

BerniePortal PTO TRACKING

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

7	enny New		CyclePTO Past Cycle P	70 Approvers				
			·	END	ТИЈОМА	ACTIONS		
	PTOTYPE	STATUS Pending	START 09/03/2018(full)	09/05/2018(full)	2.00	O Approve O Deny		
			From app.bernin	eportal.com want to approve this F	PTO request?	Cancel OK		

BerniePortal PTO Tracking allows HR to:



Streamline requests & approvals



Customize your own unique policy



Provide employee selfservice

PTO Tracking Key Features Include:

Anywhere, Anytime Functionality	3
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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 H	Holidays						
💿 💿 PTO Days							
Rollover unused days	¢	3	¢	Based on hire date	¢	Accrue monthly	÷
Based on year of service	¢						
Years worked		Amount					
0-1Years		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			O Add

0	OFF Vacation Da	ys					
0	OFF Sick Days						
0	🛚 🧿 Personal Da	ys					
D	o not rollover	¢	Based on	calendar year	¢	Accrue annually	÷
	Flat amount	÷					
	Days:						
	5.00						

© Whole days ♀	Reque	Request Time Off	\otimes	
TY! I want to take Whole days Starting January 28 2020 Image: Starting January 31 2020 Image: Starting 4 days (32 hours) Anything else your approver should know? I'll be back on Monday! I'll be back on Monday!	Cur	РТО Туре		
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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. Requests Approved Approvers

Current PTO Requests

ТҮРЕ	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	✓ Approve
				O Deny

Current PTO Balances

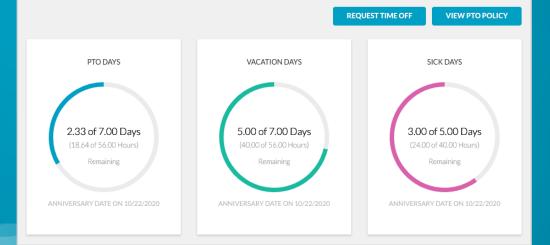
ТҮРЕ	ALLOTMENT	BALANCE	ACTIONS
⊙ Sick Days	1 (Quarterly)	0.5	÷0-
⊙ Vacation Days	1 (Yearly)	1	0
• Floating Holidays	5	5	0
• PTO Days	15 (Monthly)	6.25	\$

Self-Service Made Simple

Eliminate verbal, email and paper trails. Grant employees the ability to submit timeoff 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.

My Team + December 2018								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1		
2	3	4	5	6	7	8		
9	10 Samantha Samford Mick Jagger	11 Frank Franklin	12 Frank Franklin	13 Ben Benjamin	14	15		
16	17	18 Elvis Costello	19 Ben Benjamin Elvis Costello	20 Ben Benjamin Elvis Costello Hal Harrison	21 Hal Harrison Frank Franklin	22		
23	24 All Other Employees Hol	25 All Other Employees Holic Managers Holiday	26 Elvis Costello Semantha Samford Mick Jagger	27 Elvis Costello Sementhe Semford +2 MORE	28 Elvis Costello Sementhe Semford Frank Franklin	29		
30	31 Lou Reed Frank Franklin	1	2 Elvis Costello Hal Harrison	3 Elvis Costello	4 Elvis Costello Samantha Samford	5		

5



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