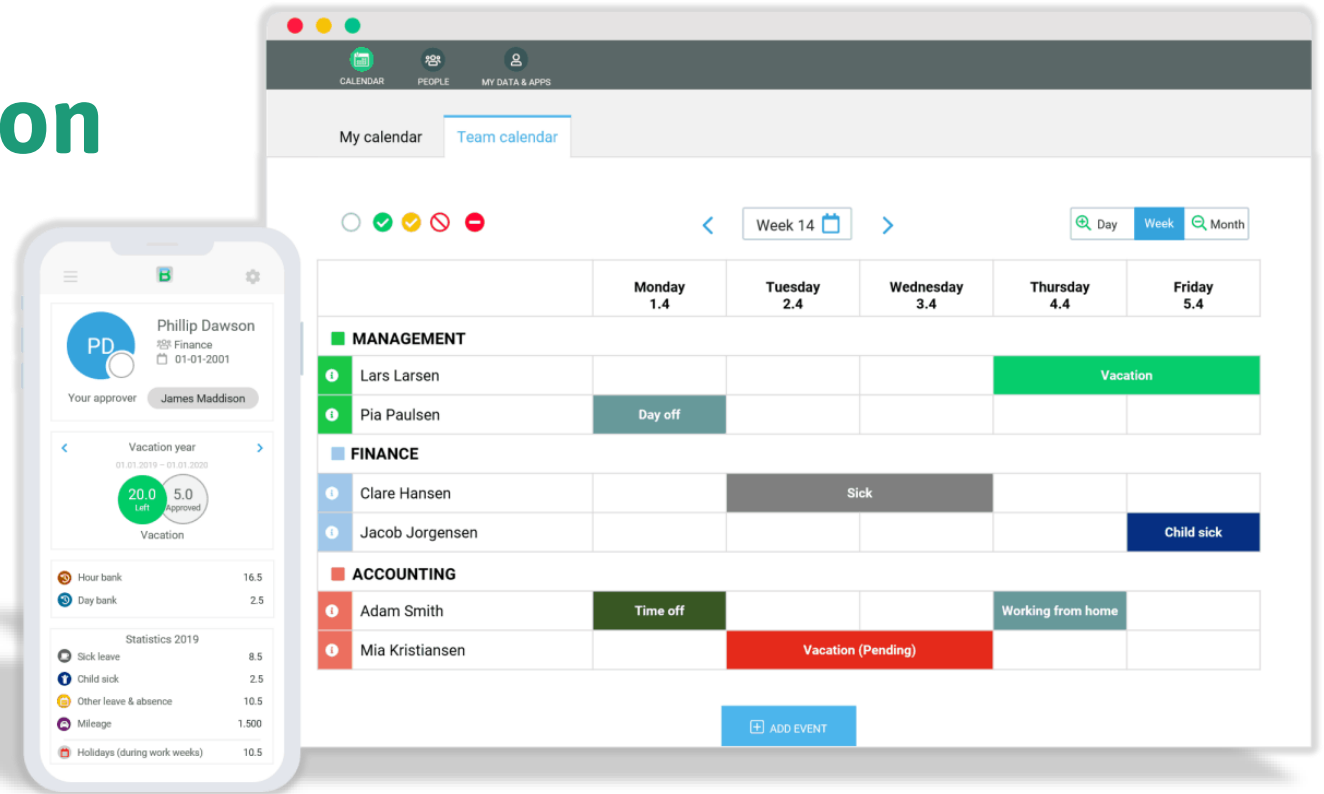# BitaBIZ – **Time registration**

BitaBIZ makes it simple and easy to register time and absence. Our time registration platform can be set up to meet many different needs and approaches.
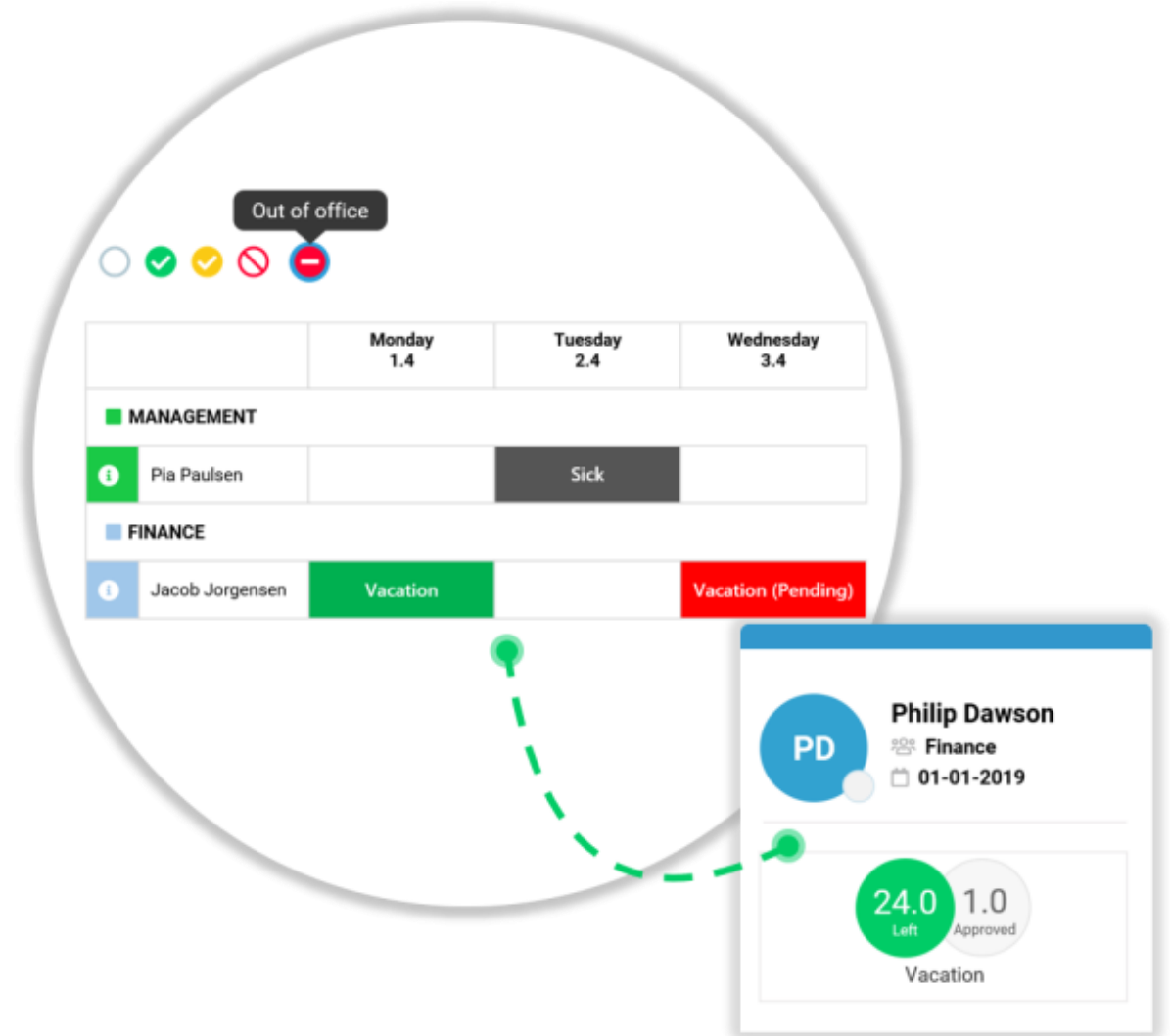
BITABIZ

Leave and absence

💼 Vacation planning

Avoid getting vacation requests verbally or via e-mail. Achieve that staff gets a total view of the vacation plan. Which colleges have booked a vacation and which vacation is approved.

With BitaBIZ, administrative follow-up and post-registration of holidays are reduced. BitaBIZ ensures that all vacation days are planned and registered in one workflow.

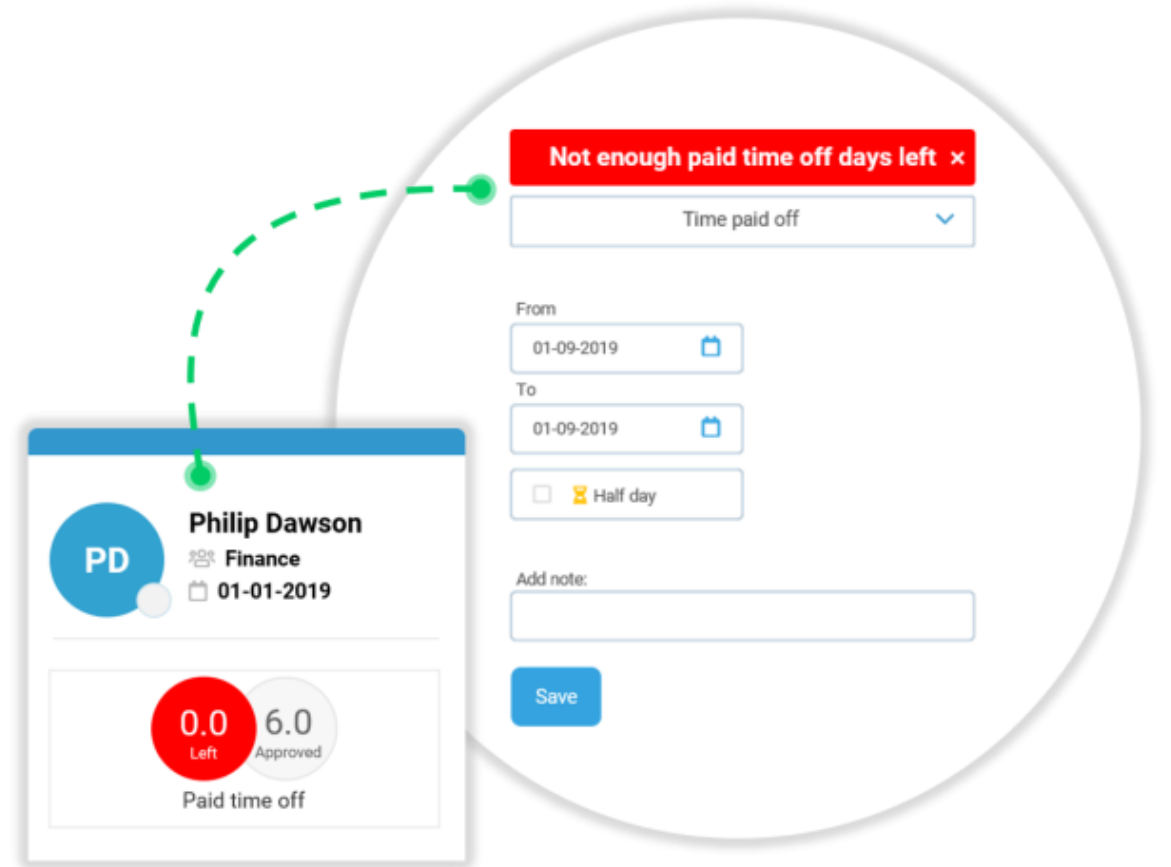Approved holidays are automatically updated for your system.

Leave and absence

💼 Paid time off

With BitaBIZ, companies can create extra counters for paid time off or extra vacation days.

Customize and select the earning principles and choose whether employees should register for days or days and hours.
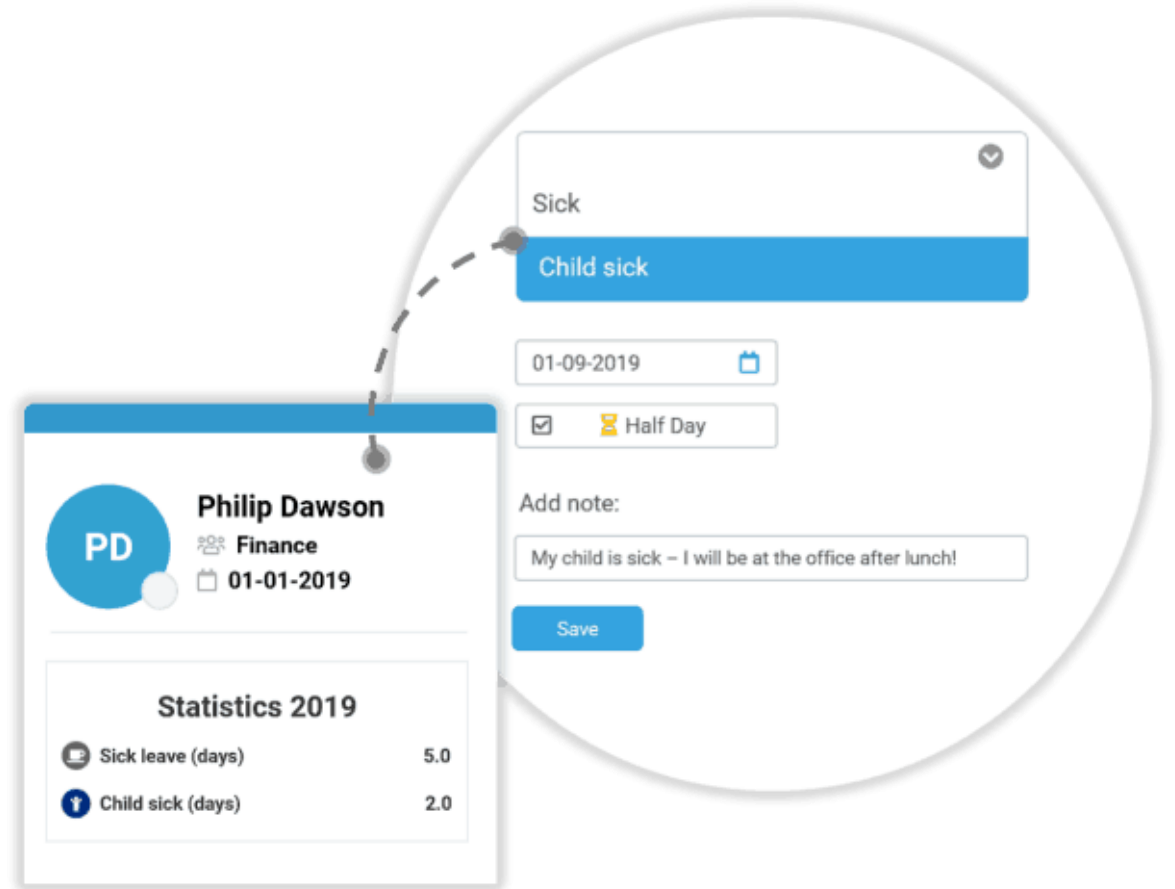
Leave and absence

🖥 Sick leave management

It can be difficult for teams and organizations to get a clear overview of sick leave management. Often managers and/or employees do not know how many sick days they have had.

Employees report a sick day via SMS (+33%) to a colleague or the manager. Or via e-mail or a phone call. It can be a hassle just to get sick leave registered and communicated in the organization.

BitaBIZ creates focus, transparency and improved communication while improving administrative productivity.

Sick

Child sick

01-09-2019

☑ ⏳ Half Day

Add note:

My child is sick – I will be at the office after lunch!

Save

Philip Dawson
👥 Finance
📅 01-01-2019

Statistics 2019

🖥 Sick leave (days)   5.0

ⓘ Child sick (days)   2.0

BITABIZ

Leave and absence

📅 **Holidays**

BitaBIZ will automatically book official holidays to the employee's calendar. Official holidays are covered through different employee groups and countries. Holidays that cross public holidays are not counted.

Hour bank

◉ Daily work hour management

Does your company need to register their working hours every day with start and end time? With BitaBIZ you can manage work hours connected to an hour bank that accumulate plus and minus hours.
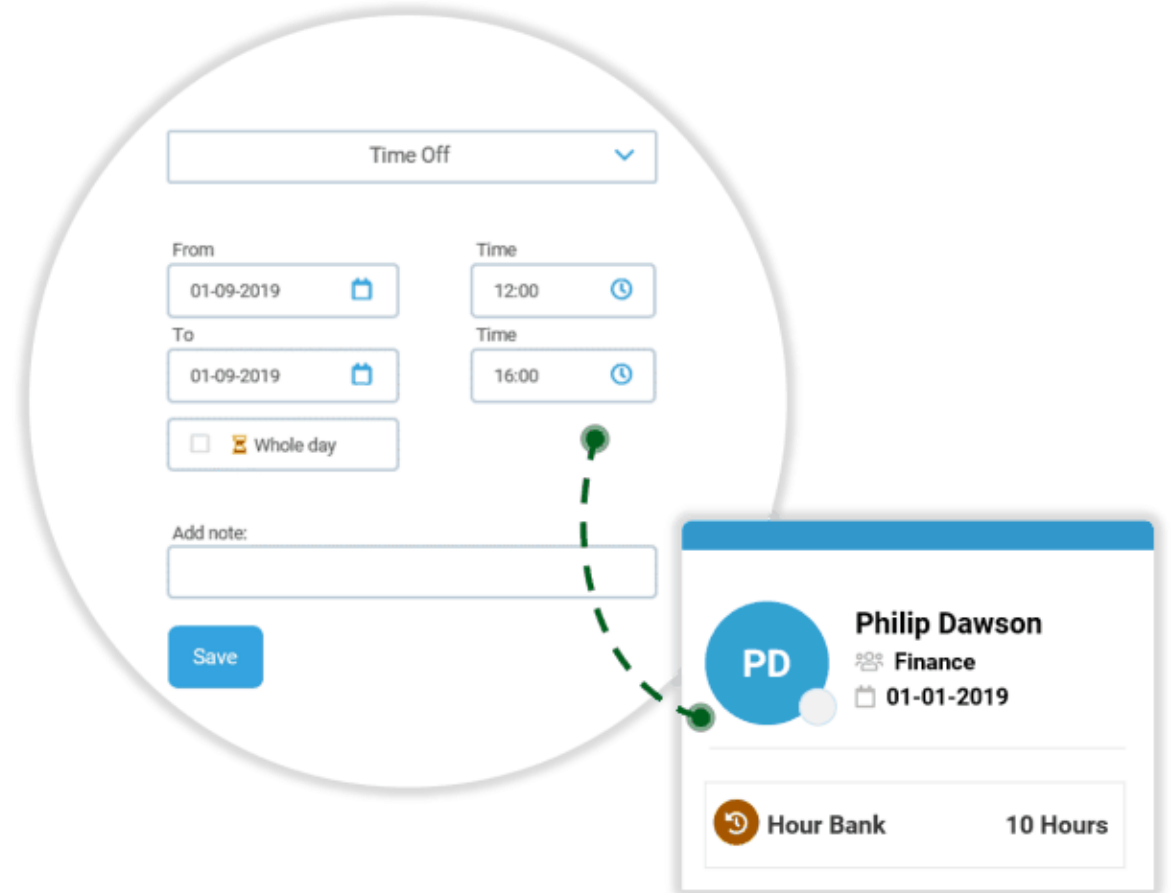
Employees check-in and out each day. The team calendar shows who is in and who is out. Every deviation from the daily norm is updated to the hour bank as plus or minus time. Accumulated hours can be spent on time off requests or can be paid out.
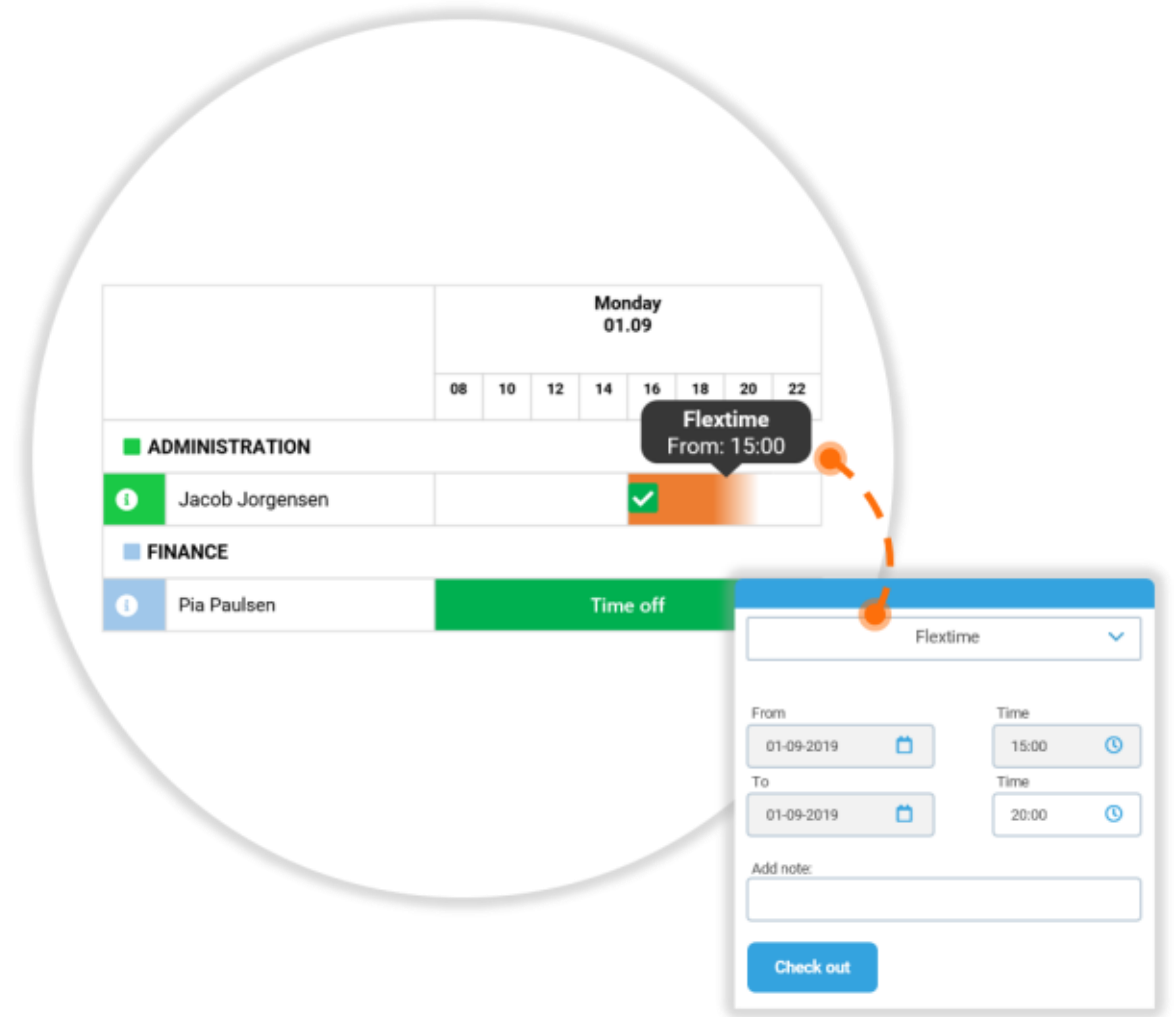
Hour bank

⟲ Time off management

With BitaBIZ, your company gets an effective tool for managing time off. Both the manager and employees get an overview of earned hours that can be spent. Approved off hours are automatically deducted from the hourly bank and the employee is automatically booked as absent.

Hour bank

↺ Overtime management

Does your company offer registration of overtime for all or selected employee groups? Whether overtime is accumulated in an hour bank for later time off requests or paid out or your company have different rules depending on type of overtime. You will be able to set up your overtime policies in BitaBIZ.
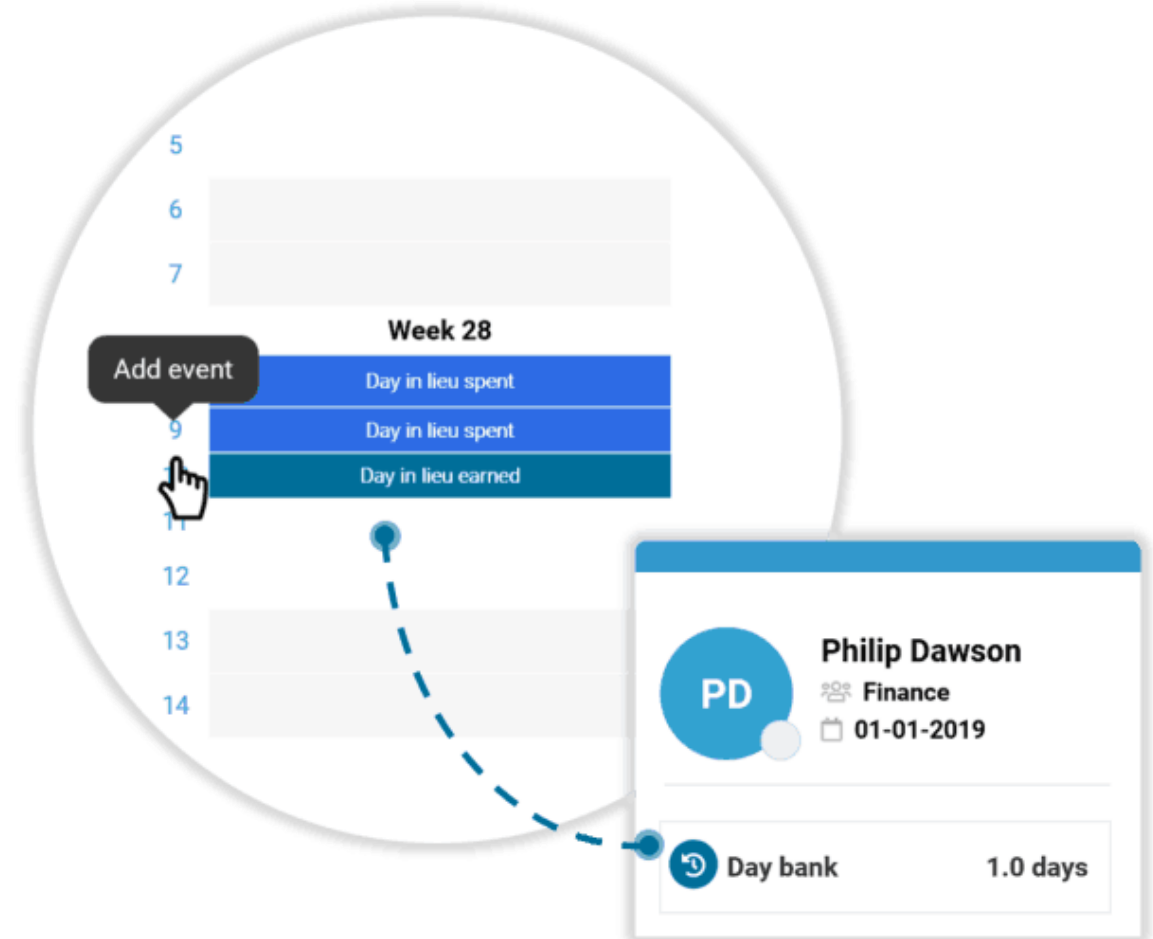
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Day bank

🕐 Custom earning

Does your company have activities that earn days off? For example, working during holidays or weekends can accumulate a day off?

Do your employees earn extra days off per month, quarter or year? For example, company-specific holidays or senior days?

Create a new counter that keeps track of earned and held days.

Time registration

🕐 Payroll hours

Setup time registrations with or without managers' digital approval. Design policies such as self-paid breaks should automatically be deducted from payroll hours. Get a clear overview of what activities payroll hours are being spent on.

When payroll hours are transferred to the payroll system, they are marked as paid in BitaBIZ and locked.
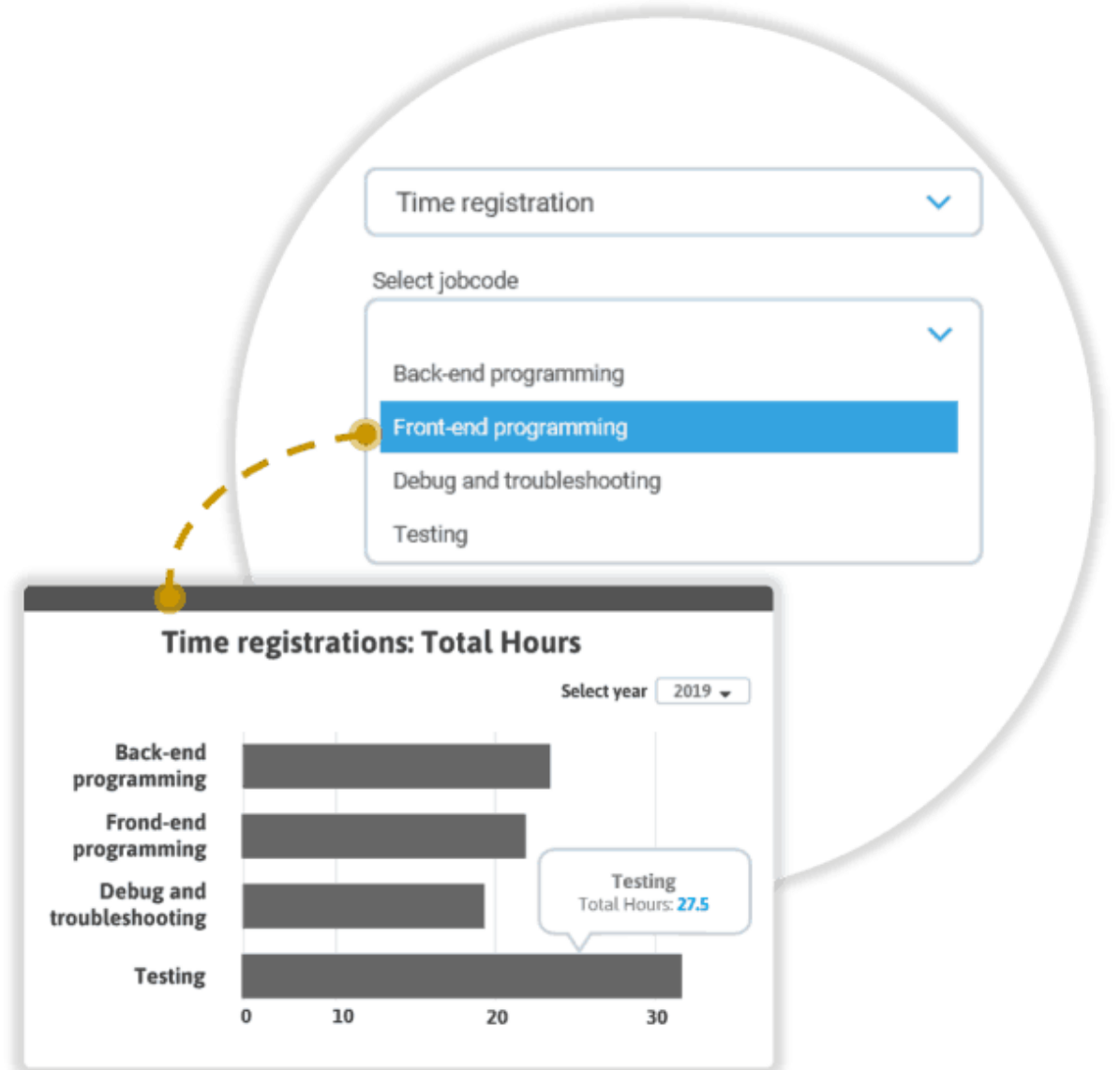
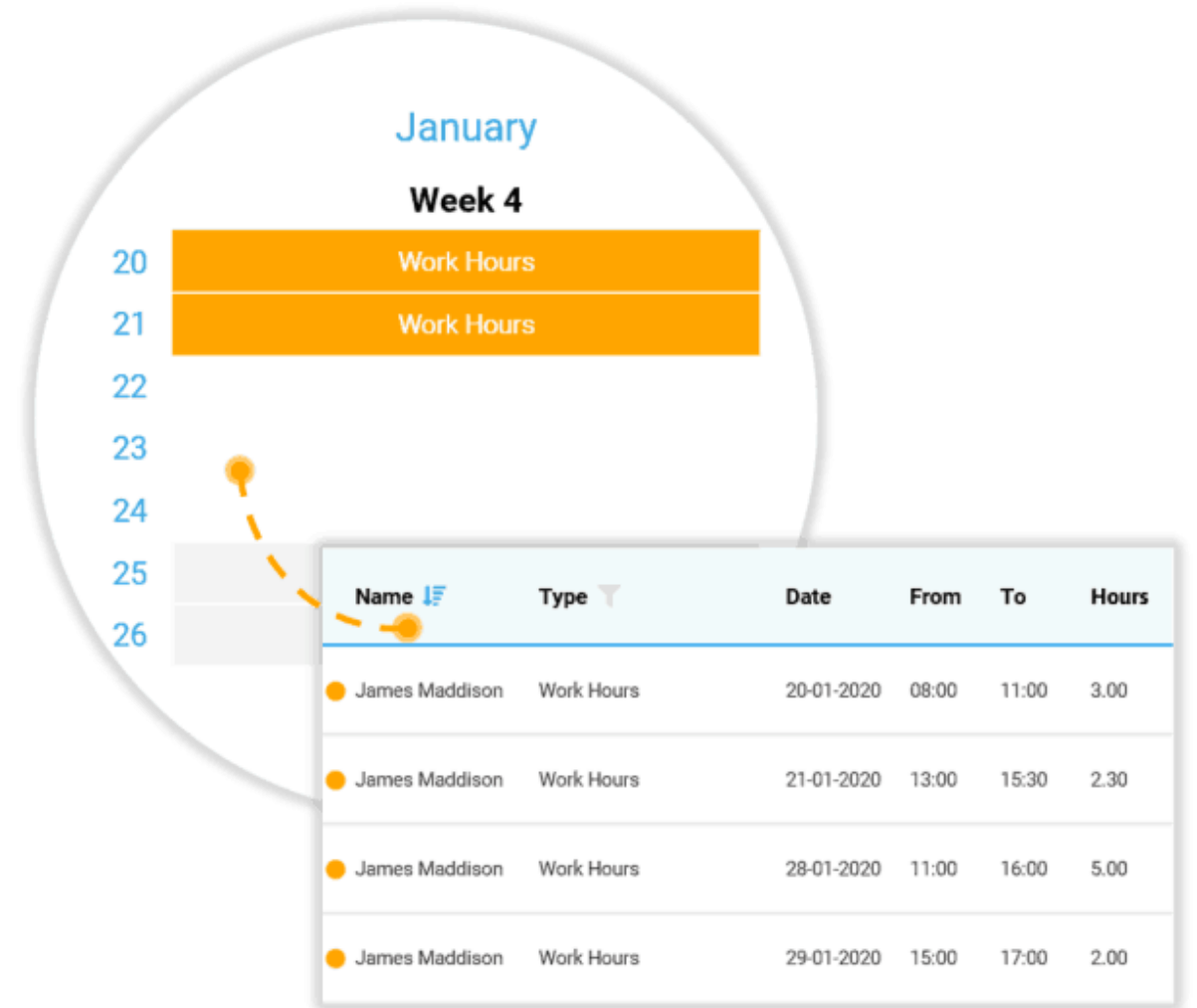**BITABIZ**

Time registration

◎ Project hours

Create your project activities as job codes, customize them if necessary to departments. Employees are now ready to register their hours.

The hours can be visualized in Excel reports that are automatically updated in real time.

Time registration

⊙ Work hours

With BitaBIZ, employees get a tool to register and manage their time. BitaBIZ offer an easy to use time registration tool allowing employees to register their time for clarification and documentation.

January

Week 4

20	Work Hours	
21	Work Hours	
22		
23		
24		
25		
26		

Name ↓=	Type ▼	Date	From	To	Hours
● James Maddison	Work Hours	20-01-2020	08:00	11:00	3.00
● James Maddison	Work Hours	21-01-2020	13:00	15:30	2.30
● James Maddison	Work Hours	28-01-2020	11:00	16:00	5.00
● James Maddison	Work Hours	29-01-2020	15:00	17:00	2.00

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Time registration

⊕ Time registrations with presence status

Different companies need different events – flexibility and customization are key. With BitaBIZ, companies can create and customize any event types. Whether it is payroll events, Out of Office events or planning events.
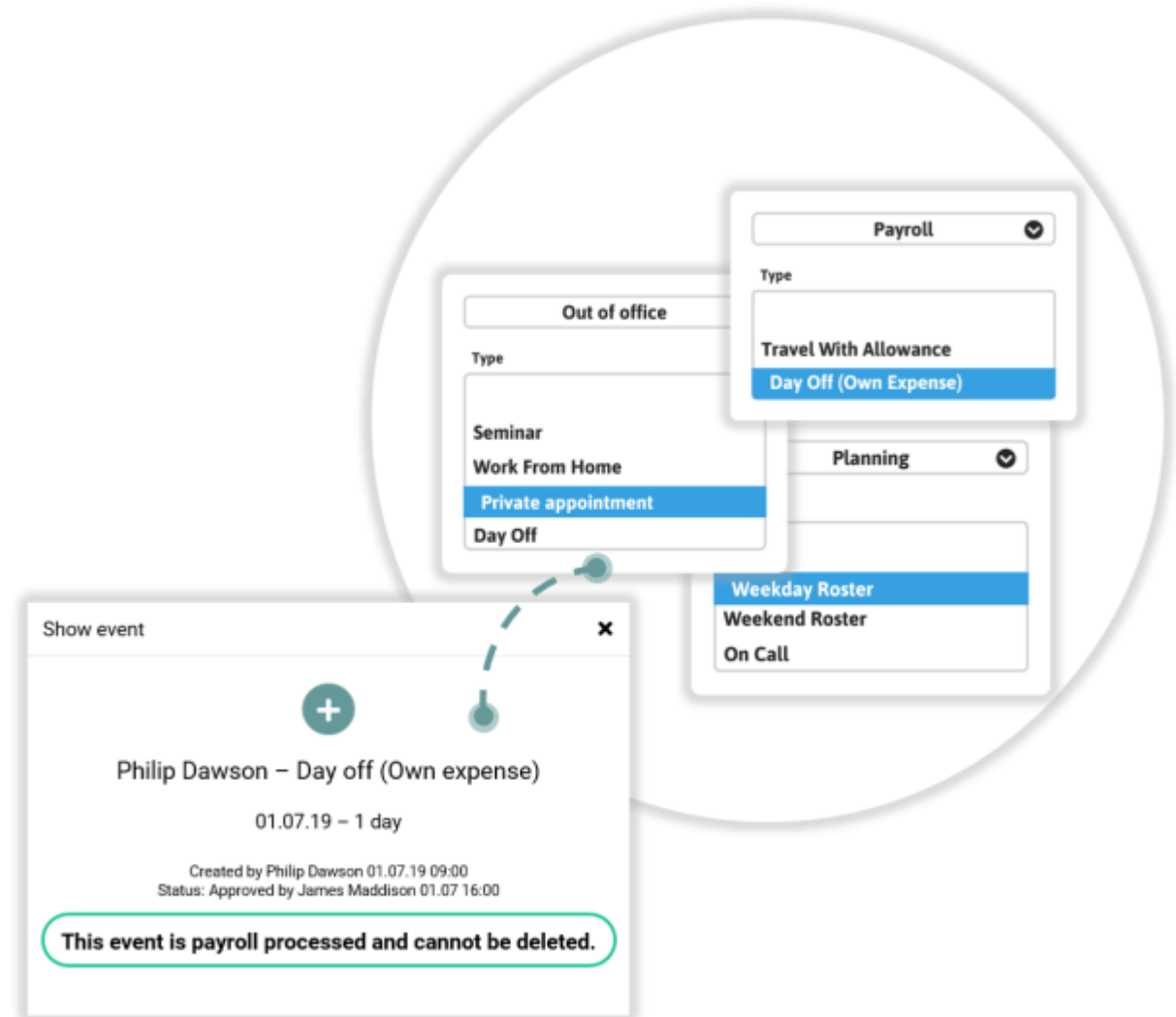
Contact **BitaBIZ?**

Write or call us if you have a question!

Our phones are open between
9-16 on weekdays (GMT +1).

Telephone: +45 71 9955 32
E-mail: bitabiz@bitabiz.com

Try **BitaBIZ?**

Try free for 30 days including support!

BitaBIZ is the smartest way to change
focus from administration to focus on
planning and communication.

Get Started