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 you to view leave balances at a future date.
  - Leave History
    - Displays leave that has been taken between two selected dates.
  - Roster
    - Displays your roster for part time staff if your roster has been provided to salaries.

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

Leave History

- Leave History allows you to view what leave you have taken in the past.
Use the calendar tools to select dates.

If you leave the dates blank, all the leave taken that are recorded in the HR system will be displayed.

You can pick a leave type from the drop down arrow, or leave it blank for all leave types.

Click on Find to display your leave history.

This will display all your approved leave requests between the two chosen dates.

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.