TimeTac - Leave Management

Leave Management with Automatic Entitlement Computation, Approval Workflow and Absence Management

Leave Management and Absence Management
Optimal time management through leave planner, absence recording and work time tracking, in one system.

Optimal Leave Management:
Leave management from TimeTac offers you all the necessary functions for efficient processing of holiday and comp time requests. The TimeTac leave planner allows for the easy and efficient recording of employee absences.

Together with time tracking from TimeTac, you can profit from current data. The time management of your company is optimally built into one system!

Leave Planner with Workflow:
With the TimeTac leave planner, employees can easily request holiday and comp time. Through the integrated workflow, it is assured that the relevant manager receives the request, and can process the request using current data of resource availability.

Notifications of the acceptance or rejection of requests can also, if desired, be sent by e-mail.

Integrated Entitlement Computation:
Particularly advantageous of leave management with TimeTac is the automatic calculation of an employee's annual leave entitlement, based upon their individual settings. Employees and managers are automatically informed of the current status of holiday and comp time requests. Constant demands and tedious calculations are a thing of the past.

Leave management from TimeTac increases transparency and optimizes absence planning.

Functions:
- Management of holiday and comp time with a mouse click
- Entitlement computation
- Request administration with workflow and e-mail notifications
- Annual and team calendars with attendance and absences
- Public holiday calendar for all countries
- Simple data export and optimized print view

Positives:
- Transparency of requests
- Efficient request management without paper chaos
- Improved personnel planning
- Perfect integration with timesheets

Annual and Team Calendars:
TimeTac provides you with an overview display of absences for all employees and teams. You can see all previous absences, as well as future absences, in one place. Additionally, there is also the possibility to blend in the daily hours worked, the daily balance and any planned data.

TimeTac allows you to optimally react to new requests and plan realistically for future projects. An improved work schedule and better adherence are guaranteed.
The Annual Calendar and all Requests for every Employee

TimeTac offers you a complete overview depiction of attendance and absences for every employee in a calendar year. You can see past, as well as future absences, in the glimpse of an eye.

Every employee can see their personal annual calendar and their current request for holiday and comp time, increasing transparency and efficiency in your company. Operational activities are always at the forefront with TimeTac.

Request Administration with Workflow and Automatic Leave Computation

TimeTac does not stop with just allowing you to profit from the overview of absences; current entitlement for comp time and leave are automatically implemented.

Requests for leave and comp time are computed and directly placed into the request administration of TimeTac. The workflow ensures that the right person is informed of the current status of that request, if desired, even by e-mail.

Team Calendar and Extensive Statistics for the Perfect Overview

The monthly overview calendar for teams and departments is a perfect opportunity to recognize future capacity bottlenecks at the right time, making useful decisions of where to allocate resources.

With the comprehensive and convincing calculations, you can always keep track of and can ensure that holiday and comp time is consumed correctly.