



# Quota Solution

If your employees are based across several continents – and travelling between countries as your business expands – it is essential to track who is available for work so your managers can schedule tasks, organise rotas and keep payroll informed. Our absence and attendance quota solution makes it easy.

## Overview of the solution:

With the Zalaris Quota Solution you can set and track absence and attendance quotas to meet holiday and other absence entitlements for all your employees, taking the strain from your busy HR team. It doesn't just register what's happening today, but also allows you to manage future absence and improve availability planning for a stronger business. There is even an Availability feature so you can build on-call staff into your absence and leave management solution.

## Features of the solution:

### For employees:

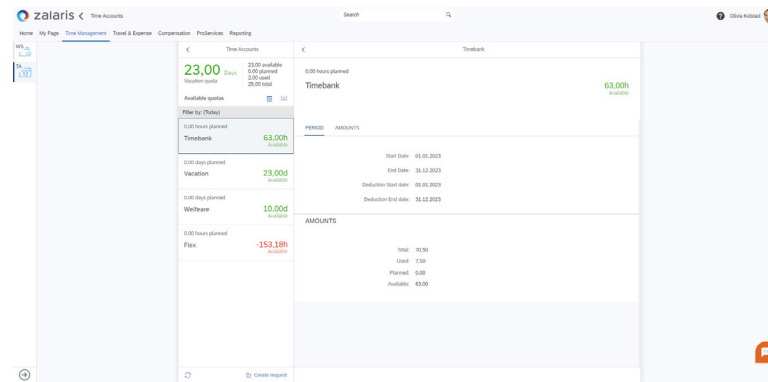
- ✓ Set and track absence and attendance quotas for all employees.
- ✓ Book, approve and track employee absence.
- ✓ Empower management to track absences.
- ✓ Manage future absence.
- ✓ Improve availability planning.
- ✓ Reduce the risk of payroll errors with automatic payroll calculations.

### For employers:

- ✓ Book and get approval for absence.
- ✓ Covers holiday entitlement, sickness, compassionate leave, jury duty and more.
- ✓ Record availability for extra shifts or when on-call.
- ✓ Simple and quick with a user-friendly tool.
- ✓ Accessible via a desktop portal or mobile app on the move.

## Benefits of the solution:

Absence and leave management is a time-consuming burden for any HR function. Every employee has an entitlement to a certain number of days of absence every year, and while holidays are the most common, you also need to keep track of statutory absence such as maternity/paternity leave and unexpected absence for sickness or medical appointments.



Using integrated HR and payroll software such as Zalaris' Quota Solution not only allows a dynamic business to easily log requests for leave, speed approval and manage quotas, it also automatically feeds the data into your payroll system to reduce the risk of errors for optimum absence quota compensation.

In addition to quota entitlement, Zalaris' absence & attendance Quota Solution handles deducted, compensated, planned, forfeited and unused quotas so the data you need is always at your fingertips.

With a tight labour market and Gen Z employees always looking for their next career move, you can't afford to make mistakes with absence and leave management that lead to your workforce being underpaid or told they can't take their holiday after all because colleagues have inadvertently been given the same weeks off.

## How does it scale your HR & Payroll?

However complex your organisation, the Zalaris Quota Solution means you always have the right number of staff where you need them – whether they're in the office, working from home, or on the other side of the world.

Another advantage of our absence and leave management solution is that employees can also record their availability, informing their manager of when they can be on-call during a certain time period outside their planned working hours.

Examples include employees registering their availability for extra shifts that may come up, allowing them to boost their earnings by taking on additional work; and recording on-call hours for employees who might be required to work.

The Availability feature is very user-friendly where employees can enter details of their availability and view the status of their entries. Managers see an inbox of requests that need their approval, and once approved, requests are sent through to time management and payroll for further calculation.

Want to learn more or get started?  
Get in touch with our experts today.