

Leave Management

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

The Attendance Enterprise 2.0 Leave Management module automates employee time off requests, eliminating the paperwork while improving the communication of essential information to both the manager and the employee. Enhanced communication means improved employee relations.

From Mon Aug-04 2008 to Sun Aug-10 2008	
Friday	Saturday
Schedules	1
Shifts Worked	1
Leave Requests	2
Working Now	1
Critical Exceptions	1
Today's Absences	1

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

Enter Time Off Request	
Date	08/14/2008
Select the day you will be absent.	
Portion of Shift	End of Shift (Leave Earlier)
Select the part of your shift where you will be absent.	
Amount of Time	2:00
Enter the amount of time to take off. The minimum amount permitted is 1:00 (hours).	
Personal Time	Sick
Select the type of personal time to use.	
Notes	I will leave earlier for a doctor appointment.
Enter any notes or comments.	
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Employees request leave online using Employee Self Service (ESS)

Essential for Managers

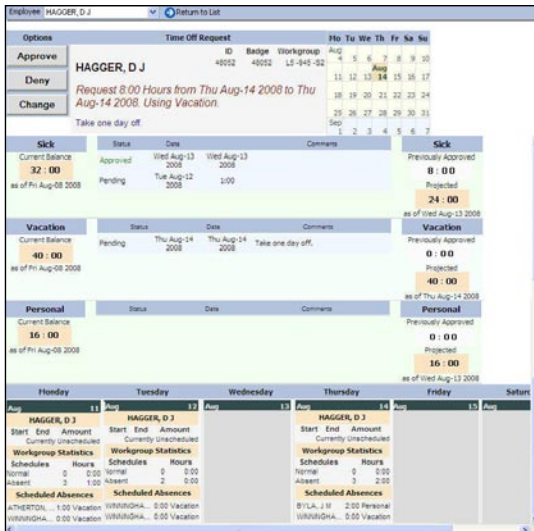
Leave Management helps to maintain coverage and ensure productivity while honoring employee leave requests. Supervisors can easily compare same-day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee. The leave approval view makes it easy.

Easy for Employees

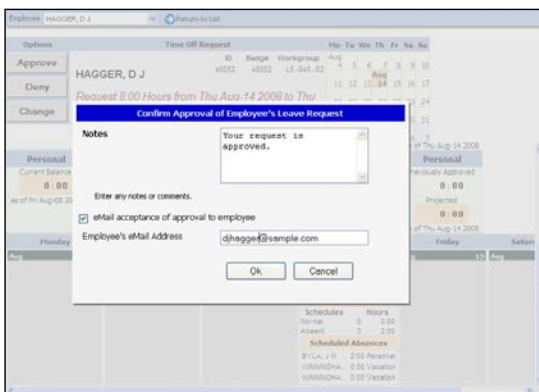
Employee Self Service makes it easy for employees to check their balances and see if co-workers are already taking time off.

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

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Employee Attendance Systems

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08/08