



# EMPLOYEE LEAVE MANAGEMENT SYSTEM

*A simple system to manage and approve leave requests from any device, know who is off, and plan effectively*

## Introduction

---

Leave management can be time-consuming and complex. On paper, your company policies for annual leave and absence may be crystal clear; in practice, it can be difficult to make sure procedures are always followed and effectively recorded with the best leave monitoring system in place.

Paper files can get misplaced, spreadsheets get out of date, return to work interviews may be missed, and you may not have the information you need when it comes to making business decisions and maintaining compliance.

These manual processes are open to human error and create a chain of never-ending emails that HR has to keep track of. This can make employees feeling unsure if their request has been authorized and confused about how many days of holiday they have left.

**Leave management software is here to help!**

## Our Solution

---

**Compsight Employee Leave Management Solution** provides you with a central system to manage all aspects of leave, helping you avoid the pitfalls of other forms of HR administration and record-keeping.

It allows organizations to manage employee time-off, setup leave policies, and automate leave requests approval.

The Leave Management System is an easy to use leave management system for organizations of any size. It has an easy self-service interface for users to check leave balances and apply leave online, check status of applied leave, view past leave history. Employees can plan their leave around the team calendar to make sure your departments are adequately staffed.

The system is made of an employee module and a HR/Manager module.

The **Employee Module** allows employees to apply for leave, check their leave balances, check their leave application history, check their leave application trend, see their leaves pending approval, see other people on leave, and see upcoming leaves and many more.

# EMPLOYEE LEAVE MANAGEMENT SYSTEM

A simple system to manage and approve leave requests from any device, know who is off, and plan effectively

The **HR/Manager Module** allows the manager to view all leave balances for all employees, check leave applications, approve or reject leave applications, recall an employee on leave and export reports

The screenshot displays the HR Dashboard (RTR099) with a navigation sidebar on the left. The dashboard features four summary cards: 81 Active Employees, 2 Employees on leave, 5 Pending Approval, and 1724 Leave Applications. Below these are two tables: 'People on leave (04-Apr-2021)' and 'Pending Approval (04-Apr-2021)'. The 'People on leave' table lists employees Bethwel Wesonga and Benson Mwanthi with their leave periods and 'Revoke' buttons. The 'Pending Approval' table lists employees Nancy Omondi, Lavona Akinyi, Klinsman Oloo, Michael Ihuthia, and Eugene Langat with their leave periods, days, and 'Action' buttons (eye, green check, red X).

| Employee        | Starting | Ending      | Days | Revoke |
|-----------------|----------|-------------|------|--------|
| Bethwel Wesonga | 29-Mar   | 06-Apr-2021 | 5    | Revoke |
| Benson Mwanthi  | 30-Mar   | 06-Apr-2021 | 4    | Revoke |

| Employee        | Starting    | Days     | Action                  |
|-----------------|-------------|----------|-------------------------|
| Nancy Omondi    | 06-Apr-2021 | 2 (25.5) | Eye, Green Check, Red X |
| Lavona Akinyi   | 01-Apr-2021 | 1 (7)    | Eye, Green Check, Red X |
| Klinsman Oloo   | 26-Mar-2021 | 1 (7)    | Eye, Green Check, Red X |
| Michael Ihuthia | 05-Apr-2021 | 7 (25)   | Eye, Green Check, Red X |
| Eugene Langat   | 12-Apr-2021 | 5 (25.5) | Eye, Green Check, Red X |

## HR/Manager Module Screenshot

The screenshot displays the HR/Manager Module dashboard (RTR099) with a navigation sidebar on the left. The dashboard features four summary cards: 31.25 Annual days, 4 Sick leave, 21 Paternity days, and 12 Study days. Below these are two sections: 'My Leave stats' and 'People on leave'. The 'My Leave stats' section shows a 100% approved status. The 'People on leave' section lists employees Benson Mwanthi and Bethwel Wesonga with their leave periods and days. The 'Upcoming leaves (in 30 days)' section lists employees Nancy Omondi, Edwin Wekesa, and Michael Ihuthia with their leave periods and statuses (Pending, Approved, Pending).

| Employee        | Starting    | Ending      | Days |
|-----------------|-------------|-------------|------|
| Benson Mwanthi  | 30-Mar-2021 | 06-Apr-2021 | 4    |
| Bethwel Wesonga | 29-Mar-2021 | 06-Apr-2021 | 5    |

| Employee        | Starting    | Ending      | Status   |
|-----------------|-------------|-------------|----------|
| Nancy Omondi    | 06-Apr-2021 | 07-Apr-2021 | Pending  |
| Edwin Wekesa    | 12-Apr-2021 | 16-Apr-2021 | Approved |
| Michael Ihuthia | 05-Apr-2021 | 12-Apr-2021 | Pending  |

## EMPLOYEE LEAVE MANAGEMENT SYSTEM

*A simple system to manage and approve leave requests from any device, know who is off, and plan effectively*

### Empower employees to take responsibility

---

By encouraging employees to take responsibility for their own entitlement, you remove unnecessary manual processes, reducing errors and saving time. Our self-service platform has been built around the users, meaning booking a day off takes less than a minute and checking holiday entitlement is even quicker. Holiday requests are then automatically sent to managers, who can then authorize it in a single click.

### Features

---

- **No spreadsheets, no paper**

When you request leave, your manager is immediately notified by **SMS and email**. They can then approve or decline with just one click. It's that fast and convenient

- **Leave is tracked and visible**

As soon as annual leave is requested or approved, it is updated on the central wall chart for everyone to see. If someone has already booked leave on a particular day, you will be informed when approving.

- **Personal leave calendars**

Your staff can have their own logins to check how much annual leave they have booked or taken through the year.

- **Track absence as well as annual leave**

You can track as many different types of leave as you need. Annual leave, parental leave, medical leave, study leave etc.

- **Get daily reports in your email**

Configure to get daily, weekly or monthly reports directly to your email.

- **Reporting dashboards**

All of your data is available to you through an easy to use reporting solution and dashboards

- **Secure data**

Your data is held securely in an encrypted database in the cloud. Say goodbye to corrupted spreadsheets and lost data.

# EMPLOYEE LEAVE MANAGEMENT SYSTEM

*A simple system to manage and approve leave requests from any device, know who is off, and plan effectively*

## More Features

- Ease of Use
- Secure and Scalable
- SMS and Email integration
- Activities logging
- Self service
- Complex leave policies
- Export reports in CSV and PDF
- Multi Location
- Complete Historical Records
- Print and Export
- Easy deployment

Take leave management to new levels

## Pricing

---

### Employee Leave Management System

We charge a one off fee of KES 14,500 for the Employee Leave Management System. You can host and run the system on your own server. If we host the system on our servers, we charge 2400 per year

## Demo

---

You can request for a free Demo by calling or writing to us using the contacts details below. You can also access a demo online at <https://compsight.co.ke/demo/leave/>

## Contact Details

---

Phone: 0721127060 / 020 200 1677

[infor@compsight.co.ke](mailto:infor@compsight.co.ke)

<https://www.compsight.co.ke>