

TIME & LEAVE



REPLACING

- Bearweb (Non-Exempt Employees)
- Monthly Absence Reports (Exempt Employees)
- Monthly Leave Time Tracking Spreadsheet (Exempt Employees)

EMPLOYEE IMPACTS

- Exempt Employees will have leave balances tracked in IGNITE
- Managers will have all of their employees time & leave balances tracked in one system to manage employee leave requests and balances more efficiently

WHAT'S IN IT FOR ME?

- No more turning in monthly absence/leave reports to supervisor
- Ability to forecast and plan time off