

CONTEXT & CHALLENGES

In Switzerland, the average number of hours of absence per employee due to sickness or accident was 64 in 2022 - and the trend is upwards.

A professional and proactive approach of absence management, including the management of long-term absences, reduces absences in the workplace and contributes to a healthy corporate culture and a positive image as an employer.

A suitable tool is needed to ensure a structured process. Companies with an SAP HR solution are facing challenges. The SAP standard does not offer the option of process-oriented absence management. Often separate systems are implemented with interfaces to SAP. This leads to increased operational costs, error-prone interfaces and redundant data collection.

THE SOLUTION ABSENCE PRO

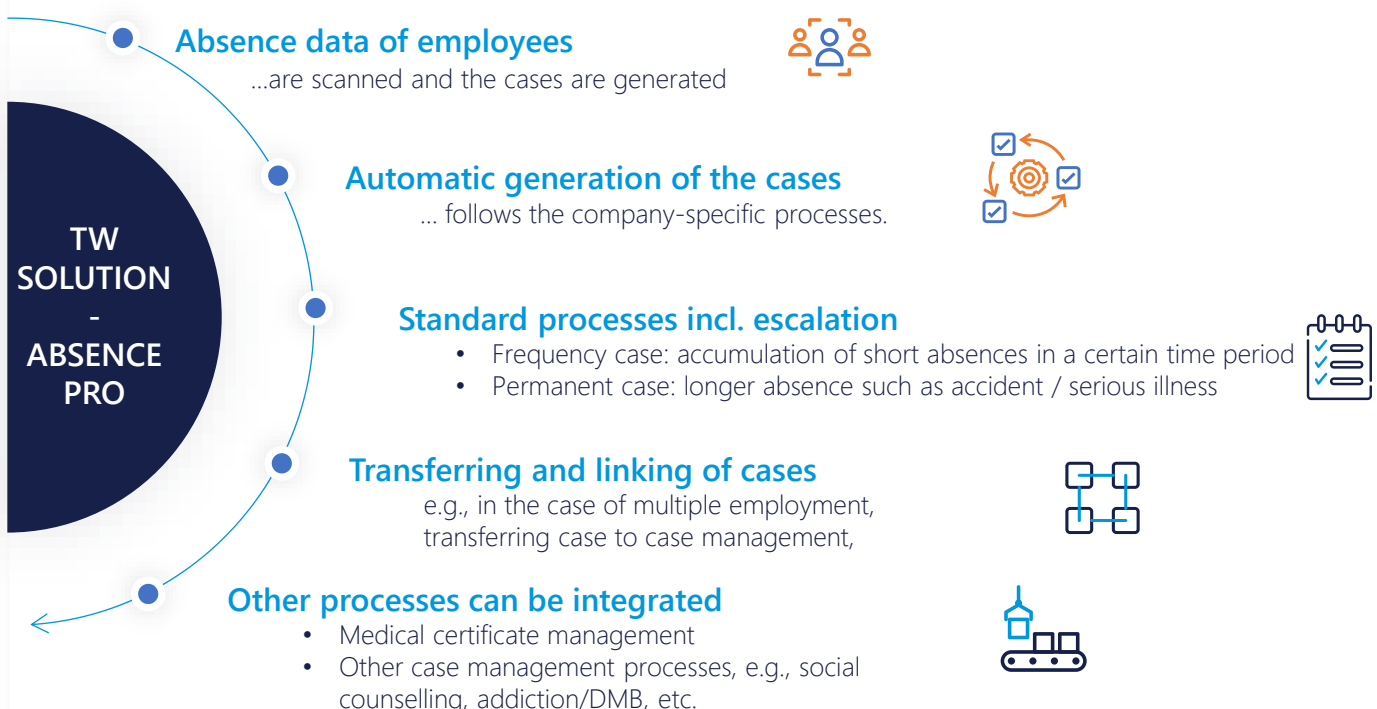
This is where AbsencePro from TeamWork comes into play. As an SAP add-on, it is fully integrated into the SAP system and enables case-based process management - even when working hours are recorded in third-party systems.

The browser-based solution ensures a user-friendly and easy-to-use experience. The tool enables the management of conversations and the creation of the necessary documents. Line managers, HR-advisors and case managers can be reminded of their tasks via SAP Workflow, SAP Fiori My Inbox or e-mail, to guarantee the flow of information throughout the process.

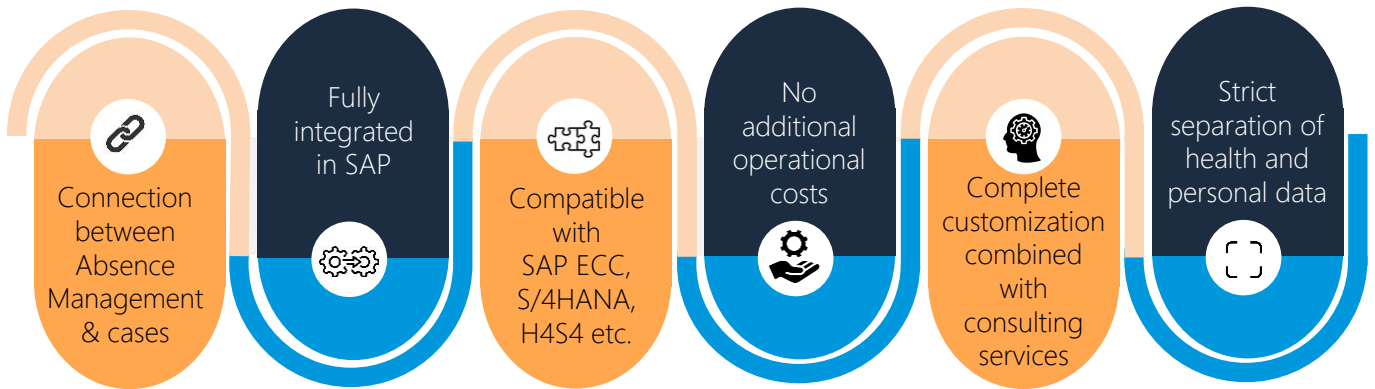
AbsencePro can also be used as an early warning tool to create automatically cases when short absences accumulate.

All data is stored in dedicated Absence Pro SAP tables. This keeps the case file separated from the personnel data.

QUICK OVERVIEW



YOUR BENEFITS



DETAILS

AbsencePro provides a comprehensive solution for absence management and case management that is completely integrated in your SAP systems.

The Solution is designed as followed:

- Dashboard with an overview of the case and analysis. The dashboard is browser based and can be embedded in the FIORI Launchpad for easy access.
- Manual case opening for early detection is possible in addition to automated case creation.
- Each case contains all employee information from HR master data and absences. This data is automatically retrieved from SAP.
- The tool offers supported discussion management - including document creation (protocols).
- Process activities can be automated and adapted for your company. This includes reminders via SAP workflow or e-mail.
- All support measures agreed during the discussion are recorded in a structured manner, are clearly presented in the case and can be evaluated across the board.
- The owners, such as the line manager, the HR advisor, and the case manager, are taken directly from Organizational Management (HR-OM). Additional owners can be added to the case manually.
- All of the important contact information in one place - External partners can be added to the case at any time.
- User-defined Word templates can be used to create company-specific documents directly from the tool.
- Documents such as medical certificates can be stored directly in the tool.
- SAP role-based authorization approach and access distribution.
- SAP tables offer a convenient and cost-effective solution for data storage, eliminating the need for a separate database or backup.
- Available languages: German, French