

DATABASICS Employee Leave Management

Easy for All Employees
"Yes!" to Your Requirements
Integrated with Time Management

One of the most challenging areas of employee time management is leave administration.

While many organizations have straight-forward policies that lend themselves to automation, too often these policies get compromised to the point that the system can no longer accommodate them.

DATABASICS Employee Leave Management is designed to meet the needs of today's workplace where exceptions are the rule. Key features include flexible accrual methods and rules management, request-for-leave with approval workflow, administrator overrides with full audit trail, comprehensive reporting, and easy transition from existing processes.

Fast & Easy for the End User

- ➔ Mobile Apps & Web Access
- ➔ Simple & Fast Request and Validation Entry of Leave, Comp and Holiday Time
- ➔ Accurate Lookup of Leave Time Taken and Available Balances, including Future Balances
- ➔ Ability to Save Individual Preferences

Robust Controls & Comprehensive Features

- ➔ Market Leading Accrual Engine Facilitating for Local and Statutory Variations
- ➔ Enforcing Earning and Carry-over Rules, Ceiling of Hours Accrued as well as Usage
- ➔ Flexible Policy Engine with Leave Type Business Rule Enforcement, based on Employment Contract, Seniority, Position, Location, etc.
- ➔ Modifiable Application "Behavior" based on Your Requirements with Customizable On-screen Help
- ➔ Customizable Email Alerts to Remind Both Approvers and End Users to Perform Actions based on Criteria
- ➔ Ability for Users to Designate Their Own Proxies to Eliminate Extra Work for Administrators
- ➔ Out-of-office Approval Routing to Allow Approvers to Designate Others to Approve on Their Behalf
- ➔ Unmatched Service and Product Support



"Thanks to DATABASICS we manage our leave management process in a system that satisfies our complex accrual and usage policy requirements. Our web application allows real time visibility, and is reliable and easy to use for end-users, management and administrators. Thanks to the DATABASICS Leave Management solution we have gained efficiency in on-boarding, status change management and separation for our staff, as well as the annual carryover event; freeing up H/R and Payroll resources to focus on higher value tasks."

– TIMOTHY GANNON,
FINANCE DIRECTOR OF NATIONAL QUALITY FORUM

Process Controls & Automation

DATABASICS Employee Leave Management accommodates the full breadth of your leave variations including granting and taking of Comp Time:

- ➔ Transparent Leave Balance and Holiday Calendar Enforcement
- ➔ Flexible Automated Accrual Calculation and Earning and Carry-over Rule Management
- ➔ Multi-level, Condition-based Approval Workflows & Hierarchy
- ➔ Robust Business Policy Enforcement & Audits
- ➔ Administrator Overrides with Full Audit Trail
- ➔ End User & Approver Email Notifications

Payroll / Accounting Integration

- ➔ Automated Payroll / Project / GL Mapping
- ➔ Bi-directional Integration with your Payroll System
- ➔ Supporting Complex Allocation and GL Mapping Requirements
- ➔ Supporting Adjustments, Including Project / Cost Accounting

Global Functionality

- ➔ Country / Region-specific Policy Enforcement Management
- ➔ Multi Language Solution

The Next Level in Automation

- ➔ Self-service Administration
- ➔ Automatic Compliance & Business Policy Enforcement
- ➔ Full Integration with DATABASICS Time Reporting & Expense Reporting
- ➔ Built-in Audit Utility

Real-Time Visibility & Process Improvements

- ➔ Track and View Accrued Balances, Leave Requests and Final Time Reported, in Real Time –from Initiation, through Approvals and Posting
- ➔ Built-in Standard Reports & Ad-Hoc Report Writer
- ➔ Resource Management Support
- ➔ Approval Notifications
- ➔ Reducing Entry Errors and Associated Cost
- ➔ Leave Reporting with Charts/Graphs

How it Works

- ➔ Private Cloud Delivery
- ➔ Works on All Browsers
- ➔ Mobile Access: Smart Phones and Tablets
- ➔ Single Sign-on with SAML
- ➔ Automated Accounting, HRIS, and Payroll Integration
- ➔ Role-based Security & Data Encryption
- ➔ Sarbanes-Oxley Compliance
- ➔ Certifications: SAS-70, SSAE 16 (Financial Reporting), Privacy

Reporting

With DATABASICS Employee Leave Management, employees see the rules & policies with up-to-date balances, supervisors have a clear view of resource availability, and administrators can evaluate policies, analyze leave patterns, manage terminations, and can be confident that necessary internal controls are in place using detailed and accurate analytics with canned & modifiable ad-hoc reports:

- ➔ Leave Report of all Posted Leave Time
- ➔ Leave Balance Report – Current and Future
- ➔ Comp Time Earned and Taken Report
- ➔ Vacation Planning Report
- ➔ Validation Warnings Report
- ➔ Request vs. Reported Report
- ➔ Detailed Flow of Approval for HR Resources
- ➔ Audit Report (showing deleted items as well any other changes made to the request)
- ➔ Report Scheduling Tool with Email Broadcasting
- ➔ Multiple Report Formats: PDF, XLS, TXT, XML, etc.

Workflow

- ➔ Fully Configurable Validation Workflow
- ➔ Email Notifications of Processing Status
- ➔ Approval Routing by Department, Company, Leave Type and Exception
- ➔ Optional Proxy Assignment to Submit on Behalf of Users (in addition to users having the ability to assign their own)
- ➔ Ability to Limit & Create Policy Approval Based on Specific Criteria

Accounting Support

- ➔ Organizational Assignment for Types of Leave and the Accounting of Such (based on user, department, company, location, etc.)
- ➔ Unrestricted Workflow Levels



Go Mobile

Access should be hassle-free. Why limit your employees to managing leave from a computer? With DATABASICS Mobile App, submitting or approving is easy and convenient from any phone, tablet, and other mobile device!



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