

## Leave Management System



OAK LMS is a browser based workflow enabled system that reduces administration costs by electronically simplifying the application, approval routing and administration of employee leave.

### About OAK systems

OAK systems provides best of breed solutions that help partners leverage on advanced technologies with the shared interest in delivering the productivity benefits to the end-user.

Our in-house experts are well versed in the most powerful database tools for customized development of systems where standard packages do not provide a suitable match to customers' needs or where supplementary programmes are required to augment existing systems. Our development teams are committed to delivering cutting edge solutions on time and in line with your customer's expectations.



Our technical support team possess hands on experience with all our products and are certified in several areas of IT, thus providing partners with all the necessary support required

### LMS ROI

ROI for OAK LMS is typically achieved in less than 6 months, through reduced paper work, improved workflow processes and increased organizational productivity.

OAK LMS is a user friendly web browser based automated leave application, with approval workflow and recording system that ties in with your company leave policies and allows your staff to submit leave applications using any Internet browser, at any place at any time



### Leave Applicants

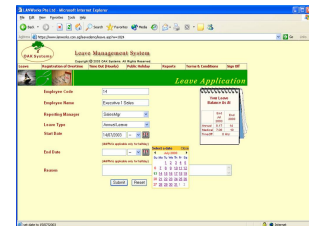
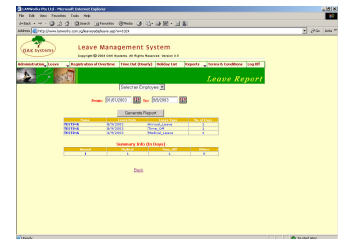
OAK LMS provides a simple, easy to use interface which enables employees to plan and apply for leave anytime, anywhere. Applications can easily be managed and are routed via email.

### Leave Managers

OAK LMS automates the review, approval and rejection of leave applications. Managers have instant access to historical leave information and staff availability to aid in decision making and resource planning. Simple reports enable managers to view absentee patterns, and email notifications are sent directly to employees upon approval or non-approval.

### Leave Administrator

OAK LMS allows administrators to maintain employee leave profiles with ease. Administrators are relieved from tedious administration and tracking of employees leave balances and entitlements. Leave calculation errors are kept to a minimum



### Productivity

OAK LMS enhances organizational productivity with the capability to manage the leave process online. LMS is easy to setup, with no installation required on the workstation. It can be a standalone system or setup as an Intranet or extranet Application, and/or customized to work with any existing Payroll or HR system.