

Leave Management

Is your business managing employee time off requests fairly, accurately, and efficiently?

The Attendance Enterprise Leave Management module automates employee time off requests, eliminating paperwork while improving the communication of essential information to both the manager and the employee. Enhanced communication means improved employee relations.

From 02/13/11 to 02/19/11	
Tuesday	Wednesday
Feb 15	Feb 16
Schedules 7	Schedules 15
Shifts Worked 4	Birthdays 1
Birthdays 1	
Anniversaries 1	
Leave Requests 1	
Working Now 1	
Critical 1	
Exceptions	
Today's Absences 2	
New Messages 2	

Supervisors see the number of leave requests to be reviewed in their calendar dashboard.

Request Time Off Request

Date: 02/14/2011

Select the day you will be absent:

Amount of Time: 001

Personal Note: Vacation

Notes: This is my VACATION.

Date	Event	Period	Balance
02/13/11	Balance On		1000
02/13/11	Actual month balance from SS		1000
02/13/11	Planned Absence	0.00	1000
02/13/11	Balance On		1000

Employees request leave online using Employee Self Service (ESS). They can check benefit balances and add a note about the leave request.

Essential for Managers

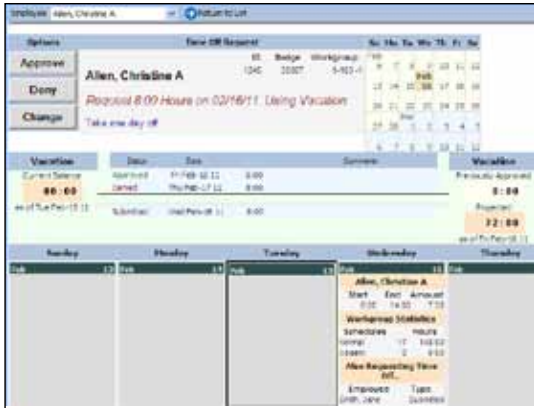
Leave Management helps to maintain coverage and ensure productivity while honoring employee leave requests. Supervisors can easily compare same day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee. The leave approval view makes it easy.

Easy for Employees

Employee Self Service lets employees check their balances and see if co-workers are already taking time off.

To make a leave request:

- Employees simply press a function key and make a few quick selections. They can even include a note to their supervisor.
- Employees see the status of their leave requests in Employee Self Service.
- Employees receive an email when a request is approved, changed, or denied.



Supervisors review leave requests and handle them efficiently with the click of a mouse button.



Employees are sent an email confirmation when the leave request is granted or denied.

Communication is Key

The Leave Management module provides dashboard and email communication throughout the leave request and approval process.

- Employees can check whether co-workers are scheduled off before they request leave in Employee Self Service.
- Employees click a button to make a leave request and can include a note to the supervisor.
- Supervisors get dashboard and email notification of leave requests.
- Supervisors see leave balances and department coverage information when evaluating leave requests.
- Supervisors click a button to approve, deny, or change the leave request and can include a note to the employee.
- Employees get notification of request approval, denial, or changes through email and Employee Self Service.
- Approved leave is added to the employee's schedule.

Eliminate paperwork

Improve communication

Enhance employee-management relations