

# Get to know our Absence Manager module



## EVERYTHING YOU NEED IN ONE PLACE

Records and tracks all staff members' absences, applies company policies and statutory requirements.

Manages staff members' holiday balances, approves or declines holiday requests, updates staff files.

Applies the company's paid and unpaid absence reason codes for unplanned staff time off requests.

Staff can view what dates are booked by team members before they request time off.

## Key Features

**Records paid and unpaid absence**

**Tracks all absences by reason codes**

**Updates staff holiday balances**

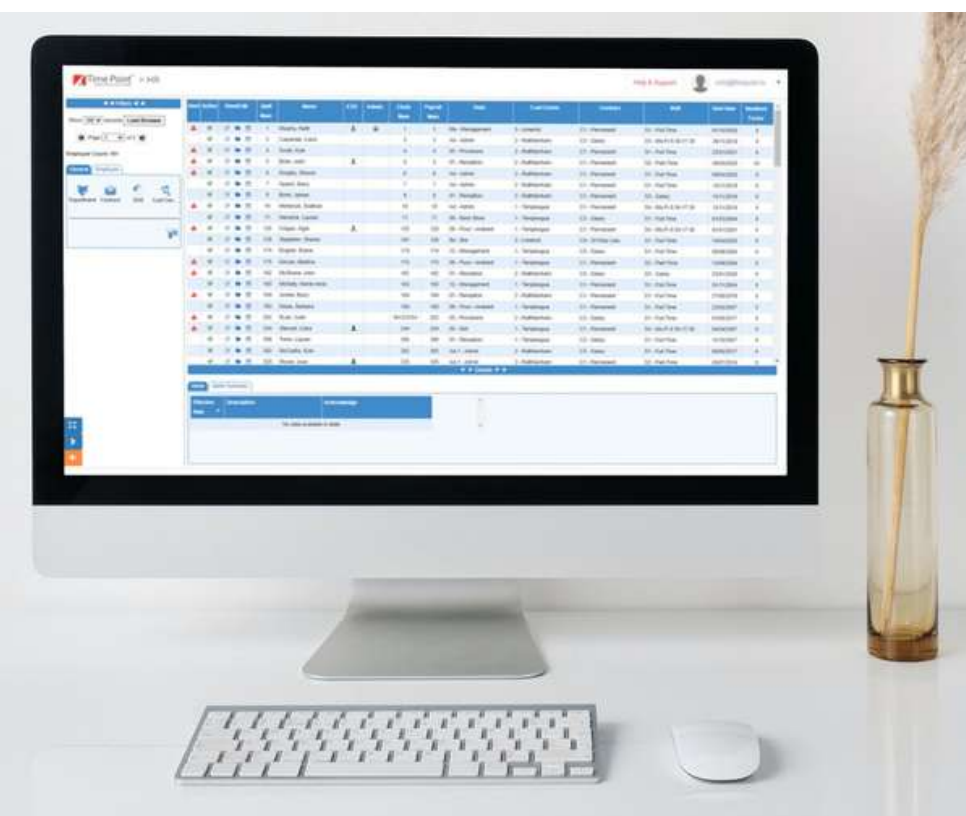
**Manage holiday entitlements**

**Staff holiday coverage checker**

**Approve or decline leave requests**

**Absence & holiday calendars views**

**Connecting every staff member**



# Absence Manager

## For the way **you work today**

Intuitive, fast and easy-to-use absence booking software on one platform

### Record absence times

Tracks and calculates every staff member's absence in accordance with company policy.

### Applies absence rules

Create paid and unpaid absence reason codes for scheduled and unplanned time off.

### Manages holiday balances

Updates each staff member's profile as their holiday days are approved.

### Staff holiday checker

Staff can view what dates are booked by team members before they request time off.

### TP Staff App

Staff members can view holiday and absence balances, send time off requests.

### Graphical calendars

Displaying colour-coded holidays and absences taken and booked by month.

### Empowering managers

Automate absence processes, managers can view, approve or decline time off requests.

### Pending breaches

Sends online alerts to key managers on pending breaches to absence policies.



**WORKFORCE MANAGEMENT  
& HR SOLUTIONS**

For the way you work today

## Connect Your Staff

### Staff App

- ✓ My Clock
- ✓ My Rosters
- ✓ My Balances
- ✓ My Holidays
- ✓ My Calendars
- ✓ My Requests
- ✓ My Pending
- ✓ My Jobs
- ✓ My Documents
- ✓ My Details

