lms

LEAVE MANAGEMENT SYSTEM

An ISO 9001:2008 Company

i-MATRIX
SOLUTIONS
www.i-matrix.co.in

I-MATRIX leave management system with its powerful features, cuts out the physical movements & paperworks.

Leave Management System

LEAVE MANAGEMENT SYSTEM is a flexible leave management application that automates policies associated with the granting, validation and calculation of leaves. Our leave management system applies balance enforcement restrictions in real time and provides employees and managers with easy access to those balances.

Any organization's backbone is the manpower and to manage the manpower there are various tools and software available. Leave Management System is meant to minimize the liability towards leave and employee grievances and to cut the cost by monitoring the unauthorized leave time.

Brilliant electronic leave management software with its powerful features cuts out the physical movements and enables HR to have a bird's eye view of the leave situation in the company and make decisive, on-the-spot approval decisions.

Leave Management System enables HR not just to uphold standard leave policies, but cater to "special cases", and make decisions which are objective and compassionate. All this translates to huge cost savings in paper and manpower and a boost to staff morale.

Some of the Salient Features are:

- ✓ Online application for leave without the need for paperwork.
- ✓ Email notifications to approving officer and applicants.
- ✓ Applicant and Approving Officer can see complete leave records and approval history respectively.
- ✓ Leave records are updated automatically once applications are approved.
- ✓ Leave records may be printed out or generated into reports.
- ✓ Leave records may be exported to excel file format.
- ✓ Leave calendar provides a bird's eye view of who is on leave.
- ✓ All leave policies are configurable (i.e. no customization required).
- ✓ Support all and any number of leave types. You can even create your custom leave types including business trips.
- ✓ No additional hardware or third party software needed.
- ✓ Easy setup and deployment.

Leave Management helps Finance and HR departments by efficiently manage and accurately track the leave programs.

LMS reduces cost for paper & manpower, HR can take on-spot decisions with detailed view of company leave situation.

Using Leave Management EMPLOYEES can:

- ✓ View Leave Balances: Employees can view Allowed, Taken, Balance leaves.
- ✓ Leave Type: Employees can view their Leave Days, based on company policy and type.
- ✓ Enter Requests: Employees can enter Leave Requests for time-off using a Leave Request form.
- ✓ Email Notification: When Leave Requests are made, an email reminder is automatically sent to the Manager.
- ✓ Request Status: Each Leave Request can be viewed in real time.
- ✓ Cancel Leave: Approved leave or pending leave can be edited or rejected.

Using Leave Management MANAGERS can:

- ✓ View Leave Requests: Managers can view multiple Leave Requests at the same time for planning purposes for their respective department.
- ✓ Approval of Leave Requests: Managers can approve Leave Requests after checking/ matching the leave availability, history etc.
- ✓ View Leave Balances: Managers can view Leave balances of employees of the concerned department.
- ✓ Cancel Leave Requests: Manager can cancel future Leave Requests (even after approved).
- ✓ Edit Leave Requests: Existing Leave Requests can be edited.

Using Leave Management ADMIN can:

Perform all of the functions that employees and managers can perform

- ✓ Edit leave records
- ✓ Delete leave records
- ✓ Manage leave policy assignments
- ✓ Edit the employee's service date
- ✓ Adds Manager or authentic person for the Company
- ✓ Add Employees
- ✓ Leaves creation, entitlement
- ✓ Modification in the leave quota for employees.

We spent much time in making sure that the solution is very easy to learn and use by both the administrator and users. No more time consuming paper work for your employees and you can conveniently apply leave anywhere and anytime. Your managers can conveniently approve leave anywhere and anytime.

Efficient and Fast - Unlike many other systems that overload you with many complicated and unnecessary features and images, we took a minimalist approach in designing to ensure that the system is efficient, fast and responsive.

Technical Information

LMS is built using .NET 4.0 and Microsoft SQL 2008. Hosting can be provided by I-Matrix Solutions or with a hosting provider of your choice. Server requirements are MS Windows 2008 Server running Microsoft Internet Information Server (IIS).

I-Matrix Solutions

We are committed to building practical, reliable and scalable tools for businesses wanting to better harness the power of the internet. With a proven track record with some of the biggest names in India, USA, Saudi Arabia, United Arab Emirates, & Kuwait business, I-Matrix Solutions' stable of products covers Website and Intranet creation, Content Management System, Online Recruitment System, Document Management System, Leave management system, Project Management System and many more.

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