

Time&Space Approval Workflow

The companies spend a lot of time for developing work schedules and distributing their employees; nevertheless, absences are impossible to avoid. To tackle this problem, Spica International developed Time&Space Approval Workflow module to improve business process, and enable tracking and management of absences.

Manager and administrator are required for approval and entering the absence in the system, for which reason the automatization of this process brings significant benefits for administration and management work. It also reduces the possibility of errors and use of paper, and ensures that the manager and employer are updated.

The module offers real-time monitoring and management of approvals workflow and supports various working time events, such as:

- ❖ **All day absences** (vacations, business trips, etc.)
- ❖ **Short-term absences** (business meetings, private absences)
- ❖ **Overtime**
- ❖ **Other activities** (missing time clockings, schedule replacement, balance correction, etc.).

For each application one can set the number of consecutive approvers, i.e. levels of approval.

Approval Workflow module is not limited by the number of requests which may be defined. Employee simply submits his request for approval to the manager using a web interface which enables an overview over all employees' requests. Moreover, the web interface provides overview of the situation, statuses and requests of all employees.

The approval module allows specifying a deputy approver. The deputy takes over as substitute in case the original approver is absent.

Advantages:

Less paperwork and administrative work.

Faster flow of information, fewer delays and bottlenecks.

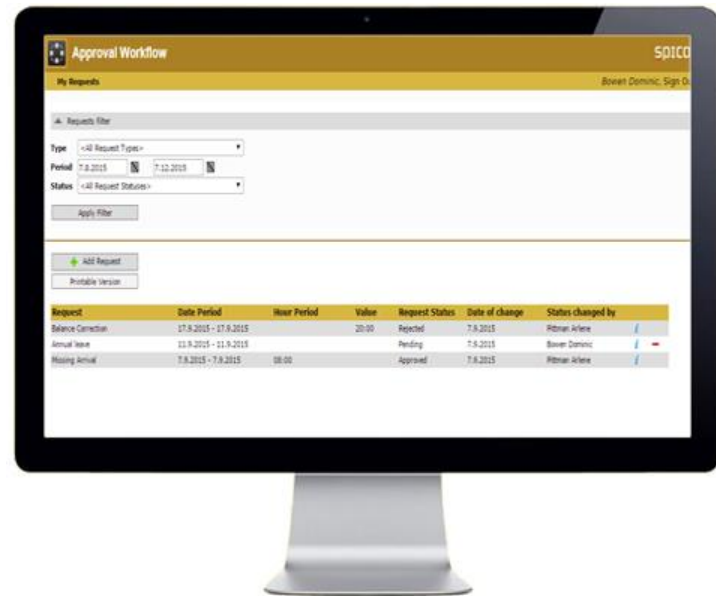
More transparent planning of work and absences.

Real-time insight.

When submitting the request, the applier, his direct superior and (if necessary) any additional approvers are sent an e-mail with notification and possibility to act directly.

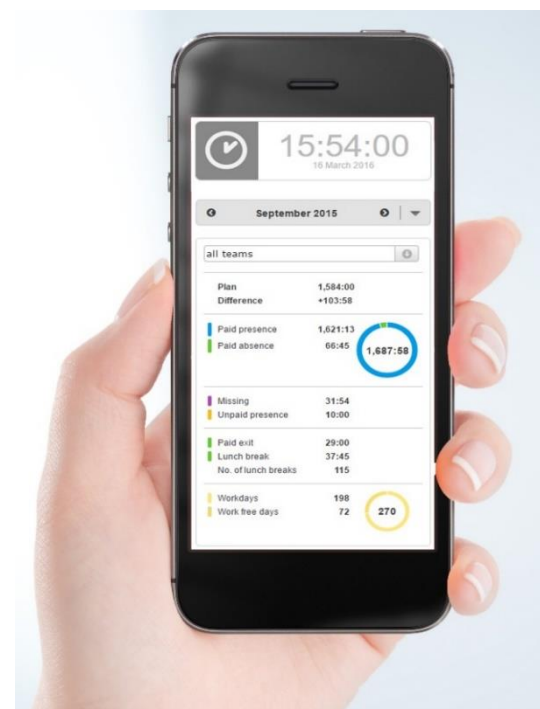
The manager or approver may approve or reject the request. The applier receives the reply immediately by e-mail.

Apart from their own requests, the managers have overview over all the requests of their employees. The requests on the list may be classified according to the type of request, time period, status and employee. Upon each approval the events are directly entered in the Time&Space system.



One of the possibilities the Approval Workflow module offers is that the employee's superior or duly authorized person may submit the request instead of the employee.

It is possible to use the module, submit employees' requests and managers' approvals also through a mobile application Spica Mobile Time (iOS and Android).



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