

# People Management Made Easy

With our online HR tool you will easily manage important employee information, absences, and time tracking. All in one place.

| DASHBOARD MY CALENDAR   |      | Weeks Mo  | onth Year   |                      |             | h Mar Ana Mar  | c hus hul A-   | ug Sep Oct Nov        |                          | SETTINGS    | 2 🦉          | Brendan Miller -<br>Owner<br>+ New absence |
|---|------|---|---|----------------------|-------------|----------------|----------------|-----------------------|--------------------------|-------------|--------------|--|
| Find user & teams   | ۹    | weeks Mo  | min Year  |                      | Jan Pe      | ao mai Api may | 7 JULI JULI 74 | ag dep det nov        | Dec 7 Today              |             |              | + New absence                              |
| Advanced Filter   |      |   |   |                      |             | 12 2018 02 03  |                | And an an arrange and |                          | 19 02 03 04 |              | 03 09 10 11 12                             |
| 🚱 Brendan Miller  | •    | The 31 <b>August</b><br>3 WD (3 C                   | Sat 04  | Tue 07               |             | Fri 10         | Mon 13         | Thu 16                | Aug 19<br>.5 WD (4 CD) \ | Wed 22      | -Sat 25      | Tue 28<br>5 WD (5 DD) Monte                |
| Clara Lee   | •    | _   |   |                      |             |                | 5 WD (5        | CD) Vacation          |                          |             |              |  |
| Emilie Brooke   | œ    | Jonatha   | n Kang  |                      | ۵           | WD (9 CD) Vaca | ation          |                       |                          |             |              |  |
| Enzo Charpentier<br>Project: Outrench                         | 60   | 를 absence.a<br>쓸 HR                                 | dmin+en@gma   | I.com                |             | 5 CD) Vacation |                | 3 WD (3 GD)           |                          |             |              | 2 WD (                                     |
| Jonathan Kang<br>Office Party Planning                        | •    | <ul> <li>HQ: New Y<br/>Office Party File</li> </ul> |   |                      |             |                |                |                       |                          | 2 1         | VD ()        |  |
| Justin Barrett<br>Office Party Planning                       | •    | ALLOWANCE   |   | 201                  | 8 •         |                |                | 4.5 WD (7 CD) I       | dontreal Office          |             |              | 2.5 WD                                     |
| Max Macher  | 1350 | (10) He   | cation<br>maining 2018:<br>sidual from 201            |                      | f 14<br>f 0 |                |                |                       |                          |             |              | 5 WD (5 CD) Vaca                           |
| Michelle Ng<br>Project: Redecign. Office Party Planning       | •    | 0 Re  | ck Leave<br>maining 2018:<br>sid <i>usl expired</i> o | 0 ol<br>11/01/2018   |             |                | 3 WD (3        | CD)                   |                          |             |              | 2  |
| Nicole Jameson<br>Project: Outreach                           | Ð    | 0 Re  | rsonal Leave<br>maining 2018:<br>sidual expired a     | 0 of<br>0 01/01/2018 |             | WD C           |                |                       |                          |             | 2.5 W        | D (6 CD) Vacation                          |
| Sandrine Beaumont<br>Project: Outreach                        | œ    |   |   |                      |             |                |                |                       |                          |             |              |  |
| Selina Covarrubias<br>reject: Outreach, Office Party Planning | •    |   |   |                      |             |                | 41             | WD (4 CD) Frofe       |                          | 4 WD (5     | CD) New York | ¢  |
| Shirley Divon   |      |   |   |                      |             |                |                |                       |                          |             |              |  |
|   |      |   |   |                      |             |                |                |                       |                          |             |              |  |



#### Absence Management

Request and approve absences with just a few clicks, and always have a clear overview of all your employees absences.



# **Personnel Files**

Store all essential employee information in one place. Request missing information with a smart personnel questionnaire.



# Time Tracking

Keep track of work hours and overtime with our digital time tracking. Easily accessible for all users, simple export of important reports.



#### Reporting

Export reports on absences, work hours, overtime, or any other important HR information.



# **Document Management**

Easily upload, store, and manage important employee documents. Easy access with a clear overview.



# Shift Planning (Coming Soon)

Create, edit, and view employee's shifts and schedules online, and get an instant view of their availability.

# Your Digital HR Wingman

Forget about messy Excel lists or application forms with sloppy handwriting. With absence.io you'll have all important employee information in one place, absence processes are done with just a few clicks, and tracking work hours have never been easier.



Integrations with Slack, Google Calendar, and Outlook

Absolute security with SSL-encrypted data

Optimized for all devices

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|---|--|
| ■ ■ :   | ← ● absence.io<br>https://app.absence.io   |
| absence <u>(</u> )  |  |
| You have open requests  | - C  |
| Hello Brendan Miller,   | Absence approved   |
| this is a friendly reminder that you<br>have some open absence<br>requests. Here is a brief overview. | Thank you for approving the absence of Clara Lee.  |
| Open Requests   | Mon 06/08/2018 (Morning) –<br>Mon 06/08/2018 (Evening)<br>1 Day Professional Development |
| Shirley Dixon - Vacation - 4.5<br>days<br>Mon 03/06/2017 (noon) - Sun<br>03/12/2017 (evening)         | Your absence.io Team 🂙   |
| Approve Decline   | Let's go!  |
|   |  |

#### Get in contact with us!

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