

“Comprehensive Leave Manager allows us more flexibility in calculating employee time off information to accommodate the various policies of each of our companies.”

Cary Ripplinger, Deseret Management

Organizations gain flexibility to create and manage unlimited types of leave with many options for accrual calculations, waiting periods and maximums, while automatically tracking detailed leave history.

Manage all of your leave plans in one place

Configure your plans using your organization’s plan codes and descriptions, such as vacation time, (mandatory) sick time, personal time, administrative leave, comp, volunteer time, or whatever other type of time you want to track.

Manage all aspects of your plans

- Setup and automate complex accrual schedules
- Enforce waiting (probationary) periods
- Multiple options for carry-over rules
- Define frequency for accruals
- Set Accrual Maximums, balance caps, and carry over limits
- Configure hours to be used in the accrual

Manage mandatory paid sick leave

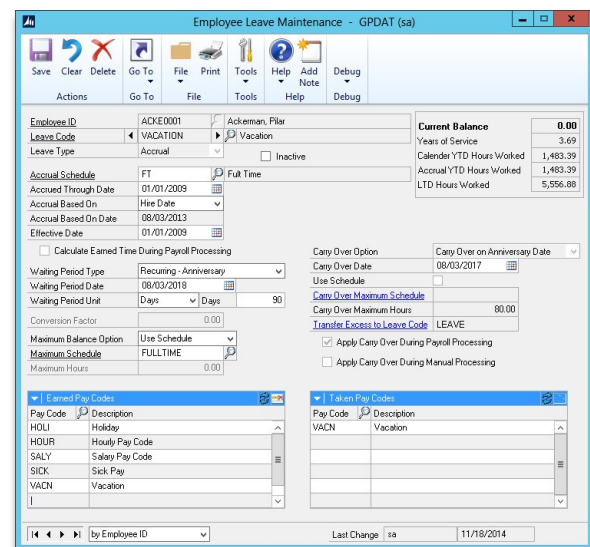
More cities and states are requiring employers to provide paid sick leave. Comprehensive Leave Manager is the perfect tool to help you manage this.

Simple employee FMLA tracking assistant

Identify specific pay codes used for FMLA. When these pay codes are used in a payroll transaction, this feature will automatically create an FMLA instance in Human Resources.

Make adjustments to leave balances

Comprehensive Leave Manager allows for leave adjustments, providing maximum flexibility to handle one-off adjustments to balance amounts. You can also create payout transactions that will get processed through your standard payroll cycle.



Quick leave assignment and mass assignment tools

Save time by assigning leave codes to large groups of employees and/or creating mass leave transactions for large groups.

Detailed transaction history for each leave type

Quickly display leave transaction history for any employee and then easily inspect individual transactions impacting the employee's balance. The exact date an employee took time off is also displayed.

Makes leave sharing among employees possible

Comprehensive Leave Manager easily coordinates leave time transfers to other employees when an employee in an unfortunate situation and needs extra leave time. Share, donate, or transfer leave time to other employees' sick banks easily.

Seq #	Created	Taken From	Taken To	Source	Audit Trail Desc	Check #	Earned	Taken	Adjusted	Pending	Balance	Created By
9	12/31/2017	0/0/0000	0/0/0000	Carry Over Adjustment			0.00	0.00	(27.07)	0.00	100.00	sa
8	5/6/2017	0/0/0000	0/0/0000	Paid Out	Termination - Pay out		0.00	10.00	0.00	0.00	137.07	sa
7	5/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000083	D0000000000000000001	7.69	0.00	0.00	0.00	147.07	sa
6	5/12/2017	5/10/2017	5/10/2017	Taken	UPRCC00000083	D0000000000000000001	0.00	(8.00)	0.00	0.00	138.38	sa
5	4/28/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000082	D0000000000000000000	7.69	0.00	0.00	0.00	131.38	sa
4	4/28/2017	4/25/2017	4/25/2017	Taken	UPRCC00000082	D0000000000000000000	0.00	(8.00)	0.00	0.00	123.69	sa
3	4/14/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000081	D0000000000000000001	7.69	0.00	0.00	0.00	115.69	sa
2	4/14/2017	12/23/2017	12/23/2017	Taken	UPRCC00000081	D0000000000000000001	0.00	(8.00)	0.00	0.00	108.00	sa
1	1/1/2017	0/0/0000	0/0/0000	Adjusted	BEGINNING BALANCE - GO LIVE		0.00	0.00	100.00	0.00	100.00	sa

"Comprehensive Leave Manager has really been a time saver and it keeps track of every transaction. The leave balances are always right and the accruals are always right. It's a great product."

Debbie Anderson, Valley Regional Fire Authority

Easily run reports to identify employees with lost time due to maximum or carry-over adjustments and transfer excess leave to another leave code

View lost time by calendar year, fiscal year, or all years. Specify a date range to view lost hours. You can even run the report for all employees or select individuals.

When an employee "loses" leave time due to a carry-over maximum, this lost time can be transferred to another leave code for tracking purposes, to be paid out, or to be used at a later time (if permissible).

Manager and employee self-service access to leave data

Through the HRM Self Service Suite, employees can easily access and view their leave balances and detailed transaction history, as well as submit leave requests for all leave codes.

Process leave at time of Payroll

Comprehensive Leave Manager is tightly integrated with your Dynamics GP Payroll system, processing leave transactions automatically with no extra steps required for your payroll staff.

Calculate the existing amount of liability for untaken leave time in your Financials

Excel-based reports and SmartLists are available to calculate the leave liability that needs to be recorded each month. The report shows each leave code and can be filtered by department.

Scan to see it in ACTION

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