

Fully Automate Accrual Calculations with TimeOut

When evaluating different systems for automating time out scheduling and accrual calculations, a careful review of the degree to which accruals are automated will reveal that most systems do not provide the level of automation and simplicity as is provided in CWS Software's TimeOut system.

TimeOut system is especially strong at automating accrual calculations which makes it easy to use and easy to manage.

Term of Service Adjustments

With TimeOut you do not need to define the types of TimeOut for each employee. You define a "policy" and assign the policy to the employee when setting up the system and when adding a new employee. When setting up a policy within TimeOut, one defines the number of years of service that results in changes to the accrual rates.

For example, a company may have a policy that says an employee earns 15 days of vacation from their hire date to the fourth year of service. On the 5th anniversary of their hire date they will earn 20 days of vacation. On their sixth anniversary they will earn 21 vacation days a year and so on.

TimeOut recognizes the time of service based on the employees hire date and adjusts the accrual earning rate automatically. You don't need to monitor and adjust earnings rates. You define it once in the policy set up and forget it.

Accrual Maximums

In some states such as California and Illinois, the law mandates that once earned, vacation cannot be lost. However, it does allow vacation time to be capped at a maximum amount. Companies with employees in those states may have a policy that says an employee can earn a maximum amount of vacation time (the combination of time carried forward plus time earned during the year). The maximum amount may also be calculated based on the employee's term of service (e.g. they can earn up to 1.5 time their annual vacation amount).

When the employee reaches that maximum, the earning of additional time is suspended until the employee takes time off. When the value falls below the maximum amount, the accruals resume until the maximum is reached again. TimeOut fully automates this process for you. An administrator does not need to monitor and re-set vales when maximums are reached.

Carry Over Days

TimeOut allows you to define a policy of how many vacation days (or hours) can be carried forward from one year to the next. One can also easily address carry forward exceptions for each employee when special circumstances warrant. Expiration dates can also be set for carried over days.

This means an administrator does not need to review un-used vacation time for each employee at the end of a year and enter carry forward values for each employee at the beginning of a year.

Policy Changes For an Employee

TimeOut can address the changes that occur when an employee is promoted or changes a position with a different accruals policy at any time. The history of the accrual amounts is properly maintained within TimeOut. An administrator does not need to set different accrual rates for each employee who moves from one policy to another.



Other TimeOut Features

CWS Software has incorporated a number of features in TimeOut that simplify the use and management of the system.

Shared Calendar Security

The client can define what an employee and manager can view in the TimeOut calendar screens. An employee can view a calendar of their time out history and requests. An employee can also be given access to a shared calendar so they can view who will be out when for their work group or multiple work groups. The shared calendar view you provide to the employee can be set to not display the type of time out and any comments. It simply indicates that another employee will be out.

This has been incorporated due to privacy concerns where one employee may not want other employees in their group to know they were out (or scheduled to be out) due to an illness.

A manager can view all of the types of time out and any comments entered by the employee in their calendar view.

Enforcing TimeOut Amounts

Some companies have a policy that says certain types of time out (e.g. vacation time) must be taken in half or full day increments while other types of time out (e.g. sick time) can be taken in hour (or partial hour) increments. Time out types are fully defined and you can pre-set how the time can be requested. If the employee wants to request a partial day and they select vacation as the time out type, they can only submit a half day request. However, if they select sick time as the time out type, an additional drop down box appears where they can select the number of hours (and partial hours).

Granting Time

There are often exceptions to policies where the HR administrator needs the ability to easily add (grant) time for an employee or remove time. TimeOut makes that easy.

Extended Absence

In the event of an extended absence such as a short term disability, the HR administrator can easily note the absence in TimeOut and they can choose to suspend accrual earnings while the employee is absent. They can also set the employee's return date when accruals with resume.

To learn more about how TimeOut simplifies leave administration, please contact us to arrange a detailed demonstration or to arrange a free trial.