



SynergySoft Online Leave Requests – Empower your staff

Would you like to streamline the leave process within your organisation? Anyone who has applied for leave will know the frustration of form-filling, and waiting as the hard copy travels up and down the approval hierarchy. SynergySoft Online leave Requests cuts out the physical movements of paper and enables managers and HR/Payroll to have an overall view of the leave position so that they can make decisive, on-the-spot approval decisions.

We can empower employees to seek their own answers regarding leave entitlements, their leave history and whether they will have sufficient accrued leave for their future leave plans.

Not only will this free up time for the HR/Payroll officers, but the SynergySoft Online Leave Requests system will simplify and automate the approval of requests and thereby increase staff and management productivity.

Access to SynergySoft Online Leave is through your internal web (Intranet), all you need to do is to click on the portal to begin the process.

The system provides different views for each of three hierarchical levels – employees, managers, and the HR/Payroll officer. Hence an employee can view leave and submit requests for himself/herself; a manager can do the same and can also approve/refuse requests and view details of staff that he/she manages, and the HR/Payroll officer can view and action data regarding any staff member.

Leave Enquiries

All employees can view their previous, current and future leave in My Leave History and managers can also view details for staff they manage.

Leave Requests and Approvals

The SynergySoft Leave Approval module allows you to set-up any number of leave types (for example personal leave, long-service leave, sick leave etc) and to define the rules for these (for example whether LSL can be taken on half-pay, double pay). The system assists the employee by calculating whether there is sufficient entitlement for the period requested and, according to the organisational policy, may allow for other options (eg. Leave without pay). In doing so, it obviously takes into account leave that has already been approved but not yet taken.

When an employee submits a leave application the system will automatically send their manager an email to notify them that a request has been submitted for their approval and when the application is approved or rejected the employee will receive an email to notify them of the status.

Other Functions

A Leave Calendar allows:

- A manager to view all of their Employees' and their own leave in a monthly grid, which will enable them to plan leave within their Team.
- A HR/Payroll Officer to view all Employees' and their own leave on a monthly grid.

Leave records are automatically taken up into the SynergySoft Payroll module in the correct pay period, so the payroll officer does not have to enter the data.

A roster can optionally be set-up for each class of officer so that the system can automatically calculate the number of hours of leave that are requested for the period of leave entered.

A full Audit Trail is maintained of leave requests, approvals/refusals and any subsequent changes to these records.



Summary

- Online application through your internal Intranet without the need for paperwork
- Automatic calculation of leave hours being requested
- Optional Roster functionality
- Email notifications to approving officer and applicants
- Leave approval through normal email without the need to login
- Complete control retained by HR/Payroll officer
- Employee and manager can view complete leave history
- Leave records are updated automatically into the correct payroll run(s)
- Leave records may be printed out or generated into reports with SynergySoft Report Manager
- Leave calendar provides a bird's eye view of who's on leave
- Customisable leave policies
- Full Audit Trail of activities

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