

# HUMAN RESOURCES **LEAVE PLANNING**



### Key Benefits

- Integrated to Payroll
- Automated leave request processing
- Real-time leave approvals
- Leave forecasting and analysis



## Leave planning

Effective leave planning is essential to the productivity of any business. Companies frequently rely on manual leave planning systems that fail to provide a reliable picture of staff leave. A measured, strategic approach is required to minimise the effect of leave on your organisation's day-to-day operations.

### Using Greentree to increase your organisation's productivity

Streamline your organisation's leave planning procedures and minimise the time and resource demands on HR and management staff with Greentree's Leave Planning functionality in HRM. Greentree's Leave Planning provides administrators the automated tools to manage the organisation's leave register and give employees access to their leave accruals, requests and approvals electronically.

Leave Planning is a paperless solution to the time-consuming leave administration process that assists employees and management to maintain accurate and timely leave information.

### Easy leave booking for employees

Staff can quickly benefit from this user-friendly interface to request the various types of leave available. Leave Planning automates the process so employees can be informed of Leave Request Approval or Cancellation via email and review the status of their request at any stage. Leave Planning takes the waiting out of staff leave requests

HR Leave Forecast

Employee: 1002 Surname: ASTON First Name: APRIL View All

Leave Type	Description	Last Accrued
102	Annual Leave	15/5/2013
303	Sick Leave	2/5/2013
204	Long Service Leave	2/5/2009

Forecast up to: 7/8/2013

Forecast

Forecast Accruals for 2012 - Annual Leave

Current Balance at 15/5/2009 Hours: 331,506 Days: 41.44 Weeks: 0.00

Forecast Balance at 7/8/2013 Hours: 956,797 Days: 114.59 Weeks: 0.00

Subsequent Transactions

Entitled Date	Transaction	Reference	Hours	Days	Weeks	Transaction
1/8/2013	HR Leave Request	1002	30.0000	4.75	0.30	Leave Request for 1/8/2013 to 5/8/2013
7/8/2013	HR Forecast		963.797	12.90	0.30	Accrual for 1/8/2009 to 7/8/2013

Forecast Accruals

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Ready There are 3 Employees



"Very, very alive!"



with an accurate, up-to-date picture for employees and managers alike.

#### Staff Leave at a glance for management

Unplanned staff absences can have a significant impact on your business. Now managers can control staff leave and absences, with an intelligent work place tool to view and authorise or reject leave in real time through the appropriate management hierarchy. Staff leave can be tracked and analysed to ensure crucial peak periods are covered and that individual departments are adequately staffed.

#### Leave accruals at your fingertips

Leave Planning easily allows staff and managers to view leave history and quickly calculate leave accruals for an individual. Leave Planning can display holiday, sick and other leave accruals in hours, days and weeks to assist employees in planning future leave requests. Managers can also view outstanding leave entitlements for resource planning and analysis.

#### Leave reporting on demand

Imagine your organisation's leave for a team, department or individual in a customised report format. Now manage-

ment can get a true and accurate picture of consolidated leave across a range of criteria for reporting, analysis and future scheduling.

#### Secure information environment

As with all Greentree modules, Greentree's Leave Planning permits only assigned users and teams access to specific functions and information. Each individual's leave records are secured so that only authorised staff can retrieve information or approve leave requests. Greentree gives the option to employ security rules that can be applied to individuals as well as teams giving the ability to perform only authorised functions or access particular records.

## Integration with other Greentree Modules

Greentree's modular system builds upon and integrates with all other modules to ensure that every drop of business intelligence is extracted from every transaction right across the business – nothing goes to waste. This translates into aggregated business value and you need only purchase the modules that best fit your business.

“Greentree has taken us that step further. We now have our finger on the pulse of the business more than we ever could in the past.”

*Paul Italiano, General Manager - Maria's Pasta*



### Related Modules

- Contacts & Relationships
- Payroll
- Workflow
- Approvals & Alerts
- Recruitment
- eHRM
- Occupational Health & Safety



Leave Planning integrates with core Human Resource and Payroll modules to optimise HR resources and employee data in a 'live' environment.

#### Leave Planning integrates in real-time with Greentree modules:

- Human Resource Management
- Payroll
- eTimesheets
- eHR Employee Self Service
- Workflow

## KEY FEATURES

### Leave Requests

Leave Request Entry allows staff to request leave by date, type and reason while automatically updating hours, days and weeks of specified or calculated leave on the screen. The employee can receive an email on approval or alternatively, if leave is rejected or cancelled, the reason can be documented and communicated back to the employee in real time.

### Approval

The approval process is a one-stop function for managers to review, approve or reject a leave request for an individual or a team. Managers are provided real time information on not only the employees current entitlement, but the predicted future entitlement when the leave is to be taken. Greentree allows managers to view all leave requests simultaneously for specified dates, branches, profit centres etc, so that any specific requests can be viewed in context of the overall staffing.

### Forecasting

Greentree provides an innovative tool that allows employees and managers to forecast what leave they will accrue up to any date in the future to assist in planning and approvals.

### Customised Reporting

You can define additional data fields to drive your own needs and analysis. Organisations can customise reports to suit their individual requirements which can be viewed on screen as well as emailed to authorised parties.

#### CLIENT SPOTLIGHT: John Goss Projects



John Goss Projects are a leading supplier of Insulation and Air Conditioning products in Central Queensland. They have built a reputation for supplying premium quality products, backed by gold-class service standards, delivered to Central Queensland at competitive prices.

For more information visit:  
[http://www.greentree.com/customers/profiles/john\\_goss\\_projects.cfm](http://www.greentree.com/customers/profiles/john_goss_projects.cfm)



"Very, very responsive!"



**“Very, very integrated!”**

Greentree is modular, with all business functions totally integrated. This provides you with a wide variety of modules and sub-modules that afford options rarely found in other packages. You purchase the pieces that you need, effectively matching the system to fit your business. Choose from: Financials, Job Costing, Supply Chain & Distribution, Manufacturing, Human Resources, Customer Relationship Management (CRM), Service & Asset Management, Business Intelligence, Retail, Workflow-Business Process Management and eBusiness.

Greentree is a **flexible** solution, readily adapting across a broad range of industries and business types. Businesses are provided with a **powerful**, extremely cost-effective system that has consistently proven itself capable of managing change and growing business potential.

With simple, smart thinking at your fingertips, Greentree provides the ultimate seamless business-building environment. Exploit its accuracy in business metrics, challenge its capability to deliver empowering information. Rely on the one highly **responsive** solution to efficiently streamline your internal processes resulting in increased manageability and productivity across all areas of your enterprise.

**What’s the difference to any other software solution? Greentree is the most responsive business software product available, providing a source of competitive advantage to help you drive your business to the next level!**

