



Time-Off Management Enhancements

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About Time-Off Management

NetSuite's Time-Off Management feature enables Human Resources to define and manage time-off plans according to company policies and assign them to employees based on location, department, class, or (with NetSuite OneWorld) subsidiary.

This includes the ability to:

- Create a set of time-off types for the different categories of time off that your employees can take.
- Define the time-off rules that accommodate the different policies at your company.
- Configure how NetSuite handles changes to these rules at specific employee milestones.
- Set up eligibility and entitlement.
- Set up accruals based on a fixed amount per period or hours worked.
- Set up balance and carryover limits.
- Review and make adjustments to employees' time-off balances.
- Employees assigned to a time-off plan must have access to the Employee Center to submit time-off requests. Managers can review and approve time-off requests either from an email message or from the Employee Center. For more information, see Time-Off Management for Employees or Managers.

Using The Recent Enhancements of Time-Off Tracking Feature

Time-Off Tracking SuiteApp has released version 1.10.0 which includes the following enhancements:

- Time-Off on Behalf Of – HR generalists and supervisors can now submit time-off requests on behalf of employees.
- Time-Off Self-Approver – HR generalists can identify selected employees as time-off self-approvers. Employee self-approvers can

submit time-off requests that are automatically approved.

- Auto-Approval with Threshold – HR generalists now have the ability to set a time-off type that is automatically approved when requested, subject to an approval threshold.