

Time Off Tracking

InfinityHR's Time Off Tracking feature allows you to define how employees earn time off and lets you efficiently track the usage of it.

Key Features

- Automatically calculates available time off for each employee, based upon the rules you create.
- Lets you define time off by either accrual-based rules or through annual awarded units.
- Allows you to define different time off types, such as "sick leave" and "vacation time."
- Lets you create time off rules for each time off type, which define how time off accrues:
 - Create different rules for different employee types.
 - Prevent or allow the rollover of time off.
 - Set the maximum time off that can be rolled over each year, if applicable.
 - Specify a waiting period before employees can take time off, if applicable.
 - Specify a waiting period before time off starts accruing, if applicable.
 - Determine if a time period needs to be worked (for example, a certain pay period) before employees can take available time off.
- Allows employees to easily request time off through the Employee Portal.
- Allows employees to view time off balances and accrual transactions through the Employee Portal.
- Automatically routes time off requests via email to the appropriate manager for approval.
- Allows managers to view employee time off requests by status through the Employee Portal.
- Allows managers to see all their pending employees' time off requests in list or calendar format prior to approving time off.
- Lets managers approve or deny time off requests through the Employee Portal.
- Automatically sends employees emails when their managers approve or deny their time off requests.
- Lets managers submit time off requests for all employees reporting to them.
- Provides a reporting dashboard so you can track trends in employee time off data and analyze how time off is being utilized.
- Electronically submits time off data directly to your payroll provider.



Key Benefits

- Simplifies the time off process and improves efficiency by automating the generation and usage of available time off.
- Eliminates time spent on manual time off requests.
- Reduces payroll errors caused by redundant data entry.
- Reduces unauthorized leave time and minimizes payments for time not worked.
- Applies time off rules consistently and accurately across all departments.
- Assures that employees follow time off procedures and policies.
- Allows managers to proactively control and manage employee absenteeism.
- Ensures adequate staffing across all departments.
- Provides key insights into how time off is being utilized within your organization.
- Seamlessly integrates with your payroll system.

InfinityHR

InfinityHR is Infinity Software Solution's complete and secure web-based HR Management System that provides extensive automation of all your HR-related activities. InfinityHR is the most complete and most affordable solution on the market today, and comes standard with numerous features to meet your every need. We make it easy for you!