CWS Software

Comprehensive Tools & Support. Built by HR for HR.

Automate Vacation Tracking with a Self-Service System
Configured Precisely to Your Needs

Free yourself from manual vacation and sick-day management with a fully configurable, flexible solution. TimeOut simplifies every step in the process—from requesting, approving and tracking time out of the office to automatically updating accruals. Plus, because TimeOut was specifically designed for vacation tracking and paid time off, it is the most complete, intuitive solution on the market.

timeOut *Features*

Flexible configuration

- Automatic accruals, grants and employee balance calculations
- Capture policy specific rules, such as maximum accruals, carryover allowances and exceptions or overrides
- Detailed reporting of time earned, borrowed, lost or taken for every employee

Ease of Administration

- Accurate forecasting to facilitate planning
- Simplified, accurate vacation payouts
- Enables policy changes, promotions and position changes to maintain proper accrual history
- Reduced paper use
- Universal employee quick search
- Weekly or monthly reporting identifies use of specific day types, balances, custom reports for payroll, compliance or other needs
- Authorized individuals can grant additional time
- Easy FMLA tracking
- Administrator access can be defined by region

Employee self-service platform

- Requires little or no training
- Employees and managers can view current or future balances, request time out, review decisions and more
- Immediate email notifications of requests, decisions and other actions
- Real-time updates prevent scheduling conflicts
- Unified calendar, Outlook® integration and iCal® feeds for conflict-free team scheduling

Global availability

- The web-based system can be used any time, on any platform, from anywhere in the world
- Mobile interface allows on-the-go requests and approvals
- Multiple languages for worldwide users

Ongoing support

- Easy implementation
- Initial implementation and configuration provided by the CWS team
- Maintenance and upgrades managed by CWS
- Backups managed by CWS for hosted solutions

Available TimeOut Add-On Modules

Work with CWS Software to automate processes specific to your organization or tailor an existing module to your needs.

Calendar Integration

Link TimeOut's centralized calendar to your Outlook or iCal compliant calendar for conflict-free team scheduling.

Timesheets

Provide straightforward web-based timekeeping for hourly employees. Time can be automatically sent to managers for approval, then submitted directly to your existing payroll system in any format required. Utilize the mass-email functionality for unsubmitted timesheets. The Timesheets module integrates with the TimeOut system to automatically calculate any paid time off.

Hosting Solutions

TimeOut's flexible implementation design features offer a choice of implementation options.

CWS Hosted Solution

CWS will host the TimeOut system for you on a secure server at our hosting facility. By choosing this option, all you will need is an internet connection, a browser, and a user name and password.

In House

TimeOut can be installed on your own in-house stand-alone or shared application servers. We will work with you to make set-up fast and easy.

TimeOut is available as a standalone application or part of *The Unity Suite™* Core HRIS application. To learn more, contact CWS Software.

How TimeOut Works

The following step-by-step process describes exactly how TimeOut simplifies time out requests.

Summary Screen

Review an employee's available TimeOut day types as well as their current balances at a glance. The information in this screen can be configured according to your needs. You can opt to display:

- ° Annual Allotment
- ° Days Left in the Year
- ° Accrued So Far
- ° Current Balance
- ° And much more

Employee Request

Requesting time off is easy. Employees can see a color-coded matrix displaying holiday, vacation and personal days that have already been requested. Employees can also enter comments as needed.

Email Integration

After a request has been made, an email with a link to the approval page is immediately sent to the appropriate manager for consideration.

Manager Approval

Managers can easily approve or deny an entire request or just specific days. Managers are also alerted if a request is for more time than an employee has earned.

Calendar View

Managers can review the collective requests from all employees at once. By rolling over a specific employee name, a manager can see the type of time off requested and whether the request has been approved.
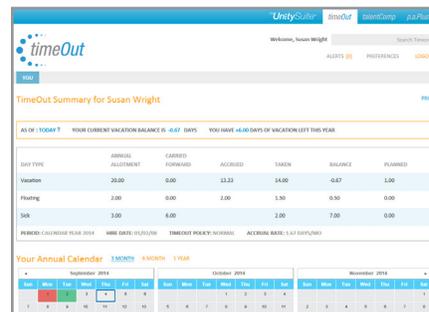
Confirmation Email

After approval or rejection, the employee receives a confirmation email detailing the outcome of the request.
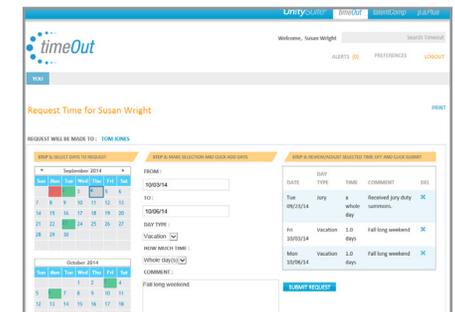
Looking Ahead

An employee can readily check their accrual balances for any date both past and future.
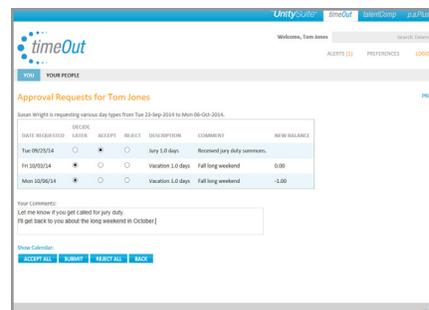
Time Off Detail

This page provides an accurate view of each employee's earned, used, or lost vacation days.
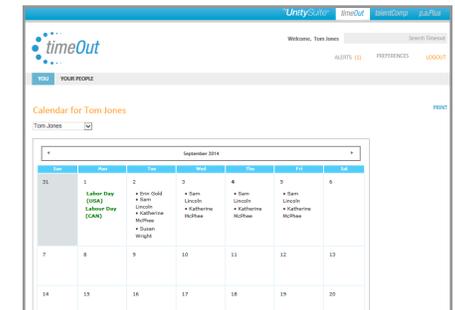

Summary Screen

Employee Request

Manager Approval

Calendar View