



Vacation Tracker 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.

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

How it Works



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