



TIME MANAGEMENT

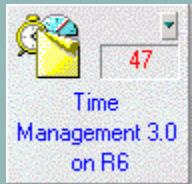
Lotus Notes Solutions

Open Licenses—Simply Better

Time/Travel/Expense

SPECIAL POINTS OF INTEREST :

- > Track, Manage, and Share Employee Time-off information
- > Controls and rules managed by Human Resources
- > Built-in supervisor approvals
- > Share a group calendar
- > Single entry updates Employee profile and Calendar



OPTIONS :

Travel Management

Expense Management

Timesheet Management

On-the-fly Excel Reporting

Departmental Calendars

Out of Office tracking

Comp Time Management

Know where your team is regardless of time and location. Single-entry design saves time. Human Resources sets up and maintains the standards for your firm. HR and employees are in sync with available and approved time-off information. All information is secure and viewable only by those authorized. Only notifications are e-mailed, ensuring data will not be lost. A profile is maintained for each employee to house HR and time-related information. Each employee can view only their information and request time-off. Supervisors can view their team profiles and approve their time-off requests.

HR can view, create and edit all employee profiles.

Profiles are archived each year for a complete history. Only HR can see the Personnel Administration views.

The Time-off form allows two weeks of entry per request. The request is validated against the employee's profile to ensure enough days off are available. A notification is sent to the employee's supervisor. Unlimited updates are permitted by the employee while maintaining a completed audit trail. All notifications, profile maintenance, shared calendar and personal calendar updates

are automatic. Time Management includes a global calendar for all employees and optional calendars by department. You can keep tabs on those employees who are working but are out of the office. A quick data entry form allows employees to enter dates, locations, and contact information. Once the form is saved the calendar is automatically populated.

Add-on capabilities include travel, expense, and timesheet management. The calendar can be exported to Excel (Weekly Attendance Report).

All design and data is housed in ONE customizable Lotus Notes database.

	▼ Nancy Jones	2004
	24-Nov-2004 Time-Off Request	
	12-Apr-2004 Time-Off Request	
	▼ 24-Mar-2004 Out Of Office	
	24-Mar-2004 Out Of Office Change	
	▼ 22-Mar-2004 Time-Off Request	
	▼ 22-Mar-2004 Time-Off Request Change	
	23-Mar-2004 May need you in the office... (Wayne P. Scarano)	
	07-Mar-2004 Comp Time Request	