

Attendance Tracking & Leave Management

Attendance Counts is the fully integrated attendance tracking solution exclusively for ADP Workforce Now®

Automation from start to finish

With AttendanceCounts, you'll never miss another disciplinary notice. That's because AttendanceCounts alerts you as soon as disciplinary action is required. It also prints those notices for you — automatically.

And that's just the beginning. AttendanceCounts can automate your entire attendance policy, from calculating point totals to recognizing outstanding attendance. It can even print point balances onto ADP paystubs. No more manual entry. No more cumbersome spreadsheets.

And no more guesswork. You'll know once and for all that attendance policies are being administered fairly and accurately, without human error and without supervisory favoritism.

FMLA-tracking that monitors itself

Don't risk noncompliance with state and federal FMLA regulations. AttendanceCounts tracks all types of leave, including intermittent and partial day FMLA, and gives you the ability to quickly and accurately determine an employee's usage and eligibility based on federal law and your company's own policies.

You won't have to poke around or run reports to get key FMLA data; we push important information right up to an FMLA panel on your dashboard. We maintain "watch-lists" for you, so you won't be surprised by an FMLA event or milestone. You can set up workflow items to track ongoing cases, print official D.O.L. forms, and upload supporting documentation.

And you don't have to worry about employees exceeding their mandated annual allowance of FMLA, because we'll alert you — on-screen and by email — as employees get close.

Win Unemployment hearings

Want to win unemployment hearings? You'll need a paper-trail of progressive disciplinary action up to and including termination. You'll need to demonstrate that the employee was notified in a timely fashion, that all of your employees are treated uniformly, that there is no supervisory favoritism or discrimination.

The workflow engine built-in to AttendanceCounts ensures that you'll have everything you need. We record every step of the disciplinary process including infractions, notification, and sign-off, and retain that audit trail forever. The next time you find yourself in an employment hearing or wrongful termination suit, you will finally be prepared.



A dashboard view with up to 16 customizable panels lets each user decide what information they want to see.



Interactive charts and tables let you drill down for more information when you want it, and leave an uncluttered screen when you don't.

Start putting your data to work for you

Have you ever wondered how absenteeism varied among different shifts or departments in your enterprise? Or over different calendar years? Is absenteeism higher on Mondays than during the rest of the week? How about in the summer vs. the winter? What if you could measure the effects of a recent policy change on absenteeism *rates*, or identify which incident *types* caused the most infractions?

AttendanceCounts goes beyond simply automating your policy. It gives you the ability to drill down and analyze your data. With AttendanceCounts, you can identify attendance trends across departments and over time. You can see how much absenteeism is costing your company. You can even compare your company's absenteeism rates with an industry average. Armed with this information, you can make more informed staffing decisions, focus on particular departments that are under-performing, and fine-tune your attendance policy to maximize productivity.

What about your work-rule policy?

Does your company have a safety policy? How about guidelines for dress-code, conduct or quality? AttendanceCounts lets you define an array of non-attendance violations, so that you can use it to manage your entire "progressive discipline" policy.

Once entered, these discretionary violations are tracked alongside attendance violations. They will appear on-screen and in reports, and will be linked to form letters which can be printed from the software. You can enter public and private memo text, attach documents, and write rules that trigger additional disciplines based on these manually-entered work-rule violations.

How it works

AttendanceCounts works by capturing punch data from Workforce Now® and applying your policy rules to that data. Your rules dictate when and how you should be alerted to policy violations.

You might have a rule, for example, which alerts you by email when employees reach six points in a twelve-month period. Another rule might reward employees achieving three months of perfect attendance by dropping a point from their record.

The flexible rule engine supports an unlimited number of rules making it possible to automate your entire attendance policy.

About Metropolitan Software

Twenty years ago, Metropolitan Software was founded with a simple mission: do one thing, and do it right. That one thing was attendance. It's all we did. And we did it exclusively for ADP.

Our core solution, Attendance Counts, was simple and elegant. People loved it. And word spread.

In the proceeding years, we've generated millions of violation notices for clients in almost every state of the union. The product evolved over time; its feature-set grew: we added an employee self-service portal, mobile support, and SSO. But all the while we remained focused, and obsessed with quality.

Everything starts with a successful implementation. Our implementations are comprehensive and highly detailed; we leave no stone unturned. When you go live with Attendance Counts, your policy rules have been programmed, your form letters have been created and customized, your employees have been imported, and timecard data is already flowing into the system. Most clients hit the ground running, and never look back.

But we don't stop there. As a small company, we provide a level of service that is so attentive, it may take you by surprise. Your implementation specialist will remain your primary contact for service. There are no gatekeepers at Metropolitan Software. When you call us, we call you back. And if you *don't* call us, we will call *you* to check in from time to time to ensure things are running smoothly. When was the last time you got a call from one of your other service providers to see how *you* were doing?