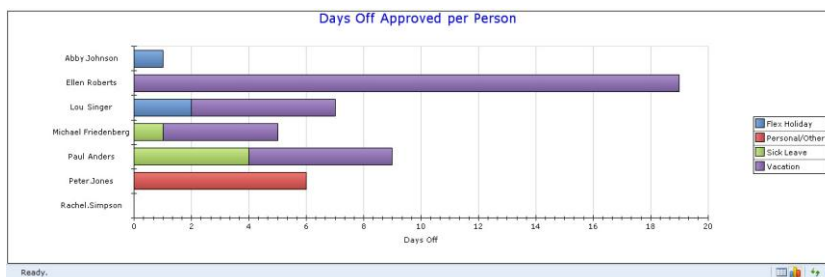


R3 Business Solutions

building modular, reusable solutions for SharePoint

Time-Off Request Management Application Data Sheet



The Time-Off Request Management application automates and tracks the process of submitting and approving time-off requests. It allows employees to submit and managers to approve or deny time-off requests in real-time and online. Employees can monitor and manage their own PTO, vacation, and sick time. Managers are informed of pending requests via email and can then review the request to make their approval decision. Approved requests can be published to an administrative calendar allowing a manager to determine if adequate employee coverage is available for the specific time period. A shared calendar is also available to allow employees to see who is out of the office. This application is easy to use and customize in order to meet the needs of any department or organization.

Features

- Easy creation and submission of requests with automatic email notification and the ability to re-submit requests which were canceled or put on hold
- Instant access to the status of My Requests with the ability to send email reminders to managers and other users
- Various reports of My Requests both submitted and approved
- Simple review and approval process enabling managers to see all their work, thus allowing them to send emails, review, modify, approve or deny requests
- Two calendar displays; one shared calendar which enables departmental users to keep track of their own and other employees time-off schedules and an interactive administrative calendar which displays scheduling information with details and drill-downs
- Variety of reports using both grids and charts
- Secure management environment which can be implemented to suit unique security requirements
- Tabs, displays, forms, and end-user actions that are customizable using point-and-click wizards
- Ability to distribute both end user and approval functionality to department dashboards, user consoles, or other locations in your environment

Specifications

- Requires CorasWorks Workplace Suite v10 or AppEngine
- Does not contain additional compiled code to install
- Upload of application requires Site Collection Administrator rights

Also Available:

Document Set Approval: Manage documents as a set and run them through a review and approval process that can be easily customized.

Purchase Request: Manage the process of entering, reviewing, and approving purchase requests. Documents can be attached throughout the process from submission to archive.

Travel Request: Manage the process of submitting and approving travel requests. Managers can set expense limits and a shared calendar is available to see who is traveling.

Budget Change Request: Manage the process of submitting and approving budget change requests allowing funds to be reallocated from one source to another.

R3BS Business Process Suite: Includes the following applications integrated with a dashboard

- Budget Change Request
- Purchase Request
- Time-Off Request
- Travel Request

Instantly see all of the work assigned to you for review as well the status of requests you've already submitted.

To learn more, please contact:

Michael Friedenberg

President / Founder

703.629.4864 – Direct

mfriedenberg@r3bsolutions.com

or visit our website

www.r3bsolutions.com