

A **Simply Personnel** White Paper



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Employee Absenteeism: A Real Problem for Employers

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For as long as employers have had employees, they've had a problem with unauthorised employee absenteeism. Granted this problem has grown over the years, but along with this growth have come better ways to manage the problem.

One such solution is Simply Personnel, a comprehensive HR software package that has helped hundreds of employers reign in this escalating problem. *Simply Personnel HR software is so effective in fact, that users who were surveyed claim they've saved £1.5M over a 6-month period as a result of ending nearly 75% of their unauthorised absences.*

The costs are bigger than you realize

It's amazing when you think how many managers and business owners don't fully understand the true costs of this widespread problem. And it's not just the medium or large-sized organisations that are feeling the pinch. Even one habitually absent employee can cause an organisation's productivity and employee morale to plummet; problems which in turn cause increases in operating expenses.

Don't believe it? Then think about your organisation. If an employee wasn't positively contributing to your business in some way, you wouldn't keep him or her around. Whether that employee works in shipping, administration, sales, marketing, management, or elsewhere he or she plays a role in keeping your organisation afloat.

It's unfair to ask other employees to cover an absent employee's workload, yet time after time that's what happens. In doing so, that other employee, the one who shows up to work on time and ready to work, often becomes stressed and bitter, and that's when more problems arise.

Offering to pay overtime for extra hours worked to isn't any better. This increases operating costs and eventually that employee will start to tire, decreasing his or her productivity. So you're paying more but not getting more.

What can you do?

As an employer, the first thing you've got to do is put into writing a policy regarding unauthorised employee absenteeism. You've got to describe what it is and you've got to state clear, concise consequences. Once in place you've got to make sure every employee reads and understands the policy.

Employees need to know that a lack of transportation to work is their problem not yours. The same goes for not getting up on time. If a medical problem is the reason for being absent, tell employees at what point they're required to seek medical attention and provide a doctor's note.



Then you've got to do the difficult part – enforce this policy consistently. There's nothing worse than letting even one employee get away with this offence. If that happens, the situation will get worse, not better.

You can no longer allow your managers to be ignorant of this policy either. If they need help understanding it, set up training. If they don't have the heart to dish out the discipline, find someone who can. Ineffective managers are often worse than the problem itself. You need this problem under control, not even more out of control.

What Simply Personnel can do

*The results
Simple
Personnel HR
software
produces are
invaluable and
they're
indisputable.*

By now you're probably wondering how Simply Personnel HR software helped all those organisations reduce unauthorised employee absences and the costs associated with this problem. Here's how.

When you or your managers input absences into the databases, you're then able to produce countless reports. With these reports, you'll see in seconds who's habitually absent without a valid excuse, when that person tends to be absent, and even who else is absent on those same days.

The results Simply Personnel HR software produces are invaluable and they're indisputable. When you go to terminate the repeat offenders, you have the proof you need. Should you ever have to appear before the Employment Tribunal, you can appear with confidence because the reports are your proof that a problem existed.

If you're unsure whether you can afford Simply Personnel human resources software, the real question to ask is how much longer you can afford not to have it. Remember, we live in a litigious society. Don't take chances!

About Us

Simply Personnel is in the business of providing your organisation with Strategic HR Solutions so you can improve your operational effectiveness and strengthen the links between your companies, departments and people to deliver your strategy.

We do this by understanding your needs and requirements. Only once we have Simply Personnel has been providing HR systems for over 10 years. We have a base of over 2,000 customers; many of them top performing organisations within the UK. Our customers are in virtually every industry and operate domestically and internationally.

Customer satisfaction is important to us – we hold regular meetings with you to ensure that our solutions are meeting your needs and plan your objectives for the future.

The successful implementation of the Human Resources systems depends upon selecting the right software and systems. Equally important is the selection of the right supplier who can really understand your requirements and establish an effective working relationship.

With offices in the UK for sales, product support and development, Simply Personnel is committed to providing cost effective HR systems - before you decide to buy compare our prices and products.