

Leave / Resource Requests

AccuFund Onsite

Easily Manage Requests for Employee Leave, Conference Rooms, and Equipment

Through AccuFund's Web Portal, the Leave and Resource Requests module lets you process multiple time-off requests, enforce approval processes, and ensure sufficient employee coverage. The system also handles conference room scheduling, fleet use, and requests for specific assets, such as audio-visual equipment.

Once submitted, requests are automatically routed to the appropriate approvers. Approvals can be viewed in a calendar view or report, providing at-a-glance management of important resources.

Leave / Resource Requests Online Version

Looking for the cloud online version of this module?

Show Me the Online Version

Menu 💌	AccuFund Sample							Lagout 💌	
Employee Portal 🔹	Requests *								
Edit My Address	C Refresh	4 Vev	O Add	1	Change	Oelete			
	Group	Requested [Resource	Type	Status	Explanati	Start Date	Duration	
Contacts	▼ 🔁 My Requests (3)	10-03-2018	1/2 Ton Truck	Vehicle	Approved	Deliveries	02-16-2009	9.00	
Phone Numbers	Waiting Approval	10-03-2018	Vacation	Leave	Paid	Ski tript	02-16-2009	40.00	
Requests	Being Approved	10-21-2018	Vacation	Leave	Paid	Scubat	02-17-2009	16.00	
Taxes and Ben Time Sheets View My Pay Stubs My Self Service News	Need Corrections		Tana and a second						
	Approved (1)								
	Paid (2)								
	Expired								
	Crganization Wide								
	- C Administration								
	Administrati								
	* 🗈 Clinic								

Approval Trees Make Short Work of Resource Management



Rules-based approval trees make it possible to route different requests through specific levels of approval, based on conditions directed by organizational policies. You can use existing payroll approval trees or create new approval trees just for resources.

Employees can see the status of their requests at any time and can view them in the calendar in relation to other requests.

The Leave and Resource Requests module works in conjunction with the Payroll module, the Fixed Asset module, and as a standalone system for general resource requests.

Entering Requests—a Streamlined Process from Start to Finish

To enter a request, employees open the AccuFund Web Portal in a web browser. After logging in, users select Requests from the left-hand navigation list to open the Requests window.

Once an employee has selected a requestable resource, a more detailed description of the item will appear in the form. The duration field will be calculated based on Hours Per Day.

Upon pressing submit, an email will be sent to the first approver in the approval tree, notifying them that they have a request to approve.

Const					
Requests, 2/16					
Report Data 1 1					
This request viscation	Sun	Mon	The	wet	The
1/2 for Truck Conference Room 101	1	1	3	4	5
Contenence Room 102		Alle free o	nin Mire.		
One Ton Truck		9	10	10	12
_					
	15	16	0	18	7.9
		100.000	d processing a		
	22	28	34	25	24
				In the mo	on with Cas

Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or <u>sales@accufund.com</u> or visit <u>www.accufund.com</u>.

Download PDF

