

Let RPI lead your Upgrade to Absence Management!

Absence Management (LP) is the next generation of the Time Accrual (TA) module within Lawson. Absence Management enhances the HR process by significantly reducing administrative tasks associated with time tracking.

The PTO feature of Absence Management encompasses Vacation, Sick, Holiday and/or Personal "Floating" Holiday time. Rules will establish plan balances, eligibility, limits, and accrual rates. By integrating with Payroll records, LP keeps track of time used vs. time available, and all of this information can be printed on the employee paycheck. The result is to minimize or eliminate costly manual maintenance of PTO balances.

Leave of Absence tracking did not exist in TA; it is completely new in Absence Management. Taking the common concern of Family Medical Leave Act (FMLA) as an example, LP will allow HR / Payroll to track and manage employees' eligibility requirements and organizational commitments for FMLA absences. This feature will assist your organization in fulfilling legal obligations, providing excellent service to employees affected, and also fulfill the necessary reporting requirements within the guidelines of the plan as defined.

Level of Complexity

Absence Management is far more advanced and flexible than Time Accrual, and with these additional benefits comes a need for an organized and efficient implementation. Your project will likely include plans for various PTO plans, as well as extended Absence Plans such as FMLA tracking. RPI will partner with your HR organization and provide the leadership needed to achieve a successful deployment.

Training is critical, and customized to the needs of your organization. Some organizations choose to train their "Super Users" on all the functionality of LP early in the project, allowing them to participate effectively in the System Design Phase. Other organizations choose to rely more heavily on consultant leadership through the Design Phase and target the training to End Users on specific organizational decisions and process implications. RPI will work with your organization to develop a training plan that meets your needs, at minimal cost.

Generally speaking, implementing Absence Management requires 8-12 weeks of consulting assistance. The total consulting time required may vary significantly based on the size of the organization, the complexity of the various plan rules, the number of employee groups as it relates to plan rules, the level of participation by client personnel, and the level of detail pertaining to historical data conversions.

Time to Graduate from Time Accrual!

LP is far more advanced and flexible.

Minimize or eliminate manual maintenance of PTO balances.

Gain flexibility in plan structure and exception management.

New: Leave of Absence tracking.

Support for TA sunsets in May, 2010!

RPI Consultants

RPI Road Map to Your LP Upgrade

Business Needs Analysis

Because each organization is unique, especially as it relates to PTO plans, RPI will begin the project with a review of the business needs of your organization and how these needs are currently being met. In addition, we will define the desired end state and agree to a methodical plan to meet these objectives.

- Analyze current set-up and process supporting your various PTO and Absence Plans
- Presentation to key staff members of Absence Management (LP) capabilities
- Discuss with HR management your specific goals for using LP
- Determine conversion requirements
- Determine “roadblocks” or needed “workarounds”
- Analyze staff capabilities and determine training requirements and projects role(s)
- Develop detailed plan for the LP implementation
- Conduct “Super User” training (optional)

System Design

- Configure / Build LP structures and plans to support Absence Management objectives
- Determine roles/responsibilities for LP processing
- Develop and execute unit test scenarios
- Provide system design documentation based on results of this phase
- Define Integrated Testing Requirements

Testing and User Acceptance.

- Develop detailed Go Live Plan (aka Go Live Punch List)
- Provide Training, as required, based on client specific design decisions
- Perform Integrated Testing
- Obtain User Acceptance Sign Off

Go Live and Post Live Support

As your organization transitions to an optimized and efficient method for managing absences, RPI will

- Develop user manuals for Absence Management functions
- Provide leadership through execution of Go Live Plan
- Address issues and provide recommendations for any unforeseen issues

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