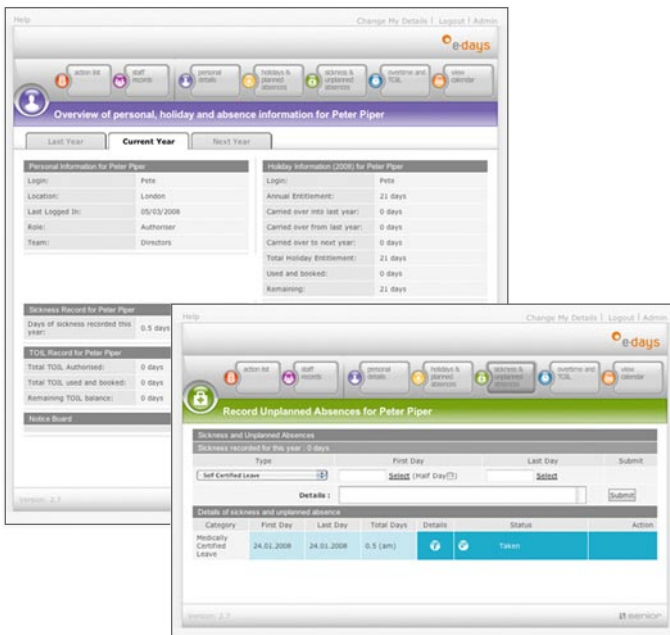


absence management the solution

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why e-Days?



e-Days at a glance

- Sophistication & power in a simple package.
- e-Days takes the hassle out of booking holiday and reporting absence.
- Take the paper shuffling & guesswork out of your absence management.
- Self service holiday request saves time & money.
- User friendly interface is a pleasure to use.
- Professional & intuitive design through a single, simple interface.
- Scalable solution as an antidote to complex integrated HR systems.
- No training required.
- Web based access from anywhere, anytime.
- Instant benefits for both staff & management.
- Streamline your entire absence management process.
- Synchronisation with Outlook calendar.

• **how do you manage absence?**

the cost of absence

Do you know how much absence costs your business every year?

The cost of absence to a business is huge; various reports estimate the cost to businesses in the UK at well over £1,000 per employee, per year!

Replace your inefficient paper or spreadsheet based absence management system with e-Days & you could cut down on absence administration costs, errors & abuse; whilst improving your ability to manage resource shortages & absenteeism.

• **what does absence cost your business?**

• **contact e-Days now to get an idea!**

The background of the page is a blurred photograph of a person sitting at a desk, working on a computer. The person is out of focus, and the desk surface shows some papers and a pen. The overall tone is professional and modern.

about e-Days?

Absence & leave management is a situation that impacts on management & employees alike. Holidays, training, sickness, overtime & carry over processes can be confusing, inefficient & hugely costly.

The e-Days web based holiday & absence management system provides a streamlined solution to the entire process. It empowers employees with the information & ability to request their own leave; whilst simultaneously giving managers the information to quickly make informed decisions about whether to

authorise or reject absence requests.

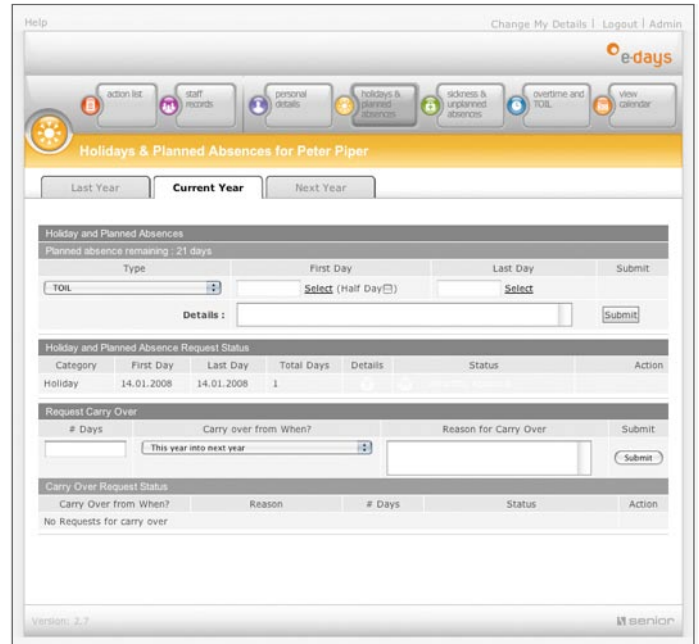
e-Days gives managers the ability to accurately record unplanned absences such as sickness in customisable categories & quickly view the absence history of their employees. Managers also have the ability to book in training & absences on behalf of their employees.

All of this information is displayed through an easy on the eye interface & integrated calendar which makes it simple to view who is in & who is out at any time & to plan accordingly.

e-Days features

e-Days for users

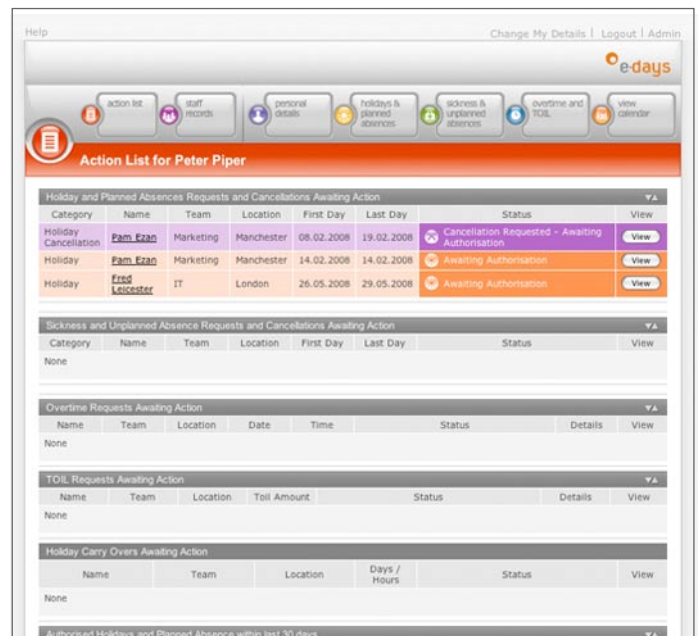
- Book holiday, training & other planned absences.
- View absence calendar; plan holiday & training around colleague's absences.
- Keep track of holiday entitlement, days taken, holiday requests & sickness days.
- Carry-over unused holiday days at year-end {company policy permitting}.
- Submit overtime & time off in lieu requests {company policy permitting}.
- Export absence information to Outlook calendar.



e-Days for managers

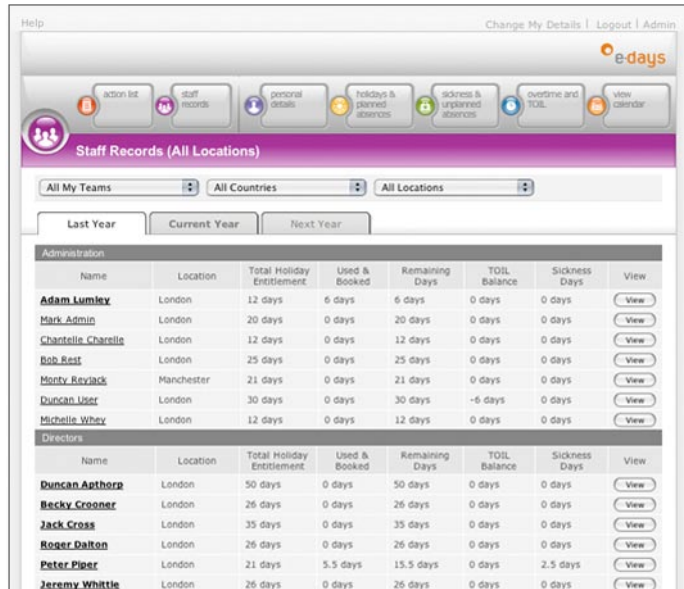
Get all the functionality of a User, plus the ability to:

- Authorise or approve team member's Holiday & Planned absence requests.
- Receive team member's Holiday & Training requests by email.
- Record sickness & unplanned absence days on behalf of employees.
- Edit & access employee information & absence status including Bradford Factor.
- View multiple absence calendars across teams, locations & countries.



- **take control of absence in your business!**
- **contact e-Days now for a demonstration.**

e-Days for human resource management

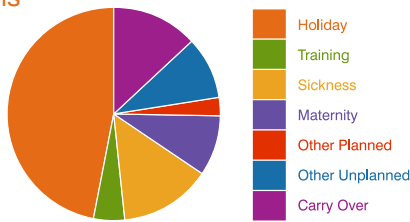


Administration							
Name	Location	Total Holiday Entitlement	Used & Booked	Remaining Days	TOIL Balance	Sickness Days	View
Adam Lumley	London	12 days	6 days	6 days	0 days	0 days	View
Mark Admin	London	20 days	0 days	20 days	0 days	0 days	View
Charstelle Charelle	London	12 days	0 days	12 days	0 days	0 days	View
Bob Best	London	25 days	0 days	25 days	0 days	0 days	View
Monty Revjack	Manchester	21 days	0 days	21 days	0 days	0 days	View
Duncan User	London	30 days	0 days	30 days	-6 days	0 days	View
Michelle Whey	London	12 days	0 days	12 days	0 days	0 days	View
Directors							
Name	Location	Total Holiday Entitlement	Used & Booked	Remaining Days	TOIL Balance	Sickness Days	View
Duncan Aethorp	London	50 days	0 days	50 days	0 days	0 days	View
Becky Crooner	London	26 days	0 days	26 days	0 days	0 days	View
Jack Cross	London	35 days	0 days	35 days	0 days	0 days	View
Roger Dalton	London	26 days	0 days	26 days	0 days	0 days	View
Peter Piger	London	21 days	5.5 days	15.5 days	0 days	2.5 days	View
Jeremy Whittle	London	26 days	0 days	26 days	0 days	0 days	View

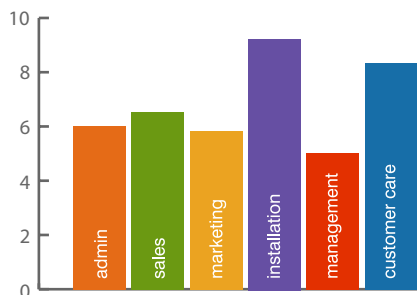
better implement organisational policy & process through:

- Rules governing organisation's absence policies.
- Rules for specific employees.
- Turn off / on features relative to company policy.
- Maintenance of employee records & absence history.
- Access & retain full proof records of employee absences.

absence breakdowns



absence across teams and departments



improve absence management through:

- Instant overview of any employee's absence situation.
- Calculation of Bradford Factor to assist in absence management.
- Create data reports on all users allowing identification of absence trends & issues.
- Generate email to HR each time a holiday, training or absence instance is recorded.

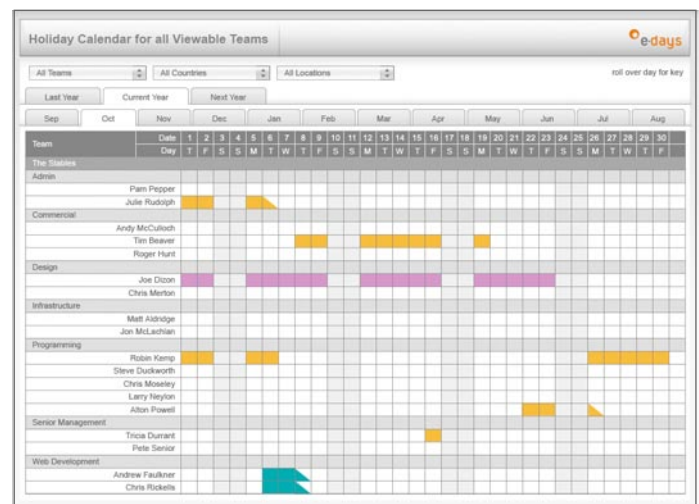
- arm your business with the tools to fight absenteeism!
- contact e-Days now for a demonstration.

e-Days for flexibility

customise settings to reflect your ways of working:

- Reflect organisational structure through creation of countries, teams & locations.
- Set rules on absence requests, cancellations, impact on holiday entitlement, notification, authorisation & approval.
- Choose to record overtime, carry over & time off in lieu.
- Record absences in hours as well as days.
- Setup rules regarding part time workers.
- Override global settings to create specific rules for individual users.
- Determine start & end of holiday year.

- absence management around *your* business
- contact e-Days for a bespoke solution!



The screenshot shows a 'Holiday Calendar for all Viewable Teams' interface. It features a navigation bar with 'All Teams', 'All Countries', and 'All Locations' dropdowns. Below this is a calendar grid with columns for months (Sep to Aug) and rows for teams. The teams listed include 'The Station', 'Admin', 'Commercial', 'Design', 'Infrastructure', 'Programming', 'Senior Management', and 'Web Development'. Each team has a list of members, and the calendar grid shows absence periods with colored bars (yellow, purple, blue) indicating different types of absences or holidays.

e-Days for teams & locations

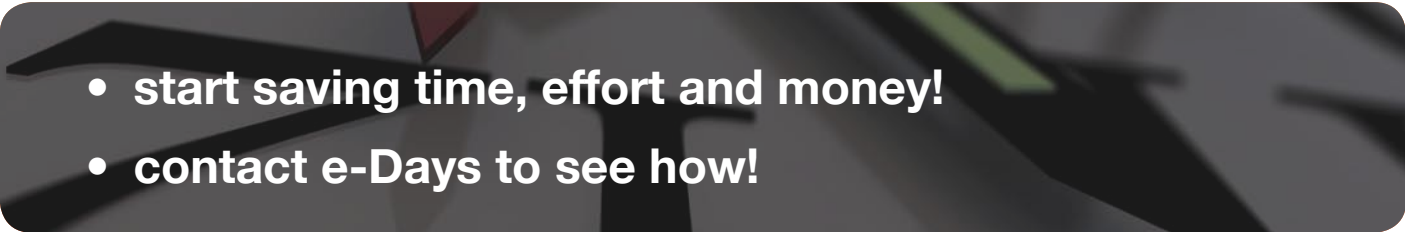
reflect your organisation's structure:

- Integrate your organisational framework through setup of layered countries, locations & team structures.
- Link multiple teams & locations with shared calendars.
- Allow multi site management & streamline absence process across teams & locations.



tackling the crippling cost of absence in your business

- e-Days can help you to tackle the cost of absence on multiple fronts; by reducing absenteeism; cutting administrative costs; & reducing costly errors & abuse.
- Universal & transparent absence policies & processes are essential in tackling absence management. e-Days allows you to streamline your absence policies across your business not only reducing administrative tasks, errors & abuse but pro-actively deterring absenteeism and absence abuse.
- Managers & HR are freed up to do more important work & with the easily available absence information & the automatic calculation of the Bradford Factor are able to make more informed decisions to identify & tackle persistent absenteeism.
- Automating your absence policies through e-Days will greatly enhance your ability to measure, reduce & plan for absenteeism in addition to preventing errors & abuse which sees countless days lost each year to unauthorised absence!

- 
- **start saving time, effort and money!**
 - **contact e-Days to see how!**

know who's in, who's out; why, when & where!

- One employee's absence can have an effect right across your business. Knowing when an employee is off, for how long & why is essential in planning around their absence. Whether it is a part time worker who is off on certain mornings, an employee away on maternity leave or a staff member who has just called in sick; e-Days shows all this information through an integrated calendar.
- Managers can view all their teams & plan for or react to absences which are going to affect the business. The calendar will inform decisions as to whether or not to grant holidays or training & will communicate any unplanned absences to other members of staff.
- Absences are unavoidable but e-Days will improve your ability to plan around absences & reduce the impact that this can have on your teams & your business as a whole.

benefits of using e-Days

empower your staff for their benefit; & yours!

- Uncertainty, inequality & red tape can make planning holidays & absences a hit & miss affair for staff, impacting on their morale; these same factors can also provide the perfect ingredients for abuse of the system.
- By bringing the process under one, simple to use, self service system employees are able to take control of their leave requests.
- Easy access to information on holiday entitlements, the status of requests, days left over & holidays already taken & booked allow staff to know exactly where they stand regarding their holidays.
- e-days enables staff to actively plan their holidays around other absences, days, months or a year in advance, improving their chances of having the request approved & taking some of the impetus & workload involved in planning absences away from managers.
- By giving staff these abilities e-days can improve staff morale for the majority of your staff whilst removing the loopholes that allow a minority to abuse the system.

get a high return on your investment!

- e-days provides a cost effective method to businesses of all sizes based on the number of employees that will be using the system.
- The high cost of absence means that even the smallest improvements will incur significant savings.
- By implementing e-days your business will take a leap forward in absence management; saving thousands of pounds over and above your investment.

A dark, atmospheric photograph showing silhouettes of people walking on a path. Several large, glowing arrows point in different directions, suggesting a path or a choice. The scene is dimly lit, with the arrows providing the main source of light.

e-Days:

- **today's solution for absence management**
- **contact e-Days now for a demonstration!**

contacting e-Days

Whether you are in the early stages of looking for a solution, considering buying a solution or just interested in more information; please contact e-Days for a free, no obligation demonstration of our software.

To make an enquiry or request a demo please contact

Telephone (+44) 0115 950 0101

Fax (+44) 0115 979 3410

Email e-days@senior.co.uk

www.e-days.co.uk