

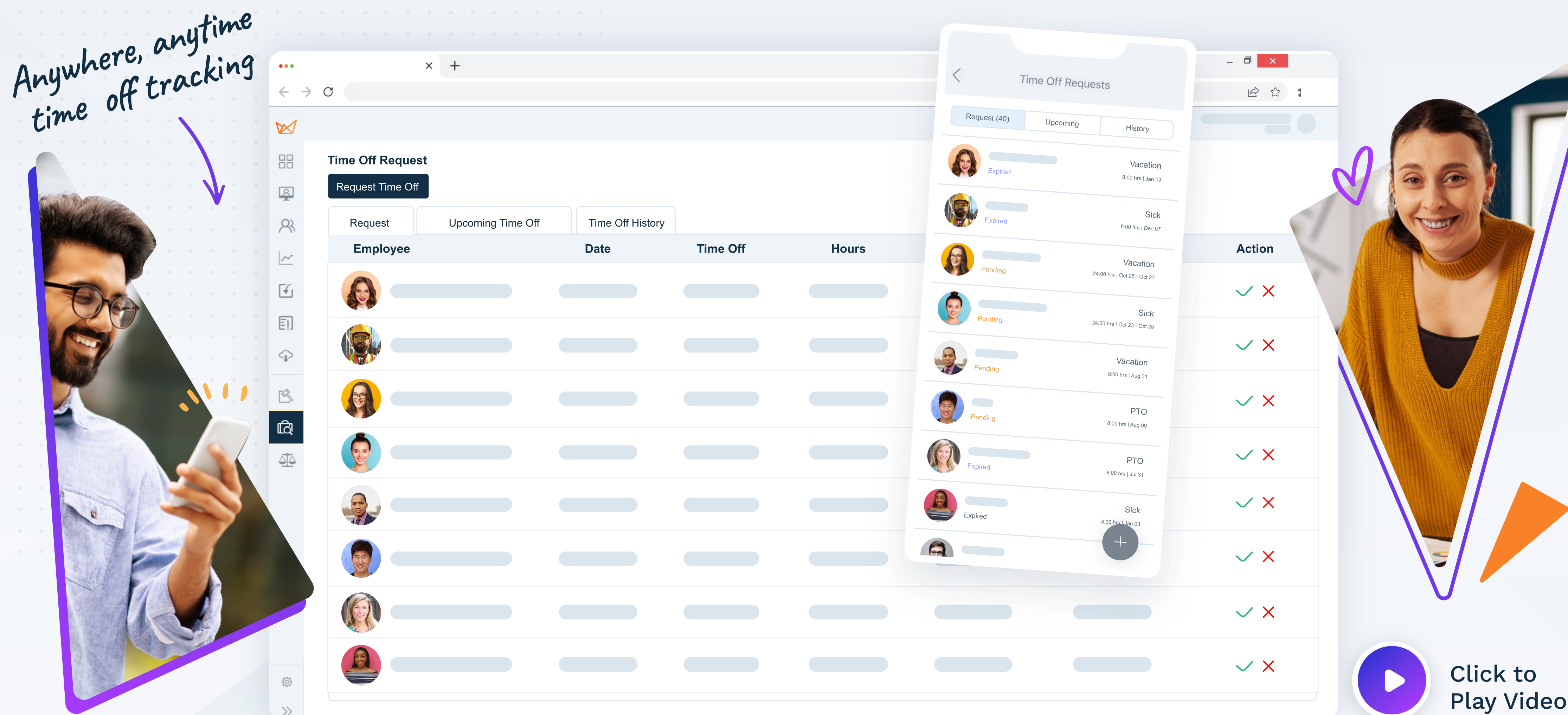
Say goodbye to time off headaches, hassles, and uncertainty

Remarkably Easy,
Automated Time Off
Management



Ensure compliance, reduce costs, reclaim productive hours

WorkEasy Time Off is cloud-based, centralized time off management for today's workforce, so you can work easier.



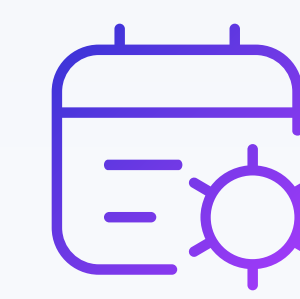
Create policies

Define time off types, accrual rules, and eligibility by defined groups.



Request time off

Empower employees to easily request time off from any device, anywhere.



Track & manage time off

Easily track and manage time off requests, histories, and balances.



Empower managers

Managers can review and respond to time off requests on the go!

One place for every time off action



Simplify time off policies

Streamline your workload and customize time off policies to meet your guidelines — then assign them companywide or to groups.



Easily set time off types

Use predefined time off types or create your own. At a glance, you can track balances, time already taken, and comp time.



Leverage flexible accrual options

Lose the spreadsheets: Automate accruals based on yearly, monthly, weekly, and pay period schedules or hours worked.



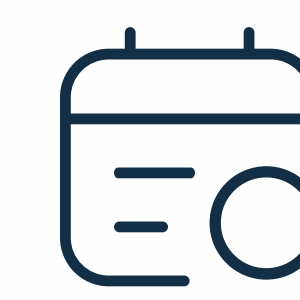
Simulate accrual calculations

Simulate how accruals for any employee will be calculated based on policy configuration combined with hire date and other variables.



Streamline the request process

Employees have the freedom to request time off anytime, on any device, and managers can review and respond as soon the request is received.



Create time off transparency

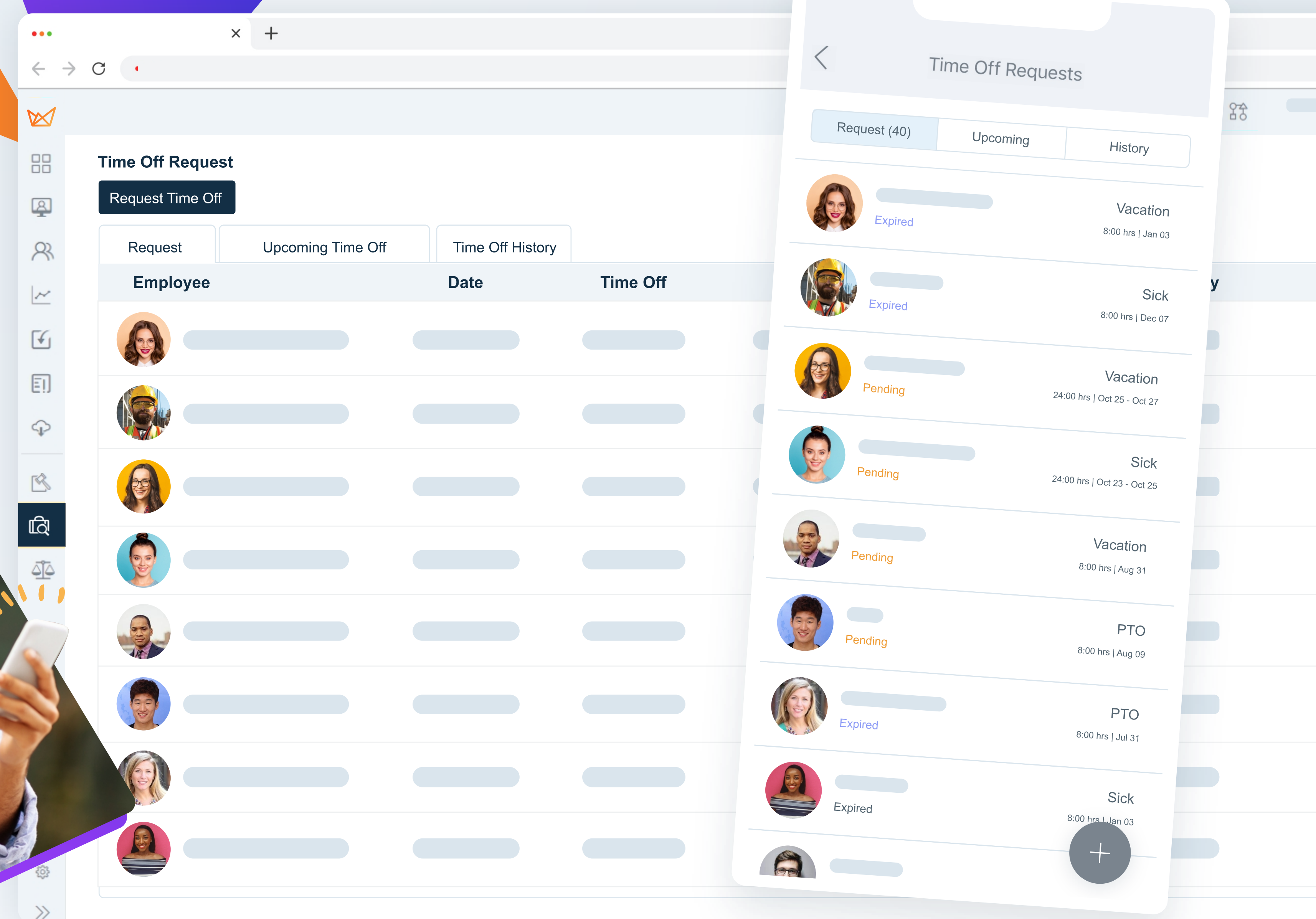
In addition to requesting time off, employees can easily see the time off they've taken and what their available balance is.

Time off management centralized

Increase employee satisfaction and reduce administrative headaches with intuitive workflows for easy time off processes.



 [Click to Play Video](#)



Enable employee forecasting

Employees can quickly see an accurate picture of available time off, future approved time off, accruals, and any carryovers they may have.



Ease scheduling for managers

Managers can easily view employee schedules and coworker absences while reviewing time off requests to make sure every shift is filled.



See who's going to be out when

An efficient dashboard widget lets managers quickly see employees who will be out on any date, ensuring time requests off won't be disruptive.



Effortlessly manage holidays

Save time and ensure accurate holiday tracking with automatically generated dates for current and upcoming years.



Ensure accurate holiday pay

Set up rule-based eligibility criteria and group configurations for holiday pay, and tailor pay configurations for employees who work on a holiday.



Create flexible holiday dates

Reclaim time and eliminate headaches by creating recurring holidays or setting specific dates for holidays that change annually.

FAQs

Can I use WorkEasy Time Off for time off requests — but accrue it in my payroll software?

WorkEasy Software can import an employee's initial time off balance at the beginning of the year and then, at the end of each pay period, generate an export file out of WorkEasy Time Off that you can import into your payroll system.

Can WorkEasy Time Off automatically accrue an employee's PTO hours?

Yes, you can customize an employee's PTO accrual rules and define when the hours are awarded. The accrual options include yearly, monthly, weekly, per pay period, and based on hours worked.

Can managers and staff view employee time-off requests?

Yes. Managers can see pending and approved requests for any period, and employees can see the same information (unless you've used the option to prevent employees from seeing someone else's pending or approved time off.)

Beyond Features and Functionality: Dedication, Pride, and Years of Experience

We do more than put the most innovative workforce management tools in your hands. We support you at every step with teams of specialized experts dedicated to making your experience remarkable.



Talk To Us