

ABSENCE MANAGEMENT *by BASIC*



Reduce Your Workload, Cost and Risk

A recent survey conducted by Mercer concluded that the average number of absences taken by U.S. workers each year is 8.5. The result of all those combined absences cost employers 8.9% of their payroll.

Avoid Absence Abuse

BASIC's Absence Management and FMLA systems are designed to simplify employer administration and improve employer efficiency. The challenge is to create a "uniform and sustainable" method to track employee absences without creating additional administrative burden.

BASIC's Absence Management Service

Gives employers greater ability to manage employee absences with critical data to help schedule staff and identify absence patterns by department, day or by employee with real-time information and historical absence data.

- Perfect for single or multiple location companies.
- Toll-free number for your employees to call 24/7. Employees receive a confirmation number to verify that they called off work.
- Managers & Supervisors have immediate access via the internet and text messaging to employee call off information 24/7.
- Ability to manage replacement workers, know all employee call offs by work group and/or location seconds after the employee call off from work is completed.
- Initiates FMLA and notifies possible FMLA qualifying event.
- Call off reports by employee, department, work group, or location are readily available by supervisors (for their work group), administrators and managers for the entire organization.
- Provides uniform and consistent absence record keeping with proven effect and outcome on improved employee attendance at work, union grievance, unemployment, FMLA, other LOA programs and Department of Labor claims.
- Prompts and provides notification on first report of work injury and lost work time due to an existing Workers Compensation / work related injury.

Substantial Reduction in Employer Absence Management Administration Time

BASIC's absence management system requires less than 1/3 of the employer's time spent on absence management administration with significant improvement in absence record keeping and time spent coordinating work responsibilities.

1/3



- HR Benefits
- HR Management
- HR Services

At BASIC, we pride ourselves on our attention to detail.

But don't take our word for it, read what our customers have to say:
"We've been a client of BASIC's since 2009. We hired BASIC to administer our FMLA. I have found working with them to be very successful and easy. The online tools they provide their clients are efficient and user friendly. They are always very responsive to my needs as a client. I would strongly and highly recommend BASIC for any service needs you may have."

– BNP Media



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit basiconline.com.

Additional Services:

- BASIC Payroll
- BASIC COBRA
- BASIC FSA
- BASIC HRA



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