

ABSENCE MANAGEMENT *by BASIC*

Absence Management Survey

1. Do you have a uniform, sustainable absentee program across all departments / locations?
2. Are all employees treated the same when it comes to absence disciplinary action, with support documentation to defend wrongful discharge, discipline, Whistle Blower Claims?
3. Do you have seamless integration with FMLA / State Leave / Disability/Workers' Compensation and other LOA programs fully administered off an employee absence call off?
4. Do you know how to calculate your absenteeism cost associated with lost productivity?
5. Do you have the ability to notify managers 24/7 regarding when workers will be absent and allow the manager to reschedule employees to reduce costs?
6. Do you know your Absence incidence rate ... the number of absences per 100 employees during any given work period?
7. How about your inactivity rate ... the percentage of time usually worked or scheduled that is lost due to absenteeism?
8. Can you track who called in, the exact time, from what phone number and the confirmation number they were assigned for the call off?

If you answered "No" to any of the questions above, BASIC can help!

BASIC's Absence Management Service

Harness technology to track unscheduled absences with a uniform 24/7 call off line among all location/departments. Streamline your administrative process with immediate notifications sent to supervisors and HR alike, regardless of shift or time. Dynamic reporting, via our proprietary Dashboard, by department or employee. You can decrease your FMLA Risk by bundling BASIC's FMLA and Absence Management service's together.



- HR Benefits
- HR Management
- HR Services

At BASIC, we pride ourselves on our professionalism

But don't take our word for it, read what our customers have to say:

"BASIC's Absence and FMLA Management system has relieved me completely from the worry of missing crucial dates or making an error when determining if an absence should be covered by FMLA. The call-in line is great because it automatically notifies the correct people. Communication of absences has never been better."

– Display Pack Inc



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 FSA
- BASIC COBRA
- BASIC HRA