# Modern Workplace
## *Time-Off Manager*

## Mobile-First Time-Off Management for Microsoft 365

Modern Workplace **Time-Off Manager** is a simple and easy-to-use time-off management solution for small and medium-sized businesses, providing an up-to-date record of all absences, including holidays, sickness, and other types of time-off.

It is designed as a mobile-first app to enable staff to easily submit time-off requests and complete approvals from their mobile device.

### One solution, at your finger-tips

With MW Time-Off Manager, you can manage all aspects of annual leave and other time-off from work in one place, giving you full visibility of holiday and other absences across your organisation.

Standard time-off categories include holidays, sickness, bereavement, jury service, maternity / paternity leave and 'other', but you can customise these to your own requirements and also choose which categories require approval.

Holiday management features include automatic calculation of holiday entitlements, the ability to maintain your own list of public holidays and non-working days, and quick on-the-go approvals from your mobile.

✔ Centralise time-off record keeping

✔ Streamline requests and approvals

✔ Improve insights and planning

✔ Improve staff engagement and adoption

✔ Boost productivity with M365 integration

✔ Leverage M365 to save time and money

**MODERN WORKPLACE**

# Modern Time-Off Management for the Modern Workplace

Designed to work within your secure Microsoft 365 environment, MW Time-Off Manager is a mobile-first solution that gives your staff immediate access to an easy-to-use mobile app for submitting and approving holiday requests, and for recording other time-off from work.

MW Time-Off Manager uses Microsoft 365 technology to provide a modern user experience that is simple and easy to use. The service is available on any device from any location and users are automatically signed in securely with their normal Microsoft 365 credentials.

## Dashboards, alerts and reporting

MW Time-Off Manager keeps everyone informed on requests, approvals and cancellations with up-to-date dashboards on request status and entitlements.

Automatic emails provide notifications when requests are submitted or approved and Outlook calendar integration makes sure your time-off is booked in your diary. The Administration Dashboard provides detailed and customisable reporting on holidays taken and other time-off, helping you to proactively plan and manage your people resources.
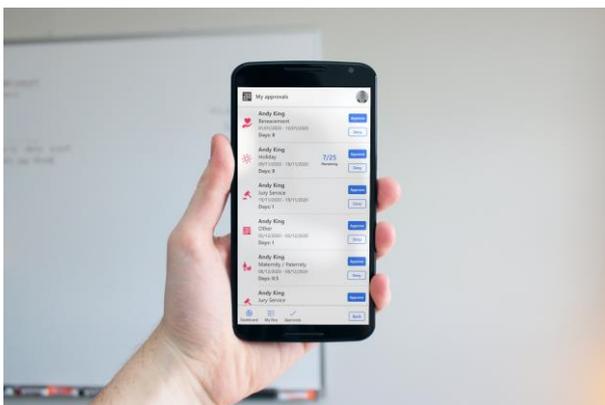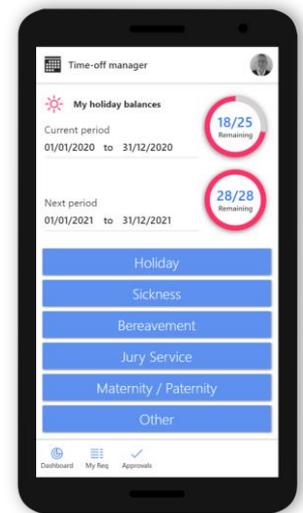
## Feature Highlights

- Submit, cancel, approve or reject **time-off requests**
- Customisable time-off **categories**
- **Approval policy** options based on time-off category
- Custom holiday **periods** and holiday **entitlements**
- Automatically update holiday **entitlement balances**
- **Dashboard** displaying periods and available holiday
- Custom list of public holidays and **non-working days**
- Automatically **calculate** the number of workdays
- **'My Requests'** view for review and request cancellation
- Dedicated **approvals dashboard**
- Automatic **email notifications** of requests and approvals
- Submit and account for **partial (half) days**
- Ability to **manually adjust** staff entitlements
- **Outlook** integration
- Customisable **reporting** with easy export to Excel

**Use your own Microsoft 365 service to centralise and control time-off management.**

**Contact us now** to book a demo or to find out more about MW Time-Off Manager