



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:

Leave Request Form
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From Employee: To Manager:

CC Manager List:

Subject:

Created Date: 2/17/2011 4:33:02 PM Approval Status: Pending

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View	Delete	Start Date	End Date	Location	Activity	Pay Type	Department	Subject	Status	Daily Hours	Total Hours	Posted
Select		02/21/2011	02/21/2011	NY	Time Off	PTO	Communications	PTO	Pending	8	8	No

Manager's Request Approval Form
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Please update the Status and Manager Notes columns in the grid below

Please click select in the grid for the Approval window [Click to view Request Calendar](#)

Total items found: 2

View	Employee Name	Manager Name	Subject	Status	Start Date	End Date	Daily Hours	Total Hours	Posted	Added Date
Select	Bolen, Katherine	Dave Bernstein	PTO	Pending	02/21/2011	02/21/2011	8	8	No	2/17/2011 4:33:02 PM
Select	Bolen, Katherine	Dave Bernstein	PTO for 2/17/2011	Approved	02/17/2011	02/17/2011	8	8	Yes	2/17/2011 10:16:44 AM

Leave Date between: 02/01/2011 - 02/23/2011

Report Printed on 02/17/2011 04:46:29 PM

Leave Hours Approved Report

Department	Month/Year	Day	Employee Name	Request Type	Hours	Data Posted	Approver	Approved Date	Request Date	Dates Requested
Communications	Feb 2011	17	Bolen, Katherine	PTO	8.00	Yes	Bernstein, Dave	02/17/2011	02/17/2011	02/17/2011-02/17/2011
		21	Bolen, Katherine	PTO	4.00	No	Bernstein, Dave	02/17/2011	02/17/2011	02/21/2011-02/23/2011
		22	Bolen, Katherine	PTO	4.00	No	Bernstein, Dave	02/17/2011	02/17/2011	02/21/2011-02/23/2011
		23	Bolen, Katherine	PTO	4.00	No	Bernstein, Dave	02/17/2011	02/17/2011	02/21/2011-02/23/2011

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
- Scalability