staffrelay™ HUMAN RESOURCES

Vacations Scheduling

How can StaffRelay's Vacations Scheduling save time?

StaffRelay is a web and telephone based Human Resources solution that provides automated staff communication for managing your workforce's absences.

The Vacations Scheduling system provides a means for employees who wish to request a vacation to do so without directly engaging their manager. This application provides a secure employee portal for staff to request specific vacation days or weeks and a report of vacation days requested, remaining, granted or denied. The application counts down the remaining days based on the employee data recieved offering a single point of contact for all vacation queries. Vacation request notifications are delievered directly to the managers desktop or device for authorization.

StaffRelay's Vacataions Scheduling application provides full reporting and export procedures allowing the vacations requests to be shared with other software products.

Immediate Benefits

▶ Provide after-hours access for employees.
  ▶ StaffRelay is available 24 hours a day, 7 days a week, providing access to those co-ordinating travel schedules with companions to do so after business hours.

▶ Free up staff to work on other tasks
  ▶ Free up Managers: By utilizing the vacations campaign option, you can to schedule all annual vacations in advance.
  ▶ Free up Payroll: By utilizing the exportable reports your payroll department can verify vacations real-time.
  ▶ Free up Human Resources: By utilizing the vacation reports any vacation discrepancies will be a thing of the past!

▶ Detailed reporting
  ▶ Remove queries from staff about remaining vacations, days taken, denied and blocked. Employees can log in to the web portal to review all past requests and the reponse for each occasion.

▶ Completely customizable
  ▶ Each business environment is unique, therefore each installation includes customization to fit your specific needs.

▶ Increase employee productivity
  ▶ Remove discussions about vacation requests and remaining allotments during business hours.

engenic

staffrelay™ HUMAN RESOURCES

Vacations Scheduling

This application includes both a secure administrative and employee web interface providing employees a means to indicate vacation requests throughout the year, or during specific vacation campaigns. Data is received through secure methods providing employees a running total of days remaining and vacations granted within the year. Vacation reports provide the employee a snap shot of the vacations granted, denied and remaining, removing unnecessary communication with managers.

Management

Vacation campaigns are activated by the manager advising each employee by email that they are requested to start the selection process. Once the employee has entered his or her vacation preferences or requests an email or web interface on the manager's computer will indicate a request has been received. The manager can then review the request, the suggested StaffRelay authorizations, determined by business rules and determine whether to grant the request. For ad-hoc vacation requests, managers are alerted by email a request has been submitted and can authorize or deny the request as necessary to meet minimum staffing requirements. StaffRelay can be customized to provide managers with a report outlining the employees who have yet to submit a request, ensuring no staff are forgotten.
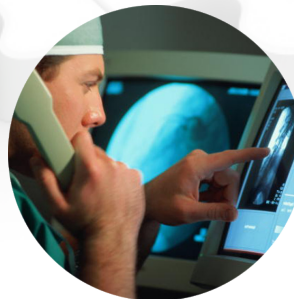
Data Updates

StaffRelay's Vacations Scheduling system can provide automated data updates to existing HR. databases with information about the granted vacations. This process saves time by reducing the number of manual entries required and ensures data is always up to date and error free.

Suitability

This application can be used within a variety of industries, and is ideal for use within manufacturing, medical, and HR., or any organization with over one hundred staff.

Hosting

Where non-identifying employee information can be provided, or a secure connection can be established, our hosting option is available. Data can be regularly updated, as well as requested on demand using XML communicated with HTTP or HTTPS posts and responses between our host and your environment.

staffrelay™ HUMAN RESOURCES

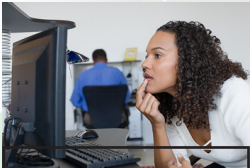Employee Vacations Scheduling Flow

Employee notified of a vacation campaign logs in to the web portal to make perferred selections.

Database with employee information		Vacations Scheduling System		Requested Data sent to the web based vacation system

StaffRelay automatically calculates based on union and business rules the suggested authorizations.

Manager reviews the suggestions and makes determinination on whether to accept or deny requests.

Vacations Scheduling System

Employee is notified when a response is received or if they have not yet selected their vacation preferences

StaffRelay Solutions

▶ Employee Absence Notification
▶ Replacement Worker
▶ Employee On Site Access
▶ Contract Dialer
▶ Worker Safety
▶ Dictation
▶ Secure Conferencing

Get Started Today!

Contact your StaffRelay Sales Rep.
engenic Corporation
618-1111 Melville Street,
Vancouver, BC
Canada V6B 3V6

1-888-ENGENIC
F: 604.639.6392
sales@engenic.com
www.engenic.com

engenic Corporation
618-1111 Melville Street,
Vancouver, BC
Canada V6B 3V6

1-888-engenic
F: 604.639.6392
info@engenic.com

www.teleflow.org
www.engenic.com
www.medicalrelay.com