



Approval Workflow

Approval Workflow module (AW) is an advanced tool for managing anything that needs approval, from all-day or part-time absences, sick leaves to vacations or overtime work. AW can help streamline complex workflows and greatly improve the overall efficiency of the business process.

AW features



Submit requests in the desktop or mobile application



Determine a delegate



Send requests on behalf of other employees



Assign overtime work to employees



Get automatic e-mail notifications



Manage employee requests with ease



Sort requests by type, time period, status, and employee



Set up a multi-level approval process



Fully integrated, no double entries

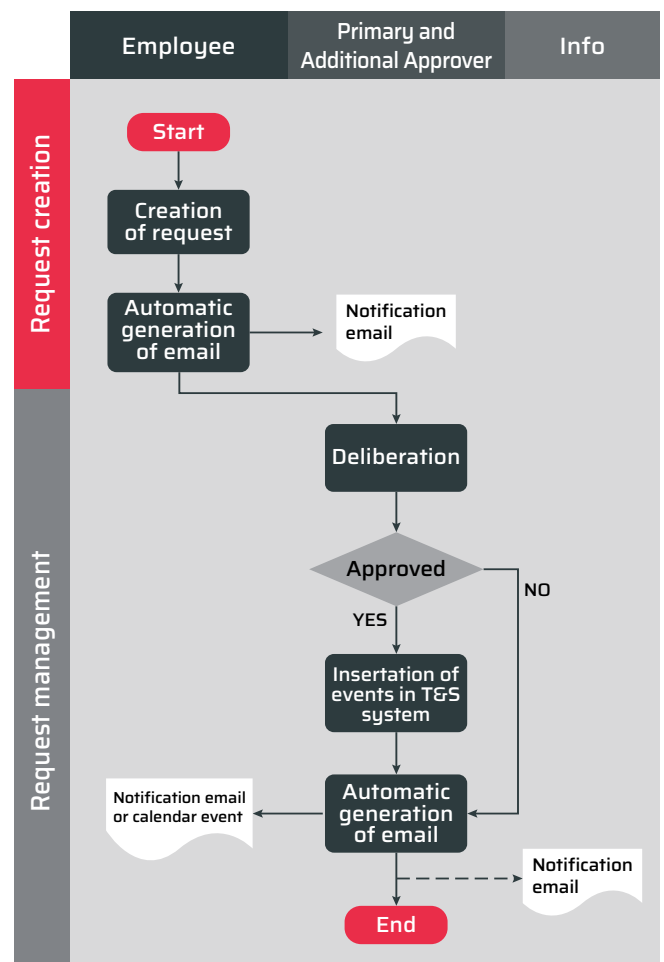
Speed up absence entry and approval

Approval Workflow module is not limited by the number of requests which may be defined. Employees simply submit the request to the manager using a web interface. The manager receives requests with overview of the each particular situation and necessary statuses.

When submitting the request, the employee, his direct superior and any additional approvers are sent an e-mail with notification and possibility to act directly.

The manager or admin may approve or reject the request. The employee receives the reply immediately by e-mail.

Apart from their own requests, the managers have overview over all the requests of their employees. The requests on the list may be classified according to the type of request, time period, status and employee. Upon each approval the events are directly entered in the Time&Space system.



Improve your approval workflow

The module offers real-time monitoring and management of approvals workflow and supports various working time events, such as:

- **All day absences** (vacations, business trips, etc.)
- **Short-term absences** (business meetings, private absences)
- **Overtime**
- **Other activities** (missing time clockings, schedule replacement, balance correction, etc.).

AW benefits



Faster flow of information and less bottlenecks in the work process



Less overtime work and unplanned absences



Less administrative and paper work



Available on mobile devices



Prompt overview of absences and approvals, and consequently easier organization of work



Fewer errors in the management of overtime work and vacation days

Some of our customers

