


Subject: Launch of Updated Absence Logging System
From: Human Resources
To: Department Admins and Timekeepers
Date: 8 November 2017

Dear Colleagues,

As part of the transition to our upgraded **Workforce Presence Platform**, all units are required to begin using the new **absence reporting module** starting **15 November**.

 What's changing:

- Centralized entry for travel, sick leave, and remote work
 - Daily sync with finance to match per-diem and trip status
 - Access via staff portal (no VPN needed)
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An onboarding webinar will take place 13 November, 10:00–10:45. No registration needed.

Best regards,

Olga Baumgartner

HR Process Innovation