Staff Leave and Absence Management
Software presentation

Our staff leave calendar solution manages absences online (paid leave, time in lieu, compensation days, sick leave).

Its key features include :

- the notification by email of requests to managers
- the real-time tracking of staff leave balances
- the deduction of meal vouchers
- the exporting of data to payroll, etc.

Staff Leave and Absence Management
Index card software

400 customers (40 000 users) extract:

AFEV
(Association de la Fondation Etudiante pour la Ville)

Alsatis

Astia

BNP Paribas

Chaabi Bank

Colis Privé

Comuto (BlaBlaCar)

Dimension Data

Easyvoyage

Fitting Box

Gras Savoye (Suisse)

IDTGV

ITB

Kyriba

Maison du Tourisme de La Plagne

My Little paris

Netbooster

Newrest Group International

Promologis

Sidetrade

Université Pierre et Marie Curie (UPMC)

Travel Technology Interactive

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Summary

Management of paid leave, time in lieu, compensation days, sick leave, etc.

Calendars by department and team

Staff leave requests submitted online

Automatic email notifications to managers

Approval or rejection of staff leave requests (confirmation via email)

Ability to manage temporary or permanent delegations

Ability to view staff leave balances and reports

History of staff leave and absences by employee

Summary reports, dashboards (absenteeism rates, days worked per year, etc.)

Automatic calculation of meal vouchers

Ability to export data to payroll with a single click

Multilingual (French, English, Spanish, German, Italian, etc.) and multi-company interface.

Implementation

Registration of your company and employee data (names, surnames, email, etc.)

Definition and configuration of:

- types of staff leave and absences permitted in your company

- public holidays and days (or hours) worked for each employee

- management constraints and rules specific to your company.

Initialization of staff leave tracker balances for your employees by leave type

Definition of access rights and profiles, and managers (request approval)

Tests and rollout

Staff Leave and Absence Management
Features (1/2)
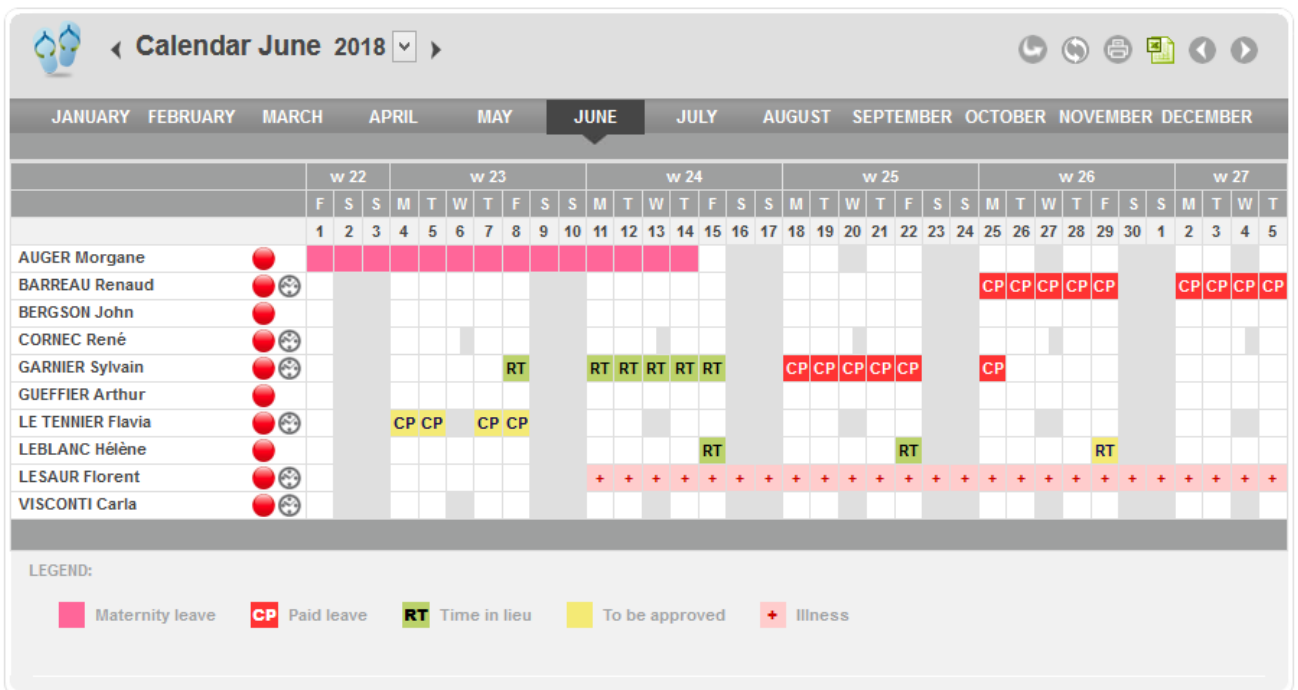
For Employees

Online leave requests (paid leave, time in lieu, compensation days, sick leave, use of accrued leave, etc.). Ability to:

- check remaining leave entitlements

- check possibility of taking advance leave

- manage leave carried over from the previous period

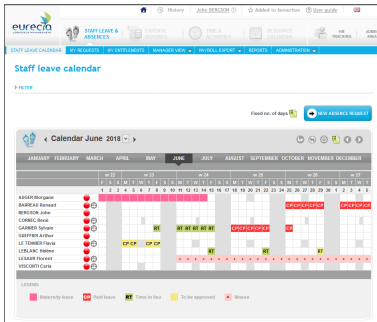- check notice period (minimum number of days between date of request and desired departure date)

Email notification of leave requests sent automatically to managers

Ability to view staff leave tracker balances and reports in real time

Access to team presence and absence calendars in real-time.

Staff Leave and Absence Management
Features (2/2)

For Managers

Approval or refusal of staff leave requests (with option to add comments)

Email notification of decision sent automatically to employee

Employee presence and absence calendars by department and team

History of staff leave and absences by employee

Ability to temporarily or permanently delegate authority to approve staff leave requests in case of absence

Trackers (leave days taken and remaining) by type of leave and employee.
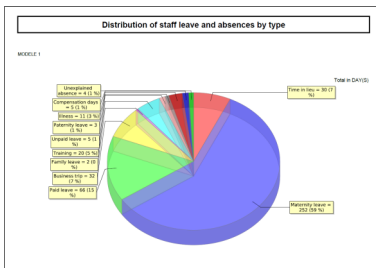
For Administrators

Management of all types of staff leave and absences (in line with collective agreements and legal constraints), and allocation of staff leave entitlements

Management of part-time employees

Management of higher-rate overtime (paid or taken in lieu) and integration with the time and activity tracking module

Ability to record an absence request for several employees with just one click

Allocation by profile: senior manager, manager, non-managerial, worker, flat-contract employee, etc.

Staff leave calculated in working days, non-standard working days, calendar days or hours

Several approval levels and the ability to delegate sign-off permissions in the event of manager absence

Summaries, reports and dashboards; tracking of absenteeism rate

Automatic calculation of the number of meal vouchers to order

Traceability of all data (in case of dispute)

Data exported to payroll or any other system (Sage, Cegid, CCMX, ADP, GSI, SAP, Peoplesoft, Ibiza Software, Excel, CSV, XML, etc.).

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