



LEAVE REQUEST MODULE

Managers are sometimes faced with the issue of too many critical resources on leave at the same time resulting in some mission-critical skill positions short-handed. Managing many people and related tasks can have managers unable to validate who asked for what type of time off, when, and for how long.

The Leave Request Module of easyTIMESHEET can restore order to what can be a very disarrayed manual process of tracking and managing leave requests and absences. The Leave Request Module organizes and automates the process. The workflow is depicted as follows:

Benefits of Leave Request and Tracking include:

- Automating manual process
- Employees can access online
- One common system
- Reduces HR inquiries
- Reporting tools
- Accrual Module option

Leave Request Form

From Employee: To Manager:

CC Manager List:

Subject:

Created Date: 1/25/2005 3:42:39 PM Approval Status: Pending

Request Details: Please enter request line items into the grid below

• Use TAB key to navigate across row TO SAVE: Press ENTER, right mouse click and select Perform Add

Start Date	End Date	Location	Activity	Pay Type	Department	Daily Hours	Total Hours
01/24/2005	01/27/2005	NY	Time Off	PTO	ProfSvcs	8	32

Ready. Loaded 1 of 1

Manager's Group Approval Form

Please update the Status and Manager Notes columns in the grid below
 *** Please Note: All approved records will be posted to timesheet upon :

Request Details: Please update the Status and Manager Notes columns in the grid below

• Double click status field and press delete for status codes Use TAB key to navigate across row

Employee Name	Manager Name	Subject	Status	Request Type	Request Date
David Matcha	Will Dantzer	Jury duty	Approved	Leave Request	08/27/2004
			Status	Manager Notes	Daily Hours
			Approved		8
David Matcha	Will Dantzer	Personal Day	Approved	Leave R	
John Goines	Will Dantzer	Personal Day	Pending	Leave R	
			Status	Manager Notes	Daily Hours
			Pending		8
John Goines	Will Dantzer	Vacation	Pending	Leave R	
David Matcha	Will Dantzer	Personal Leave	Approved	Leave R	
David Matcha	Will Dantzer	Bereavement	Approved	Leave R	
David Matcha	Will Dantzer	Holiday	Approved	Leave R	

Ready.

easyTIMESHEET Leave Hours Approved Report										Leave Date between: 05/01/2004 - 06/30/2004	
										Report Printed on 07/01/2004 02:51:13 PM	
Department	Month/Year	Day	Employee Name	Request Type	Hours	Data Posted	Approver	Approved Date	Request Date	Dates Requested	
OPER	May 2004	04	Irving,Amie	JD	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/04/2004-05/04/2004	
		18	Irving,Amie	PTO	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/18/2004-05/20/2004	
		19	Irving,Amie	PTO	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/18/2004-05/20/2004	
		20	Irving,Amie	PTO	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/18/2004-05/20/2004	
		25	Chan,Alex	VAC	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/18/2004-05/20/2004	
		26	Chan,Alex	VAC	8.00	Yes	Matcha,David	07/01/2004	07/01/2004	05/25/2004-05/26/2004	
	Jun 2004	28	Chan,Alex	VAC	8.00	Yes	Matcha,David	06/23/2004	06/22/2004	06/28/2004-06/30/2004	
			Irving,Amie	PTO	8.00	Yes	Matcha,David	06/24/2004	06/15/2004	06/28/2004-06/30/2004	
		29	Chan,Alex	VAC	8.00	Yes	Matcha,David	06/23/2004	06/22/2004	06/28/2004-06/30/2004	



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