



CENTRIX SOLUTIONS INC

Absence Tracking and Scheduling

Companies of all sizes are realizing the benefits using technology to streamline human resource management functions. Be it delivering information via the intranet or automating communication, the result is a more content and efficient workforce.

The Centrix Absence Tracking and Scheduling (ATS) system is a workflow-based leave administration tool that distributes the tracking and administration of employee absences to managers throughout the enterprise, which allows human resources personnel to focus their attention on other duties.



Using ATS:

- No longer will leave request forms get shuffled from office to office for approval, only to end up in a stack waiting for data entry. With ATS, this is paperless.
- No longer will human resource personnel answer endless questions about how much vacation time an employee has available. With ATS, employees view this via the intranet.
- No longer will managers throughout the enterprise be forced to manually keep a calendar of upcoming employee absences. With ATS, the on-line calendar is automatically updated.

The events described above are commonplace and always result in inefficiency. Moreover, these activities represent hidden costs that are difficult to calculate. ATS eliminates such inefficiencies by providing an on-line tool for managing absence requests, scheduling time-off and tracking available balances. FMLA leave can also be monitored and reported.

Time/CX Integration

ATS can be deployed fully integrated with Centrix Time/CX to provide a comprehensive time management system. When implemented with Time/CX, workers use the same user interface to log hours worked and manage absences. Approved absence hours are seamlessly transferred from scheduled time-off, to historical time, to payroll... all in a paperless environment.

Absence Tracking & Scheduling
2004 Benefit Information

DOREEN JONES Time Display Value

Category	Total Allowance	Total Taken	Pending Time	Total Available
Vacation	120 HR			120 HR
Personal Leave	32 HR		8 HR	24 HR
Sick Leave		8 HR		0 HR
Bereavement				0 HR
Jury Duty				0 HR
Holiday	48 HR			48 HR

On-line absence request.

Category: Vacation Date: -- From -- Time: 12:00 AM -- Through -- Time: 12:00 AM

Description

Add New Cancel

Status	Category	Item Date	Item From	Item Through	Rqst Time	Action
+	Pending Personal Leave		03/17/2004	03/17/2004	8 HR	Delete
	Approved Sick Leave	01/19/2004	08:00 AM	04:00 PM	8 HR	

Employees have on-line access to time off balances (displayed in hours or days).

On-line summary of time-off requested.

Continued On Reverse Side



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ATS incorporates the following features:

- On-line employee access to remaining "time-off" balances
- On-line department calendar for easy review of scheduled absences
- On-line submission of time-off requests with email notification to the supervisor
- On-line supervisor approval/denial of time-off request with email notification to the employee
- FMLA tracking
- Import time off allowances from the payroll/HR system or maintenance the data in ATS
- Integrate with Time/CX or deploy stand-alone

*On-line Absence Calendar
(Department and/or Company)*

- Days with scheduled absences are in yellow
- Absence requests that are pending approval are denoted with a "P".

Absence Calendar

March 2004

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2004

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17

View Group: [Department] ▾

View Item: [Technology] ▾

Wednesday March 17, 2004

P [Technology] DOREEN JONES [P]

[Technology] BRENDA L. RIPA 12:00 PM - 04:00 PM

Thursday March 18, 2004

[Technology] BRENDA L. RIPA

Friday March 19, 2004

Home Help Desk Contact Us Change Password Log out

Absence Approval

Time Display Value: DAY ▾

	Employee	Dept	Category	Item Date	Item From	Item Through	Rqst Time	Ben Year	FMLA	Action
+	Andrew Jackson	South	Vacation	12/01/2003	12/01/2003	12/01/2003	1 DY	2003	<input type="checkbox"/>	Approve Deny Edit More
				003 09/12/2003			4 HR	2003	<input type="checkbox"/>	Deny Edit More

*On-line Approval or Denial
of Time Off Requests*

The on-line workflow will email the supervisor of a pending request and build a queue from which each request can be approved or denied.

Click "More" to view department calendar or drill down to see employee benefit information.

Upon Approval:

- The ATS calendar is updated
- An email is sent to notify the employee of the approval. A denial also generates an email
- Time/CX time records are created to be included in payroll processing when the appropriate pay cycle occurs

**For more information contact Brad Johnson at (402) 488-3990 ext. 103
or visit our web site at www.centrixsolutions.com**