INFINITY
TIME AND ATTENDANCE SYSTEM
Absence Management

INTERESTED?

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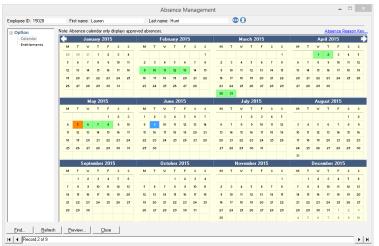0191 414 4241**

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What is Infinity absence management

One of the key features of the Infinity Premium system is the absence management module. The module enables the monitoring and recording of an employee's holidays, sickness or any other type of absence you can think of. This is paired with the ability to instantly view and edit an employee's entitlement.

The absence management module is split in to two sections. A calendar view which displays all absences booked against the employee, and an entitlement view. All absences that appear on the calendar are editable (with the correct permissions!) making it extremely easy to process holidays etc. The entitlement view allows you to see all existing entitlements the employee has, how many holidays have been taken, how many they have planned and more all controlled by an absence entitlement policy.

A quick summary of the features

Calendar

New Absence – Add a new absence for the employee

New Absence Entitlement Credit – Add a credit (or debit) for an employee

Amend – Amend the selected absence
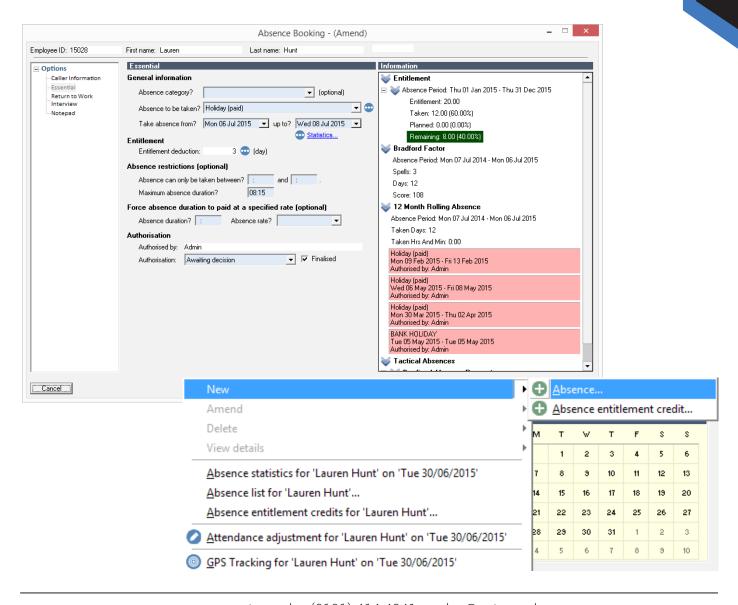
Delete – Delete the selected absence

View details – View the details of the specified absence

Absence statistics – Statistical information relating to absences

Absence list – A list of all absence for the employee

Absence entitlement credits – A list of all credits/debits the employee has had

Example screen: **Absence booking screen**

Entitlement

Period allowance: - The total basic allowance an employee is allowed

Allowance: - Allowance based on scripting figures (If required)

Carry over: - The entitlement carried forward (if any) from the previous year

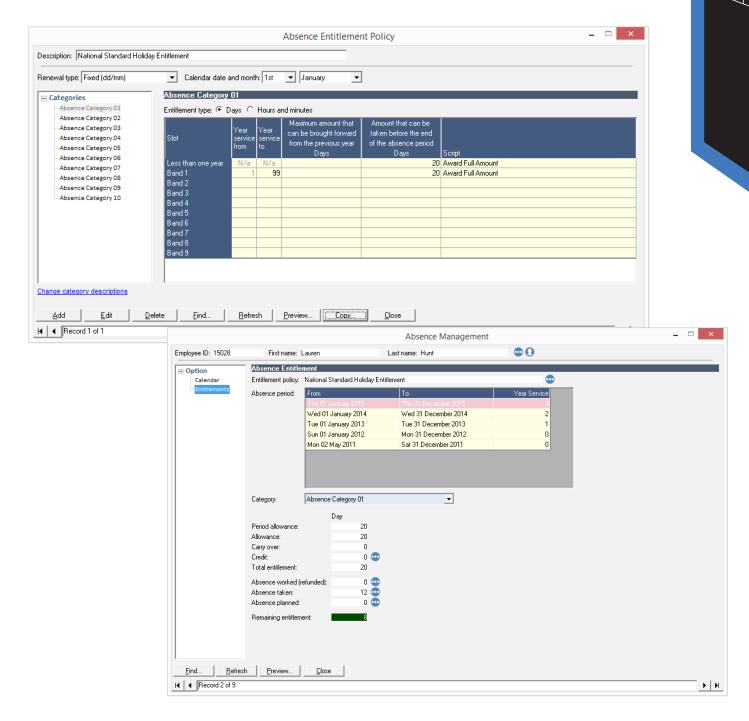**Credit:** - How much entitlement has been credited/debited.

Total entitlement: - Total entitlement after credits and carry overs have been applied

Absence worked (refunded): - If any absences are worked, they can be refunded.

Absence taken: - Any absences taken will appear here

Absence planned: - Any future absences planned.

Remaining entitlement: - Remaining entitlement after absences etc have been taken into account.

Absence notifications

Notifications and the 'To-Do' list…

There are many instances with the absence management module that can be flagged up on the To-Do list