



Absence Planner

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Transport & Logistics

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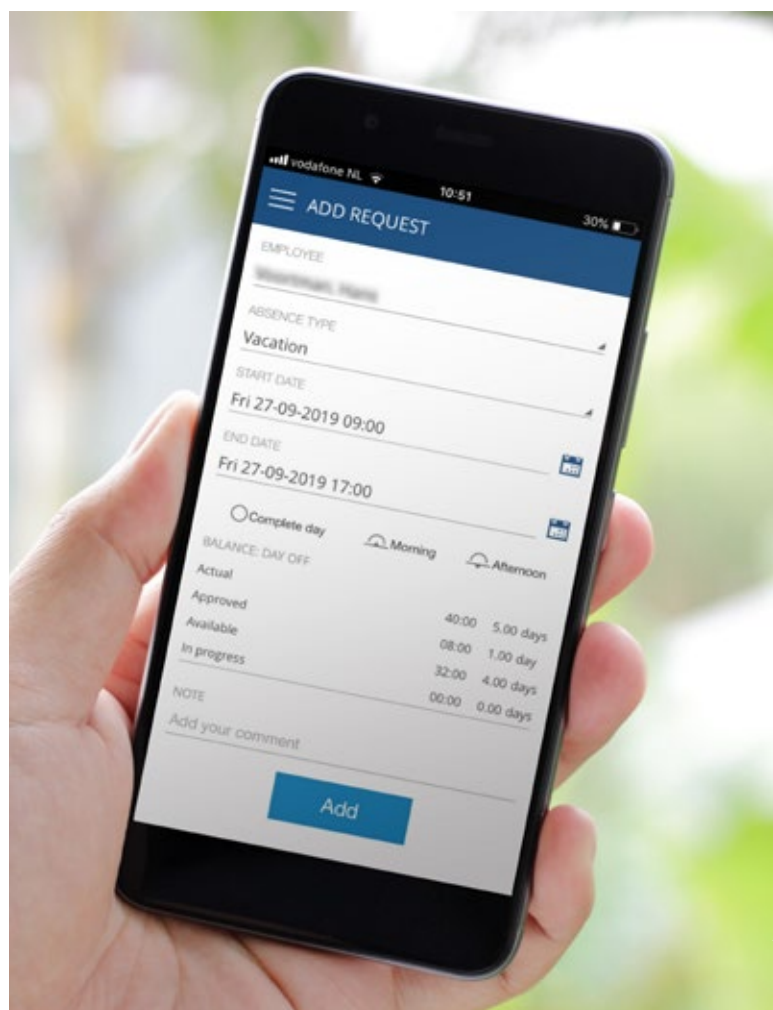
Plan leave easily, synchronised with FleetHours

Planning the leave periods of employees is a tricky business for many managers. And a time-consuming job. Collecting leave records, keeping holiday balances up to date, tracing and ironing out overlaps ... the bigger your business, the more complex it becomes. Wouldn't it be handy if your employees rostered their own holiday?

With the Trimble Absence Planner, a tool for clear absence management, it becomes dead easy.

By connecting the Absence Planner to the payroll tool FleetHours, you immediately connect all absences (sickness, leave ...) with the total number of hours worked/provided. This means that you can see at a glance whether this matches to the contract of employment.

It can be this easy.



Totally straightforward!

Your employees request their own leave and you immediately get an overview of the planning and any possible overlapping requests. From drivers and garage staff to administrative personnel and managers, all your employees make their request in the same app.

The connection with the payroll and expenses calculation tool FleetHours works in two directions. On the one hand, the totals hours worked are automatically filled in with the absences. On the other hand, the master data of the employees are transferred quickly and easily from FleetHours. This means an end to double work. Even if you don't use FleetHours, it is still easy to get started with the Absence Planner.

Achieve effective absence management in 5 steps

01



Always available online

Via an easy-to-download app or a web-interface, employees have access to their leave planning at all times. This means that they can easily make a request anywhere and anytime and see a current overview of their entitlement.

02



Get started immediately

As soon as the owner of the Absence Planner has added an employee, they get an activation message in their mailbox. Once the link has been activated and a password has been set, the employee can start straight away using any supported device.



04

Flexibly request absences

> HOW DOES IT WORK?

- Your employee requests their absence.
- The requested absences appear in the list of requests.
- The manager receives an e-mail and/or push message on his smartphone.
- As soon as a request is approved or rejected, the employee involved receives an e-mail and/or push message on his smartphone.

De manager kan ook zelf aanvragen toevoegen en meteen goedkeuren voor een medewerker. Op die manier houdt hij grip op het aantal verlofaanvragen in de planning.

> CANCELLING A REQUEST

- Was a cancellation date set in advance? Then your employee can cancel their approved request or remove it during that period.
- Has the cancellation period expired? Then only the manager can apply changes, if the employee in fact worked that day.

> STATUS KNOWN AT ALL TIMES

The user-friendly app offers your employees:

- a clear view of the days already taken, the absences in process and the remaining balance;
- handy search filters by the various types of absence or the status of the request.

03



Creation and use of master data

Before starting to use the Absence Planner, you will need to set up the master data correctly:

- department
- employee details
- type of absence (annual leave days, special leave, working time reduction ...)
- statutory holidays

The details which are already in FleetHours can be transferred to the Absence Planner.



05

Approving with insight

The manager receives an overview of all requests within the business or department. By making clever use of filters and sorting, it is possible to only view the open requests. These can be approved or rejected by the manager or commented with a clarification. The balance of the remaining holiday days is updated immediately for the employee concerned.

> TWO-STEP ACCEPTANCE

The request can be approved in two steps: provisional and final. This can be useful if:

- the manager wants to get an initial overview on all requests for a certain period;
- the approval requires multiple people, for example the department head and the HR manager.

Only once a request has been finally approved the absence is logged and the day of leave recognised.

> SYNCHRONISING WITH DIARY

With the calendar module the employees activate their access to the local calendar. This means that approved absences become visible in their own calendar.

> MULTIPLE LANGUAGES

The app is available in Dutch, English, French and German. Your employees select their preferred language and can then request leave in their own language.

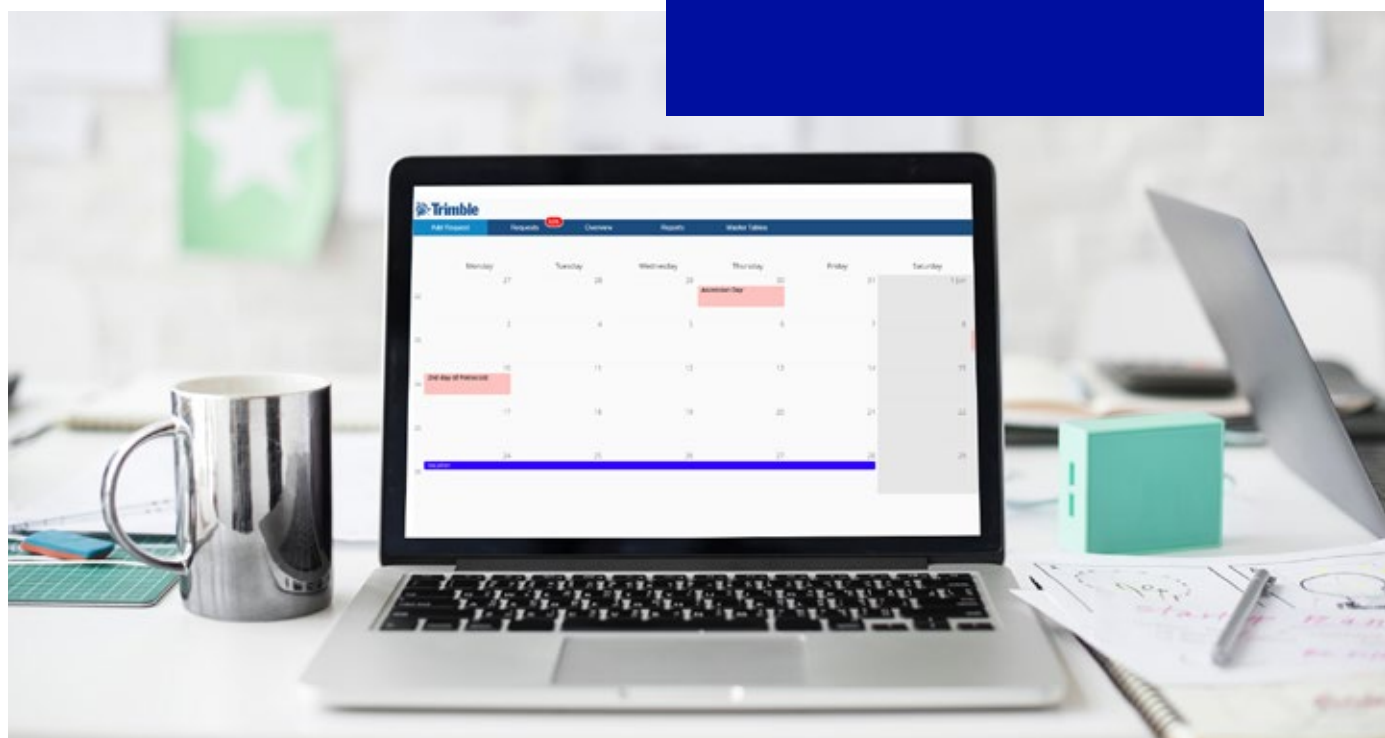
A custom solution for your employees

- Absence Planner is available as an app for Android™ and iOS™ and as a web application on a PC. Absence requests are therefore available for your employees at any time and anywhere.
- The Absence Planner takes into account different absence types such as a bridging day or special leave. Furthermore, your employees can see their current balance at any time.
- Statutory holidays can be set by country. This is handy if your company employs people in other countries where different statutory holidays apply.
- Does a statutory holiday fall within the requested leave period? The app automatically takes this into account.

THE BENEFITS OF THE CONNECTION WITH FLEETHOURS

The profile of your employee is created by FleetHours. The master data are automatically transferred and synchronised in the Absence Planner, including the leave balances.

The wage slip with the overview of the hours worked and holiday balance can be sent to the portal from the Absence Planner. This means your employees can view their wage slip both in the app as well as via the web application.



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