

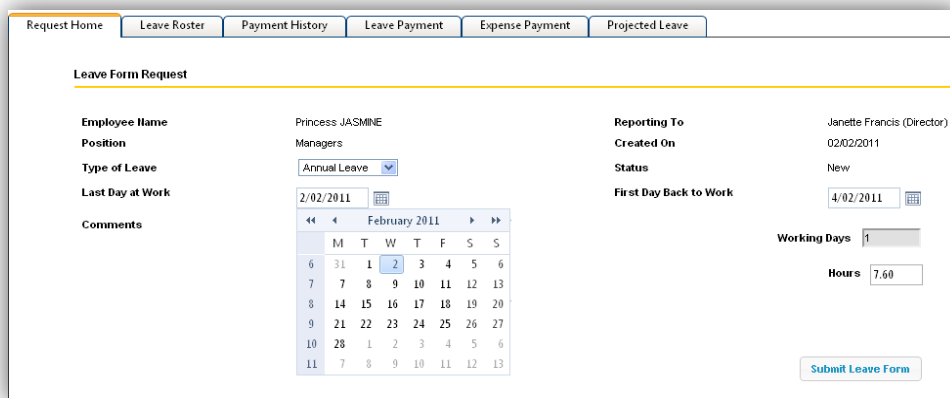
eWorkflow

Web Based Leave and Expense Management

eWorkflow is our web based leave management. solution.

By enabling employees and managers to apply and approve leave applications over the web, eWorkflow can provide a powerful tool to enhance your efficiency and improve the integrity of the leave management process.

Applying for leave can now be done online in a few easy steps:



Key Features

Can cover all leave categories, training & expense reimbursements

You control the rules of when applications escalate if the manager is away

Dynamically create an organisational chart online

Managers can initiate applications on behalf of employees (i.e. personal leave)

Fully integrates into ESS

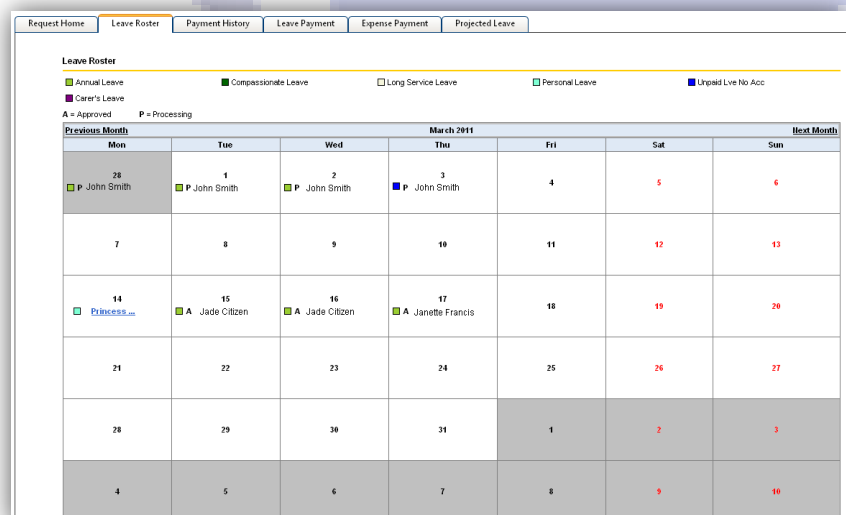
What are the Benefits?

- Eliminates paper forms, faxing and lost forms.
- Ensures that leave applications will be dealt with in a timely manner, even when you are out of the office.
- Managers can view leave balance and leave roster implications prior to approving leave.
- Approved leave automatically integrates into the ePayroll application.
- Employees and managers can project future leave balances.
- Managers have an audit trail of applied leave.

How Does it Work?

Employees on-line leave applications are automatically routed to their manager. Before approving or declining the application managers can review the roster implications, the employees leave balance and even project the employees leave into the future. After approval the application can be automatically incorporated in the next payroll.

Entire leave rosters can now be viewed all on one screen



Leave Roster						
<input type="checkbox"/> Annual Leave <input type="checkbox"/> Compassionate Leave <input type="checkbox"/> Long Service Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Unpaid Live No Acc						
A = Approved P = Processing						
Previous Month	March 2011					Next Month
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28 P John Smith	1 P John Smith	2 P John Smith	3 P John Smith	4	5	6
7	8	9	10	11	12	13
14 Princess...	15 A Jade Citizen	16 A Jade Citizen	17 A Janette Francis	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10



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