

# MODULE FACTSHEET

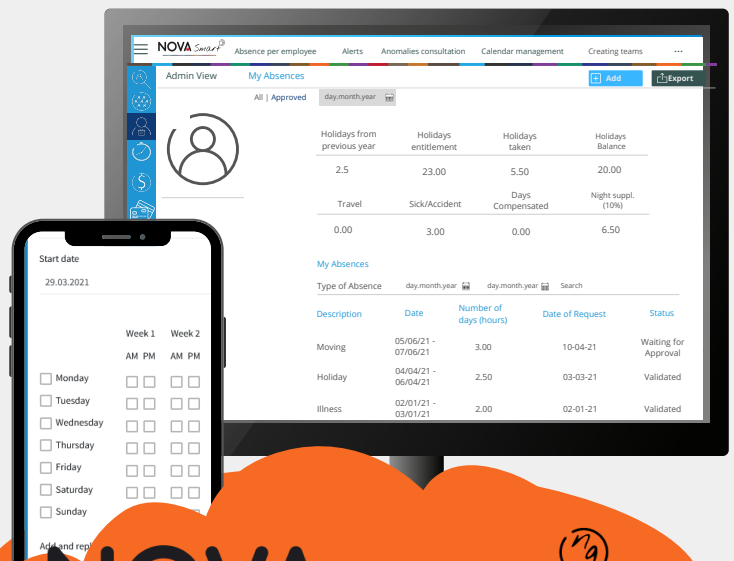
## ABSENCE MANAGEMENT



### ENTER & TRACK ABSENCES

By using digital absence management, you have transparent access to your team's absence requests & history.

Nova Smart NG covers all the specifics of absence management & tracking. By using the NOVATIVE HRIS, you **avoid manually managing annual leave**, sick or maternity leave by **empowering your employees** to do it themselves. From accessing the software via the **self-service portal** to one-click authorization for management through to accessible absence reports, everything is covered with Nova Smart NG.



### SET-UP FOR SUCCESS

Absence Management can be complex when managing it manually. Nova Smart NG allows you to customize rules & constraints no matter where you are -covering all your needs.

#### Set Variables & Absence Rules

- Define absence options (leave, illness, moving, etc.) your employees can choose from
- Differentiate constraints by employee group
- Apply labor law to comply with local regulations
- Enforce company policies & rules



## TRACK ABSENCES FROM A TO Z

Have a transparent overview over who is in & who is absent in your team or department. Empower your employees to manage their absences leaving you with less admin work.

### Dashboard

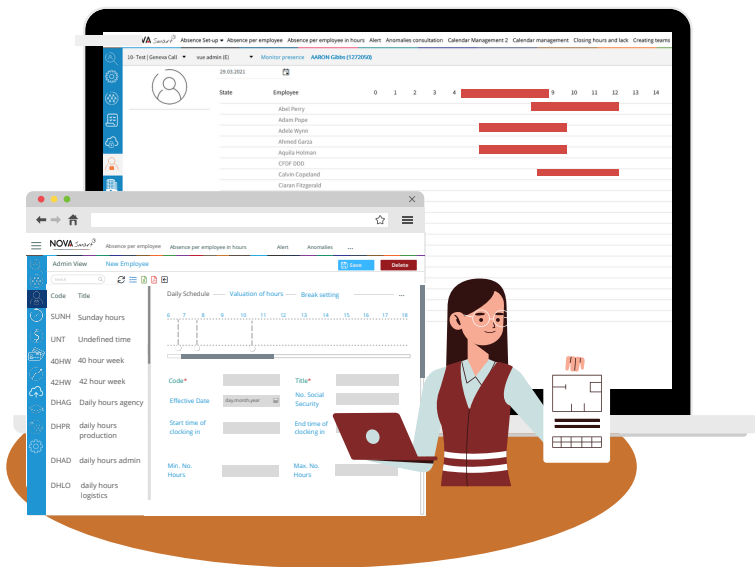
- Shared absence calendar taking privacy into consideration
- Simple overview over outstanding approvals & requests
- Absence history allows for discovering patterns & irregularities

### Processes & Activities

- Self-Service portal for employees to request, edit & revoke absences
- Creation of reports & statistics based on the database
- One-click authorization for management

## MORE THAN ABSENCE TRACKING

Our solution enhances employee engagement, supports compliance & seamlessly integrates with your current HR infrastructure



- Automatic notifications of absence request
- Schedule regular occurring absences once to avoid time-consuming double-entry
- Control labor costs
- Comment on your validation or rejection to provide employee with transparency
- Highlight any deficiencies that may need extra attention
- Accessible absence reports

**Secure.Compliant.Customized.**

### HRMS Your Way!

- Only choose the modules you need
- Customize & parametrize the solution to your individual requirements
- Centralize your HR processes within one data base
- Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

**NOVATIVE**  
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