

# TIME OFF MANAGEMENT

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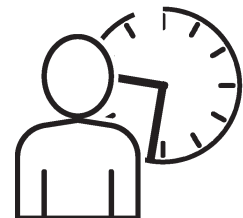
## OVERVIEW

Method Automation's Time Off Management solution is easily configurable to your organization's current time-off policy. The solution provides a solid structure and clear visibility into the business's request policy. Managers and employees can request, approve, and view time off requests anywhere, at any time and on any device. The solution minimizes tedious tasks that relate to data entry, updating calendars, and tracking employee vacation banks. Automated notifications at every step of the process ensure a leak-proof communication system across your business.

The screenshot displays the Method Automation Time Off Management web application interface. At the top, there is a navigation bar with the company logo and user information. Below this, the main content area is divided into several sections: 'Employee Details' and 'Personal Details' for profile management; 'Request Details' for creating new time off requests, including fields for leave type, start/end dates, and reasons; 'Previous Requests' for viewing a history of requests; and 'Supporting Docs' for attaching documents. The interface is clean and professional, with a focus on user-friendly data entry and request management.

## HIGHLIGHTS

- One automated process that provides a consistent time off policy within the entire organization
- Customizable leave policies per manager and employee
- User-friendly forms with pre-formatted fields and auto-complete features
- No more paper requests and filing cabinets
- Reduce time off conflicts
- E-mail notifications at every step of the process
- Access the request within a single platform, from anywhere and on any device
- Automated vacation, sick time, and other PTO tracking
- View vacation, sick time, and rollover balances in real-time
- View status of pending requests
- Action requests directly from e-mail notifications
- Self-service for employers and employees



Connect With Us!



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# METHOD AUTOMATION SERVICES

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## ABOUT US



Method Automation Services connects people, processes, and technology. We build configurable digital process automation solutions that work with your current systems and infrastructure. Our top-tier team of business and technical architects, projects managers, UX designers, and developers understand the power of business process automation for any industry and closely work with you for a seamless transformation.

## OUR SOLUTIONS

- Accounts Payable
- BI Dashboard
- Change Request
- MAPWorkfloz
- matterPRO™
- SaaS Connectors & Service Brokers
- Time Off Management
- Support Ticket System



## OUR SERVICES

Many companies struggle with error-prone manual processes across disconnected systems. Method Automation excels at solving the challenges that occur with building and supporting critical business solutions. Method Automation has delivered hundreds of initial K2 platform applications to help small and enterprise organizations achieve their goals.



## BUSINESS PROCESS AUTOMATION BENEFITS

Process Automation combined with Workflow Integration simplifies and improves business processes. Consistent automated business rules streamline cross-departmental efforts and accelerate tasks and procedures. A configurable digitized form solution guarantees your data will automatically and safely flow in and out of your current business systems. Here are a few reasons why we use K2.

- Low-code process automation tool
- User-friendly & re-usable forms
- Automatic notifications
- Clear process visibility
- Content permission control
- Customized reporting system and full audit trails
- IT department backlog reduction
- Administrative process approvals, security setup, & error handling

