Leave Overview

- Leave menu provides you with the following options:
  - Leave Bookings request
    - Allows you to Book Leave.
  - Leave Balances
    - Allows you to view your leave balances.
    - Also allows for future leave balances.
  - Leave History
    - Displays leave that has been taken between two dates.
  - Roster
    - Displays your roster for part time staff if the roster has been provided to salaries.

To access the Leave menu:
- Login to StaffOnline
- Under the My HR
- Select Leave

Leave Balances

- To assist you in making future leave requests, the **Leave Balances** option will allow you to calculate future leave balances.
- Leave is calculated at the time the leave is to be taken. If sufficient leave is available at that time then StaffOnline will allow the future booking to process.
- Leave balances are calculated by the system nightly. Submitting a leave application will not affect your leave balance until:
  1. it is approved; and
  2. the nightly balance update process is runs.
Using the calendar tool, it is possible to see your Leave balances at a point in time in the future.

- Select and enter the Enquiry Date for the date to project balances to.
- Click on Calculate Balances
**Tips & Tricks**

- **Pending Transactions**
  - Pending Transactions can be found in the My HR menu.
  - All Transactions that are not approved yet or rejected will appear in your pending transaction queue.

- Leave transactions that have been rejected need to be deleted before resubmitting the leave. **Failure to do this will cause an overlapping booking error.**

- If leave cannot be booked via StaffOnline the most common reasons are:
  - Leave Not Available: You are unable to book leave that you aren’t entitled to. Please reassess your leave and amend the dates.
  - Data Entry Error: Try again and if problem persists, call x7227 for assistance.