

# Employee Time Off Manager for Acumatica

Evron Computer Systems Corp.



## Highlights

- Ability to add unlimited types of time off, including vacation, lieu, personal, religious, sick, half days, and more
- Automate email notifications to both employees and managers at every step of the submission process
- Data privacy settings to control visibility of personnel data
- Managers reserve control to approve, reject, and override requests with ease
- Employee Time Off Dashboard is a quick way to see who is absent in the company today
- Prevents absences being double-booked (e.g., users cannot log a personal and vacation day on the same day)
- Mobile enabled on iOS and Androids
- Accessible from a web browser on any device
- Option to export data into timecards

## Employee Self-Service Application Manages All Paid and Unpaid Absences in Acumatica

Evron's Employee Time Off Manager (ETO) is a self-service application where employees submit time-off requests and track their yearly entitled absences. Managers reserve authority to approve, reject, and override submissions as well as provide an explanatory response. Mobile-Accessible from a web browser and on any device, it's never been easier to submit, process, and reference time off records.

## Simplify Communication

With automated email notifications, employees no longer need to call in sick to work or remind their managers of their upcoming vacation. Managers know when time-off requests are submitted, and employees are notified when their requests have been approved or rejected — no need to follow up offline or worry about miscommunication.

## Additional Options

ETO is a dynamic management application with several additional options, including sharing the company-wide annual Employee Time Off Calendar and populating timecards for HR.

Contact us to learn more, request a demo, or to get a quote:  
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# Employee Time Off Manager for Acumatica

## Features

### Seamless Integration

- Developed specifically for Acumatica, this module can be installed by our team quickly and without complication

### Manage One System

- Employee Self-Service functionality enables staff to manage their time-off requests, track annual paid and unpaid days, and view a colour-coded calendar within Acumatica

### Simple & Efficient

- Manage employee time off without committing to an entire HR software package
- Submitted requests trigger an automated email notification to the manager
- Managers can approve, reject, or override submissions with or without an explanation; this decision is emailed to the employee and updated in the employee dashboard
- Approved requests are added to the employee calendar

### Reliable & Secure

- No need for a separate spreadsheet or to log into a third-party vacation tracker site
- Data privacy setting controls users' visibility levels of personnel data

### Easy Access

- Mobile enabled on both iOS and Androids
- Access, submit, and track requests and absences from a mobile application, web browser, and on any device

### Intuitive User Experience

- Utilizes Acumatica's User Interface so users can intuitively navigate through the dashboard and reports without instruction



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