Time Off by HR Cloud

Consolidate time-off requests, approvals, and accruals with an automated attendance system

EMPLOYEE SELF-SERVICE

Mobile Portal

Employees can view balances, request time off, and report sick days, anywhere, anytime.

Shared Calendar

Avoid surprise vacations and minimize confusion from sudden absences.

Save Management Time

No more "How much vacation do I have left?" emails. Employees can access info and schedule their PTO in app.

Eliminate Spreadsheets and Email Chains

Organize requests and approve them from one place.

Customized Time-Off Policy	Reporting
Advanced Accrual System Go beyond sick and vacation days with custom parameters like employee seniority, sabbaticals, FMLA, jury duty.	**Track Time-Off Data** Create accurate, easy-to-read reports on how your workforce works--or vacations.
Stress-free Compliance Set time-off rules that fit company code and comply with the law.	**Healthier Employees** Identify employees at risk of burnout and in need of a vacation.
Automated Accruals Configure once and let our system keep track of accruals forever.	**Foster Communication** Share calendars and coordinate schedules to complete projects more efficiently.

Company Problems | ## HR Cloud's Solution

Company Problems	HR Cloud's Solution
• Time-off requests get lost in email chains and spreadsheets	• Streamline PTO requests and approvals through a single source for employees and managers
• Employees don't know their vacation balance	• Mobile and desktop portals make vacation balances clear and accessible anytime
• HR Managers spend too much time handling PTO	• Managers can approve/deny with a single click, and automatically send notices to pertinent employees
• Surprise sudden absences cause confusion	• Shared company-wide calendar updates automatically so workers can tell at a glance who's in or who's out
• Time-off templates don't cover every kind of absence	• Advanced accrual system with custom parameters can handle sabbaticals, FMLA, jury duty, and other special kinds of absence
• Time-off data goes uncaptured	• Data is stored and analyzed to help with decision making
• Time-off system separate from other HRMS system	• Integrate PTO into employee portals so info can be shared easily for multiple uses
• Employees are burned out	• Easy access mobile portals help employees schedule their lives better inside and outside the office.

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Time Off is such a useful tool for keeping track of people's' absence, as it is very intuitive and offers variety of different time off types tailored to your needs. User-friendly tool which saves a lot of time to managers and HR. No more spreadsheets and countless hours spent on synchronizing, entering and verifying data. Managing time off has never been this easy and your team will love it!

For additional information and resources, contact sales@hrcloud.com.