

# TimeOff

## Discover Hassle-free Time Off Tracking and Enforcement

Replicon TimeOff automates time off tracking and enforcement, ensuring your company is appropriately staffed and in compliance.

“ Hyatt employees instantly understand their balances, identify who is away at-a-glance, and create a submission with one click of the mouse. Hyatt Managers approve requests easily and generate reports in a few minutes. ”

**Tara Sherman, Director of Human Resources,  
Hyatt Hotels Corporation**

## The challenges of managing employee time off

Managing time off is complex, time-consuming, and a major liability for most businesses. Managers lack visibility into time off schedules and balances, making it difficult to ensure adequate staffing and adherence to internal policies. Employees don't have an easy way to request time off and view their balances, so they often end up overloading their Human Resource department with frequent inquiries.

For Human Resources, policy enforcement is an even greater challenge. Calculating time off accruals, administering end-of-year resets, and applying other rules and regulations can be a huge administrative headache.

## Simplify time off tracking with a centralized solution

Replicon's TimeOff is a cloud-based solution that makes the time off tracking experience completely hassle free. Easily create time off policies, enforce compliance, automate accruals, and share real-time balances with employees to ensure adequate staffing and avoid time off disputes.

Streamline and simplify time off requests

TimeOff empowers employees with self-service capabilities and full visibility into time off balances, eliminating frequent inquiries to HR.

Improve employee staffing and scheduling

With full visibility into employees' time off, managers can ensure adequate staffing and scheduling, minimize costly overtime, and plan ahead.

Ensure compliance and avoid disputes

Automatic accruals and end-of-year resets help prevent employees from taking time off they haven't earned, and ensure they use the time off they deserve.

Accurately manage time off balances and liabilities

Automatic time off accrual and balance calculations enable tracking and reporting on balances and liabilities for all types of time off—without the typical administrative hassle.

“ We needed a system where employees could see their own vacation balances themselves, rather than always having to ask the payroll department or their manager. ”

**Harpreet Sandhu, Payroll & Benefits Administrator,  
1-800-GOT-JUNK?**



**REPLICON** My Replicon Team Payroll Reports Administration

Time Off  
1 Waiting for Approval | 1 Rejected

**Book Time Off**

Type: Vacation

Start: Jan 29, 2013 Full Day

End: Jan 29, 2013

Additional Details

Comments (Optional)

Submit for approval Cancel

Calendar: January

Sunday 30

6

13

Days Off Previous 12 Months

Days Available Now: 11.4

Days Requested: 1

Days that will Remain: 10.4

Approvers: Anderson, Richard; Kelly, Greg

Easily request vacation, sick leave, and other types of time off

Book partial or full days off and export TimeOff data to Outlook

Track time off requests and view up-to-date time off balances

### Real-time Calendar View

- Gain visibility into co-workers' time off schedules with the calendar view
- Easily identify scheduling conflicts
- Automatically display company holidays

### Flexible Approval Workflows and Reminders

- Configure multi-path approvals for time off requests
- Schedule email notifications to alert approvers and employees of submissions and approvals
- Centrally view time off balances and requests in the Team View

### Powerful Reporting Functionality and Seamless Integration

- Get real-time visibility into time off data with standard reports
- Configure reports to display data the way you want to view it
- Effortlessly transfer data to or from any Payroll/HRMS/ERP/in-house system

**REPLICON** My Replicon Team Payroll Reports Administration

Administration > Time Off Types > Edit Time Off Type

**Edit Time Off Type**

Basic Information:

Name: Vacation

Pay Code: Time Off

Description:

Type: Time Off

Track Time as: Track As Time Remaining

Enabled: ☒

Booking Required: ☒

Default Policies for New Users:

Policy Type: Set of policies based on users' anniversaries

Effective Date	Balance	Accrue	Reset	Advanced
Start Date	Set to 0 day(s)	By 0.5 day(s) Semi-monthly on the 1st & 16th	No Reset	No Limits
After 2 year(s)	Previous Balance	By 0.75 day(s) Semi-monthly on the 1st & 16th	No Reset	No Limits

Add New Policy

Save Cancel

Easily peg time off allowances to employee anniversary dates

Schedule resets to account for carry-forward policies and define overdraw limits

Quickly set automatic accruals to be earned regularly



## Contact Us

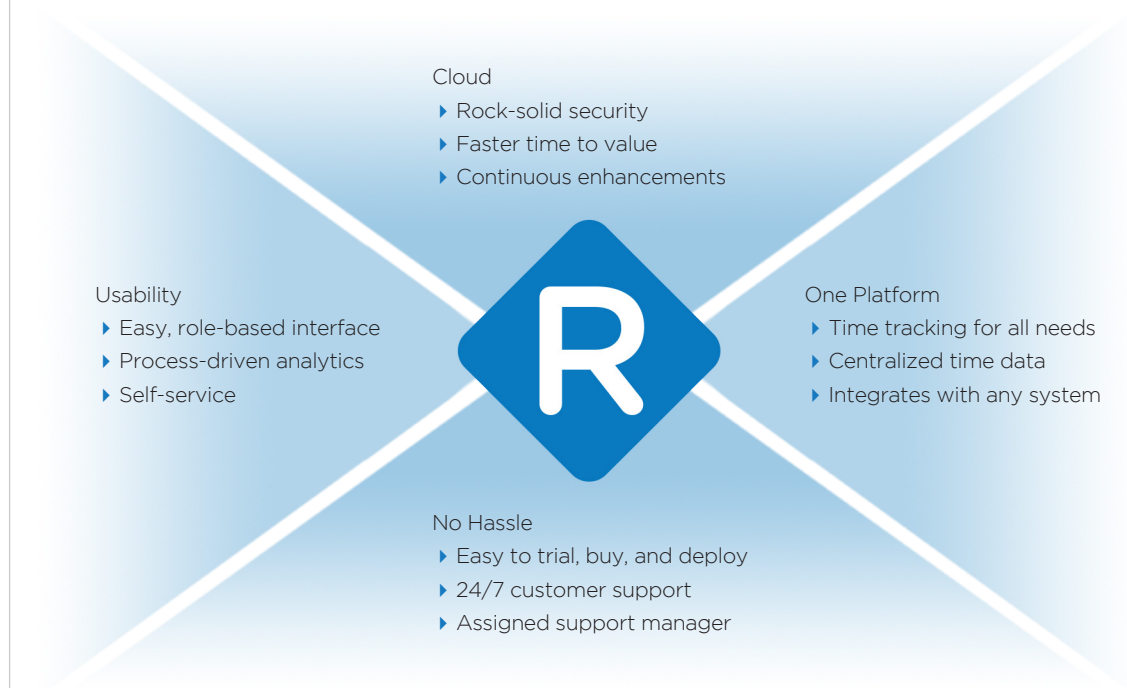
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Replicon's cloud time tracking solutions deliver greater insights, reduce the risk of non-compliance, and help organizations optimize their business processes to drive down costs and increase performance. This is what makes Replicon unique:



### Expand your TimeOff capabilities by adding one of our robust time tracking solutions:

#### TimeBill

Eliminate billing errors and inefficiencies with accurate time tracking.

#### TimeCost

Track project costs and ensure on-time project delivery.

#### TimeAttend

Track time and attendance data, reduce payroll errors, and improve compliance.

### About Replicon

Replicon is the leading provider of cloud-based time tracking software. Our award-winning solutions are used by more than 1.5 million people in over 7,800 organizations across 70 countries. We help customers to better manage workforce attendance, expenses, projects, professional services teams, and shared services resources.

Our diverse customer base — from start-ups to Fortune 500 companies — trusts Replicon to help reduce compliance risk, keep costs down, and provide greater insight into business performance. Clients include: FedEx, MetLife, New Zealand Transport Agency (NZTA), Novartis, Orbitz, and Xerox. Replicon is a global company with employees in Australia, Canada, India, the United Kingdom, and the United States.

### Want to try it for your business?

Get your free trial now. Free one-on-one support is available throughout the trial. [www.replicon.com/freetrial](http://www.replicon.com/freetrial) or contact us.