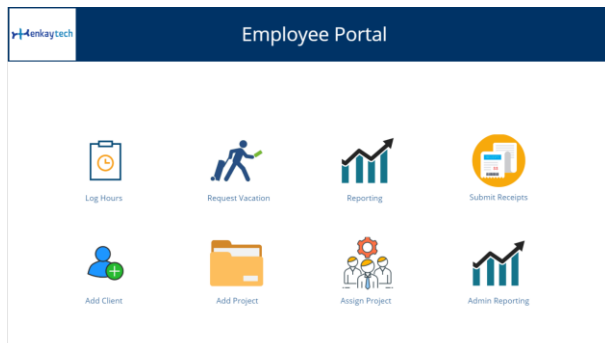**Employee Time, Vacation and Expense Management Portal**

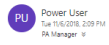# A one stop portal for your employees:

- Employees log and submit their hours for approval, request vacation, view timesheet reports and get reimbursed for business related expenses

- Employees can access the portal via mobile or desktop. From the desktop, they can launch the app directly from Office365

- Application is integrated with Active Directory groups and Office365 for role-based view. Employees only see their respective records and Managers can view all records within their team. Only Administrators can create, update and assign employees to projects.

- Easy to use UI that is intuitive, and color coded to reflect the status of approvals

- Managers/Approvers can approve or reject timesheets directly from their email
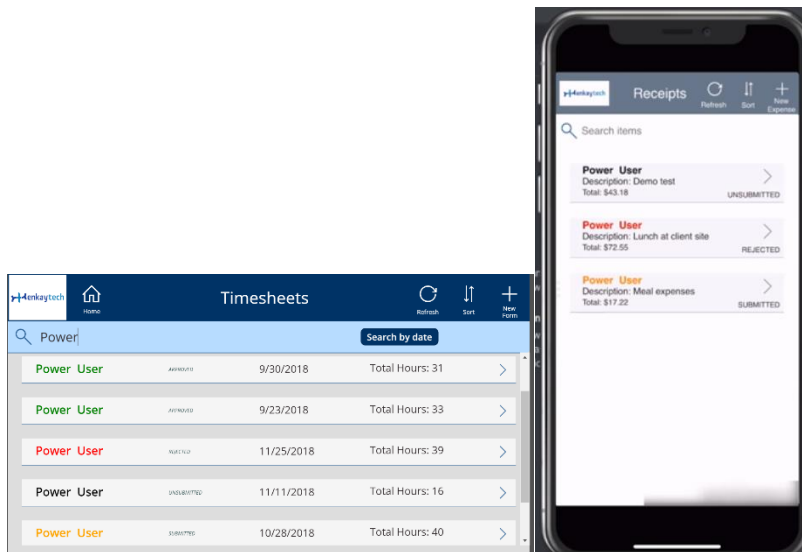
- Managers/Approvers receive email alerts when there are new receipts to approve
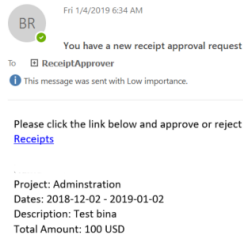
- Approved vacation requests automatically create an out of office event in the user's and approver's respective calendars
- Attach receipts or take a picture of receipts using your phone camera for expense reporting.
- Allows stakeholders to visualize data directly within the employee portal. No need to login separately into Power Bi. Employees only see their hours and can filter the report by date, client and project. Managers can filter the report by date, client, project and **employee!**

- This application uses Power Apps, Flow, CDS for Apps, SharePoint and Power BI

- Will soon be available in the app store