



# Leave Management

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

The Attendance on Demand Leave Management module automates employee time-off requests and eliminates manual paperwork that is easily lost. Essential information is communicated to both the manager and the employee. Streamlined and straightforward communication means improved employee relations.



## Essential for Managers

Leave Management helps to maintain overall labor coverage while managing individual employee and department-wide leave requests. Supervisors can easily compare same day requests, analyze departmental schedules and coverage, and assess pending and scheduled leave for the employee.

## Easy for Employees

Employee Self Service makes it simple for employees to check their balances and see if co-workers are already taking time off. To make a leave request, employees:

1. Click the leave request button, make a few quick selections, and can even include a note to their supervisor.
2. See the status of their leave requests in Employee Self Service.
3. Receive an email when a request is approved, changed, or denied.

**Demand  
More**

Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

Request Day Off	
Request Information	
Starting Date:	02/23/2016
Ending Date:	02/23/2016
Hours:	8:00
Information:	Enter the number of work hours you will be off. Entering 0 will calculate time from your existing work schedules.
Benefit:	PTO
Est. Balance:	0.00 PTO as of 02/23/2016
Notes:	

Mar	25
Schedules	61
Shifts Worked	52
Leave Requests	5
Working Now	25
Attendance Issues	2
Editing Required	23

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

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



## Communication is Key

Supervisors are notified through their dashboard and email throughout the leave request and approval process. Employees are kept in the loop as well.

- 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 are notified of request approval, denial, or changes through email and Employee Self Service.
- Approved leave is added to the employee's schedule.

Employee: Allen, Frank T

Options: **Approve**, **Deny**, **Change**

Time Off Request

**Allen, Frank T** ID: 11 Badge: 11

*Request 8:00 Hours on Mar-15 16. Using Va*

Submitted on 03/15/16

Vacation	Status	Date	
Current Balance	Unapproved	03/02/16	4:00
<b>4:30</b>	Submitted	03/31/16	04/02/15
as of 03/25/16	Submitted	03/15/16	8:00

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

**Confirm Approval of Employee's Leave Request**

Notes: Enjoy your day off!

eMail acceptance of approval to employee

Employee's eMail Address: t.amerherst@goodjoestogo.com

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

Eliminate Paperwork

Improve Communication

Enhance Employee-Management Relations