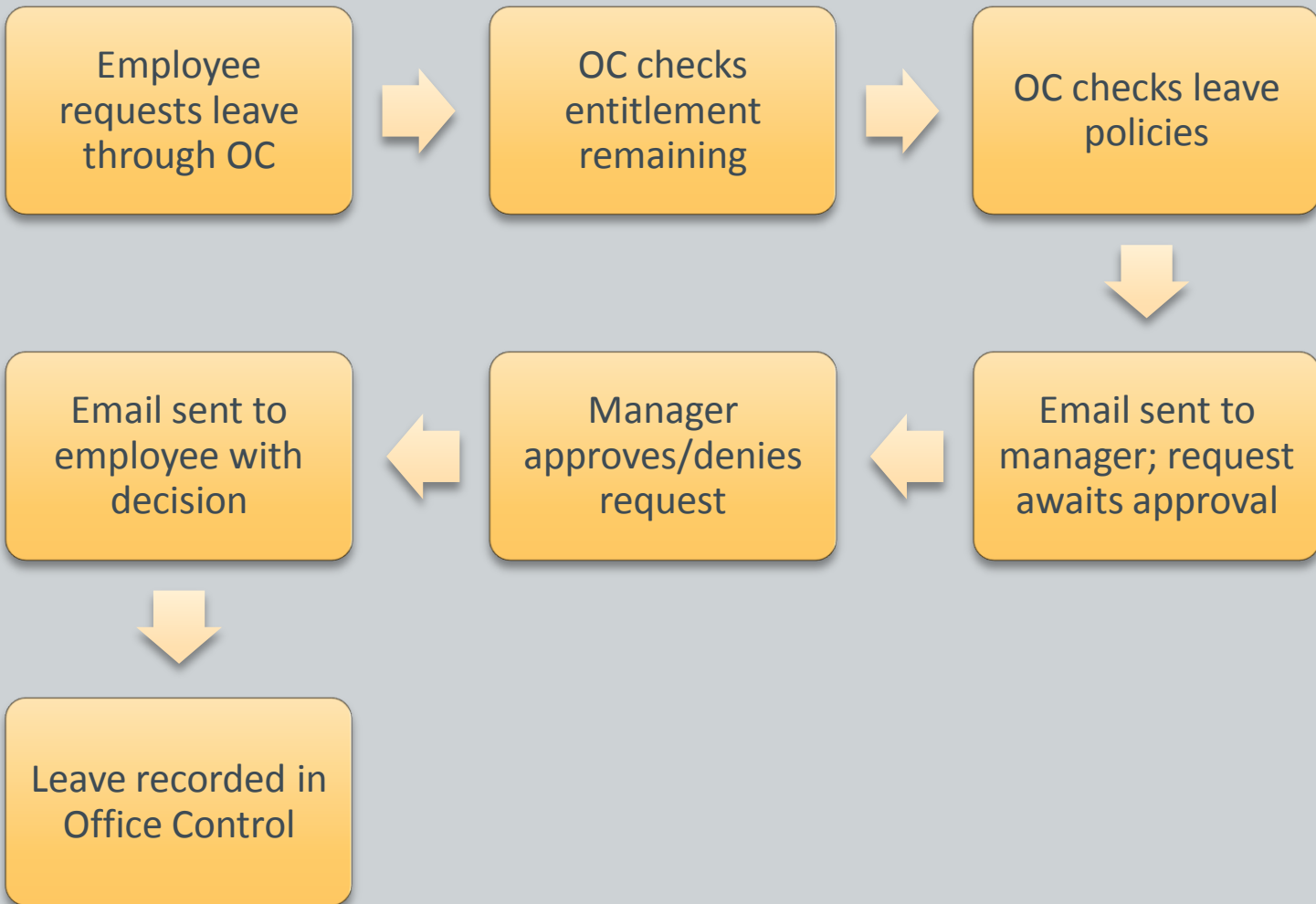
OfficeControl

## Self service system

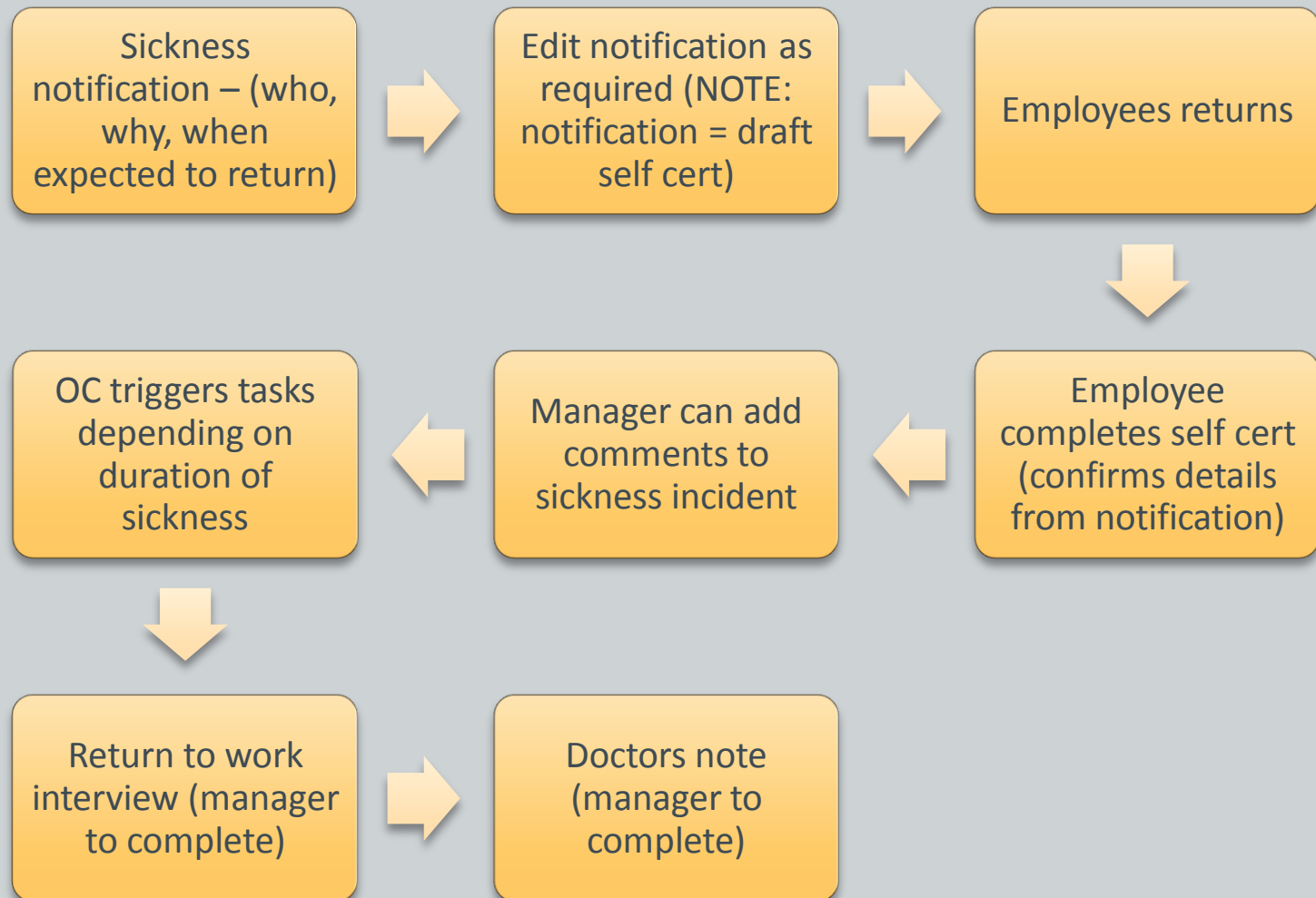
- Employee are empowered to request their own leave and keep track of their entitlement
- Managers can request and approve leave on behalf of those that they manage and request their own
- Managers can record sicknesses
- Special permissions allow individuals to have specific access e.g. Reception to add sickness notifications, MD to view all employees etc

>

# OC leave process (planned)



# OC absence process (unplanned)



- Powerful reports are available by permission
- Reports available:
  - **Absence calendar** (employees grouped by department for easy comparison)
  - **Absence list** (text only list of absence - useful for archive)
  - **Leave report** (shows standard entitlement , and entitlement for last, current and next year including remaining)
  - **Alert report** (highlights employees with high levels of absence alerts and compares them to their peers)
- Each report is configurable by individual/group, dates, absence type etc

## Flexible Working

- Multiple Leave patterns /calendars e.g. UK bank holidays, Scottish bank holidays, European standard holidays
- Mandatory leave e.g. Christmas period
- Work patterns e.g. Monday to Friday, weekends only
- Part time patterns calculated hourly
- Adjustable annual leave period e.g. Jan to Dec, April – March etc

>

**Benefits**

**OfficeControl**

## User benefits

- Take control of their leave
- Plan ahead (up to a year or two if work and leave patterns have been setup)
- Request leave when and where is most convenient (evenings, weekends when discussing future plans)
- Review previously requested leave
- Review remaining entitlement
- View recorded sickness absences (major factor affecting reduction in absences)

>

## Manager benefits

- All requests have enough entitlement
- Leave policies can be set to pre-manage against particular situations e.g. Department levels, across specific dates, groups of employees (e.g. First aiders not off at the same time, key personnel) and many others
- Leave policies can be enforced at the point of request or alert the manager during approval
- Manager has more information to make a better decision quicker
- Requests wait for managers attention, no danger of information being lost, over looked

>

## HR benefits

- More accurate
- Quicker to process
- Detailed, configurable calendars and other reports
- Better implementation of company absence policies (consistent & broad application)
- One system across all departments, locations, countries
- Reports to show entitlement usage per employee
- Employees highlighted when taking more sick than acceptable (acceptable levels are configurable)
- Simple management of carried over entitlement
- Automatic calculation of the Bradford Factor and other formulas and summaries

>

## Company Benefits

- Reduce absence admin
- Reduce errors
- Reduce abuse
- Improve absenteeism
- Improve leave management
- Improve resource management
- Reduced carbon footprint



>

## Office Control Summary

- Online 24x7x365
- Self Service
- Quick roll out
- Simple to use yet powerful (no training needed)
- Available from any internet PC
- Constantly being developed/improved
- No IT installation/maintenance/upgrades
- Secure (firewalls, encryption, logins)

>

## Further information

- Contact us on 0845 225 3008
- <http://www.office-control.co.uk>
- Email [julia@office-control.co.uk](mailto:julia@office-control.co.uk)

>|