

How It Works

- 01.** Human Resources: Enter Employee Balances
- 02.** Employee: Create Vacation Request
- 03.** Manager: Approve Vacation Request
- 04.** System: Adds Approved Vacation to Employee Time Card

Human Resources or Payroll Administrators:

- * Enter and review time off allotment balances for all employees on a mass processing screen or for single employees on the employee profile screen
- * Easily create allotments for a new payroll year and carry over balances based on additional settings for each earning type
- * Manage vacation approvals using Acumatica's approval map & notification templates

Managers:

- * Approve vacation requests directly in Acumatica
- * Verify employee vacation balances from the vacation request form

End Users:

- * Enter Vacation Requests and have them flow through an approval process in Acumatica
- * Review their time off balances from either their vacation request or weekly timecards
- * Approved vacation time automatically populates their weekly timecards

Sectors Served:

- * Any business utilizing Acumatica's time entry module

System Requirements:

- * Time and Expense Module must be enabled
- * Compatible with Acumatica 2019 R2 and above

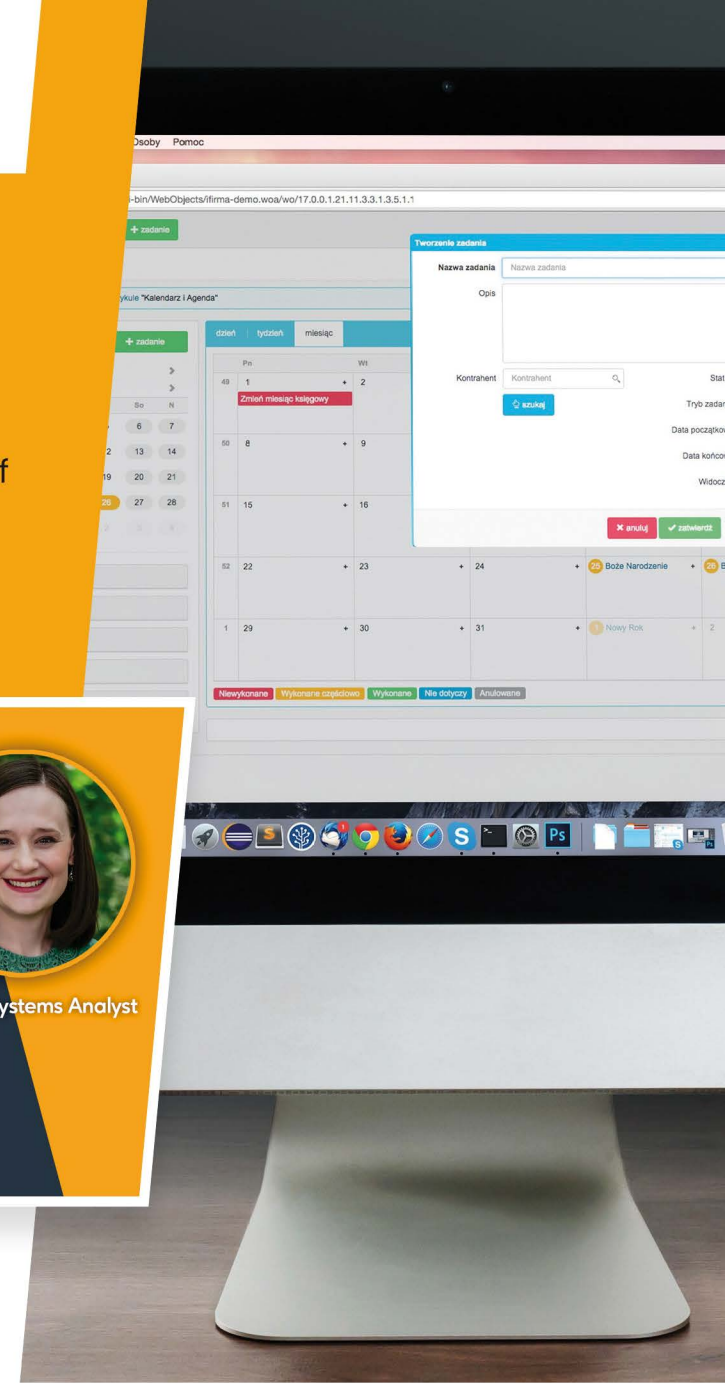


Employee Leave for Acumatica

Bring all your vacation and time-off tracking directly into Acumatica, without an expensive human resources module! Take advantage of integrated processing to simplify your vacation processing and minimize manual processing and paper shuffling.



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Features

- ✓ Fully Integrated within Acumatica, available in the browser.
- ✓ Simple implementation with minimal configuration and low learning curve.
- ✓ Track employee annual allotments for vacation and other earning types such as flex time or sick leave.
- ✓ Improve employee self-service by:
 - * Bringing vacation requests into Acumatica and utilizing Acumatica's approval workflow;
 - * Automatically creating time activities from approved requests to populate timecards;
 - * Enabling employees to quickly view their available time off balances.