**edays requirements**

We want you to make the most out of edays and the best way to do this is to get a thorough understanding of your organisations’ absence policies and structure.

Understanding the requirements for your organisation will also allow for a seamless setup process and the ability for yourselves to take the lead with the configuration whilst being guided by one our resident experts.

The list below has been created to start to allow you to think about all the areas you need to consider prior to the start of the project.

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| **Questions** | **Response** |
| Does your organisation have a set calendar year for all employees?  |  |
| Does your organisation have any users who work flexible hours? |  |
| Does your organisation use Overtime and TOIL? |  |
| Does your organisation allow for buying or selling of holidays? |  |
| Does your organisation require public holidays or additional days i.e., Christmas shutdown to be created? |  |
| Does your organisation have a default holiday entitlement for all users? |  |
| Does your organisation offer additional benefits alongside your holiday entitlement i.e. Long Service Awards or Volunteer Days? |  |
| Do you need to set limits on how many users can be off at the same time? |  |
| Is the visibility of absences on the calendar sensitive to certain teams or users? |  |
| Do you currently have a return-to-work process? |  |
| Does your organisation need to store policies and processes in edays? |  |
| Does your organisation have the need to store documents for users i.e. contracts? |  |
| Does your organisation have a URL to a benefits platform or ERP system? |  |
| Does your organisation require the configuration of the Bradford Factor? |  |
| Does your organisation require absence alerts to be configured and triggered to users and administrators? |  |

Please discuss any questions on the above or any additional items with your dedicated Project Manager on the initiation call and they will be able to recommend best practices from their experience.