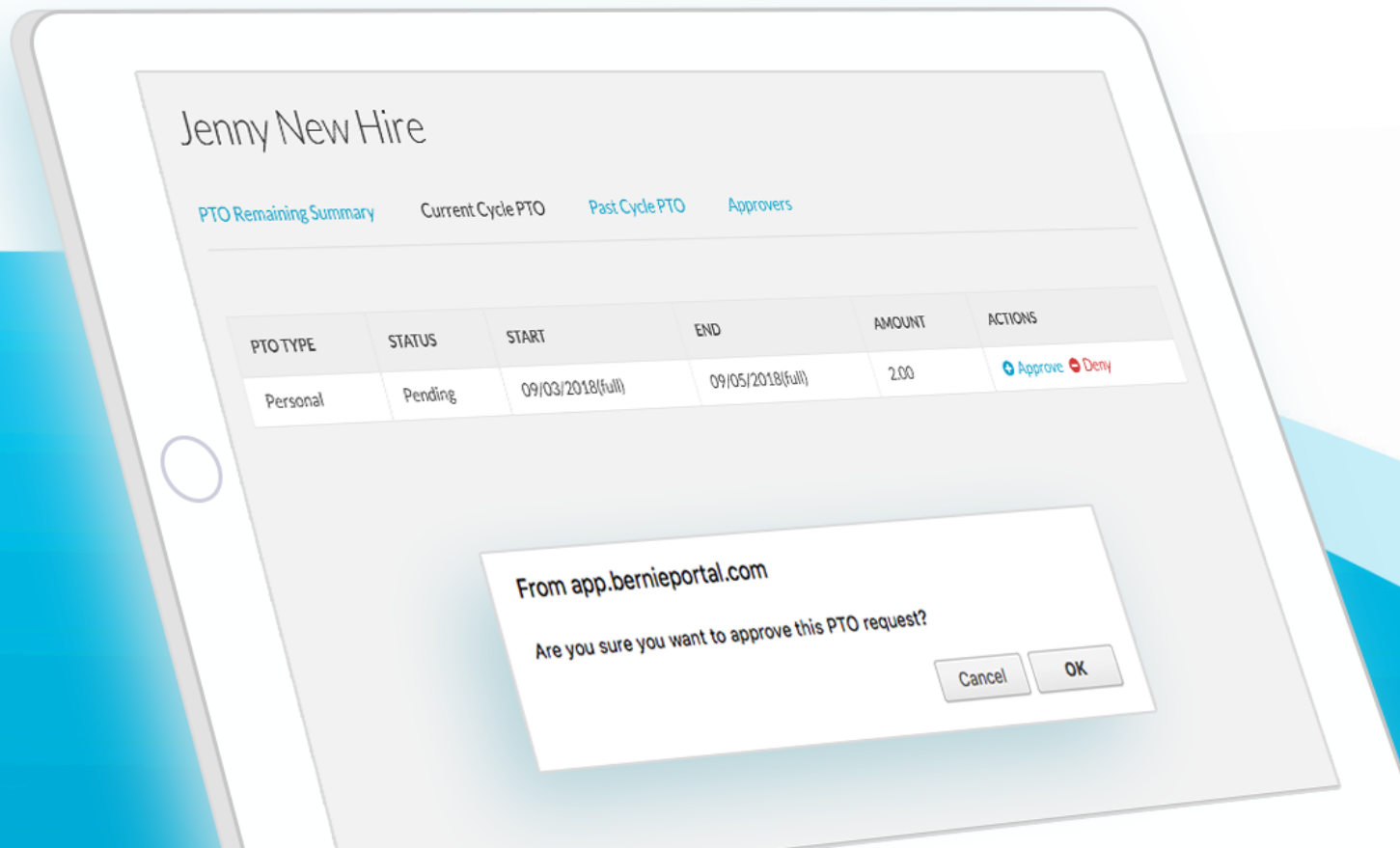




BerniePortal PTO TRACKING

Don't waste your time tracking your team's free time



BerniePortal PTO Tracking allows HR to:



**Streamline requests &
approvals**



**Customize your own
unique policy**



**Provide employee self-
service**

PTO Tracking Key Features Include:

✓	Anywhere, Anytime Functionality	3
✓	Customizable PTO Policies	3
✓	Self-Service Made Simple	4
✓	Automatic Accrual Calculation	4
✓	PTO Calendar	5

Anywhere, Anytime

Accommodate your managers and employees who are always on-the-go by providing them with access to their PTO module from any computer or any device with Internet access.

OFF Subgroup Holidays

ON PTO Days

Rollover unused days

3

Based on hire date

Accrue monthly

Based on year of service

Years worked	Amount	
0 - 1 Years	5 Days (40 hours)	⚙
2 - 5 Years	8 Days (64 hours)	⚙
6 - 20 Years	12 Days (96 hours)	⚙
20 - 40 Years	16 Days (128 hours)	⚙

to

Days

[Switch unit](#) [Add](#)

OFF Vacation Days

OFF Sick Days

ON Personal Days

Do not rollover

Based on calendar year

Accrue annually

Flat amount

Days:

5.00

Request Time Off

PTO Type

Vacation Days

I want to take

Whole days

Starting

January 28 2020

Ending

January 31 2020

Duration

4 days (32 hours)

Anything else your approver should know?

I'll be back on Monday!

SEND

CANCEL


Customizable PTO Policies

Every organization is different, which is why we've given you the ability to customize your policy for your company's needs.

Current PTO Requests

TYPE	STARTS	ENDS	AMOUNT	ACTIONS
 Sick Days	12/31/2018	12/31/2018	0.97 day	
 PTO Days	05/23/2019	05/23/2019	1.00 day	<div>  Approve  Deny </div>

Current PTO Balances

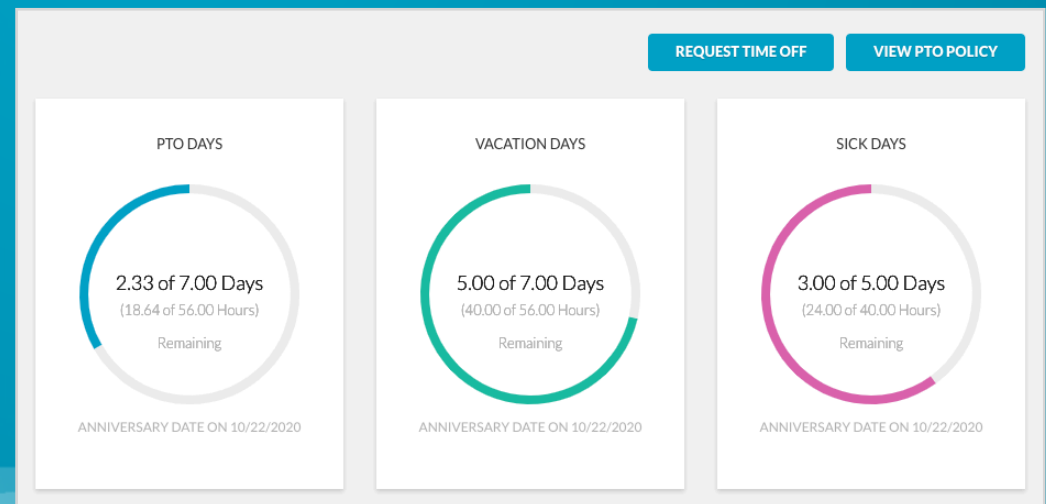
TYPE	ALLOTMENT	BALANCE	ACTIONS
 Sick Days	1 (Quarterly)	0.5	
 Vacation Days	1 (Yearly)	1	
 Floating Holidays	5	5	
 PTO Days	15 (Monthly)	6.25	

Self-Service Made Simple

Eliminate verbal, email and paper trails. Grant employees the ability to submit time-off requests in one centralized location.

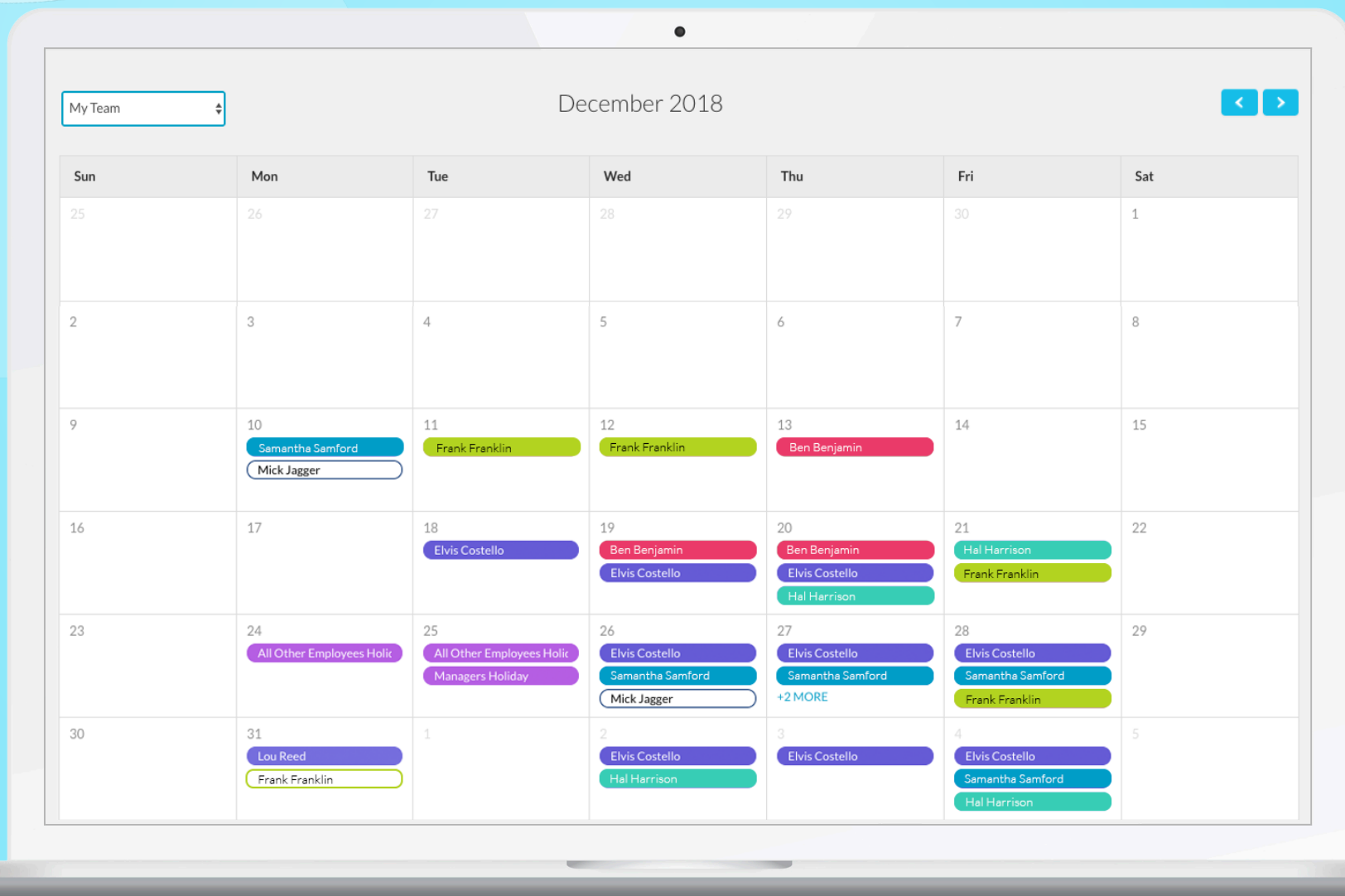
Automatic Accrual Calculation

Reduce the burden placed on your supervisors by letting BerniePortal calculate accruals, and predict accrual for future requests.



PTO Calendar

Avoid under-staffing on any given day, and make more informed employee time-off decisions with our organizational-wide PTO calendar.





Organizing and tracking PTO and time off requests
is a breeze with everything stored in BerniePortal.

Ready to learn more?
See a tour of the BerniePortal PTO Tracking
feature today:

SEE TOUR