



BASIC's Absence Management Administration

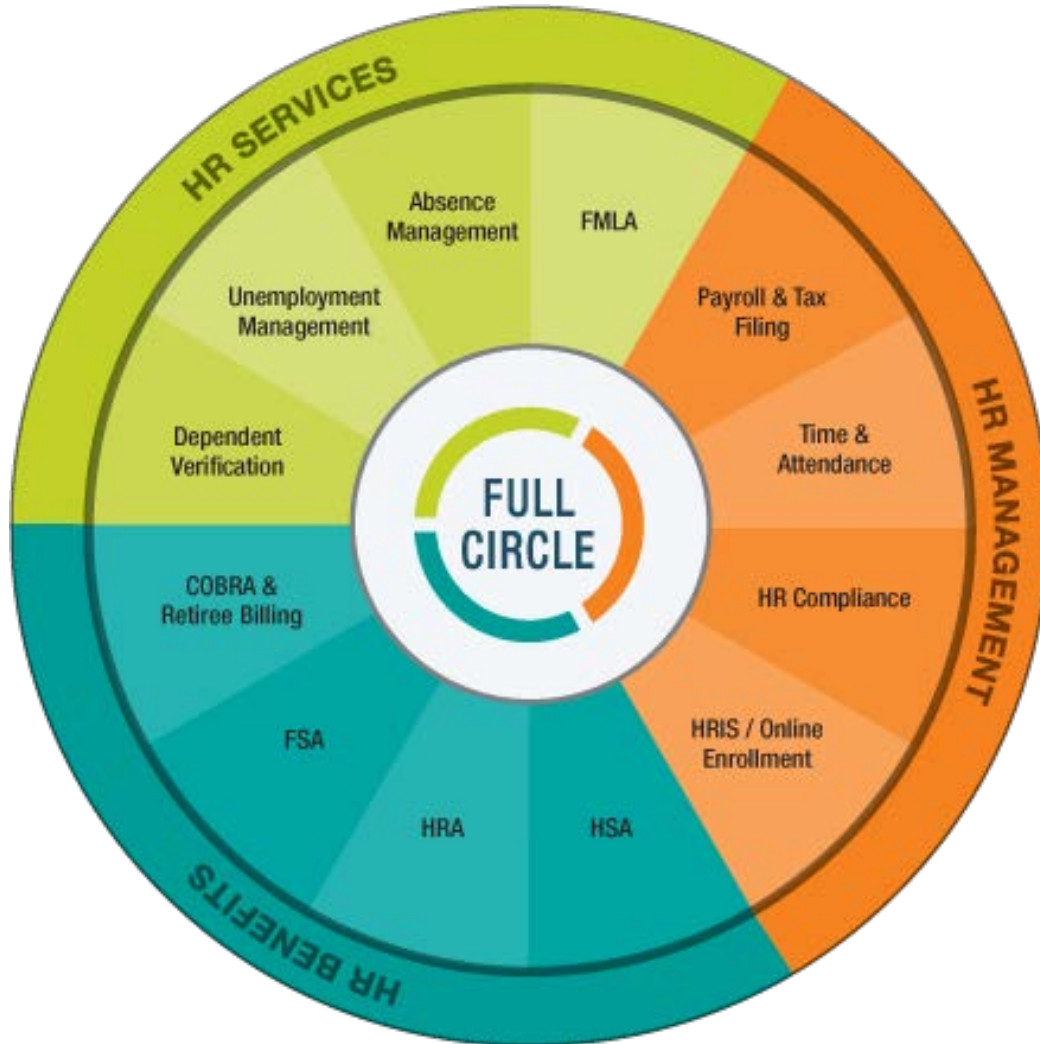
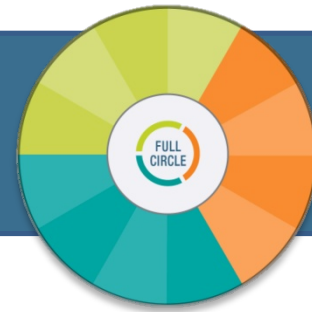
Presented by: Matt Steffic, Regional Director



- HR Benefits
- HR Management
- HR Services

We're proud to offer a full-circle solution to your HR needs. BASIC offers collaboration, flexibility, stability, security, quality service and an experienced staff to meet your integrated HR, FMLA and Payroll needs.

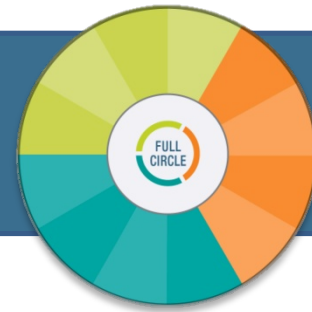
HR Solutions Come Full Circle



HR solutions should be simple.
Keep it BASIC.

BASIC's integrated HR solutions come full circle for employers nationwide. Consistently recognized as an Inc. 5,000 Fastest Growing Private Company, our expertise allows you to control costs, manage risks and improve staff focus and effectiveness.

What is Absence Management?



- Designed to function around the absence and track reasons, frequency and administer actions in conjunction with the call off. (FMLA, State Leave, employer leave policies).
- Replace typical policy to have the employee call the employer and communication to tickle down from HR.
- “Open System”
- Employee reports absence from work on day to day basis, scheduled or unscheduled.
- Absence information is automatically communicated with departments, supervisors as well as HR and/or regional operations groups.

Why Outsource Absence Management



- BASIC's Absence Management and FMLA systems are designed to simplify employer administration and **improve employer efficiency.**
- The challenge is to create a “**uniform and sustainable**” method to track Employee Absence without creating additional administrative burden.
- BASIC's Absence Management **system requires less than 1/3 the employer time** for absence management administration with significant improvement in absence record keeping and time spent coordinating work responsibilities.

BASIC's Absence MGMT Benefits



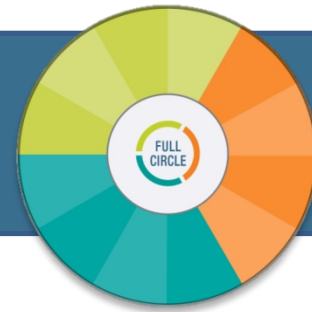
Employer achieves greater ability to manage employee absence with critical data to help schedule staff, identify absence patterns by department, day or by employee, with real time information and historical absence data.

- BASIC assigns a dedicated account manager to every employer
- Toll-free number for your employees to call or they can access our Online Absence Reporting 24/7. Employees receive a confirmation number to verify that they called off work.

8.5

The average number of absences taken by US workers a year

BASIC's Absence MGMT Benefits



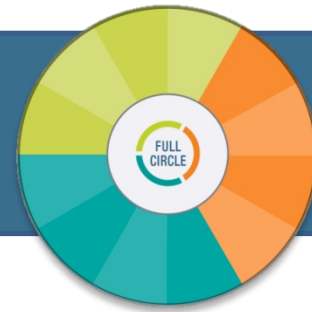
- Managers & Supervisors have immediate access via the WEB to employee call off information 24/7
- Ability to manage replacement workers, know all employee call offs by work group and/or location seconds after the employee call off from work is completed.
- Call off reports by employee, department, work group, or location are readily available by supervisors (for their work group), administrators and managers for the entire organization.

BASIC's Absence MGMT Benefits



- Provides uniform and consistent absence record keeping with proven affect and outcome on improved employee attendance at work, union grievance, unemployment, FMLA, other LOA programs and Department of Labor claims.
- Initiates FMLA and notifies possible FMLA qualifying event.
- Prompts and provides notification on first report of work injury and lost work time due to an existing Workers Compensation / work related injury.

BASIC's Absence MGMT Benefits



- Perfect for single or multiple location companies. Including divisions outside the U.S.



BASIC's Solution: Offers Multiple Tiers of Service



FMLA Ease Plus with Absence Management

- **Online Based Absence Reporting**
 - **Online Platform, 24/7 employee access to report planned and unplanned FMLA absences**
 - **Mobile Optimized for Ease of Use with Smart Phones & Tablets**
 - **Quicker and Easier than the IVR line**
- **Add-On: Interactive Voice Response (IVR) system, giving employees access to an automated 24/7 toll-free number to track their FMLA absences.**

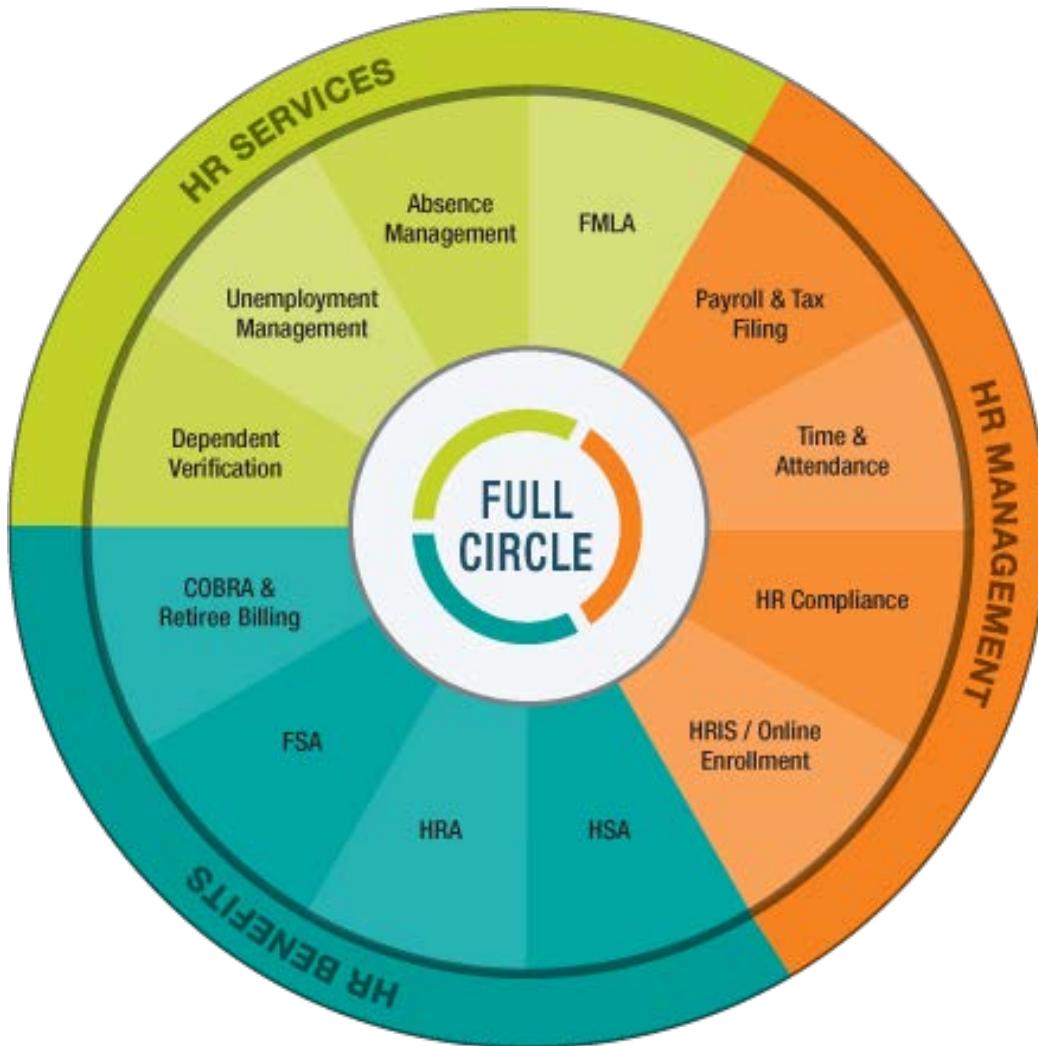
Absence Management

- **Can be used for tracking all planned and unplanned absences.**
- **Provides consistent, accurate reporting of all absences.**
- **Real time communication to supervisors.**





Contact Us



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Keep it **BASIC**.



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BASIC's Award Winning Services



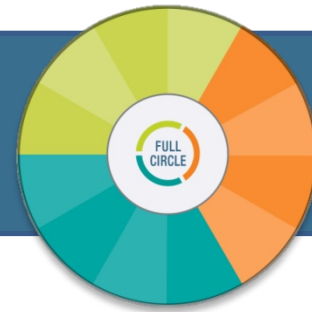
[Request a price quote or proposal for one or more of BASIC's services.](#)

- FMLA
- FSA / HRA / HSA
- COBRA
- Payroll & Timekeeping
- Absence Management

Learn more about
BASIC's Employer
Compliance Service

- [ERISA Essentials](#)
- [2016 ACA Elevate](#)

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