Managing leave approvals online

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There is one benefit at work that has an emotional connection with each and every employee in the organization. What is that benefit, you may ask? It is -Paid leave!

Every working person needs leave from work – be it for a family holiday, wedding, visiting home town or something necessary such as children's school functions, visits to hospitals or just taking a break from work. Everyone needs time off from work to cater to these needs. Employees are happy when the leave management system works efficiently and their leave balances are maintained correctly. An organization therefore needs to manage leaves of employees well.

We have seen mails being sent back and forth by irate employees when leave balances are incorrect and not managed efficiently. Employees get unhappy and managers spend a lot of time fixing the perception that leaves have not been are managed correctly.

With PayOne's Leave Management module, your organization can now offer complete transparency into the leave management process. PayOne adds efficiency to the entire leave system of application, approval and recording of leaves. The system allows employees to check for his/her leave balance online. The employee can apply for leave and PayOne sends the application for approval automatically to the concerned manager. The leave is also validated against the leave rules. Organizations may have rules such as privilege leave can be taken only twice a year or in the tranches of 5 or more. Such rules can be built into PayOne while setting the leave policy. The setup is very simple and menu driven. It is done once and then works the same for all leave applications.

Each leave application, approval or rejection triggers a mail so an employee is always aware of the leave status. What more, managers have the facility of approving leaves by just clicking on a link in the mail. No separate logging in and no extra effort is required. All the managers find this feature very useful.

Leave management need not be an expensive system. Ask us for a quote and you will be surprised how easily affordable the system is. Many of our clients are already using the leave management system successfully. Please check it out to see how easily your New Year's resolution of employee satisfaction can be achieve with PayOne!