



Plan when you're in, out or busy

This Unit4 Business World On! module provides the best user experience for requesting absences.

Its stunning design, fine-tuned functionality and outstanding usability make it easy for you to request leave and view all your time-related commitments – such as travel, holidays and project bookings – in a matter of seconds, so you're always up to date and can keep completely on top of your absence requests.

It presents clear, easily accessible information in screens that have been specifically designed with input from HR managers and others. Feedback and animations add even more clarity while collaboration and chat features let you involve your colleagues or your boss to get the information you need, when you need it – even in times of change.



Rapid, effective and engaging

Get all the facts in a mouse-click

A single calendar overview uses information held in Business World On! to show you all your time-related commitments – such as travel and absence requests – making it extremely easy for you to plan and request future absences.

View your absences in the way you want to

Not only do you get a visual calendar overview of scheduled absences, but other views let you see your available time-off balance and the status – recent, pending and approved – of your requests in calendar mode.

Easily request any type of absence

Simply select the reason for your absence and add the dates. You can include costing and general

ledger information if you need to. Your request is then automatically sent for approval, and your remaining balance is automatically calculated. You can save an absence request as a draft for finalizing later, and can add historical absences.

Converse with colleagues to avoid issues

You can have an on-screen conversation with your boss or a colleague about the request, so you can identify and solve any date conflicts and confirm commitments before requesting the absence.

Get up and running quickly

Implementation of Absences is simple, and it is so easy to use that no training is needed, so occasional or new users can be up and running quickly and without difficulty.

Key capabilities

- Graphic visualization of absences and travel requests
- Clarity at all times
- Collaboration and in-context discussions
- Clean, uncluttered user interface
- All information on screen when and where it's needed
- Rapid and very simple implementation
- Calendar view of future absences
- View of recent, pending, and approved requests
- Display of available time-off balance
- Ability to save as draft for editing
- Historical absences can be added
- Dynamic calculation of remaining balance

Want to know more?

To see Unit4 Business World On! in action and learn about the solution, please visit:

unit4.com/erp-latest

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