

Occurrence Tracking

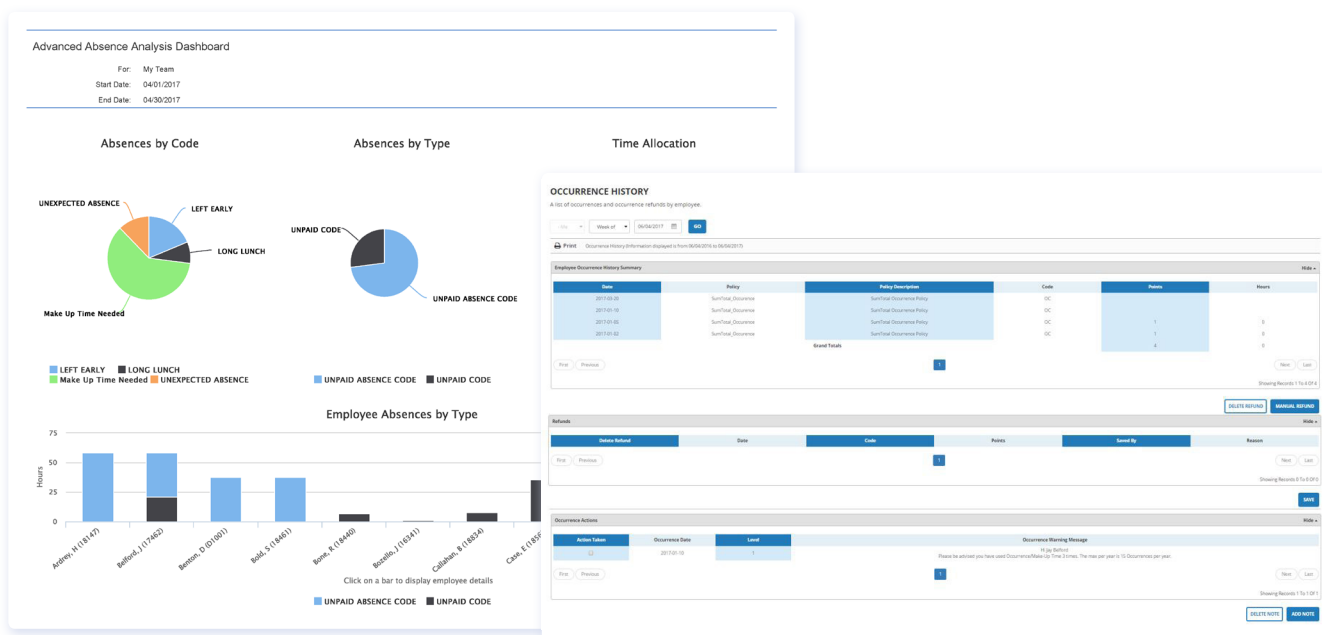
Track trends and policy deviations for motivation and enforcement

Pinpoint policy accordance and infractions consistently across your organization with Occurrence Tracking, a capability included with SumTotal Workforce Management. Whether you track hours or points, our solution is globally regarded as the most capable to handle even highly complex policies.

Track occurrences without data mining or analytics tools

Points may be earned or revoked per your organization's policy. You can track each occurrence, such as when employees come to work late, take long lunches, or otherwise deviate from their schedule. Your solution will automatically 'cost' wayward workers points or hours as determined by their discrepancy and as defined in your policy. Conversely, employees who haven't been late for a pre-determined amount of time and are cognizant of complying with policies can earn points, receive point "refunds," or earn other incentives as determined by your organization.

Enforce policies and reward your employees consistently and fairly while boosting production and encouraging good habits by making occurrence tracking a positive motivator. Our solution is globally regarded as the most capable to handle even highly complex attendance policies.



Easily grasp trends from a single dashboard.

View occurrence history reports, manage refunds and personalize notes and actions.

Enforce policies and reward employees consistently and fairly

Create an impartial environment where your employees are treated fairly. Rewards are earned and policies are accurately and equally enforced, even across international and separate business units. At the same time, ensure that your employees are leveraging policies correctly (for example, everyone getting the same amount of time off for personal matters like an appointments). Equality in the workforce is non-negotiable.

Boost production and encourage good habits

We're making it a normal part of the day to stimulate positive behavior and influence employees to fulfill your evolving workforce needs. By making occurrence tracking a positive motivator, it may become easier to fill the undesired shift, find last-minute coverage and boost bench strength. Provide opportunities for your workforce to earn rewards and for activities that you want to encourage, such as on-time shift starts and volunteering to work schedule vacancies.

Don't make your manager the 'villain'

When people are late, take long lunches, or miss shifts, managers without occurrence tracking are forced to step in and, with no hard data, attempt to drive positive change with warnings and motivational talks, often without impact.

With SumTotal Workforce Management, Occurrence Tracking automatically enforces rules like schedule deviation policies and thereby becomes the scapegoat for policy enforcement. Policy interpretation and administration are not left to unintentional manager bias.

Tune the system with your policies and preferences

Occurrence Tracking is highly configurable. You can create and modify parameters to work the way that you want without bending to system restrictions.

Set up and update policies to capture policy variations, such as differing thresholds for varying seniority, and configure actions to uphold your policy equally and fairly for your entire workforce.

Features

- Configure the system to enforce your business policies
- Define flexible time periods and policies
- Set occurrence thresholds with hard stops
- Send tailored alerts based on thresholds
- Use points to customize rewards and penalties
- Track and record enforcement steps such as disciplinary actions

Benefits

- Motivate employees and flag violations with a points and hourly-based system
- Track and monitor complex policies fairly with full automation
- Eliminate manager bias from workforce decisions
- View objective data for performance reviews
- Provide full visibility into both positive and negative behaviors
- Empower your managers with data-backed alerts and tools

