



 MyWebWorkplace.net
{teamwork technologies}

Absence Management

On demand business automation application

Why MyWebWorkplace

MyWebWorkplace at a glance



- ➔ Simple to use yet extremely powerful application
- ➔ Makes it a simple to manage and monitor all aspects of absence management
- ➔ Ensures an efficient absence management process
- ➔ Completely and seamlessly undertakes all traditional absence procedures
- ➔ Employee self service of leave requests saves effort, time & money
- ➔ Highly secure platform
- ➔ Outlook synchronisation
- ➔ No training required
- ➔ Web based application allows access from any internet connected PC at any time
- ➔ Benefits realised immediately

How do you currently manage your leave and sickness?

The Absence costs

According to various studies*, sickness absence costs your business over £1500 per employee every year.

Implementing MyWebWorkplace has been proven to reduce this cost by up to 20% simply by encouraging better absence habits within your organisation.

The management of leave impacts your HR department in terms of time to record each approval, but each manager also spends valuable time to check and approve requests to ensure their departments productivity is sufficient and employees take time to raise and request authorisation for their leave. The costs to your business are; how efficient are your managers in spending adequate time to **ensure your business effectiveness is not diminished** and **what else could your employees be focused on** instead of requesting, managing and recording leave?

What does absence cost your business every year?

About MyWebWorkplace

- ➔ Absence management is a time-consuming and costly but important area to your business.
- ➔ MyWebWorkplace will streamline your company's absence management, improving efficiency, accuracy, compliance & communication throughout your organisation. This involves vastly improving the management of annual leave, and other planned absences and carefully recording and monitoring all absences' due to sickness or injuries at work.
- ➔ MyWebWorkplace will empower your employees to plan their absence and leave within established guidelines and policies, securing productivity and providing an efficient process. Managers will be able to make quicker, better informed decisions and gain an overview at any time.
- ➔ An intelligent relationship engine manages information visibility, access authority and approval routes, which ensures appropriate privacy while allowing managers to request leave for those that they manage.

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Test | Absence Management

Dashboard Actions My Details People Groups Reports Admin

Actions Holiday/Leave Illness/Injury

Add Create Leave Request

Request For: Lee J Porter / Mgmt

Type: Annual Leave

From: [Calendar]

To: [Calendar]

MWWP Date Picker - Windows In...
<https://mwwp.me/AbsenceManagement/>

November 2009

Mon Tue Wed Thu Fri Sat Sun

2 3 4 5 6 7 8

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Dashboard Completed Leave Requests Current Leave Cycle

Current Leave Cycle

Cycle Starts [Wed 01 April 2009](#) Ends Wed 31 March 2010 Based on Working Day of: 07:30hr Unused Days **11.00d** [Create Leave Request](#)

Current Leave Requests

Total Records: 3

Absence Ref	Type	From	To	Duration Days	Mandatory Rules	Warning Rules	Could be Approved	Current Status	Submitted	Applied
000045	Annual Leave	Mon 23 November 2009	Fri 04 December 2009	10.00	Pass	Pass	Yes	Approved	30/10/09 13:56	10/11/09 16:11
000048	Annual Leave	Mon 25 January 2010	Mon 25 January 2010	1.00	Pass	Pass	Yes	Approved	03/11/09 21:31	10/11/09 16:15
000073	Annual Leave	Thu 15 April 2010	Thu 15 April 2010	1.00	Pass	Pass	Yes	Approved	10/11/09 17:06	10/11/09 19:35

Absence Requests To be Approved

Total Records: 2

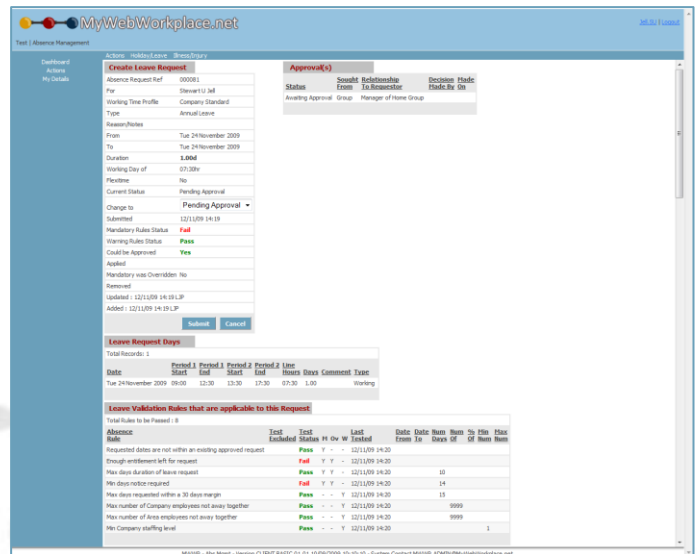
Absence Ref	For	Type	From	To	Duration Days	Current Status	Submitted
000081	Stewart U Jell	Annual Leave	Tue 24 November 2009	Tue 24 November 2009	1.00	Pending Approval	12/11/09 14:19
000082	Nick Lovelock2	Annual Leave	Mon 07 December 2009	Mon 07 December 2009	1.00	Pending Approval	12/11/09 14:29

MWWP - Abs Mgmt - Version CLIENT BASIC 01.01 10/09/2009 10:10:10 - System Contact MWWP.ADMIN@MyWebWorkplace.net

MyWebWorkplace features

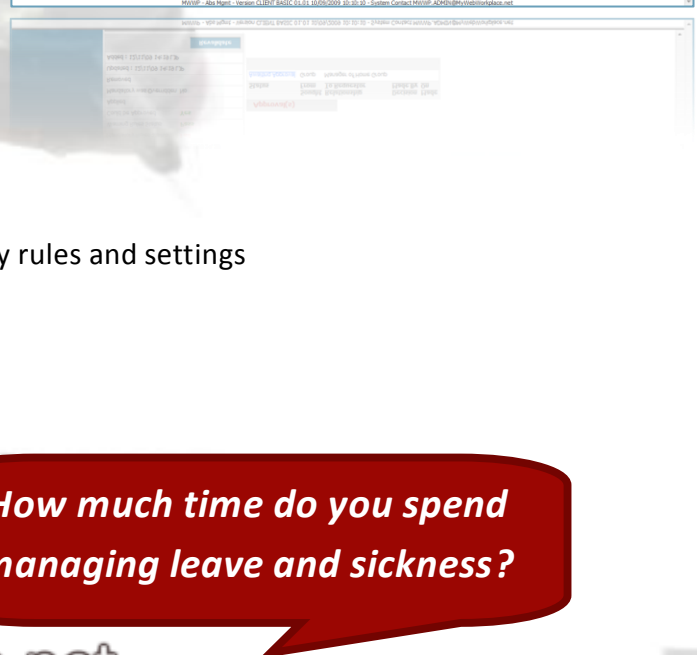
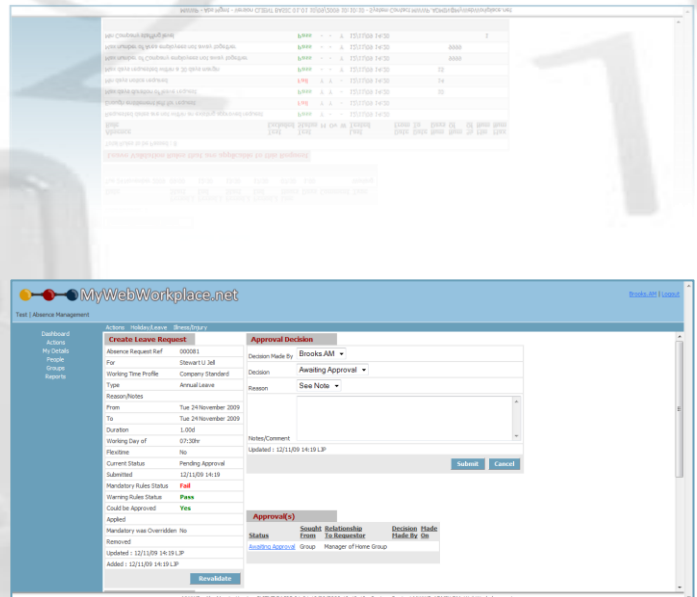
MyWebWorkplace for employees

- ➔ Take full control of their Absences
- ➔ Request leave when and where is most convenient (evenings, weekends when discussing future plans)
- ➔ Review previously requested leave
- ➔ Review remaining entitlement
- ➔ View recorded sickness absences for themselves (major factor affecting reduction in absences)



MyWebWorkplace for Managers

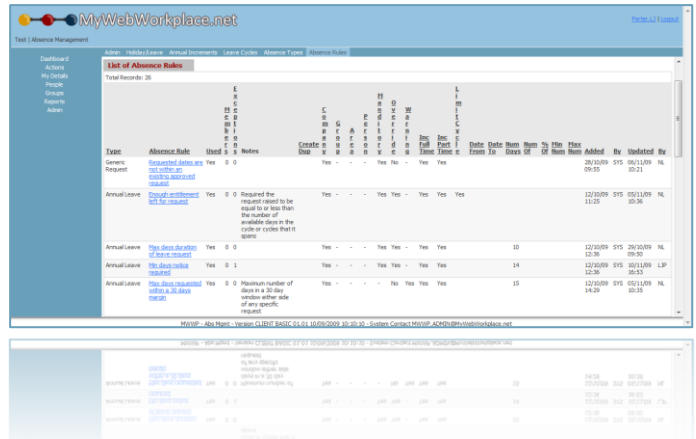
- ➔ All requests have enough entitlement
- ➔ Record sickness absence on behalf of employees
- ➔ Leave policies can be set to check for particular situations e.g. department levels, across specific dates, groups of employees etc and inform the manager
- ➔ Managers have more information to make a better decision quicker
- ➔ Requests wait for managers attention, no danger of information being lost or over looked
- ➔ Email alerts for requests awaiting approval
- ➔ Reports to show absence levels, absence calendars, rates, calculations (including Bradford Factor) and statistics for managers' employees
- ➔ End of year entitlement carried over, managed by rules and settings



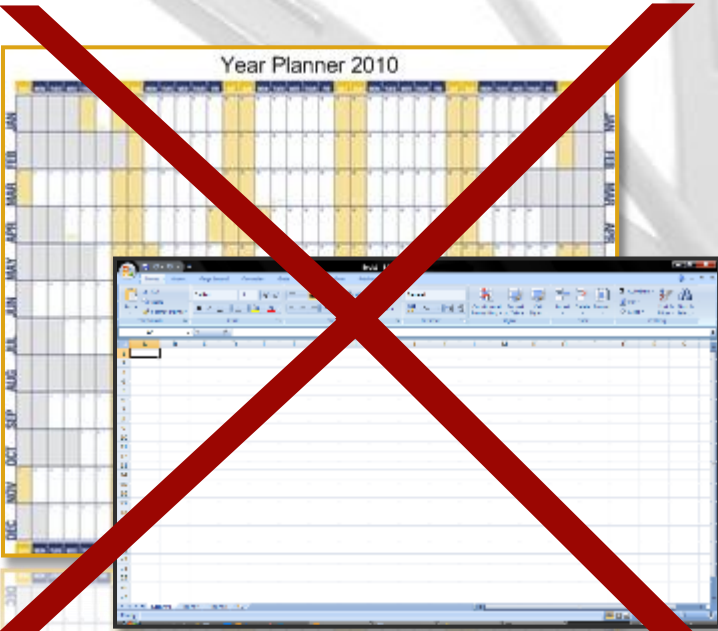
How much time do you spend managing leave and sickness?

MyWebWorkplace for Human Resources

- ➔ Collection of employee information
- ➔ Multiple, configurable calendars
- ➔ Better implementation of company absence rules (consistent & broad application)
- ➔ One system across all departments, locations, countries
- ➔ Reports to show entitlement, absence calendars and other reports
- ➔ Employees highlighted when taking more sick than acceptable (acceptable levels are configurable)
- ➔ Simple management of carried over entitlement
- ➔ Automatic calculation of the Bradford Factor and other formulas and summaries



MyWebWorkplace is better for all



- ➔ No more wall planners or spreadsheets
- ➔ Centralised and complete absence and leave records
- ➔ Always up to date
- ➔ Rules applied fairly to all employees in all locations
- ➔ Increased lead-time between request and leave to allow for better management of cover
- ➔ Available all day, every day whenever you need it
- ➔ Automatically and effortlessly follow absence patterns and statistics
- ➔ Reduce absence and leave workload across your entire company

MyWebWorkplace is extremely versatile to suit your business needs

- Easily applied calendars make setting up work patterns and standard holidays simple
- Configurable rules to ensure compliance and policy application
- Effective for both full and part-time (hourly) employees
- Flexi-time management
- Custom annual leave period e.g. Jan to Dec, April – March, employee start month etc



Benefits of using MyWebWorkplace

- Reduced absence administration
- More accurate & quicker to process for all users
- Reduced errors
- Reduced abuse
- Improved absenteeism
- Improved leave management
- Improved resource management
- Reduced carbon footprint



Take the effort out of absence management with MyWebWorkplace

Tackling the cost of absence

- ➔ With a quick roll out and zero training required you are guaranteed an speedy return on investment
- ➔ MyWebWorkplace will focus on reducing unplanned absence, reduce unnecessary administration and avoid errors and abuse
- ➔ By applying leave and absence rules, MyWebWorkplace will pre-manage sickness and leave requests and inform managers and HR of any conflicts
- ➔ By speeding up the management of absence and leave, MyWebWorkplace lets Managers and HR focus on more important work
- ➔ Implementing MyWebWorkplace across your organisation will give your employees better access to their leave and sickness. This encourages them to plan further ahead (giving longer lead times between request and leave) which allows your organisation to manage their workload while they're absent more effectively.
- ➔ MyWebWorkplace transparently presents employee sickness absence to them which will encourage better absence habits.

Your Return on Investment

Example based on	
Employees	50
Absences/year	7.4 days*
Absence Rate	3.25%
<i>Also known as lost time percentage</i>	
Absence cost per year	£32,412.00
<i>The direct annual cost of absence to your business</i>	
Direct absence cost per year per employee	£648.24
<i>Direct costs include salaries paid as sick pay, temporary cover</i>	
Indirect absence cost per year per employee	£648.24
<i>Indirect costs are estimated to be 2 to 4 times that of direct costs*. Here we have adopted a 1:1 relationship. Indirect costs include lost revenue opportunity, decreased customer satisfaction and lower employee morale.</i>	
Total absence cost per year per employee	£1296.48
Potential cost saving per employee (20%)	£259.29
<i>Past experience tells us that a 20 - 40% reduction in your absences is achievable. A conservative 20% is shown here.</i>	
Annual subscription to MyWebWorkplace	£750.00
<i>Cost of MyWebWorkplace per year for 50 user licenses</i>	
Potential yearly cost saving	£12,210
<i>Total expected annual Return on Investment £259.2 * 50 employees - £750 (mwwp)</i>	
Assumptions: Ave weekly wage £438, total work days/yr 228	
*statistics collected from www.statistics.co.uk and www.cipd.co.uk	

Speak to a MyWebWorkplace specialist on
+44 (0) 844 736 1820

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What's the next step

Trial

To start your free, no obligation trial, go to:

https://mwwp.me/Client_new/

Complete the short setup form. Your trial account will be created immediately with 3 full user licenses. These free licenses do not expire and all features of MyWebWorkplace are available.

Video Overview

Take a closer look at MyWebWorkplace Absence Management. Go to:

<http://www.mywebworkplace.net/document-area/absence/absence-tour.aspx>



Contact MyWebWorkplace

Contact us to find out more about Absence Management with MyWebWorkplace.

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*We would be happy to talk to you about how MyWebWorkplace
can help your business*