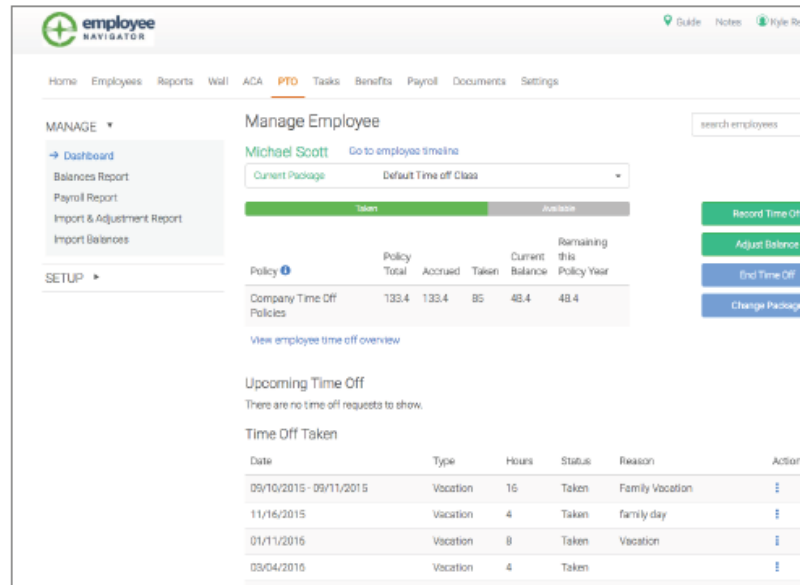


## Time-Off Tracking

Take a vacation from manual time-off tracking. Our PTO tool allows you to request, review, and approve PTO without breaking a sweat.

 An all-in-one platform for PTO, benefits, compliance & more

Employee Navigator takes everything HR needs and puts it all in one place. Don't take our word for it though; we work with over 7,000 companies, 600,000 employees and process over \$2 billion in premium throughout the country.

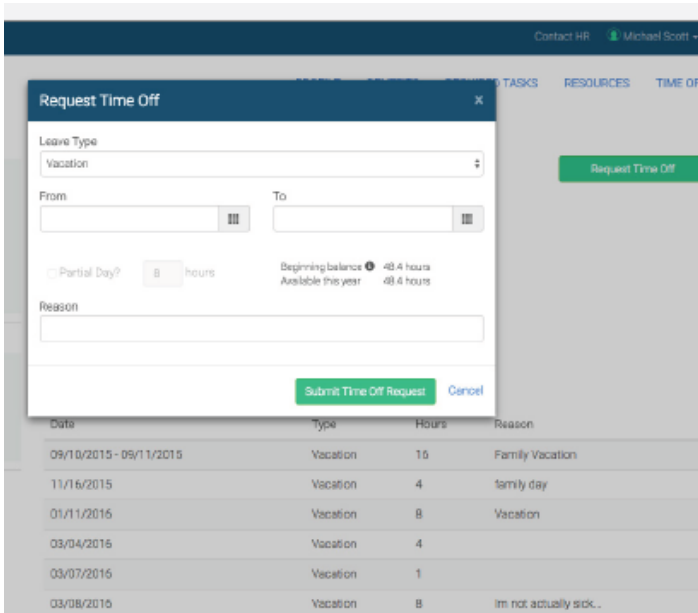


The screenshot shows the 'Manage Employee' page for Michael Scott. It includes a navigation menu on the left with options like Dashboard, Balances Report, Payroll Report, and Import & Adjustment Report. The main content area displays a 'Current Package' dropdown, a 'Taken' vs 'Available' bar chart, and a table of 'Company Time Off Policies'.

Policy	Total	Accrued	Taken	Current Balance	Remaining this Policy Year
Company Time Off Policies	133.4	133.4	85	48.4	48.4

Below the table, there is a section for 'Upcoming Time Off' (showing none) and a 'Time Off Taken' table:

Date	Type	Hours	Status	Reason	Action
09/10/2015 - 09/11/2015	Vacation	16	Taken	Family Vacation	
11/16/2015	Vacation	4	Taken	family day	
01/11/2016	Vacation	8	Taken	Vacation	
03/04/2016	Vacation	4	Taken		



The screenshot shows the 'Request Time Off' form. It includes a 'Leave Type' dropdown set to 'Vacation', 'From' and 'To' date pickers, a 'Partial Day?' checkbox, and a 'Reason' text field. A 'Submit Time Off Request' button is visible at the bottom of the form. Below the form is a table showing a history of time off requests:

Date	Type	Hours	Reason
09/10/2015 - 09/11/2015	Vacation	16	Family Vacation
11/16/2015	Vacation	4	family day
01/11/2016	Vacation	8	Vacation
03/04/2016	Vacation	4	
03/07/2016	Vacation	1	
03/08/2016	Vacation	8	Im not actually sick...

### Build the perfect PTO policy

- ▶ HR & manager approvals & permissions
- ▶ Approve requested PTO in a few easy clicks
- ▶ Customize company policy
- ▶ Configure company holidays
- ▶ Ensure accurate accruals
- ▶ Review your team's time off history

### Employee Self-Service

- ▶ Request time off in seconds
- ▶ View available PTO, time off history
- ▶ View pending time off requests
- ▶ Track all your company holidays
- ▶ Real-time insights