**Business Intelligence** 

# Leave of Absence System (LOA)

## **Overview**

Manpower planning has taken on a new dynamic role and is rapidly growing into a key business activity in international business.

The LOA is a web-based application providing employees a secure, efficient method for requesting time off. Management, Supervisors or Team Leaders can access all employee attendance status and attendance history. Management reports are provided in yearly, monthly and daily aggregations to aid in future manpower planning.

|                            | New Request                                 | Existing Request            | Exit              |
|----------------------------|---|-----------------------------|-------------------|
| 3 03                       |   |                             |                   |
| 1                          |   | Leave Of Absen              | ce Request Syste  |
|                            |   | New Per                     | sonal LOA Reques  |
| and a second               |   |                             |                   |
|                            |   | Curren                      | t Login: Dave Pag |
|                            |   |                             | Badge: 0245       |
|                            |   |                             |                   |
| Reason for request:        | Personal                                    |                             |                   |
|                            | Note: Must be arranged pre-approved by a su | pervisor/HR.                |                   |
| Description:               | My dog died.                                |                             | ^                 |
|                            | 0   |                             |                   |
|                            |   |                             |                   |
| Supervisor:                | Frank Thomas                                |                             |                   |
| Supervisor:<br>Start Date: | 07/18/2005 Note:                            | TIPS, PTO only if available |                   |

#### At a Glance

- Weekday (Mon. vs. Tues vs. Fri.) metrics, Departmentally analyze
- Employees can check LOA status via a team workstation or kiosk.

| t Screen Admi<br>age Request Si   |                  | Inclus                   |                                      | onal LOA<br>rgency LOA   |                               |            |
|---|------------------|--------------------------|--------------------------------------|--|-------------------------------|------------|
| eral Admin.   | LIEEII AL        | <i>µ</i> 111111.         | Lille                                | Igency LOA   |                               |            |
| rity Admin.   |                  |                          | -                                    |  |                               |            |
| te Requests   |                  |                          |                                      | Leav   | e Of Absence Req              | uest Syste |
| age LOA Reque   | octe             |                          |                                      | FLO  | A Input Screen Ad             | mininteret |
| ige con neque   | .313             |                          | 1                                    | ELU  | A input Screen Ad             | ministrat  |
|   |                  |                          |                                      |  |                               |            |
| /   |                  |                          |                                      |  | Current Login                 |            |
|   |                  |                          |                                      |  |                               |            |
|   |                  |                          |                                      |  |                               |            |
|   |                  |                          |                                      |  |                               | adge: 021  |
|   |                  |                          |                                      |  |                               |            |
|   |                  |                          |                                      |  |                               |            |
|   |                  |                          |                                      |  |                               |            |
|   | £                | -41                      |                                      |  |                               |            |
| eason Cor   | nfigura          | atio                     | n                                    |  |                               |            |
| eason Cor   | nfigura          | atio                     | n                                    |  |                               |            |
| eason Cor   | nfigura          | atio                     | <b>1</b><br>Edit                     | Note   |                               |            |
|   |                  |                          |                                      | Note<br>Hay be required to provide documentation.  | В                             |            |
| Reason  | Enable           | Note                     | Edit                                 |  | B<br>Desc. Required           |            |
| Reason<br>Personal Illness  | Enable           | Note                     | Edit                                 | May be required to provide documentation.  | Desc. Required                |            |
| Reason<br>Personal Illness<br>Family Illness                                  | Enable<br>V      | Note                     | Edit<br>Edit<br>Edit                 | May be required to provide documentation.<br>Must specify family relationship.   | Desc. Required                |            |
| Reason<br>Personal Iliness<br>Family Iliness<br>Daycare Issues                | Enable<br>V<br>V | Note                     | Edit<br>Edit<br>Edit<br>Edit         | May be required to provide documentation.<br>Must specify family relationship.<br>May be required to provide documentation.  | B<br>Desc. Required<br>V<br>U |            |
| Reason<br>Personal Iliness<br>Family Iliness<br>Daycare Issues<br>Bereavement | Enable<br>V<br>V | Note                     | Edit<br>Edit<br>Edit<br>Edit<br>Edit | May be required to provide documentation.<br>Must specify family relationship.<br>May be required to provide documentation.<br>Please indicate associated family member. | B<br>Desc. Required<br>V<br>U |            |
| Reason<br>Personal Iliness<br>Family Iliness<br>Daycare Issues<br>Bereavement | Enable<br>V<br>V | Note V V V V V V V V V V | Edit<br>Edit<br>Edit<br>Edit<br>Edit | May be required to provide documentation.<br>Must specify family relationship.<br>May be required to provide documentation.<br>Please indicate associated family member. | B<br>Desc. Required<br>V<br>U |            |

"I would highly recommend LOA Request System to anyone needing a solution to save paper and administrative costs. The system saved us approximately \$30K per year in labour and paper costs!"- Daimler Trucks North America

Executives, HR and team members must not only collaborate, but not be burdened with the underlying workflow of the process.

IES Group specifically designed LOA to notify HR of LOA employee request via a LOA request inbox. Employees can check LOA status via a team workstation or kiosk.

LOA integrated with all Federated Identity systems, allowing employees and HR to securely collaborate seamlessly.

### **Key Benefits**

- Complete employee attendance management
- Unlimited custom leave categories
- Employee login and leave request module
- Enterprise level Microsoft .NET and MS SQL Server architecture
- Export reports to Excel
- Weekday (Mon. vs. Tues vs. Fri.) metrics, Departmentally analyze

#### Why IES Group?

IES Group has over a decade of experience implementing complex software modeling & reporting systems empowering quick real time information based decisions.

