



EMPLOYEE LEAVE MANAGEMENT SYSTEM

REPLACEMENT OF THE PAPER OR EXCEL BASED LEAVE AND PRESENCE MANAGEMENT WITH AN AUTOMATIZED, USER-FRIENDLY SYSTEM THAT ALSO FULFILLS THE LEGAL COMPLIANCE REQUIREMENTS.

KEY FUNCTIONS

- ✓ Stable operation even for **LARGE NUMBER OF USERS**
- ✓ Settings are easily configured to **YOUR SPECIFICATIONS**
- ✓ **TIME OFF SCHEDULING** for variable groups
- ✓ Approvers have the authority to approve events sequentially. Updates will be done by email.
- ✓ **CURRENT TASKS** of the logged-in user are listed **ON HOME PAGE**
- ✓ The number of the recordable days can be set in parameters
- ✓ Use of events marked as "Unknown" can be approved by the coordinator
- ✓ **E-MAIL NOTICE** of tasks and missed tasks to the manager/approver
- ✓ Generation of forms from the system (holiday cardboard, attendance list)
- ✓ **EXTENSIVE AND VARIABLE REPORTS**
- ✓ The system provides opportunity for planned Time off
- ✓ Planned time absences are made easy with one click
- ✓ **TIME OFF IS APPROVED BY** in the system by management



HYPERTEAM USA BUSINESS AND IT CONSULTING INC.

HyperTeam Business and IT consulting firm with offices in Budapest, Hungary and Naples, Florida. HyperTeam has considerable expertise in Business Architecture Analysis and Modeling, as well as expertise in Microsoft SharePoint design, development, and implementation. HyperTeam's European and US clients rely upon our successful track record built upon 10 years' experience with Microsoft SharePoint development and implementation. HyperTeam is a Microsoft Certified Partner and ISO Certified company. Learn more at www.hyperteam.com.

- ✓ **MANAGEMENT OF REPLACEMENTS**
- ✓ **OVERTIME AND TEMPORARY EMPLOYEES** can view reports
- ✓ Notification of **COMPENSATION DEMANDS**
- ✓ Attendance is shown and users can **EASILY REPORT THEIR WORKING HOURS**
- ✓ **APPROVAL OF EMPLOYEES' ATTENDANCE SHEETS ARE HANDLED** by one click

