workforce go!™

LEAVE MANAGEMENT

REQUEST MANAGEMENT

Request leave of absence

Approve requests

Reject requests

Manage requests

Modify balances

Employee self-service (ESS)

Leave of absence workflow — customizable configuration

Qualifier questionnaire

VIEWS

View history

View balances

Leave of absence calendar

Entitlement based on leave profile

Global entitlement report — employee entitlement amount, what has been taken, balance, type of leave, entitlement as of date, taken as of date

Ad hoc reports

MANAGER TOOLS

View leave requests for any employee

View leave cases for any employee

Add new case

Close existing case

MOBILE

Request leave of absence

Approve requests

Reject requests

COMPLIANCE

Continuous leave tracking

Intermittent leave tracking

Automated tracking of leave eligibility, including the hours worked eligibility criteria rule, type, and duration

Automated notifications

Department of Labor forms

LEAVE ADMINISTRATION

Leave profile configuration

Populate timesheet from leave case

Append HR documents directly to an employee's case record

Permissions — determine what functionality employees or managers have