



# Time to Rethink

## Leave and Absence



A more human resource.™

A happy, motivated and engaged workforce is what you need to stay competitive and transformational, as well as successful, in the increasingly global marketplace. Your people are your greatest asset. Increasingly diverse and flexible, and with constantly evolving expectations and skills, taking care of your workforce poses a new set of challenges, and a whole world of opportunity.

Without effective workforce management systems however, processes such as managing leave and absence can be complicated and time-consuming. In fact only 6% of those surveyed in a recent “Workforce Management Trends & Challenges among UK Employers report” (WorkForce Software, 2015) said they were “very satisfied” with their workforce management system. Out-dated and disparate systems can demotivate managers or employees struggling to use or access them. Low levels of employee satisfaction can in turn cause high levels of unplanned leave and absenteeism.

**ADP® iHCM is your new integrated solution for powerful and scalable Human Capital Management that helps you to better manage leave and absence with efficient real-time tracking and automation.**

## Your processes transformed

### Effectively manage leave and absence

Full visibility of how much time is lost through leave, absence and lateness, as well as where it occurs most, helps keep your leaders aware of where there might be low levels of employee engagement, and adjust accordingly their talent strategies.

### Manage business impacts

Easy-to-use, streamlined processes for managing annual leave can help you effectively organize your workforce during key periods or holiday times. A fully integrated system means that you minimize the risk of key people not being present when you most need them.

### Facilitate compliance

Both leave and absence fall under several categories within employment law. With ADP® iHCM, typically time-consuming compliance tasks are less burdensome.

### Offer employees the support they need

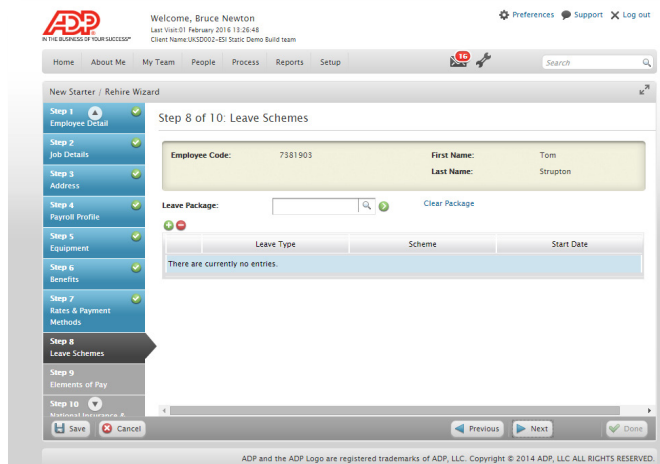
Targeted sickness prevention programs and health support, delivered and managed from one easy-to-use online platform, helps make your employees feel more supported. They can access the information and support that they need, using their personalized login.

## Your integrated streamlined solution

With ADP® iHCM, managing leave and absence across your entire workforce is simple. A cloud-based platform with multiple user access, it provides you with a streamlined workforce management system that is available from wherever you are, whenever you need it. All the employee data needed to allocate, monitor and manage leave and absences is available from one HCM suite that is linked with payroll, performance reviews and reporting.

With greater access to and visibility of real-time data, employees can keep track of their time and attendance and plan their leave autonomously. When employees request holiday from their online ADP® iHCM portal, their line manager receives an automated notification and can accept or reject the request with ease and in a timely manner.

Managing leave and absence with ADP® iHCM is more empowering for managers, more engaging for employees and more efficient for HR.



- 100% Cloud-based.
- IT and HR Experts on the ground provide support and help you stay compliant with local laws and regulation.
- Proven track record of HR and HCM excellence.

## Change the way you manage

### Develop absence allowance templates

ADP® iHCM enables you to define different types of absence allowances for employees – holiday, maternity/paternity leave, or sickness. Several types of absence allowance templates are supplied and are already configured.

### Access information easily

Employees, managers and HR have comprehensive access to company guidelines and policies from one single platform. Transparent and accessible information can lead to greater employee engagement and in turn, lower absenteeism.

### Customize work patterns

With ADP® iHCM you can customize employees' work patterns and absence allowances, quickly and simply. The flexible online software means that you can apply the changes to one particular individual or more. It also calculates allowances based on the number of days, weeks or months since the employee started for more accuracy.

### Define workflows clearly

Many of the leave and absence functions are handled using workflows and defined policies that give employees and managers access to transparent and easy-to-use information through automated processes.

### Interested to know more?

To find out more about ADP® iHCM and how it can benefit your organization, please go to [www.adp.co.uk](http://www.adp.co.uk) or contact your local business partner on 0800 1707 677. You can find more general information about ADP® iHCM in our overview brochure. View our tailored brochures for more detailed information on how ADP can specifically benefit CEOs, Finance, HR and IT Managers. Available for download at [www.adp.co.uk](http://www.adp.co.uk)

### About ADP

Powerful technology plus a human touch. Companies of all types and sizes around the world rely on ADP's cloud software and expert insights to help unlock the potential of their people. HR. Talent. Benefits. Payroll. Compliance. Working together to build a better workforce. For more information, visit [ADP.com](http://ADP.com).

*ADP and the ADP logo are registered trademarks of ADP, LLC. ADP—A more human resource. is a service mark of ADP, LLC. All other trademarks and service marks are the property of their respective owners. Copyright © 2016 ADP, LLC.*