



Opensoft e-Leave

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The leave management software is the main reason most companies start to look at our HR software – when managing time off becomes painful or too difficult for you on Excel, this usually signals the beginning of the journey towards finding a suitable HR solution. Opensoft Leave Management solution automates the entire leave processes and empowers the HR department in your organisation to effectively apply leave policies.

Opensoft Leave Management is simple to use and makes your life easier by providing a clear view of team members' availability and allows pre planning for work ahead. Opensoft Leave Management combines helpful leave management functionality with an intuitive user interface to simplify and accurately perform absence management.





Automated calculations without any errors

Opensoft Leave Management automates accrual of paid time-off and sick days balances and speeds up leave requests processing. With automation, you can be assured that balance calculations will be void of errors.



Rich details

Comprehensive history of leave balances, information on requested leaves, and absence notes are made readily available in customizable report formatting.



Flexibility

Opensoft Leave Management module supports the creation and configuration of custom leave types. It also allows users to set up both default and personal accrual rules according to organizational requirements.



Mobile application

An efficient solution to keep your colleagues informed about your absence at all times – Opensoft mobile app allows users to submit leave requests and absence notes on the go. This data is visible both in the desktop and mobile versions.



Clear information on employee absence

Opensoft Leave Management includes automatic notifications on all actions related to leave requests and provides users with a clear visual representation of leaves requested and approved for future and past dates.

Key Features



Manage all types of absences

By allowing users to manage all types of absences, including paid and unpaid leave, sickness, etc. through a comprehensive leave setup, absences will garner greater visibility to employees and employers, policies become easier to implement and everyone benefits from a smoother, less time-consuming Leave process.

Calculate entitlements the smarter way

All you have to do is simply define the company policies, and the system takes care of the rest. Leave policies can be tailored to suit different groups of employees and includes features such as entitlement by length of service increments, rounding up or down rules, carry over and forfeiture, and more.

Route approvals the way you want to

Absence requests are automatically routed for approval based on the options you select during setup

Save everyone's time

Empower your employees by enabling them to manage their own leave, securely check their leave entitlements/balances, submit absence requests on their PC, tablet or smartphone anytime, anywhere with internet connections. Approving managers are automatically notified, making one-click approval or rejection on leave application as they have all the information they need at their fingertips.

Keep up with compliance

Our system is regularly updated to ensure entitlements are calculated in line with Singapore legislation relating to Singapore statutory childcare leave entitlements

Employee Friendly Interface

Our eLeave screen is designed to be intuitive and simple for both you and your employees, with a simple menu bar at the side to navigate various modules and task functions

Real Time Multi-Platform Usage

Managers and employees to check in on their absence management statistics in real time, and this allows both parties to be aware of the situation at all times. Managers can easily check they have the right people in place before approving time off.

Take a strategic approach to work

Absence management isn't all about controlling your employees. It's about efficiency and improving oversight of employees' absences whilst maintaining holistic understanding of company leave policies. Spend less time on administration yet ensuring the important actions don't get overlooked, eg. Employees or their managers can register an absence, and ensure compulsory uploading of supporting documents depending on rules set in the Leave type.

Document attachments

Employees can easily upload necessary document scans that will be securely stored as supporting documents.

Mobile apps

Now you don't have to wait until you're at your desk in the office to perform leave related matters. Download made available for iOS and Android with a simpler interface.

Team calendars and who's off notifications

Makes it convenient for all to view who's away within their team to avoid difficult clashes and make sure the appropriate resources are in place

Integration with optional Time & Attendance and Roster Scheduling modules

Absences will automatically be synced to other modules so no manual updating is required.

Key Features



Calculate accurate leave balances

Leave balances are automatically tracked in real time, year-end balances carry forward and/or forfeitures are computed automatically with a click of button and leave days entitled are auto-generated for the new year."

Staff Leave History Records

You no longer have to go through the arduous task of searching for past leave documents as eLeave stores all historical records of employees' leave and absences with the included feature of a employee tracking system that indicates the responses of designated approving officers.