

PRODUCT OFFERINGS

SAVE TIME. REDUCE RISK. STAY COMPLIANT.

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Take Control of Your Leave Management

Why Automate? The number of employees on leave is large and growing. Companies find anywhere between 10-30% of their employees are out at a given time. AbsenceSoft decreases your risk, helps to avoid lawsuits and fines, and gets employees back to work faster.

Solution Capabilities. AbsenceSoft calculates eligibility, generates tasks for leave managers, sends reminders to employees, captures compliant documentation, and automates return-to-work processes, all in a mobile-friendly, highly configurable UI.

- **\$225.8B:** The amount of money lost annually by US employers due to employee absences
- **\$136.5B:** The number of monetary benefits US employees received in 2018 due to ADA charges
- **200%:** The percentage increase in FMLA lawsuits in the US since 2012
- **10x:** How much faster leaves are processed with AbsenceSoft

FMLA & Leave of Absence

AbsenceSoft's **FMLA and Leave of Absence** offering ensures clients are managing an increasingly complex absence process in a compliant, uniform manner.



Key Features

- Legislative compliance for both state and federal policies
- Task automation and case management for entire life of employee LOA
- Templated and conditional communication by policy and leave type
- Comprehensive view of leave history and consolidated audit trail
- Customizable intake questions
- Configurable workflows specific to case type
- Sharps-specific reporting



Key aspects of the leave management process are automated and streamlined, allowing Case Managers to focus on tasks that drive the business forward.

ADA Accommodations

AbsenceSoft's ADA offering allows for accommodations to be managed **alongside or independently** of a leave case, ensuring case managers are seeing a **holistic view** of each scenario. This also leads to a more streamlined and compliant experience for employees and managers.

Key Features

- Ability to configure standard accommodation types and templated ADA communications
- Customizable Interactive Process compliant with EEOC regulations
- Easily track and report on the cost of each accommodation type across the organization
- Ability to manage leave as an accommodation and non-leave accommodation on the same case



*Integration of the **Interactive Process** ensures that all necessary steps are followed and documented throughout the lifecycle of an accommodation request.*

Short & Long Term Disability

AbsenceSoft's STD/LTD tools allow users to manage the disability portion of a case alongside leave legislation, as well as **true medical management** of a disability diagnosis.



Key Features

- Ability to calculate eligibility and track STD policies
- Integration with ODG, allowing for true medical management
- Ability to add information from a health certification
- Ability to add in job activity levels as well as confounding factors
- Duration prediction, guidelines, diagnosis information, comorbidity management, and workflow integrations
- Ability to enter health certificate information to understand if a doctor's recommendation aligns with the diagnosis standards



*Our integration with **ODG (Official Duration Guidelines)** quickly returns data regarding an employee's anticipated leave duration. This information can be leveraged in making approval/denial decisions and ensures complex cases are managed appropriately.*

Workers' Comp

In-depth questions during intake for work-related cases ensures all OSHA-required information is captured early in the case lifecycle.

Key Features

- Detailed OSHA logs for 300, 300A, and 301 reports
- Capture first report of injury and additional medical forms to eliminate manual data manipulation
- Track workers' compensation concurrent with FMLA and other state-specific leave laws
- Reduce time and administrative efforts to manage work-related injury and illness cases
- Efficient flow of critical data from intake to reporting



Stay compliant with the Department of Labor requirements, housing all leave related data under a single umbrella.

Employee Self-Service & Text Messaging

Employee Self-Service allow employees and managers to initiate a leave request and view the status of their case **right from their smart device.**



Key Features

- Simplified intake, creating a notification to the leave team to review a new case
- Ability for employee to view all communications and paperwork related to their case, upload paperwork, and add notes to communicate with the leave management team
- Supervisors/HR teams can view their team members' LOA cases and expected return-to-work dates
- Time off requests can be made via text
- Ability to send reminders directly to employees via text
- Ability to automate texts based on client's preferred workflows



*Communicating with employees and managers via text allows them to **request status updates** and other information easily, helping to ensure all parties involved have the most up-to-date information.*

Fax Barcoding & Batch Printing

Fax Barcoding allows AbsenceSoft to **consume inbound documents** and attach them to the corresponding case.

Batch Printing **automatically groups all communications** into a file and sends to your print center/print vendor, eliminating all manual work.

Key Features

- Unique barcodes automatically route documents to the appropriate cases
- Communications are automatically added to a print queue without human intervention
- Ability to send all communications to print center/print vendor
- Huge time saver for case managers as the need to scan and manually attach each document to a given case is no longer necessary



Ensure your leave managers are focusing on value-add tasks and are spending their time on critical case management activities.

Data Analytics

Run standardized reports with pre-determined criteria or build ad-hoc reports to suit users' specific needs, utilizing our entire data dictionary. This ensures users are able to manipulate reports to fit their own organizational needs.



Key Features

- Sample standardized reports include intermittent pattern utilization, leave duration and more
- Ad-hoc reporting includes the ability to pull any and all fields that are captured within the platform
- 100% flexible to each client's needs
- Drag-and-drop functionality allows clients to control the order of each field
- Allows users to build and save custom reports
- All reports can be easily exported for further data manipulating, charting, etc.



Looking for specific leave trends across your workforce? AbsenceSoft's implementation managers can provide guidance on how best to find common trends ranging from Accommodation spend categories to "Frequent Flyers."