Leave Administration Features

Accrual Profiles: One or more employees can be assigned to a profile, with unique business rules and accrual rates. Unlimited profiles can be created, e.g., for Exempt, Non-Exempt, Executive or grandfathered plans.

Leave Profiles: One or more employees can be assigned to a profile, which determines the eligibility dates. For example, some companies have a probation period until time can be accrued.

Accrual Methods: Accrued, Lump Sum or Hours Worked calculation methods can be set for each leave type. For example, Vacation time can be accrued and Sick time can be a lump sum of hours each year. Full Time Equivalent (FTE) factors can also be used to calculate accruals.

Accrual Rates: Unlimited rates can be created and used by the various profiles. Rates can be set up in Hours or Days.

Seniority Based: Rates can be set up based on seniority, e.g., 0-2 Years, 2-5 Years, etc.

Carry Over: At the profile level, Administrators can set the Carry Over date and years. The system will do the automatic roll over of hours, based on rates for each profile (or allow unlimited carry over).

Exceed Balance Message: The system can allow employees to exceed balances with a company note at the time of the Leave Request.

Exceed Balance Limits: Rates can be set up to determine limits for exceeding Leave balances.

View Balances: Administrators can view all employee balances online.

Editing Balances: Administrators can make adjustments to employee Leave balances.

Reporting: Four standard Leave reports are included with the module.

Employee Mapping: Administrators can use the system mapping tool to assign employees to specific Accrual and Leave Profiles.

Leave Request Validation: Rules can be set up to enforce Leave Requests based on current or projected balances.