

# Coming Soon: Absence Management

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**March 1, 2017** – In spring 2017, Payworks will launch its new Absence Management module, an easy-to-use time off request system that integrates with payroll and lets you intelligently and efficiently track employee absences.

Features include:

## **Smart and Efficient Functionality**

- + Integrated to Payroll, Employee Self Service, and Time Management for a seamless user experience
- + Easy-to-use design and navigation
- + Intelligent multi-day time off requests, including recognized weekends, holidays, etc.
- + Manager access to employee accrual balances
- + Manager and employee access to all historical information

## **Extensive Configuration Options**

- + Highly customizable administrative functionality
- + Unlimited time off types with integration to payroll when applicable
- + Establish company and employee-based defaults, including typical workweeks
- + Configurable holiday calendars for different groups of employees
- + Optional ability to configure approval authorization for Absence Management

## **Powerful Manager Toolset**

- + Manager request review dashboard
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Advanced filter capabilities to focus on absence types, departments, or specific people
- + Summary tables of employee activity across all absence types

## **Mobile-Optimized Employee Self Service**

- + Time off request screens include a convenient balances table
- + Employees only see the holidays, time off types, and accrual balances that apply to them
- + Calendar view provides insight into a month at a glance with powerful filtering options and embedded request editing tools
- + Clean design that supports both simple requests and complex multi-day time off requests

To learn more, contact Payworks at 1.866.788.3500 or visit [payworks.ca](http://payworks.ca).

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## **Payworks**

*Doing business to business, person to person: Payworks is a national leader in the field of total workforce management solutions and provides online solutions for payroll, human resources, and time management to more than 15,000 businesses across Canada.*