



PIT eLEAVE

Introduction

PIT eLeave is one of the 3 integrated modules of PIT PAYROLL management system. It a web-based application designed to facilitate employee in leave application and their approver to approve/reject application. It is one of the most comprehensive leave management systems you can find today.

Within PIT eLeave is a workflow process which will ease user administrative effort in managing their leave. Beside the administrative benefits, company who uses PIT eLeave will see improvement in managing their staff strength and thus reduces disruption to their operation.

System Features

- No need to install software
- Available 24 x 7
- Able to define leave types
- Able to set holidays for the company
- Able to set leave days per year and carry forward policy
- Able to set 'blackout days' where no leave can be approved override
- Able to set user access rights for each group of user
- Able to define department
- Able to define employee grade and the leave policy for each group
- Provide earned or entitled annual leave computation.
- On-line help
- Friendly search windows to assist approvers and users in data entry
- Data is strictly validated before updating.

Development Tools

Designed with powerful Microsoft's Visual Basic.net on SQL database

Employee

- Able to make leave application
- Received email upon approval of their leave
- Check up-to-date leave balances/calendar
- View leave history
- Change their password to prevent unauthorized access.

Approver

- View leave calendar for his team/department
- Received email of pending leave
- View leave approved/rejected history
- Delegate another person for his role and set the period of delegation
- Able to set 'bulk leave', leave type to deduct and send email to his staff to inform them
- Query employee leave record
- Generate report in Microsoft Excel

Administrator

- Able to set system parameter such as prefix for form number
- Customize leave type suitable for the company and whether approval is required
- Set 'blackout' dates which application will not be approved
- Define user groups and their access rights
- Define departments and their work days
- Define employee grade, whether their leave is earned or entitled, number of years it can carried forward and other leave policy
- Access to employee information
- Assign approver and the employees in the approver cohort.

Other PIT Modules

- PIT - PAY Payroll System
- PIT Time Attendance System



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