

# Absence Management

## Simplify the Setup and Administration of Complex Employee Time Off Plans

### At-a-Glance

For many organizations today, employee time off policies have grown increasingly complex — a clear benefit for employees, but they pose a substantial challenge to the human resources departments that must create and manage a proliferation of plan types. Lawson® Absence Management software can help simplify numerous activities, starting with plan setup and continuing through tracking, administration and analysis, as well as information sharing with your payroll and financial systems.

### Lawson Delivers

HR departments, like other core functions within the organization, have come under tremendous pressure to operate with less cost and greater accountability. A component of the Lawson Human Resources Suite, Absence Management can help reduce the costs, not to mention the administrative burden, associated with setting up and managing multiple time off plans, while improving utilization of your human capital. Can your current system:

- Grant upfront paid time off (PTO) balances and earnings?
- Automatically detect changes in employee status and then adjust plan membership eligibility for that individual or group of employees?
- Effectively track and manage time off, including intermittent absences, taken through the Family Medical Leave Act (FMLA)?
- Integrate with your payroll and general ledger systems to accelerate the posting and processing of information related to employee absences?

If not, consider the benefits and features of Lawson Absence Management.

### Benefits

With its full-featured, and highly flexible leave management functionality, Lawson Absence Management can benefit your organization by:

- Saving time and effort by allowing you to setup and maintain a single time off plan for all types of employees with employee group-specific rules governing accruals
- Providing a rules engine which easily accommodates variations in dates, enrollments, accrual calculations, service and eligibility determinations and other criteria, consistent with your corporate policies
- Monitoring employee groups for any changes that affect enrollment eligibility or time off plan balances, with update programs
- Streamlining FMLA leave and helping you to stay on top of your legal obligations and correspondence tracking

- Supporting absence compliance initiatives through online trend reports and numerous standard reports
- Reducing the demands on your HR staff by providing optional Employee and Manager Self-Service access to features such as Leave Balance Inquiries and Leave Requests

## Features

Lawson Absence Management includes key features and functionality that make it easier to manage:

### ■ Rules-based Absence Plan Setup

- Setup an unlimited number of accrual rates, tied to employee groupings, within a single absence plan
- Modify one or more aspects of your absence plan without requiring the creation of a new plan

### ■ Automated Enrollment and Updates

- Initiate new enrollments, based on employee group membership and eligibility rules, as well as enrollment terminations
- Detect employee changes in status (e.g., full-time to part-time) or transfers to other departments, and then adjust eligibility and transfer plan balances, by simply running an update as appropriate

### ■ Flexible Accrual Options

- Manage accruals and balance tracking for multiple positions
- Base accruals and tracking on hours, or payment cycles
- Implement stricter controls on maximum accruals compared with current available balances

### ■ Plan Processing

- Accrue absences before the payroll cycle is run, then decrement usage from the newly calculated accruals in the same period
- Accommodate negative plan balances and carryover balances from previous plan years

### ■ FMLA Leave Tracking

- Process FMLA leaves with a rolling 12-month calendar and critical date tracking
- Monitor total FMLA leave usage to date

### ■ Reporting

- Analyze key trends pertaining to time off for illness or injury, vacation, medical leave, death of a family member or jury duty

### ■ Integration

- Deploy Absence Management as a standalone solution or integrate it with other applications, including Lawson Payroll, General Ledger and Project and Activity Accounting

## Contact Lawson

For more information about Absence Management and other Lawson software, call 1-800-477-1357, direct at +1-651-767-7000, international at +44 (0) 1344 360273, or visit [www.lawson.com](http://www.lawson.com).

### Corporate Headquarters

Lawson Software  
380 St. Peter Street  
St. Paul, MN 55102  
United States  
Phone: +1-651-767-7000  
Product Literature:  
1-800-477-1357  
Fax: +1-651-767-7141



[www.lawson.com](http://www.lawson.com)

### International Operations

Lawson Software  
Trinity Court  
Wokingham Road  
Bracknell  
Berkshire  
RG42 1PL  
United Kingdom  
Phone: +44 (0) 1344 360273  
Fax: +44 (0) 1344 868351