Dear Colleague,

We are now getting a new time and vacation planning system. We have chosen the Danish system **BitaBIZ.** With BitaBIZ we achieve several benefits.

**Our customer service will improve.**

Every day our receptionist forwards phone calls to employees, who are absent, because we don’t have a system to register and communicate our leave and absence status with colleagues. With BitaBIZ our reception gain overview. Absence status with BitaBIZ is not registered backwards. The system can only register absence on the day or in the future.

**Our administration becomes simple and without errors.**

Until today we did not have a structured method to register and share absence, work hours, mileage, etc. As a result of this we use Excel and e-mails to report and register, after which it is processed two to three times before it is finally registered in the payroll system. Now, leave and absence, time registrations, etc. are registered digitally by the employee, which is automatically transferred to our payroll system. Please note, requests and time registration need approval by the nearest manager before payroll transfer.

**Our planning and overview will improve**

Instead of our local Excel sheets and schedules on notice boards, etc., day-to-day absence (for the current day and forward) becomes visible and searchable to all. Your registrations in the system are automatically transferred to your own Outlook calendar and thus our central communication platform.

**Time registrations will be easier**

Writing down or inserting your project hours in Excel is a thing of the past. With BitaBIZ, you will insert your project hours with the BitaBIZ app, which works on every phone, or by using the web-portal. You will also see how many hours you worked on each project.

We are looking forward to getting started with BitaBIZ. We start from today.

[Please read this intro guide – click here!](https://help.bitabiz.dk/user-guides/employee-guide)

Kind regards,