Humanity

Reduce Employee Absenteeism Through Smarter Scheduling

A guide for efficient workforce management

Employee Absenteeism Affects More than Just Company Budget

Employee absenteeism is a major source of expense for enterprises large and small, **costing businesses in the US $225.8 billion annually**[1]. In addition, employee absenteeism also puts a significant—but oftentimes unseen—strain on a company's workforce management and strategic efforts, as **managers lack real-time information on workforce availability**.

While it's normal for employees to miss some work days each year due to sickness or personal matters, **excessive absences lead to decreased productivity** and can have a detrimental impact on team morale and budget.

[1] According to the [Centers for Disease Control and Prevention report](#).

Employee absenteeism costs companies more than $3,600 yearly for each hourly worker and over $2,500 yearly for salaried employees.

Absenteeism stems from a number of factors, including workplace harassment, illness, eldercare, disengagement, personal stress, job hunting, lack of workplace flexibility, and more. To curb and control absenteeism, **companies need to be proactive and pinpoint the causes** that they can positively impact.

While employee absenteeism due to illness, childcare, and other personal issues cannot be foreseen or prevented, there are **several key steps that managers and employers can take to minimize employee absenteeism** and to better manage the workforce in general.

Provide Flexible Scheduling Options

Flexibility beats out both salary and work-life balance as the most important factor when evaluating a new ajob opportunity. Offering employees flexible scheduling options can dramatically improve hiring and retention, and help significantly reduce employee absenteeism[2].

Companies can easily introduce flexible, **error-free schedules with the right scheduling software**. This software needs to be cloud-based, mobile-first, and robust enough to scale with the organization's needs. In addition, the platform needs to support two critical functions: **1) employees need the ability to swap and trade shifts without manager interaction; and 2), the creation of error-free schedules based on workload and employee availability.**

[2] According to the FlexJobs' 5th Annual Super Survey.

Accommodate Employees' Needs

In today's world of contingent workers, hybrid teams, and a growing millennial workforce, **companies need to accommodate to the needs of their workers** if they want to retain top performers onboard. Often times, a small schedule tweak allows an employee to not miss a shift; and employees will appreciate the opportunity to **tailor the work schedule to preferences and availability**.

It is therefore important to find a **platform that allows employees to trade shifts with co-workers in real-time**, without the need for supervisor intervention.

Incorporate Time Off and Leave Requests

By incorporating time off and leave requests into upcoming schedules, **managers and scheduling professionals can make a significant step towards eliminating absenteeism**. With a smart scheduling solution, schedules will always reflect real-time availability—and there is a twofold benefit to be gained here.

Firstly, managers will not schedule employees who are unavailable and thus **risk empty shifts, lower productivity, and extra costs**. And secondly, employees will appreciate a company that **respects their time off and leave requests**, and so will not become disgruntled and eventually "forced" into absenteeism. This way, companies **ensure that employees show up for work when it matters the most**.

Create Error-Free Schedules Mindful of Employees' Preferences

For the company to meet its business needs and satisfy employees' preferences, managers and scheduling professionals need to introduce a solution that can tie these aspects together. This **solution needs to be able to create error-free schedules** combining real-time data on forecasted workload and employee availability. Investing in such an option will soon start to pay off, as your **company will successfully manage customer demands and employee desires**.

Secure Transparency and Fairness for All

One of the causes of workplace absenteeism is a **lack of transparency**. Without a clear understanding of what's allowed and not allowed in the workplace, practices such as **buddy clocking or clock rounding are more often encountered**.

To secure transparency, it is critical for organizations to **set clear attendance expectations** and consistently enforce. Companies need to define employee work hours, clearly indicating the start and end of each shift, and also need to make sure that there is **agreement across the board on what the repercussions are**.

Organizations can achieve this using the right software solution, one that provides companies with **real-time insights into employee time and attendance**. With such a platform, both managers and employees will always know who's on and at which location.

Plus, this software can compile **error-free timesheets ready for payroll at the end of each month**. No guessing, no approximation, but simple hard facts.

Enterprise Scheduling Platform that Eliminates Absenteeism

Upgrading to smart, cloud-based scheduling **allows enterprises to increase workplace flexibility and transparency** throughout the organization. This helps to accommodate employees' needs and **reduces the chances of absenteeism**.

Humanity's data-driven scheduling provides managers with real-time information on key business decisions on any device, allows employees to **trade and swap shifts without supervisor intervention**, and ensures error-free data on compensation.

The Humanity platform helps companies work in compliance with labor laws and **allows managers and schedulers to set rules that reduce overtime**, increase workforce utilization, eventually curbing employee fatigue and eliminating absenteeism.

Take action right away. Visit **humanity.com** to see how our smart scheduling platform can help your company eliminate absenteeism and increase employee engagement.