



!Trak-It Attendance

ATTENDANCE TRACKING

!Trak-It Attendance is an integral part of !Trak-It HR or can be used stand alone. It can also be used in conjunction with time-clocks. It is designed to meet all your attendance tracking needs by offering complete flexibility in handling all types of employee time off. !Trak-It Attendance saves hours of manually accruing vacations and other time off. !Trak-It Attendance provides fast, accurate calculations and powerful reporting to help you keep both management and employees well informed about current status for attendance and available time off.

Extremely Flexible to Manage Any Plan

!Trak-It Attendance tracks time off for vacation, personal and illness, using hours as the time off accrual unit. Each employee can have an unlimited number of plans using different seniority, accrual rates and carry-over rules. !Trak-It Attendance tracks incident-based time off such as bereavement, jury duty, medical leaves and other leaves of absence.

!Trak-It Attendance tracks both time off allowed and actual days used or taken. Each attendance plan does separate date-sensitive accounting. Choose either an accrual or lump sum calculation method to accrue time on a daily basis or award a lump sum at the beginning of a year, month or week. With !Trak-It Attendance you can batch add holiday or other time off to a department, division or the whole company with one transaction entry.



Reports On Demand

With !Trak-It Attendance reports you can give employees an instant, year-to-date snapshot of their attendance and vacation status. Other reports provide management with analysis of absences to quickly detect attendance problems or abuses. There is even a report that helps you recognize employees with perfect attendance records. As with any !Trak-It product, you can customize any of the standard attendance reports with a simple click on the Customize button.

Simplify Tracking for FMLA and All Leaves of Absence

!Trak-It Attendance tracks FMLA leave information required by law. You can also track medical certification and re-certification for medical leave as well as charge the time taken as vacation or illness, based on your policies.

Integration with Time and Attendance Systems

When used with Time and Attendance Systems, attendance transactions are passed directly from the time keeping system to !Trak-It Attendance at the end of a pay period. This allows automated updating of accruals, eliminating manual data entry.