



Managing Employee Leave Requests

ESS simplifies and automates employee requests for time off. When a leave request is made, an email alert is sent directly to the employee’s supervisor to begin the request review process. Supervisors and managers have decision-making information at their fingertips.

Employees get an email response when a supervisor approves, denies, or changes the leave request. Leave requests and their status can be viewed on the ESS calendar and the employee can delete a previously submitted leave request.

ESS leave requests fully integrate with your Attendance on Demand management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.

Save Administrative Time and Effort

Req.	Messages	Schedules	Personal	Benefits	Archives	Activity
	Operation	Description				
12:22pm	Leave Message					
12:21pm	Punch	Amherst, Luke Y Transaction Accepted				
6:11pm	Tip Entry	Amherst, Luke Y 25.00 Salary Accepted				
6:11pm	Tip Entry	Amherst, Luke Y 10.00 Bonus Accepted				

Employees can enter tips, mileage, meals or other expenses.

Calendar Allocation Time Card Schedules Personal Benefits Archiv					
Sick	Vacation	PTO			
Date	Description	Credit	Debit	Balance	
JAN 01	Balance In			138:00	
JAN 29	Monthly Vacation Accrual	8:00		146:00	
FEB 21	Debit 40:00 from benefit balance		40:00	106:00	

Employees can efficiently review benefit balances and request leave online.

ESS reduces the cost of managing your workforce and enables your HR staff to focus on more strategic activities. Use ESS to:

- Reduce HR and management time spent on requests for archived time and attendance information.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off.
- Eliminate the manual entry of timesheet information.
- Allow employees to communicate with their supervisors by sending, receiving, and replying to messages.
- Empower employees to take charge of updating their address and choosing their notification preferences.
- Provide fast, simple, and flexible setup by allowing you to decide which features to make available to each employee.