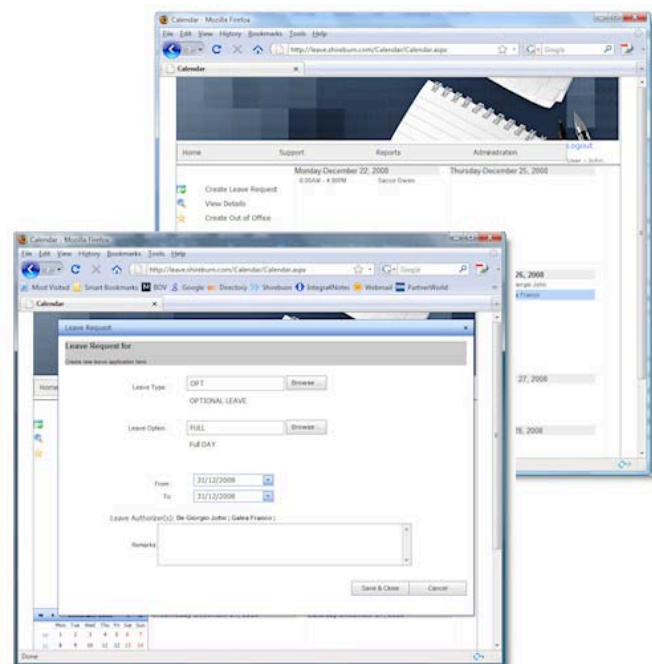


Shireburn Leave Management Module

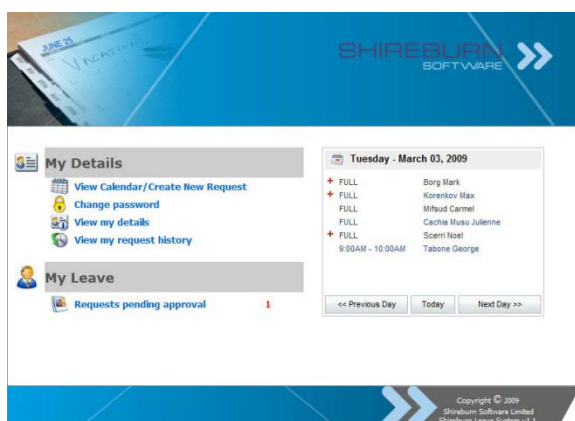
Does your desk or inbox fill up with requests for vacation from your staff? Does it take time to review who else is on vacation on those days before authorising vacation requests? Do you have to sort out arguments as to who applied for vacation first?

Well, those thoughts can be nightmares of the past. Managing holiday entitlement and staff who are out of office on business has become simpler and more efficient with the advent of the web based Leave Workflow Module from Shireburn Software. Staff can apply through a web browser either from the office, from home or while travelling and kick off an electronic approval cycle.

The online internet / intranet based Leave Application module interfaces directly with Shireburn's Payroll System enabling automatic calculations of entitlement for the HR/Payroll department. Booking of leave from any PC is allowing companies to eService their vacation leave application function to their staff members. Each staff member is able to see what remaining holiday entitlement is available together with a history of approved and pending leave applications by simply logging in on to the system.



The system caters for the creation of a request spanning a range of dates, and automatically defines the working pattern of the employee and omits weekends and public holidays where appropriate. The system provides the capability to staff members to apply for a full day, morning, afternoon or a number of hours within the day as defined by the company's procedures.



Out of office management, catering for time when staff are out of the office on assignments such as training and exhibitions, which are not part of their vacation, is processed in the same way as a leave request. The request is automatically passed for approval to the authoriser/ manager. The request will be approved or disapproved and an e-mail/sms will be sent to the employee and & authoriser. This allows for efficient coordination of departments and less time wasted searching for employees who are out of office.

For the End-User:

- » Convenience of applying for leave from the office, home and world wide via the Internet
- » View your leave entitlement and available options
- » View the leave requests you have already made and what their approval status is
- » No need to track down line manager for approval, the system automatically emails/SMSs the first available approver in preference order
- » Securely manage and apply for leave entitlement in hours or days
- » Easily cancel requests in line with company policies from any PC
- » Self manage your own password

**For the Line Manager:**

- » Removes paperwork – simple one click process to approve or decline leave applications
- » See team/department holiday schedules in a single view, enables scheduling of work etc.,
- » See trends of individual team members for appraisal and performance monitoring
- » Can see off-site team members as well as those on holiday
- » Maintain audit of approvals

For the HR/Payroll Department:

- » Interfaces seamlessly with Shireburn's Payroll System avoiding manual re-entry of leave
- » Customisable for company policies, department set-up, rosters/working patterns, public holidays etc.
- » Caters for all types of leave including optional vacation leave, maternity leave, accrual leave and bereavement leave etc.

An accurate real-time view and reports can be generated from the web site. Both the end user and the HR/Payroll department can view the complete leave history. The leave system can also be set up to consolidate more than one Payroll company into one leave calendar.

Technical Requirements

The Leave Application requires to be hosted on a web site running Microsoft Windows Server 2003 with Internet Information Server (IIS 6.0) installed and the deployment of the Shireburn Leave Replicator. Shireburn Software offers hosting services to host your Leave Application and automate the integration with the Shireburn Payroll System.

More information

For more information contact Shireburn Software