

WorkTech Time **Leave Time**TM

Comprehensive Leave Management

WorkTech Time Leave Time is the leave management software module of WorkTech Time that provides employee self-service for viewing and requesting leave time, and manager self-service for leave planning, review, and approval. It handles all aspects of leave time management with an easy-to-use web user interface. Because of its flexibility and comprehensive design, Leave Time reduces the time employees spend managing their own leave time. And it increases the efficiency of supervisors and managers when they are reviewing staffing and leave requests. Automated workflow ensures that requests, approvals, and denials reach the appropriate individual.

Leave Time reduces costs by reducing paperwork and streamlining processes. Leave Time also reduces risk by supporting compliance with HR best practices.

Leave Time is an optional module of WorkTech Time. It requires the implementation of WorkTech Time and Work Time Manager.

Employee Functions

Employees have easy and immediate access to all information about their leave. They do not have to guess or spend time calculating leave taken and remaining. It is easy for them to request leave and to have a documented dialogue with their leave approver within the system. A single web interface offers employees the ability to:

- Request leave
- Cancel leave
- View outstanding leave balance
- Look ahead and check leave balance at any future date according to accrual rules, minus time already requested and/or approved

- Receive approvals, rejections, and notices about requests that are beyond limits
- Track leave request histories and outstanding leave requests
- View leave taken, available, and approved
- View leave policies via a link to on-line documentation

WorkTech Leave Time
Go To Help Options About Logout
Shaw, Phillip

Personal Leave Balance
StartDate: 01/01/2006 EndDate: 01/17/2006 Print Help

To see a different period select the desired dates.

Leave Type	Opening Balance	Hours Accrued	Hours Reported	Hours Requested	Closing Balance																								
Sick Leave	154	3			157																								
<table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Amount</th> <th>Balance</th> <th>Memo</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/01/2006</td> <td>Opening Balance</td> <td></td> <td>154</td> <td>Opening Balance on 1/1/2006</td> <td></td> </tr> <tr> <td>01/08/2006</td> <td>Automatic Accrual</td> <td>3</td> <td>157</td> <td></td> <td></td> </tr> </tbody> </table>						Date	Description	Amount	Balance	Memo	Status	01/01/2006	Opening Balance		154	Opening Balance on 1/1/2006		01/08/2006	Automatic Accrual	3	157								
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Figure 1 Employee View of Leave Time Taken and Future Leave Balances.

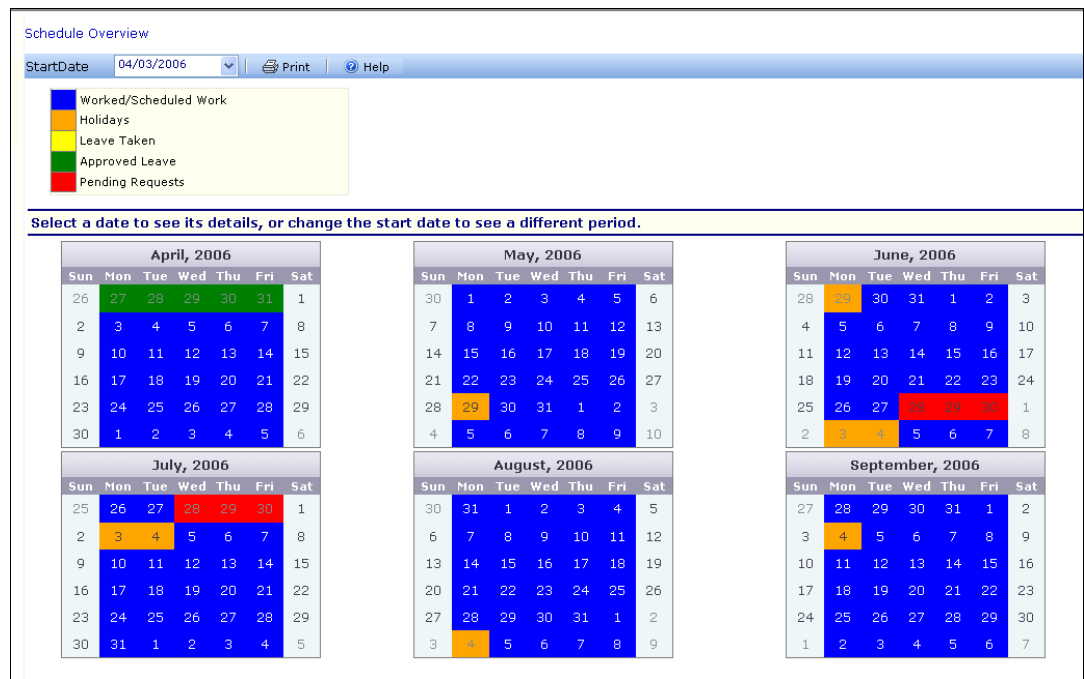


Figure 2 Employee View of Schedule, Leave Time and Leave Requests.

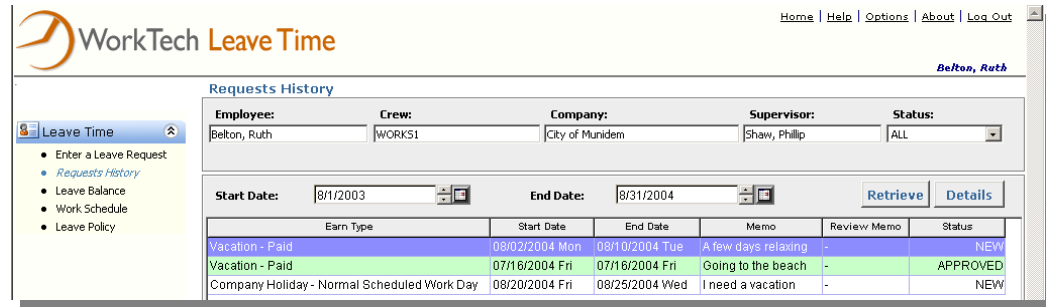


Figure 3 Employee View of Leave Request History.

Supervisor Functions

Leave Time will increase the productivity of supervisors and decrease their frustration when they deal with leave time management. While many companies are able to manage leave requests using time-honored methods, they are not able to aggregate and analyze the data related to those requests. The ability to easily archive requests and analyze time-off patterns and their affect on staffing, as provided by WorkTech Leave Time, can help your organization foresee and minimize disruptions in productivity.

Managers and supervisors can view leave and staffing at a high level or easily drill down by date and type of leave. The integration with Work Time Manager, that handles work scheduling of individuals and crews or teams, ensures that supervisors have all the information they need when reviewing leave requests. Leave Time allows them to:

- View outstanding leave requests by shift, by crew, by department, by policy, or any other significant grouping
- View leave requests in the context of work schedules for staff availability
- Approve or reject requests with status being sent automatically to the requester. The supervisor has a field for comments.

Request overview

StartDate 01/01/2006 EndDate 02/28/2006 Approve Requests Decline Requests Print Help

Filters

Leave Request Status:

New (pending approval)

Appealed

Declined

Approved

Canceled

Status on behalf of: Shaw, Phillip

Resource group: All Groups

To see a different period select the desired dates. Select the requests that need action and Press Approve or Decline.

	Status	WorkerName	StartDate	EndDate	Requested Hours	Balance On StartDate	Balance On EndDate	Memo
<input type="checkbox"/>	Approved	Shaw, Phillip	01/04/2006	01/06/2006	24	344.00	344.00	[APPROVE MEMO]
		DayOfWeek	Date		StartTime	EndTime	Hours	
		Wednesday	01/04/2006		08:00 AM	05:00 PM	8	
		Thursday	01/05/2006		08:00 AM	05:00 PM	8	
		Friday	01/06/2006		08:00 AM	05:00 PM	8	
<input type="checkbox"/>	New/Pending	Shaw, Phillip	01/16/2006	01/20/2006	40	344.00	312.00	Going to Disney!
		DayOfWeek	Date		StartTime	EndTime	Hours	
		Monday	01/16/2006		08:00 AM	05:00 PM	8	
		Tuesday	01/17/2006		08:00 AM	05:00 PM	8	
		Wednesday	01/18/2006		08:00 AM	05:00 PM	8	
		Thursday	01/19/2006		08:00 AM	05:00 PM	8	
		Friday	01/20/2006		08:00 AM	05:00 PM	8	

Figure 4 Staff Leave Requests and Status by Individual.

Graphical View Choices for Visualizing Staffing Levels

Leave Time has two available views to help supervisors quickly understand staffing levels for future time frames. The grid view is helpful in review of longer-term, detailed employee availability and the graphical view is very helpful for near-term review and approval.

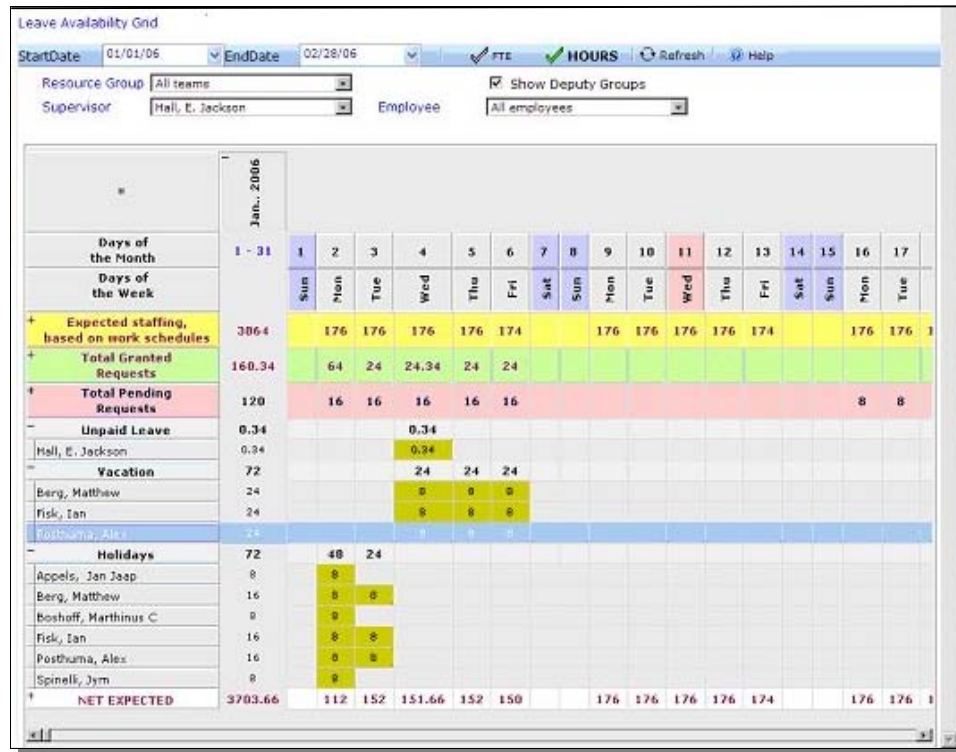


Figure 5 Review Staffing Levels together with Leave Time in the Grid view.

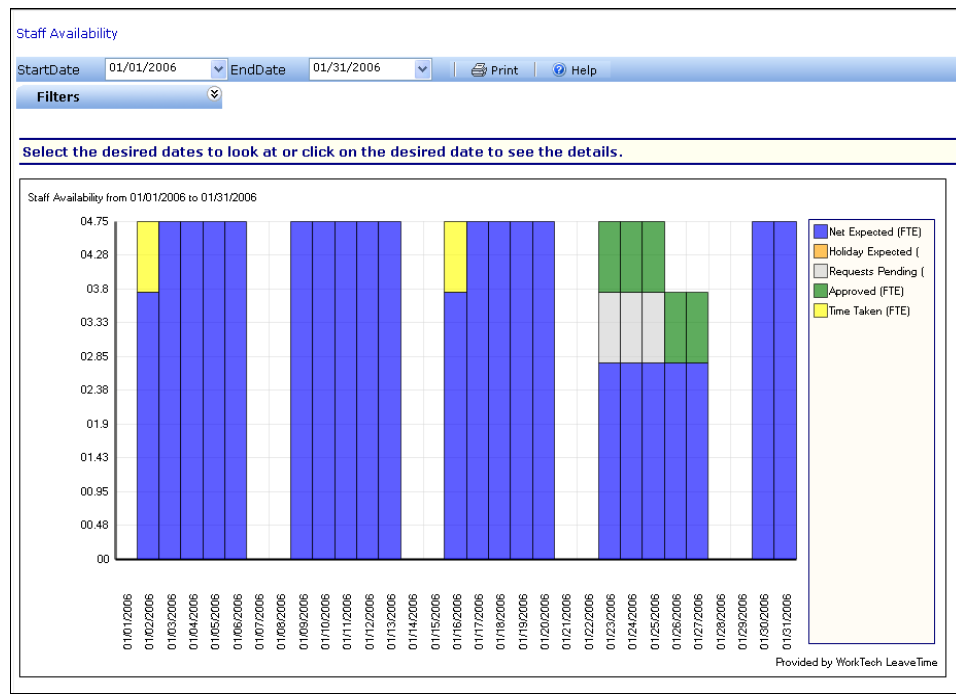


Figure 6 Staff Availability Graph.

Notifications Improve Employee – Supervisor Communications

A messaging system within Leave Time speeds leave processing by notifying employees and supervisor by email of action needed or taken and include a link for taking action.

Messages include:

- Alert to supervisor when employee enters leave request
- Alert to employee when supervisor approves or declines leave request
- Employee appeal alert to supervisor
- Supervisor response to appeal to employee
- Alert to supervisor when employee cancels leave

Payroll and HR Management

Payroll and HR managers have their own view of Leave Time in which they can make manual adjustments to individual leave balances. And, to ensure accountability and compliance, they have access to an audit trail of who has made changes and why.

Enter Manual Adjustments - Public Works - (WORKS-DE)

StartDate: 01/01/2006 EndDate: 02/28/2006 Submit Adjustment Reset Form Help

LeaveType: Adjust hours Adjustment Memo:

Adjustment (hours): New Value

Adjustment Date:

Please select a leave type, enter an adjustment memo and check the boxes besides the employees whom should receive adjustments below and then press the Submit Adjustment button.

Select	WorkerName	ResourceGroup	Crew	Craft	BusinessUnit	Organisation	
<input type="checkbox"/>	Belton, Ruth	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
<input type="checkbox"/>	Curtiss, Jeremy	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
<input type="checkbox"/>	Frierson, Anne	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
<input checked="" type="checkbox"/>	Grice, Gregory	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
		Leave Type	Opening Balan	Hours Accrued	Hours Reporte	Hours Request	Closing Balanc
		Sick Leave	163.00	12.00	0	0	175.00
		Vacation	276.00	24.00	0	0	300.00
<input type="checkbox"/>	Mccary, Curtis	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
<input type="checkbox"/>	Pray, Catherine	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
<input checked="" type="checkbox"/>	Shaw, Phillip	Public Works	WORKS1	WORKS	City of Munidem	Public Works	
		Leave Type	Opening Balan	Hours Accrued	Hours Reporte	Hours Request	Closing Balanc
		Sick Leave	154.00	12.00	0	0	166.00
		Vacation	332.00	24.00	0	32.00	324.00
<input type="checkbox"/>	Wight, Blanche	Public Works	WORKS1	WORKS	City of Munidem	Public Works	

Figure 9 Manual Adjustments.

Handling Complex Work Rules

WorkTech Leave Time can support virtually any leave accrual and consumption rule. Multiple different rules can be reflected simultaneously in a Leave Time implementation. Work groups that have people with different leave and work rules can be viewed and managed as a unit, for example, as a crew or department.

Leave rules can be configured for groups and for individuals, encompassing:

- Employment period related accruals
- Standard accrual per period
- Initial deposits
- Deferral of accruals.

Leave Time supports multiple sites and locations so you can manage to different leave consumption rules and holiday schedules, if needed.

Integration

Leave time can reflect leave accruals pulled from corporate HR systems through software integration. It can also manage the entire leave management task using time and attendance data already resident in WorkTech Time. And, then, Leave Time can report leave information to corporate HR systems, payroll, and general ledger. Those with appropriate privileges can make manual adjustments. WorkTech Time and its modules are ultimately flexible and configurable to support a variety of customer needs.

Compliance

Leave Time is pre-configured to support US FMLA (Family Medical Leave Act) and California's AB109 bereavement leave law.

All transactions are saved to assist with Sarbanes-Oxley compliance.

System Requirements

- Microsoft Windows 2000+ Server, Advanced Server, or Data Center
- WorkTech Time 3.3+ and Work Time Manager

Client Browsers Supported

- Microsoft Internet Explorer 5.0+ with Microsoft Java Virtual Machine (JVM) support

- Any standard email client

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