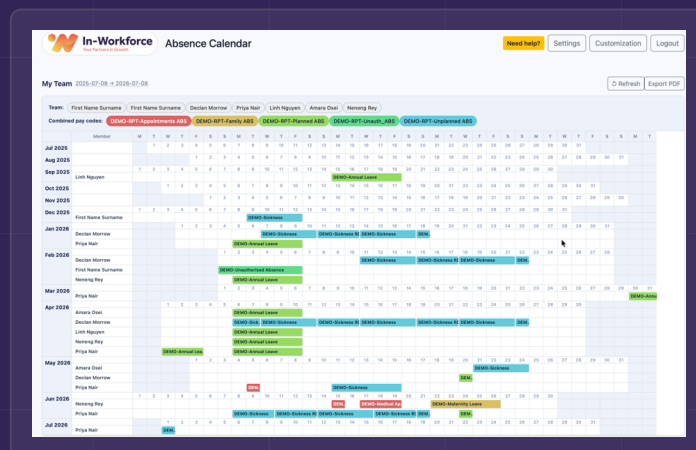


TEAM ABSENCE CALENDAR | A MODULE OF IN-SIGHTS®

Who is off, and when.

A printable Team Absence Calendar for UKG users. One clear, colour coded view of annual leave, sickness and other absence, so managers can plan cover, balance workloads and make decisions in seconds.



Print in seconds

Meeting ready output

Built for UKG

Pro WFM and Ready

Customer led

Most requested enhancement

Annual leave | Sickness | Other absence | Team, site and region views

In-Workforce Ltd | Independent workforce operations specialists

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THE CHALLENGE

Absence visibility is harder than it should be.

Absence data usually exists. The problem is getting to it in a form a manager can actually use. Leave sits in one place, sickness in another, and the working view often ends up as a spreadsheet rebuilt by hand every week. The result is time lost to admin and planning decisions made without a complete picture.

01

Manual rebuilds

Managers export data and reformat it into a spreadsheet every planning cycle, repeating the same effort week after week.

02

Fragmented views

Annual leave, sickness and other absence types are reviewed separately, so clashes and gaps are only spotted late.

03

No shareable output

Team availability is difficult to circulate to stakeholders who do not log in to the workforce system.

04

Slower decisions

Cover, approvals and resource allocation wait on information that should be immediate.

WHAT WE HEARD

A printable team absence calendar has been one of the most requested enhancements from the UKG users we support. This module is our answer: a practical response to an everyday planning challenge, shaped directly by customer feedback.



THE MODULE

One calendar for the whole team.

The Team Absence Calendar brings annual leave, sickness and other absence types together in a single colour coded view for every team. It is designed for the way managers work: open it, read it, print it, plan from it.

01

Printable team calendar

Generate a clear, printable view of team availability in seconds, ready for planning meetings, noticeboards or offline reference.

02

One view of absence

Annual leave, sickness and other absence types brought together in a single colour coded calendar for every team.

03

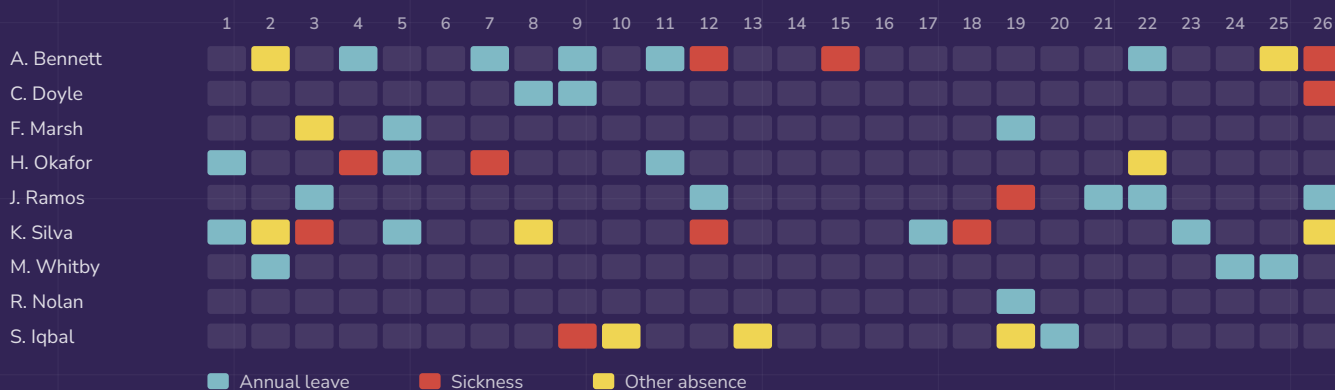
Built for UKG users

Designed by our lead developer to extend UKG Pro WFM and UKG Ready with a manager friendly absence view.

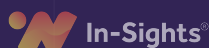
04

Shaped by feedback

Delivered as a direct response to what UKG users told us they needed from their day to day planning tools.



A MODULE OF



HOW IT IS DELIVERED

The Team Absence Calendar is configured to your absence types, teams, sites and regions by the same consultants who support your UKG environment, so managers see a view that matches how your organisation actually works.

What this means for your business.

The value is not the calendar itself, it is the time it gives back and the decisions it makes easier. Managers move from rebuilding reports to acting on what the reports show.

01

Print in seconds

Produce a full team absence calendar with a single click. No spreadsheets, no manual formatting, no delays.

02

Better workforce planning

See who is available, who is off and when, so schedules, cover and workloads can be balanced with confidence.

03

Faster, informed decisions

Give managers the visibility they need to make quicker decisions on cover, approvals and resource allocation.

04

Improved resource allocation

Align people, projects and shifts to actual availability, reducing clashes and last minute gaps.

05

Time saved every week

Replace repetitive manual reporting with a clear, easy to read calendar managers can rely on.

06

Clarity for every manager

A consistent absence view across teams, sites and regions, giving leaders one trusted source for planning.

WHERE THE TIME GOES

Every hour a manager spends rebuilding an availability spreadsheet is an hour not spent on cover, coaching or service. Removing that task is a small change with a compounding return across every team and every planning cycle.

Fewer manual reports

Fewer clashes

Faster approvals

Consistent manager view

Confident cover planning

More time with the team

EXPORT AND SHARE

Share it with anyone, export it to PDF.

Generate a print ready team absence calendar in seconds, ready for planning meetings, noticeboards or sharing with stakeholders who do not use the workforce system day to day.

Export to PDF

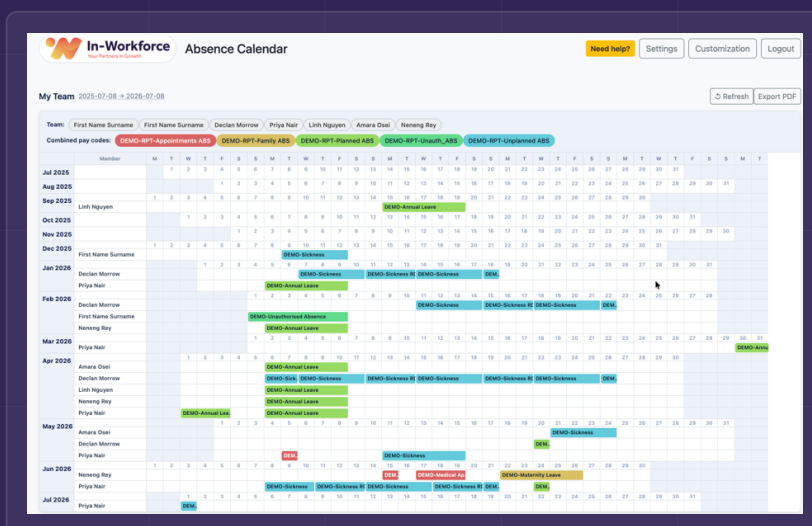
Print ready layout

Colour coded absence types

Team, site or region

Date range of your choice

Consistent across managers



DESIGNED FOR THE ROOM

The export is built to be read on paper as well as on screen, so the same view works in a planning meeting, on a noticeboard and in an email to a stakeholder.

One click

Calendar straight to PDF

Any team

Team, site or region

Any audience

Managers and stakeholders

PART OF A BIGGER PICTURE

A module of **In-Sights®**.

In-Sights® is our workforce intelligence platform, built to turn workforce data into decisions. The Team Absence Calendar is one of its modules, sitting alongside workforce intelligence reporting and dashboards. Start with the module that solves today's problem, and extend when you are ready.

Team Absence Calendar

A printable, colour coded view of annual leave, sickness and other absence for every team.

Workforce Intelligence

Dashboards and reporting that turn workforce data into measurable operational performance.

Both modules are delivered by the same team that implements and supports your UKG environment, so the data model, security and ways of working stay consistent.

UKG Pro WFM

UKG Ready

Certified UKG partner

Practitioner led delivery

Configured to your data

Supported after go live

ALSO FROM IN-WORKFORCE

In-Time is our time capture product family, giving you accurate attendance data at the point of collection. In-Sights® turns that data into insight, and the Team Absence Calendar puts it in the manager's hands.



GETTING STARTED

Simple to see, simple to adopt.

Adoption is deliberately light. We show you the module working, agree how it should reflect your absence types and team structures, then enable it in your environment with the guidance your managers need.

01

Discovery call

A short call to understand your UKG environment, absence types and how your managers plan today.

02

Live walkthrough

See the Team Absence Calendar working against a realistic team structure and absence mix.

03

Configure and enable

We align the module to your absence types, teams, sites and regions, then enable it in your environment.

04

Manager enablement

Short, practical guidance so every manager reads and uses the same view from day one.

05

Feedback loop

Tell us what you would like to see next. Customer feedback is how this module came to exist.

06

Ongoing support

Backed by the same governance, assurance and support standards as every In-Workforce engagement.

NEXT STEP

Book a short discovery call to see the Team Absence Calendar working with your UKG environment, and tell us what enhancement you would like to see next.

No lengthy project

Works with your data

Configured to your teams

Manager ready output

Supported by our team

Enhanced by your feedback



LET US SHOW YOU

See the calendar **in action.**

Book a short discovery call and we will walk you through the Team Absence Calendar against your own planning scenarios, with no obligation and no scripted demo.

Talk to us

A 30 minute discovery call

See it live

Walkthrough on real scenarios

Shape it

Tell us what to build next

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Advisory | Implementation | Migration | Professional services | Managed services