

PTO Features

City Shifting

- Over 40 Cities and States now require mandatory Sick Pay. The trend is expected to double in the next year.
- TAG tracks each employee's requirement based on the employee location and jobs worked each payroll.
- Company policy calculations are "trued-up" based on applicable Jurisdictional requirements so company pays no more than legally required.

Multiple Accrual Methods

- PTO accrued annually, quarterly, monthly, per payroll, hourly, or on custom dates.
- Calculations based on anniversary, calendar or fiscal years and use custom formulas.
- Override setup on individual employees or classifications (eg. employment type, department, location, months of service, etc.).
- Accrued hours frozen through probation periods
- Forfeitures and caps based on accrual, carry over, or balance maximums.
- Additional customization of display, rounding, eligibility,

Requests

- Projected balances calculated based on the dates requested to ensure employees won't go negative (based on company policy).
- Requests can be limited based on company rules.
- Managers receive emails with employee request & balance details. Emails also list other employees requesting time off during period.
- Managers approve request right from email or through web site.
- Owners or administrators can receive courtesy emails as well.
- PTO requests display on company calendar.

