ATTENDANCE AND LEAVE MANAGEMENT

Attendance and Leave Management services include the following capabilities:

- Support for positive (attendance) and negative (absence) time management.

- Enable team members to schedule PTO using self-service portal with supporting work flows routing to management line for approval.

- Identify, manage and report on annual leave & absences for the entire global workforce.

- Configure annual allocation or 'accrued as worked' policies with multiple vacation and absence options.

- View team planned time off showing all approved periods of leave, absence & sickness.

- Record total time, start and end time, time by pay code, time by work allocation through configurable time sheets, integrated with payroll.

- Get complete visibility of all employee's attendance and absence through integrated metrics, reporting & dashboards.

- Support for many country specific legal absence and public holiday requirements.

- Manage cost of absence and leave liability reporting.

- Provide managers access to leave balances to help manage PTO and workforce health.