My Approvals Overview

- The My Approvals allows you to action pending leave requests and view approval history for your team members.

Approve History

To access the My Team Details
  o Login to StaffOnline
  o Under the My Approvals
  o Select Approval History

This will allow you to list your approval history for your team members.

You can query by:
  o Leaving the query criteria fields blank will display the full list of your approvals.
  o Employee will give a list of the team member’s approvals.
  o Approval Date for a period. Use the dropdown calendar box to select dates for the period of enquiry
Approval History

Part Day Leave Request

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Name</th>
<th>Leave Code</th>
<th>Leave Date</th>
<th>No. of Hrs</th>
<th>App. Level</th>
<th>Escalated to you By</th>
<th>Created Date</th>
<th>To Be Actioned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>222383</td>
<td>Mr SD Individual</td>
<td>Annual Rec Leave</td>
<td>13-JAN-2015</td>
<td>2.5</td>
<td>1</td>
<td></td>
<td>08-JAN-2015</td>
<td>15-JAN-2015</td>
</tr>
</tbody>
</table>

Whole Day Leave Request

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Name</th>
<th>Leave Code</th>
<th>Leave Start Date</th>
<th>End Date</th>
<th>App. Level</th>
<th>Escalated to you By</th>
<th>Created Date</th>
<th>To Be Actioned By</th>
</tr>
</thead>
</table>

Bulk Trsh Entry

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Name</th>
<th>Period Start Date</th>
<th>App. Level</th>
<th>Escalated to you By</th>
<th>Created Date</th>
<th>To Be Actioned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>222389</td>
<td>Mr SD Individual</td>
<td>16-JAN-2015</td>
<td>1</td>
<td></td>
<td>16-JAN-2015</td>
<td>17-JAN-2015</td>
</tr>
</tbody>
</table>

- Select and click on ‘Record ID’ link to view details of the record.

View Transaction

Click here to return to Approval History list

Person Id INDIVID1
Job Id 01
Position 00000008098 Individual - StaffOnline Demonstration

Leave Code ARL - Annual Rec Leave
Start Date 13-Jan-2015
End Date 13-Jan-2015
Hours 2.5

Reason
Medical Cert.
Extended Leave
Comments
Supervisor Comments

Approval Status Approved

Approval Level 1
Escalation Start 08-JAN-2015
Escalation End 15-JAN-2015
Table Name WEB_LV_BOOKINGS
Record Id 22777408
Created Date 08-JAN-2015

- The link ‘Click here to return to Approval History list’ will take you to the previous screen.