

IMS PAYROLL

online express

IMS Online

Leave request e-mails

POWERED BY

www.timefiler.com

E-mail functionality

Standard e-mail functionality is provided for:

- Leave requests
- Leave request reminders

E-mails are not generated when timesheets are submitted, approved etc.

Leave requests

Leave request e-mails will be triggered from the following actions on the Leave Planner screen:

Employee actions:

	Sent to	E-mail
Employee submits leave request	Employee	Dear <first name> Your Leave Request for <leave description> from <start date> to <end date> has been submitted to <manager name>. You will be notified by e-mail when it has been approved or declined. Click <here> to view the Leave Request.
	Manager cc Assistant Manager	Dear <first name> <Employee name> has submitted a Leave Request for <leave description> from <start date> to <end date>. <i>If validation alert:</i> An alert for this Leave Request has been created, so please review carefully. <i>If comment added:</i> The following comment was provided: <comment> Click <here> to view the Leave Request, and approve or decline it as appropriate.

	Sent to	E-mail
Employee withdraws leave request	Employee	Dear <first name> Your Leave Request for <leave description> from <start date> to <end date> has been withdrawn, and <manager name> has been notified by e-mail.
	Manager cc Assistant Manager	Dear <first name> <Employee name> has withdrawn a Leave Request for <leave description> from <start date> to <end date>. <i>If comment added:</i> The following comment was provided: <comment> This e-mail has been sent to you for information purposes only.

Manager actions:

	Sent to	E-mail
Manager submits leave request	Employee	<p>Dear <first name></p> <p>Your manager (<manager name>) has submitted a Leave Request on your behalf for <leave description> from <start date> to <end date>.</p> <p><i>If validation alert:</i></p> <p>An alert for this Leave Request has been created, so please review carefully.</p> <p><i>If comment added:</i></p> <p>The following comment was provided:</p> <p><comment></p> <p>Click <here> to view the Leave Request.</p>

	Sent to	E-mail
Manager approves leave request	Employee	<p>Dear <first name></p> <p>Your Leave Request for <leave description> from <start date> to <end date> has been approved by <manager name>.</p> <p>If you wish to modify the Leave Request, click <here> to view it and withdraw the request.</p> <p>You can then create a new Leave Request for alternative dates if required.</p> <p><i>If validation alert:</i></p> <p>An alert for this Leave Request has been created, so please review carefully.</p> <p>Click <here> to view the Leave Request.</p>

	Sent to	E-mail
Manager declines leave request	Employee	<p>Dear <first name></p> <p>Your Leave Request for <leave description> from <start date> to <end date> has been declined by <manager name>.</p> <p><i>If comment added:</i></p> <p>The following comment was provided:</p> <p><comment></p>

	Sent to	E-mail
Manager deletes leave request	Employee	<p>Dear <first name></p> <p>Your Leave Request for <leave description> from <start date> to <end date> has been deleted by <manager name>.</p> <p><i>If comment added:</i></p> <p>The following comment was provided:</p> <p><comment></p>

Administrator actions:

	Sent to	E-mail
Administrator submits leave request	Employee	<p>Dear <first name></p> <p>The Administrator has submitted a Leave Request on your behalf for <leave description> from <start date> to <end date>.</p> <p><i>If validation alert:</i></p> <p>An alert for this Leave Request has been created, so please review carefully.</p> <p><i>If comment added:</i></p> <p>The following comment was provided: <comment></p> <p>Click <here> to view the Leave Request.</p>

	Sent to	E-mail
Administrator approves leave request	Employee	<p>Dear <first name></p> <p>The Administrator has approved your Leave Request for <leave description> from <start date> to <end date>.</p> <p>If you wish to modify the Leave Request, click <here> to view it and withdraw the request.</p> <p>You can then create a new Leave Request for alternative dates if required.</p> <p><i>If validation alert:</i></p> <p>An alert for this Leave Request has been created, so please review carefully.</p> <p>Click <here> to view the Leave Request.</p>

	Sent to	E-mail
Administrator declines leave request	Employee	<p>Dear <first name></p> <p>The Administrator has declined your Leave Request for <leave description> from <start date> to <end date>.</p> <p><i>If comment added:</i></p> <p>The following comment was provided: <comment></p>

	Sent to	E-mail
Administrator deletes leave request	Employee	<p>Dear <first name></p> <p>The Administrator has deleted your Leave Request for <leave description> from <start date> to <end date> has been deleted by <manager name>.</p> <p><i>If comment added:</i></p> <p>The following comment was provided: <comment></p>

Leave request reminders

An Administrator will trigger leave request reminders (if required) prior to creating timesheets for the current period.

These e-mails help ensure all leave requests are approved before they transfer to the timesheet (note that all leave requests transfer to the timesheet, whether unsubmitted, submitted or approved).

Employee reminders:

	Sent to	E-mail
Employee has unsubmitted leave requests for the specified period	Employee	Dear <first name> There are unsubmitted Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and delete any which are no longer necessary, or submit so that your Manager can approve the Leave Request(s). Click <here> to view your Leave Requests planner.
Employee has unapproved leave requests for the specified period	Employee	Dear <first name> There are unapproved Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and withdraw any that are no longer required, or remind your manager to approve the Leave Request(s). Click <here> to view your Leave Requests planner.
Employee has approved leave requests for the specified period (these e-mails are not sent by default since no further action is required)	Employee	Dear <first name> There are approved Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and withdraw any that are no longer required. Click <here> to view your Leave Requests planner.

Manager reminders:

	Sent to	E-mail
Employees in team have unsubmitted leave requests for the specified period	Manager cc Assistant Manager	Dear <first name> There are unsubmitted Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and approve or delete as necessary. Click <here> to view the Leave Requests planner.
Employees in team have unapproved leave requests for the specified period	Manager cc Assistant Manager	Dear <first name> There are unapproved Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and approve or decline as necessary. Click <here> to view the Leave Requests planner.
Employees in team have approved leave requests for the specified period (these e-mails are not sent by default since no further action is required)	Employee	Dear <first name> There are approved Leave Request(s) for the period <remind start> to <remind end>. Please review the Leave Request(s) and decline any that are no longer required. Click <here> to view your Leave Requests planner.