



The Unique Features of Paid Time Off Management Software (PTOMS)

MyPAIDLEAVE.com Paid Time Off Management Software (PTOMS) is a web based service that enables employees and their managers to log on to a secure self-service portal to request, approve, manage and view the detailed status of all their time off. Keeping track of employee absence has never been easier!

-Unlimited Absence Types: Need to keep track of more than just vacation, sick, and personal days off? Define unlimited absence types and have them accrue at different rates.

-Unlimited Accrual Policies: Not all employees accrue time off at the same rate. Define unlimited accrual policies by employee and absence type.

-Automatic Accrual Calculation: The complex math necessary to figure out how much time off an employee has accrued is a time consuming and error prone process! With PTOMS, accrual balances are automatically calculated for your employees by absence type, based on their pre-defined accrual policy.

-Real Time Data: Never work with stale data! All data is updated in real-time, so you will always be working with accurate, up to date information.

- Automatic Absence Reporting AND Updates of Time Off Balances : Forgetting to report and update absence records? Not anymore! Once a request is approved, an employee's time off balance is automatically reported and updated to reflect this change in real time.

-Unlimited Employee Definitions: Need to organize employees based on their skill set, geography, department, and title? Not a problem! Classify employees based on whatever criteria you'd like to analyze them by. Also set up unique time off rules for certain types of employees. It's not an issue!

-Custom Design: Don't settle with a generic interface for your time off tracking software! With PTOMS, a customized skin can be designed to fit with the look and feel of your existing company website!

-Security/Authority Restrictions: Not all employees should have access to the same level of information. With highly configurable security setting, you can easily create restrictions to control who has access to what information.

-Email Integration: Don't worry about learning an entirely new system. Not only is PTOMS really easy to use, it integrates fully with your office email system so you can receive and approve requests directly from your email. Even better, each morning, managers will also automatically receive an absence roster and a reminder of all unapproved requests.

-Dynamic Reporting: With all the employee absence data you'll be collecting, you will have access to a wealth of information waiting to be analyzed. With the click of a mouse, you will be able to generate exportable pre-defined absence reports (into Excel), that will help you identify and understand the trends and patterns of absenteeism, how it's impacting your business, and what you can do to fix it!

-Dashboard Views: All the leave data an employee or manager needs in one organized view.

-Shared Workgroup Calendars: Planning time off is easier for your employees when they can see a calendar view of all scheduled time off in their department. And this also makes it easier for your managers to make an informed decision and make sure they have sufficient coverage when they receive a request-Because you don't want to find yourself, by yourself, when you shouldn't be alone!

-Excel Integration: Since PTOMS is built on the Microsoft Share Point platform, all reports can easily be exported into Microsoft Excel

-Multiple Time Interval Request Types: Need to request half a day? Not a problem!

-Access to All Historical Records: Whether you're being audited or you want to measure how effectively you've been in reducing sick leave abuse over the last two years, with quick and easy access to all historical absence records, you don't have anything to worry about. PTOMS maintains a detailed historical record of every employee request and manager approval/denial from the first day onward.

-Flexible Anniversary Calculations: Whether you'd like to structure accrual calculations based on the calendar year OR employment anniversary, PTOMS has got you covered!

-Hierarchal Organization Structure and Delegating Approvals: Do certain employees have more than one manager? Is a manager unable to handle requests for an extended period of time? This doesn't create a problem! Managers can easily delegate time off requests to anyone approved to do so, based on a pre-defined organizational hierarchal structure setup.

-Third Party Requests: An employee is really sick and he can't get to his computer to report his sick leave. No worries-The process doesn't need to get held up! With 3rd party request functionality, authorized employees can request time off on behalf of someone else.

-Carryover Days and Expiration Dates: We didn't forget about this! Define the number of days that can be carried over AND the expiration dates for carryover time for each specific leave type.

-Promoted Employees and other Employee Related Policy Changes: Promoted? Change of policy? Not a problem! With PTOMS, easily change an employee's accrual policy while maintaining all historical time off data. And if an employee hits a certain anniversary, say 4+ years, and that elevates him to a new accrual policy, this will happen automatically!

-Mobile Access: On the go! Request and approve time off from your mobile device. – NOT IN THE SOLUTION TODAY (Coming Soon)

WE MAY NOT HAVE COVERED SOMETHING THAT YOU'RE STILL CURIOUS ABOUT. DON'T BE A STRANGER-REACH OUT TO US AND ASK! WE CAN BE REACHED VIA PHONE, EMAIL, TWITTER AND FACEBOOK!

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