

Selecting an absence management tool

The tools you use will need to meet the specific demands of your business, so it is important to choose carefully.

While all organisations are different, it is worth considering the following before you buy, to ensure you find the most hard-working and cost-effective solution available.



Scale and the number of users

If your employee headcount is growing you may want to consider a flexible option



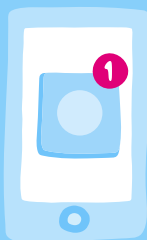
The kind of data that needs to be collected

Do you need a simple sickness record or do you require something more sophisticated?



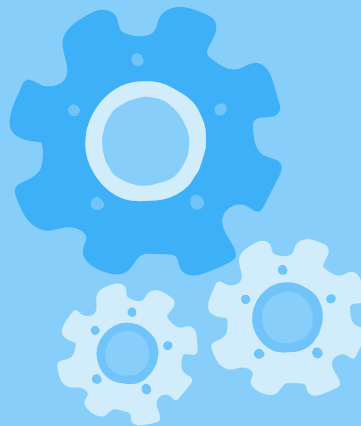
Who will be responsible for managing absence?

Employ multiple managers? You may need a solution that offers adjustable privacy settings



How much support do you need with follow up actions?

Need prompts and alerts to let you know when further action is needed?



What level of evidence reporting is required?

Tackling absence issues requires a clear data trail and comprehensive reporting



What I.T resource do you have to support the system?

Cloud-based systems can be implemented and managed without an internal I.T team



How and where do your staff work?

Work on the go? You'll need a absence management tool that you can access anywhere



Does it offer 'added value'?

It's worth considering what other business requirements you have and how a solution can help