

EMPLOYEE ABSENTEE

The **Employee Absentee Module** manages the input of leave used and the assigning of any known substitute information. Remote locations, where the information originates, may enter minimal information that feed the central office payroll staff. Designed for simple remote operation, this module requires little leave or substitute management information. Enter the data remotely or within the central office. Substitute data is not required for processing leave used. The **Employee Absentee Module** integrates with the **Leave Management, Substitute Management, Personnel** and **Payroll** modules for efficient processing of leave and substitute information.

Features:

- Interfaces with the **Xpert Payroll Module** to provide leave / substitute pay information
- Enter leave and substitute information or just leave information
- Assign substitutes by specific employee/job and automatically charging the appropriate expenditure account
- User defined search criteria limits the group of substitutes to select from, simplifying the process and ensuring selection of desired substitutes
- Enter substitute information by remote sites or by central office
- Edit reports verify data entered prior to submitting
- Enter leave used before the absence or after the absence
- Ensures the selected substitute is qualified to replace the absent employee

Standard Reports

Employee Absentee Report

Employee Absentee Verification Report

In addition, **User Defined Reports** are available using the **Report Generator**.