Absence Management

Intelligent absence management for optimum workforce efficiency

The **Etarmis** flexible workforce solution enables comprehensive absence management, with a complete suite of tools to oversee and manage a wide range of absence scenarios including return-to-work, term-time and childcare absence, training and sickness.

With **Etarmis**, Bradford Factor calculations are made instantly and can be used to help track absenteeism. Alerts are then issued to managers when absence limits are exceeded. This facility, for close tracking of short-term absenteeism, allows issues to be identified and addressed early, before they become problematic.

Etarmis is highly customisable to meet any organisational need and, due to the emphasis on staff to keep their records up to date, provides exceptionally accurate and reliable management data.

> "Supporting workers with a flexitime recording and absence management system was the first step to achieving mobile and flexible working. Workers covering a wide geographic area, roads inspectors, for example; needed an effective and integrated mobile solution."

John Carlin, North Lanarkshire Analyst/Programmer

FEATURES

- Manage return to work, term-time working, and childcare arrangements
- Bradford Factor scores calculated 'on the fly'
- Configurable user triggers to flag information to managers
- Optimum levels of information accuracy
- System can be set to record specific categories of sickness
- System facilitates easy management of return-to-work processes
- Facility to customise extended correction reasons for greater depth of management information
- Users manage buying and selling of annual leave to adjust flexitime hours

BENEFITS

- A complete sickness and absence management system
- Helps employees create improved work/life balances
- Fair, open, and transparent, enabling employees to update and maintain accurate records
- A wider range of absence management functionality than any other Flexitime system
- Delivers higher levels of staff engagement, higher morale, increased productivity

Sickness Absences

Etarmis provides end-to-end sickness management with Bradford Factor scores fully embedded and calculated 'on the fly'.

The system automatically triggers return-to-work employee interview notifications where appropriate and also allows for the efficient management of return-to-work protocols, including full interview recording, tracking and auditing.

Extended Correction Reasons

Etarmis also provides a facility for users to create and maintain an exhaustive list of correction reasons and categories, which can then be customised to an organisation's particular requirements. This provides a greater depth of management information to inform HR policy planning.

Holidays Management

Etarmis records all annual leave entitlements and balances and enables users to review their flexi hours and request holiday time. Accrued flexi hours can then be traded for annual leave where their employment policy allows.

Etarmis provides intelligent, transparent and detailed absence management reporting, enabling employees to create better work/life balances, and organisations to develop engaged, motivated workforces.

About hfx

hfx introduced the concept of flexible working hours over 40 years ago and is a leading provider of time management systems to both the public and private sectors today.

Etarmis, with its 'one card – one solution', incorporates access control, photo ID, time and attendance recording, flexitime management and provides seamless integration with major HR and payroll systems. **Etarmis** can be configured to meet exact requirements and supports unlimited numbers of work patterns.

hfx services clients across the public and private sectors throughout the UK, including Home Office, Merck, Bentley Motors, adidas, Buhler Sortex Ltd, The Society of Motor Manufacturers & Traders (SMMT), Eaton Limited, MoD, National Farmers' Union, Borough Council of King's Lynn & West Norfolk, North Lanarkshire Council, East Renfrewshire Council, Isle of Man Government, MoJ, Met Police, Flintshire County Council, Office for National Statistics, UK Intellectual Property Office, NHS Business Services Authority, Pembrokeshire County Council, Science and Technology Facilities Council and many more.

Apply any flexible working policy securely, transparently and with consistency.

To find out more about **hfx** and our solutions please call **01438 822170**, visit **www.hfx.co.uk** or email **sales@hfx.co.uk**

Flexible working solutions