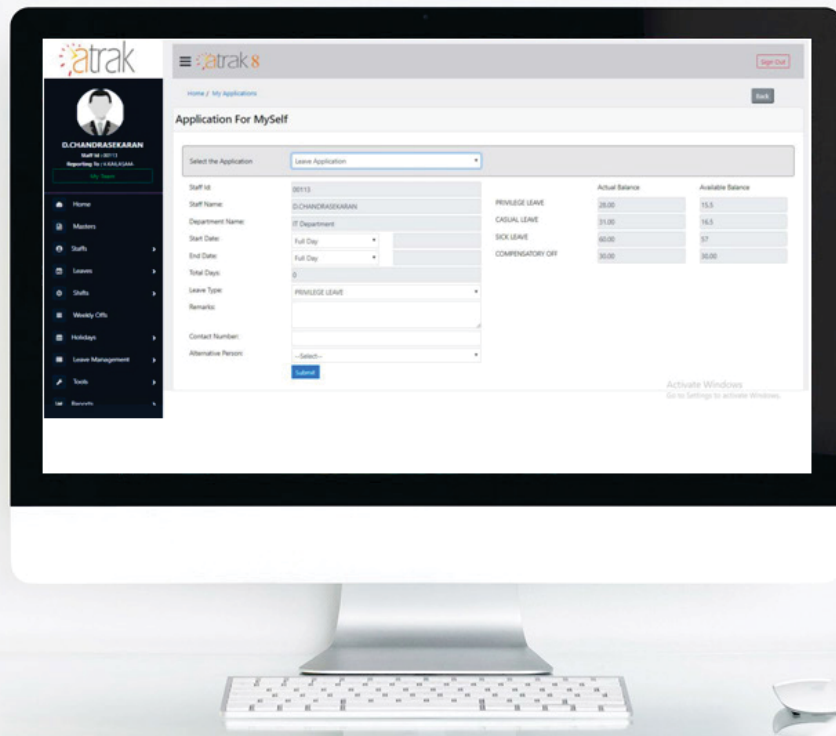


Leave Management? Leave it to Atrak - Protel Labs HRMS!

Streamline employee leave management without a hassle with Atrak .



Manage and track employee leaves with our leave management system. The simple and easy-to-use interface of Protel Labs HRMS Atrak make leave processing easy for both the employees and employers. Streamlining employee leave management helps tackle multiple concerns in a single stroke. It eliminates repetitive work involved in leave administration and employee follow ups, saving time and transaction costs.

Atrak help you manage your company's workforce with ease by keeping track of all scheduled employee time off and keeps business operations running smoothly. It also help you save the time and cost spent on searching for

leave records, by eliminating time consuming document searches and cutting overtime bills with a centralized data base.

Atrak takes automated leave processes to the next level. The system makes planned vacations possible and at the same time the MIS in the leave module supports managers to have a fool proof production plan, based on the available manpower. It gives 365 days leave planner at a Glance! Our leave module also ensures 100% compliance with regard to your company's leave policy. Any number of emails with CC list can be enabled and escalation matrix rules can also be configured when there is a delay in action. Any specific leave rule that needs to be configured can be customized and integrated into the leave module.

How Do You Benefit?



Real-time approvals

Protel Labs HRMS – Atrak also offers the convenience of a special mobile application feature, configured for Android & IOS. This application enables employees to view their outstanding leave and also the status of the applied leave. They can also apply, cancel or postpone leave. The managers in turn can either approve or reject an employee's application for leave, using the mobile app.



Types of leave

The leave management system is configured with different types of leave which are generally prevalent in organizations. However, the dynamic nature of our module offers provision for configuring and customizing any specific type of leave which is unique to an organization.



Leave policies

The leave management system automate leave policies of companies completely and are entirely configurable. Our module has more than 45 completely configurable rules and few of the configurable rules which makes the transition more accurate and easier.

Key Features

- Leave Policies
- Leave Types
- Leave Status
- Comp-Off Status
- Leave Reports
- Leave Encashment
- Leave Approvals
- Mobile Application

Streamline leave policies, tracking and accounting.

To view Atrak Leave Management from Protel Labs HRMS in action, please request a demo:
Send SMS to **+91 98840 01865** or write to hrms@protellabs.com or visit www.protelhrms.com