

IMS Online customisation: Leave Balances visibility

IMS Online usually displays the same leave balances to all role types (i.e. employees and managers).

Sometimes an organisation wishes to show different balances to different employee groups.

When could Leave Balances be visible to different access levels i.e. managers vs employees?



AL	TIL	Sick	LSL
53.93 Hours		324.81 Hours	0 Hours

Employees with different access levels to TimeFiler can view different leave balances to others. Common examples are:

- Managers can see employees' Sick Leave balances, whereas the employee cannot
- Display Time in Lieu balances to salaried employees, but not to waged employees

How would this be useful?

A business may not want their employees to have access to their own sick leave balances.

However, it may be necessary for managers to know what their employees' sick leave balances are for these reasons:

- When an employee submits a leave request for Sick Leave, the manager would like to know the employee's sick leave balance before approving / declining the request
- Managers may want to monitor their employees' sick leave balances to ensure they are not close to exhausting their entitlement
- Managers may want to know when their employees' annual sick leave entitlement is due to be added to their sick leave balance

How would this be configured?

Within TimeFiler, managers of Work Areas would be allowed to see the sick leave balances of employees in the Work Areas they manage.

The manager is able to see their own sick leave balance if you wish.

Configuring your own leave forms

This functionality is available by default in IMS Online.

However when there is a requirement to show different leave balances to different leave balances to different employee groups, this feature is disabled.

Order customisation

Please complete the IMS Online Customisation order form to arrange to have different leave balances shown to different employee groups.

We will discuss your requirements with you so the costs can be determined.