DATABASICS

LEAVE MANAGEMENT

Managing leave in today's world requires an automated leave management system that is up to the task. Most organizations have so many potential leave scenarios that they overwhelm the capabilities of their corporate leave solutions.

DATABASICS' Leave Management solution makes managing employee time off simple, even during fast-moving periods of change. It provides you with the power to configure policies the way they actually work in your organization and the flexibility to change them as required. With **DATABASICS** Leave Management, there is no longer a need for spreadsheets to handle exceptional situations. **DATABASICS is built for times like this.**

DATABASICS delivers on your most demanding requirements:

BETTER VISIBILITY

- Get up-to-date as well as current and future leave balances at any time
- Make every decision an informed decision with robust, easy-to-use reporting
- Eliminate error and misunderstandings regarding carry-over, "use-or-lose" and cash-out administration
- Coordinate leave schedules, using calendar views by team, department or other grouping

BETTER CONTROL

- Ensure legal, contractual and policy compliance
- Automate workflows to make approving or rejecting requests quick, easy and informed
- Support "one-off" situations with flexible leave codes and business rules
- Maintain audit trails regarding requests and approvals to minimize misunderstandings

BETTER EMPLOYEE SATISFACTION

- Provide users with access anytime, anywhere, to all their leave information, including balances, schedules and the status of requests
- Easily plan PTO with automated accrual calculation
- Gain visibility into future accruals for PTO planning
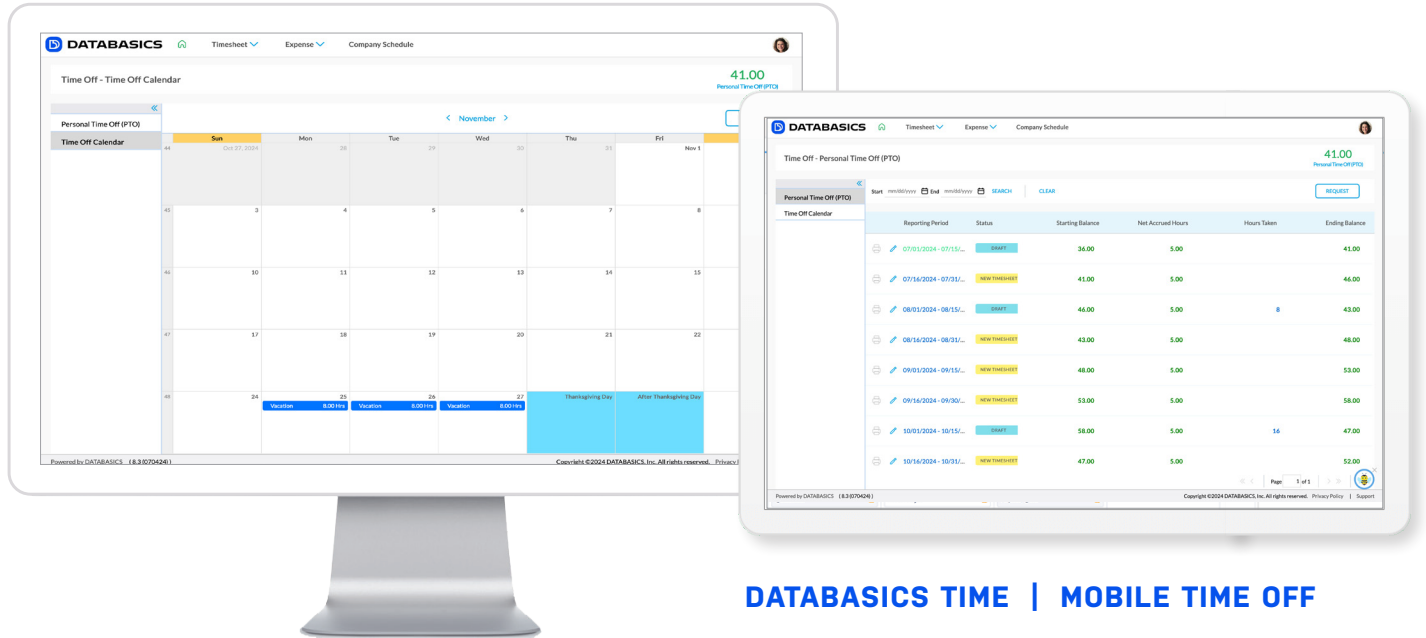- Auto-populate timesheets and calendars with leave schedules

KEY FEATURES

- Real-time leave balances
- Forecast accruals
- Leave requests
- Team calendar
- Easy-to-use reporting tools
- Configurable workflows
- Leave bank
- Mobile apps
- Accounting, payroll, HR and HCM integration
- Integrated with DATABASICS Time

HOW IT WORKS

- Private cloud-based system
- Works on all browsers
- Single sign-on with SAML
- Role-based security
- Data encryption
- Works on all browsers and devices
- Certifications: SOC 1 and 2 (financial reporting), GDPR (privacy), and EU-U.S. Privacy Shield (privacy)

DATABASICS TEAM TIME OFF

DATABASICS TIME | MOBILE TIME OFF

> Leave Management has been such a great add for our company. It allows each employee to see how much PTO they accumulate per pay period, how much they used and when they would max out. It makes each employee responsible for managing their own PTO.

REGISTRATION SYSTEMS ANALYST | THE PERFORMANCE GROUP

DATABASICS

DATABASICS delivers time and leave tracking, expense reporting, and employee purchasing management solutions that lead the industry in value, performance, and adaptability. Integrations are offered for major accounting, payroll, and HR providers. DATABASICS' customers range from regional businesses and nonprofits to global enterprises.

Award-winning 24/7 Customer Support
Stevie Awards and Best in Biz Awards year after year

PRODUCT FEATURE: **LEAVE MANAGEMENT**   www.data-basics.com | info@data-basics.com | 800.599.0434