

Absence Request



This feature allows you to request absences, such as Vacation time, by means of our internet / intranet based module called iBrowse. Supervisors automatically get notified with an email that enables them to approve or decline the absences.

How It works

- Within the "Absence Request" tab in iBrowse the employee selects the date(s) he/she wishes and the absence code (Eg. Vacation, Personal etc.). Time and Attendance
- The system immediately notifies the supervisor(s) about the request(s) via email or the Absence Planning Module.
- Supervisor approves or declines request(s)
- Email notification and status in iBrowse is sent back to employee

Benefits

- Reduce paperwork by requesting and approving all absence requests electronically

- Eliminates communication errors by ensuring accurate information being passed on to the right people
- Request and approve absences quickly and conveniently
- Never under staff your department again with automatic alerts
- All information is given up front to supervisors before approving an absence with forecasted balances.

Additional Features

- Employees get notification of request via email and iBrowse
- Send requests to multiple supervisors
- Use iBrowse and Absence Planning Module to further enhance functionality