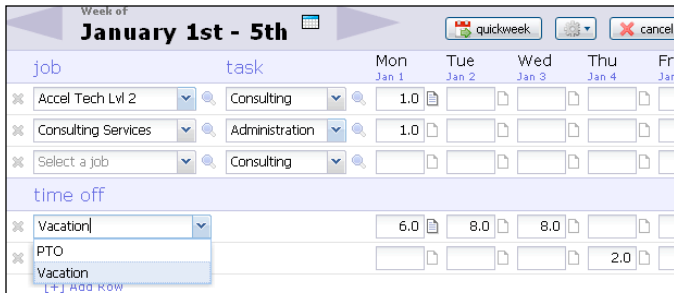


Streamline your company's non-worked time tracking, reporting, accrual and review process with ClickTime's all-in-one Time Off Module.



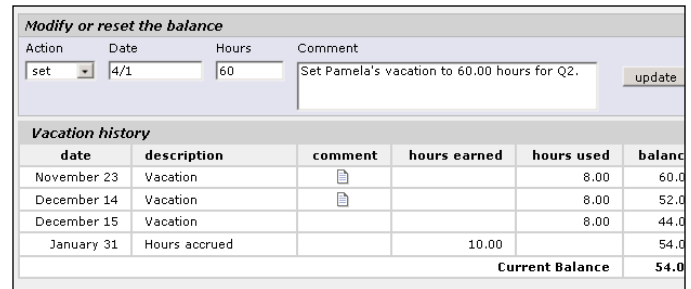
Employees individually report the vacation time they've taken and ClickTime automatically deducts it from earned vacation time.

Tracking Time Off with ClickTime

Every employer is faced with the challenge of tracking various forms of time off, such as sick time, vacation leave, FMLA, etc. And with the complex paid-leave packages available at many companies today, tracking time off can be a real burden for administrative staff.

System Requirements

Like our Web Timesheet, the ClickTime Time Off module runs on virtually any web-connected computer and any modern web browser or compatible handheld device.



Allow your managers to focus on more important tasks rather than manually processing non-worked time.

Pricing

Adding the Time Off Module to your ClickTime Web Timesheet subscription adds between \$1 and \$2 to your per-user monthly fee. Contact sales@clicktime.com for more information, or phone us at 888-746-8227 and ask for ClickTime Sales.

For ClickTime's Time Off Module, contact sales@clicktime.com or phone us at 888-746-8227 and ask for Sales.

Feature	The Time Off Module Advantage
Customizable Leave Types	Easily define your company's leave types (sick time, vacation, PTO, etc.)
Flexible Accruals	Categories such as paid vacation are often earned each month. ClickTime will automatically track everyone's accrual and post the earnings to their accounts. You can assign different accrual rates for each person in each Time Off category.
Self-Service Balances	Employees will finally stop asking how much vacation time they've earned, since they can see for themselves with just a click.
Separate Reports	There's no confusion between worked time and non-worked time. A separate area for entering Time Off makes it easy for employees to make accurate entries.
Group Reporting	Managers can see Time Off summaries shown by division, employment type, individually, or even across the entire company.