



PAYROLL

TIME OFF

STREAMLINE TIME OFF BY HAVING YOUR EMPLOYEES ENTER THE REQUEST DIRECTLY IN QMLATIV.

- Integrated with various areas of the system
- Time Off request and approval workflow
- Allocate time off in a variety of ways
- Works with third-party sub calling packages

STREAMLINED WORKFLOWS

Employees can request time off right from Employee Access, either using a computer or the mobile app. That time off request will go through your district's defined approval hierarchy before becoming a time off transaction in the system. If your district uses a third-party sub calling system, the employee can be re-directed from the Qmlativ time off request to that program to request a sub. If employees exhaust their allocated time off amount, the district can choose to stop the time off transaction or allow the employee to request an unpaid day. A dock record can be created in payroll if using the unpaid option.

FLEXIBLE ALLOCATION

Managing time off in Qmlativ is flexible. Employees can be allocated time off in a variety of ways, including getting time off allocated up front at the beginning of the year, fixed accrual amounts throughout the year, or allocation on anniversary dates. Rules can also be put in place to increase the allocated amount based on years of experience and what happens with that balance at year end. One process simplifies the allocation for all those scenarios.

FULL INTEGRATION

Rest assured that time off is integrated with Payroll, Time Tracking, Substitute Tracking, and Employee Access. Payroll can dock an employee's pay for an unpaid time off request or process a payout on time off balances. If using Time Tracking, the time off is automatically placed on the employee's timesheet, eliminating the need for redundant entry. Employee absences are available in Substitute Tracking to help reconcile if a sub was recorded for the absence. Employees can request time off and view their allocations, used transactions, and balances via Employee Access. If time off is held in a third-party sub calling package, the days used can be imported into Qmlativ.