

## Incidents & Points

Do you know how much unexcused absenteeism is costing your business?

The Incidents & Points module for Attendance Enterprise alerts you to employees whose absences are costing you... in terms of money, lost productivity, and employee morale. The Incidents & Points module accurately identifies attendance trends and helps you enforce absence management policies.

### Encourage Good Attendance Habits

Points are assigned to specific attendance incidents such as tardy, early departure, unscheduled leave and others. Real-time point calculations are based on your organization's HR policies for fair and accurate enforcement. Points can also be used to reward conscientious employees and notify managers when positive events occur. You can satisfy management requirements and immediately inform employees, automatically and impartially.

### Manage Incidents & Points Directly on the Time Card

The Incidents & Points module is fully integrated with Attendance Enterprise so points can be seen directly on the time card, and time card edits result in real-time point adjustments. When an employee's attendance behavior triggers an event, the Incidents & Points module can automatically create warning letters to employees. It instantly records warnings and notifications in the employee record. Incidents and trigger actions automatically become a part of the employee's time card and historical attendance records and are available in a variety of reports.

### At-a-Glance View of Employees with Incidents & Points

Managers can quickly get a company or departmental view of the accumulated incidents and points from the Daily Operations menu. Simply drill down to a closer look at employees that meet criteria such as more than five points or that have received warning letters.

Emp	First Name	ID	Badge	Location	Department	Supervisor	Hand				
Albert, Christine A	1246	28947	CH	Warehouse - Shipping	KATHY ADAM	000100					
Date	Start	End	In	Out	Days	Location	Department	Supervisor	From	To	Hours
Feb-13	4:45	12:30	4:45	14:00	TH	WH	Warehouse - Shipping	KATHY ADAM	4:45	14:00	9:15
Feb-14	4:45	12:00	4:45	12:00	TH	WH	Warehouse - Shipping	KATHY ADAM	4:45	12:00	7:45
Feb-15	6:00	21:00	6:00		W				6:00	6:00	0:00
Feb-16	6:00	14:00									
Feb-17	4:45	11:45									
Feb-18	4:45	12:00									
Feb-19	4:45	6:00									

An employee leaving early triggers an incident flag on the time card.



Date	Start	End	In	Out	Hours	Location	Department	Supervisor	From	To	Hours
Feb-13	4:45	13:30	4:45	14:30	0:45	OH	Warehouse-Shipping	KATHY ADAM	4:45	14:30	9:15
Feb-14	4:45	13:00	4:45	13:00	3:00 Points		Warehouse-Shipping	KATHY ADAM	4:45	13:00	7:45
Feb-15	6:00	21:00	5:55		0:00				5:55	5:55	0:00
Feb-16	6:00	14:00									
Feb-17	4:45	11:45									
Feb-18	4:45	13:00									
Feb-19	4:45	8:00									

Managers can override an automatically triggered event to account for special circumstances.

## How the Incidents & Points Module Can Help

- Reduces cost by lowering unplanned absenteeism rates
- Reduces the need to secure replacement employees resulting in unnecessary overtime
- Fairly applies absenteeism policies
- Improves staff morale
- Accurately identifies absenteeism trends
- Supports a limitless number of absence management policies through flexible customization
- Triggers consistent and appropriate corrective events
- Notifies supervisors automatically when employee infractions occur
- Provides unlimited warning letter templates and many employee data fields for merging the employee attendance activity with your company form letters
- Provides historical record keeping and reporting of employee attendance habits
- Provides accurate point calculations and employee point balance detail

Reduces cost by lowering unplanned absenteeism rates

Fairly applies absenteeism policies

Notifies supervisors automatically when employee infractions occur

Authorized Dealer



1100 Taylors Lane  
Suite 6  
Cinnaminson, NJ 08077  
+1 800 634 5003  
www.ntsco.com

**INFOTRONICS**  
Employee Attendance Systems

23206 Commerce Dr.  
Farmington Hills, MI 48335  
[www.infotronics.com](http://www.infotronics.com)



©2014 InfoTronics, Inc. Features subject to change without notice. InfoTronics and Attendance Enterprise are registered trademarks of InfoTronics, Inc. All other company and product names are registered trademarks or trademarks of their respective holders.