

“As a company managing eight different payrolls and 2800 employees, Comprehensive Leave Manager has helped us handle multiple types of vacation accruals. I absolutely love it!”

*Trisha Tretter, Payroll Specialist, Mille Lacs Corporate Ventures*

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

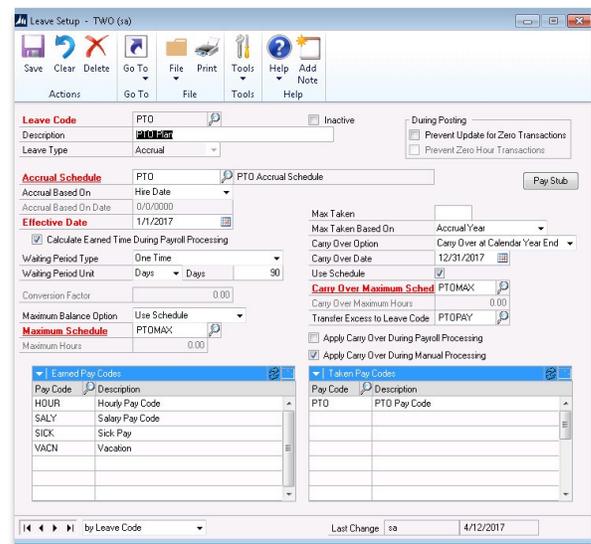
More cities and states are requiring employers to provide paid sick leave. Comprehensive Leave Manager is the perfect tool to help you manage this.

### 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	Remaining	Created By
19	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000095	11710	0.00	0.00	0.00	1.23	23.68	sa
18	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000095	11669	0.00	0.00	0.00	1.54	23.68	sa
17	4/12/2017	4/12/2017	4/12/2017	Taken	UPRCC00000095	11689	0.00	8.00	0.00	0.00	23.68	sa
16	4/12/2017	4/12/2017	4/12/2017	Paid Out	Requested Payout		0.00	48.00	0.00	0.00	31.68	sa
15	4/12/2017	0/0/0000	0/0/0000	Adjusted	Giving back 40 hours of vacation		0.00	0.00	40.00	0.00	79.68	sa
13	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000093	11648	0.00	0.00	0.00	3.08	39.68	sa
12	4/12/2017	4/12/2017	4/12/2017	Taken	UPRCC00000093	11648	0.00	(8.00)	0.00	0.00	39.68	sa
11	4/12/2017	0/0/0000	0/0/0000	Transferred	Transfer for illness		0.00	0.00	(12.00)	0.00	31.68	sa
10	4/12/2017	4/12/2017	4/12/2017	Adjusted	Employee-Add/View date incorrect - ac		6.50	0.00	0.00	0.00	43.68	sa
9	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000092	11647	0.00	0.00	0.00	2.77	37.18	sa
8	4/12/2017	4/12/2017	4/12/2017	Taken	UPRCC00000092	11647	0.00	8.00	0.00	0.00	37.18	sa
7	4/12/2017	4/12/2017	4/12/2017	Paid Out	Payout 8 hours		0.00	8.00	0.00	0.00	45.18	sa
6	4/12/2017	4/12/2017	4/12/2017	Paid Out	Requested Payout		0.00	12.00	0.00	0.00	53.18	sa
5	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000091	11646	0.00	0.00	0.00	1.77	65.18	sa
4	4/12/2017	0/0/0000	0/0/0000	Accrued	UPRCC00000090	11645	2.77	0.00	0.00	0.00	65.18	sa

"We have employees in multiple states and use Integrity Data's Comprehensive Leave Manager for all of our time off accruals. We implemented it in 2016 and it has been wonderful."

*Katelyn Koch, Payroll and HRIS Manager, Elim Care, Inc.*

## 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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