

Ezytime Online Portal

The Ezytime Online Portal is an online tool that lets users complete the following tasks from any computer connected to the Internet

Leave Management

Employees can apply for leave online which once requested requires their Manager to approve. Once approved the leave data is automatically sent to Ezypay to process through the payroll.

On confirmation of the payroll, leave balances are updated and payslips are uploaded.

Controls can be put in place around whether staff can request more leave than what they have available. Managers can enter leave on behalf of their direct reports.

A Leave Calendar lets managers instantly see when leave has been taken and future schedule leave.

Extras

Extras can be defined as 'other non-leave transactions' and can include Timesheets, Allowance and Deductions. The process operates the exact same way as Leave.

Pay Advices

On completion of each pay run we can push employee's payslips data up to the site. From here they can view the data and print off copies of their payslips if they wish.

Historical Pays can also be uploaded if available.

Other features

Dashboard – this instantly shows employees the status of any leave requests and when leave balances etc were last updated. It also contains a Staff Message Board and an RSS Feeder.

Leave Calendar – easily see when staff are on leave

Emergency Contacts – see all current Emergency Contact information for staff

Team Calendar – everyone can see when members of their Team are away

Outlook Calendar – export the leave calendar to Outlook as shared calendar

Projected Leave – staff can calculate future leave accruals taking into account all current requests

Reports – run your own ad-hoc reports on the data entered into Ezytime