Bonitasoft
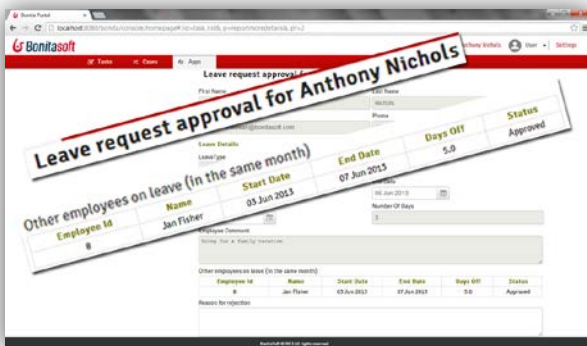
LEAVE
MANAGEMENT PROCESS

Forget paper based process! Manage your employees leave using Bonita BPM in order to improve tracking and efficiency!
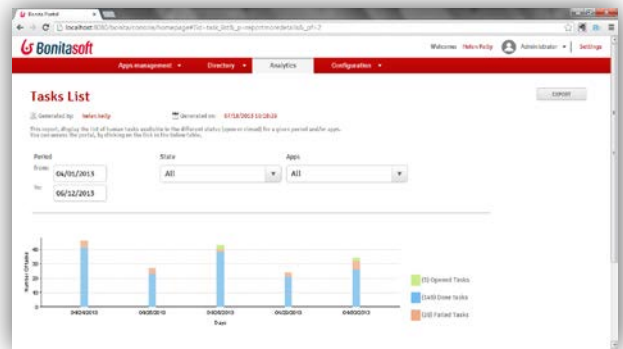
Eliminate paper
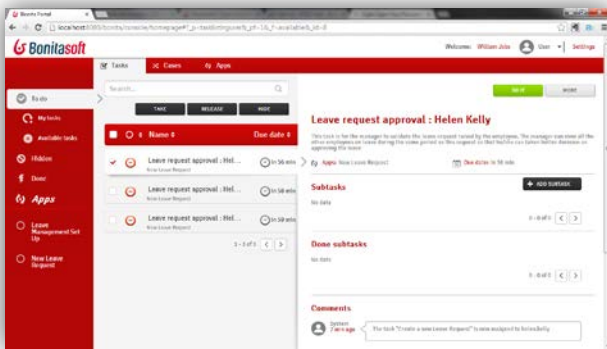
Paper based processes are nightmare for organization. Printing, internal mailing, scanning, losing on somebody's desk, forget about these costly operations!

Audit and secure

Who's on leave and when? How many leave requests are refused by this manager? Are your sure that the leave requests you validate really come to the HR department?
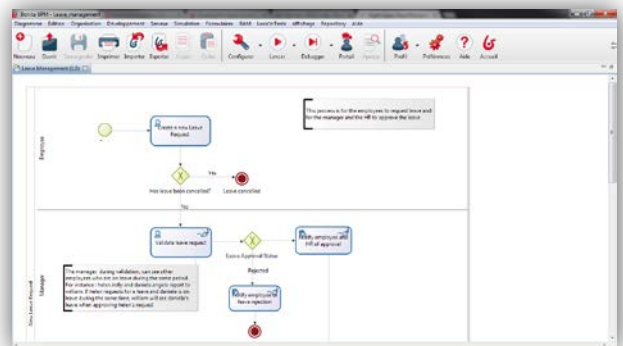
Decide on purpose

Decide whether you should accept or refuse a leave request based on immediately available data, such as "who's on leave during the same period?"

Drive your business

Integrate your leave management process in Bonita BPM, in order to interract with your other business processes

www.bonitasoft.com

Process templates – easy to start, easy to extend

A process template is a pre-built, optimized business solution, modeled using BPM best practices to accelerate your project and reduce the time to implement.

- Download it from the Bonitasoft Customer Portal and import it directly into Bonita Studio.

- Start with the template, and customize it to your specific needs. All the source code is provided.

- Access to all process templates comes with Bonita BPM *Efficiency* and *Performance* Subscriptions.

The leave management process template

This process template has been designed to suit every IS environment.

Therefor, it is based on import and export operations in order to

- retrieve from the payroll system the leave days available per type, and
- impact this same payroll system with the validated leaves on a specific period.

The leave request validation process is classical :

- An employee performs a leave request, having a view of his pending requests and available days
- His/her manager validates this request, based on the list of the team members on leave during the same period
- HR give the final validation

At each step, the requester is notified about the request status.

Other HR process templates

Onboarding

Bring value to the entire business through HR process automation. Align your onboarding process with the corporate strategy of reducing costs through increased efficiency!

Recruitment & selection

Decrease the time needed to find qualified candidates. Better manage the search, screening, and interview process to fill positions more quickly.

Employee assessment

Reward and retain good employees. Simplify and standardize the performance review process to improve employee reward and recognition, and identify employee development opportunities.

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