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Coming Soon to TxEIS:

Employee Access – Online Leave Requests

Employees: From the Leave Requests page you can create new leave requests with the click of a button. Just specify the type of leave and reason and submit it to have the leave request sent to your supervisor. Available for review and editing are leave requests that have not yet been processed by payroll. Make changes to them before they're processed (these changes will be sent to your supervisor again). It's that easy with Online Leave Requests.

Supervisors: Approve or reject leave from the Approve Leave Requests page. You can also view requests to supervisors under you in the organization's hierarchy. Don't let work come to a standstill because someone is on vacation or ill. The Leave Overview page displays your direct-report employees. Select an employee to see their leave balances and history (both processed and

unprocessed). And if you need to create a leave request or edit an unprocessed one for one of your employees, you can do that right from this page. A calendar view lets you view leave requests by date – easily see if you need some extra help on a particular day.

When you know you're going to be out of the office for some time, you can enter alternate approvers for the specified dates on the Set Temporary Approvers page. You can always change subordinate supervisors' alternates, if necessary, too.

Employee Access Online Leave Requests will be a robust and simple leave request system built into an already-powerful Employee Access application. Submitting and approving leave has never been so easy!

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