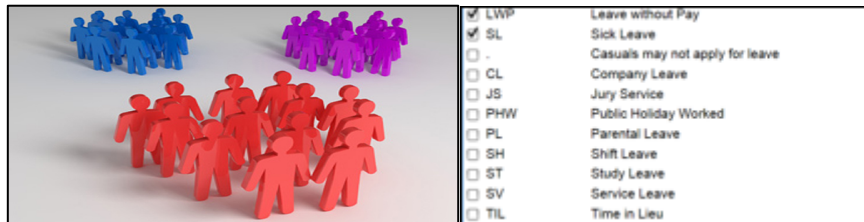


IMS Online customisation: Leave Reasons visibility

IMS Online usually displays the same leave and work reasons to all employees, but this may be modified as a customisation.

When could Leave Reasons be visible to different Employee Groups?



Employees from different groups can have differing leave entitlements. Some examples are:

- Salaried employees may be entitled to Time in Lieu and Waged employees may not
- CEA employees may be entitled to Shift Leave and IEA employees may not
- Head Office employees may be entitled to Company Leave and Site employees may not
- Nurses may be entitled to Study Leave and Administration staff may not
- Only display Long Service Leave is the employee has a balance available

This customisation allows the applicable leave reasons available for selection visible only to those groups entitled to them.

This is opposed to all employees seeing all leave reasons, despite not being allowed to apply for some of them.

Identifying different Employee Groups

To achieve this customisation, employees must be clearly defined as a group.

Using the above examples, differentiation could be achieved by grouping these employees by these standard fields within your payroll system:

- Salaried / Waged
- Contract type
- Work Area (known as IMS pay point)
- Cost Centre

Custom field within TimeFiler to define a non-standard employee group

If there is not a standard field available within your payroll system that can define a group, there is the option to have a custom field within TimeFiler. This would be manually maintained within TimeFiler.

For example: Let's say Union delegates within your organisation are entitled to 'Employment Relations Education Leave' (EREL)

- There could be a custom field on the employee's Masterfile record within TimeFiler called 'Union Delegate'
- If this field is ticked, then EREL leave reason is available for selection by Union delegates only.

Order customisation

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

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