Leave & Absence Management

What is it?

Every organization, whether large or small, has to consistently manage employee leave. This means tracking how employees accrue time off, providing a system for inputting requests, monitoring accrual balances and more. At the end of the day, this can result in a lot of time, energy and money wasted by management on these daily occurrences. TCP's Leave and Absence Management features provide a modern, automated way to streamline your organization's leave management processes.

The Manager Experience

With TCP's Absence and Leave Management you can benefit from an easy, modern interface and the integration of other key areas of workforce management like Employee Scheduling and Time and Attendance.

The manager's experience includes:

- Real-time requests viewable either in a calendar or filterable list.

- Notifications through email or our TimeClock Plus software.

- Approvals via the manager's dashboard, Request Manager or directly from the email notification.

- Automatic updates to employee schedules and hours after approving a request.

The Employee Experience

For employees, the Absence and Leave Management capabilities are accessed through the same portal as their other daily operations, consolidating systems and removing unnecessary time and confusion.

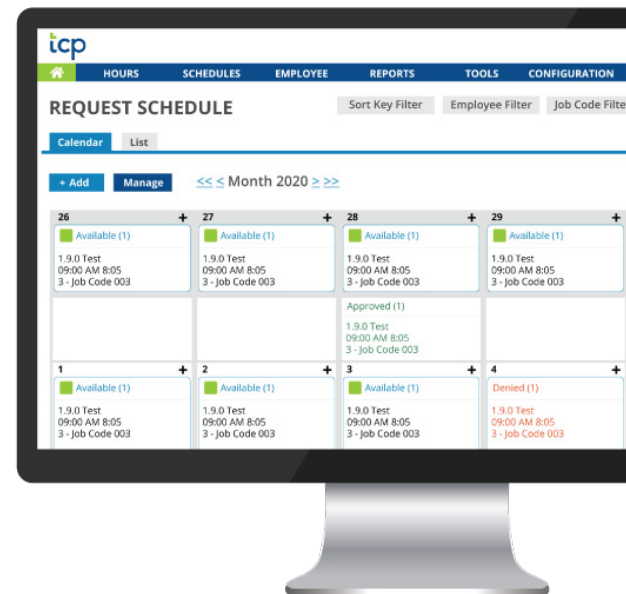**The employee's experience includes:**

- Viewing a live calendar for pending, approved and denied requests.

- Notifications for requests that are approved or denied via email or our TimeClock Plus software.

- Viewing of accrual balances and forecasting for future accrual balances based on requests and accrued hours.

- An efficient request submission process that can even be simplified to a few clicks.

★ ★ ★ ★ ★

"Easy Time Entry and Tracking"

It replaced a manual system for submitting hours worked and paid time off hours. We can request time off through the system and approved requests are automatically populated on the time sheets.

—— **HRIS Manager**
Mid-Market(51-1000 emp.)
G2 Review | Mar 16, 2021