

Absence Planning Module



APM is a powerful planning tool that gives supervisors and department heads a complete picture of employee absences. It helps them to evaluate how personal entitlement to time off can be balanced against future operational needs. In terms of operational needs, the module supports defining "Coverage Groups": Any group of employees can be defined as Coverage Groups e.g. a department, team or even people (from separate departments) with a certain field of expertise.

Individual employees can be associated with multiple Coverage Groups. Thus, intelligently decide whether to approve, decline or offer alternative dates.



Absence Planning Module



Key-Features

- Schedule individual employees or entire groups
- Schedule Full and Partial absences
- Prompted Alerts for insufficient forecasted balance and under coverage
- Automatic updating of absence balance as absences are accrued.

Graphical Presentation

- Multiple drill-down views: yearly (calendar & user defined), monthly, weekly & daily with an easy navigation in between the views.
- Multiple views by absence type: actual, planned, actual & planned
- Multiple selection and filtering options.
- Graphical presentation of absences with colour-coded absences
- Graphical presentation of exceptions & warnings
- Built-in flag for Public Holidays/Statutory Holidays (corporate/group specific)

Seamless Integration

- Actual absences are automatically populated as they occur (TimeKeeper)
- Easy to use Planned vs. Actual absence display (TimeKeeper)
- Actual Absence data can be exported to payroll/HR systems (TimeKeeper)
- The forecasted Balances are calculated based on actual corporate Benefit Policies (Absence Tracking Module and/or Benefit Accrual Module)
- The available balance is automatically updated on the "due date" (Benefit Accruals Module)

Benefits

- Managers see the "entire picture" before they approve/decline a scheduled absence. No more "last minute surprises"!
- Integration with Absence Tracking and Benefit Accruals allows real forecasting based on actual corporate policies and the employee's seniority (if applied).
- Integration with TimeKeeper ensures no unnecessary duplication of data.
- Easy to Use
- Straight-forward "Drag & Drop" schedule interface
- Coverage and negative balance alerts pop-up dynamically

"After researching the completion, TimeTECH was the obvious choice; our unionized environment has specific rules in which TimeTECH seamlessly integrated. One of our payroll operators saves over 400 hours per year, now our streamline processing time is cut in half!"

Armbro Transport