



Sage Accpac HRMS Attendance

Expand your attendance tracking capabilities in Sage Accpac HRMS with Sage Accpac HRMS Attendance. Attendance allows for easy setup of virtually unlimited variations of employee attendance and time-off plans. With flexible attendance tracking features such as vacation, personal, and illness, jury duty, and bereavement time-off management, Attendance gives you tremendous flexibility. Plus you can customize the system to meet your company's individual attendance tracking needs. Attendance supports unlimited time-off plans for each employee, and allows you track year-to-date hours available versus year-to-date hours taken. When implemented with other Sage Accpac HRMS modules, Attendance saves time and streamlines business processes by helping manage your workforce costs.

In addition to comprehensive absence tracking features, Attendance provides you with numerous reporting options. You can pinpoint trends in absence transactions with standard reports such as absence averages, absence percentages by department, and ranked lists by hours absent. Other standard reports include perfect attendance, FMLA due to return, medical recertification, and more. You can also create custom reports via the Secure Query feature, or build reports with Crystal Report Writer, included with your purchase of Sage Accpac HRMS.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. For more information about Attendance, please contact your local Sage Software business partner, call us toll-free directly at 800-873-7282 or visit our Web site at www.sageaccpac.com.

BENEFITS

Create and manage an unlimited number

of time-off plans for employees, including vacation, sick time, personal leave, bereavement, and more.

Access important business information with standard reports, Crystal Reports®, and Sage Accpac HRMS Secure Query, all included with Attendance. Easily provide employees with a snapshot of their attendance progress and quickly identify attendance trends with these powerful reporting options.

Easily track leaves of absence covered by FMLA. With Attendance, you can manage and report on full or partial FMLA leave, as well as all applicable certification and recertification dates.

Track and report on leaves of absence, including request date, start date, leave reason, and continued seniority.

Save time and eliminate duplicate data entry when you integrate Attendance with other modules within the Sage Accpac HRMS family of products.

◀ [View Leave information in HRMS.](#)

FEATURES

Time-Off Management	Attendance offers a full set of features for all types of time-off tracking, including incident-based time off such as jury duty, medical leave, and bereavement.
FMLA Tracking	For Sage Accpac HRMS and Sage Accpac HRMS Suite – U.S. Edition only. In addition to allowing you to assign regular leaves of absence, Attendance also allows you to manage and report on leaves of absence covered by FMLA. Attendance tracks medical certification and recertification dates and makes it easy to track FMLA time taken in staggered increments. SupportPlus members can access this online resource 24/7 on the Sage Software Web site. View your call history, instantly download product updates, join in discussion forums with other professionals, and get the latest product information.
Flexibility	Attendance supports a variety of attendance plans, and lets you set up plans based on a wide range of criteria, such as seniority start dates, thresholds, carryover amounts, and more. In addition to telephone support, you can also send technical questions and backup documentation to Customer Support via e-mail or fax. A Technical Support Representative will respond promptly with the information you need.
Powerful Reporting	Robust reporting tools in Attendance include a variety of standard reports including leave of absence tracking and medical certification/re-certification reporting to help ensure compliance with government regulations. You also get customizable templates, the Secure Query Report Writer, and Crystal Report Writer for your more complex reporting needs. With these reporting options available, you can give employees an instant, year-to-date snapshot of their attendance status, provide management with analysis of absences for quick detection of attendance problems, identify perfect attendance records, and create ad-hoc reports to meet all of your management and planning needs.
Integration to Sage Accpac and Sage Pro Payroll	Increase efficiency by integrating Attendance with other modules in the Sage Accpac HRMS family of products. Automate business processes by allowing employees to view time off balances and request time off with Sage Accpac HRMS Employee Self-Service (ESS). Increase accuracy by sharing accrual information for each attendance plan with Sage Accpac and Sage Pro Payroll.
Accruals	Accrue time off based on hours, days, or any other unit of measurement. Track time off allowed vs. actual days taken. Set up separate, date-sensitive accounting for fiscal, calendar, and anniversary accrual years. Change accrual rates with Payroll based on seniority level multiplied by the hours worked in a period. You can even award employees lump sums of time off at the beginning of a week, month, quarter, or year to meet the unique needs of your organization.
Security	Sophisticated, multi-level security options within Sage Accpac HRMS allow you to control which users have access to data at any level—even field level. System administrators can create and assign an unlimited number of user ID's and passwords, and audit trails make it easy to identify who made each change by date, time, and type of change.



End-to-end solutions. Expert advice.
Ongoing support. That's Sage 360°.

Sage Software supports the needs, challenges, and dreams of 2.7 million small and mid-sized business customers in North America through easy-to-use, scalable and customizable software and services. Sage Software is a subsidiary of The Sage Group plc, a leading international supplier of business management software and services formed in 1981 and listed on the London Stock Exchange since 1989.

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Your business in mind.

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