

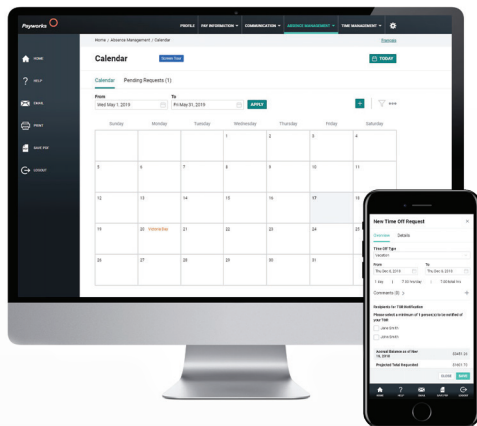


ABSENCE MANAGEMENT

Request, review, repeat. Managing time-off is just that simple with our all-in-one solution.



Efficiently track employee absences through an easy-to-use time off request system that's fully integrated with our Payroll, Time Management and Employee Self Service solutions.



TRACKING TIME AWAY HAS NEVER BEEN SO EASY

Absence management doesn't have to be time-consuming or tedious

- + Be in the know with monthly calendar snapshots of team availability at-a-glance
- + With configurable rules, unlimited time off types and company default presets, you'll remove the guess work and simplify time off management for everyone
- + Leverage powerful filtering capabilities to make sure you're well-informed about common absence types, trends in departments and with individuals
- + Save time submitting, reviewing and reporting on absences with a modern, user-friendly interface
- + Approved time off requests automatically flow through to Payroll and Time Management

“Having the requests requiring review option within the time off calendar, together with the calendar at a month's view, was nothing short of brilliant. I would recommend Absence Management to anyone. Familiarize yourself with this module and you will love it.”

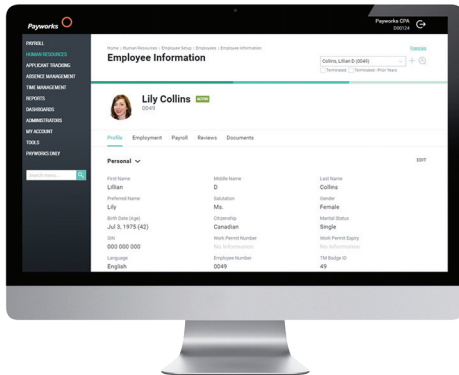
Tracey Smith, Enviro Wilderness School Association, Calgary, AB

CONVENIENT FOR THE ENTIRE TEAM

Allow employees to conveniently request and view time off and empower managers to review them from one intelligent tool.

- + Employees can see their team's time off with Shared Calendar
- + Managers have access to accruals and a time off request dashboard
- + Employees can request time off while on-the-go from any web-enabled device using Employee Self Service
- + See all requests requiring review in one place with monthly calendar view

ABSENCE MANAGEMENT



“When I called Payworks right from the start, I felt they were a company that cared about their customers. The customer service is truly the best I have received of any company that I deal with, either business or personal. Payworks is exceeding my expectations.”

Keith Robinson, Executive Director, Osborne Village Resource Centre, Winnipeg, MB

ENHANCE YOUR PAYWORKS EXPERIENCE

Make sure you're getting the most out of our suite of solutions with these integrated products and features.*

HUMAN RESOURCES

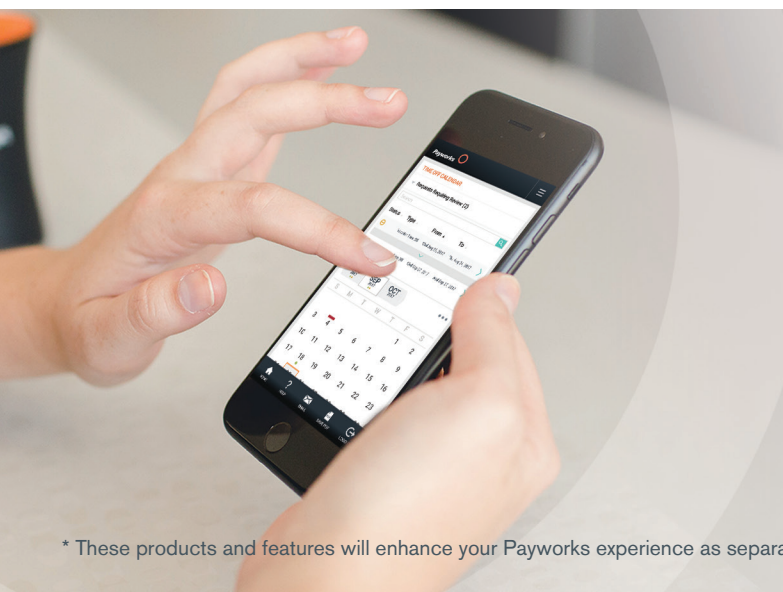
Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes at the same time.

- + Manage the employee life cycle from onboarding to offboarding and everything in between
- + Boost employee engagement from the moment they're hired
- + Stay organized with comprehensive employee profile maintenance features
- + Compensation and benefits management is made easy

TIME MANAGEMENT

Whatever industry you're in or the size of your business, tracking hours, shift scheduling and staying compliant is simple.

- + Gain flexibility and control to intelligently schedule, manage employee availability and capture hours worked through multiple options
- + Pay your teams accurately with automated position, shift, overtime and holiday calculations
- + Create schedule templates and automate schedule generation to ensure every shift is covered



EMPOWER EMPLOYEES WITH SELF SERVICE

- + Time off request screens include a convenient balances table
- + Submit time off requests from any device, smartphone to desktop without the need for a separate app
- + Clean design that supports both simple requests and complex multi-day time off requests

* These products and features will enhance your Payworks experience as separately-sold solutions.

Doing business to business, person to person.

