

# PowerAbsence Features

## Power Absence

PowerAbsence is part of the PowerApps HR suite

PowerApps Absence module lets you track different types of absence and define specific rules for each type of absence. Any number of absence categories can be defined, each with their own rules.

As with all other modules, employees and managers can use self service to effectively communicate and plan their absence requests and approvals. This enables organisations to effectively control the hidden costs of unreported absence and control the loss of productivity.

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*PowerApps offers the ability to deploy a Global HR system accessible from anywhere with just a web browser – on premise or as a hosted service.*

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Within PowerAbsence, email notifications can be automatically generated to the authoriser informing about pending leave requests and absence notifications. The notifications flow back to the employee as well upon approval / rejection of the request.

A calendar view of Department-wide planned leaves helps managers to get a birds eye view when approving leave requests.

The common types of absences which are available and can be administered through PowerApps are :

### Annual Leave Administration

- Define multiple sets of leave entitlements with various terms and conditions for different categories of employees
- Holiday entitlement calculation including pro rata and specific rules
- Record and authorise annual leave requests through Self Service based on annual entitlement
- Define multiple sets of leave entitlements for various terms and conditions
- Transfer people from one leave plan to another
- Multiple user definable leave plans for each employment contract
- Comprehensive leave accrual / credit rules
- Facility to credit leave manually
- Comprehensive leave approval rules
- Leave for working days, calendar days and leave for non working days, school holidays and public holidays
- Control the rules for approval of holiday, sickness absence, parental leave, Maternity, etc.
- *Provide for occupational sick pay and SSP when integrated with PowerApps Payroll*

- *Can be linked with PowerApps Timesheet*

### **Sickness Administration**

- Define multiple sets of Company Sick Pay (CSP) rules for various terms and conditions
- Transfer employees from one Company Sick Pay scheme to another
- Multiple user definable CSP Plans for each type of employment contract
- Rolling or Anniversary schemes
- Service or age based entitlements to comply with Age Discrimination regulations
- Deferred payment schemes
- Percentage of full pay processing
- Discretionary override of rules at individual level
- Capture of all sickness through self service
- Sickness entitlement recorded in days or hours
- Automatic assessment of entitlement to CSP and SSP
- CSP and SSP processing for each employment contract
- SSP1 reports
- *Employees can report sickness from home through self service, or get it reported by their manager or by HR.*
- Return to work can also be notified through self-service.

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*PowerApps comes with Employee and Manager self-service as standard features, requiring no additional licensing or configuration. Using self-service employees and managers can work with absence requests, approvals and get instant email notifications when they need to take actions.*

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### **Maternity / Adoption / Paternity Leave Administration**

- Define multiple sets of Maternity / Adoption Leave rules for various terms and conditions
- Transfer employees from one Company Maternity (CMP) / Adoption Pay (CAP) plan to another
- Multiple user definable CMP / CAP Plans for each type of employment contract
- Service or age based entitlements to comply with Age Discrimination regulations
- Percentage of full pay processing
- Extended leave schemes
- Discretionary override of rules at individual level
- Maternity / Adoption leave entitlement recorded in days or hours
- *Automatic assessment to entitlement to CMP / CAP and SMP / SAP / SPP*
- CMP / CAP and SMP / SAP / SPP processing for each employment contract
- SMP1 / SAP1 reports

For more information please visit our website <http://www.fluous.co.uk>