



TimeOut makes the most of your time.

The following specific features can help deliver a dramatic increase in efficiency to your business.

Simplified Implementation

Streamlined deployment makes the transition from pre-existing systems to TimeOut easy. By setting up your policies and deploying employee files for you, CWS drastically reduces the time normally spent learning how to configure and test accrual rules. CWS will also provide extensive training on how to operate all aspects of the TimeOut System.

Managing Multiple Accrual Policies

Because different employees earn time out of the office at different rates, TimeOut does not place a cap on the amount of accrual policies within a specific organization.

Multiple Time Entry Formats

TimeOut allows multiple time reporting intervals from whole days, half days, hours or fractions of hours. Each day type (vacation, sick, etc) can be configured differently.

Reporting

All TimeOut reports can be exported into Excel Worksheets. Doing this allows for easier manipulation of data to meet your specific needs. In addition to standard reports, TimeOut also offers customizable reports to meet your specific needs.

Complete Audit Trail

TimeOut provides a detailed recording of every transaction made by either employer or employee to ensure the most accurate records possible.

Delegation

TimeOut allows managers to delegate approval to others in the event they will be away from work or prefer to have others review and approve requests.

Granting Time

Authorized users have the ability to grant time out for whatever reason, whenever they deem necessary.

Policy Changes for an Employee

When an employee is promoted or changes position with a different accrual policy, TimeOut will easily enable the change and properly maintain the accrual history.

Carryover Days

TimeOut allows you to define the number of days that can be carried over from year-to-year according to specific accrual category. It can also define expiration dates for carryover time as well as adjust for special circumstances.

Anniversary Calculations

TimeOut accommodates accrual calculations based on calendar year or on employment anniversary.

